Los Angeles County Office of Education

Serving Students ▪ Supporting Communities
Leading Educators

PC Products

Labor Distribution
User Manual

Hess and Associates

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Section 1
Introduction

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PC Products Overview

PC Products is a suite of complementary database reporting applications developed by Hess and Associates. These optional applications are available individually or in combination to local educational agencies (LEAs) that use LACOE's Human Resource System (HRS) and/or PeopleSoft Financial System (PSFS) through a contractual agreement with LACOE.

PC Products includes three applications:

LACOE Systems

Human Resource System Employee Database (EDB)	Human Resource System Payroll Data	PeopleSoft Financial System
PC Products Labels, Lists, and Letters (PC LLL)	PC Products Labor Distribution (PC Labor)	PC Products PSFS (PC PSFS)
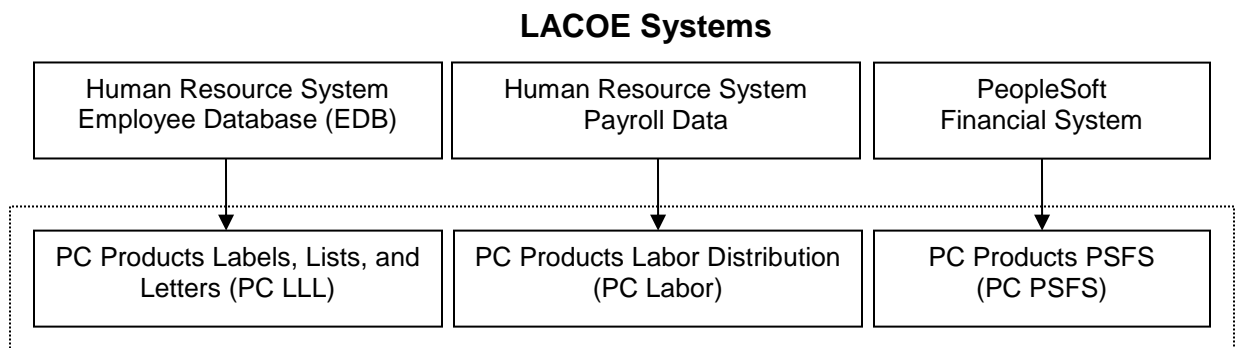
PC Products provide tools to help LEAs more efficiently analyze and utilize their employee, payroll, and financial data extracted from HRS and PSFS. Below are some of the benefits the applications provide:

- Create queries to easily obtain needed information

- Explore district employee, payroll, and financial data for multiple fiscal years

- Generate standard reports that answer "frequently asked questions" about the data

- Create custom reports to meet each agency's unique requirements

- Easily transfer data to spreadsheet, database, and word processing applications

- Generate lists, form letters, and mailing labels

- Share the data with many users on the district's local area network (LAN)

- Convenient data downloads to keep PC Products updated

- Agency control over application availability and access

PC Labor Overview

PC Labor enables users to view and utilize payroll data from LACOE's Human Resource System (HRS). Features of the application include:

- Versatile access to agency payroll data including labor distribution, payroll balances, earnings by earning type, voluntary deductions/reductions, and employer contributions

- Detailed payroll data for overtime, employee program, and fringe benefit cost analyses

- Reports to help meet Affordable Care Act (ACA), Medical Administrative Activities (MAA), and other reporting requirements

- Easy export of data files in various file formats

- Weekly data updates available for download from LACOE's RAD website

- Agency control over application availability and access

Human Resource System (HRS)

Payroll Data

↓

PC Products Labor
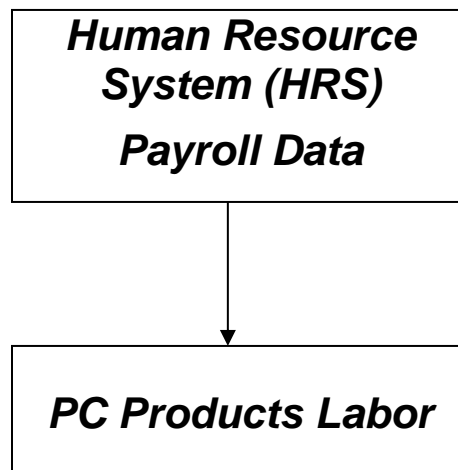
Intended Audience for this Manual

This manual aims to provide users as much useful information as possible about the PC Labor reporting database application.
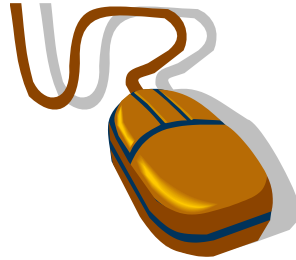
The manual assumes users:

- Have basic computer navigational skills

- Know basic Windows terminology

- Are familiar with the agency's payroll data and terminology

Conventions Used in this Manual

When instructions state, "Select **File** | **Exit** from the menu":

1. Click on the **File** menu of the application's main menu bar. This is the horizontal list of options displayed at the top of the PC Products Labor Distribution window. The program will display a vertical list of menu options.
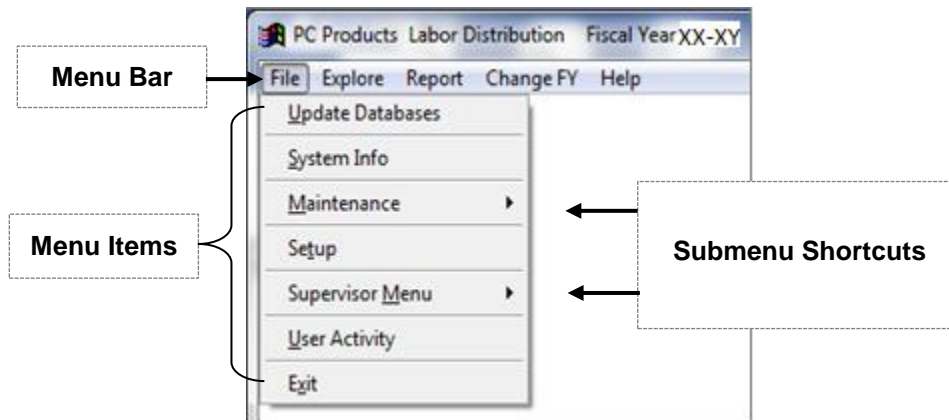
2. Select **Exit** option. Click **Yes** to quit Labor Distribution. PC Labor will close.
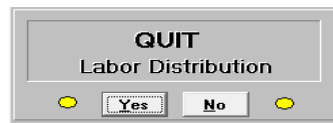
3. Command buttons are accessed from the application's main menus. There are two ways to execute commands. Click a command button or press **Alt + first letter** of command under these conditions:

   i. First letter of command buttons have underscore, e.g., **Save**.

   ii. Command buttons are located in PC Labor windows and not within menu options displayed, e.g., **Alt + S** for **Save**; **Alt + C** for **Close**; **Alt + M** for **More** in System Setup window.
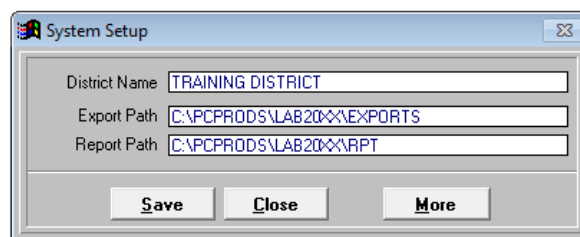
Confidentiality

This manual includes real sample PC Labor screens and reports to provide a more accurate view of the system. To protect employee confidentiality, training databases are used for all PC Products applications. Sensitive data such as names, addresses, telephone numbers, social security numbers, employee identification numbers, and insurance information is fictional and does not represent real data.

Technical Assistance and Support

The following resources are available to answer questions regarding PC Labor, provide technical assistance, system support, and user training.

- **Online Help** is just a click away. Press the **Help** button found on most PC Labor windows to access the online help menu.

- **PC Labor User Manual** (this document) answers many frequently asked questions and provides detailed instructions for using key application features. Click the link below to download the PDF version of the user manual from the Resources section of the PC Products website.

  https://www.lacoe.edu/BusinessServices/SchoolFinancialServices/PCProducts.aspx

- **Hess and Associates System Support Staff** provide comprehensive system support and technical assistance that extends beyond LACOE's normal operating hours. Select **Help | Support** from the application's main menu for current system support staff contact information.

- **LACOE PC Products Support Staff** provide administrative, system support, and technical assistance. Staff also conducts regularly scheduled training sessions at LACOE's Education Center West (ECW). Please call (562) 922-8683 or email PCBudgetPCProductsSupport@lacoe.edu for assistance.

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Section 2
Getting Started

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What Users Need to Get Started

To access PC Labor users need:

- PC Labor software installed on the user's PC and/or the district's local area network (LAN)

- A valid PC Labor user ID and password

Please contact your district's in-house technology support staff or PC Products System Support if you have questions or need additional information about the items listed above.

Log In PC Labor

To log in PC Labor:

1. Double click the PC Labor icon on the computer desktop.
2. Select **User ID** from the drop-down list.
3. Enter **Password**.
4. Select the appropriate **Fiscal Year**.
5. Click **Login**.

> The fiscal year can be changed in the application by selecting **Change FY** from the menu and selecting the appropriate fiscal year from the drop-down list.
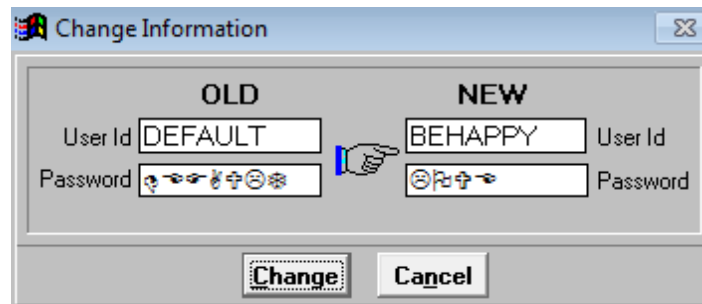
Change User ID and Password

To change the user ID and/or password from the Login window:
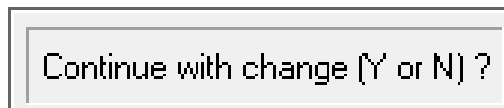
1. Double click the PC Labor icon on the computer desktop.
2. Select **User ID** from the drop-down list.
3. Click **Change**.

4. Enter old and new **User ID** and **Password** and click **Change**.

5. Enter **Y** at prompt to change your password.

6. Click **Login** to access the application or **Quit** to exit when the Login window appears.

Verify System Setup and User Paths

The **System Setup** and **User Paths** display the district name and various paths for key system files. The System Setup and User Paths windows share export and report paths. Changes to either path on the System Setup window will be reflected on User Paths window.

To verify system setup:

1. Select **File I Setup** from the menu.
2. Review District Name, Export path, and Report Path.
3. Click **Save** if changes are made.
4. Click **Close** to exit.
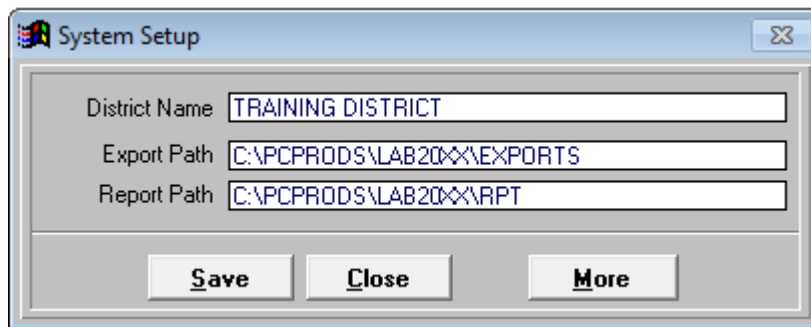
To verify user paths:

1. Select **File I Setup** from the menu.
2. Click **More** on System Setup window. See illustration below.
3. Review the application, database, export, and report paths.
4. Click **Close** to exit.
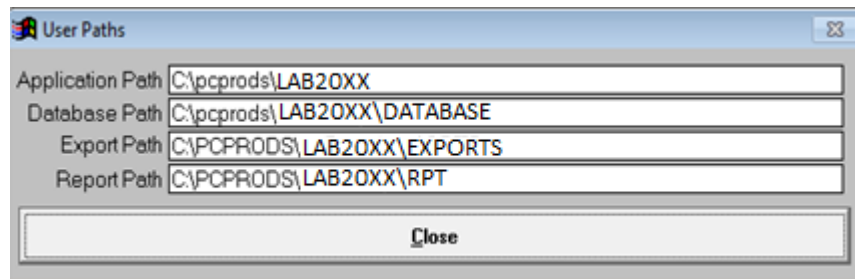
Verify Last Data Update

To verify when PC Labor data was last updated:

1. Select **File | System Info** from the menu.
2. Review dates shown in the *Last Update* fields. These dates reflect when PC Labor was last updated, not the data "as of" date. If you did not download today's file, we suggest you download it from RAD <u>before</u> proceeding with the update process to ensure you have the latest file. Data in PC Labor is as of the close of business the previous Friday.
3. Click **<u>OK</u>** to exit.
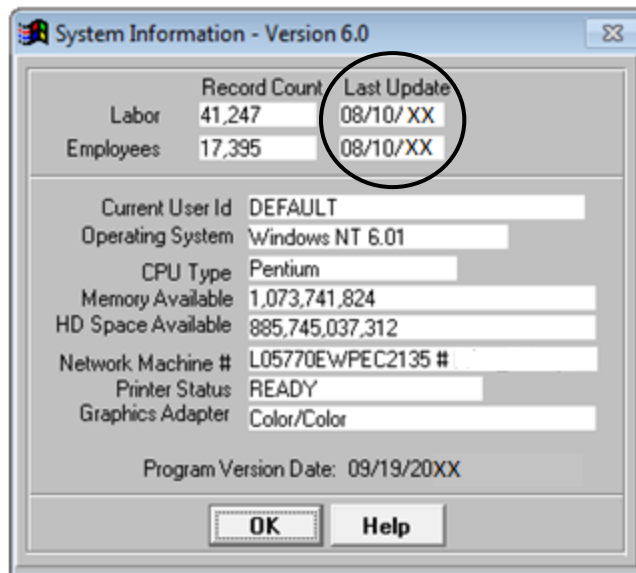
PC Labor Update File

The data file containing the previous week's payroll data is normally available for download from the LACOE RAD website on Monday morning.

- The weekly data file contains new program updates. Following the correct download and update process ensures that both data and program updates are implemented.

- Each agency should have a person who updates the district's PC Labor data each week and at least one backup person with the necessary RAD security access to download update files.

Update PC Labor Data
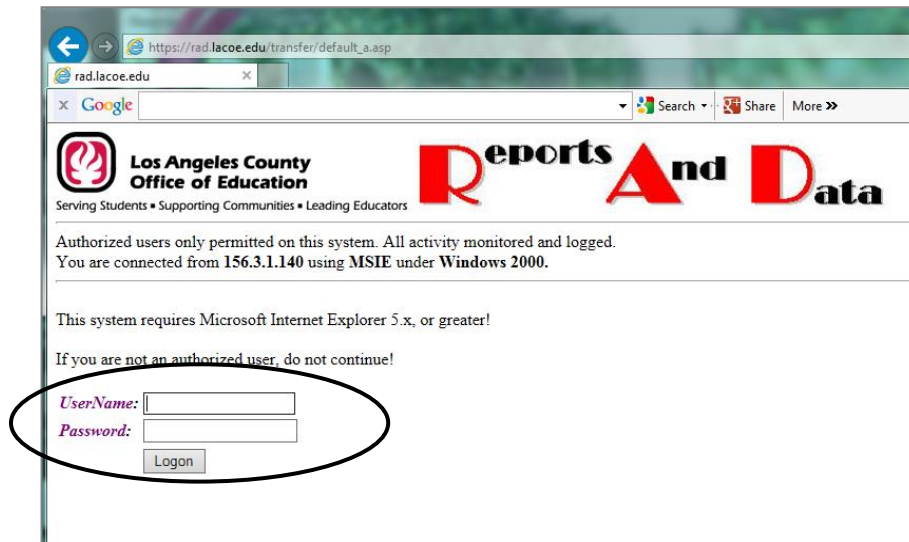
PC Labor uses district payroll data downloaded from the Human Resource System (HRS). Below are instructions for updating PC Labor data.

File Download Procedure

Look for the LABOR.ZIP file in the appropriate PC Products folder before downloading the latest data file. Users can rename the file to use as a backup before downloading the new file. Otherwise, it will be overwritten when the new file is saved. Also make sure PC Labor is closed before downloading the file.

To download the PC Labor data file:

1. Go to RAD **website** at https://rad.lacoe.edu in your web browser.
2. Enter your RAD **UserName** and **Password**.
3. Click **Logon**.

4. Click **Click here to go to RAD Main Menu**.

5. Click **Download**.

6. Click **Data**.

7. Select **PC Products-Labor** for the appropriate fiscal year from *Download Item* list and click **Continue**.

8. Click **Download**.

9. Click the drop-down arrow next to *Save*. When the download prompt appears, choose *Save as* to save this file to the appropriate drive.
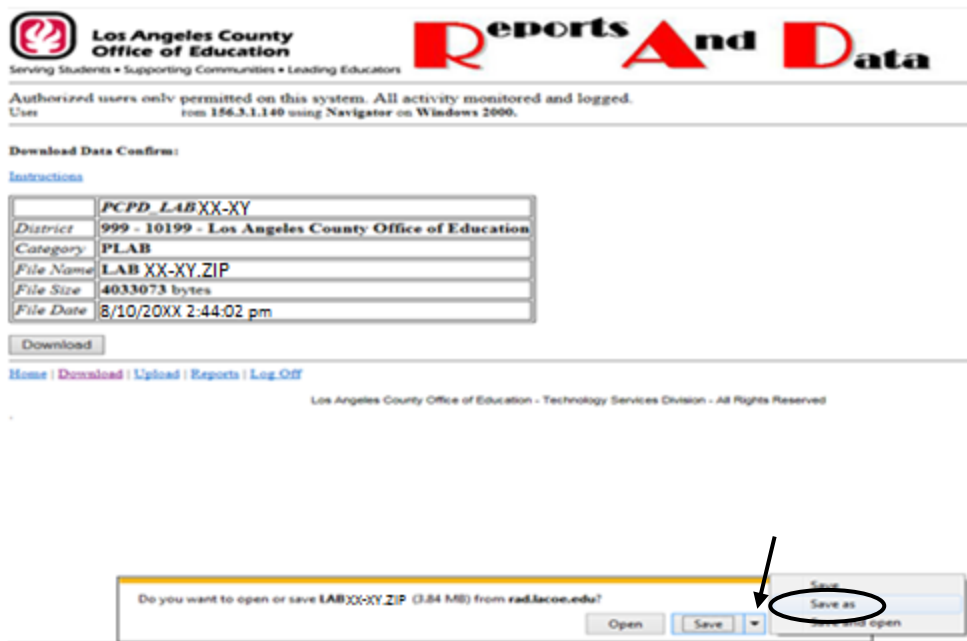
10. Save the file to the PC Labor folder for the appropriate fiscal year on the PC or server, e.g., **C:\pcprods\lab20XX** for 20XX-XY.
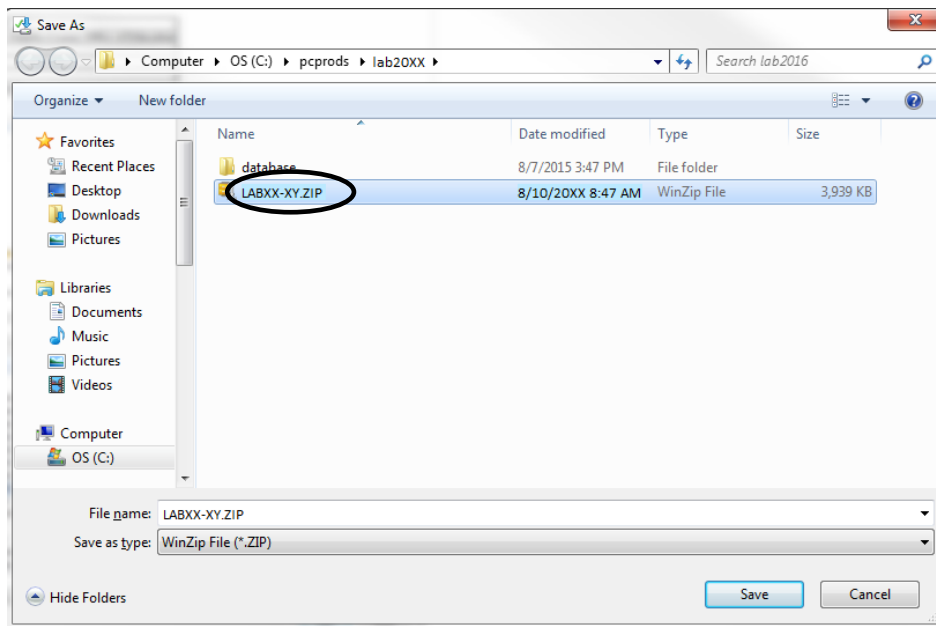
11. Click **Yes** to replace file if prompt appears.

Update Procedure

To update PC Labor:

1. Make sure all other users are logged out of PC Labor.

> 📌 Select **File | User Activity** from the menu to display a list of users currently logged in. Click **Close** to exit.

