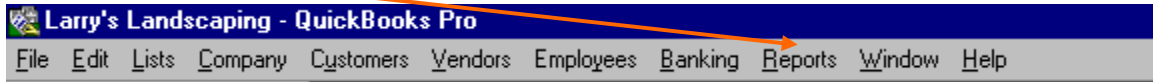




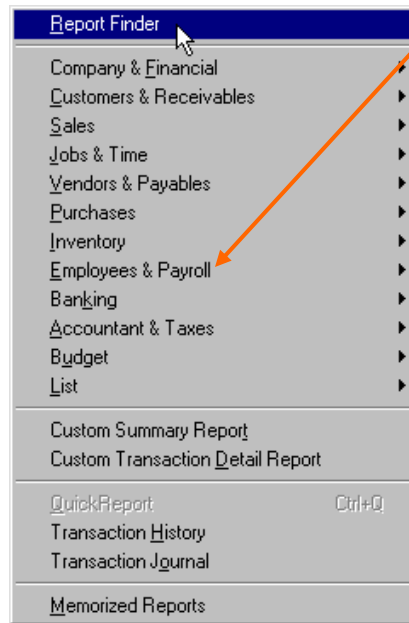
'Just For You' Consulting Services, Inc.
1941 Lake Ave.
Scotch Plains, NJ 07076
Ph: (908) 233-4447 Fax: (908) 233-8033

Quarterly Employee Earnings Report

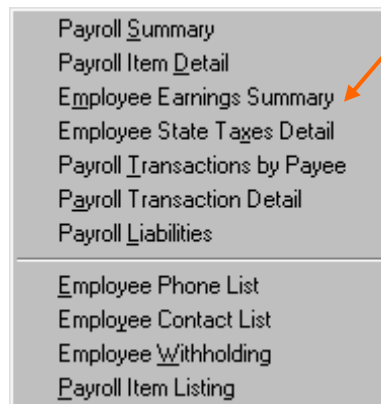
Select *Reports* from the menu bar.



The following drop down list will be displayed. Select *Employees & Payroll*.



The following drop down menu will be displayed. Select *Employee Earnings Summary*.





'Just For You' Consulting Services, Inc.
1941 Lake Ave.
Scotch Plains, NJ 07076
Ph: (908) 233-4447 Fax: (908) 233-8033

The report will be displayed. Modify the report dates to reflect the quarter needed.

	Salary - Designer	Salary - Landscaper	Overtime Pay
Duncan Fisher	0.00	0.00	0.00
Jenny Miller	1,673.08	0.00	0.00
Shane B. Hamby	0.00	2,115.38	0.00
TOTAL	1,673.08	2,115.38	

Select the *Refresh* button. When complete then select *print*.

01/01/(Year) – 03/31/(Year)	1 st Quarter
04/01/(Year) – 06/30/(Year)	2 nd Quarter
07/01/(Year) – 09/30/(Year)	3 rd Quarter
10/01/(Year) – 12/31/(Year)	4 th Quarter