

## **Dayforce Billing Reports Scheduling Procedure: Welfare Benefit Premiums, 401K-403B Contributions, & Lay Frozen Pension Contribution**

### **Objective of Procedure:**

The objective of this procedure is to instruct you on how to schedule the **five** Dayforce billing reports which will provide you with detail by employee to support the invoices you will receive from the Chancery by email. These invoices will be paid via automatic ACH withdrawal from your bank account. The invoices will be created for the following categories:

#### **1. Welfare Benefit Plan Premiums**

The Welfare Benefit Plan billing report will provide the MONTHLY premium rates for which you will be invoiced by employee. Monthly premiums for your organization will be split into two semi-monthly invoices and invoiced on the 15<sup>th</sup> and the last day of the month. The invoiced amounts will be automatically withdrawn from your bank account three business days after the invoice date. If employees are missing, not employed at your organization, or invoiced at an incorrect rate, please contact the Chancery HR Benefit Specialist.

#### **2. 401K – 403B Contributions (one invoice for 1<sup>st</sup> half of the month and one for 2<sup>nd</sup> half of the month)**

This report will provide you with the detail by employee for both employee and employer contributions to the 401K and 403B plans. The reports will be based on committed payroll data. These reports will be run on the 15<sup>th</sup> of the month for payroll data from the 1<sup>st</sup> through the 15<sup>th</sup> and also run on the last day of the month for payroll data from the 16<sup>th</sup> through the last day of the month. The invoiced amounts will be automatically withdrawn from your bank account three business days after the invoice date.

#### **3. Lay Frozen Pension Plan Contributions (one invoice for 1<sup>st</sup> half of the month and one for 2<sup>nd</sup> half of the month)**

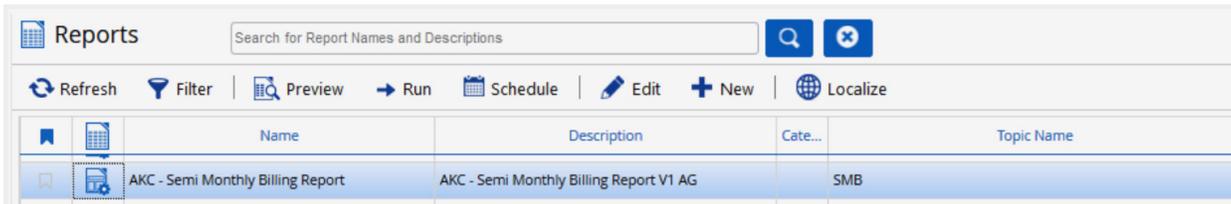
This report will provide you with the detail by employee for employer contributions to the Lay Frozen Pension Plan. The reports will be based on committed payroll data. These reports will be run on the 15<sup>th</sup> of the month for payroll data from the 1<sup>st</sup> through the 15<sup>th</sup> and also run on the last day of the month for payroll data from the 16<sup>th</sup> through the last day of the month. The invoiced amounts will be automatically withdrawn from your bank account three business days after the invoice date.

## Schedule 1<sup>st</sup> Report: Monthly Welfare Benefit Plan Premium Billing Report: (1<sup>st</sup> Report of 5 Reports)

