

How to Generate Worker's Compensation Report

1. From **Payroll** module.
2. Click Workers Comp under Reports
3. Set the value of the following fields:
 - a. Filter Field
 - b. Condition
 - c. From
 - d. To
 - e. Operator



This is used to set condition in running multiple criterias. AND means it will take both criteria while OR means it will take either of the set criteria.

4. Click **Generate** grid icon.

Report Viewer - Worker's Compensation

Save Archive Defaults Close

☒ Generate ☐ Remove

Filter Field	Condition	From	To	Operator
<input checked="" type="checkbox"/> Department	Equal To	IT		AND
<input type="checkbox"/>	Equal To			AND

? + ? Edited

5. Report preview satisfying the set criteria will be displayed.

Report Viewer - Worker's Compensation

Save Archive Defaults Close

☒ Generate ☐ Remove

Filter Field	Condition	From	To	Operator
<input checked="" type="checkbox"/> Department	Equal To	IT		AND
<input type="checkbox"/>	Equal To			AND

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iRelly LLC
4242 Flagstaff Cove
Fort Wayne, IN 46815

Worker's Compensation
Monday, July 17, 2017

Social Security	Employee No.	Name	WC Code	Description	Pay Date	Earning ID	Department	Hours	Amount	WC Rate	WC Amount
*****7527	001005125	Steve 1 Paine									
	8805	Clerical Office Workers	01/17/2017	SAL	IT	0	3,000.00	0.15	450.00		
	8805	Clerical Office Workers	01/17/2017	BONUS	IT	0	1,500.00	0.15	225.00		
	8805	Clerical Office Workers	01/18/2017	BONUS	IT	0	1,500.00	0.15	225.00		
							6,000.00		900.00		
*****1234	B SQUINTANA	Billy S Quintana									
	8006	STORE: CONVENIENCE	01/17/2017	REG	IT	80	1,360.00	0.32	435.20		
							1,360.00		435.20		
*****5211	CJLOWE	Carol J Lowe									
	8006	STORE: CONVENIENCE	01/17/2017	REG	IT	80	1,280.00	0.32	409.60		
							1,280.00		409.60		

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6. Click **Save** toolbar button to save criteria.



Saved criteria will be treated as the default criteria. Clicking **Defaults** toolbar button will display those saved criteria.