## Benefits Sweep Report Breakdown BSO

These instructions detail how to properly run the Benefits Sweep Report Breakdown in Paycom. It is currently named "Benefits Sweep Report Breakdown BSO"

- 1. Log into your client profile in Paycom.com
- 2. Once logged in, click on **Reports**
- 3. Select Saved Reports
- 4. In the Search bar, enter Benefits Sweep Report Breakdown BSO
  - a. If you have employees who work in multiple locations, you will also need to run *Benefits Sweep Report ML BSO*. Both reports will run at the same way
- 5. Select **Load** to run the report

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	Save Name		Report Name		File Type	Load
	Benefits Sweep Report Breakdown BSO		Payroll Report Writer		XLSX	Load

## 6. Select **5. Review**

Report Center Saved Ad	Ivanced Reports 🧳 Advanced Report Writer	_
Advanced Report Name	Benefits Sweep Report BSO	
1. Employee Information 2. I	Payroll Specific Fields 📏 3. Filters 📏 4. Sorting Options 🔰 5. Review	

- 7. In the first row of date filters, enter the pay date that you want to run in both the from and to field
  - a. You only need to add dates to the first row
- 8. In the **as** field, enter how you would like the column named.
  - a. The best practice is to just name it with the date you are running.
- 9. Select Generate Report

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Dates			Selected Fields 👔	1
Specific Date Range 🛩	07/03/2023 to 07/03/2023	as 07/03/23	Search Fields	- 1
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Specific Date Range 🗸	00/00/0000 to 00/00/0000	as DR2	Employee Name Location Code	0.
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Specific Date Range 🗸	00/00/0000 to 00/00/0000	as DR3	Christian Brothers CDHP CB CDHP Extern Priest FB	- 1
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10. Once the report is done generating, select download.

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11. The report should be in your downloads folder.