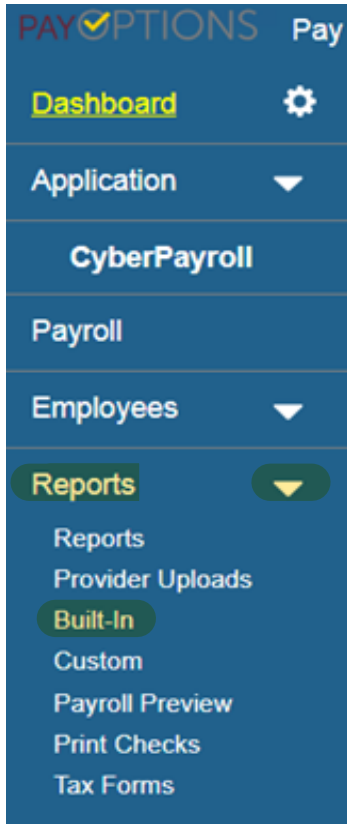


CPO Phoenix - Employee Summary

To run an Employee Summary report through our site, go to **Reports** → **Built In** → **Employee** → **Employee Summary**. Be sure to click the arrow next to the word Reports so the drop-down menu appears. You should be able to set the search parameters for any time frame you need:



Built-In Reports

Report Group	Report Name
Report Group: Company	
Company	ACA Active Report
Company	Client Information Report
Company	Company Integration Report
Company	Gender Totals Per Month
Company	Timekeeping Report
Report Group: Employee	
Employee	CyberHire Report
Employee	Direct Deposit Setup
Employee	Emergency Contact Report
Employee	Employee Benefit Setup
Employee	Employee Deduction Report
Employee	Employee Deduction Setup
Employee	Employee Demographic
Employee	Employee Earning Report
Employee	Employee Listing
Employee	Employee Pay Setup
Employee	Employee Summary
Employee	Employee Tax Setup
Employee	Employee Turnover Report

The left side of the screen will let you search by a **Predefined Range – Monthly, Quarterly, or Annually:**

The screenshot shows a web interface titled "Employee Summary". Under the "Search By" section, there are several options: "All Companies" (unselected), "Select Company" (selected, showing "ABCC - ABC Sample Company"), "Predefined Range" (highlighted in yellow), "Frequency" (set to "Month"), and "Selection" (highlighted in yellow). A dropdown menu is open under "Selection", showing options: "--Please Select--", "Current", "Previous", "Current & Previous", and "Next". There is a checked checkbox for "Save Filter Criteria". At the bottom, there are three buttons: "Run" (blue), "Reset", and "Back To Report".

The right side of the screen will let you search by a **Custom Range**. You can search by a specific **Pay Run** or a specific **Date Range**:

The screenshot shows a "Filter Date" section with a help icon. There are two radio button options: "Predefined Range" (unselected) and "Custom Range" (selected and highlighted in yellow). Below these are three input fields: "Select Pay Run" (a dropdown menu), "From" (a text input with a calendar icon), and "To" (a text input with a calendar icon).