

ERADM
February 16, 2017 Welcome : DemoCo

Process Payroll 	Payroll Tools 	Documents 	General Ledger 	Documents » Payroll Document Library » Stored Documents
Messages Due date for next payroll : List All (0 UNREAD)		Quick Links Last Payroll Stats Last Payroll Cash Requirements Report		

ERADM >> Documents >> Payroll Document Library

Document Library

Select Type

Show

- Select --- ▾
- Select ---
- Pay Checks
- DD Advices
- Reports
- Tax Return Forms
- Tax Checks
- Agency/WC Checks

Pay Checks = Check Stubs

DD Advices = Direct Deposit Stubs

Reports = Employer Payrun Specific Reports

Tax Return Forms = W2, 1099, etc.

Select Type, Select Employer Name, (Dates can be left blank in the payroll document library), press 'show'. Click the printer button to produce pay stub or tax return form



Console Employees Reports

Company Payroll Processing Payroll Management Payroll Tools General Ledger Do

ERADM >> Documents >> Payroll Document Library

Document Library

Select Type DD Advices

Select Employer Demo Company

Select Check Date Range To

Select Employee --- Select ---

Show

Sort on Check Date : Ascending Descending

S.No.	Employer Name	Check Date	Amount	Actions
	Employee Name	Shipment Date		
1.	Demo Company	02 Dec 2016		
	James Jagels	21 Nov 2016	\$738.80	
2.	Demo Company	18 Nov 2016		
	John Brookfield	14 Nov 2016	\$1,199.28	
	James Jagels	14 Nov 2016	\$903.04	
3.	Demo Company	13 Oct 2016		
	John Brookfield	06 Oct 2016	\$1,199.28	
4.	Demo Company	11 Oct 2016		
	James Jagels	04 Oct 2016	\$0.00	