

ANALYTICS & REPORTING



APS' Analytics & Reporting solution is designed to bring your important information to the surface by aligning HR, payroll, time, and demographics data into a single system. Using our intuitive dashboards, you'll access real-time information for better collaboration and more informed decision-making.

5 Advantages Companies Gain from APS Analytics & Reporting

1. All Workforce Management Data in One Place

Combine and view your data from the Employee, HR, Payroll, Attendance, and Reporting consoles in one place. Our analytical library of action and informative tiles help you visualize key information so you can be more efficient each day. With role-based configurations, dashboards can be customized by user preferences.

REPORT MANAGER

Choose from pre-built payroll, employee, HR, and attendance reports. Use filters by department, location, employee, or date range to drill into the data you need. Format your reports as an Excel spreadsheet or PDF, or print them directly from APS. Available reports include:

- Payroll Summary (Audit)
- General Ledger
- New Hire
- EEO-1, OSHA, VETS-100A
- Labor Expense
- Turnover
- Full-Time Equivalent
- Average Hours Compensated per Week

Payroll Summary (Audit) Report													
Edit Report Options Run Report Download Report													
Excel (CSV) PDF Print													
CHANCE, THOMAS M. (01585)													
Check Date	Check #	Income	Department	Hours	Rate	Amount	Tax	Amount	Deduction	Amount	Memo/Match	Net Pay	Pay Type
05/08/2020	1201	COVID19 - Care for Others	11545 - Instructor	24.00	\$10.72	\$257.28	Fed WH State WH SS Medicare	\$11.11 \$2.96 \$15.95 \$3.73				\$224.43	Check
Totals For CHANCE, THOMAS M. (01585)				24.00		\$257.28		\$32.85		\$0.00	\$0.00	\$224.43	
DOE, JOHN C. (1231213217)													
Check Date	Check #	Income	Department	Hours	Rate	Amount	Tax	Amount	Deduction	Amount	Memo/Match	Net Pay	Pay Type
05/08/2020	1202	Housing Allowance	010797-000012 - Crew Member	0.00	\$0.00	\$500.00						\$500.00	Check
Totals For DOE, JOHN C. (1231213217)				0.00		\$500.00		\$0.00		\$0.00	\$0.00	\$500.00	
DOOLEY, BRENT (30201435)													
Check Date	Check #	Income	Department	Hours	Rate	Amount	Tax	Amount	Deduction	Amount	Memo/Match	Net Pay	Pay Type
05/08/2020	Voucher	COVID19 - Care for Others	1055 - National Seizing	16.00	\$5.36	\$85.76	State WH SS Medicare	\$1.11 \$5.32 \$1.24				\$78.09	DirDep-C
Totals For DOOLEY, BRENT (30201435)				16.00		\$85.76		\$7.67		\$0.00	\$0.00	\$78.09	
EMPLOYEE, TEST (1231213226)													
Check Date	Check #	Income	Department	Hours	Rate	Amount	Tax	Amount	Deduction	Amount	Memo/Match	Net Pay	Pay Type
05/08/2020	1203	Cell Phone	062094 - Accounting	0.00	\$0.00	\$34.62	State WH SS Medicare	\$1.47 \$2.15 \$0.50				\$30.50	Check
Totals For EMPLOYEE, TEST (1231213226)				0.00		\$34.62		\$4.12		\$0.00	\$0.00	\$30.50	
FILLIPELLE, KAREN (302094)													
Check Date	Check #	Income	Department	Hours	Rate	Amount	Tax	Amount	Deduction	Amount	Memo/Match	Net Pay	Pay Type
05/08/2020	Voucher	COVID19 - Care for Others	2001 - MTO	80.00	\$6.03	\$482.40	State WH SS Medicare	\$3.37 \$25.33 \$5.92	Child Support Dental Medical Vision	\$50.00 \$13.85 \$57.69 \$2.33	\$23.08 \$46.15	\$324.03	DirDep-C
Totals For FILLIPELLE, KAREN (302094)				80.00		\$482.40		\$54.52		\$223.85	\$69.23	\$324.03	
JOHNSON, BRANDON (00004)													
Check Date	Check #	Income	Department	Hours	Rate	Amount	Tax	Amount	Deduction	Amount	Memo/Match	Net Pay	Pay Type
05/08/2020	1204	COVID19 - Quarantine Cell Phone	010797-009012 - Crew Member 010797-009012 - Crew Member	64.00 0.00	\$12.00 \$0.00	\$768.00 \$25.90	Fed WH State WH	\$37.19 \$2.70	Dental Medical	\$104.94 \$4.62		\$584.44	Check

