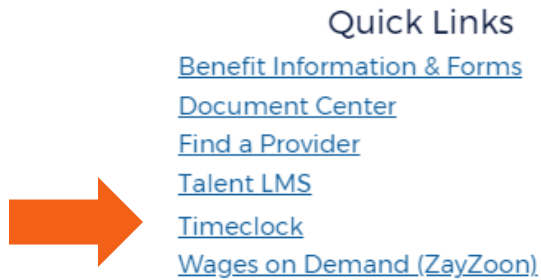
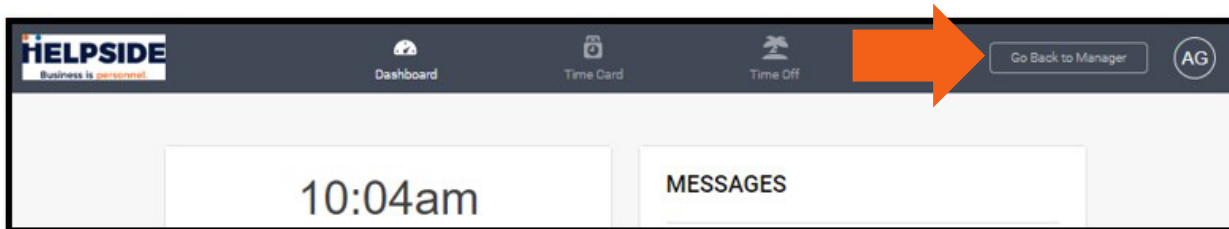


Login to Helpside Tools at [tools.helpside.com](https://tools.helpside.com)

Under **Quick Links**, click on **Timeclock**

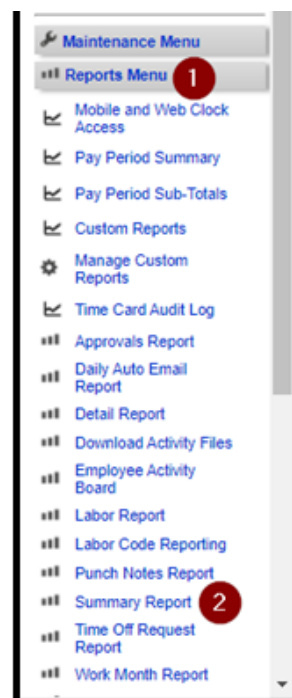


Click on **Go Back to Manager**



Step 1: From Main Menu click **Reports Menu**.

Step 2: Click **Summary Report**.



Step 3: Select **Pay Period** or enter range start and thru dates.

Step 4: In "Report Options", check mark the option you want the report to display.

Step 5: **Include Which Employees** will default to **All Active Employees**. Change selection if needed.

Step 6: **Include Which Additional Fields** will have options if additional fields are tracked (such as job costing). Check mark fields you would like the report to display.

Step 7: **Sort By** defaults to Name (Last, First). IF another method is preferred, select **Other** and choose from the drop-down list (example: Home Department).

Step 8: **Filter By** is optional.

Step 9: Click **Submit**.

The screenshot shows the 'Summary Report' configuration form. It includes sections for 'Pay Period', 'Report Options', 'Include which employees?', 'Include which additional data fields?', 'Sort By', and 'Filter By'. A 'Submit' button is at the bottom. Red circles with numbers 3 through 9 highlight specific elements: 3 points to the 'Pay Period' radio buttons; 4 points to the 'Report Options' checkboxes; 5 points to the 'Include which employees?' radio buttons; 6 points to the 'Include which additional data fields?' checkboxes; 7 points to the 'Sort By' radio buttons and the 'Other' dropdown; 8 points to the 'Filter By' dropdown; and 9 points to the 'Submit' button. A red box highlights the 'Enter range' input fields under 'More pay periods...'.

Step 10: Click **Print** for a PDF or click **Export to CSV** for an Excel file.

The screenshot shows the 'Payroll Summary' report header and the beginning of a table. The header includes 'Print' and 'Export to CSV' buttons, and the text 'A Plus Benefits TWP 7/4/2021 thru 7/17/2021'. The table has columns for Name, Category, Total Hrs, Pay Rate, and Wage. A red circle with the number 10 highlights the 'Print' button.

Name	Category	Total Hrs	Pay Rate	Wage
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