

Custom Report Name: _____

Requested For Date: _____

Report Type:

Employee
 Payroll
 Time & Labor (TLM)
 Human Resources (HR)
 Retirement

Columns to Include (Attach additional List for more columns):

Column 1: _____	Column 12: _____
Column 2: _____	Column 13: _____
Column 3: _____	Column 14: _____
Column 4: _____	Column 15: _____
Column 5: _____	Column 16: _____
Column 6: _____	Column 17: _____
Column 7: _____	Column 18: _____
Column 8: _____	Column 19: _____
Column 9: _____	Column 20: _____
Column 10: _____	Column 21: _____
Column 11: _____	Column 22: _____

Formula Based Columns:

Add Columns #s: _____, _____, _____, _____, _____, _____, _____, _____, _____, _____

Subtract Columns #s _____, _____, _____, _____, _____, _____ from Column # _____

Divide OR Multiply Column # _____ by (Value or Column #) _____

IF Column # _____ is (=, =!, <, >) _____ (Value or Column #) _____
 then (Value if true) _____ (Value if false) _____

Other: _____

Sort, Filter & Group:

Sort Report By Column # _____ Then By Column # _____ Then By Column # _____

Filter 1: In Column # _____ Filter (=, =!, <, >) _____ for Value _____

Filter 2: In Column # _____ Filter (=, =!, <, >) _____ for Value _____

Group or Total This Report By Column # _____ then by Column # _____

Run Options:

Frequency: _____

Date Range (If Applicable): _____

Export Type: _____

Include with Payroll Reports Being Delivered: _____

Recipient(s) _____

Email Form to support@payrolldynamics.com

If you have any supporting documents such as a format specifications or report/file samples please email them with this report request.