


Payroll Check Journal Report - Many of the payroll elements needed for the CARES Act can be found in the Payroll Check Journal Report. This can be accessed in the Manager Portal. (Report  → Payroll → Report → Payroll Check Journal Report).

Selection Parameters

Choose a specific Payroll Number using the link or Enter a Pay Date Range

Sort Parameters

Change Primary Sort = Employee ID

Other Parameters

- Check Include Expense Reimbursements
- Check Consolidate Report Totals by Pay Code Only Check
- Split Hours and Units Columns


Report Filters

No changes

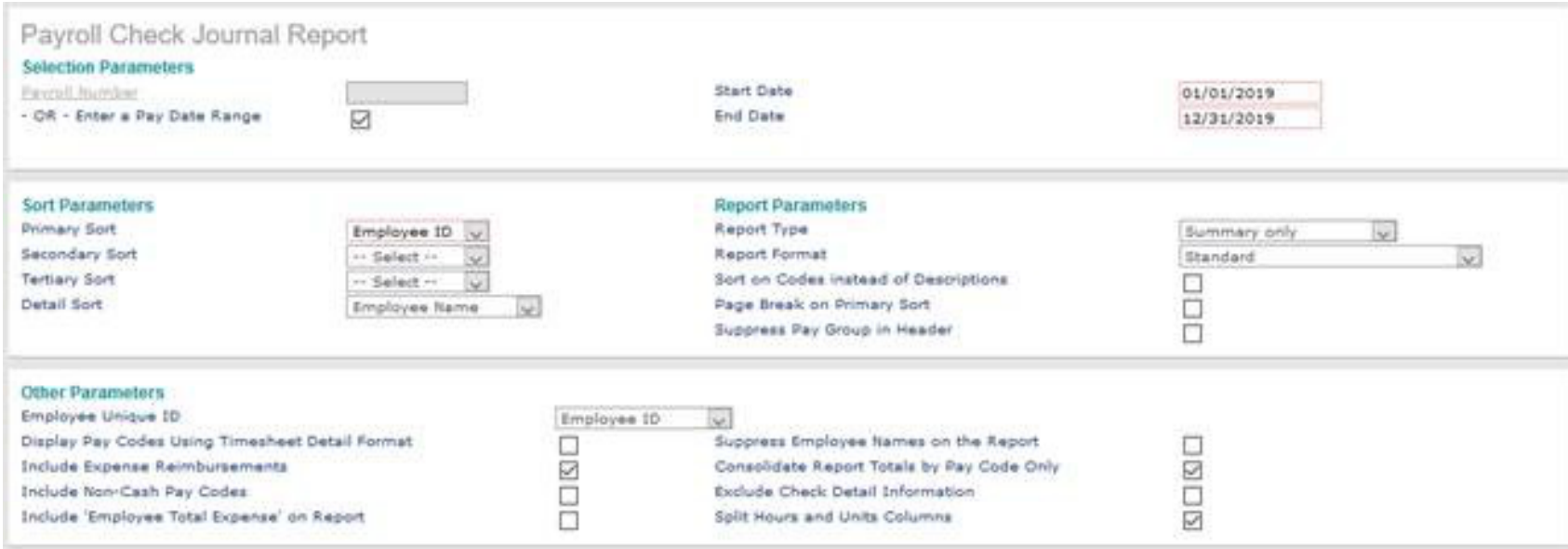
Report Parameters

Change Report Type = Summary only

Client Tax Data - This information may be important for securing a Paycheck Protection Program loan. To access client 941 tax data within PrismHR, go to My Company menu → Company → View → Quarterly Tax Summary. This is a view only option. For 940 and 941 data in Excel format, please email your Payroll Specialist at Payroll@eESIpeo.com.

Payroll Allocation Report - This may be an alternative to the Payroll Check Journal Report. This can be accessed in PrismHR (Report icon  → Payroll → Report → Payroll Allocation Report).

Only change **Selection Parameters** if applicable



PPP Loan Forgiveness – Data necessary for loan forgiveness may be found in the Manager Portal (Report icon  → HR Reports → COVID-19 PPP Forgiveness Report).