ASAP's Payroll Reports

As part of your payroll service with ASAP there are a variety of reports available. Described below are the various payroll reports that ASAP offers you at no extra cost. Should you prefer any of the following reports via email, please indicate your preference and return to ASAP.

Please Include	Please Email	Don't Include	ASAP Payroll Reports
☐	☐	☐	***Check Reconciliation*** The Check Reconciliation report lists the Employee Name, Check Type, Check Date, Check Number, and Net Amount of all pay checks (including Direct Deposits) for the most recent pay period.
☐	☐	☐	***Check Register*** The Check Register report is a detailed breakdown of all pay checks for the most recent pay period and Year to Date totals, including Employee Name, Rates of Pay, Hours Worked, Gross Pay, Taxes Withheld, Check Number, Check Date, Check Type, and Net Amount Paid.
☐	☐	☐	***Tax Liabilities*** The Tax Liabilities report is a detailed breakdown of Federal Taxes (Employee and Employer Social Security and Medicare), COBRA Credits, Federal and State Unemployment Charges, and Federal and State Income Tax Withholding amounts for the most recent pay period. This report also summarizes your Total Tax Liabilities, Total Net Payroll, Total Payroll Liability, and the Total Amount debited from your payroll account.
☐	☐	☐	***Total Liabilities*** The Total Liabilities Report is an overview that lists your total dollar liability for the most recent payroll period, essentially the total cost to you of your entire payroll, including Payroll Totals (payroll and third party checks, manual checks, and direct deposits), Total Tax Liabilities, ASAP charges, and the Total Dollars debited from your account.
☐	☐	☐	***Time Sheets*** Blank Time Sheets for your next pay period, listing your employees, rates of pay for each employee, boxes to fill in Regular and Overtime Hours, Salary, Commissions, Bonuses, Tips, Deductions, and Notes. ***Would you rather submit your time via Email, ESheet (excel file), or would you like to learn more about our web-based Time & Labor Solutions?
☐	☐	☐	***Active EEs Not Paid*** The Active EE (Employees) Not Paid Report lists all currently active employees on your staff that are not being paid for the most recent pay period. This report helps you insure you didn't leave anyone off of the payroll, as well as to identify any employees who should be made inactive/active.

We have a variety to Superior Reports available in addition to the ones described above.

- General Ledger Report – enabling easy entry into your accounting system.
- Labor Distribution – manage and track cost centers *with* each payroll.
- Time Off Accrual and Balances – track time off and accrual balance info with each payroll.
- Over 60 report fields to choose from. Custom Reports available!

Ask us about our Superior Reports today!

*Making Business **A**s **S**imple **A**s **P**ossible*
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