Contract Splits Report

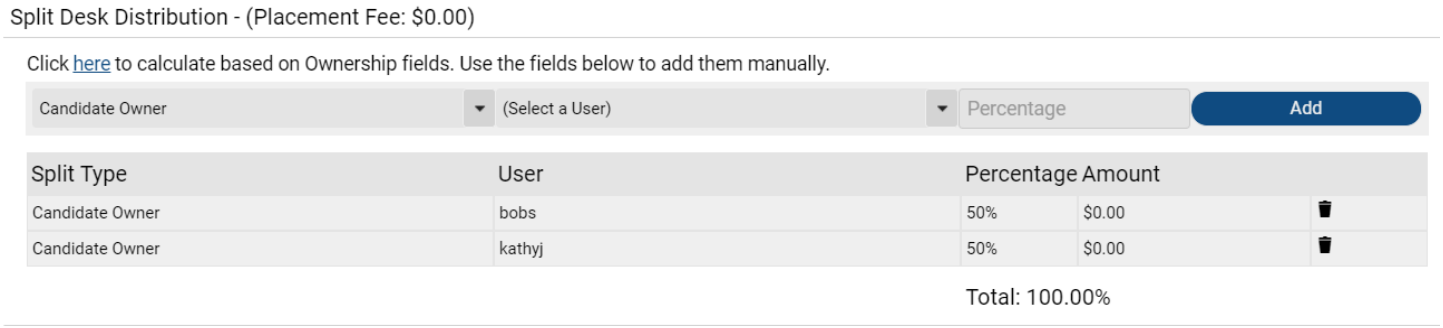
Standard Reports · https://learnpcr.pcrecruiter.net/site/docs/reports/contract-splits-report/

The Contract Splits report is designed to be utilized when the Splitdesk feature is enabled in your database. This report looks at the Contractor who is on assignment and shows how much commission a user is to be paid based on hours worked by the contractor.

1. Select **Reports** from the main toolbar
2. Choose **Contract/Temp Reports**
3. Choose **Contract: Splits Report**
4. Choose the **pay period** you wish to run this report for; you may also **filter by rollup** list if desired.
5. **Print or Export** may be selected from the Action Toolbar. Export will provide you with the details in a CSV, while print will open the details in a new tab to be viewed.

Example

Cindy Adams is placed on Contract. Her bill rate is $20 and her pay rate is $10. Her placement is split 50/50 between Kathy and Bob:



Cindy works 40 hours the week of 8/3/2019:

Freq	Timesheet	Name	Assignment Beg/End	Company	Title	Bill Rate	Pay Rate	Hours	AGP/HR	Status	Approvers
Weekly	Timesheet	Cindy Adams	7/29/2019 - 8/31/2019	Willoughby Executive Company	Account Manager	$20.00	$10.00	40	$10.00	In Process	
Totals:					1 Timesheet	$800.00	$400.00	40	$400.00		

The Contract Splits Report shows that the AGP is $400 and that both Kathy and Bob would receive

$200 as a result:

7/26/2019 **SPLITS REPORT** **USER: ADMIN**

Period Ending	Assignment Name	Assignment ID	Customer Name	Contractor Name	Frequency	AGP	Username	Percentage	Amount	Ownership
8/3/2019	Account Manager	201002	Willoughby Executive Company	Cindy Adams	Weekly	$400.00	bobs	50%	$200.00	Candidate Owner
8/3/2019	Account Manager	201002	Willoughby Executive Company	Cindy Adams	Weekly	$400.00	kathyj	50%	$200.00	Candidate Owner