

## Easypay Report Guide

You can use Easypay reports to generate wage information necessary to calculate Canada Emergency Wage Subsidy (CEWS)

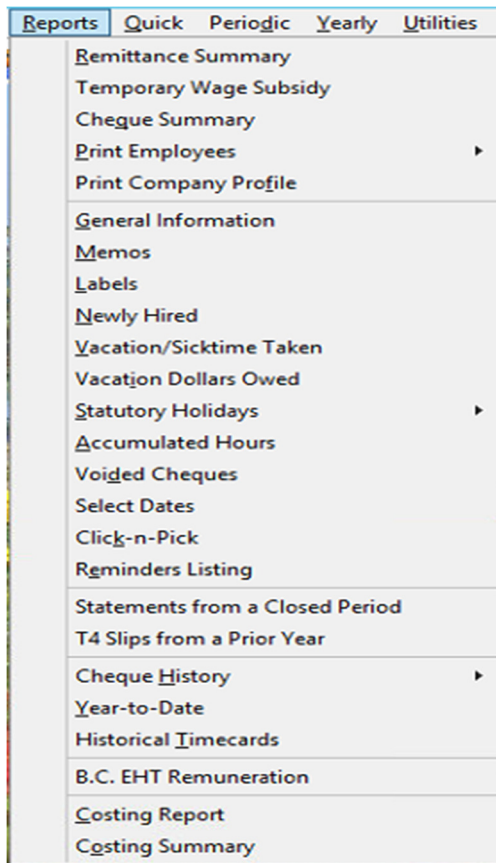
All the information we require to assist you with calculating the (CEWS) can be easily run in Easypay using “Click and Pick” reports. If you run the following reports for each pay period starting at PP01 and send us the text files we can easily convert to Excel and complete calculations for you.

It is important that you name each spreadsheet properly and provide them in “Text” file format.

Once complete email the manager or partner of your account the information.

- **Use Easypay Click and Pick Reports**
  - All employees all departments (see settings screen shot)
  - Name the report
  - Gross pay for the pay period
  - Use the last design tab to ensure all information fits on a single row
  - Preview the report. If it fits on one row, hit the save icon and create the text file

We have attached screen shots to help you set specifics.



Reports	Quick	Periodic	Yearly	Utilities
Remittance Summary				
Temporary Wage Subsidy				
Cheque Summary				
Print Employees				▶
Print Company Profile				
General Information				
Memos				
Labels				
Newly Hired				
Vacation/Sicktime Taken				
Vacation Dollars Owed				
Statutory Holidays				▶
Accumulated Hours				
Voided Cheques				
Select Dates				
Click-n-Pick				
Reminders Listing				
Statements from a Closed Period				
T4 Slips from a Prior Year				
Cheque History				▶
Year-to-Date				
Historical Timecards				
B.C. EHT Remuneration				
Costing Report				
Costing Summary				



Select items to be included:

Pay Period Range - History				Regular Benefits	Regular Deductions	Special Earnings	Special Deductions
From	Year	Period	To	<input type="checkbox"/> 1 INS TX	<input type="checkbox"/> 1 SOCCOM	<input type="checkbox"/> 1 MISC P	<input type="checkbox"/> 1 EQUIP
	20		20	<input type="checkbox"/> 2 BONUS	<input type="checkbox"/> 2 GRPINS	<input type="checkbox"/> 2 SERV B	<input type="checkbox"/> 2 STFFUR
				<input type="checkbox"/> 3 NPREM	<input type="checkbox"/> 3 UNIFCL	<input type="checkbox"/> 3 SICK P	<input type="checkbox"/> 3 PAYADV
				<input type="checkbox"/> 4 BENADJ	<input type="checkbox"/> 4 GARNIS	<input type="checkbox"/> 4 BACK P	<input type="checkbox"/> 4 TAXTEM
<input type="checkbox"/> Exclude employee if all amounts are zero				<input type="checkbox"/> 5 LIFE	<input type="checkbox"/> 5 STAT H	<input type="checkbox"/> 5 MANCPP	<input type="checkbox"/> 5 MAN EI
<input type="checkbox"/> Report each pay period amount				<input type="checkbox"/> 6 ADD	<input type="checkbox"/> 6 STAT S	<input type="checkbox"/> 6 MAN EI	<input type="checkbox"/> 6 MAN EI
<input type="checkbox"/> Department (from History file)				<input type="checkbox"/> 7 LTD	<input type="checkbox"/> 7 SAL BO	<input type="checkbox"/> 7 INSTEM	<input type="checkbox"/> 7 INSTEM
History				<input type="checkbox"/> 8 STD	<input type="checkbox"/> 8 BONUS	<input type="checkbox"/> 8 TOOLIN	<input type="checkbox"/> 8 TOOLIN
<input type="checkbox"/> Regular hours				<input type="checkbox"/> 9 DENTAL	<input type="checkbox"/> 9 SAL FR	<input type="checkbox"/> 9 CPPARR	<input type="checkbox"/> 9 CPPARR
<input type="checkbox"/> Overtime hours					<input type="checkbox"/> 10 VACDWE	<input type="checkbox"/> 10 SOCCOM	<input type="checkbox"/> 10 SOCCOM
<input type="checkbox"/> Regular pay					<input type="checkbox"/> 11 CORREC	<input type="checkbox"/> 11 GARNIS	<input type="checkbox"/> 11 GARNIS
<input type="checkbox"/> Overtime pay					<input type="checkbox"/> 12 BERE P		
<input checked="" type="checkbox"/> Gross pay					<input type="checkbox"/> 13 PAYINL		
<input type="checkbox"/> Net pay					<input type="checkbox"/> 14 MTRAIN		
<input type="checkbox"/> EI Employee					<input type="checkbox"/> 15 FORMPY		
<input type="checkbox"/> EI Employer					<input type="checkbox"/> 16 UNFMCR		
<input type="checkbox"/> EI Insurable earnings					<input type="checkbox"/> 17 C19PRE		
<input type="checkbox"/> QPIP Employee					<input type="checkbox"/> 18 SPILL		
<input type="checkbox"/> QPIP Employer					<input type="checkbox"/> 20 ADVANC		
<input type="checkbox"/> QPIP Insurable earnings							
<input type="checkbox"/> CPP contributions							
<input type="checkbox"/> CPP pensionable earnings							
<input type="checkbox"/> Federal tax							
<input type="checkbox"/> Quebec tax							
<input type="checkbox"/> QHSF							
<input type="checkbox"/> QPP							
<input type="checkbox"/> Vacation days taken							
<input type="checkbox"/> Vacation amount earned							
<input type="checkbox"/> Vacation amount taken							
<input type="checkbox"/> Vacation amount to gross							
<input type="checkbox"/> Sicktime units earned							
<input type="checkbox"/> Sicktime units taken							
<input type="checkbox"/> Banked hours earned (Hrs)							
<input type="checkbox"/> Banked hours taken (Hrs)							
<input type="checkbox"/> Banked hours earned (\$)							
<input type="checkbox"/> Banked hours taken (\$)							
<input type="checkbox"/> Statutory holiday days worked							
<input type="checkbox"/> OMERS contributory earnings							