### Payroll Standard Reports

The following reports will be required monthly as standard:

Interim reports

* Deviance report for initial checking
* Interim Temporary elements report (for management accruals)
* Pensions automatic enrolment
* Pensions qualifying scheme report
* List of unpaid elements
* Initial run results extract
* Gross to Net summary
* Payments summary report
* Gross to net check report
* Sickness report
* Increment reports

After rollbacks/checking

* BACS authorisation
* Run results extract
* Gross to net summary report
* Bacs payments summary report

Final reports

* Costing Report File
* Gross to Net
* Employee run results
* BACS acceptance letter
* Payment Summary
* Costing Reconciliation reports (breakdown report & costing detail)
* Third party payments reports
* Payments Over letter
* Teachers pensions MDC
* Teachers pensions monthly contributions
* LGPS care scheme
* Detailed assignment reports
* Payslips summary

Annual

* P60 summary report
* LGPS annual contribution reports (if required)
* TPS annual contribution reports (if required)
* Gender pay gap

**HR reporting requirements**

Core requirement is that the reports can be run automatically by the user groups. Ease of use and visually clear and concise

* Analytical and business intelligence – automated dashboards for manager use.
* Automated gender pay gap reporting
* Automated equality reporting
* Automated Single Central Record reports
* SIR Report
* Need to be able to report on all information in the system, in all combinations of data
* Address of current staff
* Agency staff who have transferred
* All staff, historical (subject to GDPR)
* Applications for posts
* Application forms
* E&D information
* Broadsheet for shortlisting
* Applications by gender
* Applications by ethnicity
* Applications by recruitment sources
* Training
* Attendance by Course
* Attendance by Individual
* Attendance by E&D Data
* Mandatory Training last attended
* Feedback reports
* Attendance Lists
* Appointment on specific contract type by date of appointment (not continuous service date)
* First Aiders
* Emergency Contacts
* Starters by date parameters
* Leavers by date parameters
* Non Starters by date parameters
* Full staff listing by date parameters
* Establishment Lists
* Fixed Term Contracts due to expire
* IARs still in operation
* Probation Tracker
* Increments due by date parameters
* Market Rate Adjustment payments
* Annual Leave
* How much carried over
* How much booked
* How much left
* Appraisal completion
* LCF completion
* E&D Data
* Staff Recruitment request reports
* Teaching Staff with Teaching Hours and Remission