

Payroll, made easy

Part 11: Payroll Reporting

[Reports section of the Employment Hero Help Centre](#)

This link will take you to the Reports section of the Employment Hero Help Centre. From here you can access all support articles and videos on Reports.

This section includes:

- Employee Reporting
- Payroll Reporting
- Time & Attendance Reporting
- STP Reporting

[Report Packs](#)

This article will take you through how to set up and maintain Report Packs which will allow you to create a pack of report that you can send out on a schedule or download when required.

[Payroll Reporting](#)

This link will take you to the Payroll Reports section of the Employment Hero Help Centre. From here you can access all support articles and videos on Payroll Reports. This section includes:

- Leave Reporting
- Costing Reporting
- Employee Reporting
- Pay Run Reporting
- Tax Reporting
- Superannuation Reporting

[Employee Reporting](#)

This link will take you to the Employee Reports section of the Employment Hero Help Centre. From here you can access all support articles and videos on Employees Reports. This section includes:

- Employee Payment Reporting
- Employee Details Reporting
- Employee Leave Reporting

[Time & Attendance Reporting](#)

This link will take you to the Time & Attendance Reports section of the Employment Hero Help Centre. From here you can access all support articles and videos on T&A Reports. This section includes:

- Attendance Reporting
- Timesheet Reporting
- Roster Reporting



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[Report Packs - Video](#)

This video will take you through setting up and maintaining Report Packs.

[STP Reporting](#)

This link will take you to the STP Reporting section of the Employment Hero Help Centre. From here you can access all support articles and videos on STP Reporting. This section includes:

- [STP FAQs](#)
- [STP Guides](#)
- [STP Lodgement Errors](#)
- [STP Lodgement Warnings](#)
- [STP Pay Events](#)
- [STP Phase 2 Information](#)
- [STP Processing](#)
- [STP Update Events](#)

[Common Payroll Reports](#)

The following articles provide further information on common Payroll Reports:

[Pay Categories Report](#)
[Detailed Activity Report](#)
[Pay Run Audit Report](#)
[Pay Variance Report](#)
[Super Contributions Report](#)

[Common Employee Reports](#)

The following articles provide further information on common Employee Reports:

[Employee Details Audit Report](#)
[Employee Details Report](#)
[Leave History](#)

[Common Time & Attendance Reports](#)

The following articles provide further information on common Time & Attendance Reports:

[Live view](#)
[Attendance Report](#)
[Timesheets Report](#)

[Reporting Filters](#)

This article explains the various filter and action options available in the payroll reports



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Part 11 Payroll Reporting FAQs

What payroll reports can I run before a pay run is finalised?

Before a pay run is finalised, you can run the following reports from the Reports button in the pay run:

- [Draft Audit Report](#)
- [Gross to Net Report](#)
- [Variance Report](#)

All other payroll reports will only include data from finalised pay runs.

Can I create a custom report?

Unfortunately there is not currently the ability to create a custom report. However, you can use the date range and filter options on existing reports and you can download many of our reports into csv or excel to allow you to further customise your report.

Does the date range for reports use the pay period ending date or the date paid?

When determining what pay run data is included in a report, most reports are using the 'date paid' for the pay run, rather than the pay period ending date. For example a pay period ending on 30 Nov but paid on 1 Dec would be included in reports where the date range was 1-31 Dec but not included in reports where the date range was 1-30 Nov. The same logic applies for the Financial Year.

Where there are exceptions to this for specific reports, it will be noted in the help centre article for that report.

Can I download my report into? What formats are available?

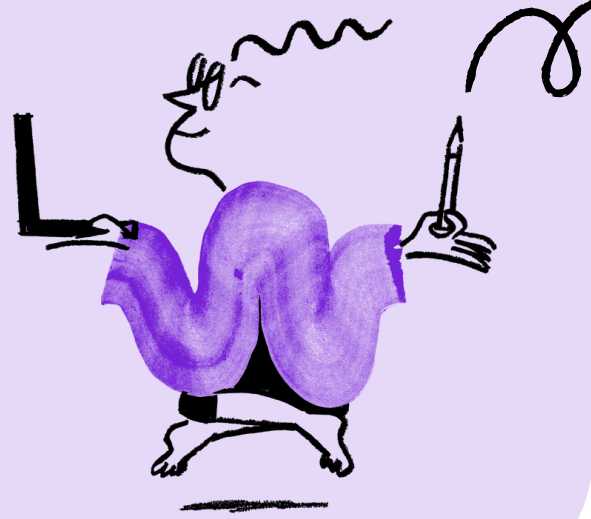
Most of our reports are available to download in CSV, excel and/or PDF.

How can we determine which reports are best for our business?

As every business is different, we cannot recommend what reports your business should use. We recommend reviewing a description of each report by hovering your mouse over the report name in the Reporting section of the payroll platform. We also recommend running each of the reports to see what data they include to determine whether that would be useful for your business.

Why is the content of the excel report different to that in the CSV report?

CSV file formats are limiting so will vary to the full excel reporting. For instance CSV files do not allow for Boolean fields this is a limitation of excel. CSV files are text only format whereas Excel files are setup as tabular, because of this the data cannot be formatted the same.



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Is there anyway of not including the job sites/locations when I am producing a report on an employee?

The reports have set filters and these cannot be excluded, but once the report is downloaded you can delete that column if not required.

What reports can be included in a Report Pack?

All of the reports in the Report suite with the exception of the 'processing' reports, e.g. Super Payments, Rostering and ATO reports.

What is the best report to show an employee's earnings for a month or year?

There are quite a few reports that will provide this data and the one you choose will depend on what additional information you require, e.g. the [Detailed Activity Report](#), [Gross to Net Report](#) and [Pay Categories Report](#) will provide total earnings.

Is there a report that will display super co-contributions?

The [Super Contributions Report](#) will display all contributions that are processed through the payroll platform including super guarantee contributions, salary sacrifice deductions and employer contributions.

Is there a way to view upcoming leave that has been approved but not yet taken?

Not in the report section specifically but if you go to the leave management page in the payroll platform you can download this in an excel file format.

Is there an ETA to be able to directly connect to our Employment Hero data in Power BI?

Not at this stage however, we are open to receiving feature requests.

Is there an expense management report?

Yes, more information about the Expense Reimbursement Report can be found [here](#).