2. Select **File | Update Databases** from the menu.
3. Click **Continue**.
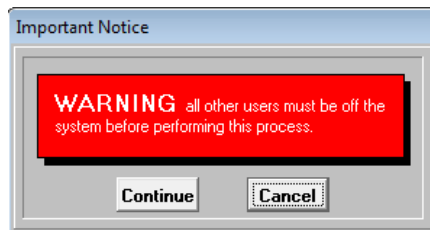
4. Click **File**.
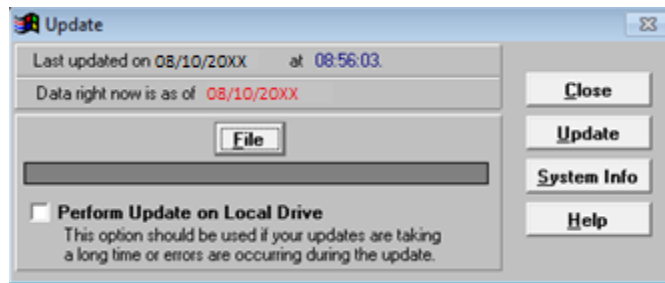
5. Select data update file from the list.
6. Click **Choose**. The file path will appear in the gray box below **File** on the Update window.
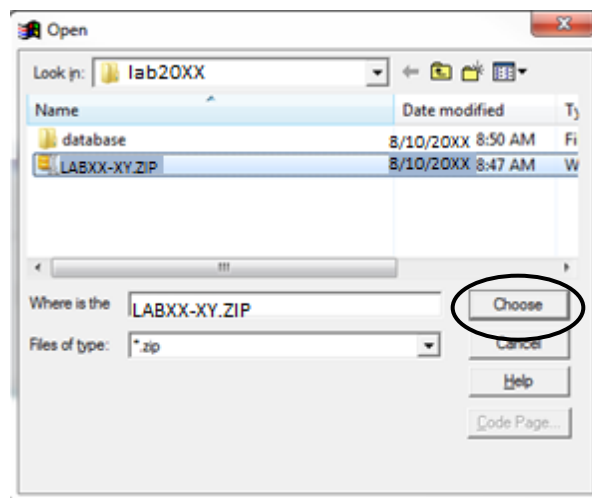
7. Click **Update**. The update may take a couple of minutes depending on the amount of district data and the speed of the server.
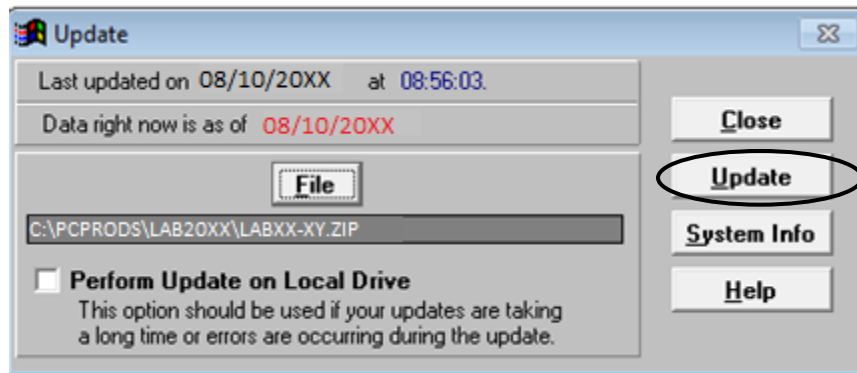
8. Click **Close** when the following prompt appears.

Done...press any key to continue

9. To verify the update, select **File | System Info**. The dates shown in the *Last Update* field will reflect the most recent update. For more information refer to **Verify Last Data Update** on Page II-7.
10. Click **OK** to exit.
11. Log out of PC Labor by selecting **File I Exit** and clicking **Yes** so that other users will not be prevented from accessing the application.

Close the Current Program Window

Close the current window before accessing another or exiting the application if a program window such as Explore Labor Accounts or Report Builder is displayed.

Any option listed below can be used to close an open program window:

- Press **ESC** until no window is displayed.
- Click **Close** if available on the current window.
- Press **Alt + C**.
- Click the **Close Preview** icon on the Preview toolbar.
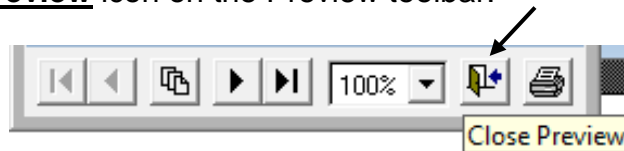
Exit PC Labor

To exit PC Labor:

1. Press **ESC** one or more times to close any open windows.
2. Select **File | Exit**.
3. Click <u>**Yes**</u> to exit PC Labor. PC Labor will close.
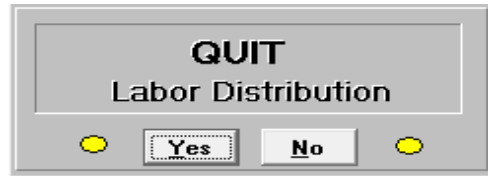
Section 3
Report & Data
Overview

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Reporting Options

Reports can be generated from PC Labor using the three methods listed below. Each method includes the option to produce export files in various file formats such as Excel, DBF, and ASCII.

Reporting Options	Description
Explore	Report writing tool for creating lists and export files quickly and easily
Report Builder	Report writing tool for creating reports and export files using selection criteria, grouping definitions, and formatting specified by the user
Fixed Reports	Pre-formatted reports that are part of the application

Selection Criteria
Grouping Definition
Format

Report Builder

Fixed Reports

Custom Reports

Explore

REPORTS

Census
Extra Pay & Overtime
Net Pay
Labor Statistics
Quarterly Wages
Monthly Totals
All Employees Individual Pay
Last Paycheck
Annual Work Hours – for ACA
Federal Taxes by Register
Public Records Request
GASB 67

Run Report

Print

List
List Export
Label
Letter

PC Labor Data

PC Labor includes data extracted from HRS payroll reports including salary by earnings type, employer benefit contributions, employee deductions, and employee reductions. Refer to the **Appendix** on pages A-3 through A-5 for a complete listing of PC Labor report fields. These fields can be used to filter data and build custom reports.

Labor Distribution

HRS salary labor distributions (accounts) determine the allocation of salary and employee benefit amounts posted to the PeopleSoft Financial System (PSFS). Accounts are comprised of the following segments or ChartFields.

ChartField	Format	Description
Fund	XX	Fiscal and accounting entity of business unit
Sub-Fund	.X	Reporting at more detailed level than required by the state
Resource	XXXXX	Source of funding (federal, state, local, or other)
Fiscal Year (FY) or Grant Year (GY) or Project Year (PY)	.X	Fiscal or grant year used to distinguish carryover grants with end date other than June 30
Goal	XXXXX	Population being served (K-12, adult, pre-school)
Function	XXXXX	Purpose of the transaction (instruction, pupil services, general administration)
Object	XXXX	Type of expenditure, revenue, or balance sheet account
Location	XXXXXXX	Physical structure or group of structures within a campus or school defined entity

> 📌 Please refer to the California School Accounting Manual (CSAM) or the California Community College Budget and Accounting Manual as appropriate for more information about the account coding. Also refer to the appendices in this manual for a detailed listing of data fields and object code derivatives.

Section 4
Explore Features

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Explore Labor Data

The PC Labor Explore menu provides easy access to payroll and selected table data. There are options for performing custom searches, viewing, printing, and exporting data to other applications. The table below highlights Explore menu options and features.

Menu Item	Description	Custom Filter, Sort, Sum?	Print?	Export?
Explore | Employees	**Pay detail for individual employees by register**	**No**	**Yes**	**No**
Explore | Individual	**Fiscal year-to-date salary and benefits summary for individual employees by register**	**No**	**Yes**	**Yes**
Explore | Individual Net Pay	**Fiscal year-to-date net salary summary for individual employees calculated using salary, cash in-lieu, and deduction totals**	**No**	**Yes**	**Yes**
Explore | Individual Pay Records	**Fiscal year-to-date salary history with pay basis and earning type for individual employees by issue date**	**No**	**Yes**	**Yes**
Explore | Registers	**Salary and benefits summary in Excel format by register, resource, fund, or fund and resource**	**No**	**Yes***	**Yes**
Explore | Accounts	**Salary, benefits, and liability accounts summary with account filters and custom display options; employee detail not included**	**Yes**	**Yes**	**Yes**
Explore | Detail	**Pay detail with account filters, payroll filters, and custom display options**	**Yes**	**Yes**	**Yes**
Explore | Cross Tabulate	**Salary and benefits with summary and detail for any register and account combination**	**Yes**	**Yes**	**Yes**
Explore | Tables	**Selected HRS table data**	**Yes**	**Yes**	**Yes**

 * This report can only be printed from Excel.

Explore Pay History

PC Labor makes it easy to browse employee pay history including gross-to-net deduction amounts. Users can access employee pay history using one of the following options.

```
By Name
By EID

Last Referenced
```
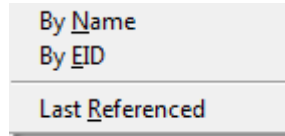
Explore Gross Pay Amounts

To explore an employee's gross pay amounts using the name search:

1. Select **Explore | Employees | By Name** from the menu.
2. Enter the employee's last name or the first few characters of the last name in the field provided on the Employee Search window.
3. Click **Search** to display a list of employees with the last name entered or those whose last name begins with the characters entered.
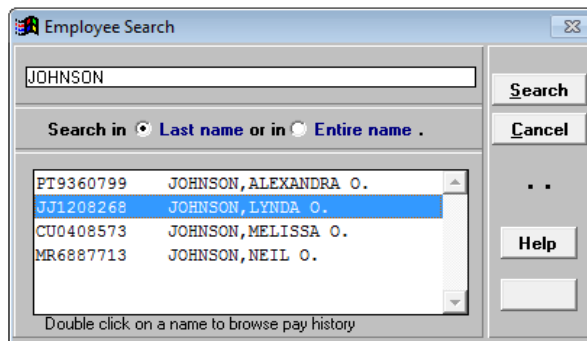
4. Double click the employee's name to view gross pay amounts on Employee History.
5. Click **Print** to send the list to a printer or PDF writer.
6. Click **OK** or press **Esc** to return to the Employee Search window.

Select **Explore** I **Employees** I **By EID** from the menu to search using the EID. The employee's gross pay amounts will be displayed if available.

Explore Employee Pay History

Pay History displays an employee's gross pay amounts for the fiscal year along with the payroll issue and accrual dates, payroll register number, warrant number, employee benefit contributions, voluntary deductions/reductions, corresponding accounts, and other pertinent payroll detail.

To explore employee pay history:

1. Select **Explore | Employees | By EID** from the menu. User can also search for an employee by name as illustrated in the previous example.
2. Enter the employee's EID in the field provided on the EID Search window.
3. Click **Search** to view the employee's gross pay lines.
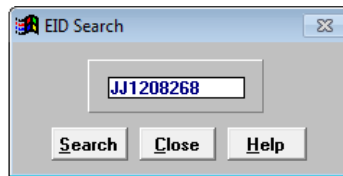
4. Double click a gross pay line to view pay history detail.

5. Click **Print** to produce a copy of the screen information.
6. Click **OK** to return to the list of gross pay lines (previous screen).

Explore Individual Pay History

PC Labor has three individual employee pay history reports that can be viewed online, printed, or exported to Excel or another available file format.

Menu I Menu Item	Pay History Information Displayed
Explore | Individual	Employee salary and benefits
Explore | Individual Net Pay	Employee salary, cash-in-lieu, deduction total, ESA, and net pay
Explore | Individual Pay Record	Employee salary, pay basis, earnings type history, pay months, and retirement

Explore Individual Pay History

Explore Individual to view, print, and/or export the following:

- Employee salary by issue date
- Employee benefits by type and issue date
- Employee salary and benefits totals by issue date
- Year-to-date column totals

Explore Salary and Benefits History

To explore individual pay history detail:

1. Select **Explore | Individual** from the menu.
2. Select an employee from the drop-down list.
3. Select *type of export* from drop-down list. The first eight characters of the employee's name are automatically entered as the file name.
4. Click **Go**. There is not any pay history available for the employee if **Preview** and **Print** are grayed out.
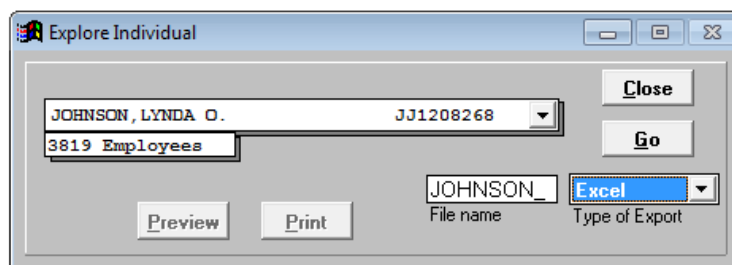
5. Click **Preview** to view pay history details online or click **Print** to produce a hard copy of the report. See sample below.

SAMPLE SCHOOL DISTRICT

Individual Pay History

JOHNSON,LYNDA O.

Funding	Ref	Issue_dt	Salary	STRS 3100	PERS 3200	OASDI 3300	Medicare 3300	ARP 3300	H & W 3400	SUI 3500	WC 3600	PERS RED 3800	371x/ 391x	375x/ 395x	Sal&Ben
01.3-65000.0-57500-11100-1110-0003695	V1D-C	07/19/13	873.23	72.04	0.00	0.00	12.66	0.00	0.00	0.44	54.14	0.00	1.83	0.00	1,014.34
01.3-65000.0-57500-11100-1110-0003695	E1D-C	09/05/13	4,407.52	363.62	0.00	0.00	63.91	0.00	0.00	2.20	273.27	0.00	9.25	0.00	5,119.77
01.0-00000.0-00000-00000-9342-0000000	E1E-C	09/20/13	1,619.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	1,619.00
01.3-65000.0-57500-11100-xxxx-0003695	E1E-C	09/20/13	0.00	0.00	0.00	0.00	23.48	0.00	0.00	0.81	0.00	0.00	0.00	0.00	24.29
			1,619.00	0.00	0.00	0.00	23.48	0.00	0.00	0.81	0.00	0.00	0.00	0.00	1,643.29

6. Click the *printer icon* on the Print Preview toolbar to produce a hard copy of the report. The report will print directly to the default printer.
7. Exit Print Preview to create a PDF copy of the report or utilize other print options.

8. Click **Print**.
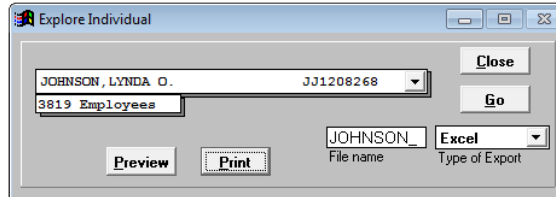
9. Make desired print selections, e.g., change printer, print range or properties.
10. Click **OK** to print.
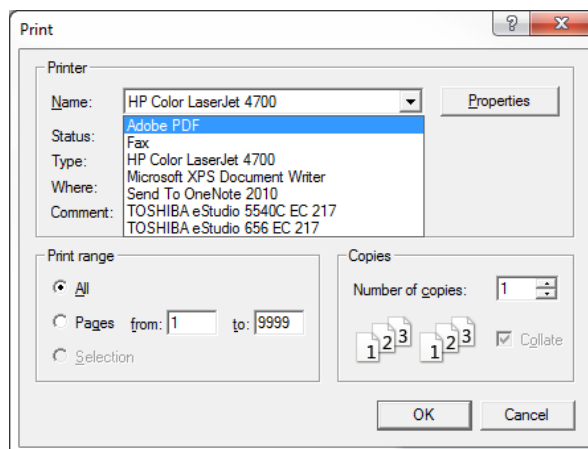
Explore Individual Net Pay History

View, print, and/or export the following:

- Employee salary, cash-in-lieu, deductions, ESAs, and net pay by issue date
- Year-to-date column totals

Explore Individual Net Pay History

To explore individual net pay history:

1. Select **Explore | Individual Net Pay** from the menu.
2. Select an employee from the drop-down list.
3. Select *type of export* from drop-down list. The first eight characters of the employee's name are automatically entered as the file name.
4. Click **Go**. There is not any pay history available for the employee if **Preview** and **Print** are grayed out.
5. Click **Preview** to view net pay history details online or click **Print** to produce a hard copy of the report. See sample below.
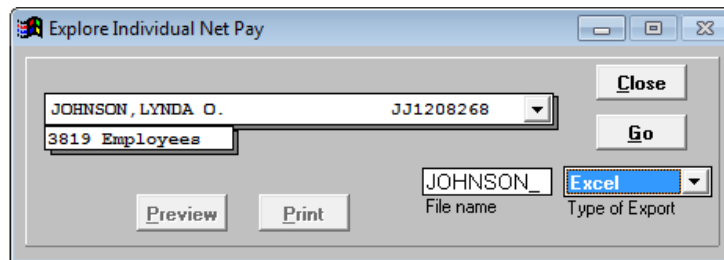
Individual Pay History

JOHNSON,LYNDA O.

Funding	Pay Cycle	Warrant	Issue Date	Salary	Cash In-Lieu	Deductions	ESA	Net Pay
01.3-65000.0-57500-11100-1110-0003695	V1D	1138544	07/19/13	873.23	0.00	82.52	0.00	790.71
01.3-65000.0-57500-11100-1110-0003695	E1D	1258491	09/05/13	4,407.52	0.00	427.45	0.00	3,980.07
01.0-00000.0-00000-00000-9342-0000000	E1E	1307708	09/20/13	1,619.00	0.00	230.37	0.00	1,388.63
01.3-65000.0-57500-11100-1110-0003695	E1F	1379454	10/04/13	4,407.52	0.00	1,467.09	1,619.00	1,321.43
01.0-00000.0-00000-00000-9342-0000000	E1G	1432685	10/18/13	1,619.00	0.00	23.47	0.00	1,595.53
01.3-65000.0-57500-11100-1110-0003695	E1H	1505382	11/05/13	4,407.52	0.00	1,467.09	1,619.00	1,321.43

6. Exit Print Preview to create a PDF copy of the report or utilize other print options.
7. Click **Print**.
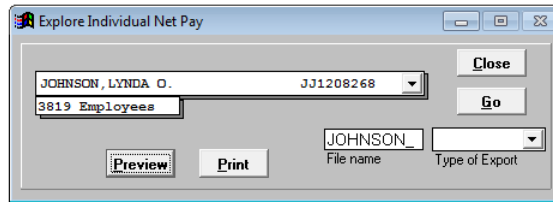
8. Make desired print selections, e.g., change printer, print range, or properties.
9. Click **OK** to print.
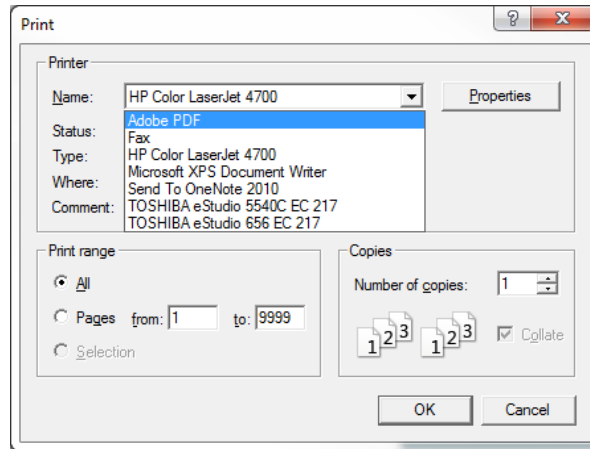
Explore Individual Pay Records History

View, print, or export the following:

- Employee salary by payroll issue date, warrant number, and payroll schedule

- Pay basis, earnings code, pay rate, pay amount, accrual beginning and ending dates, retirement plan and rate, and work calendar

Explore Individual Pay Records History

To explore individual pay records:

1. Select **Explore | Individual Pay Records** from the menu.
2. Select an employee from the drop-down list.
3. Select *type of export* from drop-down list. The first eight characters of the employee's name are automatically entered as the file name.
4. Click **Go**. There is not any pay history available for the employee if **Preview** and **Print** are grayed out.
5. Click **Preview** to view individual pay records detail online or click **Print** to produce a hard copy of the report. See sample below.

6. Exit Print Preview to create a PDF copy of the report or utilize other print options.
7. Click **Print**.

8. Make desired print selections, e.g., change printer, print range, or properties.
9. Click **OK** to print.

Explore Payroll Registers

Create Excel export files with payroll register, issue date, salary, employee benefit sub object, and payroll totals sorted by:

- Payroll Register
- Payroll Register and Resource
- Payroll Register and Fund
- Payroll Register, Fund, and Resource

To generate a payroll register export file:

1. Select **Explore | Registers** from the menu.
2. Select the radio button in front of selected payroll register.
3. Enter the *Export File Name* in field provided.
4. Click **Run**. A system message will appear in the upper right corner of the screen once the file is saved.
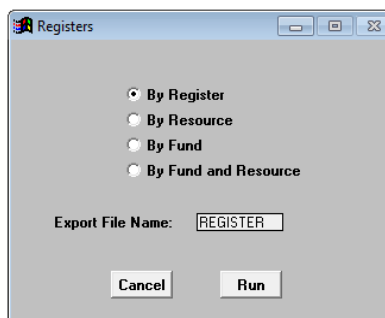
5. Open the export file. See example below of the Excel payroll register export file sorted by payroll and resource.

|	A	B	C	D	E	F	G	H	I	J	K	L	M	N	O
1	register	issue_dt	amount	o31	o32	o33	o33a	o33b	o34	o35	o36	o37	o38	o39	otot
2	006-C	20140108	208.35	17.2	0	0	3.02	0	0	0.1	12.92	0	0	0	241.59
3	007-N	20140109	163.01	0	0	10.11	2.37	0	0	0.08	10.11	0	0	0	185.68
4	023-N	20140127	97.02	0	0	0	1.46	3.63	0	0.05	6.02	0	0	0	108.18
5	031-C	20140204	249.96	20.64	0	0	3.63	0	0	0.12	15.5	0	0	0	289.85
6	036-N	20140207	969.95	0	26.83	60.13	14.06	0	0	0.49	60.14	0	0	0	1131.6
7	037-N	20140210	-161.95	0	0	-10.04	-2.35	0	0	-0.08	-10.04	0	0	0	-184.46
8	038-C	20140211	1810.37	149.37	0	0	20.75	0	0	0.91	112.24	0	0	0	2093.64
9	038-N	20140211	1307.42	0	133.47	59.29	19.16	13.16	0	0.66	81.06	0	0	0	1614.22
10	049-C	20140220	456	37.62	0	0	6.61	0	0	0.23	28.27	0	0	0	528.73
11	055-C	20140226	114.51	9.45	0	0	1.66	0	0	0.06	7.1	0	0	0	132.78
12	059-C	20140304	1061.99	87.61	0	0	15.4	0	0	0.53	65.84	0	0	0	1231.37

Explore Labor Accounts and Labor Detail

Explore Labor Accounts and Explore Labor Detail provide drop-down lists to filter records and customize the display format. Up to five columns of data can be displayed for each Labor record. Lists with account balance data can be generated in the explore window or by using defined selection criteria. Below is the default display format.

