

**Navigation Panel**

**Results**

CO# 0001A . Payroll Register (RW) #109

Download

page 1 of 25

Employee Name	Rate of Pay	Hours	Current Amount	YTD Amount	Salary	Frequency	Check Number	Check Date	Check Type	Net Check	
02 Regular	10.00	200.00	2,000.00	200.00	2,000.00	Weekly	-99996006 Memo	05/11/2016	Regular	0.00	
J Average Ove	5.00	100.00	0.00	100.00	0.00					0.00	
<b>Check Totals</b>		<b>300.00</b>	<b>2,000.00</b>	<b>300.00</b>	<b>2,000.00</b>	<b>0.00</b>	<b>0.00</b>			<b>0.00</b>	
01 Salary	30.00	0.00	0.00	12.00	17,860.00	Bi-Weekly	-99996042 Memo	04/13/2016	Regular	0.00	
02 Regular	30.00	0.00	0.00	30.00	1,900.00	Weekly	04 EE 401K (CIGNA)	0.00	9.00	Federal (M2)	0.00
03 Vacation	0.00	0.00	0.00	2.00	60.00	Weekly	05 EE 401K Catchup	0.00	8.00	OASDI	0.00
06 Holiday	0.00	0.00	0.00	55.00	1,550.00	Weekly	06 EE 401K (BCBS)	0.00	12.00	Medicare	0.00
08 Group Term	0.00	0.00	0.00	23.00	69.00	Weekly	09 Post Tax Pension	0.00	9.00	EIC	0.00
12 ER HSA Slnq	0.00	0.00	0.00	23.00	69.00	Weekly	11 Roth 401K Catch	0.00	102.00	Back-up	0.00
Y 1059-R	30.00	0.00	1,000.00	25.00	8,750.00	Weekly	13 BCBS HMO (EE)	0.00	30.00	State VT (S'1)	0.00
01 Memo-M	0.00	0.00	0.00	35.00	2,212.00	Weekly	15 BCBS PPO Plus	0.00	20.00	VT_SUI_EE	0.00
02 Memo 2-M	0.00	0.00	0.00	16.00	536.00	Weekly	18 BCBS FSA (EE)	0.00	6.00	Yonkers Non-Res.	0.00
04 ER Insurance	0.00	0.00	0.00	7.00	18.00	Weekly	36 Roth 401K	225.00	2,700.00		0.00
05 ER HSA Fam	0.00	0.00	0.00	2.00	6.00	Weekly	03 Pension Match A	0.00	12.00		0.00
05 BCBS HMO	0.00	0.00	0.00	3.00	12.00	Weekly					0.00
05 High I	0.00	0.00	0.00	12.00	36.00	Weekly					0.00
05 High I	0.00	0.00	0.00	4.00	12.00	Weekly					0.00
05 High I	0.00	0.00	0.00	3.00	12.00	Weekly					0.00
05 High I	0.00	0.00	0.00	3.00	12.00	Weekly					0.00
05 High I	0.00	0.00	0.00	7.00	32.00	Weekly					0.00
<b>Check Totals</b>		<b>0.00</b>	<b>3,500.00</b>	<b>262.00</b>	<b>33,265.00</b>	<b>225.00</b>	<b>2,928.00</b>			<b>0.00</b>	
XXXX-XX-XXXX - 02 - Cat, Cheshire					2500.00	Bi-Weekly	-99995767	04/13/2016	Regular	5832.00	

**The My Task Queue window**

My Task Queue is full size screen listing of your tasks and report results – similar to the Task View in Evolution Classic, which you can use to display report results or more details about each task. To review the report results, click on a task (row) on the left Navigation Panel. The report results appear in the Results pane to the right.

The information results that appears depends on the specific task you select and may contain multiple tabs based on the status of a task (Results, Log, Messages, Exceptions, Warnings, and Notes).

The Task Queue has been redesigned for v3.3. Users can view individual reports, or multiple reports; for example, the ability to download all reports as a group in a zipped file format that were run as part of processing a payroll.

Tasks marked as read remain in the Task Queue for three (3) days before they are automatically deleted by the system. Unread tasks remain in the Task Queue for 10 days before they are automatically deleted by the system.

