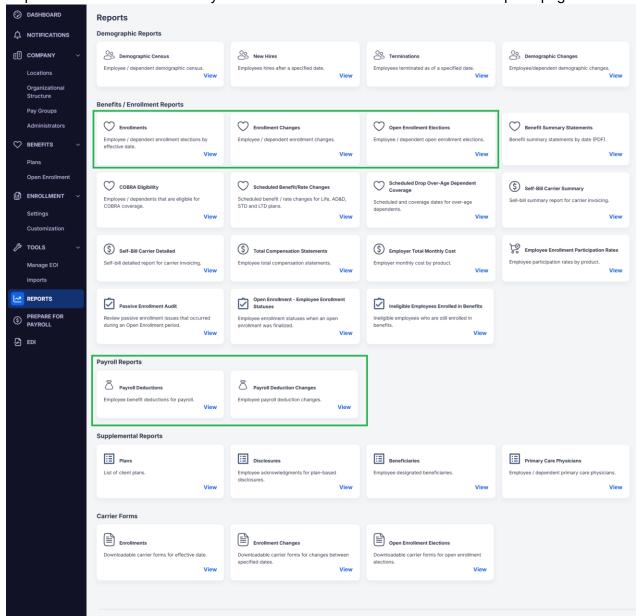# Extracting Enrollment and Deduction Data

Reports for Enrollments and Payroll Deductions can both be found on the Reports page.

Reports can be downloaded for **Payroll Deductions** and **Payroll Deduction Changes**.

- ● When pulling the **Payroll** report, be sure to set the date for the first day of the payroll that you wish to run.

When extracting Enrollment Data, there are two methods you can use.

- You can download an **Enrollments** or **Enrollment Changes** report as seen in the above Reports page. For these reports, you can select the date range, filter by carrier, product, enrollment type, work locations, and Organizational Structure.
- The **Enrollment Change Report** will provide data including employee and dependent benefit election changes (new enrollments, ended enrollments, changed enrollments, etc.). This report provides information about the following types of election changes:

  - Plan
  - Coverage Level
  - Result of adding or dropping dependents from coverage
  - Employee Cost
  - Coverage Ended
  - Dependents added/dropped

Not all scenarios of adding or dropping dependents mean a change in coverage level.

You may view employee enrollment forms from an individual's personal benefit tab.

- Go to the employee's profile, click on their **Benefits** tab, and select the edit icon to view their completed enrollment form