AmWINS ADVANTAGE

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YOUR ROADMAP TO RUNNING A PAYROLL DEDUCTION REPORT

STEP 1: LOG IN TO THE WECARE ADMINISTRATIVE PORTAL AT WECAREWORKS.COM

- Enter your credentials or contact us to obtain
- Enter your Case ID and User ID
- Enter your password and security code

STEP 2: CLICK THE REPORTS & EXTRACTS TAB

- Located in the blue bar at the top of the screen

STEP 3: CUSTOMIZE YOUR REPORT

- For a Master Report set the filters to:
  - Company – All
  - Participation – All
  - Choose A Benefit – All
  - Personal Data and Job Info – Yes

STEP 4: CLICK RUN REPORT AND OPEN IN EXCEL WHEN PROMPTED

STEP 5: DOWNLOAD THE REPORT AND EMAIL TO THE PAYROLL TEAM FOR INCLUSION IN THE PAYROLL SOFTWARE

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HELPFUL TIPS:

- Payroll deduction filters should be based on the coverage effective date
- Report should be run per pay period
- The Final Per Pay Cost Column should be used for payroll deductions

ON YOUR TEAM.