

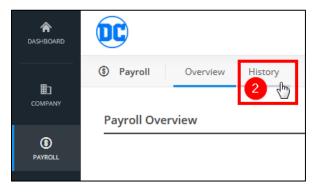
SinglePoint Outsourcing

How to View Payroll Reports

Step 1. Once inside your Worklio portal click on the PAYROLL or PAYROLL OVERVIEW button. Both will take you to the same place.

CASHBOARD	
	Dashboard Home
	Payroll Overview
EMPLOYEES	
	Employees In Benefit Plans
	20

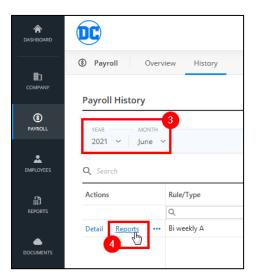
Step 2. Click on HISTORY. (Note: the payroll overview page will likely be blank. This is normal.)





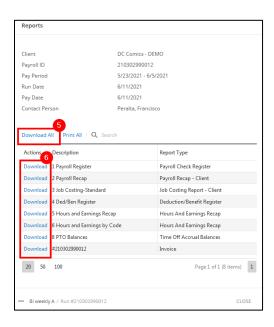


Step 3. Select the YEAR and MONTH that you want to view the payroll reports for. **Step 4.** Click on REPORTS.



Step 5. From this page you can DOWNLOAD ALL the reports at once, this will be saved in a ZIP file.

Step 6. You can also download each report individually by clicking DOWNLOAD next to the one you want.





Step 7. Click on OK to save the file.

Opening PayrollChe	cckRegister-06-11-2021-08-33-AM-PDT.pdf	3	
You have chosen to open:			
PayrollCheckRegister-06-11-2021-08-33-AM-PDT.pdf			
which is: Portable Document Format (PDF) (37.2 KB)			
from: https://spc-demo.worklio.com			
What should Firefox do with this file?			
Open with Firefox			
Open with	Adobe Acrobat DC (default)		
Save File			
	7 OK Cancel		