



Report Center Quick Intro



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Methods for navigating to the Manager Portal's Standard Reports

- Using the search bar, prefix your search with **R:** and then begin to type the name of a report

- Click on the **Report Icon** and display a menu of all available reports, sorted by area of interest

MY PAYROLLS

Company: (10246)

Report Suggestions

Employee By Location Within Pay Group Report
Payroll > Report

Employee Pay Rate Report
Payroll > Report

Employee Scheduled Payments Report
Payroll > Report

My Support Team

Lead Payroll A
Sommer Cripps
702-598-0000 x207
sommerc@advanstaff.com

Benefits & Pay
Jackie Presser
(702) 598-0000 x207
jackiep@advanstaff.com

CEO/President
Philip Richards
(702) 598-0000

HRIS Manager
Melissa Amaon
(702) 598-0000 x247

Search bar: R: Employee pay

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MY COMPANY MY EMPLOYEES MY PAYROLLS

Payroll | Report

Additional Fixed Income Tax Override Report

Additional Income Tax Override Report

Allocated Tips By Batch Report

Batch Register Report

Benefit Adjustments Report

Calculate Checks Report

Certified Payroll Report

Client Allocation Report

Client Check Register Report

Deduction Code Detail Report

Deduction Code Summary Report

Deduction Register Report

Eligible PTO Report

Employee ACH Direct Deposit Report

Employee By Location Within Pay Group Report

Employee Hours By Month Report

Employee Loans Report

Employee Match Code Register Report

Employee Other Deductions Report

Pay Code Summary Report

Pay Period PTO Report

Pay Schedule Report

Payroll Allocation Report

Payroll Check Journal Report

Payroll Cost Report

Payroll Deduction in Arrears Report

Payroll Disbursement Report

Payroll Pre-Calculation Audit

Payroll Register Report

Payroll Register Report (Legacy)

Payroll Retirement Contributions Report

Retirement Contributions Register Report

SUTA Tax Liability Report

Time Sheet Report

Unpaid Employees Report

Voucher Account Detail Report

WH347 Report

Workers Compensation Report

HR | Report

Employee Election

Employee Event C

Employee Hours B

Employee ID Repo

Employee Master F

Employee Name R

Employee New Hir

Employee PTO Det

Employee Property

Employee Ranked

Employee Retirem

Employee Roster R

Employee Skills R

Employee Supervis

Employee Termina

Employee Test Res

OSHA 300A File De

OSHA Report

PTO Approval Rep

PTO Hours Taken F

The Power of Report Center

Report Center is a centralized and consolidated reporting tool.

It comes with many **predefined** reports that you can use **as is** or that you can quickly customize to meet the specific requirements of your organization. You can also **easily define the presentation of the output and change it at any time as your requirements change.**

Report access is role-based. Only the reports for which your role has access privileges are available in Report Center.

Methods for Launching the REPORT CENTER

- Using the search bar, type **REPORT CENTER** and select Report Center to launch

MY PAYROLLS

Company: (10246)

Application Suggestions

Report Center
Report Center > Reporting

My Support Team

<p>Lead Payroll A Sommer Cripps 702-598-0000 x219 sommerc@advanstaff.com</p>	<p>Risk Management Lead Dianne Peace (702) 598-0000 x250 diannep@advanstaff.com</p>
<p>Benefits & Payroll Manager Jackie Presser (702) 598-0000 x207 jackiep@advanstaff.com</p>	<p>HRIS Manager Melissa Amaon (702) 598-0000 x247</p>
<p>CEO/President Phillip Richards (702) 598-0000</p>	<p>Sterling Peterson-Kaliko (702) 598-0000 ext. 261 sterlingp@advanstaff.com</p>

- From the **My Home** (second level dashboard view) click on **Report Center** to launch
- Pro-Tip: Save My Home to your favorites!