Explore Labor Accounts Default

Change Columns in the List

Customize the display in the Explore Labor Accounts and Explore Labor Detail windows by selecting fields from the drop-down lists at the top of each column. Build a custom report to create a permanent format for displaying balance information or if more than five data fields are needed.

User-Defined Format

Explore Labor Accounts Using Data Filters

To explore labor accounts using data filters:

1. Select **Explore | Accounts** from the menu.
2. Select one or more account segment values from the drop-down lists. The list of available values for each account segment will be displayed. Leave fields blank to display all records.
3. Select earnings code, GTN, accrual dates, issue date, payroll register and/or schedule as appropriate from the drop-down list to indicate which account information to include in the list. Leave fields blank to view all available accounts.
4. Select *Sort By*, *Sum By*, and/or *Calculate* values from the respective drop-down lists as appropriate. Instructions for using these options are on pages IV-19 through IV-20.
5. Click the drop-down arrows for *Column 1 – Column 5* fields to select a different field to display in the column.
6. Click **Go** to display the list.
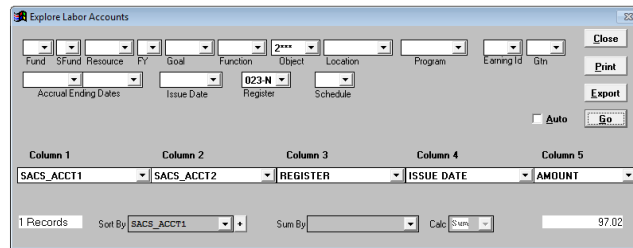
PC Labor retrieves and creates a list based on the filters selected. The list is displayed on Print Preview.

• Filters selected are displayed on the top left corner of the list.
• The number of records meeting specified conditions is indicated in the lower left corner of the Print Preview and Explore Labor Accounts windows.

Example 1 – Print Preview
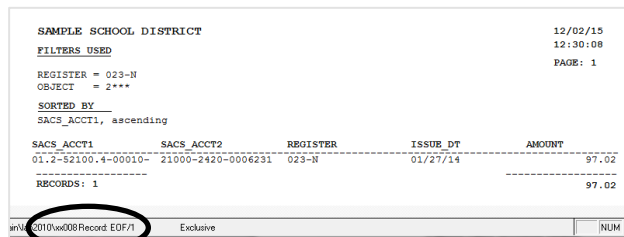
Example 2 – Explore Labor Accounts
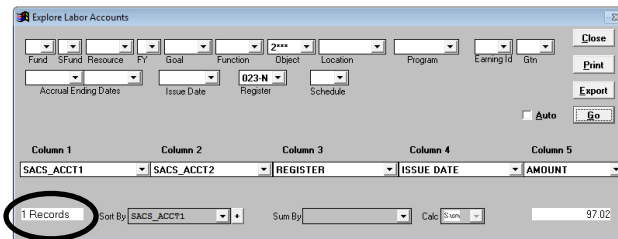
Print from Explore Window

Print from the Explore Labor Accounts, Explore Labor Detail, or Print Preview windows. The entire list prints directly to the default printer from Print Preview. Print selected report pages, print to another printer, and/or change any print properties, or create a PDF file from the explore window.

> Click **Go** if **Print** is grayed out on the explore window. The list will be displayed in Print Preview. Click **Esc** to return to the explore window.

To print account or detail lists from the Explore Labor Accounts or Labor Detail window:

1. Click **Print**.
2. Make print selections as appropriate.
3. Click **OK** to print the list or create a PDF file.

Print from Print Preview Window

To print from the Print Preview window:

1. Click **Go** to generate the list. The list will be displayed in Print Preview.
2. Click the *printer icon* on Print Preview toolbar. The entire report will print directly to the default printer.

3. Press **Esc** on the keyboard or click the **X** in the upper right corner to return to the explore window.

Export Lists from Explore Window

Export lists generated from **Explore Labor Accounts** or **Explore Labor Detail** in the following file formats for use in other applications:

- Excel

- Lotus

- Database (DBF) - *use when spreadsheet file exceeds 16,383 lines*

- ASCII (text)
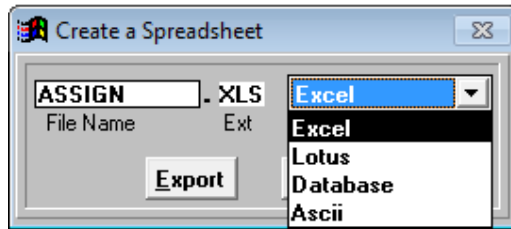
To export a list:

1. Click **Go** to display the list if **Export** is grayed out on the explore window. The list will be displayed in Print Preview.
2. Press **Esc** or click the **X** in the upper right corner to return to the explore window.
3. Click **Export**.
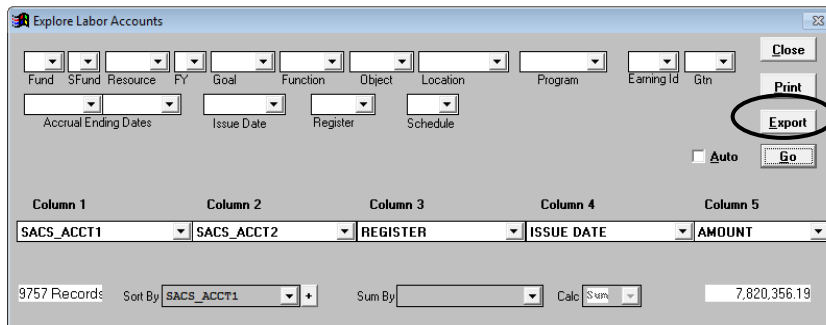
4. The Create a Spreadsheet window will appear.
5. Enter the *File Name* and *Type* from drop-down list. The file extension will change accordingly.
6. Click **Export** to generate the file. The Excel export file will automatically open and save to **C:\pcprods\REPORTS** or the designated path.
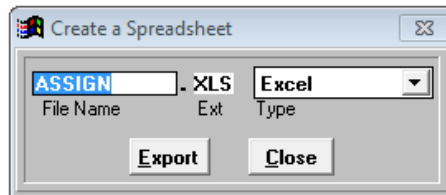
Select Database (DBF) as the report output type for spreadsheets exceeding 16,383 lines. Refer to the **Appendix** on Page A-8 for instructions on opening DBF file(s) with Excel.

Explore Labor Accounts by Object

Filter data based on the object code and the associated major object and salary sub object derivatives. Refer to the **Appendix** on Page A-6 to view the matrices for available object code derivatives and descriptions.

To filter data using an object code or object code derivative:

1. Select the object code derivative from the *Object* drop-down list. For this example, Major Object 2**** is selected. Fund and sub-fund filters are also selected.
2. Click **Go**. The list of labor account balances selected will display in Print Preview.

Sort Account Balances

Sort By groups related balances using the field selected.

To sort the records:

1. Select the sort field from the *Sort By* drop-down list.
2. Click the sort direction button to reverse the sort order if necessary.
    - Plus (+) - ascending (sort from lowest to highest value)
    - Minus (-) - descending (sort from highest to lowest value)
3. Click **Go**. Print Preview displays the list. Filters used and sorting order, if any, will be displayed in the upper left corner of the report.

To remove sorting:

1. Select the blank value from the *Sort By* drop-down list.
2. Click **Go**.

Subtotal Balances

Sum By groups related balances and displays the total, average, count, maximum, or minimum values of balances in the group. **Column 1** will automatically reflect the *Sum By* field selected. The output reflects one subtotal row for each distinct field value selected.
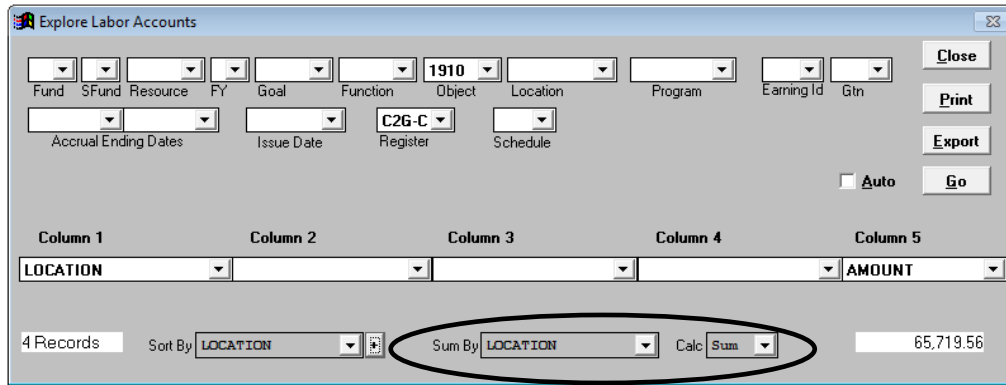
To subtotal balances:

1. Select the subtotal field from the *Sum By* drop-down list. It is best to select the same account or account segment field selected in the *Sort By* drop-down list. The field selected is automatically reflected in **Column 1**, and **Column 2** is left blank.
2. Select the calculate option from the *Calculate* drop-down list.

Field	Description
Sum	Totals the amounts in the group
Max or Min	Displays the largest or smallest value in the group
Count	Displays the number of records for the group
Avg	Calculates the average for the group

3. Click **Go**. Print Preview displays the list. Filters used and sorting order, if any, will be displayed in the upper left corner of the report.

To remove subtotals:

1. Select the blank value in the *Sum By* drop-down list.
2. Click **Go**.

Explore Labor Detail

Explore Labor Detail provides the same flexible filtering and data display as Explore Labor Accounts. In addition, it provides access to individual employee payroll data.

The Explore Detail window provides options for filtering:

- Accounts or account components (fund, sub-fund, goal, etc.)
- Earning codes and gross-to-net codes
- Payrolls by register, accrual period, issue date, or schedule
- Individual employees by name and EID
- Groups of employees by job class, work location, or bargaining unit

Key Points

- Select filters from drop-down list to indicate which labor detail to include in the list. Leave fields blank to view all available detail.

- Use custom selection criteria to find the exact data. Refer to *Section 6 – Report Components* on pages VI-4 through VI-9 on creating and editing selection criteria from the menu.

- Select *Sort By*, *Sum By*, and/or *Calculate* values from the respective drop-down lists as appropriate. Instructions for using these options are on pages IV-19 through IV-20.

Explore Cross Tabulate

Displays information listed below in the lower right corner of the Cross Tabulator window and provides salary and employee benefits line item detail in a separate list that can be viewed online, printed, or exported to another file format.

- Processed – records selected
- Employees – number of employees meeting filter and/or selection criteria
- Salary – salary total for employees selected
- Benefits – employee benefits total for employees selected

Explore Cross Tabulated Data

To explore cross tabulated data:

1. Select **Explore | Cross Tabulate** from the menu.
2. Use the filters to select pay records.
3. Click **Go** to view cross tabulation results on the window.
4. Click **Preview**, **Print** and/or **Export** as appropriate to view employee salary and benefit detail by payroll schedule.

Explore Table Data

Other Table Data provides access to codes and related descriptions from selected HRS tables. These codes identify available values that can be reflected on employee records in PC Labor.

From the Other Table Data window users can:

- View descriptions for job class, work location, name, deduction, bargaining unit, and earnings codes

- Print the codes and descriptions

- Export the codes and their descriptions to a spreadsheet or database file

View Table Data

To explore codes and descriptions:

1. Select **Explore | Tables** from the menu.
2. Click the button for the desired table.
3. Select the radio button to sort data by code or description. The default sort order is by code.
4. Scroll through the list to view the desired code or description.
5. Repeat steps 2 – 4 to view other table data.

Additional table data is included in the Job Class, Name, and Deduction export files.

Print Table Data

To print a list of control table codes and descriptions:

1. Select **Explore | Tables** from the menu.
2. Click the button for the desired table.
3. Click **Print Table**.

Export Table Data

To export a list of control table codes and descriptions:

1. Select **Explore | Tables** from the menu.
2. Click the button for the desired table. The export file name is automatically populated. The default name can be overwritten.
3. Select file type from the drop-down list in the top right corner. The file extension is automatically populated.
4. Click **Copy**. The export file will be saved to **C:\pcprods\REPORTS** or designated path.
5. Click **OK** to exit the window.
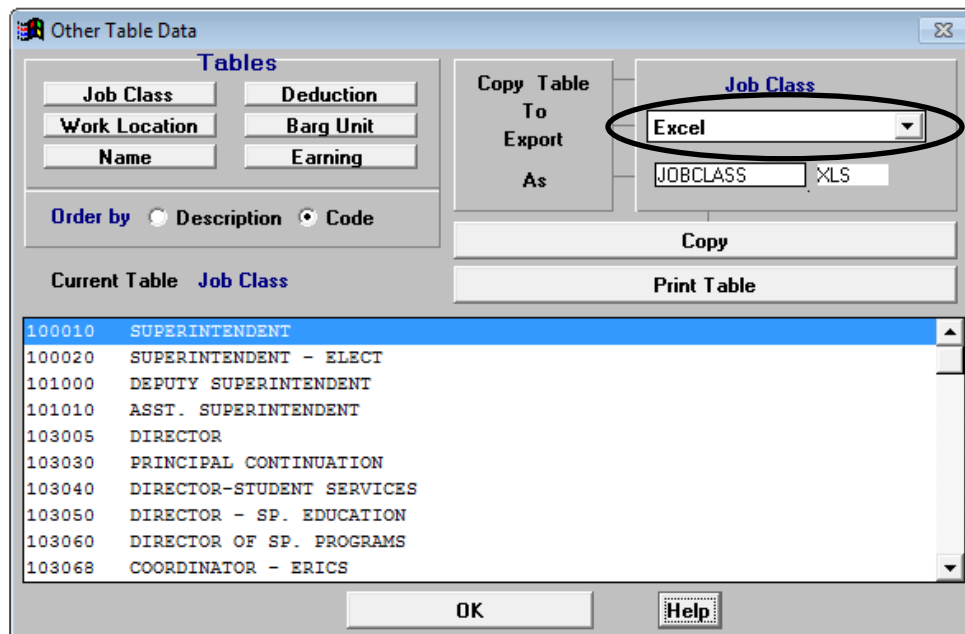
Section 5
Fixed Reports

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Fixed Reports

The following fixed reports are available in **PC Labor**. Additional reports are added as the need arises.

Fixed Report	Description
Census	Number of full-time and part-time employees and payroll amounts grouped by user-defined functional categories
Extra Pay and Overtime	Detail of pay and labor distribution for specified earnings types
Net Pay	Employee net and gross pay for a specified issue date range
Labor Statistics	Number of agency employees, women employees, and faculty members for a specified issue date range
Quarterly Wages	Summary data by work location for a specified quarterly date range
Monthly Totals	Employee pay by account
All Employees Individual Pay	Employee pay detail by salary object with benefit object contributions
Last Paycheck	Issue date of an employee's last paycheck, including employee who terminated during the prior three fiscal years
Annual Work Hours – ACA (Summary & Detail)	Employee work hours by month with cumulative calendar year totals. These reports can be used to help meet Affordable Care Act (ACA) reporting requirements.
Federal Taxes by Register	Detail of federal and state taxes by payroll register and issue date
Public Records Request	Employee information commonly provided for public records requests
GASB 67	Summary of year-to-date salary and employee benefits by fund and object
Deductions & Contributions	Employee deduction and contribution amounts by GTN

Census Report

There are four **Census Reports** in PC Labor. Each report provides a summary of the number of full-time employees and part-time employees and the associated payroll for each group. The data is displayed in different formats for some reports and may include additional data such as hours worked.

- Old Census Format
- New Census Format
- Census 2012
- Census 2013

To view or print the Old Census Format Report:

1. Select **Report | Fixed Reports | Census I Old Census Format** from the menu.
2. Enter *pay period* range.
3. Enter sub object codes as appropriate for each functional category. For the example below, employees with payroll charged to object codes beginning with 11, 12, 13, 14, 15, 16, and 21 will be included in the *instructional* category.
4. Enter "00" for categories that do not apply. A blank field will cause the report process to abort.
5. Click **Preview** to view report online or click **Print** to produce a hard copy of the report.
6. Click **Cancel** to exit.

See sample report on next page.

Sample Old Census Format Report:

Issue Pay Period: From: 01/01/2014   To: 01/31/2014

	Full-time Employees		Part-time Employees		
	Number of Employees	Payroll Amount	Number of Employees	Payroll Amount	Number of Hours
Instructional Personnel	55	404,790	1	258	7
All other School system employees					
Administrative and Clerical Personnel	1	9,086	0	0	0
Plant Operation, maintenance custodial personnel	22	116,015	4	6,807	431
Cafeteria employees	5	19,991	1	163	4
Bus transportation employees	0	0	0	0	0
Health & recreation employees	0	0	0	0	0
Student employees	0	0	0	0	0
All other employees	4	34,903	12	15,330	97

To view or print the New Census Format Report:

1. Select **Report | Fixed Reports | Census I New Census Format** from the menu.
2. Enter *pay period* range.
3. Click **Preview** to view report online or click **Print** to produce a hard copy of the report.
4. Click **Cancel** to exit.

Sample New Census Format Report:

	Full-time Employees		Part-time Employees		
	Number of Employees	Payroll Amount	Number of Employees	Payroll Amount	Number of Hours
Certificated	58	432,678	10	17,699	696
Classified	29	153,944	3	4,001	100
Total	87	586,622	13	21,699	797

Issue Pay Period: From: 01/01/2014   To: 01/31/2014

Average Full Time Hours: 30.00

To view or print the Census 2012 Report:

1. Select **Report | Fixed Reports | Census I Census 2012** from the menu.
2. Enter *pay period* range.
3. Click **Run** to generate the report or **Cancel** to exit. This report is only available as an Excel export file. A message indicating the report is processing will appear in the top right corner of the screen. The Excel file will automatically open.
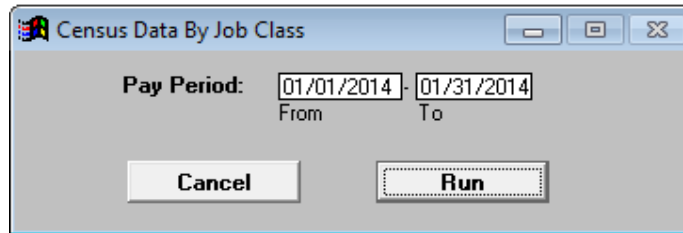
Sample Census 2012 Report by Job Class in Excel Format:

	A	B	C	D	E	F	G	H	I	J
1	job_class	job_title	emp_type	schedule	ft_emp	ft_amt	ft_hrs	pt_emp	pt_amt	pt_hrs
2	089400	ACCOUNT TECHNICIAN I	N	E1L	1	5267.33	176	0	0	0
3	089500	ACCOUNT TECHNICIAN II-AE	N	E1L	1	5746.67	179	0	0	0
4	089505	ACCOUNT TECHNICIAN III-DI	N	E1L	1	4145	176	0	0	0
5	088500	ADMINISTRATIVE SECRETARY	N	E1L	2	11688.52	280.18	0	0	0
6	080800	ASST PRINCIPAL INSTR.	C	E1L	5	44228.12	581	0	0	0
7	081600	COUNSELOR	C	E1L	10	73719.42	1078	0	0	0
8	097800	CUSTODIAN I	N	E1L	3	10020.37	528	0	0	0
9	080000	DAY TO DAY SUB	C	E1L	2	10162.28	175	0	0	0
10	080000	DAY TO DAY SUB	C	C5F	0	0	0	9	16438.68	738.76
11	087000	FACILITY MANAGER	N	E1L	2	20356	528	0	0	0
12	091805	LIBRARY MEDIA ASSISTANT	N	E1L	1	4202	176	0	0	0
13	091805	LIBRARY MEDIA ASSISTANT	N	H1L	1	2806.86	163	0	0	0
14	095900	MAINTENANCE WORKER II	N	E1L	1	6321.08	234.5	0	0	0
15	092000	OFFICE CLERK I	N	E1L	1	5188.67	176	0	0	0
16	091900	OFFICE CLERK II	N	E1L	1	4160	176	0	0	0
17	091900	OFFICE CLERK II	N	H1L	1	711.48	77	0	0	0
18	091800	OFFICE CLERK III	N	E1L	3	11650.45	400.47	0	0	0
19	089000	OFFICE CLERK IV	N	E1L	1	4101.67	176	0	0	0
20	088005	PAYROLL TECHNICIAN I	N	E1L	1	8736.33	176	0	0	0
21	080700	PRINCIPAL	C	E1L	4	37172.67	449	0	0	0
22	092800	RECEPTIONIST	N	E1L	3	9644.13	514	0	0	0
23	092800	RECEPTIONIST	N	H1L	2	3289.02	191	0	0	0
24	081700	TEACHER	C	E1L	35	254380.46	3671.84	0	0	0
25	081700	TEACHER	C	C5F	0	0	0	1	1260	67.5
26	086706	TECHNOLOGY SPECIALIST	N	E1L	4	30231.98	724	0	0	0
27	090101	TECHNOLOGY SPECIALIST II	N	E1L	1	5864.12	177	0	0	0
28	095700	WAREHOUSE CLK/DELIVERY DR	N	E1L	1	3812.67	176	0	0	0

To view or print the Census 2013 Report:

1. Select **Report | Fixed Reports | Census I Census 2013** from the menu.
2. Enter *pay period* range.
3. Enter *certificated work hours per day* as appropriate. The default setting is 7 hours.
4. Click **Run** to generate the report or **Cancel** to exit. This report is only available as an Excel export file. A message indicating the report is processing will appear in the top right corner of the screen. The Excel file will automatically open.
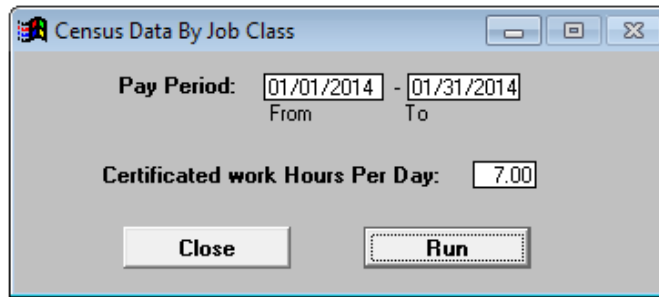
Sample Census 2013 Report by Job Class in Excel Format:

	A	B	C	D	E	F	G	H	I	J
1	job_class	job_title	type	schedule	ft_emp	ft_amt	ft_hrs	pt_emp	pt_amt	pt_hrs
2	089400	ACCOUNT TECHNICIAN I			1	5267.33	176	0	0	0
3	089500	ACCOUNT TECHNICIAN II-AE			1	5746.67	179	0	0	0
4	089505	ACCOUNT TECHNICIAN III-DI			1	4145	176	0	0	0
5	088500	ADMINISTRATIVE SECRETARY			2	11688.52	280.18	0	0	0
6	080800	ASST PRINCIPAL INSTR.			5	44228.12	581	0	0	0
7	081600	COUNSELOR			10	73719.42	1078	0	0	0
8	097800	CUSTODIAN I			3	10020.37	528	0	0	0
9	080000	DAY TO DAY SUB		C5F	2	10162.28	175	9	16438.68	689.76
10	087000	FACILITY MANAGER			2	20356	528	0	0	0
11	091805	LIBRARY MEDIA ASSISTANT			2	7008.86	339	0	0	0
12	095900	MAINTENANCE WORKER II			1	6321.08	234.5	0	0	0
13	092000	OFFICE CLERK I			1	5188.67	176	0	0	0
14	091900	OFFICE CLERK II			2	4871.48	253	0	0	0
15	091800	OFFICE CLERK III			3	11650.45	400.47	0	0	0
16	089000	OFFICE CLERK IV			1	4101.67	176	0	0	0
17	088005	PAYROLL TECHNICIAN I			1	8736.33	176	0	0	0
18	080700	PRINCIPAL			4	37172.67	449	0	0	0
19	092800	RECEPTIONIST			5	12933.15	705	0	0	0
20	081700	TEACHER		C5F	35	254380.46	3669.84	1	1260	63
21	086706	TECHNOLOGY SPECIALIST			4	30231.98	724	0	0	0
22	090101	TECHNOLOGY SPECIALIST II			1	5864.12	177	0	0	0
23	095700	WAREHOUSE CLK/DELIVERY DR			1	3812.67	176	0	0	0

Extra Pay and Overtime Report

The **Extra Pay and Overtime Report** lists salary for the earnings type selected by the user. Although the report is used primarily to identify extra pay and overtime earnings, any earnings type can be selected. The report is sorted by amount in descending order. This report is also available as an Excel export file.

