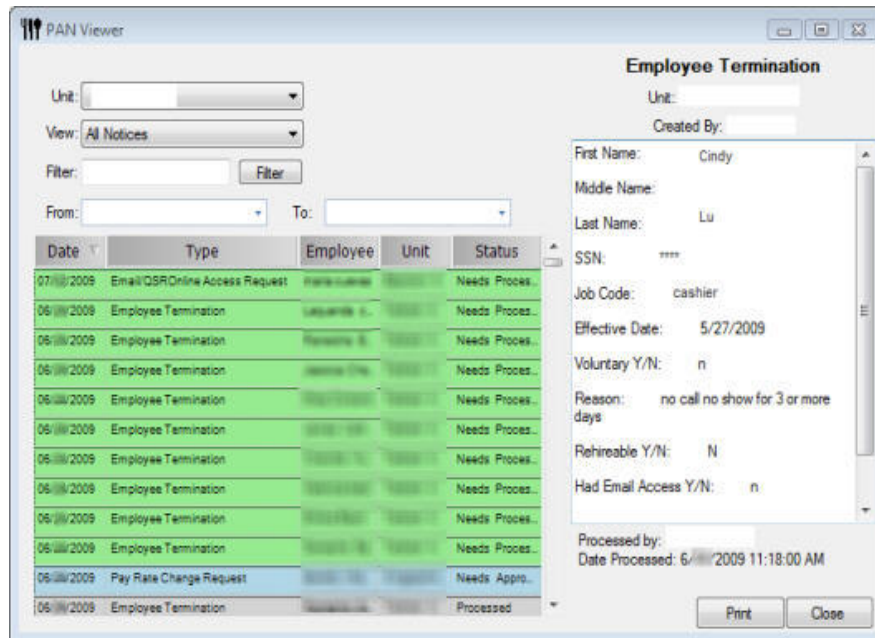


Payroll Clerks can view essential reports such as payroll confirmations, Personnel Action Notices, New Hire Alerts, and Company Forms (New Hire Packets). All new hire and employee hours are imported to your payroll system with the click of a button.

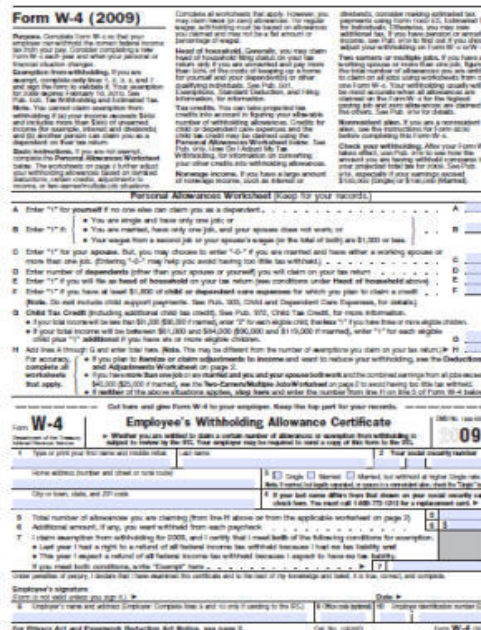
## Personnel Action Notices



The screenshot shows the 'PAN Viewer' application window. On the left, there's a list of notices with columns for Date, Type, Employee, Unit, and Status. The main area displays details for an 'Employee Termination' for Cindy Lu, including her SSN, job code (cashier), effective date (5/27/2009), and reason (no call no show for 3 or more days).

## Company Forms

- New Hire Packet
- Employment Application
- Sexual Harassment
- Health Plan Enrollment
- Workers' Compensation
- W-4
- I-9



The image shows two tax forms: Form W-4 (2009) and Employee's Withholding Allowance Certificate (2009). The W-4 form includes sections for Personal Information, Marital Status, Dependents, and Withholding Allowances. The Certificate form is used to specify the number of withholding allowances to be deducted from the employee's pay.

## Payroll Download

Payroll Editor

Unit: **BEACHVILLE**     Entry Mode    Pay Period: **Click to select Pay Period**  
 Summary Mode    From Date: **Thu, JAN 01, 2008**    Export  
 To Date: **Sun, JAN 31, 2008**    Send Confirmation

Payroll information for **BEACHVILLE**

LastName	FirstName	Unit Name	Job Code	Hours	PayRate	RegularHours	OvertimeHours
RED	RUBY	1A1B1C	4	6.85	\$ 00	6.85	0.00
BLUE	BOBBY	2A2B2C	3	95.15	\$6.55	95.15	0.00
GREEN	GARY	2A2B2C	3	96.90	\$6.55	96.90	0.00
PINK	PEARL	1A1B1C	4	102.85	\$6.75	102.85	0.00
ORANGE	ORLANDO	3A3B3C	5	110.30	\$8.00	110.30	0.00
BLACK	BUBBA	3A3B3C	4	136.80	\$6.55	136.80	0.00
BROWN	BARBIE	3A3B3C	4	400.60	\$6.75	396.75	3.85
PURPLE	PATTY	1A1B1C	3	137.45	\$6.75	137.45	0.00
YELLOW	YUCKY	1A1B1C	1	795.30	\$2.40	486.20	309.10
WHITE	WES	2A2B2C	4	112.25	\$6.55	112.25	0.00
TAN	TAMMY	1A1B1C	3	168.10	\$7.80	168.10	0.00
SILVER	SMILEY	3A3B3C	3	53.70	\$6.55	36.35	17.35
GOLD	GABBY	2A2B2C	4	132.65	\$6.75	132.65	0.00
NAVY	NIC	1A1B1C	6	152.30	\$7.00	152.30	0.00
LIME	LILLY	1A1B1C	3	190.20	\$7.25	187.55	2.65
Grand Summaries				<b>Hours</b>		<b>RegularHours</b>	<b>OvertimeHours</b>
				66014.45		58764.95	7249.50

## Unit Payroll Confirmation

Payroll Editor

Unit: **BEACHVILLE**     Entry Mode    Week: **01/01/2008**    Edit  
 Summary Mode    Export

Payroll information for **BEACHVILLE**

LastName	FirstName	Job Code	Mon	Tue	Wed	Thu	Fri	Sat	Sun	Hours
RED	RUBY	GRILL/BOUWLRUNNER	0.00	5.53	5.58	2.97	5.88	7.00	5.65	32.61
BLUE	BOBBY		0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
GREEN	GARY		0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
PINK	PEARL	HOST/BOUWLRUNNER	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
ORANGE	ORLANDO	SERVER/BOUWLRUNNER	4.72	5.58	4.67	0.00	0.00	7.97	6.53	29.47
BLACK	BUBBA		0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
BROWN	BARBIE	GRILL/BOUWLRUNNER	5.07	6.03	0.00	0.00	5.63	5.09	5.67	27.49
PURPLE	PATTY		0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
YELLOW	YUCKY	GRILL/BOUWLRUNNER	6.08	5.52	0.00	5.20	6.22	6.35	0.00	29.37
WHITE	WES		0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
TAN	TAMMY		0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
SILVER	SMILEY		0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
Grand Summaries			<b>Mon</b>	<b>Tue</b>	<b>Wed</b>	<b>Thu</b>	<b>Fri</b>	<b>Sat</b>	<b>Sun</b>	<b>Hours</b>
			133.90	133.13	137.90	150.46	184.97	190.12	139.71	1070.19

Show History    **RED** = Terminated    Add New Employee    Add Job Row  
**GRAY** = No Hours    Rehire Employee    Terminate Employee