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MY COMPANY MY EMPLOYEES

Company / Dashboard / My Home

Favorites

- Client Events
- Data Retriever
- Department Change
- Employee Payroll Vouchers
- Employee Termination
- My Home**
- New Hire
- Pay Rate Change
- Position Change

Work Centers

- Reporting**
- Report Center
- Employee Experience
- Employee Experience Configuration

Methods for Selecting a Report

Type Title or Keywords
in the search bar

Refine the search with
Categories

Refine the search with
Tags

The screenshot displays the 'Report Center' interface. At the top, there is a search bar containing the text 'pay'. To the right of the search bar are two dropdown menus: 'Categories: Employees' and 'Tags: Demographics'. Below the search bar, a list of reports is shown. The first report is titled 'EE Rate of pay below \$14.63 threshold for 7-1-2021 NV DAILY OVERTIME' and includes a 'Demographics' tag. The second report is titled 'EE Rate of pay below the 7-1-2021 NV Minimum Wage of \$9.75' and also includes a 'Demographics' tag. Two yellow arrows on the left side of the image point to the first two reports in the list.

Report Center

Home

pay

Categories: Employees

Tags: Demographics

Employees

EE Rate of pay below \$14.63 threshold for 7-1-2021 NV DAILY OVERTIME

EE Rate of pay below the 7-1-2021 \$14.63 NV DAILY OVERTIME. This report captures RATES BETWEEN \$13.50 and 14.62 and is an indicator for employees who must be paid NV Da

Demographics

EE Rate of pay below the 7-1-2021 NV Minimum Wage of \$9.75

EE Rate of pay below the 7-1-2021 \$9.75 NV Minimum Wage. Data from: general employee records such as company, pay, and personnel.

Demographics

Report Result example:

Finding employees who will be subject to a minimum wage increase

Data is returned – User will only see results for employees they have security access to view.

Click headers to sort or rearrange data

Tools available to **export** or alter the report results

EE Rate Of Pay Below The 7-1-2021 NV Minimum Wage Of \$9.75 ▾
Results may be limited by user security

