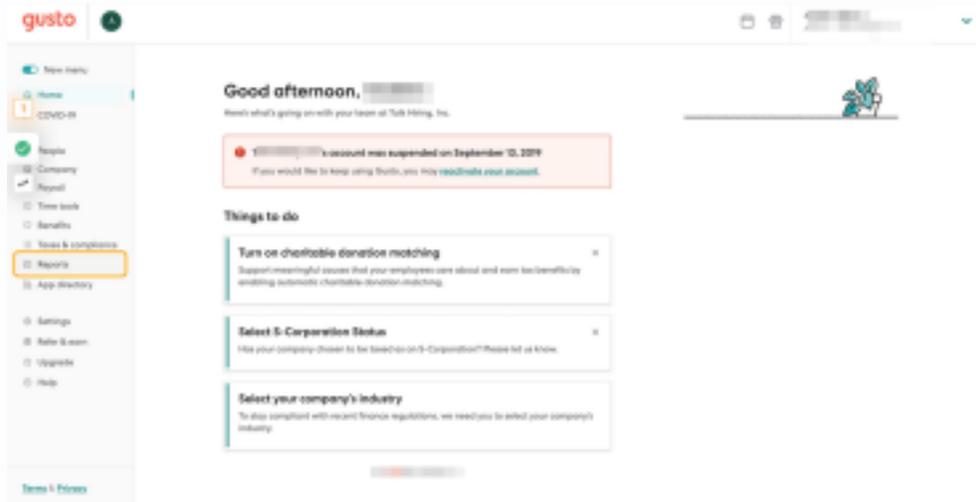
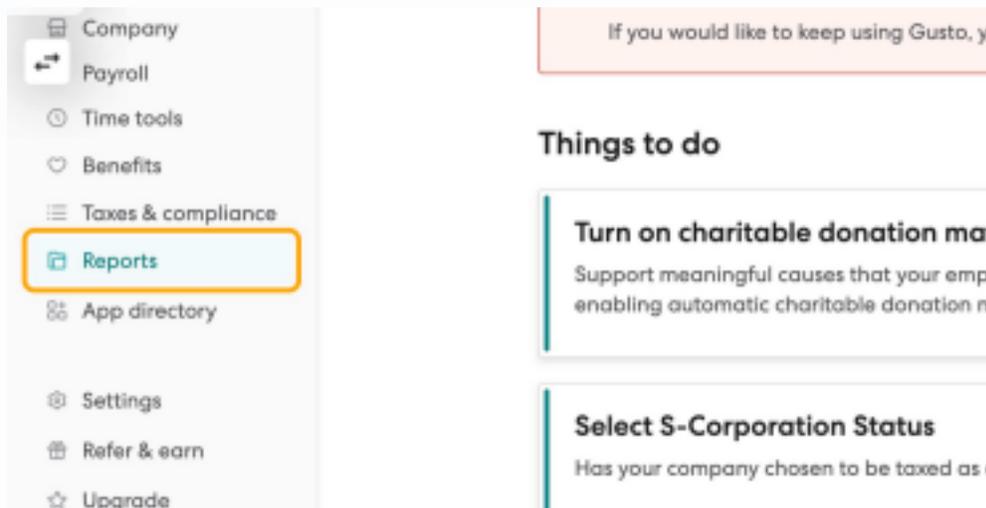


