

# How to Delete a Column in PrismHR Report Center

This guide provides a straightforward method for deleting a column in Report Center, making it easy for users looking to streamline their reports.



**NOTE:** The Report Center functionality detailed in this guide requires "Explorer" level access in Report Center.

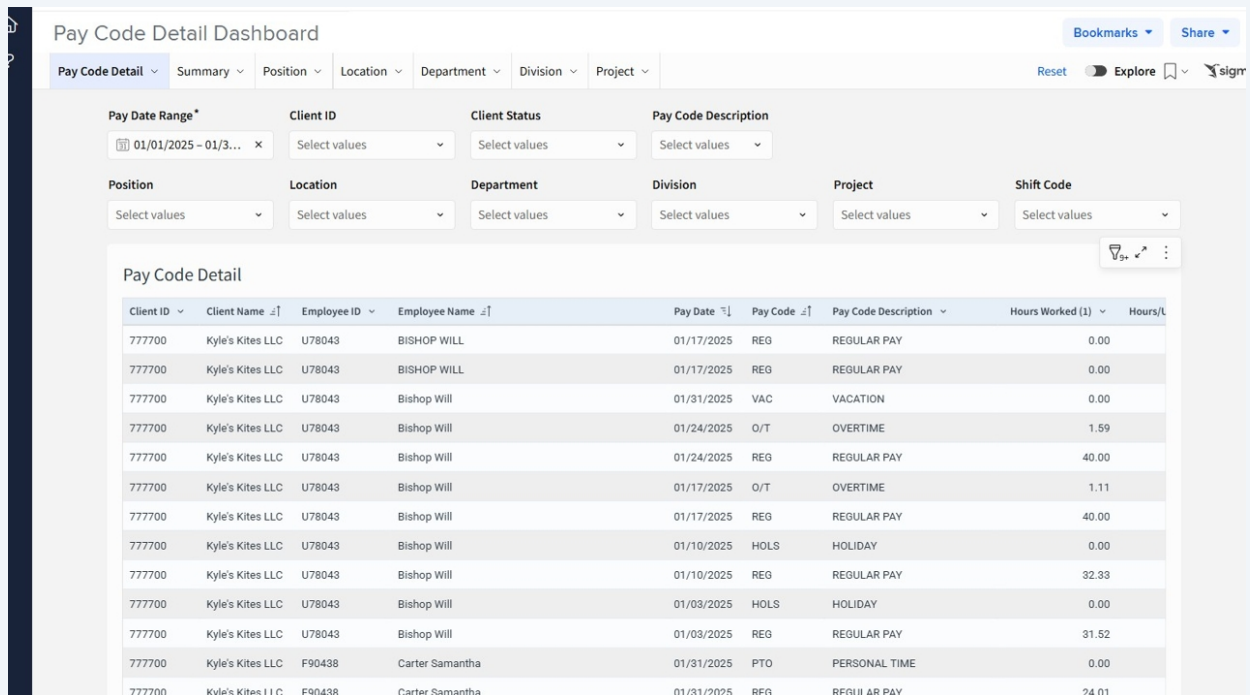


There are multiple options for deleting fields from Report Center. Choose any of the methods covered below to delete columns from Report Center elements.

## Option #1: Deleting a Column from within a Table

- 1 Navigate to any Report Center Workbook.

For this example, we used the "Pay Code Detail Dashboard" Workbook.



The screenshot shows the "Pay Code Detail Dashboard" interface. At the top, there are navigation tabs: "Pay Code Detail" (selected), "Summary", "Position", "Location", "Department", "Division", and "Project". There are also "Bookmarks" and "Share" buttons. Below the tabs are several filter dropdowns: "Pay Date Range\*" (01/01/2025 - 01/31/2025), "Client ID", "Client Status", "Pay Code Description", "Position", "Location", "Department", "Division", "Project", and "Shift Code". The main content area is a table titled "Pay Code Detail" with the following columns: Client ID, Client Name, Employee ID, Employee Name, Pay Date, Pay Code, Pay Code Description, Hours Worked (1), and Hours/L. The table contains 15 rows of data.