Columns Group Aggregate Pivot View Save Export

Search all report fields



Status Class: A ✕

Pay Method: H ✕

Type: FULL TIME, LEAVE OF ABSENCE, PART ... ✕

Employer State: ✕

Client Name: ✕

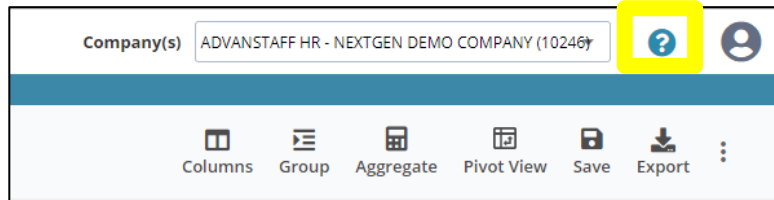
Pay Rate - Hourly: 0 - 9.74 ✕

Filter

View: Report default ▾

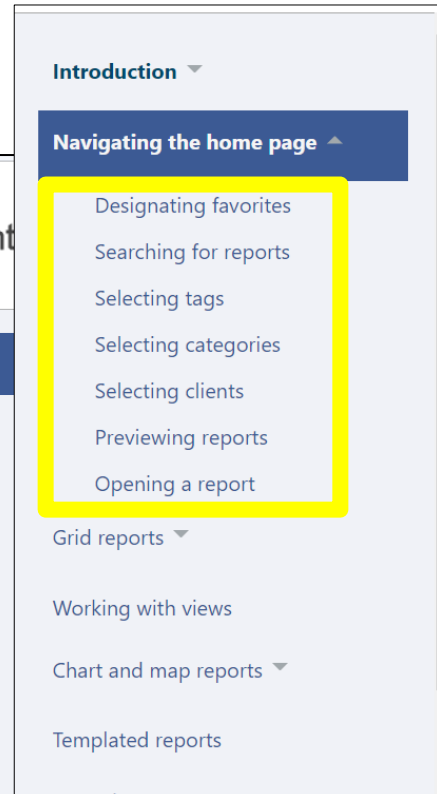
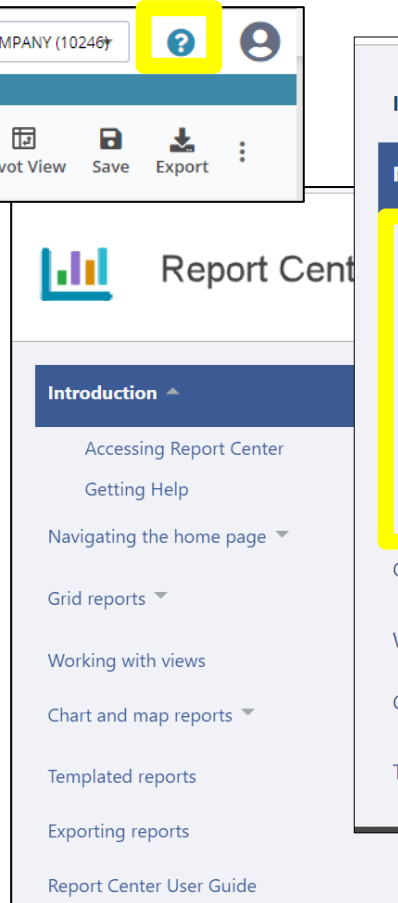
State	Employer State	Client ID	Client Name	Employee Name	EE ID	Status Class	Pay Rate - Hourly	Pay Method	Type	Position	Years of Service	FLSA Typ
NV	NV	10246	ADVANSTAFF HR - NEXTGEN DEMO COMPANY	MASON MANDY	R60570	A	\$9.70	H	PART TIME	BUSINESS DEVELOPMENT	1.73	
NV	NV	10246	ADVANSTAFF HR - NEXTGEN DEMO COMPANY	CLARK CHARLIE DEMO	Z41834	A	\$9.61	H	FULL TIME	BENEFITS CONSULTANT	1.68	
NV	NV	10246	ADVANSTAFF HR - NEXTGEN DEMO COMPANY	PIPER PETER	G69489	A	\$9.25	H	FULL TIME	401K MANAGER	0.15	
NV	NV	10246	ADVANSTAFF HR - NEXTGEN DEMO COMPANY	BAKER BETH DEMO	P05319	A	\$9.10	H	FULL TIME	BENEFITS MANAGER	1.16	
NV	NV	10246	ADVANSTAFF HR - NEXTGEN DEMO COMPANY	SMITH STEVE DEMO	D05308	A	\$9.00	H	PART TIME	EMPLOYEE SERVICES REP	1.82	

Get expert help and learn more about Report Center!!



Just click the question mark in the header bar

Report Center has a full training tutorial library built right in!



You are here: Navigating the home page

Navigating the home page

On the Home page, the list of reports shows only the reports to which your administrator has given you access. There are two basic

- System reports come with Report Center and are pre-defined. You can temporarily configure a system report based on your re
- An administrator can modify a copy of a system report and save it as a new custom report. An administrator can also modify a as a new report. If the administrator shares a custom report with your role, that report is shown in your list of reports.

For both system and custom reports, any changes that you make to report formatting persist the next time you open the same rep not permanently change the report.

The list of reports on your Home page may contain some or all of the following types of reports. Each report type is described in de

Icon	Report Type	Description
	System - Grid	The data in grid reports is shown in rows and columns. The system provides many options for you reports. For example, you can add, edit, or move columns.
	System - Chart	The data in chart reports is shown as a graph. You can view a different type of graph, select an inte to separate the data, and specify how to stack the data.
	System - Man	A map report shows a Location (Google) map and a Location State map. On the Location State ma

Thank You!

For questions or assistance
Feel free to contact your Home Team Representative
Or support@advanstaff.com
Thank you!



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