Gusto Historical Data Extraction

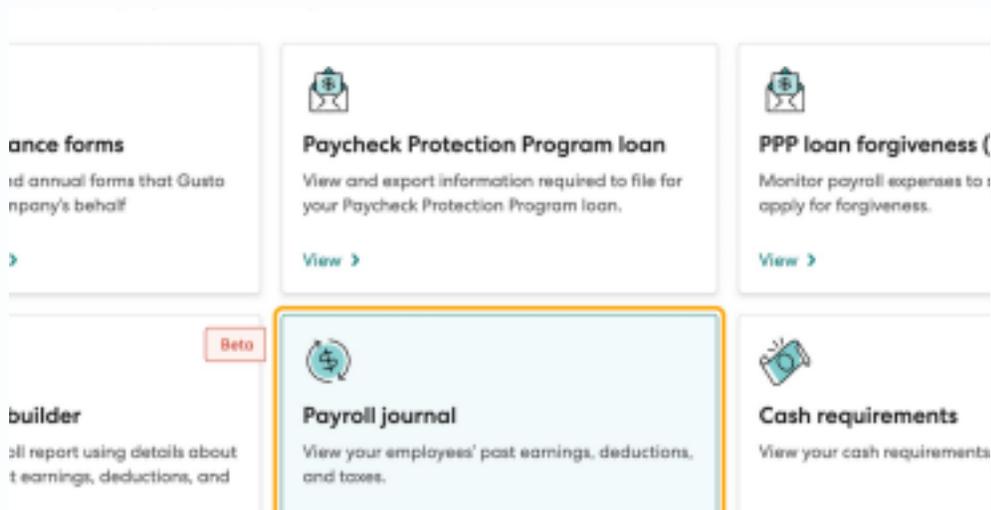
1 Go to Gusto



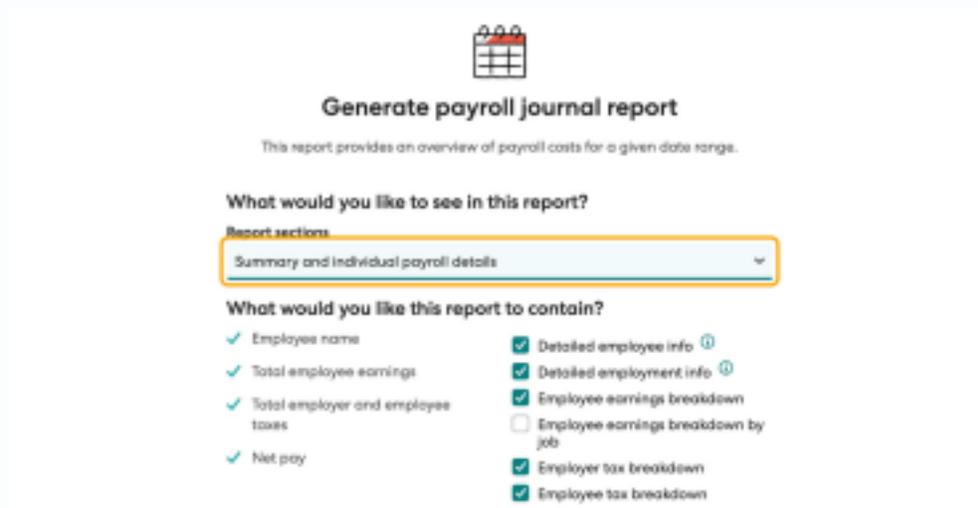
2 Click on Reports



3 Click on Payroll journal



4 Click on Summary and individual payroll details



5 Select Quarterly from Date range

Taxes

- Net pay

Employee earnings breakdown by job

- Employer tax breakdown
- Employee tax breakdown
- Deductions and contributions
- Detailed totals
- Reimbursements

When and who should be included?

Date range

Quarterly

Quarter

Q3 2021

Select employees

All employees

How would you like this data grouped?

Group by

6 Select Q1 from Quarter

Employee earnings breakdown by job

- Deductions and contributions
- Detailed totals
- Reimbursements

When and who should be included?

Date range

Quarterly

Quarter

Q1 2019

Select employees

All employees

How would you like this data grouped?

Group by

Employee

What format would you like the report in?

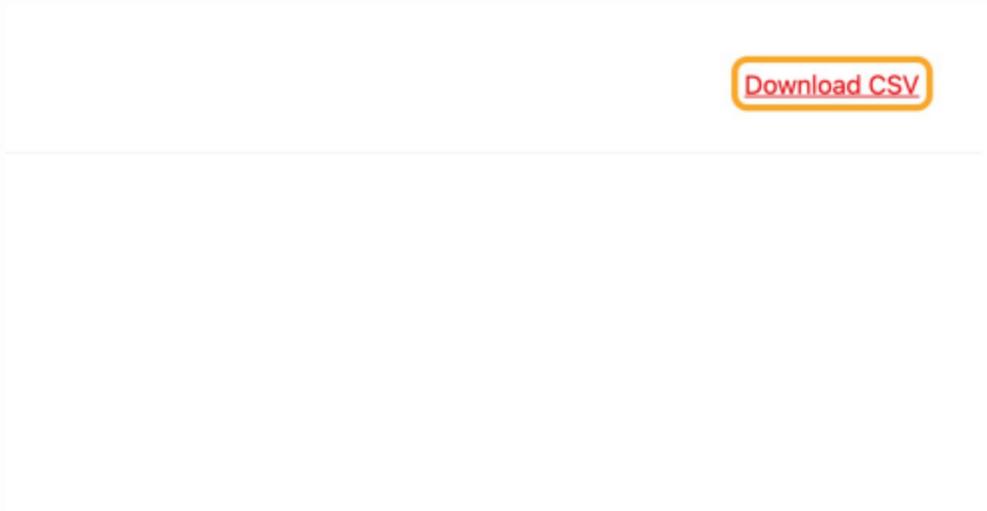
7 Click on CSV

The screenshot shows a configuration window for a 'SUMMARY TIME INFORMATION REPORT'. On the left is a sidebar with 'App directory', 'Settings', 'Rate & work', 'Upgrade', and 'Help'. The main area is titled 'What would you like this report to contain?' and lists various data points with checkboxes. Below this are sections for 'When and who should be included?' (with dropdowns for 'Date range', 'Quarter', and 'Select employees') and 'How would you like this data grouped?' (with a 'Group by' dropdown). At the bottom, 'What format would you like the report in?' has two buttons: 'CSV' (highlighted) and 'PDF'.

8 Click on Generate report

This screenshot shows the final steps of report generation. It features the heading 'How would you like this data grouped?' followed by a 'Group by' dropdown menu set to 'Employee'. Below that is the heading 'What format would you like the report in?' with two buttons: 'CSV' and 'PDF'. At the bottom center is a large, dark green button with a white border labeled 'Generate report'.

9 Click on Download CSV



10 Repeat Steps for All Quarters