To view or print this report:

1. Select **Report | Fixed Reports | Extra Pay and Overtime** from the menu.
2. Enter the *accrual dates* range for the reporting period.
3. Select the earnings code from the *Type of Pay* drop-down list.
4. Click **Execute**.
5. Click **Preview** to view report online or click **Print** to produce a hard copy of the report.
6. Click **Export** to save Excel export file.
7. Click **Cancel** to exit.


Sample Extra Pay and Overtime Report:

Net Pay Report

The **Net Pay Report** displays gross salary, employee deduction detail, and the resulting net pay. The report is sorted by name and issue date. This report is also available in several export file formats. Additional field data is included in the export file.

To view or print this report:
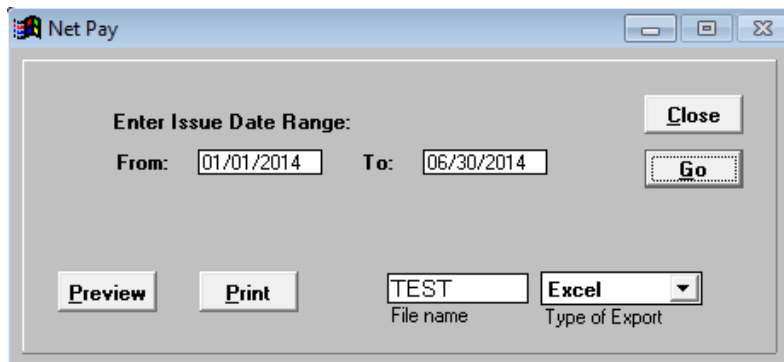
1. Select **Report | Fixed Reports | Net Pay** from the menu.
2. Enter the *issue date range* for the reporting period*.*
3. Enter output file name and select export file type.
4. Click **Go**. The export file will be saved in the designated folder.

5. Click **Preview** to view report online or click **Print** to produce a hard copy of the report.

The export file automatically saves to **C:\pcprods\REPORTS** or the designated folder. Please see **Verify System Setup and User Paths** in *Section 2 – Getting Started* on Page II-6 to verify the export file path.

See sample reports on next page.

Sample Net Pay Report:

Net Pay History

Issue Dt	Reg	Name	Basis	Hours	Gross	FWT	SWT	OASDI	Medicare	STRS	PERS	Benefits	Deductions	Net Pay
08/09/07	V2C-C	EMPLOYEE 1	H	23.00	942.31	0.00	0.00	0.00	13.67	75.38	0.00	0.00	0.00	853.26
09/07/07	V2D-C	EMPLOYEE 1	H	7.00	286.79	0.00	0.00	0.00	4.16	22.94	0.00	0.00	0.00	259.69
10/10/07	C3C-C	EMPLOYEE 1	H	44.50	1,844.53	75.44	13.87	0.00	26.74	147.56	0.00	50.35	0.00	1,530.57
11/09/07	C3D-C	EMPLOYEE 1	H	80.00	3,407.20	291.09	42.62	0.00	49.41	272.57	0.00	50.35	0.00	2,701.16
12/10/07	C3E-C	EMPLOYEE 1	H	70.25	2,991.95	233.78	34.98	0.00	43.38	239.36	0.00	50.35	0.00	2,390.10
12/17/07	R23-C	EMPLOYEE 1	H	44.50	50.73	7.00	0.93	0.00	0.74	4.06	0.00	0.00	0.00	38.00
07/25/07	H1A-N	EMPLOYEE 2	H	16.00	242.08	11.47	0.00	15.01	3.51	0.00	16.95	0.00	0.00	195.14
08/10/07	H1B-N	EMPLOYEE 2	H	48.00	726.24	69.18	7.90	45.02	10.53	0.00	50.83	0.00	0.00	542.78
08/24/07	H1C-N	EMPLOYEE 2	H	88.00	1,331.44	153.61	29.28	82.55	19.31	0.00	93.20	0.00	0.00	953.49
09/10/07	H1D-N	EMPLOYEE 2	H	88.00	1,331.44	153.61	29.28	82.55	19.30	0.00	93.20	0.00	0.00	953.50
09/25/07	H1E-N	EMPLOYEE 2	H	83.00	1,233.74	150.43	26.81	80.82	18.90	0.00	86.36	57.09	0.00	813.33
10/10/07	H1F-N	EMPLOYEE 2	H	70.00	1,015.00	107.14	13.02	67.25	15.73	0.00	113.41	61.09	0.00	637.36
10/25/07	H1G-N	EMPLOYEE 2	H	77.50	1,123.75	115.96	15.37	74.00	17.31	0.00	163.39	61.09	0.00	676.63
11/09/07	H1H-N	EMPLOYEE 2	H	77.00	1,116.50	112.41	14.42	73.54	17.20	0.00	179.83	61.09	0.00	658.01
11/20/07	H1I-N	EMPLOYEE 2	H	105.34	1,177.68	128.57	18.73	77.34	18.09	0.00	133.28	61.09	0.00	740.58
12/10/07	H1J-N	EMPLOYEE 2	H	77.00	1,082.90	111.29	14.12	71.47	16.71	0.00	153.70	61.09	0.00	654.52
12/20/07	H1K-N	EMPLOYEE 2	H	71.00	1,015.00	102.77	12.12	67.25	15.73	0.00	142.60	61.09	0.00	613.44
07/25/07	H1A-N	EMPLOYEE 3	H	27.50	356.40	2.30	0.00	22.10	5.17	0.00	0.00	0.00	0.00	326.83
08/10/07	H1B-N	EMPLOYEE 3	H	60.50	784.08	45.07	10.08	48.61	11.37	0.00	0.00	0.00	0.00	668.95
08/24/07	H1C-N	EMPLOYEE 3	H	22.00	285.12	0.00	0.00	17.68	4.14	0.00	0.00	0.00	0.00	263.30
10/10/07	H1F-N	EMPLOYEE 3	H	64.50	835.92	43.59	9.99	51.83	12.12	0.00	0.00	0.00	0.00	718.39
10/25/07	H1G-N	EMPLOYEE 3	H	60.50	784.08	38.40	8.96	48.61	11.37	0.00	0.00	0.00	0.00	676.74
11/09/07	H1H-N	EMPLOYEE 3	H	60.50	784.08	38.40	8.96	48.61	11.36	0.00	0.00	0.00	0.00	676.75
11/20/07	H1I-N	EMPLOYEE 3	H	66.00	855.36	45.53	10.38	53.03	12.41	0.00	0.00	0.00	0.00	734.01
12/10/07	H1J-N	EMPLOYEE 3	H	60.50	784.08	38.40	8.96	48.62	11.37	0.00	0.00	0.00	0.00	676.73
12/20/07	H1K-N	EMPLOYEE 3	H	55.00	712.80	31.28	7.53	44.19	10.33	0.00	0.00	0.00	0.00	619.47
08/10/07	E4B-N	EMPLOYEE 4	M	22.00	4,115.14	542.35	145.55	255.14	59.67	0.00	288.06	280.00	0.00	2,544.37
09/10/07	E4D-N	EMPLOYEE 4	M	32.50	4,453.52	626.94	175.98	276.12	64.57	0.00	288.06	280.00	0.00	2,741.85

Sample Net Pay Report in Excel Format:
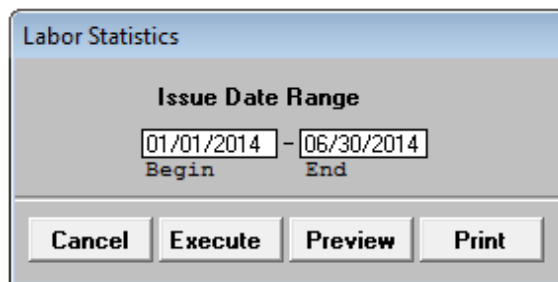
	A	B	C	D	E	F	G	H	I	J	K	L	M	N	O	P	Q	R	S	T
1	eid	name	schedule	register	retire_pln	issue_dt	warrant_no	pay_basis	units	fwt	swt	medicare	oasdi	aeic	strs	pers	benefits	deductions	cash	tot
2	SD5018449	employee1	E1L	E1L-C	S5	20140103	1770615	M	15	259.58	38.08	37.62	0	0	384.36	0	511.82	2210	0	1362.99
3	NA9088950	employee2	E1L	E1L-C	S5	20140103	1770763	M	15	60.75	0	63.54	0	0	765.93	0	325.29	3615	0	3379.8
4	SD5018449	employee3	E1M	E1M-C	S5	20140117	1825900	L	0	417.6	140.59	32.04	0	0	0	0	0	0	0	1619.77
5	NA9088950	employee4	E1M	E1M-C	S5	20140117	1826043	L	0	497	182.76	52.41	0	0	0	0	0	0	0	2882.83
6	SD5018449	employee5	E1N	E1N-C	S5	20140205	1898730	M	19	259.58	38.08	37.62	0	0	384.36	0	511.82	2210	0	1362.99
7	NA9088950	employee6	E1N	E1N-C	S5	20140205	1898881	M	28	96.58	0	69.19	0	0	797.08	0	325.29	3615	0	3696.58
8	SD5018449	employee7	E1O	E1O-C	S5	20140220	1953555	L	0	417.6	140.59	32.05	0	0	0	0	0	0	0	1619.76
9	NA9088950	employee8	E1O	E1O-C	S5	20140220	1953701	L	0	514.91	214.29	52.41	0	0	0	0	0	0	0	2833.39
10	SD5018449	employee9	E1P	E1P-C	S5	20140305	2027044	M	18	259.58	38.08	37.62	0	0	384.36	0	511.82	2210	0	1362.99
11	NA9088950	employee10	E1P	E1P-C	S5	20140305	2027193	M	25	96.58	0	69.19	0	0	797.08	0	325.29	3615	0	3696.58
12	SD5018449	employee11	E1Q	E1Q-C	S5	20140320	2085137	L	0	432.85	145.95	32.93	0	0	0	0	0	0	0	1659.27
13	NA9088950	employee12	E1Q	E1Q-C	S5	20140320	2085284	L	0	514.91	214.29	52.42	0	0	0	0	0	0	0	2833.38
14	SD5018449	employee13	E1R	E1R-C	S5	20140404	2159154	M	21	393.52	81.08	51.77	0	0	467.31	0	511.82	2271	0	2064.85
15	NA9088950	employee14	E1R	E1R-C	S5	20140404	2159304	M	21	60.75	0	63.53	0	0	765.93	0	325.29	3615	0	3379.81

Labor Statistics Report

The **Labor Statistics Report** is a three-line report that summarizes the number of agency employees, female employees, and faculty members for a specific payroll issue date range.

To view or print this report:

1. Select **Report | Fixed Reports | Labor Statistics** from the menu.
2. Enter the *issue date range* for the reporting period.
3. Click **Execute**.
4. Click **Preview** to view report online or click **Print** to produce a hard copy of the report.
5. Click **Cancel** to exit.

```
Labor Statistics

           Issue Date Range

      01/01/2014  – 06/30/2014
        Begin         End

   Cancel   Execute   Preview   Print
```

Sample Labor Statistics Report:

```
Issue Date Range:  Begin:  01/01/2014        End: 06/30/2014



        All Employees:      4,108

     Women Employees:       2,943

     Faculty Members:       1,855
```

Quarterly Wages Report

The **Quarterly Wages Report** provides quarterly wages by work location or pay location. This report is also available in report and report detail as Excel export files. Additional field data is included in the report detail export file. This report is often used to help complete Form DE-9.

To view or print this report:

1. Select **Report | Fixed Reports | Quarterly Wages** from the menu.
2. Select the year from the drop-down list.
3. Select the radio button for the calendar year quarter. The period accrual dates will automatically populate.
4. Select the radio button to sort by work location or pay location.
5. Click **Run**. A message indicating the process is complete will appear in the top right corner of the screen.
6. Click **Export Detail** or **Export Report** to create an Excel file. The Excel file will automatically open.
7. Click **Preview** to view report online or click **Print** to produce a hard copy of the report.
8. Click **Close** or press **ESC** to exit.

See sample reports on next page.

Sample Quarterly Wages Report:

Work Location	OCT	NOV	DEC	Total Quarterly Wages
ACCOUNTING	10	9	9	73,230
ADULT & CAREER EDUCATION	42	44	40	361,208
ALCOTT ELEMENTARY SCHOOL	73	73	73	822,682
ALLISON ELEMENTARY SCHOOL	36	37	38	360,541
ALTERNATIVE ED	3	3	3	21,750

Sample Quarterly Wages Detail Report in Excel Format:

	A	B	C	D	E	F
1	eid	name	emp_type	work_loc	work_title	amount
2	TT9810511	employee1	C	01000		13451.6
3	TT9810511	employee2	C	01000	DISTRICT OFFICE	13451.6
4	SX2272817	employee3	N	01000		9945.06
5	SX2272817	employee4	N	01000	DISTRICT OFFICE	9945.06
6	FE6044598	employee5	N	01000		6318.58
7	FE6044598	employee6	N	01000	DISTRICT OFFICE	6318.58
8	RF9183487	employee7	C	01000	DISTRICT OFFICE	9892.58
9	RF9183487	employee8	C	01000		9892.58
10	VQ4629122	employee9	C	01000	DISTRICT OFFICE	11207.22
11	VQ4629122	employee10	C	01000		11207.22
12	EY0126063	employee11	C	01000	DISTRICT OFFICE	15613.62
13	EY0126063	employee12	C	01000		15613.62
14	UD2962808	employee13	C	01000		8180.54
15	UD2962808	employee14	C	01000	DISTRICT OFFICE	8180.54

Sample Quarterly Wage Report in Excel Format:

	A	B	C	D	E	F	G
1	work_loc	pay_loc	work_title	april	may	june	tot_wage
2				102	99	1	0
3	01000			0	0	0	135555
4	01600			0	0	0	158164
5	02000			0	0	0	154027
6	03000			0	0	0	115090
7	04000			0	0	0	38133
8	05000			0	0	0	144860
9	06000			0	0	0	40943
10	09000			0	0	0	160140
11	10000			0	0	0	11285
12	P0300			0	0	0	8508
13	Q2900			0	0	0	13046

Monthly Totals Report

The **Monthly Totals Report** provides year-to-date salary and employee benefit detail by month including June and July accruals. The report has an option to include the employee's home address and can be sorted by account number or earnings code. This report is available in several export file formats.

To view or print this report:

1. Select **Report | Fixed Reports | Monthly Totals** from the menu.
2. Select the radio button in front of *By Account Number* or *By Earnings Code*.
3. Check *Include Address* box to include the employee's address in the output file.
4. Enter the file name next to the *All Names (A – Z)* field to create an export file that includes all employees. Enter file name(s) as appropriate to select one or more of the other file options. All four export files can be created at the same time.
5. Select the export file type from the drop-down menu.
6. Click **Run**. A message indicating the process is complete will appear in the top right corner when the report is ready.
7. Export files will be saved to **C:\pcprods\EXPORTS** or the designated export path.
8. Click **Cancel** to exit.

See sample reports on next page.

Sample Monthly Totals Report by Account Number in Excel Format:

*This report contains 30 columns of data.

id	eid	name	street	city	state	zip	account	bargaining	fund	resource	goal	function	object	location
TT9810511	TT9810511	employee1	9300 IMPERIAL HIGHWAY,	DOWNEY,	CA	90242	01.3-24100.0-36008-27000-1310-0003933	MM	01.3	24100.0	36008	27000	1310	0003933
TT9810511	TT9810511	employee2	9300 IMPERIAL HIGHWAY,	DOWNEY,	CA	90242	01.3-24100.0-36007-27000-1310-0003923	MM	01.3	24100.0	36007	27000	1310	0003923
TT9810511	TT9810511	employee3	9300 IMPERIAL HIGHWAY,	DOWNEY,	CA	90242	01.3-24100.0-36008-27000-3111-0003933	MM	01.3	24100.0	36008	27000	3111	0003933
TT9810511	TT9810511	employee4	9300 IMPERIAL HIGHWAY,	DOWNEY,	CA	90242	01.3-24100.0-36007-27000-3111-0003923	MM	01.3	24100.0	36007	27000	3111	0003923
TT9810511	TT9810511	employee5	9300 IMPERIAL HIGHWAY,	DOWNEY,	CA	90242	01.3-24100.0-36008-27000-3331-0003933	MM	01.3	24100.0	36008	27000	3331	0003933
TT9810511	TT9810511	employee6	9300 IMPERIAL HIGHWAY,	DOWNEY,	CA	90242	01.3-24100.0-36007-27000-3331-0003923	MM	01.3	24100.0	36007	27000	3331	0003923
TT9810511	TT9810511	employee7	9300 IMPERIAL HIGHWAY,	DOWNEY,	CA	90242	01.3-24100.0-36007-27000-3411-0003923	MM	01.3	24100.0	36007	27000	3411	0003923
TT9810511	TT9810511	employee8	9300 IMPERIAL HIGHWAY,	DOWNEY,	CA	90242	01.3-24100.0-36008-27000-3511-0003933	MM	01.3	24100.0	36008	27000	3511	0003933
TT9810511	TT9810511	employee9	9300 IMPERIAL HIGHWAY,	DOWNEY,	CA	90242	01.3-24100.0-36007-27000-3511-0003923	MM	01.3	24100.0	36007	27000	3511	0003923
TT9810511	TT9810511	employee10	9300 IMPERIAL HIGHWAY,	DOWNEY,	CA	90242	01.3-24100.0-36008-27000-3611-0003933	MM	01.3	24100.0	36008	27000	3611	0003933
TT9810511	TT9810511	employee11	9300 IMPERIAL HIGHWAY,	DOWNEY,	CA	90242	01.3-24100.0-36007-27000-3611-0003923	MM	01.3	24100.0	36007	27000	3611	0003923
TT9810511	TT9810511	employee12	9300 IMPERIAL HIGHWAY,	DOWNEY,	CA	90242	01.3-24100.0-36008-27000-3711-0003933	MM	01.3	24100.0	36008	27000	3711	0003933
TT9810511	TT9810511	employee13	9300 IMPERIAL HIGHWAY,	DOWNEY,	CA	90242	01.3-24100.0-36007-27000-3711-0003923	MM	01.3	24100.0	36007	27000	3711	0003923
TT9810511	TT9810511	employee14	9300 IMPERIAL HIGHWAY,	DOWNEY,	CA	90242	01.3-24100.0-36007-27000-3751-0003923	MM	01.3	24100.0	36007	27000	3751	0003923
TT9810511	TT9810511	employee15	9300 IMPERIAL HIGHWAY,	DOWNEY,	CA	90242	76.0-00000.0-00000-00000-9507-0000000	MM	76.0	00000.0	00000	00000	9507	0000000
TT9810511	TT9810511	employee16	9300 IMPERIAL HIGHWAY,	DOWNEY,	CA	90242	76.0-00000.0-00000-00000-9511-0000000	MM	76.0	00000.0	00000	00000	9511	0000000
TT9810511	TT9810511	employee17	9300 IMPERIAL HIGHWAY,	DOWNEY,	CA	90242	76.0-00000.0-00000-00000-9512-0000000	MM	76.0	00000.0	00000	00000	9512	0000000
TT9810511	TT9810511	employee18	9300 IMPERIAL HIGHWAY,	DOWNEY,	CA	90242	76.0-00000.0-00000-00000-9514-0000000	MM	76.0	00000.0	00000	00000	9514	0000000
TT9810511	TT9810511	employee19	9300 IMPERIAL HIGHWAY,	DOWNEY,	CA	90242	76.0-00000.0-00000-00000-9560-0000000	MM	76.0	00000.0	00000	00000	9560	0000000
TT9810511	TT9810511	employee20	9300 IMPERIAL HIGHWAY,	DOWNEY,	CA	90242	76.0-00000.0-00000-00000-9565-0000000	MM	76.0	00000.0	00000	00000	9565	0000000

Sample Monthly Totals Report by Earnings Code in Excel Format:

*This report contains 32 columns of data.

