

Reports Available to Clients in isolved

Client Reports in isolved

Obsidian HR Clients can run reports about their business in isolved capturing data, identifying trends, and verifying employee details. This document instructs clients on how to access the reporting feature in isolved and gives an overview of common reports.

My Reports in isolved

After successfully logging into isolved, clients can access many reporting options. To access the reporting feature:

1. Select "Reporting" from the left column
2. Select the subcategory "My Reports"
3. Alternatively, search "My Reports" from the search menu located in the left column

Finding the Right isolved Reports

The My Reports feature lists all available reports to clients and allows filtering the report type by category or keyword. To find out the specific details of each report, select the report, and in the right column, the report name, details, and filtering options are listed. Select the parameters that fit your needs and select "generate report" in the black header in the right column. To access your report, select "Go to My Reports Queue" to see a list of reports generated.

Once your report request has been submitted, you can run another report, go to My Reports Queue to retrieve reports, or exit this screen to perform other tasks. The report will be available in My Reports Queue for 72 hours.

Commonly used isolved Reports

While this list is not all-inclusive, below are commonly used reports and the information provided in each report.

- **Payroll Register:** Displays the payroll details of every check generated for the current payroll run. Tips from your peers: Provides total gross wages, taxes, benefits, voluntary benefits, and hours for the company and can be sorted by dept, org level, and employee.
- **Exceptions:** Displays missing tax ID for the company and employee tax and deduction exceptions. Tips from your peers: Provides any discrepancies on the back end. Tax Setups, deductions not pulling, duplicate DD, negative taxes, etc.
- **PEO Labor Detail Cost Export:** Custom Report: PEO Labor Detail Cost Export. Tips from your peers: An easy way to see if anything is not pulling correctly or if an employee is being charged admin but not being paid to call out to CL.
- **New Employee and Change Audit:** Displays new employees and changes made to employee records in the current payroll run. Tips from your peers: Shows all new hires, terminations, and changes made in the date range.
- **Payroll Invoice:** Displays the payroll fees for the current payroll run. Tips from your peers: Shows outline of WC, TDI, FICA, SUTA, FUTA, gross wage, admin fees/T&A fees, additional billing items such as drug test, background checks, compliance fees, SOC, MED adjustments, EPLI tax, sales tax, and other miscellaneous fees along with the total amount debited.

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- **Pay Transactions Labor Audit:** Displays time entry transactions with labor values. Tips from your peers: List out the weekly hours for biweekly and semi-pay schedules.
- **Labor Allocation Detail by Date Range:** Displays employee total hours, earnings, EE and ER taxes, deductions, memo calculations, and unpaid wages based on charge-to, labor-by, labor level, and date range.

Please contact Obsidian HR's dedicated Service Team by phone at 303-802-2055, or email at help@obsidianhr.com if you have any questions.