Client ID	Client Name	Employee ID	Employee Name	Pay Date	Pay Code	Pay Code Description	Hours Worked (1)	Hours/L
777700	Kyle's Kites LLC	U78043	BISHOP WILL	01/17/2025	REG	REGULAR PAY	0.00	
777700	Kyle's Kites LLC	U78043	BISHOP WILL	01/17/2025	REG	REGULAR PAY	0.00	
777700	Kyle's Kites LLC	U78043	Bishop Will	01/31/2025	VAC	VACATION	0.00	
777700	Kyle's Kites LLC	U78043	Bishop Will	01/24/2025	O/T	OVERTIME	1.59	
777700	Kyle's Kites LLC	U78043	Bishop Will	01/24/2025	REG	REGULAR PAY	40.00	
777700	Kyle's Kites LLC	U78043	Bishop Will	01/17/2025	O/T	OVERTIME	1.11	
777700	Kyle's Kites LLC	U78043	Bishop Will	01/17/2025	REG	REGULAR PAY	40.00	
777700	Kyle's Kites LLC	U78043	Bishop Will	01/10/2025	HOLS	HOLIDAY	0.00	
777700	Kyle's Kites LLC	U78043	Bishop Will	01/10/2025	REG	REGULAR PAY	32.33	
777700	Kyle's Kites LLC	U78043	Bishop Will	01/03/2025	HOLS	HOLIDAY	0.00	
777700	Kyle's Kites LLC	U78043	Bishop Will	01/03/2025	REG	REGULAR PAY	31.52	
777700	Kyle's Kites LLC	F90438	Carter Samantha	01/31/2025	PTO	PERSONAL TIME	0.00	
777700	Kyle's Kites LLC	F90438	Carter Samantha	01/31/2025	REG	REGULAR PAY	24.01	

## 2 Toggle into "Explore" mode.

Pay Code Detail Dashboard

Pay Code Detail Summary Position Location Department Division Project

Pay Date Range\* Client ID Client Status Pay Code Description

01/01/2025 - 01/3... x Select values Select values Select values

Position Location Department Division Project Shift Code

Select values Select values Select values Select values Select values Select values

Client ID	Client Name	Employee ID	Employee Name	Pay Date	Pay Code	Pay Code Description	Hours Worked (1)	Hours/L
777700	Kyle's Kites LLC	F90438	Carter Samantha	01/03/2025	HOLS	HOLIDAY	0.00	
777700	Kyle's Kites LLC	F90438	Carter Samantha	01/03/2025	REG	REGULAR PAY	28.60	
777700	Kyle's Kites LLC	R78040	Day Jessica	01/31/2025	O/T	OVERTIME	0.17	
777700	Kyle's Kites LLC	R78040	Day Jessica	01/31/2025	REG	REGULAR PAY	40.00	
777700	Kyle's Kites LLC	R78040	Day Jessica	01/24/2025	REG	REGULAR PAY	39.90	
777700	Kyle's Kites LLC	R78040	Day Jessica	01/17/2025	PTO	PERSONAL TIME	0.00	
777700	Kyle's Kites LLC	R78040	Day Jessica	01/17/2025	REG	REGULAR PAY	36.20	
777700	Kyle's Kites LLC	R78040	Day Jessica	01/10/2025	HOLS	HOLIDAY	0.00	
777700	Kyle's Kites LLC	R78040	Day Jessica	01/10/2025	REG	REGULAR PAY	32.01	
777700	Kyle's Kites LLC	R78040	Day Jessica	01/03/2025	HOLS	HOLIDAY	0.00	
777700	Kyle's Kites LLC	R78040	Day Jessica	01/03/2025	REG	REGULAR PAY	24.20	



This option can be selected when deleting fields from within a table element.

3 Click in the white area of the table you will be removing columns from.

In this case, we are removing a column from the "Pay Code Detail" table.

Pay Code Detail Dashboard

Pay Code Detail

Client ID	Client Name	Employee ID	Employee Name	Pay Date	Pay Code	Pay Code Description
777700	Kyle's Kites LLC	U78043	BISHOP WILL	01/17/2025	REG	REGULAR PAY
777700	Kyle's Kites LLC	U78043	BISHOP WILL	01/17/2025	REG	REGULAR PAY
777700	Kyle's Kites LLC	U78043	Bishop Will	01/31/2025	VAC	VACATION
777700	Kyle's Kites LLC	U78043	Bishop Will	01/24/2025	O/T	OVERTIME
777700	Kyle's Kites LLC	U78043	Bishop Will	01/24/2025	REG	REGULAR PAY
777700	Kyle's Kites LLC	U78043	Bishop Will	01/17/2025	O/T	OVERTIME
777700	Kyle's Kites LLC	U78043	Bishop Will	01/17/2025	REG	REGULAR PAY
777700	Kyle's Kites LLC	U78043	Bishop Will	01/10/2025	HOLS	HOLIDAY
777700	Kyle's Kites LLC	U78043	Bishop Will	01/10/2025	REG	REGULAR PAY
777700	Kyle's Kites LLC	U78043	Bishop Will	01/03/2025	HOLS	HOLIDAY

