

When this option is selected, the **Deduction Totals** and **Summary Totals** options are disabled.

4. Select from the following **Include Options**.

Option	When selected...
SSN	the employee's SSN displays on the report. If you do not have tool rights to view the SSN, this option is disabled.
Payment Number	the payment number displays on the report.
Deduction Totals	Campus totals the employee and employer deductions and displays the total on a single line. When the Employer Amount on a Second Row checkbox is marked, this option is disabled.
Deduction Wages	the gross wages applicable to the deduction calculation display on the report.
Payment Date	the payment date displays on the report.
Summary Totals	summary totals for all employee deduction amounts, all employer deduction amounts, and a total of all applicable wages displays at the bottom of the report. When the Employer Amount on a Second Row checkbox is marked, this option is disabled.

5. Click **Generate**.

Result

The report displays in CSV format according to the options you selected.

	A	B	C	D	E	F	G	H	I	J	K	L
1	SSN	StaffNumber	StaffName	DeductionCode	EmployeeAmount	EmployerAmount	DeductionTotal	EmpDeductWage	ERDeductWage	PaymentNumber	PayPeriodEndDate	PaymentDate
2	###	1	Clerk, High	FICA	95.48	95.48	190.96	1540	1540	1734	9/30/2016	9/30/2016
3	###	1001	Marcussen,	FICA	183.34	183.34	366.68	2957.07	2957.07	1735	9/30/2016	9/30/2016
4	###	1003	Jones, Mich	FICA	66.59	66.59	133.18	1074.08	1074.08	1736	9/30/2016	9/30/2016
5	###	1004	Gilchrist, Ry	FICA	138.34	138.34	276.68	2231.22	2231.22	1737	9/30/2016	9/30/2016
6	###	1005	Anderson, J	FICA	214.88	214.88	429.76	3465.75	3465.75	1738	9/30/2016	9/30/2016
7	###	1006	Rink, Christ	FICA	131.49	131.49	262.98	2120.75	2120.75	1739	9/30/2016	9/30/2016
8	###	1007	Jones, Terr	FICA	69.84	69.84	139.68	1126.51	1126.51	1740	9/30/2016	9/30/2016
9	###	1008	Minke, Kare	FICA	89.64	89.64	179.28	1445.79	1445.79	1741	9/30/2016	9/30/2016
10	###	1009	Erickson, K&	FICA	43.47	43.47	86.94	701.1	701.1	1742	9/30/2016	9/30/2016
11	###	1010	Terributini,	FICA	54.99	54.99	109.98	886.97	886.97	1743	9/30/2016	9/30/2016
12	###	1011	Beyer, Chri	FICA	88.58	88.58	177.16	1428.7	1428.7	1744	9/30/2016	9/30/2016
13	###	1012	Ruiz, Karen	FICA	104.72	104.72	209.44	1689.08	1689.08	1745	9/30/2016	9/30/2016
14	###	1013	Carson, Ric	FICA	122.47	122.47	244.94	1975.4	1975.4	1746	9/30/2016	9/30/2016
15	###	1014	Chen, Mich	FICA	2.61	2.61	5.22	42.12	42.12	1747	9/30/2016	9/30/2016
16	###	1014	Chen, Mich	FICA	94.5	94.5	189	1524.12	1524.12	1748	9/30/2016	9/30/2016
17	###	1015	Smith, Sam	FICA	106.51	106.51	213.02	1717.87	1717.87	1749	9/30/2016	9/30/2016
18	###	1016	Haire-Nett,	FICA	71.54	71.54	143.08	1153.84	1153.84	1750	9/30/2016	9/30/2016
19	###	1017	Poolman, V	FICA	78.02	78.02	156.04	1258.33	1258.33	1751	9/30/2016	9/30/2016
20	###	1018	Miranda, Sc	FICA	79.07	79.07	158.14	1275.4	1275.4	1752	9/30/2016	9/30/2016
21	###	1019	Hochbrunn,	FICA	92.43	92.43	184.86	1490.79	1490.79	1753	9/30/2016	9/30/2016
22	###	1020	Potts, Henr	FICA	108.5	108.5	217	1750	1750	1754	9/30/2016	9/30/2016
23	###	1021	Cullen, Frec	FICA	111.22	111.22	222.44	1793.82	1793.82	1755	9/30/2016	9/30/2016
24	###	1022	Wu, Jasmin	FICA	107.36	107.36	214.72	1731.69	1731.69	1756	9/30/2016	9/30/2016
25	###	1023	Walker, Uai	FICA	307.78	307.78	615.56	4964.12	4964.12	1757	9/30/2016	9/30/2016
26	###	1024	Smith - Joni	FICA	108.31	108.31	216.62	1746.87	1746.87	1758	9/30/2016	9/30/2016
27	###	1025	Peterson, J	FICA	111.05	111.05	222.1	1791.09	1791.09	1759	9/30/2016	9/30/2016
28	###	5667	Principal, H	FICA	157.94	157.94	315.88	2547.45	2547.45	1760	9/30/2016	9/30/2016
29			Totals		2940.67	2940.67		47429.93	47429.93			

Deduction Extract Example