1. Select **Reporting** from the hamburger menu and then select **Reports**.

2. On Reports Screen:

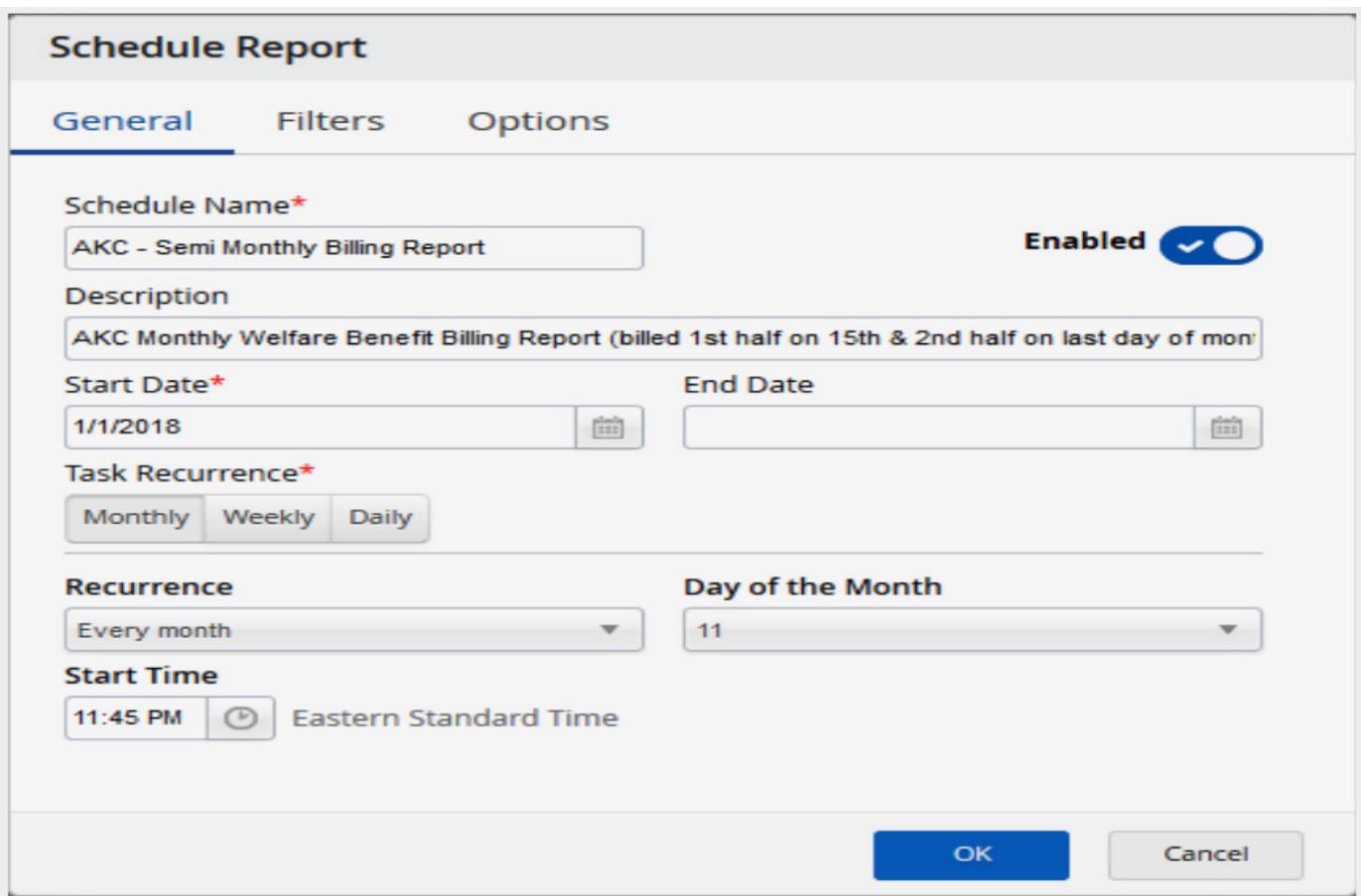
- Click on the Column Heading “Name” – to sort by Report names
- Click to Highlight the row of the report: Name “AKC – Semi Monthly Billing Report”, Description “AKC - Semi Monthly Billing Report V1 AG”
- Click the Schedule Icon (in the middle of the top task bar)



Name	Description	Cate...	Topic Name
AKC - Semi Monthly Billing Report	AKC - Semi Monthly Billing Report V1 AG	SMB	

3. You should be on the General Tab - Complete the Schedule Report as shown below:

- Description - Type in “AKC Monthly Welfare Benefit Billing Report”
- Start date - 1/1/2018
- Task Recurrence - “Monthly”
- Recurrence field - “Every Month”
- Day of the month - “11”
- Start Time - “11:45 PM” Eastern Standard Time. **DO NOT CLICK OK YET.**
- Click on the **Filters tab** (top to the right of General)



### Schedule Report

**General** | Filters | Options

Schedule Name\*  
AKC - Semi Monthly Billing Report Enabled

Description  
AKC Monthly Welfare Benefit Billing Report (billed 1st half on 15th & 2nd half on last day of mon)

Start Date\* 1/1/2018  End Date

Task Recurrence\*  
Monthly Weekly Daily

Recurrence: Every month  Day of the Month: 11

Start Time: 11:45 PM  Eastern Standard Time

4. On the Filters screen (2<sup>nd</sup> Tab)

- Select all of your pay groups from the drop down menu. **DO NOT CLICK OK YET.**
- Click on the **Options** Tab (top to the right of Filters).

Screenshot of the 'Schedule Report' dialog box, 'Filters' tab. The 'Filters' section shows a table with columns 'And', 'Paygroup Name', and 'In'. A dropdown menu is open under 'In' with the text 'Please select a value' and '0 Selected'. The 'OK' and 'Cancel' buttons are visible at the bottom right.

