Paycom How To Run Reports

To download the Paycom Payroll Data report visit the Paycom Home screen, Select Reports 🡪 Report Center. Select the Payroll Reports and Labor Allocation Summary Report. Click Excel or CSV.



Select Distributions, Transaction/Pay Date Option, and Payroll Profiles Option:



Select other Custom Field Filters and click Generate Report:



After the report has been generated, click Download to view the report



To format the Paycom Payroll Data report after exporting:

* Add in additional data, such as bonus pay, PTO, etc.
* Insert any needed empty columns (i.e., Labor Allocation Code and Comments)

Save the downloaded file to your preferred location on your computer. Open it to review the data and ensure it aligns with what you need.

If you encounter any issues or need more specific guidance, consulting Paycom’s help documentation or contacting their support team would be beneficial:

Helpful links:

<https://www.paycom.com/software/report-center/>

<https://www.paycom.com/contact-us/>