id	eid	name	street	city	state	zip	account	code	desc	bargaining	fund	resource	goal	function	object	location
TT9810511	TT9810511	employee1	9300 IMPERIAL HIGHWAY,	DOWNEY,	CA	90242	01.3-24100.0-36008-27000-1310-0003933	REG	REGULAR	MM	01.3	24100.0	36008	27000	1310	0003933
TT9810511	TT9810511	employee2	9300 IMPERIAL HIGHWAY,	DOWNEY,	CA	90242	01.3-24100.0-36007-27000-1310-0003923	REG	REGULAR	MM	01.3	24100.0	36007	27000	1310	0003923
TT9810511	TT9810511	employee3	9300 IMPERIAL HIGHWAY,	DOWNEY,	CA	90242	01.3-24100.0-36008-27000-3111-0003933	032	STRS CON	MM	01.3	24100.0	36008	27000	3111	0003933
TT9810511	TT9810511	employee4	9300 IMPERIAL HIGHWAY,	DOWNEY,	CA	90242	01.3-24100.0-36007-27000-3111-0003923	032	STRS CON	MM	01.3	24100.0	36007	27000	3111	0003923
TT9810511	TT9810511	employee5	9300 IMPERIAL HIGHWAY,	DOWNEY,	CA	90242	01.3-24100.0-36008-27000-3331-0003933	027	MEDCAR CON	MM	01.3	24100.0	36008	27000	3331	0003933
TT9810511	TT9810511	employee6	9300 IMPERIAL HIGHWAY,	DOWNEY,	CA	90242	01.3-24100.0-36007-27000-3331-0003923	027	MEDCAR CON	MM	01.3	24100.0	36007	27000	3331	0003923
TT9810511	TT9810511	employee7	9300 IMPERIAL HIGHWAY,	DOWNEY,	CA	90242	01.3-24100.0-36007-27000-3411-0003923	121	UNUM LI	MM	01.3	24100.0	36007	27000	3411	0003923
TT9810511	TT9810511	employee8	9300 IMPERIAL HIGHWAY,	DOWNEY,	CA	90242	01.3-24100.0-36007-27000-3411-0003923	123	LINA	MM	01.3	24100.0	36007	27000	3411	0003923
TT9810511	TT9810511	employee9	9300 IMPERIAL HIGHWAY,	DOWNEY,	CA	90242	01.3-24100.0-36007-27000-3411-0003923	131	UNUM LIFE	MM	01.3	24100.0	36007	27000	3411	0003923
TT9810511	TT9810511	employee10	9300 IMPERIAL HIGHWAY,	DOWNEY,	CA	90242	01.3-24100.0-36007-27000-3411-0003923	150	BENEFITS	MM	01.3	24100.0	36007	27000	3411	0003923
TT9810511	TT9810511	employee11	9300 IMPERIAL HIGHWAY,	DOWNEY,	CA	90242	01.3-24100.0-36008-27000-3511-0003933	090	SUI	MM	01.3	24100.0	36008	27000	3511	0003933
TT9810511	TT9810511	employee12	9300 IMPERIAL HIGHWAY,	DOWNEY,	CA	90242	01.3-24100.0-36007-27000-3511-0003923	090	SUI	MM	01.3	24100.0	36007	27000	3511	0003923
TT9810511	TT9810511	employee13	9300 IMPERIAL HIGHWAY,	DOWNEY,	CA	90242	01.3-24100.0-36008-27000-3611-0003933	092	WORK COMP	MM	01.3	24100.0	36008	27000	3611	0003933
TT9810511	TT9810511	employee14	9300 IMPERIAL HIGHWAY,	DOWNEY,	CA	90242	01.3-24100.0-36007-27000-3611-0003923	092	WORK COMP	MM	01.3	24100.0	36007	27000	3611	0003923
TT9810511	TT9810511	employee15	9300 IMPERIAL HIGHWAY,	DOWNEY,	CA	90242	01.3-24100.0-36008-27000-3711-0003933	237	OPEB 2	MM	01.3	24100.0	36008	27000	3711	0003933
TT9810511	TT9810511	employee16	9300 IMPERIAL HIGHWAY,	DOWNEY,	CA	90242	01.3-24100.0-36007-27000-3711-0003923	237	OPEB 2	MM	01.3	24100.0	36007	27000	3711	0003923
TT9810511	TT9810511	employee17	9300 IMPERIAL HIGHWAY,	DOWNEY,	CA	90242	01.3-24100.0-36007-27000-3751-0003923	093	OPEB 1	MM	01.3	24100.0	36007	27000	3751	0003923
TT9810511	TT9810511	employee18	9300 IMPERIAL HIGHWAY,	DOWNEY,	CA	90242	76.0-00000.0-00000-00000-9507-0000000	026	MEDCAR DED	MM	76.0	00000.0	00000	00000	9507	0000000
TT9810511	TT9810511	employee19	9300 IMPERIAL HIGHWAY,	DOWNEY,	CA	90242	76.0-00000.0-00000-00000-9511-0000000	081	FWT	MM	76.0	00000.0	00000	00000	9511	0000000
TT9810511	TT9810511	employee20	9300 IMPERIAL HIGHWAY,	DOWNEY,	CA	90242	76.0-00000.0-00000-00000-9512-0000000	082	SWT	MM	76.0	00000.0	00000	00000	9512	0000000

All Employees Individual Pay Report

The **All Employees Individual Pay Report** displays fiscal year-to-date salary and employee benefits detail for a specified payroll accrual or issue date range. This report is also available in several export file formats. Additional field data is included in the export file.

To view or print this report:

1. Select **Report | Fixed Reports | All Employees Individual Pay** from the menu.
2. Enter an *accrual date range* or *issue date range*.
3. For optional filtering by account code segments, input values as appropriate. For example, input 01.0 to limit report to Fund 01.0.
4. Select report sort order.
5. Select paper size for output report.
6. Enter export file name and select export file type.
7. Click **Go**.

8. Click **Preview** to view online report or click **Print** to produce a hard copy of the report.
9. Click **Close** or press **ESC** to exit.

Do not use account filters if you want to include employer paid Medicare, OASDI, and SUI for earned salary advance (ESA) payrolls.

See sample reports on next page.

Sample All Employees Individual Pay Report:

Sample All Employees Individual Pay Report in Excel Format:

*This report contains 48 columns of data.

Last Paycheck Report

The **Last Paycheck Report** lists the issue date of an employee's last paycheck. Employees terminated within the last three fiscal years are included in the report. This report is only available as an Excel export file.

To view or print this report:

1. Select **Report I Fixed Reports I Last Paycheck** from the menu.
2. A message indicating the system is opening an Excel spreadsheet will appear in the top right corner of the screen.

Sample Last Paycheck Report in Excel Format:

	A	B	C	D	E	F	G	H	I
1	name	eid	emp_type	empl_stat	job_title	prime_job	pay_basis	last_issue	hire_date
2	employee1	MP0619837	C	A	ADULT SCH TCHR HRLY			07/05/2016	10/23/1995
3	employee2	BX7567429	C	A	TEACHER K-8	2	M	02/09/2018	08/30/2001
4	employee3	PZ6878725	N	T	NOON SUPV/CHILD CARE SUPV			10/23/2015	05/08/2015
5	employee4	MP3371390	S	T	STUDENT HELPER			07/10/2015	04/01/2015
6	employee5	FB6482109	N	T	NOON SUPV/CHILD CARE SUPV			10/23/2015	08/31/2015
7	employee6	DM2201278	C	A	TEACHER K-8	2	M	02/09/2018	08/31/1990
8	employee7	XK8332804	C	A	COUNSELOR	5	M	02/09/2018	08/29/1991
9	employee8	NB8293179	C	A	TEACHER HRLY			07/06/2016	07/29/2010
10	employee9	BQ6957060	N	A	DIFFERENTIAL-CLASS			07/08/2016	09/16/1998
11	employee10	GC5163998	C	A	ADULT SCH TCHR HRLY			07/05/2016	08/22/2006
12	employee11	EH8377310	N	A	INSTR AIDE- SPEC EDUC	1	H	02/09/2018	12/13/2017
13	employee12	AM1954042	S	T	STUDENT HELPER			07/17/2014	05/21/2014
14	employee13	ER7862667	N	T	FOOD SRVS ASST I SUB			11/10/2015	10/20/2014
15	employee14	RQ7980844	N	T	INSTR AIDE- SPEC EDUC	1	H	11/09/2017	09/25/2017
16	employee15	UH7959205	N	T	COUNSELING ASST			07/08/2016	08/31/2015
17	employee16	RU6015599	C	A	ASST PRINCIPAL-MIDDLE SCH	1	M	02/01/2018	09/27/1993
18	employee17	AM7831483	C	A	TEACHER SUB-LONG TERM			07/05/2016	11/19/2015
19	employee18	FQ4355246	N	A	SECRETARY 1	4	M	02/09/2018	09/04/1996

Annual Work Hours Reports

The **Annual Work Hours – For ACA Summary Report** provides a summary of hours worked each month along with information regarding medical plan coverage and W-2 wages. The report can be generated for one to 12 accrual periods during any period of time beginning July 1, 2013. We recommend users carefully review report information for accuracy and suitability before placing reliance on the data. This report is only available as an Excel export file. It can also be produced in the comma delimited format to accommodate districts that interface report data to other systems.

To view or print this report:

1. Select **Report I Fixed Reports I Annual Work Hours – For ACA I Summary** from the menu.
2. Enter the *accrual date range* for any accrual period not exceeding 12 months.
3. Enter *certificated hours per day* or *certificated substitute hours per day* in the field provided as appropriate. The hours per day entered will override all certificated assignment hours extracted from the payroll file.
4. Check the box in front of *Display Hours by Pay Cycle* to display hours worked by pay cycle.
    *   This will move the information from Columns K – AB one column to the right ending at Column AC. Column K will display the pay cycle from EDB Salary/Pay Rate Screen 005. Column L will display the permanency indicator.
    *   Pay cycles are sorted in ascending order for each employee.
    *   Supplemental schedules are coded XX.
5. Make sure the **LLL Database Location** field is completed. If you need assistance completing this field, please contact Richard Skaar at (626) 465-8957 or Meus Binsol at (626) 864-0336.
6. Click **Run** to generate the report or **Cancel** to exit.

7. A message indicating system is creating summary report will appear in the top right corner of the screen.
8. Click the *Save in:* drop-down arrow to select where to save the report. Users can change the report file name and type before clicking **Save**.
9. The Excel file will automatically open after saving to designated location.

Sample Annual Work Hours – For ACA Summary Report in Excel Format:

See field descriptions on next page.

Annual Work Hours for ACA Summary Report Field Descriptions
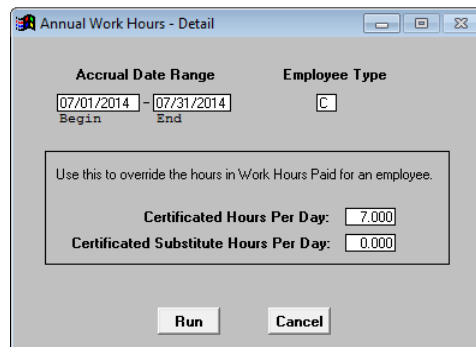
Column	Field	Field Description	Source
A	EID	Employee Identification Number	HRS EDB/Screen 003
B	Name	Employee Name	HRS EDB/Screen 003
C	Status	Prime Job Status	HRS EDB/Screen 004
D	Emp_Type	Prime Job Type	HRS EDB/Screen 004
E	Hire_Date	Original Hire Date	HRS EDB/Screen 003
F	Birth_Date	Date of Birth	HRS EDB/Screen 013
G	Term_Date	Prime Termination Date	HRS EDB/Screen 004
H	Gender	Sex	HRS EDB/Screen 013
I	Ben_Elig	Benefit Eligibility	HRS EDB/Screen 020
J	Job_Title	Prime Job Class Description	HRS EDB/Screen 004
K	Perm_Ind	Permanency Indicator	HRS EDB/Screen 003
L	Med_Plan	Benefit Plan Code	HRS EDB/Screen 020
M	Plan_Cover	Benefit Coverage Level	HRS EDB/Screen 020
N	W2_Wages	Total Gross-P (Code 5580)	HRS EDB/Screen 034
O	Tot_Hours	Total Hours Paid	Report Calculation*
P	Tot_Sal	Total Salary Paid	Report Calculation*
Q	Jan_20YY	January Hours Paid	Report Calculation*
R	Feb_20YY	February Hours Paid	Report Calculation*
S	Mar_20YY	March Hours Paid	Report Calculation*
T	Apr_20YY	April Hours Paid	Report Calculation*
U	May_20YY	May Hours Paid	Report Calculation*
V	June_20YY	June Hours Paid	Report Calculation*
W	July_20YY	July Hours Paid	Report Calculation*
X	Aug_20YY	August Hours Paid	Report Calculation*
Y	Sept_20YY	September Hours Paid	Report Calculation*
Z	Oct_20YY	October Hours Paid	Report Calculation*
AA	Nov_20YY	November Hours Paid	Report Calculation*
AB	Dec_20YY	December Hours Paid	Report Calculation*
AC	Fed_YTD	Total Federal Year-to-Date Balance(Code 5509)	HRS EDB/Screen 034
AD	Barg_Unit	Bargaining Unit	HRS CDB/Screen 028
AE	Position	Prime Position Number	HRS EDB/Screen 004
AF	Pct_Ft	Percent of Full-Time Service	HRS EDB/Screen 005
AG	Work_Loc	Prime Work Location	HRS EDB/Screen 004

*   Monthly and daily accrual hours paid are calculated by multiplying the units paid on the Pay History Earning Detail Screen (003) by the work hours per day reflected on the EDB Salary/Pay Rate Screen (005) at the time payroll is produced. Additional system calculations are performed for monthly assignments that are less than 100% full-time.

The ***Annual Work Hours – For ACA Detail Report*** provides detail for each pay line by earnings code type. The report can be generated for one to 12 accrual periods during any period of time beginning July 1, 2013. We recommend users carefully review report information for accuracy and suitability before placing reliance on the data. This report is only available as an Excel export file. It can also be produced in the comma delimited format to accommodate districts that interface report data to other systems

To view or print this report:

1. Select **Report I Fixed Reports I Annual Work Hours – For ACA I Detail** from the menu.
2. Enter the *accrual date range* for any accrual period not exceeding 12 months. Users can enter up to 12 accrual periods. It is best to generate the report monthly to reduce the file size.
3. Enter the appropriate job type in the **Employee Type** field to view data for only one job type. For example, enter "C" in the **Employee Type** field to view pay detail for certificated assignments. It is best to leave the field blank to view all pay lines unless all assignment job types in HRS are coded correctly.
4. Enter certificated hours per day in the field provided as appropriate. The hours per day entered will override all certificated assignment hours extracted from the payroll file.
5. Click **Run** to generate the report or **Cancel** to exit.
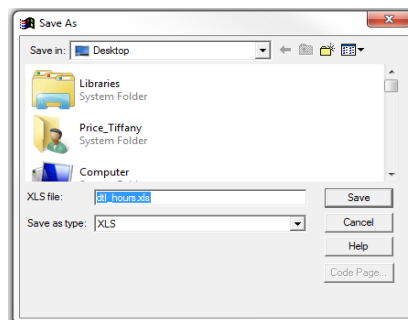
6. A message indicating system is extracting labor years will appear in the top right corner of screen.
7. Click the *Save in:* drop-down arrow to select where to save the report. Users can change the report file name and type before clicking **Save**.
8. The Excel file will automatically open after saving to designated location.

See sample report on next page.

Sample Annual Work Hours – For ACA Detail Report in Excel Format:

See field descriptions on next page.

	A	B	C	D	E	F	G	H	I	J	K	L	M	N	O	P	Q	R	S	T	U	V	W	X	Y	Z
1	PC Products Labor Distribution																									
2	**Sample of Annual Work Hours - For ACA Detail Report**																									
3																										
4	NAME	EMP_TYPE	JOB_TITLE	ACCRUAL_MO	TOT_LINE	CALC_HOURS	UNITS	PAY_BASIS	HRS_PER_DY	ISSUE_DT	ACC_DT_BEG	ACC_DT_END	EARNING_D	EARN_DESC	AMOUNT	FULL_TIME	PAY_RATE	SCHEDULE	PAY_MONTHS	WORK_CAL	WRK_TITLE	EID	JOB_CLASS	WORK_LOC	POSITION	HR_ADJ
5	EMPLOYEE1	C	TEACHER RES SPEC PRG	07/2014		3.00	3.00	H	7.00	20140805	20140701	20140731	OVL	OVERLOAD	187.41	100.00	62.470	E1B	12	YA	GREEN ELEMENTARY	ND9532932	165000	R3200	942186	
6	EMPLOYEE2	C	DD SUB TEACHER	07/2014		14.00	2.00	D	7.00	20140808	20140701	20140731	REG	REGULAR	360.00	100.00	180.000	C3A	12	B	WHITE HIGH SCHOOL	ND9532932	913000	Q9000	913180	
7	EMPLOYEE3	C	DD SUB TEACHER	07/2014		112.00	16.00	D	7.00	20140805	20140701	20140731	REG	REGULAR	2880.00	100.00	180.000	C5A	12	B	ORANGE ADM SITE	ND9532932	913000	S8000	913180	
8	EMPLOYEE4	C	TEACHER RES SPEC PRG	07/2014		14.00	2.00	M	7.00	20140805	20140701	20140731	REG	REGULAR	8110.55	100.00	8110.550	E1B	12	YB	BROWN UNION HIGH SCHOOL	ND9532932	165000	W5000	165050	
9	EMPLOYEE5	C	TEACHER MD	07/2014		9.00	9.00	H	6.00	20140718	20140701	20140715	REG	REGULAR	562.23	100.00	62.470	197	12	S	BLUE ELEM AT RAINBOW SITE	KA0041051	135000	C2000	981751	
10	EMPLOYEE6	C	TEACHER MD	07/2014		31.50	31.50	H	6.00	20140718	20140701	20140715	REG	REGULAR	1967.81	100.00	62.470	V1D	12	S	BLUE ELEM AT RAINBOW SITE	KA0041051	135000	C2000	981751	
11	EMPLOYEE7	C	TEACHER MD	07/2014		6.00	6.00	H	6.00	20140805	20140701	20140715	REG	REGULAR	374.82	100.00	62.470	V1E	12	S	BLUE ELEM AT RAINBOW SITE	KA0041051	135000	C2000	981751	
12	EMPLOYEE8	C	TEACHER MD	07/2014		15.00	15.00	H	6.00	20140805	20140716	20140731	REG	REGULAR	937.05	100.00	62.470	V1E	12	S	BLUE ELEM AT RAINBOW SITE	KA0041051	135000	C2000	981751	
13	EMPLOYEE9	C	TEACHER MD	07/2014		9.00	9.00	H	6.00	20140805	20140716	20140731	REG	REGULAR	562.23	100.00	62.470	V1E	12	S	BLUE ELEM AT RAINBOW SITE	KA0041051	135000	C2000	981751	

Annual Work Hours for ACA Detail Report Field Descriptions

Column	Field	Field Description	Source
A	Name	Employee Name	HRS EDB/Screen 003
B	Emp_Type	Job Type	HRS EDB/Screen 004
C	Job_Title	Job Class Description	HRS EDB/Screen 004
D	Accrual_Mo	Accrual Month	HRS Payroll/Screen 003
E	Tot_Line	*** = Monthly Accrual Total ***** = Cumulative Total	Report Generated
F	Calc_Hours	Calculated Hours	Report Calculation*
G	Units	Units	HRS Payroll/Screen 003
H	Pay_Basis	Pay Basis	HRS Payroll/Screen 003
I	Hrs_Per_Dy	Work Hours Per Day	HRS EDB/Screen 005
J	Issue_Dt	Warrant Issue Date	HRS Payroll/Screen 003
K	Acc_Dt_Beg	Beginning Accrual Date	HRS Payroll/Screen 003
L	Acc_Dt_End	Ending Accrual Date	HRS Payroll/Screen 003
M	Earning_Id	Earnings Code Type	HRS Payroll/Screen 003
N	Earn_Desc	Earnings Code Description	Earnings Code Table/Screen 010
O	Amount	Amount	HRS Payroll/Screen 003
P	Full_Time	Percent Full Time	HRS EDB/Screen 005
Q	Pay_Rate	Pay Rate	HRS Payroll/Screen 003
R	Schedule	Salary Schedule	HRS EDB/Screen 005
S	Pay_Months	Pay Months	HRS Payroll/Screen 003
T	Work_Cal	Work Calendar	HRS Payroll/Screen 003
U	Wrk_Title	Work Location Description	HRS EDB/Screen 005
V	EID	Employee Identification Number	HRS EDB/Screen 003
W	Job_Class	Job Class Number	HRS EDB/Screen 004
X	Work_Loc	Work Location Number	HRS EDB/Screen 004
Y	Position	Position Number	HRS EDB/Screen 004
Z	Hr_Adj	HRS Adjustment	Report Generated – See note below

* Monthly accrual hours paid are calculated by multiplying the units paid on the Pay History Earning Detail Screen (003) by the work hours per day reflected on the EDB Salary/Pay Rate Screen (005) at the time payroll is produced. Additional system calculations are performed for monthly assignments that are less than 100% full-time and indicated by 3 asterisks (***) in the Hr_Adj column.

Federal Taxes by Register Report

The **Federal Taxes by Register Report** shows federal and state tax detail by payroll register and issue date. This report is only available as an Excel export file.

To view or print this report:

1. Select **Report I Fixed Reports I Federal Taxes by Register** from the menu.
2. The Excel file will automatically open.