2. Automated Reporting

No more compiling data manually from separate systems, spreadsheets, or reports. Dashboards are automatically updated to populate your company's most current information for increased efficiency and accuracy.

ORGANIZATIONAL REPORTING

Dive into metrics and trends across multiple locations or company entities. Create custom reports using pre-built templates, data fields, and filters for reports tailored to your company's needs. With organizational reporting, you can:

- Add favorite custom reports to your dashboard for streamlined access
- Schedule custom reports to run and email to anyone in your company
- Set custom reports to public or private and share them with other system users

Set Up Report Shipping

Email Report:

☒ To me:

The users listed below are active users and managers that have access to the company to which you are currently logged in.

☒ To the following:

<input type="checkbox"/>	First Name	Last Name	Email Address	Username	User Type
<input checked="" type="checkbox"/>	TROY	AIKMAN		taikman	Manager
<input type="checkbox"/>	Abbie	Alsup	aalsup@apspayroll.com	aalsup	Payroll Admin
<input checked="" type="checkbox"/>	NADINE	ALVARADO		nalvarado	Manager
<input type="checkbox"/>	Ben	Austin	baustin@apspayroll.com	baustin	Payroll Admin
<input type="checkbox"/>	Emily	Avery	eavery@apspayroll.com	eavery	Payroll Admin
<input checked="" type="checkbox"/>	RHONDA	BAKER		rbaker	Manager
<input type="checkbox"/>	JUAN	BENEVIDS		jbenevids	Manager
<input type="checkbox"/>	ELIZABETH	BENNET	xxx@biehlco.com	348544	Manager
<input type="checkbox"/>	Rusty	Bohannon	rbohannon@apspayroll.com	rbohannon	Payroll Admin

Schedule Report:

Frequency:

☐ Never (inactive)
 ☐ Daily
 ☐ Weekly
 ☒ Monthly
 ☐ After each scheduled payroll run
 ☐ After every payroll run

☐ On the 1st day of every month.
 ☒ On the 1st Monday of every month.

Time Period:

Prior Month

Scheduled reports will run between 2:00 AM and 5:00 AM Central Time on the scheduled day.