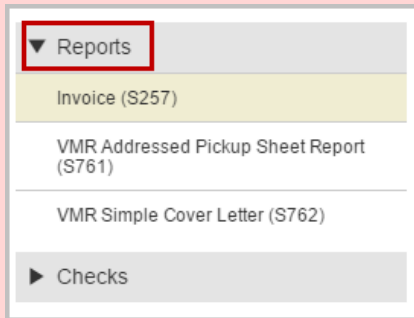
Topic	Description
<p><b>Displaying the My Task Queue</b></p> <p>The My Task Queue window (grid section) displays as a full screen window over (in front of) the Dashboard or whatever screen you display it from. The overall size of the Task Queue flyout panel has been increased to full screen size to use the maximum amount of screen real estate so that the results are more easily visible. The Task Queue flyout panel now covers the entire screen from which the user has displayed it.</p>	<p>You can display the My Task Queue by clicking the <b>Task Queue</b> arrow located at the bottom left of any screen.</p> <p>The total number of Completed, Unread, and Pending tasks also appear on the bottom bar near the Task Queue arrow.</p>

Topic	Description
-------	-------------

## Multiple Reports

For multiple reports, each group (**Reports/Checks**) can be expanded or collapsed by clicking on the arrow on the title row in the center section of the screen.

For example, clicking on the **Reports** arrow expands the listing of reports, shown below.



Clicking on the **Checks** arrow expands the listing of payroll check reports.



You can also just click on the Reports or Checks title row to expand either section.

If there are more results than can fit on the screen, a scroll bar displays allowing the user to scroll down to see more results.

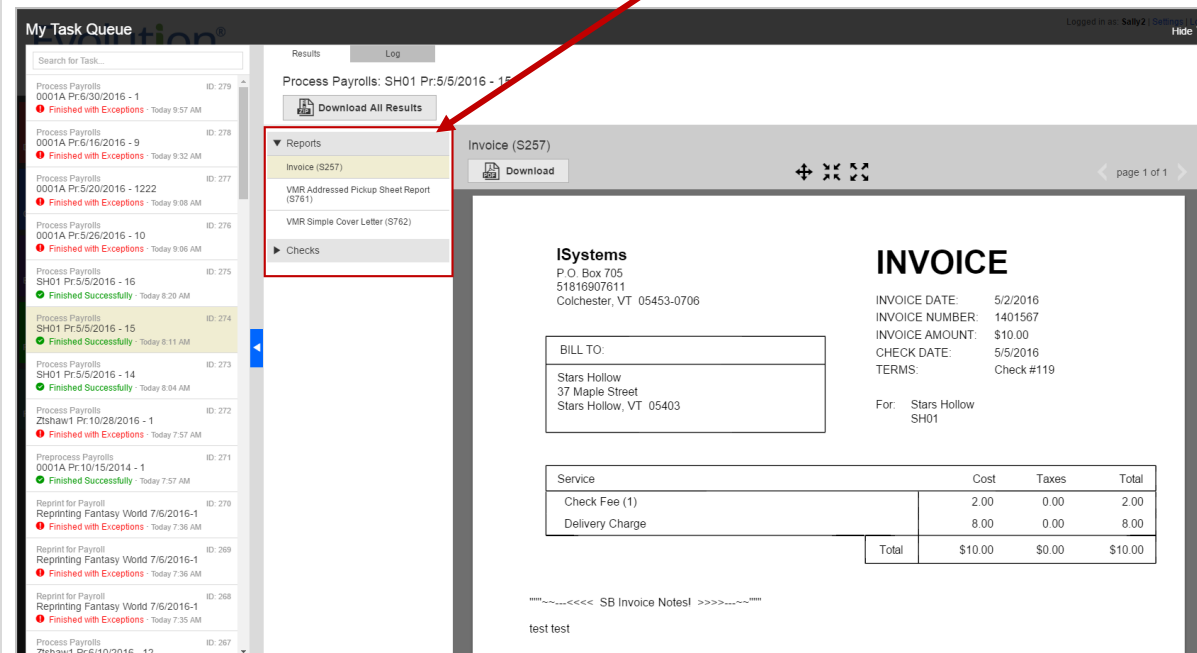
**Note:** The Navigation Panel on the left side of the Task Queue can be collapsed/expanded by double-clicking on the blue colored slider control in the scroll bar area. Users may want to collapse the Navigation panel in order to have more screen real estate to view the reports.





