

PAY PERIOD REPORT

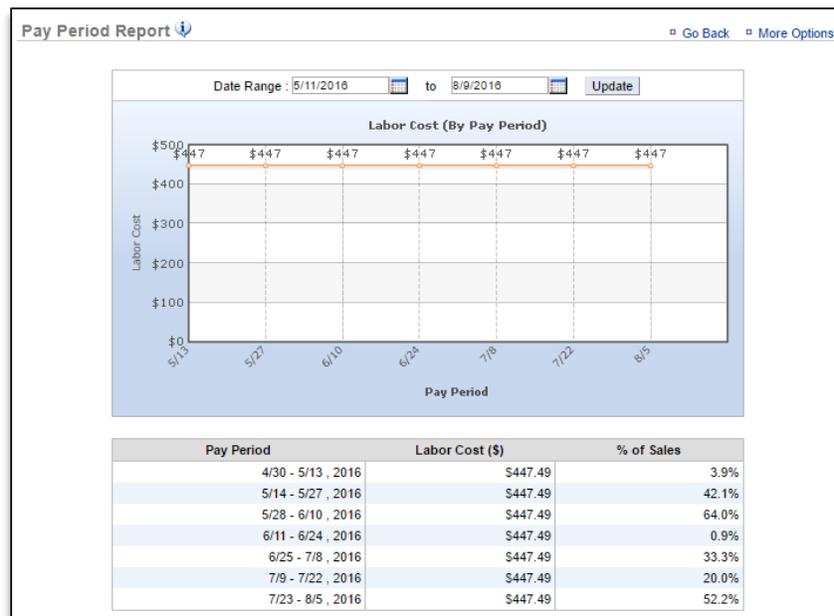
The **Pay Period** report in NCR Console's Employee Management module allows you to view payroll costs and track trends from pay period to pay period. Payroll settings must be established for this report to generate (see **General Store Settings**).

To access the **Pay Period** report:

1. Log into NCR Console, go to the **Reports** tab and click **Labor**
2. Click **Pay Period Report**



3. This report defaults to the current week going back approximately seven pay periods. Enter the desired date range using the calendar/date icons above the report.
4. Click **Update**



To export the report and save it to your computer to view at a later time:

1. Click **More Options** at the top right corner of the report.
2. Click **Export**
3. An excel file will appear at the bottom left corner of the screen (or wherever your downloads appear)
4. Save the file to your computer for future reference