Sample Federal Taxes by Register Report in Excel Format:
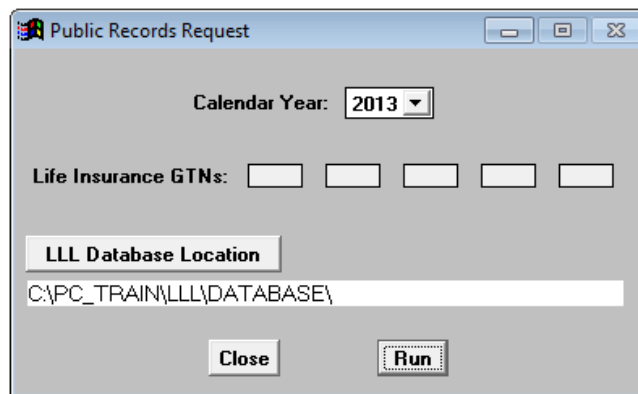
	A	B	C	D	E	F	G	H	I
1	register	issue_dt	salary	fed_tax	state_tax	oasdi_ded	oasdi_con	med_ded	med_con
2	006-C	20140108	208.35	19.17	4.21	0	0	3.02	3.02
3	007-N	20140109	163.01	40.75	14.34	10.11	10.11	2.37	2.37
4	023-N	20140127	97.02	9.33	0	0	0	1.46	1.46
5	031-C	20140204	249.96	34.49	10.11	0	0	3.63	3.63
6	036-N	20140207	969.95	184.39	60.58	60.13	60.13	14.06	14.06
7	037-N	20140210	-161.95	-115.04	-52.8	-10.04	-10.04	-2.35	-2.35
8	038-C	20140211	1810.37	216.89	74.47	0	0	20.75	20.75
9	038-N	20140211	1307.42	164.39	0	59.29	59.29	19.16	19.16
10	049-C	20140220	456	104.88	28.65	0	0	6.61	6.61
11	050-C	20140221	2036	278.82	53.59	0	0	29.52	29.52
12	055-C	20140226	114.51	15.8	4.63	0	0	1.66	1.66
13	059-C	20140304	1061.99	121.86	38.93	0	0	15.4	15.4
14	062-C	20140305	1111.5	118.63	20.32	0	0	16.12	16.12
15	064-C	20140307	1309.08	204.59	70.03	0	0	18.98	18.98
16	065-C	20140310	970	107.97	29.91	0	0	14.07	14.07
17	069-C	20140312	506	69.82	10.24	0	0	0	0
18	078-C	20140321	610.74	0	0	0	0	8.85	8.85
19	084-C	20140327	5551.74	1000.34	397.23	0	0	80.5	80.5
20	092-C	20140404	667.56	61.41	9.65	0	0	9.68	9.68

Public Records Request Report

The **Public Records Request Report** provides employee information frequently provided to respond to public records requests. This report is only available as an Excel export file.
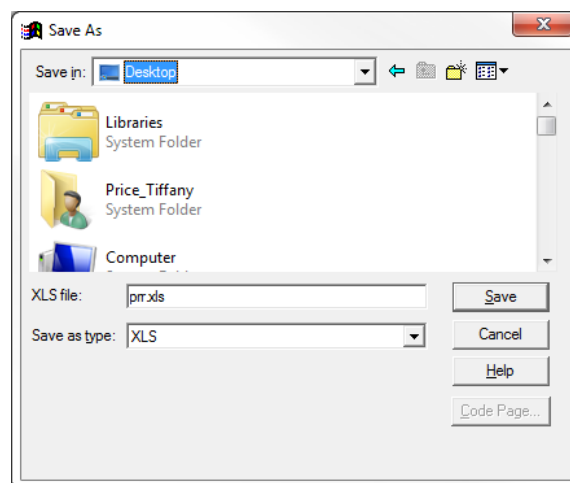
To view or print this report:

1. Select **Report I Fixed Reports I Public Records Request** from the menu.
2. Select *calendar year* from the drop-down list.
3. Enter *life insurance GTNs* as appropriate. The report will reflect all applicable GTNs if fields are blank.
4. Make sure the **LLL Database Location** field is completed. If you need assistance completing this field, please contact Richard Skaar at (626) 465-8957 or Meus Binsol at (626) 864-0336.
5. Click **Run** to generate the report. The Excel file will automatically open.

6. Click the *Save in:* drop-down arrow to select where to save the report. Users can change the report file name and type.
7. Click **Save**. The Excel file will automatically open after the file is saved.

See sample report on next page.

Sample Public Records Request Report in Excel Format:

*This report contains 35 columns of data.

	A	B	C	D	E	F	G	H	I	J
1	eid	name	barg_unit	retire_pln	multi_job	job_title	work_title	sal_min	sal_max	salary
2	BS3484757	employee1	MG	S1		ASST PRINCIPAL INSTR.	APPLE HIGH SCHOOL	111523	118784	35828.8
3	RC3962393	employee2	DE	S5	X	COUNSELOR	APPLE HIGH SCHOOL	50206	89648	25179.04
4	XX5938858	employee3	DE	S5	X	COUNSELOR	APPLE HIGH SCHOOL	50206	89648	44878.9
5	UB7352394	employee4	CS	P9		CUSTODIAN I	APPLE HIGH SCHOOL	32700	45984	17437.68
6	CA8389528	employee5	MG	S5		PRINCIPAL	APPLE HIGH SCHOOL	115425	127676	45072
7	SA0319876	employee6	DE	S5	X	TEACHER	APPLE HIGH SCHOOL	47337	86796	29870.77
8	VN5121810	employee7	DE	S5		TEACHER	APPLE HIGH SCHOOL	47337	86796	8120
9	CZ5555235	employee8	DE	S5		TEACHER	APPLE HIGH SCHOOL	45394	74086	39892.05
10	GS3118903	employee9	DE	S5	X	TEACHER	APPLE HIGH SCHOOL	47337	86796	24539.2
11	QC4157657	employee10	DE	S5	X	TEACHER	APPLE HIGH SCHOOL	47337	86796	35957.2
12	FG3041658	employee11	DE	S5	X	TEACHER	APPLE HIGH SCHOOL	50206	89648	25736.82
13	FB7221110	employee12	CS	P9		CUSTODIAN I	ARROWHEAD HIGH SCHOOL	32700	45984	18229.51
14	YS1728535	employee13	MG	S5		PRINCIPAL	ARROWHEAD HIGH SCHOOL	111822	122827	52947.35
15	JY9176936	employee14	CS	P9		RECEPTIONIST	ARROWHEAD HIGH SCHOOL	29676	41784	5892.16
16	GC0593572	employee15	DE	S5	X	TEACHER	ARROWHEAD HIGH SCHOOL	45394	74086	34101.2
17	ZW5804269	employee16	CS	P9		ACCOUNT TECHNICIAN I	DISTRICT OFFICE	37860	53292	28639.65
18	JU3032295	employee17	CN	P9		ACCOUNT TECHNICIAN III-DI	DISTRICT OFFICE	45456	64176	22578
19	GY0889264	employee18	CN	P9		ADMINISTRATIVE SECRETARY	DISTRICT OFFICE	64176	67440	23671.85
20	ZV1697442	employee19	CN	P9		ADMINISTRATIVE SECRETARY	DISTRICT OFFICE	64176	67440	39345
21	TT9810511	employee20	MG	S5	X	ASST PRINCIPAL INSTR.	DISTRICT OFFICE	106690	113831	48979

GASB 67 Report

The **GASB 67 Report** provides a year-to-date summary of payroll expenditures by fund and object. This report is only available as an Excel export file.

To view or print this report:

1. Select **Reports I Fixed Reports I GASB 67** from the menu. A message indicating the GASB 67 data is processing will appear in the top right corner of the screen.
2. Click the *Save in:* drop-down arrow to select where to save the report. Users can also change the report file name and type.
3. Click **Save**. The Excel file will automatically open after saving to designated location.
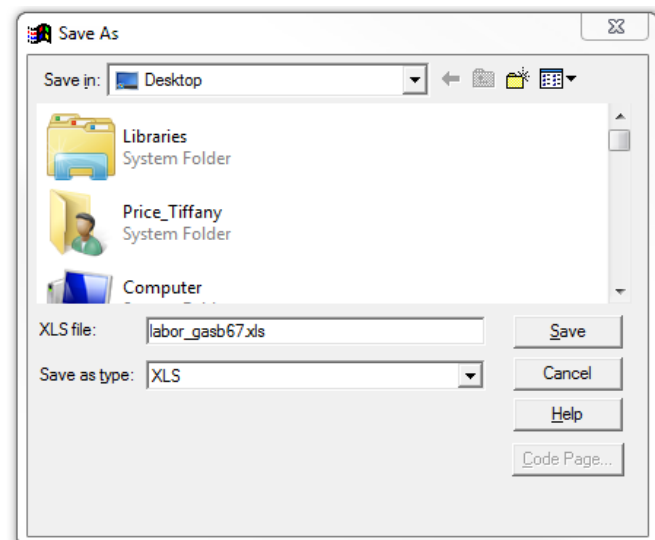
Sample GASB 67 Report by Fund and Object in Excel Format:

	A	B	C
1	fund	object	labor_amt
2	01	1110	2238935.6
3	01	1130	29119.69
4	01	1140	13517.3
5	01	1211	801644.66
6	01	1214	73678.05
7	01	1230	1446.38
8	01	1310	728773.41
9	01	1914	315550.96
10	01	1930	3042

Deductions & Contributions Report

The **Deductions & Contributions Report** is based on the PAYR121 Deduction Register. It displays employee deduction and contribution amounts based on GTN code and accrual end date or warrant issue date. This report can be submitted to common remitters as payment back-up documentation.

To view or print this report:

1. Select **Report | Deduction & Contributions** from the menu. If **Deduction & Contributions** does not appear on your menu, exit PC Labor and log back in.
2. Enter *Deduction GTN* and or *Contribution GTN* using the drop-down menu.
3. Enter *Accrual Ending Dates* or *Accrual Month* or *Schedule* or any combination of the three using the drop-down menu.
4. To filter by issue date, enter *Issue Date Range* using the drop-down menu.
5. Check *Include Address* box to include the employee's address in the output file.
6. Click **Run** to generate the report or **Close** to exit. The 9-digit SSN will appear in Column C of the output file if your user security includes SSN access.

7. Click **Save**. The Excel file will automatically open after the file is saved.

Sample Deductions & Contributions Report:

	A	B	C	D	E	F	G	H	I	J	K	L	M	N
1	EID	NAME	EMP_SSN	SCHEDULE	GTN	ISSUE_DATE	END_DATE	ACTION	DED_AMT	CON_AMT	STREET	CITY	STATE	ZIP
2	AB1234567	ALEMAN,JUDY	xxx-xx-1111	141	057	05-23-2019	05-15-2019	CONTRIBUTION	0.00	3.51	1234 COAST HWY	HARBOR CITY	CA	90710
3	AB1234567	ALEMAN,JUDY	xxx-xx-1111	H1U	057	05-24-2019	05-15-2019	CONTRIBUTION	0.00	23.46	1234 COAST HWY	HARBOR CITY	CA	90710
4	AB1234567	ALEMAN,JUDY	xxx-xx-1111	141	056	05-23-2019	05-15-2019	DEDUCTION	3.51	0.00	1234 COAST HWY	HARBOR CITY	CA	90710
5	AB1234567	ALEMAN,JUDY	xxx-xx-1111	H1U	056	05-24-2019	05-15-2019	DEDUCTION	23.46	0.00	1234 COAST HWY	HARBOR CITY	CA	90710
6	CD8912345	BROWN,JANE	xxx-xx-2222	141	057	05-23-2019	05-15-2019	CONTRIBUTION	0.00	4.21	1723 W. 151ST	GARDENA	CA	90249
7	CD8912345	BROWN,JANE	xxx-xx-2222	H1U	057	05-24-2019	05-15-2019	CONTRIBUTION	0.00	27.47	1723 W. 151ST	GARDENA	CA	90249
8	CD8912345	BROWN,JANE	xxx-xx-2222	141	056	05-23-2019	05-15-2019	DEDUCTION	4.21	0.00	1723 W. 151ST	GARDENA	CA	90249
9	CD8912345	BROWN,JANE	xxx-xx-2222	H1U	056	05-24-2019	05-15-2019	DEDUCTION	27.47	0.00	1723 W. 151ST	GARDENA	CA	90249
10	EF7894612	JONES,MICHAEL	xxx-xx-3333	H1U	057	05-24-2019	05-15-2019	CONTRIBUTION	0.00	12.87	825 GOLDMAN DR	COMPTON	CA	90220
11	EF7894612	JONES,MICHAEL	xxx-xx-3333	H1U	056	05-24-2019	05-15-2019	DEDUCTION	12.87	0.00	825 GOLDMAN DR	COMPTON	CA	90220

Section 6
Report Components

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Report Components

This section covers the three primary components needed to create a report definition (report): selection criteria, grouping definition, and format. All three components are needed to successfully generate reports, labels, letters, or export files. The selection criteria component is also used to filter certain PC Labor explore output.

Report Component	Description
Selection Criteria (Records)	What records do you want to see? (e.g., classified employees on payroll schedule E1D)
Grouping Definition (Rows)	How do you want to arrange records? (e.g., sort, total, and page break by pay location)
Format (Columns)	What data do you want to see in columns on the report? (e.g., employee name, issue date, accrual beginning and ending dates)

Selection Criteria

Selection criteria determines which payroll records to include in a list or report. Create selection criteria to limit the data to a specific group of records or include all records. In simplest terms, selection criteria is one or more pre-defined conditions saved with a specific name. It does not impact sorting or formatting of data.
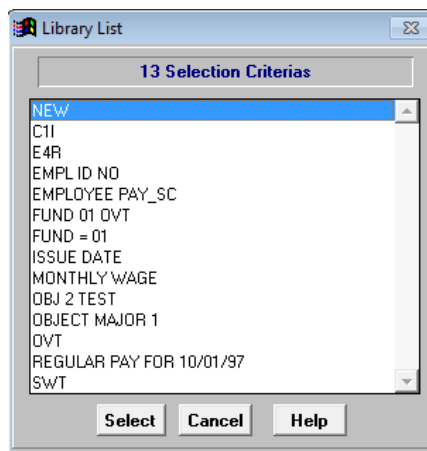
Create New Selection Criteria

There are two options for creating new selection criteria. The first option is covered in this section of the user guide. The second is covered in *Section 7 – Building & Viewing Custom Reports*.

| Menu | Menu Item | Description |
| --- | --- |
| **Report | Selection Criteria** | Build selection criteria for use with Explore features or the Report Builder |
| **Report | Report Definition** | Build selection criteria within the Report Builder as a component of the report |

To create a new selection criteria:

1. Select **Report | Selection Criteria** from the menu.
2. Highlight New and click **Select**.

3. Enter a name for the selection criteria. There is no set naming convention for report components. Users can enter any name.
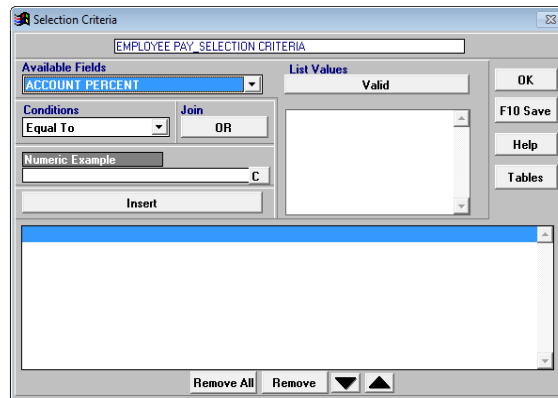
4. Select a field from the ***Available Fields*** drop-down list. Refer to the **Appendix** on pages A-3 through A-5 to view the list of fields available.
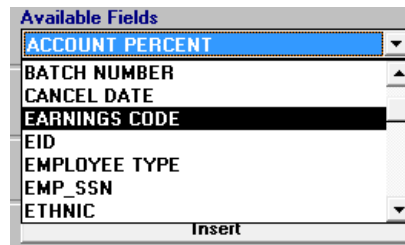

5. Select a comparison operator from the ***Conditions*** drop-down list. Refer to the **Appendix** on Page A-7 to view the complete list of operators and descriptions.
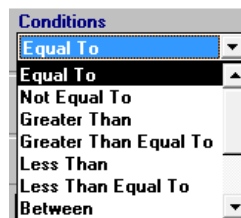
6. Click **Valid** under ***List Values*** to display available field values. Select a value from the drop-down list or enter the value for the condition in the ***3 Character Example*** box.
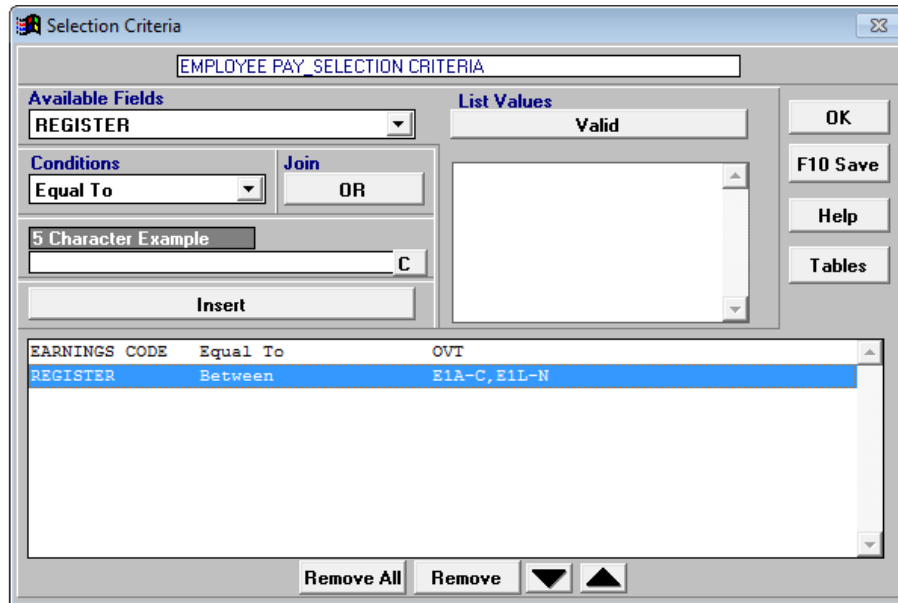

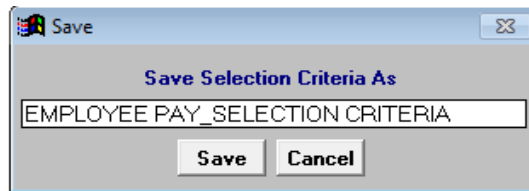7. Click **Insert** to add this condition to the selection criteria.
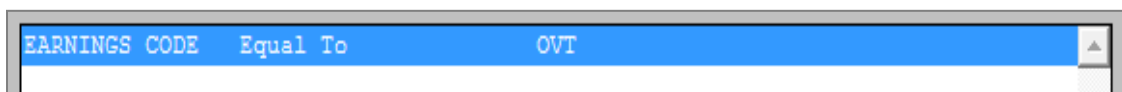
8. Repeat steps 4 - 7 to add additional conditions.

9. Click **F10 – Save** or press **F10** when finished.

10. Click **Save**.

11. Click **OK** or **Esc** to exit Selection Criteria.

# Other Selection Criteria Features

A selection criteria contains one or more conditions. Each condition limits the records that appear in the report or in the explore list.
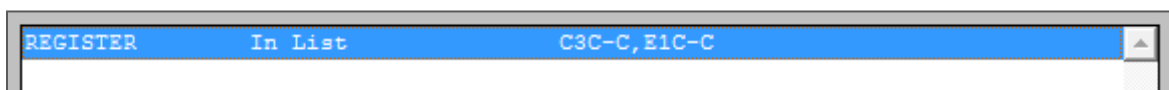
Create a Condition with a List of Values

Create a condition to select records with values that match or do not match a list of example values. The *In List* operator selects records with values that match the example values. The *Not In List* operator selects records with values that do not match the example values.

To create a condition to match a list of values:

1. Select a field from the **Available Fields** drop-down list.
2. Select *In List* from the **Conditions** drop-down list.
3. Click **Valid** to display available values for the selected field.
4. Double-click the condition values. The values will appear in the **Example** box.
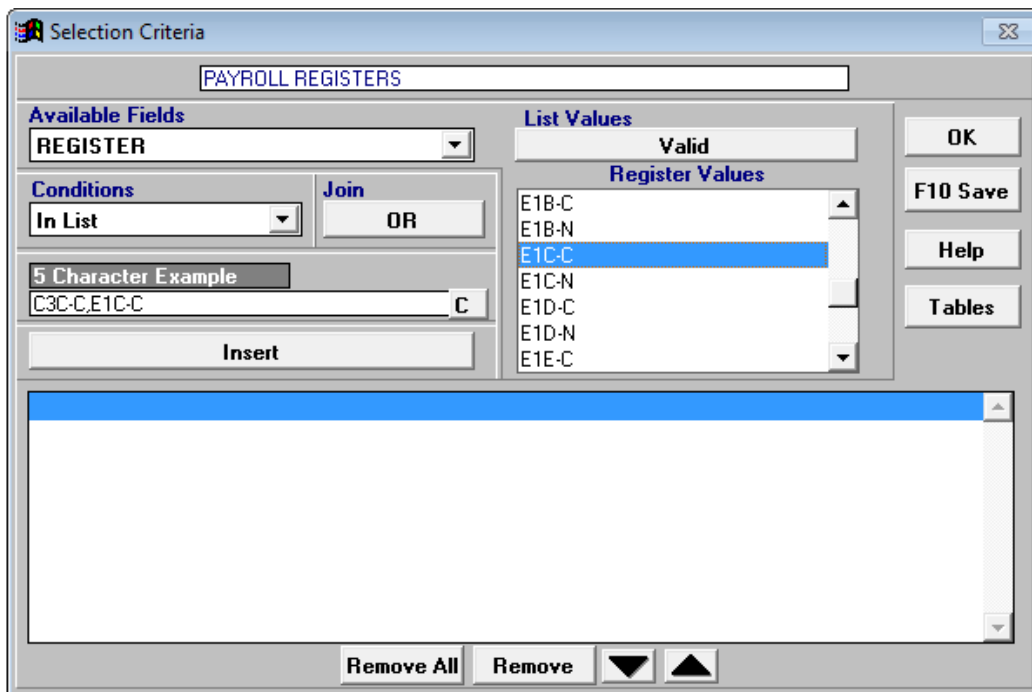

5. Click **Insert** to add the condition.

Create a Condition with a Range of Values

Create conditions to select records with values that include a range of values or exclude a range of values. A **Between** operator will select records with values between the beginning and ending range boundaries as well as values equal to the two boundary values. A **Not Between** operator will select records with values outside the boundary range.

To create a condition to select records within a range of values:

1. Select a field from **Available Fields** drop-down list.
2. Select *Between* from the **Conditions** drop-down list.
3. Click **Valid** to display a list of possible values for the selected field.
4. Double-click the beginning range value in the **Valid** drop-down box. If the value is not listed, type it in the **Example** box.
5. Double-click the ending range value in the **Valid** drop-down box. If the value is not listed, type a comma (,) followed by the value.
6. Click **Insert** to add the condition to the selection criteria.

