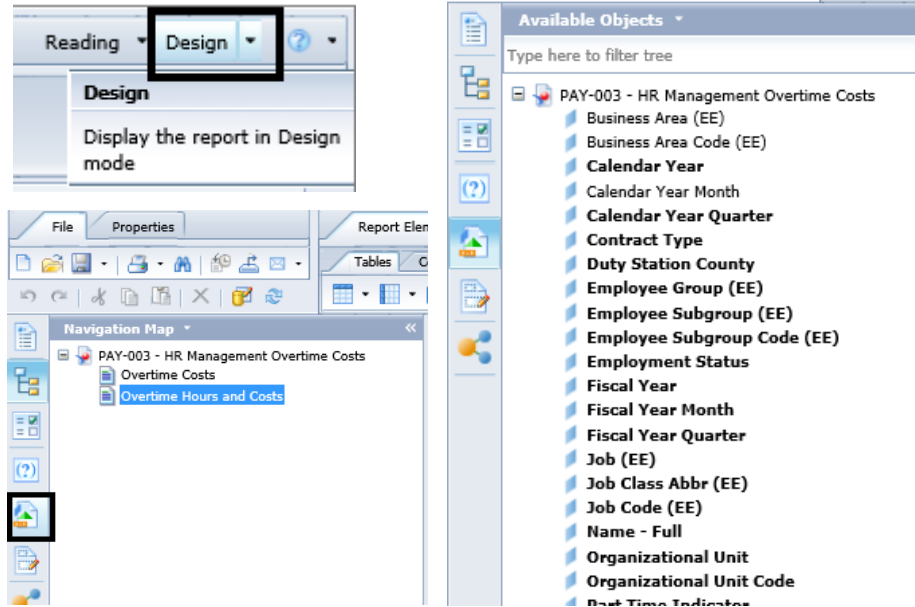## Modify a Standard Report

Each (individual) standard report job aids includes a list of additional fields (objects) that can be added to the results. Adding or removing fields may impact the integrity of the report. Users should always reference the standard report job aids to determine whether or not modifying the report might cause undesirable results.
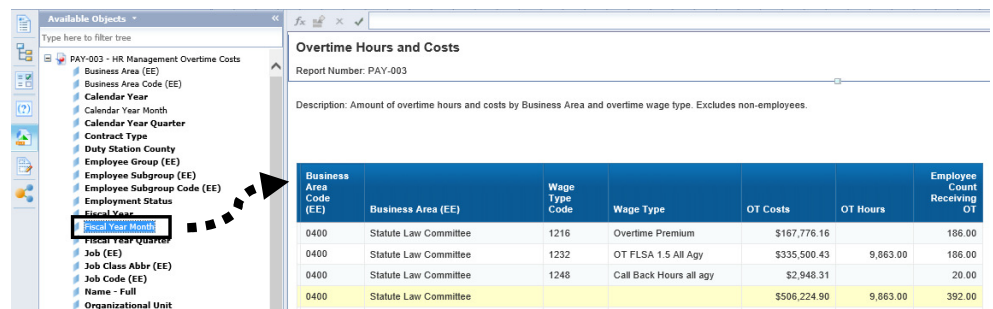
In this example, we want to modify the PAY-003 – HR Management Overtime Costs report to include the additional field Fiscal Year Month.

1. Select: **Design**.
2. Select: **Available Objects.**

➔ WebI will display a list of available objects in alphabetical order, including the default fields.

➔ Objects in **bold font** are not yet in the report results.

3. Drag-and-Drop: **Objects**.

➔ The new column will adopt the same formatting as the column to the left. Some reports include "hidden" columns used for background calculations so additional formatting, such as font color and text wrapping may be necessary.

In this example, we drag-and-drop Fiscal Year Month to left of Business Area Code (EE).

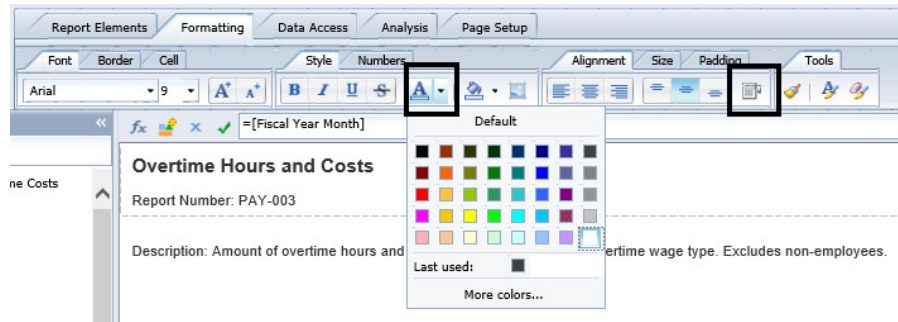**The results include Fiscal Year Month but the values are "hidden" and the label is not wrapped.**

Fiscal Year M	Business Area Code (EE)	Business Area (EE)	Wage Type Code	Wage Type	OT Costs	OT Hours	Employee Count Receiving OT
	0400	Statute Law Committee	1216	Overtime Premium	$1,704.17		11.00
	0400	Statute Law Committee	1232	OT FLSA 1.5 All Agy	$3,407.37	129.50	11.00
	0400	Statute Law Committee	1248	Call Back Hours all agy	$313.48		2.00
	0400	Statute Law Committee	1216	Overtime Premium	$40,970.78		38.00
	0400	Statute Law Committee	1232	OT FLSA 1.5 All Agy	$81,928.79	2,478.25	38.00

4. Click on the column to display the hidden values.	**In this example, we can see the original font color was white.**
5. Select: **Formatting** tab to update the text color and alignment.	

In this example, we want to modify the PAY-003 – HR Management Overtime Costs report to remove the default fields Wage Type Code and Wage Type.

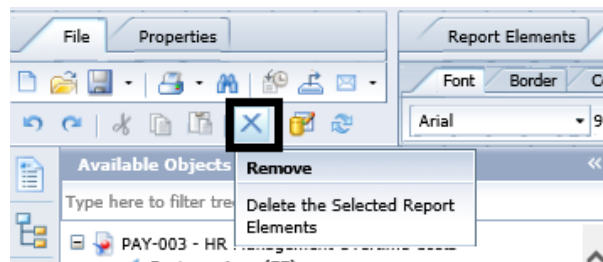|	
1. Select: **Objects** → Select multiple objects with +Ctrl	
2. Select: **Remove.**	

Wage Type Code and Wage Type are removed from the results, but still exist in the available objects.