5. Complete the Options screen as shown below:

- Report Header Display Name – Type in “Monthly Welfare Benefit Plan Billing Report”
- Select the output format you want (Excel 97 or 2007, PDF or CSV). If Excel is selected, we recommend checking the box next to Suppress formatting in Excel output.
- **NOW CLICK OK** and your report should be scheduled.

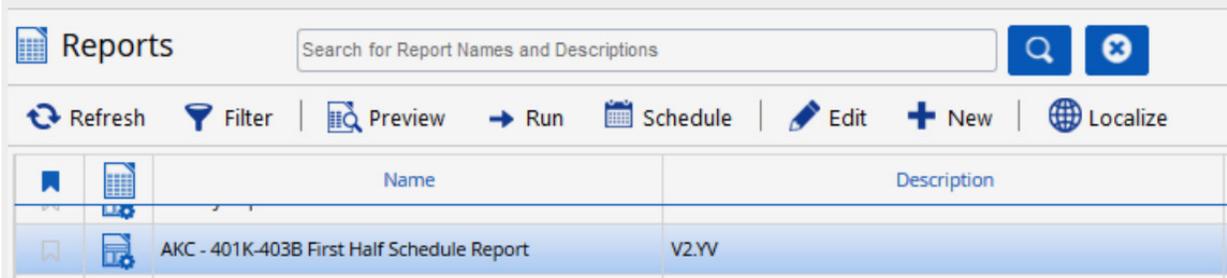
Screenshot of the 'Schedule Report' dialog box, 'Options' tab. The 'Report Header Display Name' is 'Monthly Welfare Benefit Plan Billing Report'. The 'Output Format' is 'Excel 2007+ (XLSX)'. Under 'Page & Format Options', 'Excel Format' has 'Suppress formatting in Excel output' checked. 'PDF Format' has 'Orientation' and 'Paper Size' dropdowns. The 'OK' and 'Cancel' buttons are visible at the bottom right.

### Schedule 401K-403B Billing Reports – 1<sup>st</sup> Half of the Month (2<sup>nd</sup> Report of 5 Reports):

1. Select **Reporting** from the hamburger menu and then select **Reports**.

2. On Reports Screen:

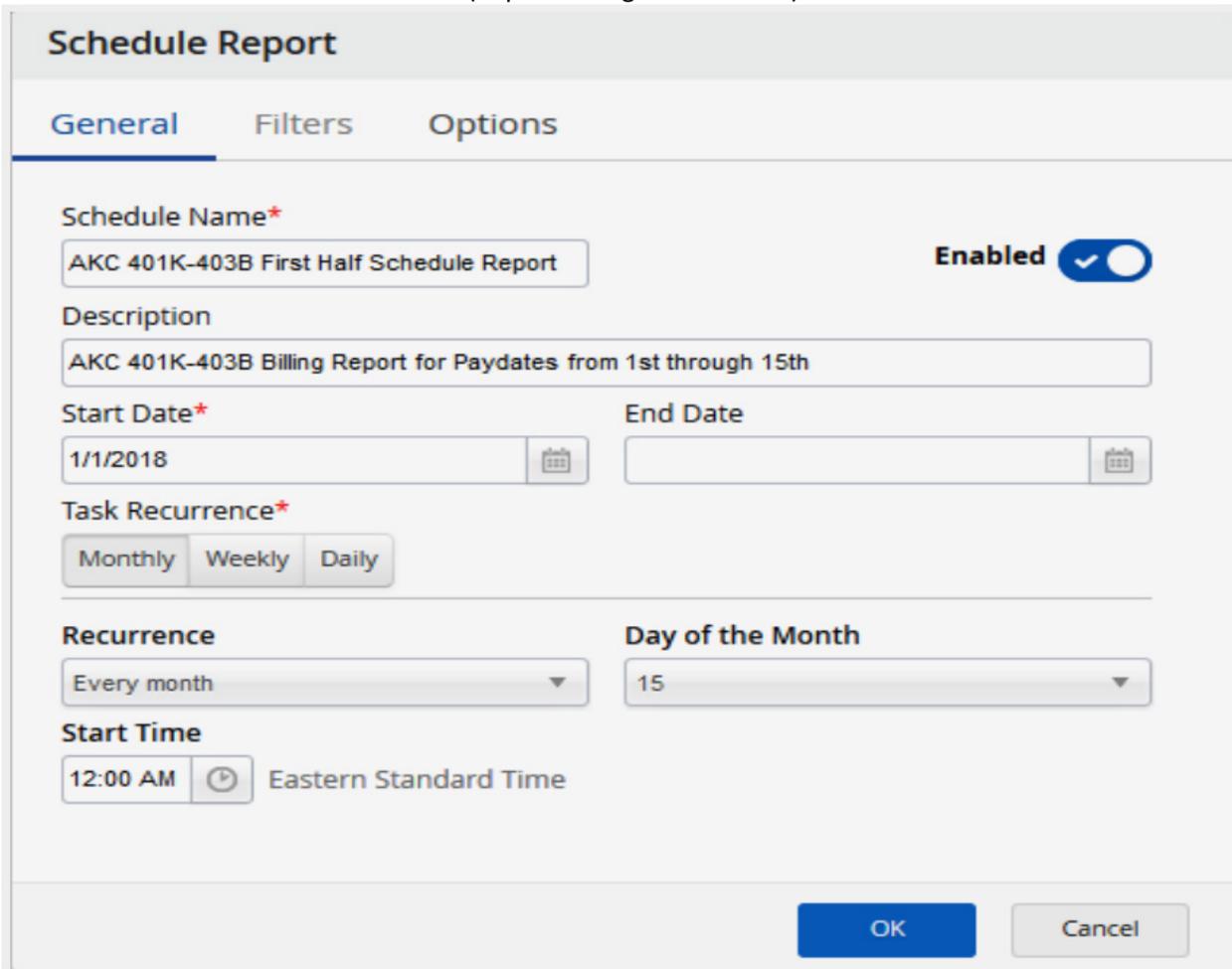
- Click on the Column Heading “Name” – to sort by Report names
- Highlight the row of the report named “AKC – 401K-403B First Half Schedule Report”
- Click Schedule Icon (in the middle of the top task bar)



