ExponentHR Reporting
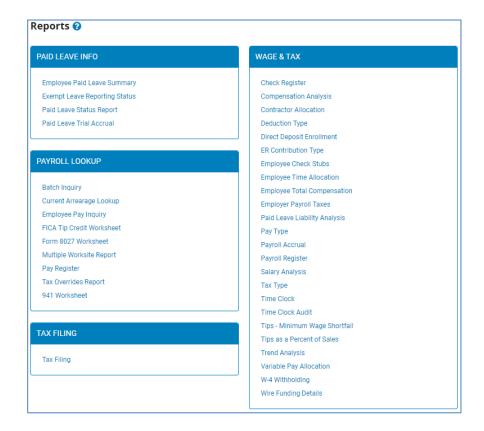
The ExponentHR system captures an array of data ranging from employee records, payroll transactions, time tracking, benefit enrollments, and much more. As a result, users can utilize the numerous ExponentHR reporting functionalities to generate reports to extract the desired data from the system.
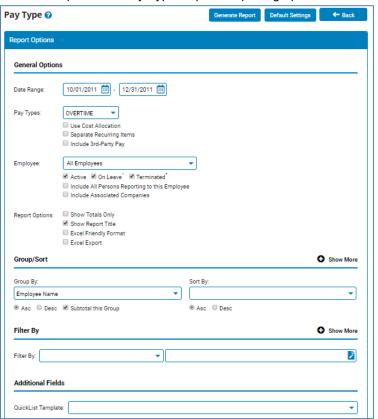
How Do I View Reporting Options?

▪ Hover over any of the main menu items (**Wage & Tax, HR Administration, Workplace Safety, or Benefits**), and click **Reports** at the bottom of each submenu.

▪ Below is an example of the different reports under Wage & Tax. They are grouped by topic and in alphabetical order. Only the reports you have been given access to will be visible.

Reports

PAID LEAVE INFO

Employee Paid Leave Summary
Exempt Leave Reporting Status
Paid Leave Status Report
Paid Leave Trial Accrual

PAYROLL LOOKUP

Batch Inquiry
Current Arrearage Lookup
Employee Pay Inquiry
FICA Tip Credit Worksheet
Form 8027 Worksheet
Multiple Worksite Report
Pay Register
Tax Overrides Report
941 Worksheet

TAX FILING

Tax Filing

WAGE & TAX

Check Register
Compensation Analysis
Contractor Allocation
Deduction Type
Direct Deposit Enrollment
ER Contribution Type
Employee Check Stubs
Employee Time Allocation
Employee Total Compensation
Employer Payroll Taxes
Paid Leave Liability Analysis
Pay Type
Payroll Accrual
Payroll Register
Salary Analysis
Tax Type
Time Clock
Time Clock Audit
Tips - Minimum Wage Shortfall
Tips as a Percent of Sales
Trend Analysis
Variable Pay Allocation
W-4 Withholding
Wire Funding Details

Reporting Options

▪ After selecting the type of report you would like to generate, you can enter any **Grouping/Sorting & Filtering** options to help refine the reporting data.

▪ When the reporting criteria is set, click **Generate Report** button at the top.

▪ Below is an example of the Pay Type Report's reporting options

▪ About the middle of the page, under **Additional Fields** you can pull in a **Quick List** template or other fields to include more information in the report.

▪ At the bottom of the page, you can use the **Stored Template** section to create a template or use an existing template to speed up generating a frequently needed report.

How Can I Get Additional Help?

If you need further assistance with any part of ExponentHR, contact the ExponentHR Customer Support desk at: (866) 612-3200 or support@exponenthr.com.