For viewing multiple reports, there is a center section of the screen which is organized into two groupings, listed in a vertical section (accordion-like widget) in the middle of the Task Queue screen:

- **Reports**
- **Checks** (includes both Payroll & Misc Checks)

The reports within each group are sorted alphabetically.



Topic	Description																																				
<h2>Downloading Reports</h2> <p>Users can download an individually selected report by clicking the <b>Download</b> button:</p> <div style="border: 1px solid #ccc; padding: 5px; width: fit-content; margin: 10px 0;">  <b>Download</b> </div> <p>Clicking the button prompts the user with a dialog window to choose the local path and filename to save the file.</p> <p>Or, a user can choose to download an entire group of reports as a Zip file. For example, a user can click on the <b>Download All</b> button to save a group of report results from a processed payroll to their local machine as a Zip file. The downloaded Zip file will consist of a PDF of each report, there will be multiple PDF files contained in the Zip file.</p> <div style="border: 1px solid #ccc; padding: 5px; width: fit-content; margin: 10px 0;">  <b>Download All Results</b> </div> <p>Clicking the <b>Download All Results</b> button prompts the user with a dialog window to choose the local path and filename to save the zip file. The filename defaults to the report name. The user can change the filename. The Zip file contains all generated reports (file type of PDF, XLS, TXT, CSV, etc.).</p>	<p>In addition to the <b>Results</b> tab, other tabs may display across the top of the Task Queue screen.</p> <div style="border: 1px solid #ccc; padding: 5px; margin: 10px 0;"> <span style="border: 1px solid #ccc; padding: 2px 10px;">Results</span> <span style="border: 1px solid #ccc; padding: 2px 10px;">Warnings</span> <span style="border: 1px solid #ccc; padding: 2px 10px;">Messages</span> <span style="border: 1px solid #ccc; padding: 2px 10px;">Notes</span> <span style="border: 1px solid #ccc; padding: 2px 10px;">Log</span> </div> <p>This includes: <b>Warnings, Messages, Notes, and Log</b>. Click on each tab to see the corresponding information. A sample <b>Log</b> tab is shown below.</p> <div style="border: 1px solid #ccc; padding: 10px; margin: 10px 0;"> <h3 style="margin: 0;">My Task Queue</h3> <div style="border-bottom: 1px solid #ccc; padding-bottom: 5px;"> <input type="text" value="Search for task..."/> </div> <table style="width: 100%; border-collapse: collapse;"> <tr> <td style="width: 50%; vertical-align: top;"> <table style="width: 100%; border-collapse: collapse;"> <tr> <td style="font-size: small;">Preprocess Payrolls DRYRUN2 Pr:4/25/2016 - 235</td> <td style="text-align: right; font-size: small;">ID: 594</td> </tr> <tr> <td style="font-size: small;">🔴 Finished with Exceptions - Today 9:16 AM</td> <td></td> </tr> <tr> <td style="font-size: small;">Run Report Payroll Register (RW) #109</td> <td style="text-align: right; font-size: small;">ID: 592</td> </tr> <tr> <td style="font-size: small;">🟢 Finished Successfully - Today 7:21 AM</td> <td></td> </tr> <tr style="background-color: #fff9c4;"> <td style="font-size: small;">Run Report Check Reconciliation (RW) #214</td> <td style="text-align: right; font-size: small;">ID: 591</td> </tr> <tr> <td style="font-size: small;">🟡 Finished with Warnings - Today 7:17 AM</td> <td></td> </tr> <tr> <td