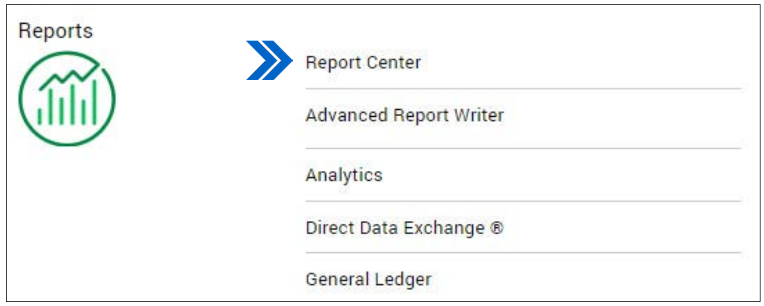
Show Me How

to View Client Inbox Reports

REPORTS

STEP 1

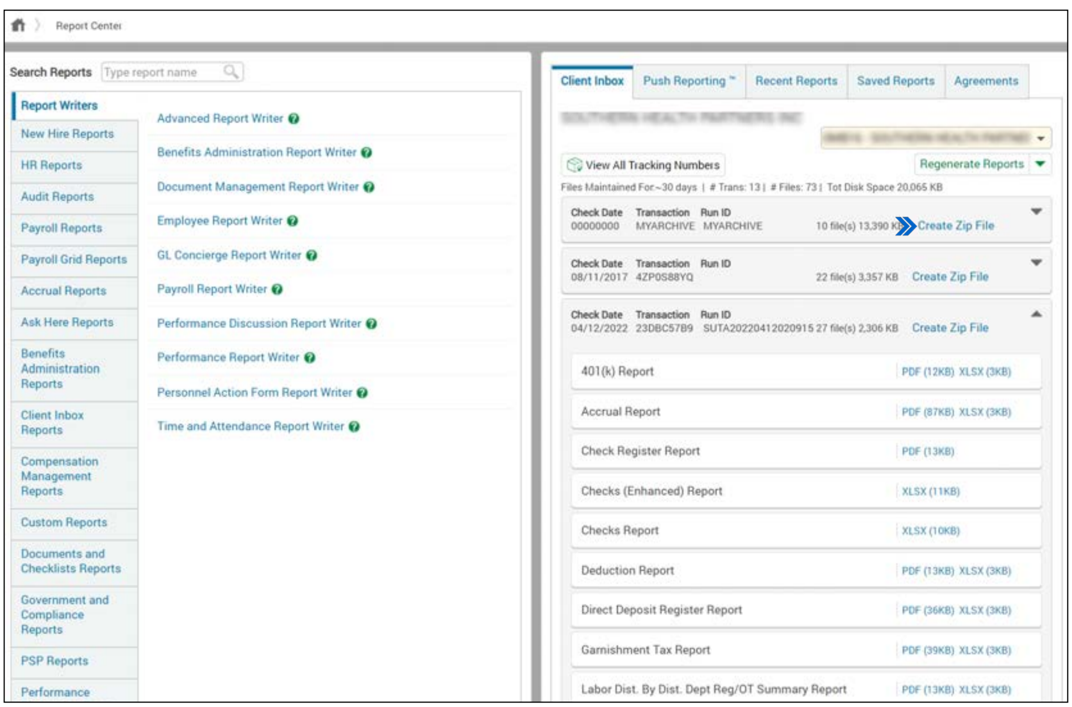
To access the Client Inbox, click "Report Center" from the Reports tile, or navigate to Reports > Report Center.



STEP 2

The Client Inbox displays the relevant payroll transactions on the right-hand side. Click "Create Zip File" to download all reports for a transaction, or click the down arrow to download an individual report.

If you do not see the appropriate report, please reach out to your dedicated Paycom specialist.



ADMINISTRATORS

Visit the Help Menu for the most up-to-date version of this guide.

paycom®

06-14-24

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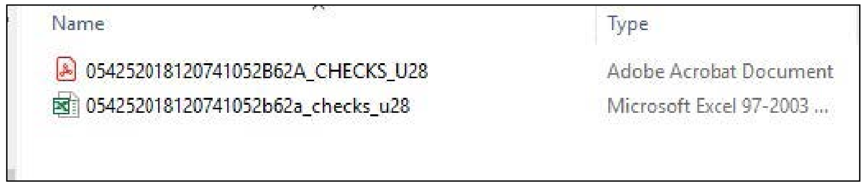
REPORTS

STEP 3

Your reports are available in your computer's Downloads folder.



STEP 4

If you would like to generate a report for a historical transaction or specific pay period, navigate to Reports > Report Center and click the "Client Inbox Reports" tab. Click the report you would like to generate. Select the desired output format, sorting method and date range. Then, click "Generate Report."

For example, you may use the Online Fees Report, which can be generated for specific transactions or pay dates, to review details of additional service fees.