Delete

Cancel

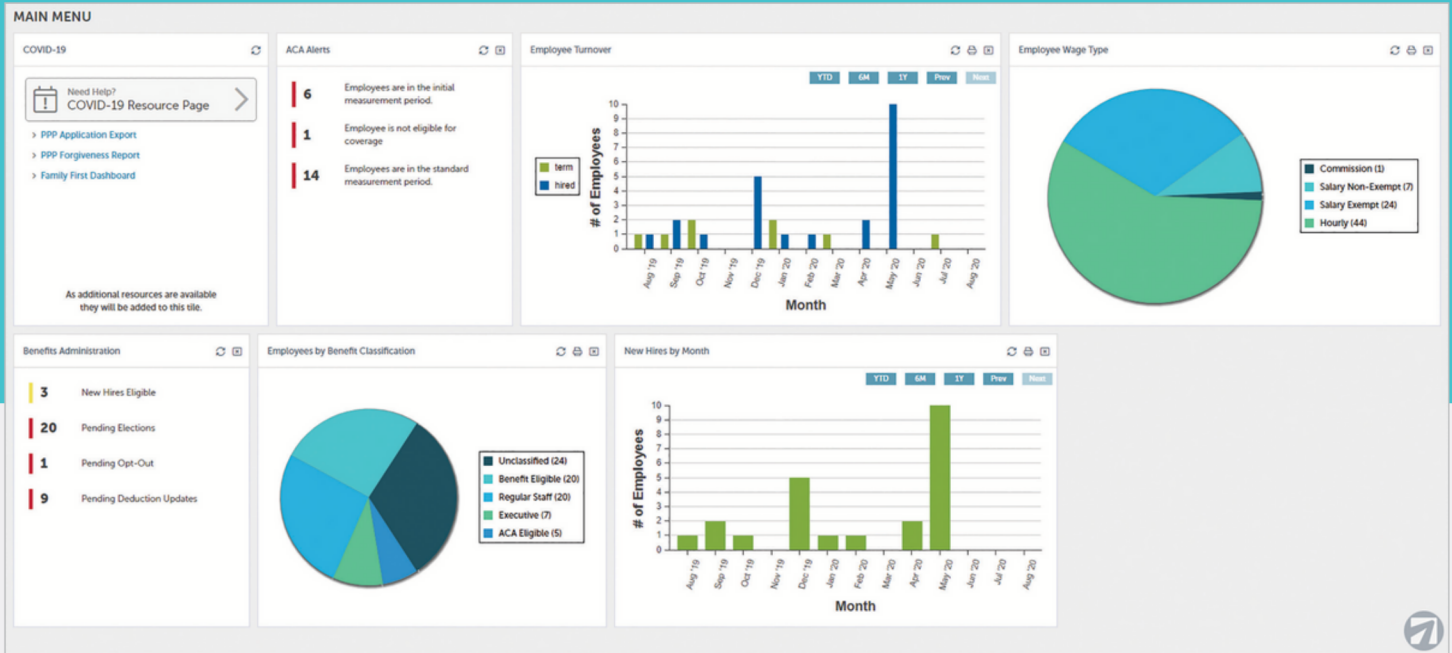
Save

Questions? Call or Click!

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3. Personalized Dashboard Analytics

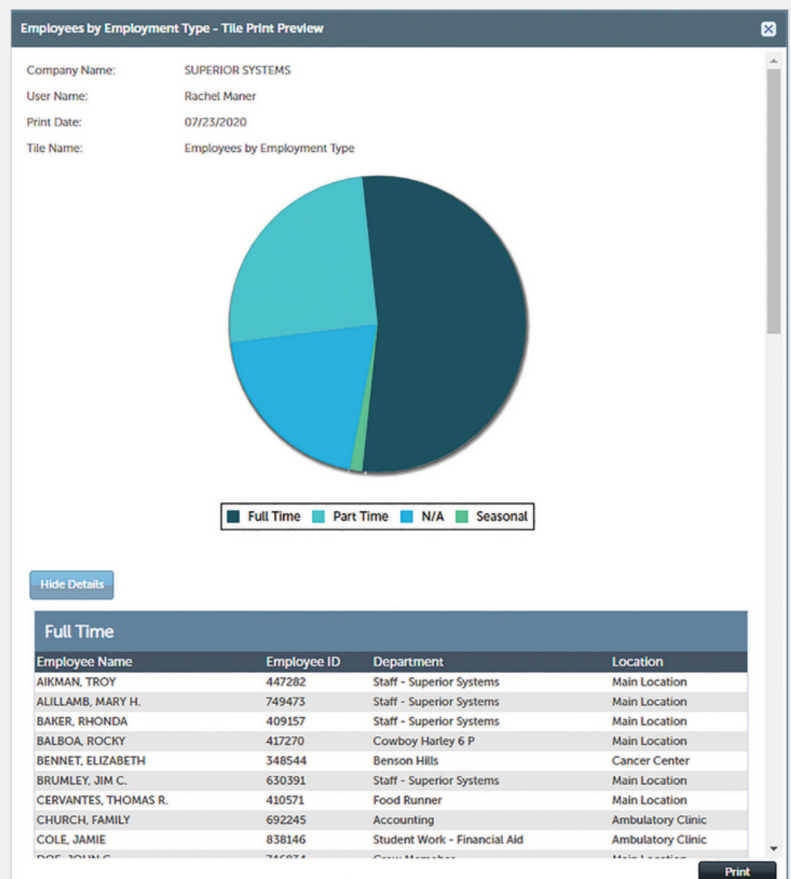
Each user has the ability to tailor his or her dashboards by adding tiles based on preference. Each tile offers an informational, graphical, or pictorial representation of the data in APS. Users can create a customized experience in APS with quick access to the data they need to be more productive each day.