4 In this example, let's delete the "Project" column from the "Pay Code Detail" table.

There are two options for deleting this field from within the table. Both the "Keyboard Option" and "Dropdown Menu Option" below accomplish the same objective.



Keyboard Option

5 Start by clicking on the blue "Project" header within the table.

The screenshot shows the 'Pay Code Detail Dashboard' interface. At the top, there are navigation tabs: 'Pay Code Detail', 'Summary', 'Position', 'Location', 'Department', 'Division', and 'Project'. Below these are filter dropdowns for each category, all currently set to 'Select values'. A 'Project' dropdown is highlighted with a blue circle. The main table, titled 'Pay Code Detail', has columns: 'Positions or Units', 'Position', 'Location', 'Department', 'Division', 'Project', 'Shift Code', and 'Client Cost Center display'. The 'Project' column header is highlighted in blue. The table contains several rows of data, with the first two rows showing 'Administrative Assistant' at 'Little Rock, AR' and 'Van Buren, AR' respectively. The right sidebar contains 'Pay Code Detail' settings, including 'Settings', 'Actions', 'Theme' (Prism UEX), and 'Workbook settings'.

6 Strike "Delete" on your keyboard.

7

You'll notice that the "Project" field has now been removed from the table.

Pay Code Detail Dashboard

Bookmarks Share

Reset Explore sigma

Position Location Department Division Project Shift Code

Select values Select values Select values Select values Select values

Pay Code Detail

Pay Code Hours or Units	Position	Location	Department	Division	Shift Code	Client Cost Center display
Hours	Administrative Assistant	Little Rock, AR	Office	null	1	Van Buren Location (Van Buren)
Hours	Administrative Assistant	Van Buren, AR	Office	null	1	Van Buren Location (Van Buren)
Hours	null	null	null	null	null	Van Buren Location (Van Buren)
Hours	null	null	null	null	null	Van Buren Location (Van Buren)
Hours	null	null	null	null	null	Van Buren Location (Van Buren)
Hours	null	null	null	null	null	Van Buren Location (Van Buren)
Hours	null	null	null	null	null	Van Buren Location (Van Buren)
Hours	null	null	null	null	null	Van Buren Location (Van Buren)
Hours	null	null	null	null	null	Van Buren Location (Van Buren)
Hours	null	null	null	null	null	Van Buren Location (Van Buren)
Hours	null	null	null	null	null	Van Buren Location (Van Buren)
Hours	null	null	null	null	null	Van Buren Location (Van Buren)

Properties Format Actions

DATA SOURCE

EMPLOYEE\_PAYROLL...

GROUPINGS

Columns Metrics

ADD COLUMN

- Client ID
- Client-ID display
- Client Name
- Employee ID
- Employee Name
- Pay Date
- Pay Code
- Pay Code Description
- Hours/Units (1)
- Pay Amount (1)
- Pay Code Hours or Units



Dropdown Menu Option

8 Click on the arrow next to the header of the field you would like to delete.

The screenshot shows the 'Pay Code Detail Dashboard' with a table of data. The table has columns for Position, Location, Department, Division, Project, Shift Code, and Client Cost Center display. The 'Project' column header has a dropdown arrow highlighted with an orange circle. The table contains 12 rows of data, all with 'Hours' in the 'Pay Code Hours or Units' column and 'Administrative Assistant' in the 'Position' column. The 'Location' column alternates between 'Little Rock, AR' and 'Van Buren, AR'. The 'Project' column is currently set to 'null' for all rows.

9 Within the expanded menu, click "Delete column".

The screenshot shows the same 'Pay Code Detail Dashboard' as in the previous image, but with a context menu open over the 'Project' column header. The menu options include: SORT, Filter, Add new column, Add column via, Duplicate column, Rename column, Set description..., Hide column, Delete column (highlighted with an orange circle), Freeze up to column, Move to new folder (BETA), Move to, Group column, Column details..., Transform, and Conditional formatting. The 'Project' column header is highlighted in blue, and the 'Delete column' option is also highlighted in blue.