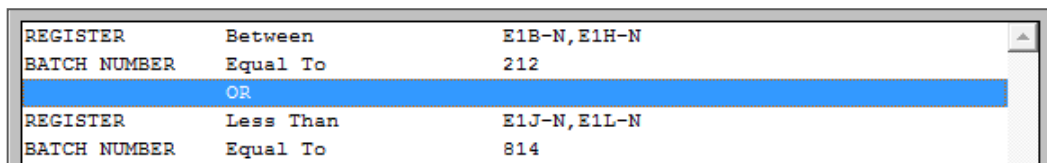| BATCH NUMBER	Between	800,850	▲
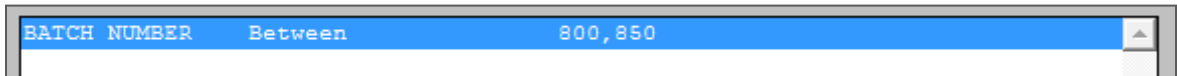
Condition Connectors

Condition connectors join two or more selection criteria conditions. By default PC Labor joins multiple conditions with an invisible **AND**. The first condition must be true, **AND** the second condition must be true, **AND** so on for a record to be selected.

Conditions can also be joined together using **OR** to create more complex selection criteria. When **OR** is used, only one condition must be true for a record to be selected. If there is a condition set (more than one condition) preceding or following **OR**, only one condition or condition set must be true, but all conditions within the set must be true for a record to be selected.

To join conditions using **OR**:

1. Create the first condition and insert it in the selection criteria.
2. Click **OR**.
3. Create the second condition and insert it into the list.
4. Repeat steps 2-3 to join additional conditions using **OR**.

REGISTER	Between	E1B-N,E1H-N	▲
BATCH NUMBER	Equal To	212	
	OR		
REGISTER	Less Than	E1J-N,E1L-N	
BATCH NUMBER	Equal To	814	

Edit Selection Criteria

Remove Conditions from the Selection Criteria

Remove conditions from selection criteria:

- Click **Remove** to delete only the selected condition

- Click **Remove All** to clear all of the conditions

Remove
Remove All

Change Condition Order

Use the up and down arrow buttons to change the order of the conditions. In most cases, the order of the conditions will not affect search results.

- Click the down arrow button to move the selected condition down one position

- Click the up arrow button to move the selected condition up one position

Change Existing Selection Criteria

To edit conditions after selection criteria has been saved:

1. Select **Report | Selection Criteria** from the menu.
2. Highlight the selection criteria to edit and click **Select**.
3. Double-click to edit a condition line. **Insert** will change to **Overwrite**.
4. Make changes to the condition.
5. Click **Overwrite** to update the condition.
6. Repeat steps 2-4 to insert, remove, or arrange other conditions as needed.
7. Click **Save** if using the same selection criteria name. Otherwise, enter a new name and click **Save**.
8. Press "Y" to overwrite the existing selection criteria.

Name already exists, overwrite Y or N ?

The message above will not appear if the selection criteria is saved using a new name.

Delete Selection Criteria

To delete selection criteria:

1. Access the Report Builder by selecting **Report | Report Definition** from the menu.
2. Select the desired selection criteria to delete from the *Selection Criteria* drop-down list.
3. Click **Delete** at the bottom of the window or press **Delete** on the keyboard.
4. Click **Yes**.
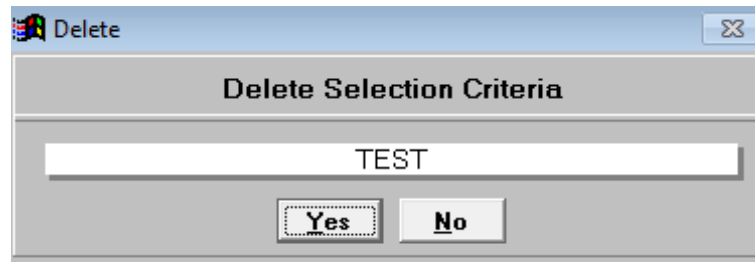
Grouping Definition

Grouping definition determines the following elements of a report:
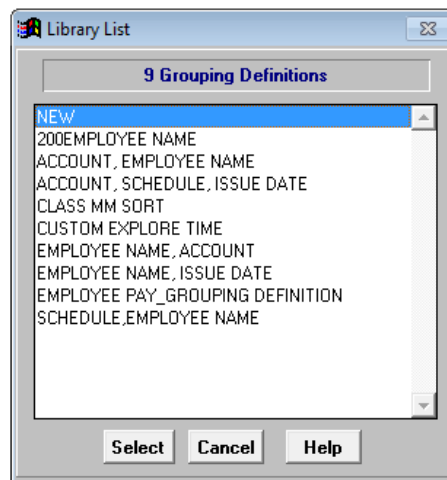
- Sort order
- Subtotaling
- Placement of page breaks

There are two options for creating new grouping definitions. The first option is covered in this section of the user manual. The second is covered in *Section 7 - Building & Viewing Custom Reports*.

Menu	Menu Item	Description
**Report	Grouping Definition**	Build grouping definition for use with the Report Builder
**Report	Report Definition**	Build grouping definition within the Report Builder as a component of the report

Create New Grouping Definition

To create a new grouping definition:

1. Select **Report | Grouping Definition** from the menu.
2. Highlight New and click **<u>Select</u>**.

3. Enter a name for the grouping definition.
4. Double-click a field in the ***Available Fields*** drop-down box to add it to the ***Sort Order*** drop-down box.
5. Repeat Step 4 to include additional fields.
6. Use the **up** or **down arrow** to change the sort order.
7. Click **Ascending** or **Descending** to establish the sort order of the selected field.
    *   A plus sign (+) appears in front of fields with records sorted in ascending order.
    *   A minus sign (-) appears in front of fields with records sorted in descending order.
8. Highlight a field name in the ***Sort Order*** drop-down box and click **Remove** to remove it from the sort order. Click **Remove All** to remove fields from the ***Sort Order*** drop-down box.
9. Click **F10 – Save**.
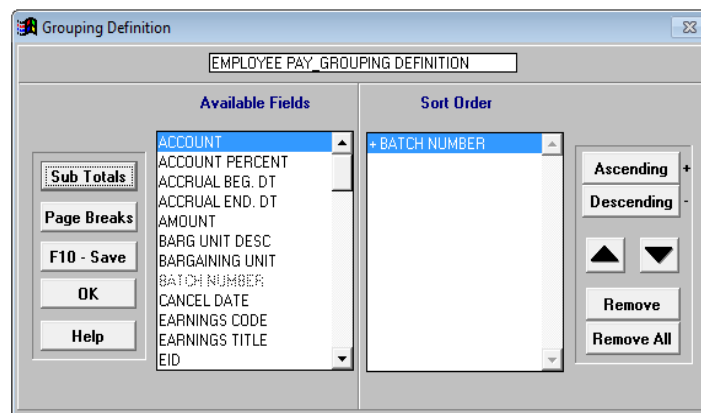
10. Click **Save**.
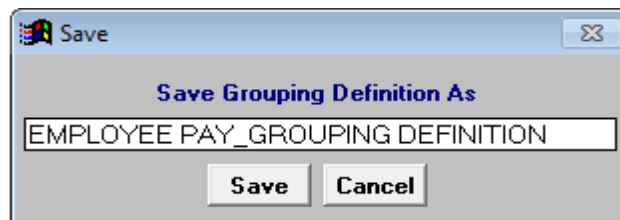
11. Click **OK** or press **Esc** to exit Grouping Definition.

Other Grouping Definition Features

Create Subtotals

Subtotal amounts on the report when the subtotal field value changes.

To create report subtotals:

1. Click **Sub Total** on Grouping Definition to access Sub Totals. The subtotals definition name will be the same as the grouping definition name.
2. Double-click a field in the ***Available Fields*** drop-down box to add it to the ***Sub Total*** drop-down box. Only fields listed in the ***Sort Order*** drop-down box on Grouping Definition can be used to subtotal data.
3. Repeat Step 2 to include additional subtotals.
4. Use the **up** or **down arrow** to change the subtotal order.
5. Click **OK** when finished to return to Grouping Definition.
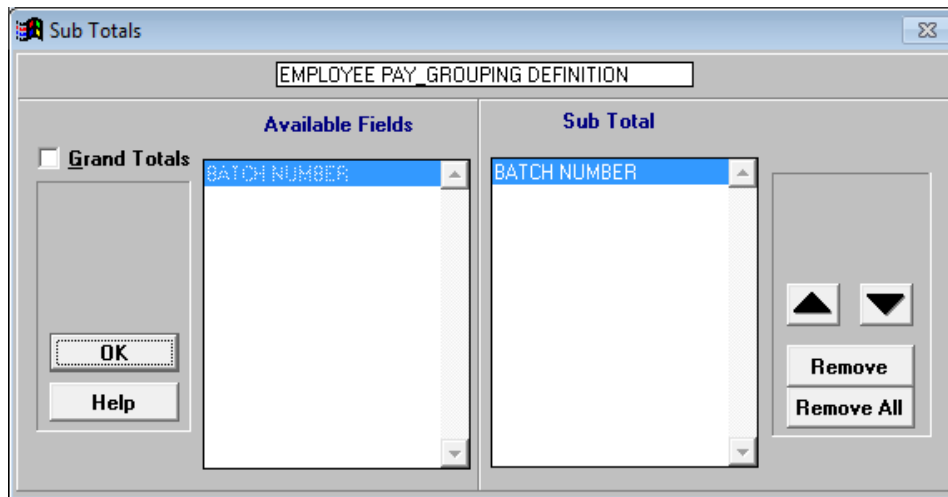
6. Click **F10 – Save** on Grouping Definition to save the change.
7. Click **OK** to exit Grouping Definition.

Create Page Breaks

Create a page break when the page break field value changes.

To create page breaks:

1. Click **Page Breaks** on Grouping Definition to access Page Breaks. The page breaks definition name will be the same as the grouping definition name.
2. Double click a field in the *Available Fields* drop-down box to move it to the *Page Breaks* drop-down box. Only fields listed in the *Sort Order* drop-down box on Grouping Definition can be used to create page breaks.
3. Repeat Step 2 to include additional page breaks.
4. Click **OK** when finished to return to Grouping Definition.
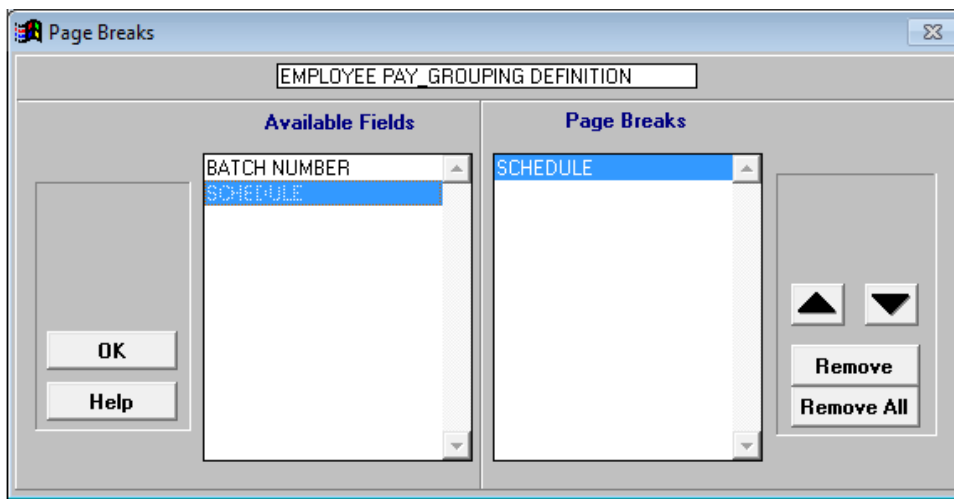
5. Click **F10 – Save** on Grouping Definition to save the change.
6. Click **OK** to exit Grouping Definition.

Output Formats

Format determines which fields appear on reports, labels, letters, export files, and the order in which the fields appear. Each column on reports and in output files represents a data field. Each row represents a record that matches selection criteria conditions.

There are four functional output formats in PC Labor. **List Format** and **List Export** are the output formats most often used. The label and letter output types are not used as often because many users find it easier to export data from the application to create letters and labels using the mail merge feature in Microsoft Word or other software.

- List Format
- List Export
- Label Format
- Letter Format
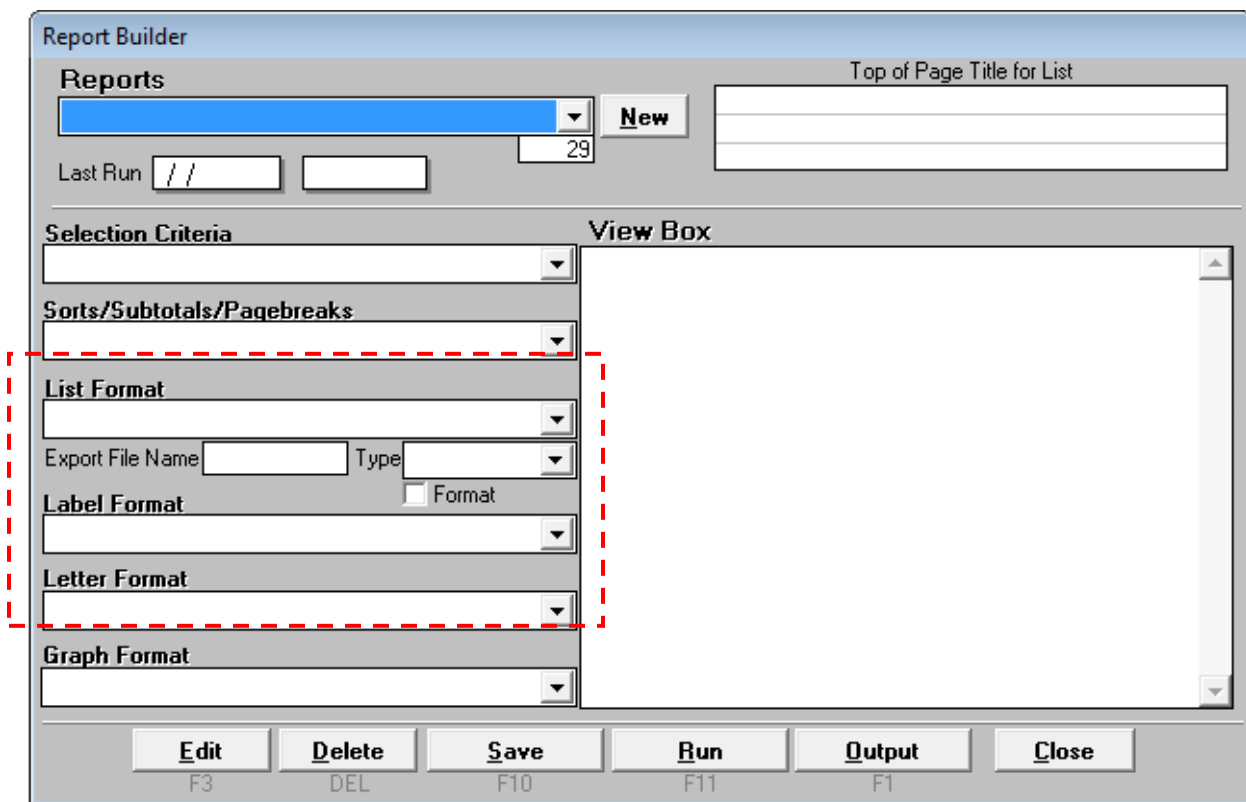
List Format

List Format determines which field data appears as columns on a report and the order in which the fields appear. The number of columns displayed on a report depends on the page orientation, paper size, font size, and page width. Up to three lines of field data per record can be reflected on a report. The format does not affect the sort order.

Create List Format

To create a new list format:

1. Select **Report | Report Definition** from the menu.
2. Select the blank value from the *List Format* drop-down list in the Report Builder.
3. Click **Edit** or double-click the *Nothing in Here* line in the View Box to go to List Format.

4. Enter a name for the list format.
5. Double-click a field name(s) in the ***Available Fields*** drop-down box to add it to the ***Line 1*** drop-down box.
6. Repeat Step 5 to include additional fields.
7. Click **Line 2** and/or **Line 3** as appropriate to add additional lines of field data.
8. Click **F10 – Save**.
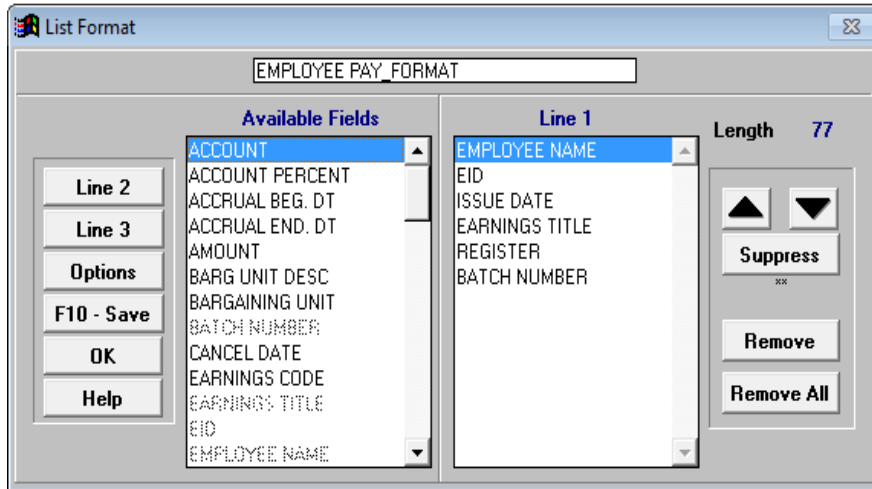
9. Click **Save**.
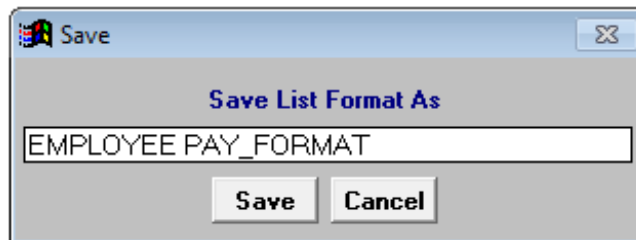
10. Click **OK** or press **Esc** to exit List Format.

List Format Options

Suppress Report Data

Suppress prevents the field value from repeating on subsequent lines. If an account appears on a report 20 consecutive times, the account will only print on the first line. The next 19 lines in the account field will be blank.

To suppress field data:

1. Highlight the field and click **Suppress**. Two asterisks (**) are displayed next to fields with the suppress option.
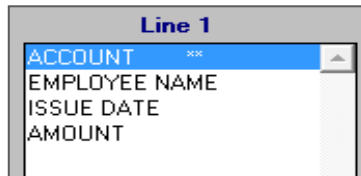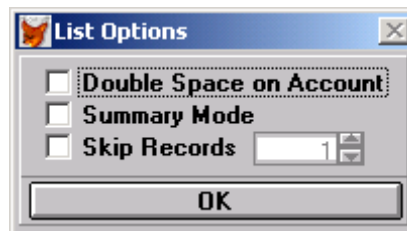

2. Click **F10 – Save** to update the format.

List Options

List Options provides additional format features. The option(s) selected will be applied to all reports.

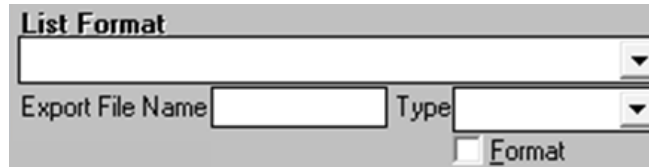| Option	Description
Double Space on Account	Adds an additional line between each account
Summary Mode	Only reflects total lines
Skip Records	Skips the number of records entered in the adjacent drop-down box

To select additional format features:

1. Click **Options** on List Format to display format options.
2. Check the box next to the selected option(s).
3. Click **OK** to save the settings and return to List Format.

4. Click **F10 – Save** to update the format.

List Export

List Export creates electronic output files in various file formats. Export files contain the same fields and records reflected on the formatted report but do not include subtotals, totals, page breaks, report titles, or other grouping and format features.

Create List Export File

To create a list export file:

1. Select an existing report from the **Reports** drop-down list.
2. Type the export file name in the *Export File Name* field. Do not include spaces or symbols as part of the file name.
3. Select the export file format from the **Type** drop-down list. The following file formats are available:
    - Excel
    - Lotus 123
    - Database (DBF) - *use when spreadsheet file exceeds 16,383 lines*
    - Text
    - Tab Delimited (Tab)
    - Comma Delimited (Comma)
4. Check the *Format* box to produce text in its proper case. Otherwise, the text is in capital letters.

> The case for acronyms or abbreviations may not reflect accurately if the *Format* box is checked. Refer to the Appendix on Page A-8 for instructions on opening DBF file(s) with Excel.
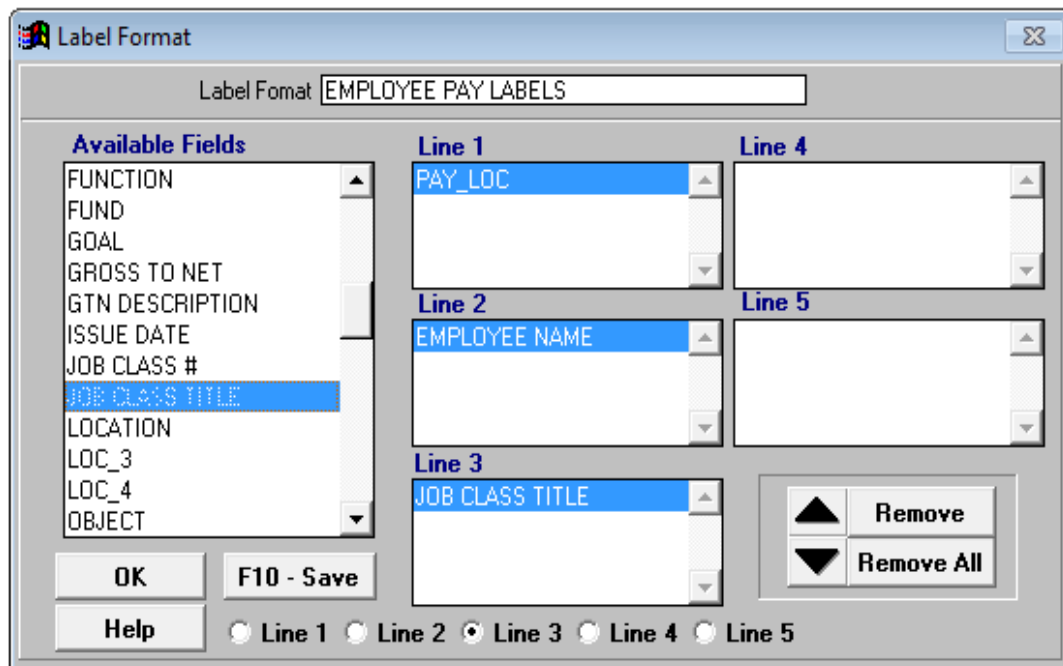
Label Format

Label Format creates mailing labels with up to five different lines. One or more lines can be left blank.

