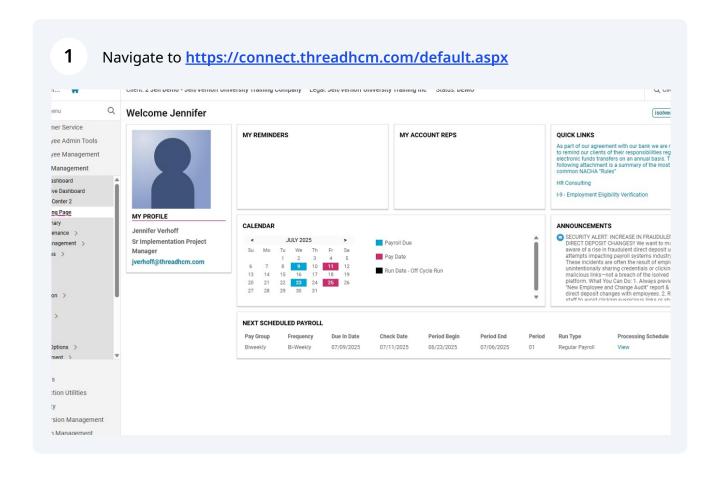
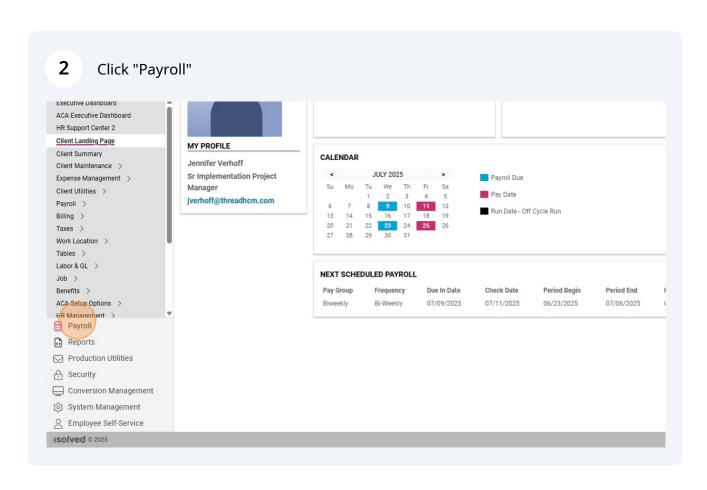
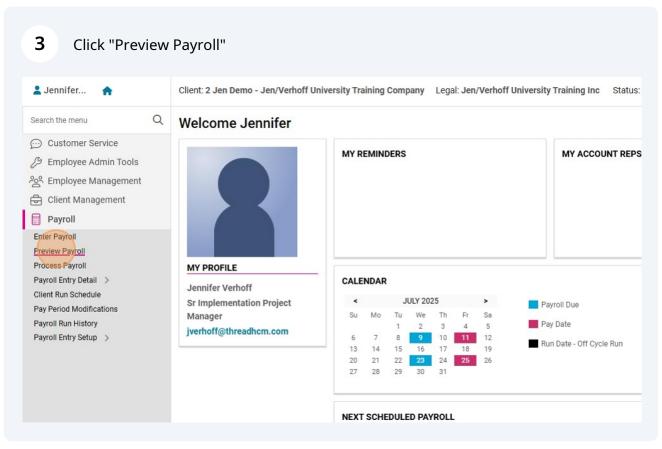
Preview Reports Before Payroll Processing



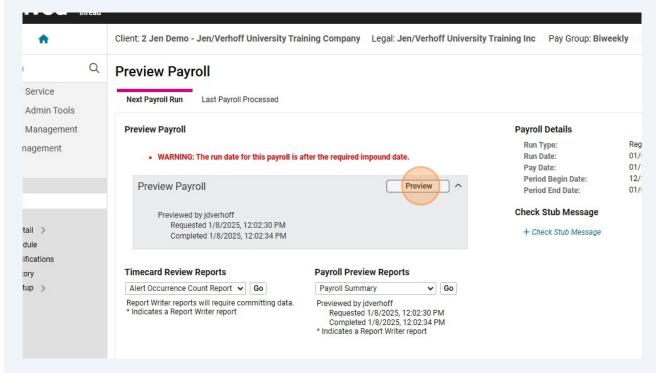
This guide offers essential steps for viewing payroll reports before processing, ensuring accuracy and preventing costly errors.







Click "Preview", once the completed date and time populate under the Payroll Review Reports, move to step 5.



There are four reports we recommend reviewing. From the Payroll Preview Reports drop down, select one of the following "Payroll Register, Payroll Summary, Exceptions or Payroll Invoice".

