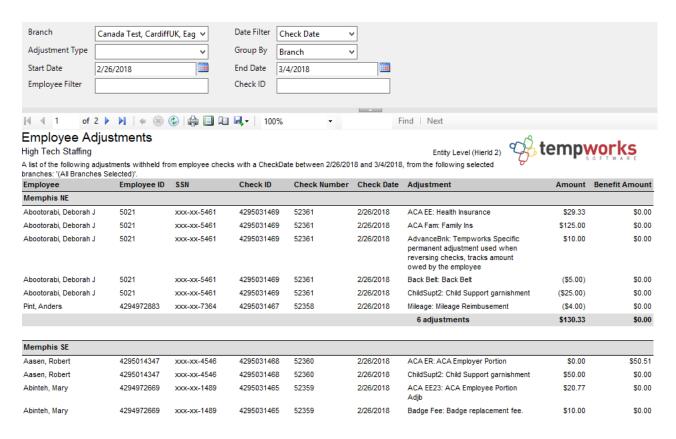# Employee Adjustments Report

Last Modified on 11/05/2019 9:37 am CST

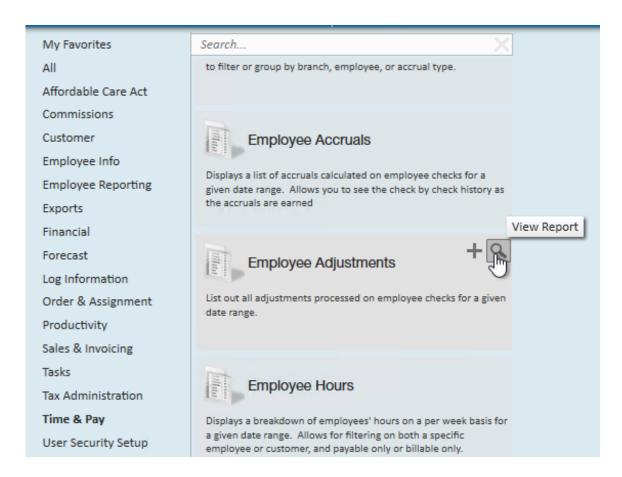## Purpose

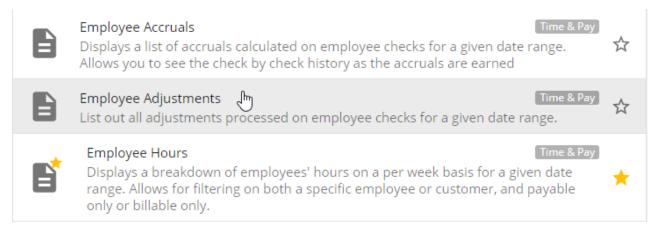This report allows you to view all adjustments withheld from an employee's check.

How to Run This Report

This report can be run in Enterprise under All Options > Reports. Select the Time & Pay category on the left.

You can also run this report in Beyond under the B menu > Reports. Select All Reports and search by the report name or select the Time & Pay report group.

Parameters

1. **Branch:** A drop down list of all branches in the user's current hierarchy. It is a multi-value parameter so they can select either all branches, just one specific branch, or any combination of different branches in the list.
2. **Date Filter:** A drop down determining what field your date range filters on.
   - **Check Date:** Date written on check
   - **Weekend Bill:** The processing weekend date (always a Sunday) See Time Entry Part 1: The Basics for more information
3. **Adjustment Type:** A drop down list of all adjustment types. It is a multi-value parameter so they can select either all adjustment type, just one adjustment type or any combination of different adjustment types.
4. **Group By:** A list of different fields to group the data into on the report. It has the following options:
   - Adjustment
   - Branch
   - Check Date
   - Check Number
   - Employee Name
5. **Start Date:** Starting date of your desired date range.
6. **End Date:** Ending date of your desired date range.
7. **Employee Filter:** Filters on the employee's name.
8. **Check ID:** Filters for a specific check id.

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