10 You'll notice that the "Project" field has now been removed from the table.

The screenshot displays the 'Pay Code Detail Dashboard' interface. At the top, there are navigation tabs for 'Pay Code Detail', 'Summary', 'Position', 'Location', 'Department', 'Division', and 'Project'. Below these are filter dropdowns for each category. The main table, titled 'Pay Code Detail', has columns: 'Pay Code Hours or Units', 'Position', 'Location', 'Department', 'Division', 'Shift Code', and 'Client Cost Center display'. The 'Project' column is circled in red, indicating its removal. The right sidebar shows the 'Columns' menu with a search bar and a list of available fields: Client ID, Client-ID display, Client Name, Employee ID, Employee Name, Pay Date, Pay Code, Pay Code Description, Hours Worked (1), Hours/Units (1), Pay Amount (1), Pay Code Hours or Units, Client Status Class, Position, and Location.

Pay Code Hours or Units	Position	Location	Department	Division	Shift Code	Client Cost Center display
Hours	Administrative Assistant	Little Rock, AR	Office	null	1	Van Buren Location (Van Buren)
Hours	Administrative Assistant	Van Buren, AR	Office	null	1	Van Buren Location (Van Buren)
Hours	Administrative Assistant	Little Rock, AR	Office	null	1	Van Buren Location (Van Buren)
Hours	Administrative Assistant	Van Buren, AR	Office	null	1	Van Buren Location (Van Buren)
Hours	Administrative Assistant	Little Rock, AR	Office	null	1	Van Buren Location (Van Buren)
Hours	Administrative Assistant	Van Buren, AR	Office	null	1	Van Buren Location (Van Buren)
Hours	Administrative Assistant	Little Rock, AR	Office	null	1	Van Buren Location (Van Buren)
Hours	Administrative Assistant	Van Buren, AR	Office	null	1	Van Buren Location (Van Buren)
Hours	Administrative Assistant	Little Rock, AR	Office	null	1	Van Buren Location (Van Buren)
Hours	Administrative Assistant	Van Buren, AR	Office	null	1	Van Buren Location (Van Buren)
Hours	Administrative Assistant	Little Rock, AR	Office	null	1	Van Buren Location (Van Buren)
Hours	Administrative Assistant	Van Buren, AR	Office	null	1	Van Buren Location (Van Buren)

## Option #2: Deleting a Column from within the "Columns" menu



Alternatively, you may delete the field using the "Columns" menu that appears on the right side of Report Center.

## 11 Navigate to any Report Center Workbook.

For this example, we used the "Pay Code Detail Dashboard" Workbook.

**Pay Code Detail Dashboard**

Pay Code Detail | Summary | Position | Location | Department | Division | Project

01/01/2025 - 01/3... | Select values | Select values | Select values | Select values | Select values | Select values | Select values

**Pay Code Detail**

Client ID	Client Name	Employee ID	Employee Name	Pay Date	Pay Code	Pay Code Description	Hours Worked (1)	Hours/L
777700	Kyle's Kites LLC	U78043	BISHOP WILL	01/17/2025	REG	REGULAR PAY	0.00	
777700	Kyle's Kites LLC	U78043	BISHOP WILL	01/17/2025	REG	REGULAR PAY	0.00	
777700	Kyle's Kites LLC	U78043	Bishop Will	01/31/2025	VAC	VACATION	0.00	
777700	Kyle's Kites LLC	U78043	Bishop Will	01/24/2025	O/T	OVERTIME	1.59	
777700	Kyle's Kites LLC	U78043	Bishop Will	01/24/2025	REG	REGULAR PAY	40.00	
777700	Kyle's Kites LLC	U78043	Bishop Will	01/17/2025	O/T	OVERTIME	1.11	
777700	Kyle's Kites LLC	U78043	Bishop Will	01/17/2025	REG	REGULAR PAY	40.00	
777700	Kyle's Kites LLC	U78043	Bishop Will	01/10/2025	HOLS	HOLIDAY	0.00	
777700	Kyle's Kites LLC	U78043	Bishop Will	01/10/2025	REG	REGULAR PAY	32.33	
777700	Kyle's Kites LLC	U78043	Bishop Will	01/03/2025	HOLS	HOLIDAY	0.00	
777700	Kyle's Kites LLC	U78043	Bishop Will	01/03/2025	REG	REGULAR PAY	31.52	
777700	Kyle's Kites LLC	F90438	Carter Samantha	01/31/2025	PTO	PERSONAL TIME	0.00	
777700	Kyle's Kites LLC	F90438	Carter Samantha	01/31/2025	REG	REGULAR PAY	24.01	