Reports		Search for Report Names and Descriptions		🔍	✖		
Refresh	Filter	Preview	Run	Schedule	Edit	New	Localize
Name	Description						
AKC - 401K-403B First Half Schedule Report	V2.VV						

3. Complete the Schedule Report – General screen as shown below:

- Description - Type in “AKC 401K-403B Billing Report for Paydates from 1<sup>st</sup> through 15th”
- Start date - 1/1/2018
- Task Recurrence - “Monthly”
- Recurrence field - “Every month”
- Day of the month - “15”
- Start Time - “12:00 AM” Eastern Standard Time. **DO NOT CLICK OK YET.**
- Click on the **Filters** Tab (Top to the right of General)



### Schedule Report

**General** | Filters | Options

Schedule Name\*  
AKC 401K-403B First Half Schedule Report **Enabled**

Description  
AKC 401K-403B Billing Report for Paydates from 1st through 15th

Start Date\* 1/1/2018  End Date

Task Recurrence\*  
Monthly Weekly Daily

Recurrence Every month  Day of the Month 15

Start Time  
12:00 AM  Eastern Standard Time

**OK** Cancel

4. On the Filters screen:

- Select all of your pay groups from the drop down menu. **DO NOT CLICK OK YET.**
- Click on **Options** tab (top to the right of Filters)

Screenshot of the 'Schedule Report' dialog box, 'Filters' tab. The 'Filters' section shows a table with columns 'And', 'Paygroup Name', and 'In'. The 'In' column contains a dropdown menu with the text 'Please select a value' and '0 Selected'.

5. Complete the Options screen as shown below:

- Report Header Display Name – Type in “AKC 401K-403B Billing Report for Paydates from 1<sup>st</sup> through 15th”
- Select the output format you want (Excel 97 or 2007, PDF or CSV). If Excel is selected, we recommend checking the box next to Suppress formatting in Excel output.
- **NOW CLICK OK** and your report should be scheduled.

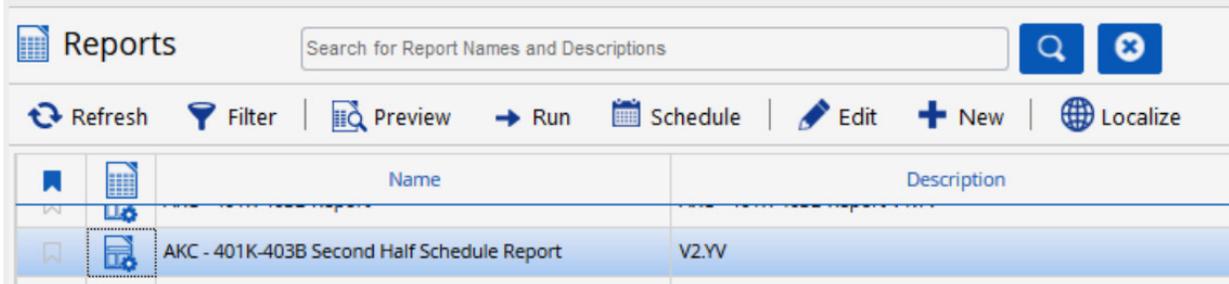
Screenshot of the 'Schedule Report' dialog box, 'Options' tab. The 'Report Header Display Name' field contains 'AKC 401K-403B Billing Report For Paydates from 1st through 15th'. The 'Output Format' dropdown is set to 'Excel 97-2003 (XLS)'. Under 'Page & Format Options', the 'Excel Format' section has 'Suppress formatting in Excel output' checked. The 'PDF Format' section has 'Orientation' and 'Paper Size' dropdowns set to 'Select an Option...'. The 'Repeat column headers on each page' checkbox is unchecked.

