



AccessLandrum/ezWeb

now *UPDATED and CUSTOMIZABLE!*

Master/Supervisor Logins	Master Login	Supervisor Login
NEW FEATURES		
In addition to the information below, you will also be able to do the following:		
• Schedule the following reports to be emailed and/or load as Manager Dashboards on your login start page: <i>Hours Summary</i> <i>Paid Leave Available</i> <i>Paid Leave Taken</i> <i>Date Tracking (Approaching Reviews, Historical Wage Changes, New Hires, Terminations, Anniversaries)</i> <i>Earnings (only available as a dashboard)</i>	Yes	Yes
• Combine employee/personal login with manager login instead of logging into two separate accounts	Yes	Yes
• View more than one Landrum account with one login (if applicable)	Yes	Yes
• Customize existing reports	Yes	Yes
• Track & report custom data	Yes	Yes
• Save and share non-Landrum documents	Yes	Yes
• Receive an alert and/or email after successfully submitting employee data change requests or payrolls to be processed	(If Applicable)	(If Applicable)
Personnel Data - Personnel Reports		
• View/Change Data - View and submit employee data change requests and effective dates	Upon Request	Upon Request
• Benefits - EE ID#/Name, Dept., Benefit Type, Dependent Coverage, #/Dependents, Begin/End Date, Full/Part Time	Yes	Yes
• Birthdate Report - EE Name, Birthdate, Full/PartTime, Department, Status	Yes	Yes
• Deductions (401K & others) - EE Name, Status, Check Date/Number, Period End, Pay Code, Deduction Amount, Type	Yes	No
• Department Assignments - Employee Name, Department, Status	Yes	Yes
• Employee Anniversary Report - EE ID#/Name, Anniversary/Hire Date, Dept., Status, Full/Part Time	Yes	Yes
• Employee Hires - EE Name, Dept., Status, Hire Date, Full/Part Time	Yes	Yes
• Employee Paid Leave - EE ID#/Name, Dept., Type, Taken, Available, Status, Hire Date, Accrual Start, YTD Accrual, Full/Part Time, Carried Forward	Yes	(If Applicable)
• Employee Review Dates - EE Name, Review & Hire Date, Dept., Status	Yes	Yes
• Employee Tax Settings - EE ID#/Name, Dept., Tax Settings, Status	Yes	No
• Personnel Information - EE ID#/Name, Dept., Addr./Cty/ST/Zip, Birthdate, Home Ph#, ER Contact & Ph#, Full/Part Time, Status	Yes	Yes
• Salaries & Dates - EE Name, Dept., Title, Pay Rate, Pay Type, Status, Termination Dates	Yes	No
• SSN Report - EE Name, SSN, Dept., Full/Part Time	Yes	No
• Status Change Log - All data change requests submitted, by whom, date submitted and effective	Upon Request	Upon Request
• Terminations - EE ID#/Name, Dept., Termination Date, Status, Full/Part Time	Yes	Yes
• Employee Occupation - EE ID#/Name, Title, Client Hire Date, Full/Part Time, Pay Type/Rate, Birthdate, Termination Date, Dept., Status	Yes	Yes
• Personnel Documents - Access documents you saved or shared with your internal staff	Yes	Upon Request
Payroll Reports - Payroll Registers		
• Check Register - EE Name, Batch Number, Check Date, Period End Date, Regular Hours/Amount, Overtime Hours/Amount, Other Hours/Amount, Misc, Federal Tax, FICA, State, Other Tax, Net Pay	Yes	No
• Earnings - EE Name, Charge Department, Check Date/Number, Earnings Code, Amount, Hours	Yes	No
• Earnings (Taxable and NonTax) (period end date) - EE Name, Period End Date, Full/Part Time, Pay Type, Status, Charge Dept., Batch Number, Check Number, Earnings Code, Amount, Hours	Yes	No
• Earnings Taxable (period end date) - EE Name, Period End Date, Full/Part Time, Pay Type, Status, Charge Dept., Batch Number, Check Number, Earnings Code, Amount, Hours	Yes	No
• Time Worksheet Notes - End Date, Company Key, Note Type, EE Name, Department, Account, Entry Code, Note Body	(If Applicable)	(If Applicable)
• Time Worksheet Report - EE Name, Sequence, Entry Type, Code, Dept., Account, Rate, Hours, Amount, Pieces, End Date	(If Applicable)	Possibly, minus rate info
• Wage Change History - EE ID#/Name, Status, Dept., Hire Date, Standard Hours, Default Rate, Old Rate, Effective Date	Yes	No
Utilities Tools - Time Entry - Entry Worksheet (not applicable if submitting payroll an alternative way)		
• Submit payroll hours and/or amounts online and retrieve payroll summary reports	Upon Request	Upon Request

If you would like online access to MORE of your company data than what is listed here, please contact access@LandrumHR.com or call 1-800-888-0472 or 1-850-476-5100 (Pensacola).