## 12 Toggle into "Explore" mode.

**Pay Code Detail Dashboard**

Pay Code Detail | Summary | Position | Location | Department | Division | Project

01/01/2025 - 01/3... | Select values | Select values | Select values | Select values | Select values | Select values | Select values

**Pay Code Detail**

Client ID	Client Name	Employee ID	Employee Name	Pay Date	Pay Code	Pay Code Description	Hours Worked (1)	Hours/L
777700	Kyle's Kites LLC	F90438	Carter Samantha	01/03/2025	HOLS	HOLIDAY	0.00	
777700	Kyle's Kites LLC	F90438	Carter Samantha	01/03/2025	REG	REGULAR PAY	28.60	
777700	Kyle's Kites LLC	R78040	Day Jessica	01/31/2025	O/T	OVERTIME	0.17	
777700	Kyle's Kites LLC	R78040	Day Jessica	01/31/2025	REG	REGULAR PAY	40.00	
777700	Kyle's Kites LLC	R78040	Day Jessica	01/24/2025	REG	REGULAR PAY	39.90	
777700	Kyle's Kites LLC	R78040	Day Jessica	01/17/2025	PTO	PERSONAL TIME	0.00	
777700	Kyle's Kites LLC	R78040	Day Jessica	01/17/2025	REG	REGULAR PAY	36.20	
777700	Kyle's Kites LLC	R78040	Day Jessica	01/10/2025	HOLS	HOLIDAY	0.00	
777700	Kyle's Kites LLC	R78040	Day Jessica	01/10/2025	REG	REGULAR PAY	32.01	
777700	Kyle's Kites LLC	R78040	Day Jessica	01/03/2025	HOLS	HOLIDAY	0.00	
777700	Kyle's Kites LLC	R78040	Day Jessica	01/03/2025	REG	REGULAR PAY	24.20	

13 Click in the white area of the table you will be removing columns from.

In this case, we are removing a column from the "Pay Code Detail" table.

Pay Code Detail Dashboard

Pay Code Detail

Pay Date Range\* 01/01/2025... Client ID Select values Client Status Select values Pay Code Desc... Select val...

Position Select values Location Select values Department Select values Division Select values Project Select values Shift Code

Client ID	Client Name	Employee ID	Employee Name	Pay Date	Pay Code	Pay Code Description
777700	Kyle's Kites LLC	U78043	BISHOP WILL	01/17/2025	REG	REGULAR PAY
777700	Kyle's Kites LLC	U78043	BISHOP WILL	01/17/2025	REG	REGULAR PAY
777700	Kyle's Kites LLC	U78043	Bishop Will	01/31/2025	VAC	VACATION
777700	Kyle's Kites LLC	U78043	Bishop Will	01/24/2025	O/T	OVERTIME
777700	Kyle's Kites LLC	U78043	Bishop Will	01/24/2025	REG	REGULAR PAY
777700	Kyle's Kites LLC	U78043	Bishop Will	01/17/2025	O/T	OVERTIME
777700	Kyle's Kites LLC	U78043	Bishop Will	01/17/2025	REG	REGULAR PAY
777700	Kyle's Kites LLC	U78043	Bishop Will	01/10/2025	HOLS	HOLIDAY
777700	Kyle's Kites LLC	U78043	Bishop Will	01/10/2025	REG	REGULAR PAY
777700	Kyle's Kites LLC	U78043	Bishop Will	01/03/2025	HOLS	HOLIDAY

Columns Metrics

ADD COLUMN Q +

- RBC Client ID
- RBC Client-ID display
- RBC Client Name
- RBC Employee ID
- RBC Employee Name
- RBC Pay Date
- RBC Pay Code
- RBC Pay Code Description
- 123 Hours Worked (1)
- 123 Hours/Units (1)
- 123 Pay Amount (1)
- RBC Pay Code Hours or Units

14 In the right side of the screen, you will see the "Columns" menu section. You'll notice all of the headers from your table are listed as available columns here.