## Schedule 401K-403B Billing Report – 2<sup>nd</sup> Half of the Month: (3<sup>rd</sup> Report of 5 Reports)

1. Select **Reporting** from the hamburger menu and then select **Reports**.

2. On Reports Screen:

- Click on the Column Heading “Name” – to sort by Report names
- Highlight the row of the report named “AKC – 401K-403B Second Half Schedule Report”
- Click Schedule Icon (in the middle of the top task bar)



3. Complete the Schedule Report - General screen as shown below:

- Description - Type in “AKC 401K-403B Billing Report for Paydates from 16 through last day of month”
- Start date - 1/1/2018
- Task Recurrence - “Monthly”
- Recurrence field - “Every Month”
- Day of the month - “Last”
- Start Time - “12:00 AM” Eastern Standard Time. **DO NOT CLICK OK YET.**
- Click on the **Filters** tab (top to the right of General)

**Schedule Report**

General Filters Options

Schedule Name\*  
AKC 401K-403B Second Half Schedule Repo **Enabled**

Description  
AKC 401K-403B Billing Report for Paydates from 16th through last day of month

Start Date\* 1/1/2018 End Date

Task Recurrence\*  
Monthly Weekly Daily

Recurrence Every month Day of the Month Last

Start Time 12:00 AM Eastern Standard Time

OK Cancel

4. On the Filters screen:

- Select all of your pay groups from the drop down menu. **DO NOT CLICK OK YET.**
- Click on **Options** tab (top to the right of Filters)

Screenshot of the 'Schedule Report' dialog box, 'Filters' tab. The 'Filters' section shows a table with columns 'And', 'Paygroup Name', and 'In'. A dropdown menu is open for the 'In' column, showing 'Please select a value' and '0 Selected'. The 'OK' and 'Cancel' buttons are visible at the bottom right.

5. Complete the Options screen as shown below:

- Report Header Display Name – Type in “AKC 401K-403B Billing for Paydates from 16<sup>th</sup> through Last Day of Month”
- Select the output format you want (Excel 97 or 2007, PDF or CSV). If Excel is selected, we recommend checking the box next to Suppress formatting in Excel output.
- **NOW CLICK OK** and your report should be scheduled.

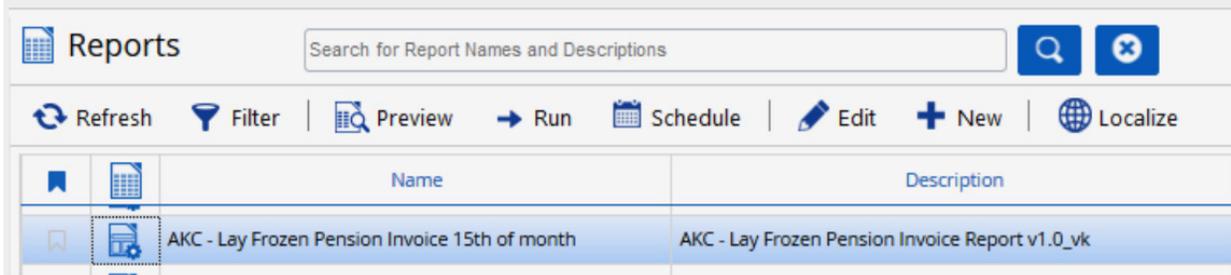
Screenshot of the 'Schedule Report' dialog box, 'Options' tab. The 'Report Header Display Name' field contains 'AKC 401K-403B Billing Report for Paydates from 16th through Last Day of Month'. The 'Output Format' is set to 'Excel 97-2003 (XLS)'. The 'Page & Format Options' section includes 'Excel Format' with 'Suppress formatting in Excel output' checked, and 'PDF Format' with 'Orientation' and 'Paper Size' dropdowns. The 'OK' and 'Cancel' buttons are visible at the bottom right.

