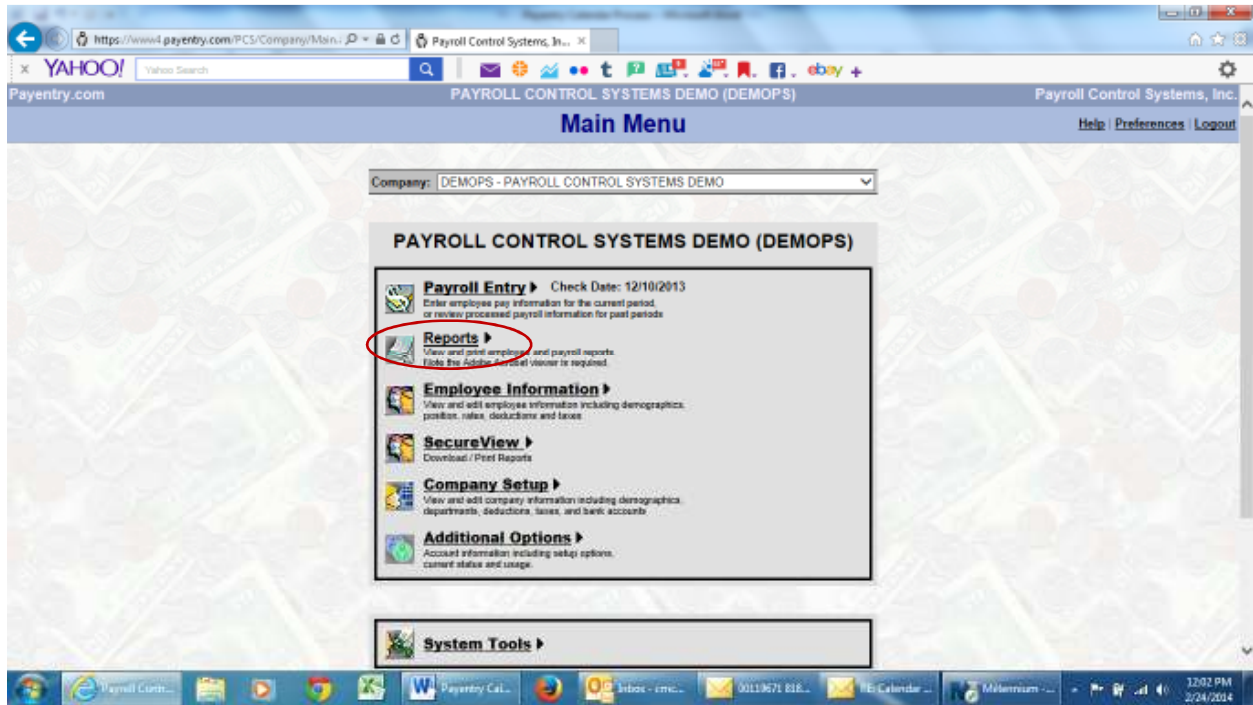


## How to run the Payentry Calendar

From the main screen, click on "Reports".