style="font-size: small;">Preprocess Payrolls DRYRUN2 Pr:4/25/2016 - 234</td> <td style="text-align: right; font-size: small;">ID: 589</td> </tr> <tr> <td style="font-size: small;">🔴 Finished with Exceptions - Today 6:52 AM</td> <td></td> </tr> <tr> <td style="font-size: small;">Preprocess Payrolls DRYRUN2 Pr:4/25/2016 - 167</td> <td style="text-align: right; font-size: small;">ID: 588</td> </tr> <tr> <td style="font-size: small;">🔴 Finished with Exceptions - Today 6:29 AM</td> <td></td> </tr> </table> </td> <td style="width: 50%; vertical-align: top; font-size: x-small;"> <table style="width: 100%; border-collapse: collapse;"> <tr> <td style="border-bottom: 1px solid #ccc; padding-bottom: 5px;"> <span style="border: 1px solid #ccc; padding: 2px 10px;">Results</span> <span style="border: 1px solid #ccc; padding: 2px 10px;">Warnings</span> <span style="border: 1px solid #ccc; padding: 2px 10px;">Messages</span> <span style="border: 1px solid #ccc; padding: 2px 10px;">Notes</span> <span style="border: 1px solid #ccc; padding: 2px 10px;">Log</span> </td> <td style="padding: 5px;"> <p>04/13/16 7:17:14 am Phase "Begin" activated</p> <p>04/13/16 7:17:14 am Request "Report(s)" added</p> <p>04/13/16 7:17:14 am Request "Report(s)" started</p> <p>04/13/16 7:17:46 am Request "Report(s)" finished</p> <p>04/13/16 7:17:46 am Phase "ProcessReportResults" activated</p> <p>04/13/16 7:17:46 am Request "Store reports" added</p> <p>04/13/16 7:17:46 am Request "Store reports" started</p> <p>04/13/16 7:17:46 am Request "Store reports" finished</p> <p>04/13/16 7:17:46 am Phase "PostProcessReportResults" activated</p> <p>04/13/16 7:17:46 am Phase "End" activated</p> <p>04/13/16 7:17:46 am Task finished</p> </td> </tr> </table> </td> </tr> </table> </div> <p>Users can filter the list of tasks/reports shown on the left Navigation panel by using the <b>Search for Task</b> box at the top of the Navigation panel. For example, entering the word "process" in the <b>Search for Task</b> box will narrow the list of reports to just those reports that contain the word process in the title.</p> <div style="border: 1px solid #ccc; padding: 10px; margin: 10px 0;"> <div style="border-bottom: 1px solid #ccc; padding-bottom: 5px;"> <input type="text" value="Search for Task..."/> </div> <table style="width: 100%; border-collapse: collapse;"> <tr> <td style="font-size: small;">Process Payrolls 0001A Pr:6/8/2016 - 101</td> <td style="text-align: right; font-size: small;">ID: 292</td> </tr> <tr> <td style="font-size: small;">🔴 Finished with Exceptions - Today 2:13 PM</td> <td></td> </tr> <tr style="background-color: #fff9c4;"> <td style="font-size: small;">Reprint for Payroll Reprinting Simply Sweets 12/9/2009-1</td> <td style="text-align: right; font-size: small;">ID: 291</td> </tr> <tr> <td style="font-size: small;">🟢 Finished Successfully - Today 1:43 PM</td> <td></td> </tr> <tr> <td style="font-size: small;">Process Payrolls 0001A Pr:5/11/2016 - 1</td> <td style="text-align: right; font-size: small;">ID: 290</td> </tr> <tr> <td style="font-size: small;">🔴 Finished with Exceptions - Today 1:20 PM</td> <td></td> </tr> </table> </div>	<table style="width: 100%; border-collapse: collapse;"> <tr> <td style="font-size: small;">Preprocess Payrolls DRYRUN2 Pr:4/25/2016 - 235</td> <td style="text-align: right; font-size: small;">ID: 594</td> </tr> <tr> <td style="font-size: small;">🔴 Finished with Exceptions - Today 