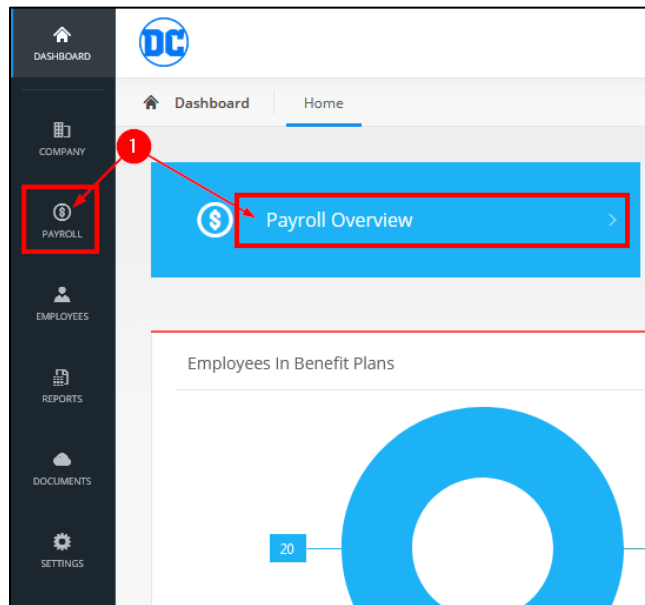


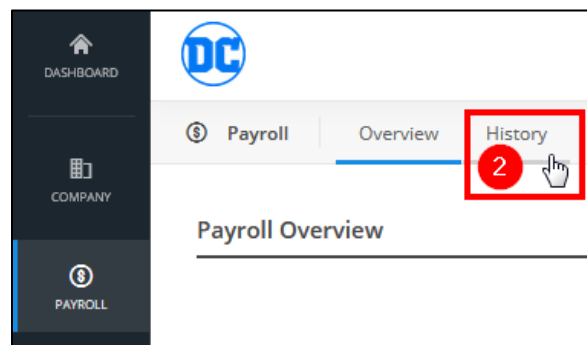
WORKLIO - FAQ

How to View Payroll Reports

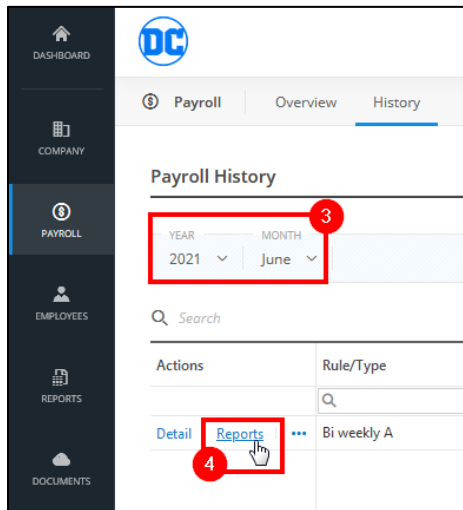
Step 1. Once inside your Worklio portal click on the PAYROLL or PAYROLL OVERVIEW button. Both will take you to the same place.



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

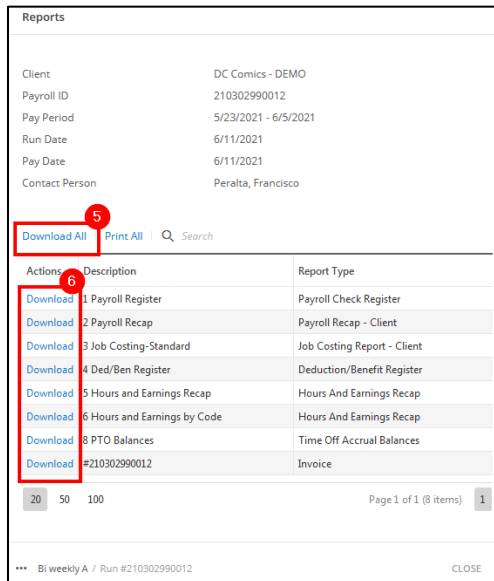


Step 3. Select the YEAR and MONTH that you want to view the payroll reports for.
Step 4. Click on REPORTS.



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.