Pay Code Detail Dashboard

Pay Code Detail

Position Select values Location Select values Department Select values Division Select values Project Select values Shift Code

Hours/Units (1)	Pay Amount (1)	Pay Code Hours or Units	Position	Location	Department	Division
0.00	\$0.00	Hours	Administrative Assistant	Little Rock, AR	Office	null
0.00	\$0.00	Hours	Administrative Assistant	Van Buren, AR	Office	null
0.00	\$0.00	Hours	Administrative Assistant	Little Rock, AR	Office	null
0.00	\$0.00	Hours	Administrative Assistant	Van Buren, AR	Office	null
0.00	\$0.00	Hours	Administrative Assistant	Little Rock, AR	Office	null
0.00	\$0.00	Hours	Administrative Assistant	Van Buren, AR	Office	null
0.00	\$0.00	Hours	Administrative Assistant	Little Rock, AR	Office	null
0.00	\$0.00	Hours	Administrative Assistant	Van Buren, AR	Office	null
20.00	\$450.00	Hours	Administrative Assistant	Little Rock, AR	Office	null
20.00	\$450.00	Hours	Administrative Assistant	Van Buren, AR	Office	null
20.00	\$450.00	Hours	Administrative Assistant	Little Rock, AR	Office	null
20.00	\$450.00	Hours	Administrative Assistant	Van Buren, AR	Office	null

Columns Metrics

ADD COLUMN Q +

- RBC Client ID
- RBC Client-ID display
- RBC Client Name
- RBC Employee ID
- RBC Employee Name
- RBC Pay Date
- RBC Pay Code
- RBC Pay Code Description
- 123 Hours Worked (1)
- 123 Hours/Units (1)
- 123 Pay Amount (1)
- RBC Pay Code Hours or Units
- RBC Client Status Class
- RBC Position
- RBC Location



## Keyboard Option

15

From within the "Columns" menu, find the name of the field you would like to remove, then click the arrow next to that field.

The screenshot shows a data visualization tool interface. At the top, there are navigation tabs: "Pay Code Detail", "Summary", "Position", "Location", "Department", "Division", and "Project". Below these are filter dropdowns for each category. The main area displays a table titled "Pay Code Detail" with columns: "Pay Code Hours or Units", "Position", "Location", "Department", "Division", "Project", "Shift Code", and "Client Cost Center display". The table contains 15 rows of data. On the right side, there is a "Columns" menu with a search bar and a list of fields. The "Project" field is highlighted in blue, and a red circle is drawn around it. A tooltip is visible over the "Project" field in the table, showing "[PROJ.WORK.CODES].DESCRIPTION".

Pay Code Hours or Units	Position	Location	Department	Division	Project	Shift Code	Client Cost Center display
Hours	Administrative Assistant	Little Rock, AR	Office	null	null	1	Van Buren Location (Van Bi
Hours	Administrative Assistant	Van Buren, AR	Office	null	null	1	Van Buren Location (Van Bi
Hours	Administrative Assistant	Little Rock, AR	Office	null	null	1	Van Buren Location (Van Bi
Hours	Administrative Assistant	Van Buren, AR	Office	null	null	1	Van Buren Location (Van Bi
Hours	Administrative Assistant	Little Rock, AR	Office	null	null	1	Van Buren Location (Van Bi
Hours	Administrative Assistant	Van Buren, AR	Office	null	null	1	Van Buren Location (Van Bi
Hours	Administrative Assistant	Little Rock, AR	Office	null	null	1	Van Buren Location (Van Bi
Hours	Administrative Assistant	Little Rock, AR	Office	null	null	1	Van Buren Location (Van Bi
Hours	Administrative Assistant	Van Buren, AR	Office	null	null	1	Van Buren Location (Van Bi
Hours	Administrative Assistant	Little Rock, AR	Office	null	null	1	Van Buren Location (Van Bi
Hours	Administrative Assistant	Van Buren, AR	Office	null	null	1	Van Buren Location (Van Bi
Hours	Administrative Assistant	Little Rock, AR	Office	null	null	1	Van Buren Location (Van Bi
Hours	Administrative Assistant	Van Buren, AR	Office	null	null	1	Van Buren Location (Van Bi
Hours	Administrative Assistant	Little Rock, AR	Office	null	null	1	Van Buren Location (Van Bi
Hours	Administrative Assistant	Van Buren, AR	Office	null	null	1	Van Buren Location (Van Bi


16

Strike "Delete" on your keyboard.

