

Reports

The **Reports** module allows the user to generate a report from either a listing of template reports or create a custom report using the "detail" option.

A crosswalk of the Reports menu options and their Classic counterparts is available below. **For a printable version of the crosswalk, [click here](#)**

USPS-R Reports Option	USPS Classic Report Comparison	Definition
Report Bundles	New Feature	Report Bundles are used to automatically generate reports by the system to be listed under Utilities/File Archive /Payroll Archive or to set up single or multiple reports to be emailed to a user at any time.
Report Manager	New Feature	Predefined SSDT template report definitions as well as user-created reports are displayed here; can Import and Create reports
Import Report	Safari Report /Shared Reports	Import Reports from an outside source. Must be in .JSON format.
Create Form		Allows the user to create alternate versions of forms like Direct Deposit Notices or Payroll Checks, they can add their own "Form" and then the drop down will show these
Custom Report Creator	Safari and New Feature	Allows for dynamic reporting of all data objects in USPS-R
ACH Submission		
ACH Submission	PAYDIR	It creates an ACH file which is uploaded to the bank for payroll
HSA Submission	PAYDED	It creates an HSA file which is uploaded to the bank for HSA Payroll Items (HSA deductions)
Afford Report	AFFORD	Will assist in determining if an employee will exceed 30 hours per week or 130 hours per month and therefore, be classified as full-time under the Affordable Care Act (ACA).
Audit Report	AUDRPT	This program tracks the old values and the new values entered in various USPS programs.
Auditor of State CSV Report	USPAUDIT	This program extracts USPS check history information into specially formatted files for use by auditors. Auditors will use these files to assist in automating the audit process.
Benefit Obligation By Account	BENOBL /BENACT	Provides information by Account about the dollar amount of benefit obligations a district would incur if employees were to use their entire sick, vacation, and personal balances.
Benefit Obligation By Employee	BENOBL /BENEMP	Provides information by Employee about the dollar amount of benefit obligations a district would incur if employees were to use their entire sick, vacation, and personal balances.
Census Report	CENSUS	The CENSUS program will create a common census file per ING requirements
Check STRS Advance	CHKSTRS	Report showing employee's STRS Advance Payments
CRDC Report	CRDC Report	Civil Rights Report- produces a report listing different required variables for specific reporting groups
EMIS Reports	Similar to PERDET	Option produces a report listing data errors or invalid data prior to EMIS reporting.
Employee Earnings Register	ERNREG	Can be ran for one and all Employees or Pay Groups receiving a pay check.
Employee Master	EMPMST	Report that reflects the Core program data element fields.
Employer Distributions	BRDDIS	Generates a worksheet to provide you with dollar amounts for the distribution of board paid deductions to the proper USAS accounts
Employer Retirement Share	BRDRET	Distributes the board's retirement share by allocating amounts to non-general (non-001) fund accounts at a flat 14% rate of the current payroll items paid.

Job Calendar Report	CALRPT	Produces a report showing job calendars which have been created.
Leave Balance Report	BENRPT	The Leave Balance Report shows the balances of sick, vacation, and personal leave.
Leave Projection Report	LEVPRO	This program creates a posting file from which absences may be charged to the proper leave accounts.
New Contract Report	NEWCNT /REPORT	Generate a report outlining purged contract information
ODJFS New Hire Report	NEWHIRE	To assist in the reporting of new employees to the Ohio Department of Job and Family Services
ODJFS Report	ODJFSRPT	Generates a report of quarter-to-date figures for employees and provides information necessary to complete the IRS Form 941 Quarterly statement. Creates submission file to submit to ODJFS for unemployment purposes.
Payment Transaction Status Report	CHKSTS	Generates a report that lists the check number; check status and type; employee ID, deduction code, or vendor number (depending on the check type); name; issue date; period ending date; date voided; date reconciled; gross pay; and net pay.
Perfect Attendance Report	ABSRPT /ABS104	Staff Absence No Activity Report
Quarter Report	QTRRPT	Generates a report of quarter-to-date figures for employees and provides information necessary to complete the IRS Form 941 Quarterly statement.
SERS Monthly Report	RETIRE /SERSMONTH	Creates a report for SERS balancing purposes
SERS New Hire Report	RETIRE /SERSHIRE	Create a projection report or a new employee enrollment file to upload to the eSERS website.
SERS Per Pay Report	RETIRE /SERSREG	Creates a projection report to verify State Employees Retirement System (SERS) and will create a tape file used for submission of data to SERS (per pay).
SERS Surcharge Report	SURCHG	Creates reports that will assist with the SERS surcharge calculations and GAAP reporting.
STRS Advance	STRSAD	Allows you to create Advance FYTD, Advance Position and Non Advanced reports. Also can create the tape file for the STRS annual report submission.
STRS Monthly Report	RETIRE /STRSMONTH	Creates a report for STRS balancing purposes
STRS New Hire Report	RETIRE /STRSHIRE	Creates a projection report as well as an option to create a STRS New Hire submission file and submit it to STRS.
STRS Per Pay Report	RETIRE /STRSREG	Creates a projection report to verify State Employees Retirement System (STRS) as well as an option to create a STRS submission file and submit it to STRS.
Wage Obligation By Account	WAGOBL	This program generates a report listing the district's current accrued wage obligations by account code.
Wage Obligation By Employee	WAGOBL	This program generates a report listing the district's current accrued wage obligations by employee.
W2 Report and Submission	W2PROC	Program creates reports, form files, data files, and tape files used for reporting W2 wage information at calendar year end