## Schedule Lay Frozen Pension Plan Billing Report – 1<sup>st</sup> Half of the Month: (4<sup>th</sup> Report of 5 Reports)

1. Select **Reporting** from the hamburger menu and then select **Reports**.

2. On Reports Screen:

- Click on the Column Heading “Name” – to sort by Report names
- Highlight the row of the report named “AKC – Lay Frozen Pension Invoice 15<sup>th</sup> of month”
- Click Schedule Icon (in the middle of the top task bar)



3. Complete the Schedule Report – General screen as shown below:

- Description - Type “AKC Lay Frozen Pension Billing Report for Paydates from 1<sup>st</sup> through 15<sup>th</sup>”
- Start date - 1/1/2018
- Task Recurrence - “Monthly”
- Recurrence field - “Every Month”
- Day of the month - “15”
- Start Time - “12:00 AM” Eastern Standard Time. **DO NOT CLICK OK YET.**
- Click on the **Filters** tab (top to the right of General)

The screenshot shows the 'Schedule Report' dialog box with the 'General' tab selected. The 'Schedule Name' field contains 'AKC Lay Frozen Pension Invoice 15th of mon'. The 'Description' field contains 'AKC Lay Frozen Pension Billing Report for Paydates from 1st through 15th'. The 'Start Date' is set to '1/1/2018'. The 'Task Recurrence' is set to 'Monthly'. The 'Recurrence' dropdown is set to 'Every month'. The 'Day of the Month' dropdown is set to '15'. The 'Start Time' is set to '12:00 AM Eastern Standard Time'. An 'Enabled' toggle is checked. At the bottom, there are 'OK' and 'Cancel' buttons.

4. On the Filters screen:

- Select all of your pay groups from the drop down menu. **DO NOT CLICK OK YET.**
- Click on **Options** tab (top to the right of Filters)

The screenshot shows the 'Schedule Report' dialog box with the 'Filters' tab selected. The 'Filters' section contains a table with columns for 'And', 'Paygroup Name', and 'In'. The 'In' column has a dropdown menu with the text 'Please select a value' and '0 Selected' next to it. At the bottom right, there are 'OK' and 'Cancel' buttons.

5. Complete the Options screen as shown below:

- Report Header Display Name – Type “AKC Lay Frozen Pension Billing Report for Paydates from 1st through 15th”
- Select the output format you want (Excel 97 or 2007, PDF or CSV). If Excel is selected, we recommend checking the box next to Suppress formatting in Excel output.
- **NOW CLICK OK** and your report should be scheduled.

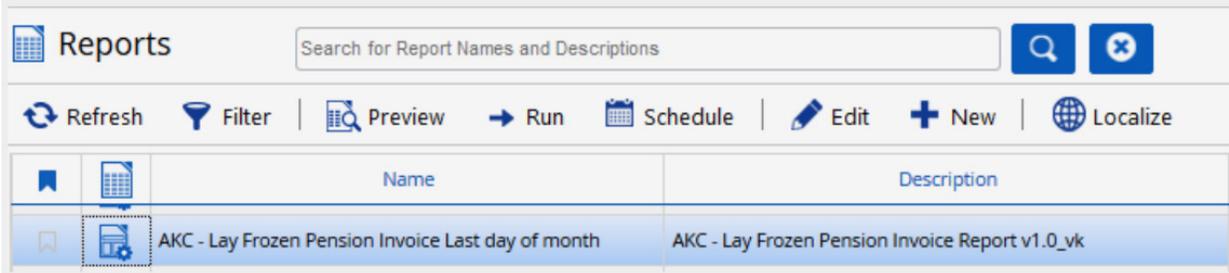
The screenshot shows the 'Schedule Report' dialog box with the 'Options' tab selected. The 'Report Header Display Name' field contains the text 'AKC Lay Frozen Pension Billing Report for Paydates from 1st through 15th'. Below this are two unchecked checkboxes: 'Include filter criteria' and 'Only include unique records'. The 'Max Number of Records' field is set to '500000'. The 'Output Format' dropdown is set to 'Excel 97-2003 (XLS)'. Under 'Page & Format Options', the 'Excel Format' section has a checked checkbox for 'Suppress formatting in Excel output' and an unchecked checkbox for 'Suppress formatting - Include Totals in Output'. The 'PDF Format' section has two dropdown menus for 'Orientation' and 'Paper Size', both set to 'Select an Option...'. At the bottom, there is an unchecked checkbox for 'Repeat column headers on each page'. At the bottom right, there are 'OK' and 'Cancel' buttons.