17 You'll notice that the "Project" field has now been removed from the table.

The screenshot shows the 'Pay Code Detail Dashboard' with a table of data. The table has the following columns: Pay Code Hours or Units, Position, Location, Department, Division, Shift Code, and Client Cost Center display. The 'Project' column is absent. A dropdown menu is open for the 'Division' column, showing 'null' as the selected value. The dashboard includes filters for Position, Location, Department, Division, and Project, and a 'Shift Code' filter. The right sidebar shows a 'Columns' tab with a list of available fields for the table.

Pay Code Hours or Units	Position	Location	Department	Division	Shift Code	Client Cost Center display
Hours	Administrative Assistant	Little Rock, AR	Office	null	1	Van Buren Location (Van Buren)
Hours	Administrative Assistant	Van Buren, AR	Office	null	1	Van Buren Location (Van Buren)
Hours	Administrative Assistant	Little Rock, AR	Office	null	1	Van Buren Location (Van Buren)
Hours	Administrative Assistant	Van Buren, AR	Office	null	1	Van Buren Location (Van Buren)
Hours	Administrative Assistant	Little Rock, AR	Office	null	1	Van Buren Location (Van Buren)
Hours	Administrative Assistant	Van Buren, AR	Office	null	1	Van Buren Location (Van Buren)
Hours	Administrative Assistant	Little Rock, AR	Office	null	1	Van Buren Location (Van Buren)
Hours	Administrative Assistant	Van Buren, AR	Office	null	1	Van Buren Location (Van Buren)
Hours	Administrative Assistant	Little Rock, AR	Office	null	1	Van Buren Location (Van Buren)
Hours	Administrative Assistant	Van Buren, AR	Office	null	1	Van Buren Location (Van Buren)
Hours	Administrative Assistant	Little Rock, AR	Office	null	1	Van Buren Location (Van Buren)
Hours	Administrative Assistant	Van Buren, AR	Office	null	1	Van Buren Location (Van Buren)

 Dropdown Menu Option



20

You'll notice that the "Project" field has now been removed from the table.

Pay Code Detail Dashboard

Bookmarks Share

Pay Code Detail Summary Position Location Department Division Project

Reset Explore sigma

Position Location Department Division Project Shift Code

Select values Select values Select values Select values Select values

Pay Code Detail

Pay Code Hours or Units	Position	Location	Department	Division	Shift Code	Client Cost Center display	
Hours	Administrative Assistant	Little Rock, AR	Office	null	1	Van Buren Location (Van Buren)	
Hours	Administrative Assistant	Van Buren, AR	Office	null	1	Van Buren Location (Van Buren)	
Hours	Administrative Assistant	Little Rock, AR	Office	null	1	Van Buren Location (Van Buren)	
Hours	Administrative Assistant	Van Buren, AR	Office	null	1	Van Buren Location (Van Buren)	
Hours	Administrative Assistant	Little Rock, AR	Office	null	1	Van Buren Location (Van Buren)	
Hours	Administrative Assistant	Van Buren, AR	Office	null	1	Van Buren Location (Van Buren)	
Hours	Administrative Assistant	Little Rock, AR	Office	null	1	Van Buren Location (Van Buren)	
Hours	Administrative Assistant	Van Buren, AR	Office	null	1	Van Buren Location (Van Buren)	
Hours	Administrative Assistant	Little Rock, AR	Office	null	1	Van Buren Location (Van Buren)	
Hours	Administrative Assistant	Van Buren, AR	Office	null	1	Van Buren Location (Van Buren)	

Properties Format Actions

GROUPINGS +

Drag and drop columns from the Columns tab to create groupings

Columns Metrics

ADD COLUMN Q +

- RBC Client ID
- RBC Client-ID display
- RBC Client Name
- RBC Employee ID
- RBC Employee Name
- RBC Pay Date
- RBC Pay Code
- RBC Pay Code Description
- 123 Hours Worked (1)
- 123 Hours/Units (1)
- 123 Pay Amount (1)
- RBC Pay Code Hours or Units
- RBC Client Status Class
- RBC Position
- RBC Location