



Retrieving census files from Gusto

1. Log into Gusto and Access Reports

First, log in to Gusto using your [administrator account](#). Once logged in, navigate to the “Reports” section on the left side of the dashboard.

2. Generate New Customer Report

In the “Reports” section, click New Customer Report located in the upper right-hand corner. Under Break down by (optional), check the option for “employee”.

A screenshot of the Gusto web application interface. The top navigation bar includes the Gusto logo, a 'Premium' badge, the user name 'pilot', a search bar, and utility icons for calendar and notifications. The left sidebar contains a menu with items like Home, People, Company, Payroll, Time tools, Benefits, Taxes & compliance, Reports (highlighted), App directory, Settings, Refer & earn, HR resources, and Priority support. The main content area is titled 'New report' and features a notification about a unified report builder. Below this, there are three toggle options: 'Payroll' (unchecked), 'Employee' (checked), and 'Work address' (unchecked). A 'Columns' section is partially visible at the bottom, with instructions to select and reorder columns for the report.

gusto Premium pilot

Search for shortcuts, help, and people...

Home

People

Company

Payroll

Time tools

Benefits

Taxes & compliance

Reports

App directory

Settings

Refer & earn

HR resources

Priority support

Reports > New report

New report

Introducing a unified report builder
We've combined our two custom report builders: employee and payroll. Break down your data by payroll, employee, and/or work address. [Learn more](#)

Payroll

Employee

Work address

Columns
Select the columns you want to include. You can drag and drop the columns to reorder your report.

Report preview



3. Configure Report Columns

Under Columns, click “+ select columns” and add the following:

- Employee’s date of birth
- Employee home address
- Employee medical insurance (Employer)
- Employee medical insurance (Employee)
- Job compensation rate
- Employment type
- Dependents Medical insurance (employer)
- Dependents Medical Insurance (employee)

A screenshot of the THATCH web application interface. On the left is a vertical navigation menu with the following items: 'Taxes & compliance', 'Reports' (highlighted in blue), 'App directory', 'Settings', 'Refer & earn', 'HR resources', and 'Priority support'. At the bottom of the menu is a link for 'Terms, Privacy, & Cookies'. The main content area is titled 'Select the columns you want to include. You can drag and drop the columns to reorder your report.' Below this title is a list of eight selected columns, each in a box with a double colon on the left and an 'x' icon on the right. The columns are: 'Employee's date of birth', 'Employee home address', 'Employee Medical Insurance (employee)', 'Employee Medical Insurance (employer)', 'Job compensation rate', 'Employment type', 'Dependents Medical Insurance (employee)', and 'Dependents Medical Insurance (employer)'. At the bottom of the main area is a button labeled '+ select columns'.

4. Finalize and Run Report

Choose “CSV” as the format and then select Run Report to generate the report with your specified columns.



Format
How do you want to view your report?

CSV

PDF

Excel

5. Upload Census Files to Thatch

After generating the report, you can upload your file at thatch.ai/upload, or email it to us at support@thatch.ai.