

Employer Liability Report Instructions

Click on **“Reporting”** and **“My Reports”**

REPORTING

- Report Archive
- Report Writer
- Reports On-Demand
- Quarterly Reports On-Demand
- Client Reports
- My Reports
- My Reports Queue
- Date Range Reports
- Check Print Back
- Continuous Reports Archive
- Year End Report Archive
- Year End Reports On Demand
- Reports to CD

Click on **“Employer Liability Report”** and choose your Payroll date from the dropdown

My Reports

Report Category: All ▼

Search: Filter

Output Name	Report Type
Employee State Tax Export	Date Range
Employee Statement of Earnings	Date Range
Employee Termination Log	Date Range
Employee Training History Report	Date Range
Employee W2 Local Wage Listing Report	By Payroll Run
Employee W2 Preview	By Payroll Run
Employee W2 Preview	As Of Date
Employee W2 Verification	By Payroll Run
Employee Workers Comp Summary	By Payroll Run
Employee Workers Comp Summary - Date Range	Date Range
Employee Workers Comp Summary Export	By Payroll Run
Employee Zero Earnings Report	By Payroll Run
Employee Zero Earnings Report	As Of Date
Employer Liability Report	By Payroll Run
Employer Liability Report	Date Range
Employer Match Report	Date Range
Employer Match Report Summary	Date Range
Employer State Tax Export	Date Range
Enrollment Status	By Payroll Run
Enrollment Status	As Of Date

Generate Report
Go To My Reports Queue

Once your report request has been submitted you can do any of the following: Run another report, go

Employer Liability Report

This report displays all employer payroll liabilities.

Filtering

Company: ████████████████████ ▼

Pay Group: Weekly ▼

Payroll: Regular Payroll - Pay Date: 3/18/2020 (Run #112) ▼

Sorting

Sort Field 1: ▼

Sort Field 2: ▼

Sort Field 3: ▼

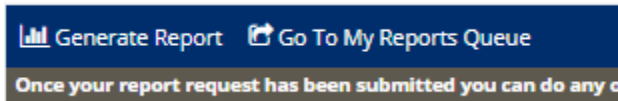
Scheduled Sort: None

Options

Add Report to Archive

Click **“Generate Report”**

Click **“Go to My Reports Queue”**



Click **“View Report”**

Client ID	Report Name	Status	Report Requested	Generate Begin	Generate End	Purge Date	View Report
00001	Employer Liability Report	GENERATED	3/19/2020 12:17:47 PM	3/19/2020 12:17:47 PM	3/19/2020 12:17:51 PM	3/22/2020 12:17:51 PM	View Report

Review the highlighted section on your report:

Client ID: [REDACTED] Pay Group: Weekly Check Date: 3/18/2020 Run Date: 3/16/2020 Run Number: 112	EMPLOYER LIABILITY REPORT [REDACTED] DBA	Period Begin Date: 3/9/2020 Period End Date: 3/15/2020 Pay Period: 11 Payroll Type: Regular Payroll
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Total Payroll Liabilities																																													
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Gross Wages	- Tips	+ Non Taxable Wage	+ ER Taxes	+ ER Liability	+ ER Fees	Total ER Liabilities
\$1,912.25	\$0.00	\$0.00	\$157.73	\$0.00	\$0.00	\$2,069.98