

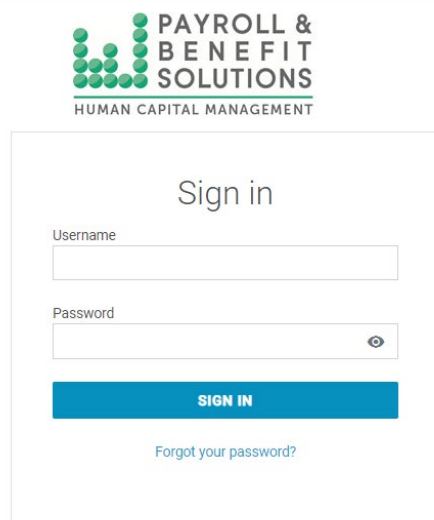
## Accessing Employee Profiles from your Evolution Client Portal needed for year-end verification

\*\*If you are locked out of evolution or have forgotten your password you can select “Forgot your password” and it will email you a link to change your password.

1. Click link to go to evolution payroll

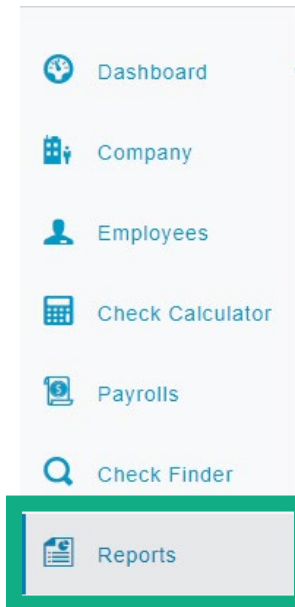
<https://pbspay.evolutionpayroll.com/hcm/#/>

2. Enter your username & password



The screenshot shows the sign-in interface for the Evolution Payroll & Benefit Solutions Human Capital Management portal. At the top left is the company logo, which consists of a grid of green dots of varying sizes, followed by the text "PAYROLL & BENEFIT SOLUTIONS" and "HUMAN CAPITAL MANAGEMENT" below it. The main heading is "Sign in". Below this are two input fields: "Username" and "Password". The "Password" field has a small eye icon to its right, indicating a toggle for visibility. Below the input fields is a blue button labeled "SIGN IN". At the bottom of the form is a link that says "Forgot your password?".

### 3. Select Reports on the left side of the screen.



### 4. Select Employee Profiles (S263) & then select CONFIGURE REPORT

Reports

- DEFINED REPORTS
- PUBLISHED REPORTS
- AD HOC REPORTS

Report Name	Report #
Payroll Register (S109)	109
Earnings And Deductions (S181)	181
Delivery Label (S184)	184
Cover Letter (S193)	193
Direct Deposit (S211)	211
Taxable Wages For Payroll By Ck Date (S236)	236
<b>Employee Profiles (S263)</b>	<b>263</b>
Personnel Register (S344)	344
Employee Change Listing (S1075)	1075
Labor Distribution New (S1077) (S1077)	1077
Cover Letter With Tax Report (S1082)	1082
CARES PPP Loan Forgiveness FTE (S4232)	4232

1 - 12 of 12 items

### Employee Profiles

Choose options for this report

CONFIGURE REPORT →

## a. Select your date range (01/01/2020-12/31/2020) & APPLY

← REPORTS LIST Options for Employee Profiles

Payroll Filter EE Filter Misc Options Run Report

Select the date range to use for your report. All payrolls within your range will be selected. You can fine tune your selection by checking only the payrolls you want to include.

Starting Date: 01/01/2020 Ending Date: 12/31/2020 Include: All Payrolls APPLY

<input type="checkbox"/>	Check Date ▼	Run # ▼	Processed Date ▼	Status ▼	Type ▼
<input type="checkbox"/>	05/02/2020	1	04/15/2020 02:59:47 PM	Processed	Regular
<input type="checkbox"/>	04/18/2020	1	04/01/2020 07:24:23 PM	Processed	Regular
<input type="checkbox"/>	04/04/2020	1	04/01/2020 03:51:38 PM	Processed	Regular

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## b. Select the top box and it will select all check dates

Payroll Filter EE Filter Misc Options Run Report

Select the date range to use for your report. All payrolls within your range will be selected. You can fine tune your selection by checking only the payrolls you want to include.

