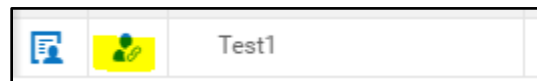


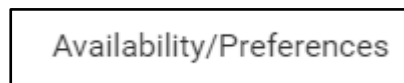
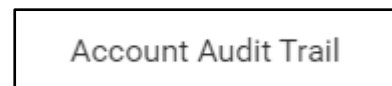
PaycoHCM Tips and Tricks: Employee Quick Links

Employee Quick Links can be very useful to get you where you need to go in regards to an employee's record with just one click. If you are looking for a piece of information about an employee and you already know right where you want to go, these quick links will be your new go-to!

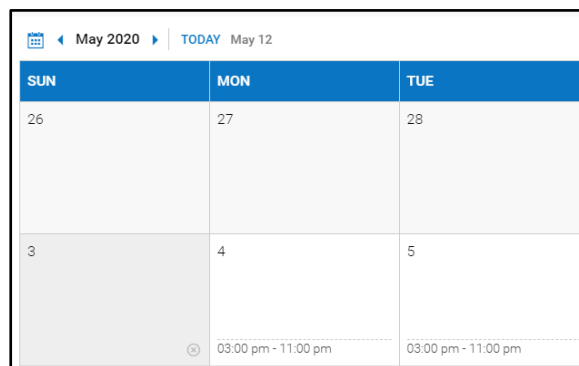
Quick Links can be found by going to the Menu > Team Icon > My Team > Employee Info > Quick Links Button



Account Audit Trail will take you to the history of changes on an employee's account. This report can be run for any date range and filtered by various columns to narrow down your search.



Availability/Preferences will take you to a calendar of the employee's availability. This will only be available if scheduling is enabled for your company.



SUN	MON	TUE
26	27	28
3	4 03:00 pm - 11:00 pm	5 03:00 pm - 11:00 pm

Current Timesheet

Time Sheet: May 10, 2020 - May 16, 2020

Current Timesheet will take you to the employee's open timesheet for the current pay period. From here, you can move from week to week with the left and right arrow buttons. The Utilities button also provides a number of useful links.

Utilities

- Time Off Counts
- Points
- Schedule
- Edit Schedule
- Documents
- Timesheet Changes
- Exception Entries Audit Trail
- Calculated Hours
- Reprocess Punches
- Print
- Employee Information
- Create Open Absence

Pay Statement Records History

Pay Statement Records History and *Pay Statement History* are similar reports. The Records History report will give you the employee's pay statement details line by line. The Pay Statement History report will list of the employee's pay statements on one line each. Both reports can be run for whatever date range you chose.

Record Type	E/D/T Code
=	=
Deduction (Auto)	HSA Single
Earning	Regular
Earning	Regular
Earning	PTO
Earning	Regular

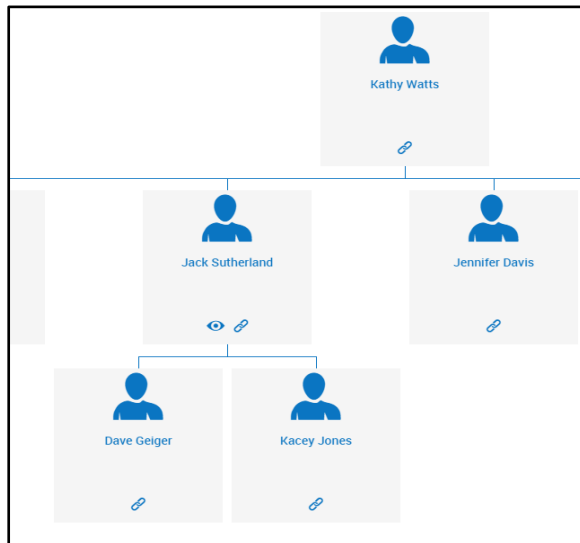
Pay Statement History

View ACA History will take you to the employee's full ACA details and timeline. It includes information like their ACA Profile, Form 1095-C, ACA Status and measurement alerts pertaining to change in ACA status and whether an affordable plan was offered.

View ACA History

View Organization Chart is a great way to view the chain of command pertaining to a specific employee. The left side chart shows it in a list form, while the middle chart shows it in a tiered chart. From here, you can click on any of the employees listed and go to their employee information screen.

View Organization Chart



All Timesheets will take you to a report screen of the employee's timesheets. This report can be run for whatever date range you chose. From here you can view/edit a timesheet, view the audit trail of a timesheet, preview the pay statement for said timesheet, or go to the employee information screen.

All Timesheets

Raw H...	# Rec...	Times...	Times...
=	=	=	=
38.25	4	04/26/2020	05/02/2020
37.49	4	05/03/2020	05/09/2020
8.48	1	05/10/2020	05/16/2020

Create Open Absences will take you to a screen where an absence can be added or closed. Each absence can be customized with a comment.

Create Open Absence

Edit Schedule

Edit Schedule will take you to a report of the employee's schedule and availability for the current pay period week. This is a quick way to edit the employee's schedule, or compare it to their availability.

Schedule Mon May 11	Schedule Tue May 12
=	=
08:00a - 04:00p	
Work: 03:00p-11:00p	Work: 03:00p-11:00p

View Benefits Statement is a visual pie chart of an employee's earnings and deductions, including taxes. It also includes a full list of Compensation and Statutory Benefits. There are totals at the bottom as well.

View Benefits Statement