4. Increased Transparency for Better Accountability

Metrics are visible to those responsible for driving your organization's performance. Leaders can view trends over custom date ranges for efficient decision-making. This results in greater communication and transparency among your workforce.

With APS Analytics & Reporting, it's easy to view the right information, at the right time, and in one place. The data you need is on your dashboard and always at your fingertips.

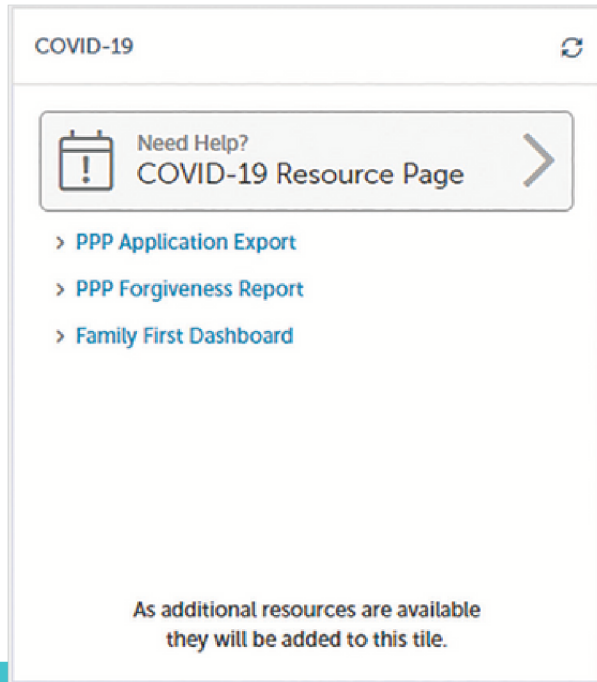


5. Easier Management of Legislation Changes

Stay up-to-date with ever-changing legislation and events that impact your workforce function through updated tiles and reporting metrics.

COVID-19 DASHBOARD TILE

With the COVID-19 dashboard tile, everything you need to track and manage COVID-19 reporting requirements can be accessed with a click.



FFCRA DASHBOARD

The FFCRA dashboard provides access to important tax credit data, like the number of employees paid, the total amount paid, and the total credit used. View the FFCRA tax credit report for COVID-19 income type used, employer Medicare credit, and more.

ADDITIONAL COVID-19 REPORTING

Utilize pre-built reports for COVID-19 compliance in the Report Manager. The Payroll Allocation and Department Summary reports reflect employer portions of Social Security when COVID-related income items are included in payroll processing. The FFCRA Tax Credit report provides information on the utilization of the FFCRA tax credit for compliance purposes.

PPP LOAN FORGIVENESS REPORT

- Calculate loan forgiveness automatically
- Report current payroll activity related to the Paycheck Protection Program to your PPP lender
- Access detailed payroll information including Gross Pay, Housing, Deductions, and SUTA tax for compliance purposes

COVID-19 RESOURCES

- Access our Help Center to help you better understand the FFCRA, CARES Act, and more
- View webinars and FAQs that simplify the complexity of COVID-19 requirements

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