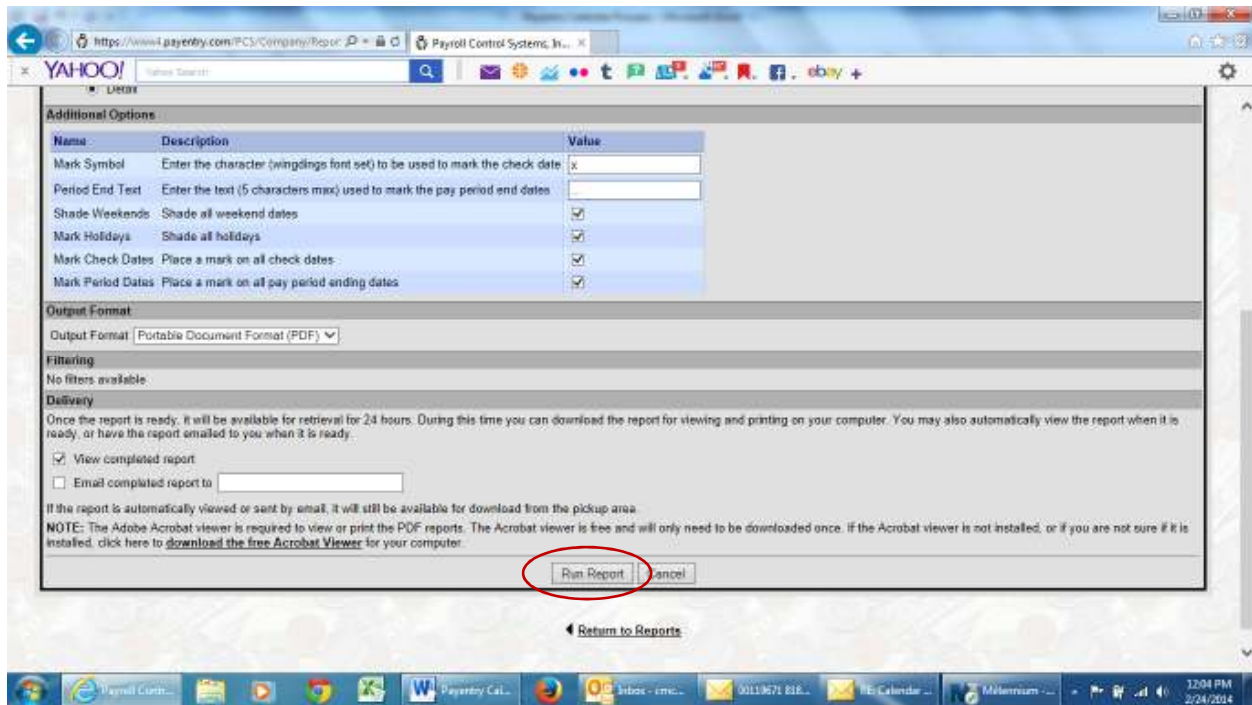
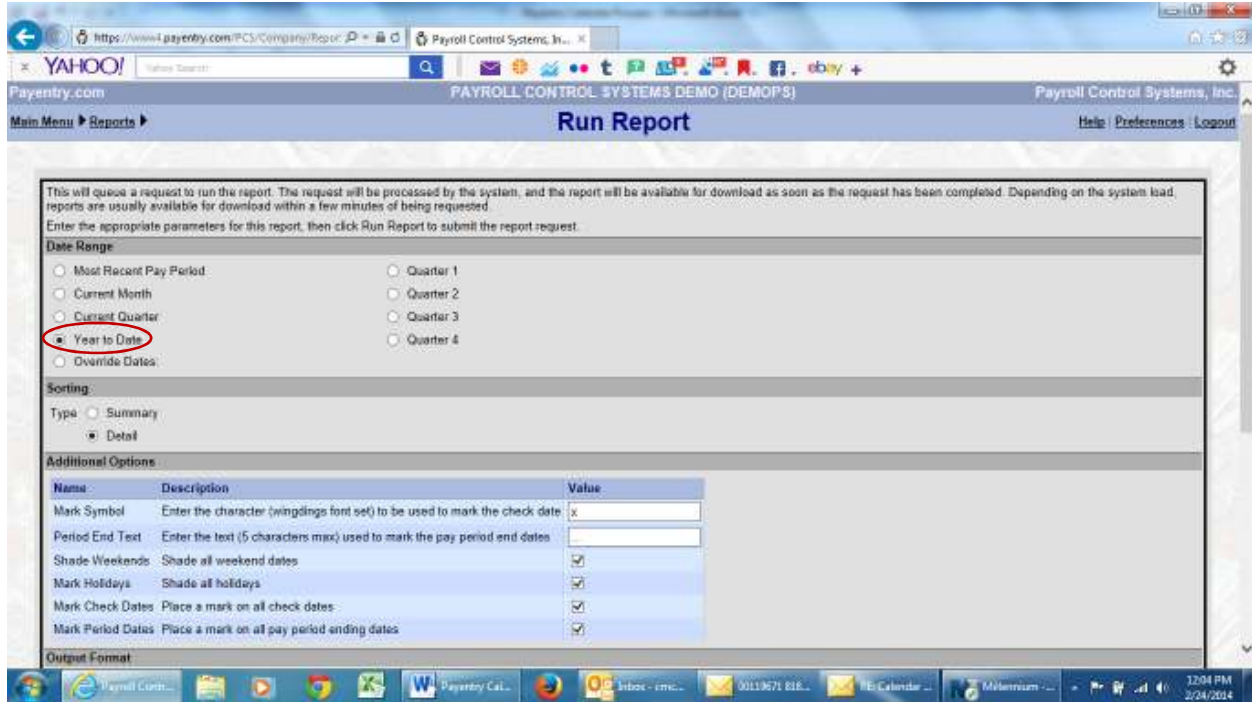


Scroll to find the report titled "Calendar", and then click "Run".

Payroll Group - Reports run during processing

Title	SubTitle	Run
Payroll Register		Run ▶
<b>All Company Reports</b>		
Title	SubTitle	Run
3rd Party Sick Pay		Run ▶
401k Report		Run ▶
549 Earnings CSV Export		Run ▶
941 Diagnostic		Run ▶
Absence Log		Run ▶
Absences by Business Unit		Run ▶
Accrual Activity		Run ▶
Accrual Balance		Run ▶
Accrual History		Run ▶
Active Employees Not Paid		Run ▶
Agency Check Listing		Run ▶
American Funds Record Keeper		Run ▶
AMTRUST Payo Payroll Export		Run ▶
AMTRUST Payo Setup Export		Run ▶
AmTrust Workers Comp Export		Run ▶
AmTrust Workers Comp Remit Export		Run ▶
Anniversary Report		Run ▶
Applied For EIN		Run ▶
Ascend Global GL Export		Run ▶
Birthday Listing		Run ▶
Blank Portrait		Run ▶
Calendar		Run ▶
Certified Payroll		Run ▶
Check Register		Run ▶
Client Letter		Run ▶
COBRA Credit Summary		Run ▶
Code Group Listing		Run ▶
Code Listing		Run ▶
Code Maintenance Audit Report		Run ▶
Company Setup Checklist		Run ▶
Compensation Detail		Run ▶
Daily Access 401k Export		Run ▶
Delivery Report		Run ▶

Click on “Year to Date”, then scroll to the bottom and click “Run Report”.





Payroll Control Systems

**The current year calendar will come up in a separate window. If you don't see it, look to see if your security settings blocked a popup from Payentry.com. If you want any of the check or pay period dates changed, please contact your Client Account Manager (CAM). Please note that the calendar builds automatically to keep a continuous span of 12 months of check dates, so the December check dates for the current year would not show up until the December check dates from the previous year are done processing,**