

**REPORT ID:** PER966X, PER965X, PER952X

**REPORT NAME:** Mailing Labels by Company

**PURPOSE:** Allows the company to receive a complete set of 3-up labels for external/internal mass mail-outs.

**SORT BY:** Alphabetically/Numerically depending on the selected labels.

**CONTENTS:**

<b>Company by Company</b>	<b>Company by Name</b>
Org. Number	Employee Name
Company Number	Employee ID
Employee Name	Company Number
Employee Home Address	
<b>Company by Department</b>	
Employee Name	
Department Number	
Company Number	

**FREQUENCY:** Upon Request

**DISTRIBUTION/  
RETENTION PERIOD:** Mainframe Printer/30 Days

**RESPONSIBILITY:** Central Support

**NAVIGATION:** Go/Administer Workforce/Administer Workforce U.S./Report/Mailing Labels

**JOB/PROGRAM NAME:** N/A /PER966X, PER965X, PER952X

**REPORT ID:** PER961X, PER959X, PER957X, PER953X, PER963X

**REPORT NAME:** Mailing Labels by Deduction Code

**PURPOSE:** Allows the company to receive a complete set of 3-up labels for external/internal mass mail-outs.

**SORT BY:** Alphabetically/Numerically depending on the selected labels.

<b>CONTENTS:</b>	<b>Deduction Code by Deduction Code</b>	Department ID
	Company Number	Deduction Code
	Department ID	Employee Name
	Deduction Code	Home Address
	Employee Name	<b>Deduction Code by Department w/o</b>
	<b>Addresses</b>	
	Check Address	Employee Name
	<b>Deduction Code by Department w/Check Address</b>	Department Number
	Company Number	Company Number
	Department ID	<b>Deduction Code by Maildrop</b>
	Deduction Code	Company Number
	Employee Name	Maildrop ID
Check Address	Deduction Code	
<b>Deduction Code by Department w/Home Address</b>	Employee Name	
Company Number	Home Address	

**FREQUENCY:** Upon Request

**DISTRIBUTION/  
RETENTION PERIOD:** Mainframe Printer/30 Days

**RESPONSIBILITY:** Central Support

**NAVIGATION** Go/Administer Workforce/Administer Workforce U.S./Report/Mailing Labels

**JOB/PROGRAM NAME** N/A /PER961X, PER959X, PER957X, PER953X, PER963X

**REPORT ID:** PER954X, PER960X, PER958X, PER964X

**REPORT NAME:** Mailing Labels by Paygroup

**PURPOSE:** Allows the company to receive a complete set of 3-up labels for external/internal mass mail-outs.

**SORT BY:** Alphabetically/Numerically depending on the selected labels.

<b>CONTENTS:</b>	<b>Paygroup by Department w/o Address</b>	<b>Paygroup by Department w/Home Address</b>	
	Employee Name	Company Number	
	Department Number	Department Number	
	Company Number	Paygroup	
	<b>Paygroup by Department w/Check Address</b>	Employee Name	
	Company Number	Home Address	
	Department Number	<b>Paygroup by Maildrop ID</b>	
	Paygroup	Company Number	Employee Name
	Employee Name	Maildrop ID	Home Address
	Check Address	Paygroup	

**FREQUENCY:** Upon Request

**DISTRIBUTION/  
RETENTION PERIOD:** Mainframe Printer/30 Days

**RESPONSIBILITY:** Central Support

**NAVIGATION:** Go/Administer Workforce/Administer Workforce U.S./Report/Mailing Labels

**JOB/PROGRAM NAME:** N/A /PER954X, PER960X, PER958X, PER964X

400		400		400	
40011	MS1	40011	MS1	40011	MS1
Abbit, Jesse 111 East 11th Street Sunnyville GA 11111		Advise, Ronnie 111 Rain Song Court Sunnyville GA 11111		Adams, Marshall J. 1111 Hug Mommy Lane Sunnyville GA 11111	
400		400		400	
40011	MS1	40011	MS1	40011	MS1
Alley, Madison K.. 1111 See Donna Way Sunnyville GA 11111		Allbright, Knotts 222 Mill Edge Drive Sunnyville GA 11111		Alternate, Jeffery Po Box 1111 Sunnyville GA 11111	
400		400		400	
40011	MS1	40011	MS1	40011	MS1
Baggage, Derrick 1122 Postal Road Sunnyville GA 11111		BayLeaf, Harry 111 Church Leaf St Sunnyville GA 11111		BaldEaglen, Allen Po Box 1234 Sunnyville GA 11111	
400		400		400	
40011	MS1	40011	MS1	40011	MS1
Barney, Ralph J. . 1111 Lyle Lovett St Sunnyville GA 11111		Barrett, David E. 11 N. Main St. Sunnyville GA 11111		Bass Jr, James F. 11 Twelve Dogs Alley Sunnyville GA 11111	