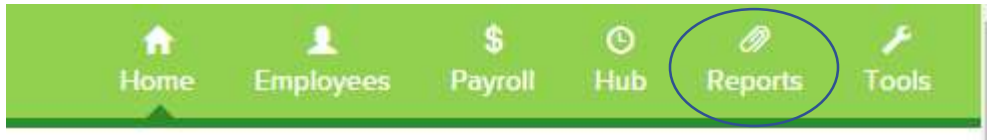


If you do not know which portal you have please contact PaySmart for a registration link.

PPX Portal:

To get payroll reports such as Payroll Register, Payroll Register Totals and Department Cost Report:

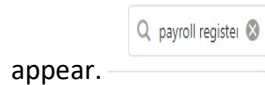
Go to Reports on the top tool bar inside PPX



The most recent reports will be listed.

To past reports click on the calendar to select by check date

To see only specific reports enter the report title in the search box and all reports with that title will



appear.

Payr...	Date ↓	Report
107	3/31/2020	Payroll Register
107	3/31/2020	Payroll Register Totals
106	3/17/2020	Payroll Register
106	3/17/2020	Payroll Register Totals
105	3/3/2020	Payroll Register

Check the box on the right to download desired reports.



To see quarterly reports click period end reports to the left

Standard Reports

Scheduled With Payroll

Period End

Delivered To Employees

Searches and downloads are the same as for reports. The year and quarter are the left two columns.

Y. ↓	Q. ↓	Report
Q	Q	Q
2020	1	Federal 941A-943A-944 -- Print Form
2020	1	Federal 941B-943B -- Print Form
2020	1	Company Earnings Tax Report
2020	1	Employee Summary Earnings
2020	1	Tips Report
2020	1	UCI Quarterly Tax Print Form
2020	1	UCI Quarterly Tax Print Form Cont

** UCI is the Pa UC-2a

PPX has many many other capabilities. PaySmart is happy to schedule a demo of the other features available for free with your PPX portal.