9:16 AM</td> <td></td> </tr> <tr> <td style="font-size: small;">Run Report Payroll Register (RW) #109</td> <td style="text-align: right; font-size: small;">ID: 592</td> </tr> <tr> <td style="font-size: small;">🟢 Finished Successfully - Today 7:21 AM</td> <td></td> </tr> <tr style="background-color: #fff9c4;"> <td style="font-size: small;">Run Report Check Reconciliation (RW) #214</td> <td style="text-align: right; font-size: small;">ID: 591</td> </tr> <tr> <td style="font-size: small;">🟡 Finished with Warnings - Today 7:17 AM</td> <td></td> </tr> <tr> <td style="font-size: small;">Preprocess Payrolls DRYRUN2 Pr:4/25/2016 - 234</td> <td style="text-align: right; font-size: small;">ID: 589</td> </tr> <tr> <td style="font-size: small;">🔴 Finished with Exceptions - Today 6:52 AM</td> <td></td> </tr> <tr> <td style="font-size: small;">Preprocess Payrolls DRYRUN2 Pr:4/25/2016 - 167</td> <td style="text-align: right; font-size: small;">ID: 588</td> </tr> <tr> <td style="font-size: small;">🔴 Finished with Exceptions - Today 6:29 AM</td> <td></td> </tr> </table>	Preprocess Payrolls DRYRUN2 Pr:4/25/2016 - 235	ID: 594	🔴 Finished with Exceptions - Today 9:16 AM		Run Report Payroll Register (RW) #109	ID: 592	🟢 Finished Successfully - Today 7:21 AM		Run Report Check Reconciliation (RW) #214	ID: 591	🟡 Finished with Warnings - Today 7:17 AM		Preprocess Payrolls DRYRUN2 Pr:4/25/2016 - 234	ID: 589	🔴 Finished with Exceptions - Today 6:52 AM		Preprocess Payrolls DRYRUN2 Pr:4/25/2016 - 167	ID: 588	🔴 Finished with Exceptions - Today 6:29 AM		<table style="width: 100%; border-collapse: collapse;"> <tr> <td style="border-bottom: 1px solid #ccc; padding-bottom: 5px;"> <span style="border: 1px solid #ccc; padding: 2px 10px;">Results</span> <span style="border: 1px solid #ccc; padding: 2px 10px;">Warnings</span> <span style="border: 1px solid #ccc; padding: 2px 10px;">Messages</span> <span style="border: 1px solid #ccc; padding: 2px 10px;">Notes</span> <span style="border: 1px solid #ccc; padding: 2px 10px;">Log</span> </td> <td style="padding: 5px;"> <p>04/13/16 7:17:14 am Phase "Begin" activated</p> <p>04/13/16 7:17:14 am Request "Report(s)" added</p> <p>04/13/16 7:17:14 am Request "Report(s)" started</p> <p>04/13/16 7:17:46 am Request "Report(s)" finished</p> <p>04/13/16 7:17:46 am Phase "ProcessReportResults" activated</p> <p>04/13/16 7:17:46 am Request "Store reports" added</p> <p>04/13/16 7:17:46 am Request "Store reports" started</p> <p>04/13/16 7:17:46 am Request "Store reports" finished</p> <p>04/13/16 7:17:46 am Phase "PostProcessReportResults" activated</p> <p>04/13/16 7:17:46 am Phase "End" activated</p> <p>04/13/16 7:17:46 am Task finished</p> </td> </tr> </table>	<span style="border: 1px solid #ccc; padding: 2px 10px;">Results</span> <span style="border: 1px solid #ccc; padding: 2px 10px;">Warnings</span> <span style="border: 1px solid #ccc; padding: 2px 10px;">Messages</span> <span style="border: 1px solid #ccc; padding: 2px 10px;">Notes</span> <span style="border: 1px solid #ccc; padding: 2px 10px;">Log</span>	<p>04/13/16 7:17:14 am Phase "Begin" activated</p> <p>04/13/16 7:17:14 am Request "Report(s)" added</p> <p>04/13/16 7:17:14 am Request "Report(s)" started</p> <p>04/13/16 7:17:46 am Request "Report(s)" finished</p> <p>04/13/16 7:17:46 am Phase "ProcessReportResults" activated</p> <p>04/13/16 7:17:46 am Request "Store reports" added</p> <p>04/13/16 7:17:46 am Request "Store reports" started</p> <p>04/13/16 7:17:46 am Request "Store reports" finished</p> <p>04/13/16 7:17:46 am Phase "PostProcessReportResults" activated</p> <p>04/13/16 7:17:46 am Phase "End" activated</p> <p>04/13/16 7:17:46 am Task finished</p>	Process Payrolls 0001A Pr:6/8/2016 - 101	ID: 292	🔴 Finished with Exceptions - Today 2:13 PM		Reprint for Payroll Reprinting Simply Sweets 12/9/2009-1	ID: 291	🟢 Finished Successfully - Today 1:43 PM		Process Payrolls 0001A Pr:5/11/2016 - 1	ID: 290	🔴 Finished with Exceptions - Today 1:20 PM	
<table style="width: 100%; border-collapse: collapse;"> <tr> <td style="font-size: small;">Preprocess Payrolls DRYRUN2 Pr:4/25/2016 - 235</td> <td style="text-align: right; font-size: small;">ID: 594</td> </tr> <tr> <td style="font-size: small;">🔴 Finished with Exceptions - Today 9:16 AM</td> <td></td> </tr> <tr> <td style="font-size: small;">Run Report Payroll Register (RW) #109</td> <td style="text-align: right; font-size: small;">ID: 592</td> </tr> <tr> <td style="font-size: small;">🟢 Finished Successfully - Today 7:21 AM</td> <td></td> </tr> <tr style="background-color: #fff9c4;"> <td style="font-size: small;">Run Report Check Reconciliation (RW) #214</td> <td style="text-align: right; font-size: small;">ID: 591</td> </tr> <tr> <td style="font-size: small;">🟡 Finished with Warnings - Today 7:17 AM</td> <td></td> </tr> <tr> <td style="font-size: small;">Preprocess Payrolls DRYRUN2 Pr:4/25/2016 - 234</td> <td style="text-align: right; font-size: small;">ID: 589</td> </tr> <tr> <td style="font-size: small;">🔴 Finished with Exceptions - Today 6:52 AM</td> <td></td> </tr> <tr> <td style="font-size: small;">Preprocess Payrolls DRYRUN2 Pr:4/25/2016 - 167</td> <td style="text-align: right; font-size: small;">ID: 588</td> </tr> <tr> <td style="font-size: small;">🔴 Finished with Exceptions - Today 6:29 AM</td> <td></td> </tr> </table>	Preprocess Payrolls DRYRUN2 Pr:4/25/2016 - 235	ID: 594	🔴 Finished with Exceptions - Today 9:16 AM		Run Report Payroll Register (RW) #109	ID: 592	🟢 Finished Successfully - Today 7:21 AM		Run Report Check Reconciliation (RW) #214	ID: 591	🟡 Finished with Warnings - Today 7:17 AM		Preprocess Payrolls DRYRUN2 Pr:4/25/2016 - 234	ID: 589	🔴 Finished with Exceptions - Today 6:52 AM		Preprocess Payrolls DRYRUN2 Pr:4/25/2016 - 167	ID: 588	🔴 Finished with Exceptions - Today 6:29 AM		<table style="width: 100%; border-collapse: collapse;"> <tr> <td style="border-bottom: 1px solid #ccc; padding-bottom: 5px;"> <span style="border: 1px solid #ccc; padding: 2px 10px;">Results</span> <span style="border: 1px solid #ccc; padding: 2px 10px;">Warnings</span> <span style="border: 1px solid #ccc; padding: 2px 10px;">Messages</span> <span style="border: 1px solid #ccc; padding: 2px 10px;">Notes</span> <span style="border: 1px solid #ccc; padding: 2px 10px;">Log</span> </td> <td style="padding: 5px;"> <p>04/13/16 7:17:14 am Phase "Begin" activated</p> <p>04/13/16 7:17:14 am Request "Report(s)" added</p> <p>04/13/16 7:17:14 am Request "Report(s)" started</p> <p>04/13/16 7:17:46 am Request "Report(s)" finished</p> <p>04/13/16 7:17:46 am Phase "ProcessReportResults" activated</p> <p>04/13/16 7:17:46 am Request "Store reports" added</p> <p>04/13/16 7:17:46 am Request "Store reports" started</p> <p>04/13/16 7:17:46 am Request "Store reports" finished</p> <p>04/13/16 7:17:46 am Phase "PostProcessReportResults" activated</p> <p>04/13/16 7:17:46 