## Schedule Lay Frozen Pension Plan Billing Report – 2<sup>nd</sup> Half of the Month: (5<sup>th</sup> Report of 5 Reports)

1. Select **Reporting** from the hamburger menu and then select **Reports**.

2. On Reports Screen:

- Click on the Column Heading “Name” – to sort by Report names
- Highlight the row of the report named “AKC – Lay Frozen Pension Invoice Last day of month”
- Click Schedule Icon (in the middle of the top task bar)



3. Complete the Schedule Report – General screen as shown below:

- Description - Type “AKC Lay Frozen Pension Billing Report for Paydates from 16<sup>th</sup> through last day of month”
- Start date - 1/1/2018
- Task Recurrence - “Monthly”
- Recurrence field - “Every Month”
- Day of the month - “Last”
- Start Time - “12:00 AM” Eastern Standard Time. **DO NOT CLICK OK YET.**
- Click on the **Filters** tab (top to the right of General)

The screenshot shows the 'Schedule Report' configuration screen. It has three tabs: 'General', 'Filters', and 'Options'. The 'General' tab is selected. The form contains the following fields and options:

- Schedule Name\***: Text input field containing 'AKC Lay Frozen Pension Invoice Last day of'. To the right is an 'Enabled' toggle switch that is turned on.
- Description**: Text input field containing 'AKC Lay Frozen Pension Billing Report for Paydates from 16th through last day of month'.
- Start Date\***: Date picker showing '1/1/2018'.
- End Date**: Empty date picker.
- Task Recurrence\***: Radio buttons for 'Monthly', 'Weekly', and 'Daily'. 'Monthly' is selected.
- Recurrence**: Dropdown menu set to 'Every month'.
- Day of the Month**: Dropdown menu set to 'Last'.
- Start Time**: Time picker showing '12:00 AM' and a clock icon, followed by the text 'Eastern Standard Time'.

At the bottom of the screen are 'OK' and 'Cancel' buttons.

4. On the Filters screen:

- Select all of your pay groups from the drop down menu. **DO NOT CLICK OK YET.**
- Click on **Options** tab (top to the right of Filters)

Screenshot of the 'Schedule Report' dialog box, 'Filters' tab. The 'And' operator is selected. The 'Paygroup Name' field is empty, and the 'In' dropdown menu is open, showing '0 Selected'. The 'OK' and 'Cancel' buttons are visible at the bottom right.

5. Complete the Options screen as shown below:

- Report Header Display Name – Type in “AKC Lay Frozen Pension Billing Report for Paydates from 16<sup>th</sup> through last day of month”
- Select the output format you want (Excel 97 or 2007, PDF or CSV). If Excel is selected, we recommend checking the box next to Suppress formatting in Excel output.
- **NOW CLICK OK** and your report should be scheduled.

Screenshot of the 'Schedule Report' dialog box, 'Options' tab. The 'Report Header Display Name' is 'AKC Lay Frozen Pension Billing Report for Paydates from 16th through last day of month'. The 'Output Format' is 'Excel 97-2003 (XLS)'. The 'Excel Format' section has 'Suppress formatting in Excel output' checked. The 'PDF Format' section has 'Orientation' and 'Paper Size' dropdowns. The 'OK' and 'Cancel' buttons are visible at the bottom right.

## LAST STEP: Check for Scheduled Reports:

Ensure that all five of the Dayforce billing reports have been scheduled for your pay groups/

- On the hamburger menu select **Reporting**
- Select **Reports**
- Select **Schedules (2<sup>ND</sup> TAB AT TOP LEFT)**
- Check that you have the 5 following reports listed for your pay groups.