Starting Date: 01/01/2020 Ending Date: 12/31/2020 Include: All Payrolls APPLY

<input checked="" type="checkbox"/>	Check Date ▼	Run # ▼	Processed Date ▼	Status ▼	Type ▼
<input checked="" type="checkbox"/>	05/02/2020	1	04/15/2020 02:59:47 PM	Processed	Regular
<input checked="" type="checkbox"/>	04/18/2020	1	04/01/2020 07:24:23 PM	Processed	Regular
<input checked="" type="checkbox"/>	04/04/2020	1	04/01/2020 03:51:38 PM	Processed	Regular

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c. Select Misc Options – select Print also not changed Employees & Show Terminated Employees

Payroll Filter    EE Filter    **Misc Options**    Run Report

Additional options available for this report:

Parameters

Print also not changed Employees

Days Period

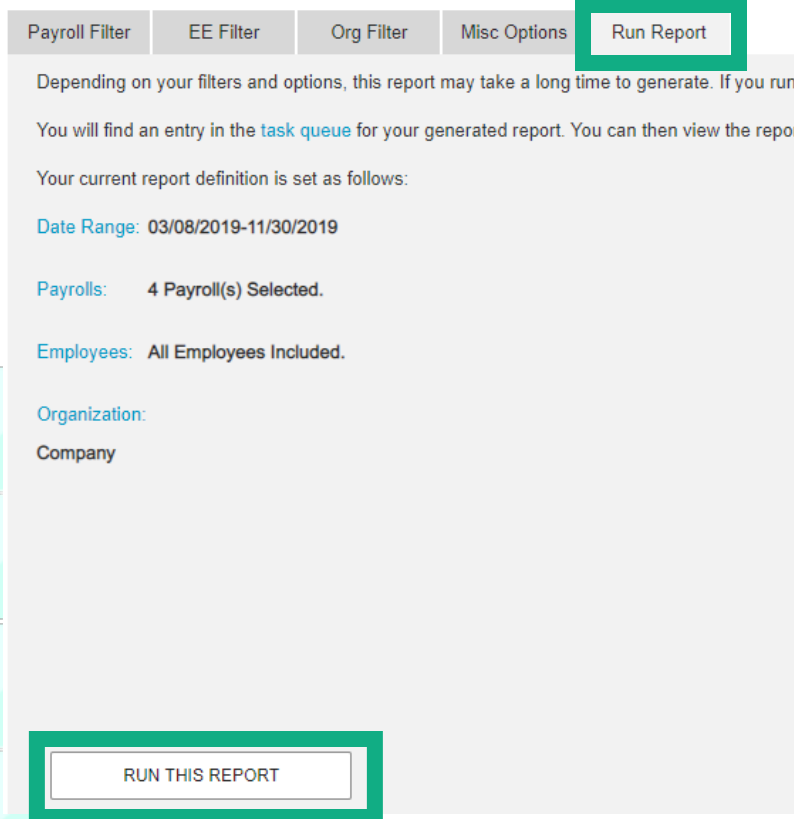
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If you would like to print this report for a company that has no processed payrolls

Note: For newly setup companies with out any processed payrolls enter an N where N is the number of days since the company was setup.

Show Terminated Employees

## d. Select Run Report Tab & RUN THIS REPORT



The screenshot shows a web interface with a top navigation bar containing five tabs: 'Payroll Filter', 'EE Filter', 'Org Filter', 'Misc Options', and 'Run Report'. The 'Run Report' tab is highlighted with a green border. Below the tabs, the main content area contains the following text:

Depending on your filters and options, this report may take a long time to generate. If you run

You will find an entry in the [task queue](#) for your generated report. You can then view the report

Your current report definition is set as follows:

**Date Range:** 03/08/2019-11/30/2019

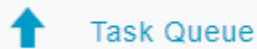
**Payrolls:** 4 Payroll(s) Selected.

**Employees:** All Employees Included.

**Organization:**  
Company

At the bottom of the main content area, there is a button labeled 'RUN THIS REPORT' which is also highlighted with a green border.

e. Select Task Queue at the bottom left of your screen to view the report



↑ Task Queue