



New Employee Payroll History Report

September 21, 2011

Dear Client:

The new "Employee Payroll History" Report is now available on the client dashboard of Reporting Services. Client Members can run this self-service report to access information included in the Lawson Payment Detail Listing (PR260). The report is designed to show each payroll check individually as well as provide an employee summary for a designated date range. Additionally, the report can be directly exported into Adobe (PDF), thus eliminating complications with popup settings and network drives.

The Employee Payroll History report provides data such as:

- **Payment Amounts**
- **Payment Dates**
- **Tax Information for the period of time requested**

All content in this notice is based on current information and supersedes previous communications regarding this topic. If you have any questions or concerns, please contact your assigned SCI Professional.

Sincerely,

SCI Companies

SCI Operations Centers

Corporate Office – Atlanta • 2435 Tech Center Parkway, Lawrenceville, GA 30043 • 800.444.6211
Chicago • 1420 Kensington Road, Suite 114, Oak Brook, IL 60523 • 800.750.1932 **Dothan** • 220 Healthwest Dr., Suite 3, Dothan, AL 36303 • 800.755.6722
Los Angeles • 800.932.4610 ext. 2661 **Orlando** • 5367 Conroy Road, Suite 300, Orlando, FL 32811 • 866.370.4211
Tampa • 4224 W. Henderson Blvd., Tampa, FL 33629 • 800.932.4610

www.scicompanies.com