am Phase "End" activated</p> <p>04/13/16 7:17:46 am Task finished</p> </td> </tr> </table>	<span style="border: 1px solid #ccc; padding: 2px 10px;">Results</span> <span style="border: 1px solid #ccc; padding: 2px 10px;">Warnings</span> <span style="border: 1px solid #ccc; padding: 2px 10px;">Messages</span> <span style="border: 1px solid #ccc; padding: 2px 10px;">Notes</span> <span style="border: 1px solid #ccc; padding: 2px 10px;">Log</span>	<p>04/13/16 7:17:14 am Phase "Begin" activated</p> <p>04/13/16 7:17:14 am Request "Report(s)" added</p> <p>04/13/16 7:17:14 am Request "Report(s)" started</p> <p>04/13/16 7:17:46 am Request "Report(s)" finished</p> <p>04/13/16 7:17:46 am Phase "ProcessReportResults" activated</p> <p>04/13/16 7:17:46 am Request "Store reports" added</p> <p>04/13/16 7:17:46 am Request "Store reports" started</p> <p>04/13/16 7:17:46 am Request "Store reports" finished</p> <p>04/13/16 7:17:46 am Phase "PostProcessReportResults" activated</p> <p>04/13/16 7:17:46 am Phase "End" activated</p> <p>04/13/16 7:17:46 am Task finished</p>														
Preprocess Payrolls DRYRUN2 Pr:4/25/2016 - 235	ID: 594																																				
🔴 Finished with Exceptions - Today 9:16 AM																																					
Run Report Payroll Register (RW) #109	ID: 592																																				
🟢 Finished Successfully - Today 7:21 AM																																					
Run Report Check Reconciliation (RW) #214	ID: 591																																				
🟡 Finished with Warnings - Today 7:17 AM																																					
Preprocess Payrolls DRYRUN2 Pr:4/25/2016 - 234	ID: 589																																				
🔴 Finished with Exceptions - Today 6:52 AM																																					
Preprocess Payrolls DRYRUN2 Pr:4/25/2016 - 167	ID: 588																																				
🔴 Finished with Exceptions - Today 6:29 AM																																					
<span style="border: 1px solid #ccc; padding: 2px 10px;">Results</span> <span style="border: 1px solid #ccc; padding: 2px 10px;">Warnings</span> <span style="border: 1px solid #ccc; padding: 2px 10px;">Messages</span> <span style="border: 1px solid #ccc; padding: 2px 10px;">Notes</span> <span style="border: 1px solid #ccc; padding: 2px 10px;">Log</span>	<p>04/13/16 7:17:14 am Phase "Begin" activated</p> <p>04/13/16 7:17:14 am Request "Report(s)" added</p> <p>04/13/16 7:17:14 am Request "Report(s)" started</p> <p>04/13/16 7:17:46 am Request "Report(s)" finished</p> <p>04/13/16 7:17:46 am Phase "ProcessReportResults" activated</p> <p>04/13/16 7:17:46 am Request "Store reports" added</p> <p>04/13/16 7:17:46 am Request "Store reports" started</p> <p>04/13/16 7:17:46 am Request "Store reports" finished</p> <p>04/13/16 7:17:46 am Phase "PostProcessReportResults" activated</p> <p>04/13/16 7:17:46 am Phase "End" activated</p> <p>04/13/16 7:17:46 am Task finished</p>																																				
Process Payrolls 0001A Pr:6/8/2016 - 101	ID: 292																																				
🔴 Finished with Exceptions - Today 2:13 PM																																					
Reprint for Payroll Reprinting Simply Sweets 12/9/2009-1	ID: 291																																				
🟢 Finished Successfully - Today 1:43 PM																																					
Process Payrolls 0001A Pr:5/11/2016 - 1	ID: 290																																				
🔴 Finished with Exceptions - Today 1:20 PM																																					