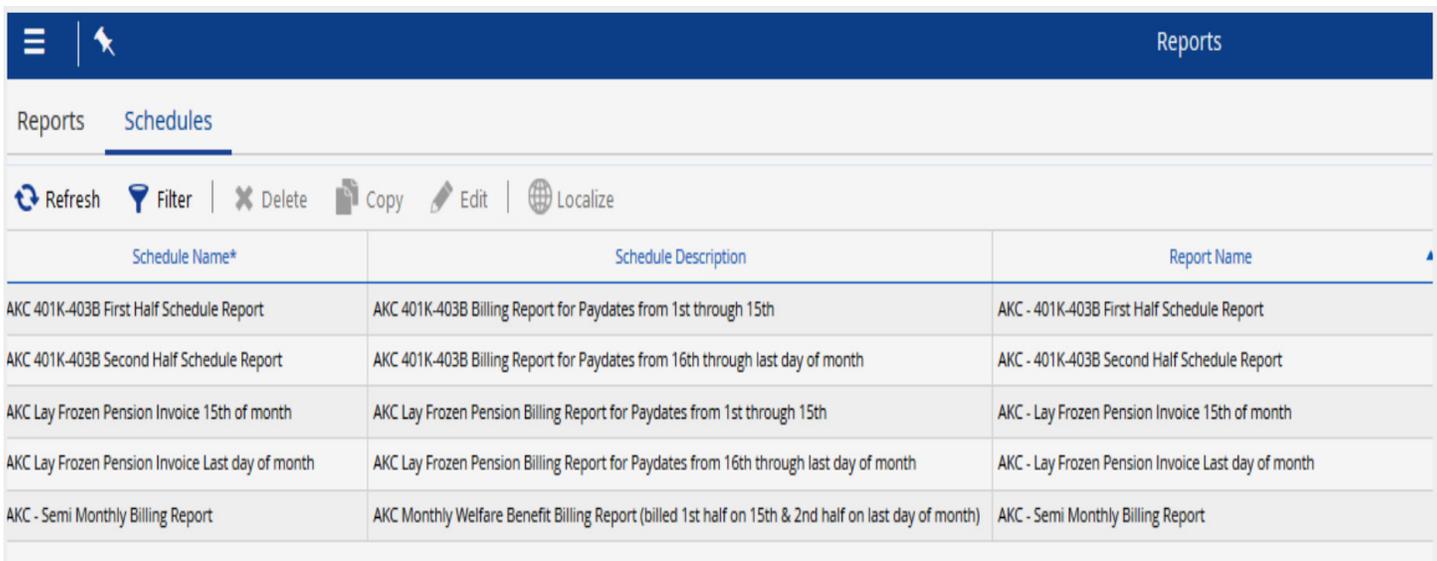
Problems – Call or Email

Patty Dickinson – [pdickinson@archkck.org](mailto:pdickinson@archkck.org), 913-647-0363

Peg Ellington – [pellington@archkck.org](mailto:pellington@archkck.org), 913-647-0382

THANK YOU FOR SETTING UP YOUR BILLING REPORTS.

THIS IS A ONE TIME SETUP FOR YOU AS THE LOCATION ADMINISTRATOR – IF A NEW PERSON TAKES ON THE ROLE OF LOCATION ADMINISTRATOR , THESE REPORTS WILL NEED TO BE SET UP FOR THE NEW PERSON, UNDER THEIR USER NAME IN DAYFORCE.



The screenshot shows the 'Reports' section of the Dayforce system, specifically the 'Schedules' tab. The interface includes a navigation bar with a hamburger menu and a back arrow. Below the navigation bar, there are tabs for 'Reports' and 'Schedules', with 'Schedules' being the active tab. A toolbar contains icons for Refresh, Filter, Delete, Copy, Edit, and Localize. The main content is a table with three columns: 'Schedule Name\*', 'Schedule Description', and 'Report Name'. The table lists five scheduled reports.

Schedule Name*	Schedule Description	Report Name
AKC 401K-403B First Half Schedule Report	AKC 401K-403B Billing Report for Paydates from 1st through 15th	AKC - 401K-403B First Half Schedule Report
AKC 401K-403B Second Half Schedule Report	AKC 401K-403B Billing Report for Paydates from 16th through last day of month	AKC - 401K-403B Second Half Schedule Report
AKC Lay Frozen Pension Invoice 15th of month	AKC Lay Frozen Pension Billing Report for Paydates from 1st through 15th	AKC - Lay Frozen Pension Invoice 15th of month
AKC Lay Frozen Pension Invoice Last day of month	AKC Lay Frozen Pension Billing Report for Paydates from 16th through last day of month	AKC - Lay Frozen Pension Invoice Last day of month
AKC - Semi Monthly Billing Report	AKC Monthly Welfare Benefit Billing Report (billed 1st half on 15th & 2nd half on last day of month)	AKC - Semi Monthly Billing Report

These scheduled reports will run automatically and you will receive a message in your Dayforce Messages in-basket each time these reports are run.

- You should open the message in your Dayforce in-basket and download the report to audit and save on your PC.
- When you audit the report; compare the details on employee benefit premiums in the report to the Archdiocese invoice you receive in your Email (and with what you know your employees have selected as benefits).
- Any inaccuracies should be reported to the Chancery immediately:  
Art Walsh [awalsh@archkck.org](mailto:awalsh@archkck.org) 913-647-0362