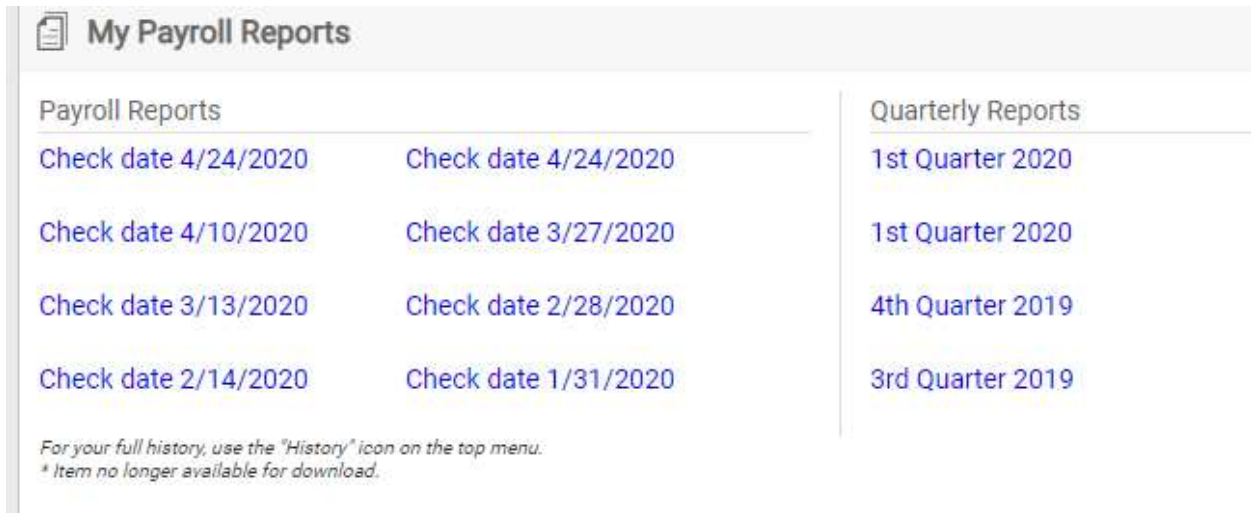


Shugo/HUB Report Delivery

If you received an email with each payroll saying reports are available to view, you have the option to retrieve these reports later without the email link.

Use the HUB login on The PaySmart home page. Enter your email as the user name and the access code is the same one you use for opening the reports in the email.

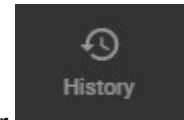
Your home page will look like this:



My Payroll Reports

| Payroll Reports | | Quarterly Reports |
|--------------------------------------|--------------------------------------|----------------------------------|
| Check date 4/24/2020 | Check date 4/24/2020 | 1st Quarter 2020 |
| Check date 4/10/2020 | Check date 3/27/2020 | 1st Quarter 2020 |
| Check date 3/13/2020 | Check date 2/28/2020 | 4th Quarter 2019 |
| Check date 2/14/2020 | Check date 1/31/2020 | 3rd Quarter 2019 |

*For your full history, use the "History" icon on the top menu.
* Item no longer available for download.*



If you need older reports click on the History icon on the top tool bar

From there you can use the sort feature.

While this is the easiest method to receive reports, it does keep them in a single file and it is harder to isolate just one type of report such as form 941. We are happy to demonstrate PPX , our more robust portal, which has more flexibility in report searching. PPX also has many other free features you might be interested in. feel free to contact us for a demonstration of the power of PPX.