Create Label Format

To create a label format:

1. Select **Report | Report Definition** from the menu.
2. Select the blank value from the *Label Format* drop-down list in the Report Builder.
3. Enter a name for the label format.
4. Double-click a field name in the **Available Fields** list box to add it to the **Line 1** list box. Most labels have one field per line except address labels which usually have the city, state, and zip code reflected on the same line.
5. Select the appropriate radio button at the bottom of Label Format and repeat Step 4 to add a field to one or more of the remaining lines.
6. Click **F10 – Save** or press **F10**.

7. Click **Save**.
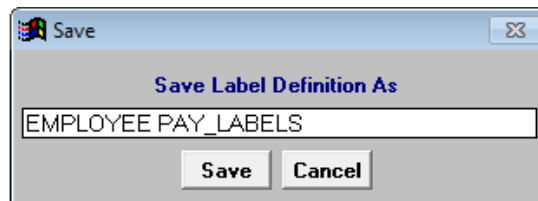
8. Click **OK** to exit Label Format.

Letter Format

Letter Format enables users to select fields to include in a mail merge. This feature is rarely used in PC Labor. Please contact Technical Support staff if you need assistance setting up a letter format.

Graph Format

Graph Format is not currently available. Most users create graphs and charts in Excel or other software using data exported from PC Labor.

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Section 7
Building & Viewing
Custom Reports

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PC Labor Report Builder

The PC Labor Report Builder is a powerful tool for creating a wide-range of on-demand custom reports using HRS payroll data available in the application. In the *Report Components Section* of the user manual, the three primary building blocks of reports (selection criteria, grouping definition, and format) are covered in detail.

In this section, we demonstrate how to:

- Create a report using existing report components
- Create a report using new report components
- Edit an existing report
- Generate a report to create report output
- Preview, print, and export report output

Create Reports Using the Report Builder

Create Report Using Existing Report Components

To create a report using existing report components:

    1. Select **Report | Report Definition** from the menu.

    2. Select a selection criteria from the ***Selection Criteria*** drop-down list. **EMPLOYEE PAY_SELECTION CRITERIA** is selected for this illustration.

3. Select a grouping definition from the ***Sort/Subtotals/Pagebreaks*** drop-down list (grouping definition is the same as sort/subtotals/pagebreaks). **EMPLOYEE PAY_GROUPING DEFINITION** is selected for this illustration.

4. Select a list format from the ***List Format*** drop-down list. **EMPLOYEE PAY_FORMAT** is selected for this illustration.

5. Enter the *Export File Name* and select the *Type* from the drop-down list.
6. Enter a report title, message, or note in Top of Page Title for List as appropriate. It will appear in the upper left corner of the formatted report.
7. Click **Save** or press **F10**.
8. Enter the report name when prompted. PC Labor will suggest a name for the report based on the selection criteria name.
9. Click **Save**.
10. Click **Run** to generate report output.
11. Click **Output** to preview, print and/or export report.

Report Sample

📌 Users can enter titles or other information that will be displayed in the upper left corner on formatted reports. Titles, messages, and notes are not included in Excel or other export files.

Create Report Using New Report Components

To create a report using new report components:

1. Select **Report I Report Definition** from the menu.

2. Select the blank value from the ***Selection Criteria*** drop-down list.
3. Click **Edit** or double-click the *Nothing in Here* line in the View Box to go to Selection Criteria.

4. Enter a name for the selection criteria**. PAYROLL EARNINGS CODE_ SELECTION CRITERIA** is entered for this illustration.
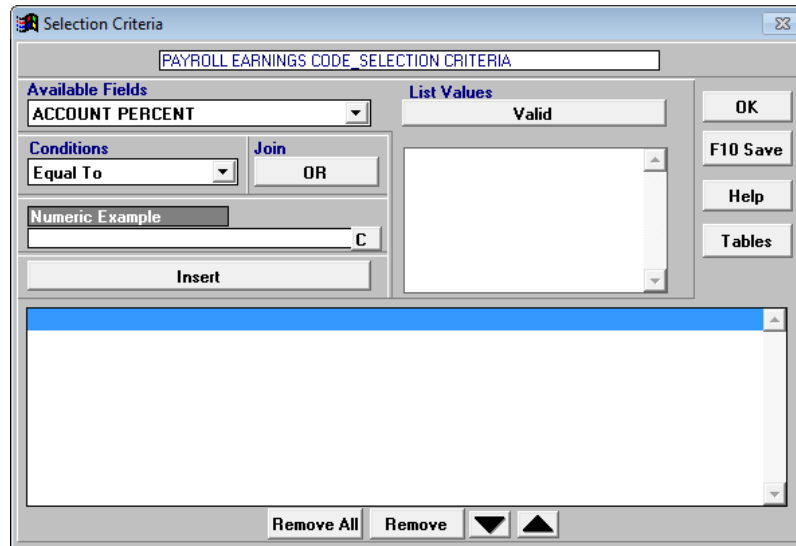
5. Select a field from the ***Available Fields*** drop-down list.
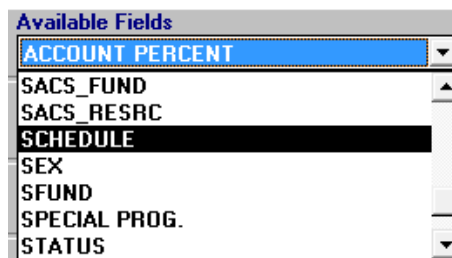
6. Select a comparison operator from the ***Conditions*** drop-down list.
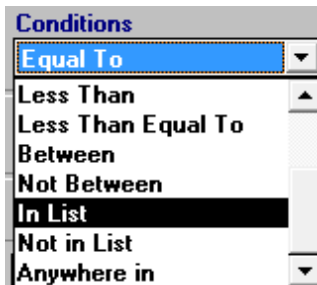
7. Click **Valid** to display available values.
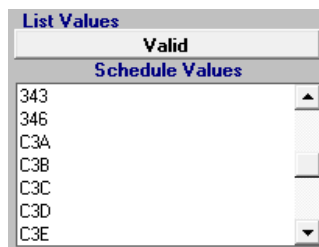
8. Double-click the beginning range value in the *Valid* list box. If the value is not listed, type it in the *Example* box.
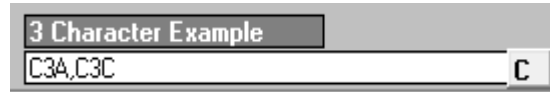
9. Double-click the ending range value in the *Valid* list box. If the value is not listed, type a comma (,) followed by the value.
10. Click **Insert** to add the condition to the selection criteria.
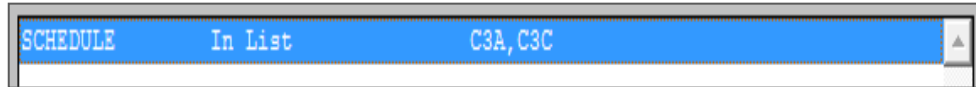
11. Repeat steps 5 – 10 to add additional conditions.
12. Click **F10 – Save** when finished.
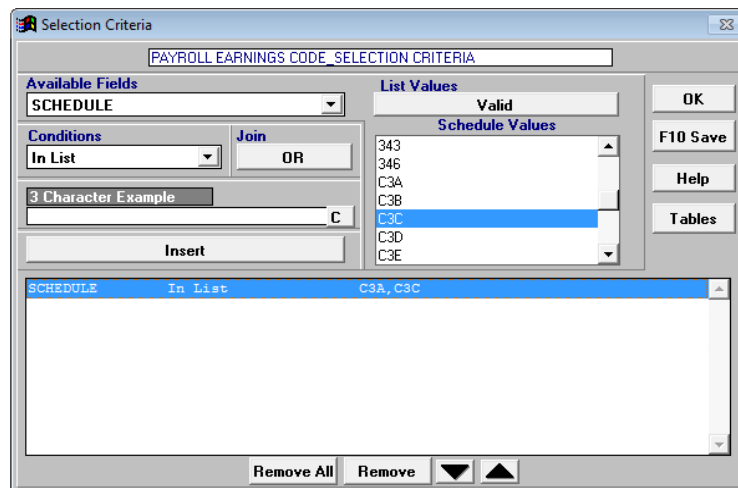
13. Click **Save**.
14. Click **OK** or press **Esc** to return to the Report Builder.
15. Select the blank value from the *Sorts/Subtotals/Pagebreaks* drop-down list.
16. Click **Edit** or double-click the *Nothing in Here* line in the View Box to go to Grouping Definition.
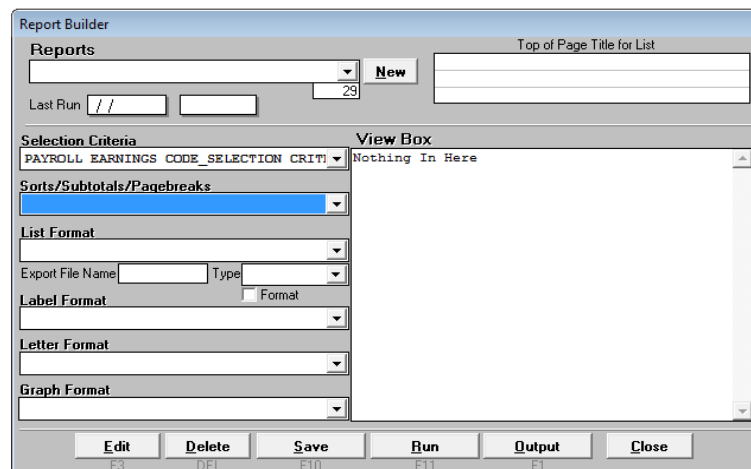
17. Enter a name for the grouping definition. **PAYROLL EARNINGS CODE_GROUPING DEF** is entered for this illustration.
18. Double-click a field name in the *Available Fields* list box to add it to the *Sort Order* list box.
19. Repeat Step 18 to include additional sort fields.
20. Click **Sub Totals** on Grouping Definition to include report subtotals.

21. Double-click a field in the *Available Fields* list box to add it to the *Sub Total* list box.
22. Repeat Step 21 to include additional subtotals.
23. Click **OK** when finished to return to Grouping Definition.
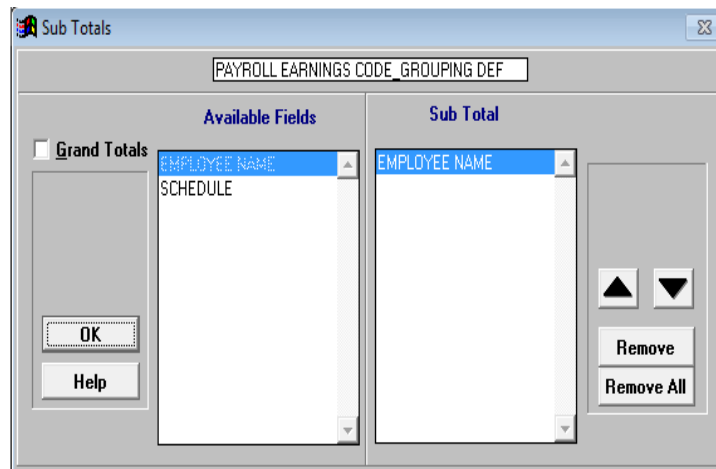
24. Click **F10 – Save**.
25. Click **Save**.
26. Click **OK** to return to the Report Builder.

27. Select the blank value from the *List Format* drop-down list in the Report Builder.
28. Click **Edit** or double-click the *Nothing in Here* line in the View Box to go to List Format.
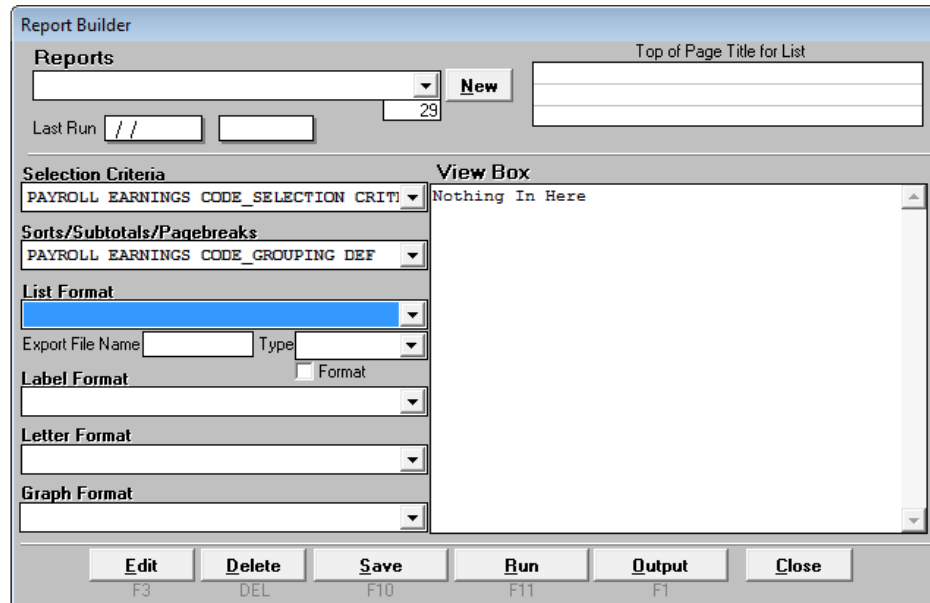
29. Enter a name for the list format. **PAYROLL EARNINGS CODE_FORMAT** is entered for this illustration.
30. Double-click a field name in the *Available Fields* list box to add it to the *Line 1* list box.
31. Repeat Step 30 to include additional fields.
32. Click **Line 2** and/or **Line 3** as appropriate to add additional lines of field data.
33. Click **F10 – Save**.
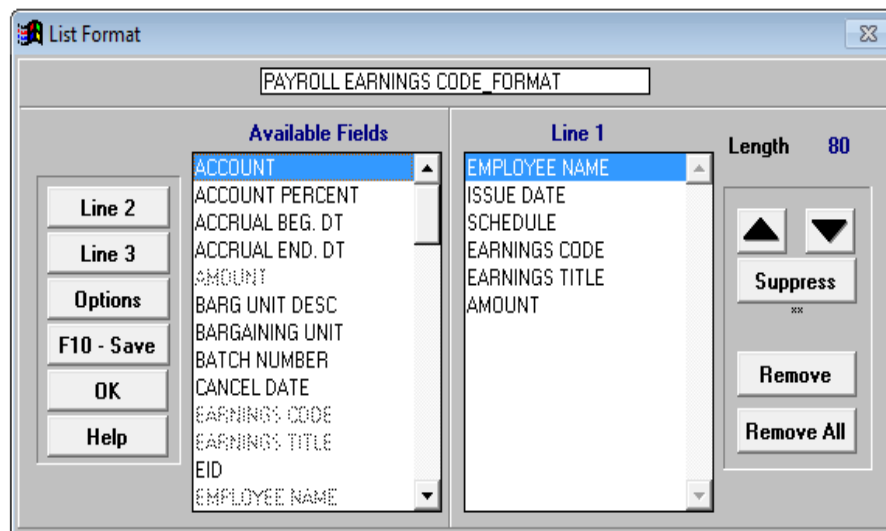
34. Click **Save**.
35. Click **OK** or press **Esc** to return to the Report Builder.
36. Enter the export file name and select the file type from the drop-down list.
37. Click **Save**.

38. Enter a name for the report. **PAYROLL EARNINGS CODE REPORT** is entered for this illustration.
39. Click **Save**.
40. Click **Run**.
41. Click **Output** to preview, print, and/or export report output.

There is no set naming convention for reports and report components. Some users prefer to use names such as "Sum by Barg Unit" to describe the report component. See the Report Builder illustration on Page VII-15.

Edit an Existing Custom Report

To edit an existing custom report:

1. Select **Report I Report Definition** from the menu.
2. Select the **PAYROLL EARNINGS CODE REPORT** from the *Reports* drop-down box.
3. Use the cursor to click the *Selection Criteria* drop-down box.
4. Click **Edit** or double-click a line in the View Box to go to Selection Criteria.
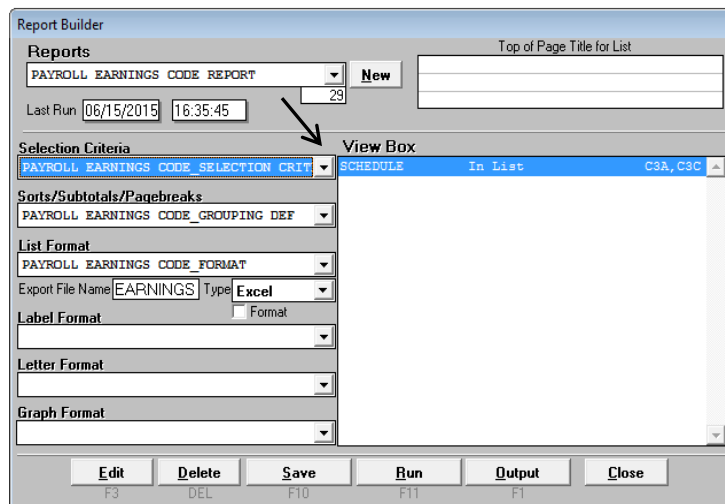
5. Select a field from the *Available Fields* list box.
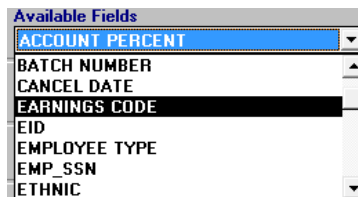
6. Select a comparison operator from the *Conditions* drop-down list.
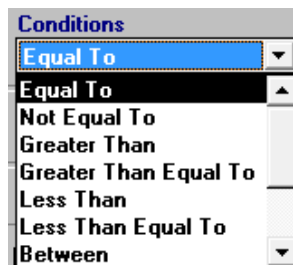
7. Click **Valid** to display available values.
8. Double-click the value in the *Valid* list box. If the value is not listed, type it in the *Example* box.
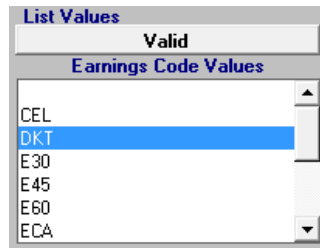
9. Click **Insert** to add the condition to the selection criteria.
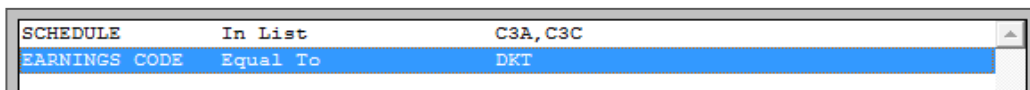
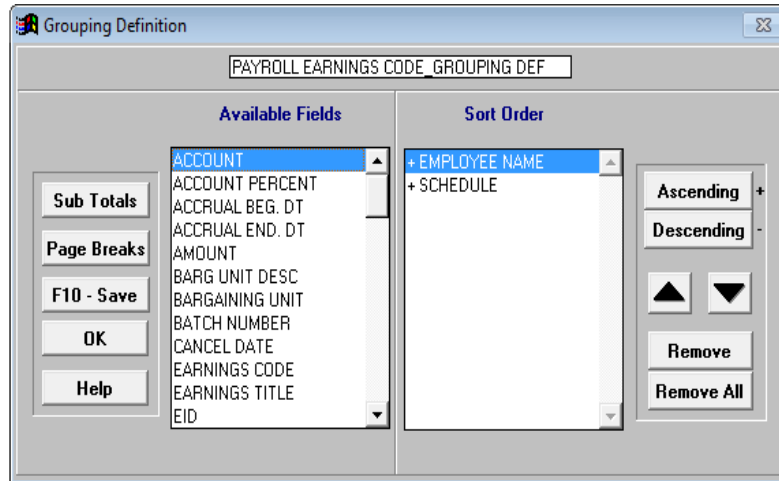10. Click **F10 – Save** when finished.
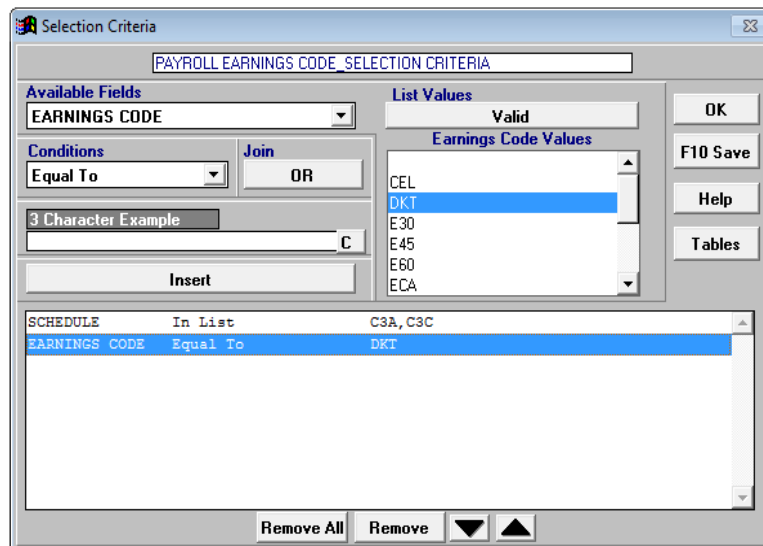
11. Click **Save** if using the same selection criteria name. Otherwise, enter a new name and click **Save**.
12. Press "Y" to overwrite the existing selection criteria.
13. Click **OK** or press **Esc** to return to the Report Builder.

View an Existing Custom Report

To view an existing custom report:

1. Select **Report I Report Definition** from the menu.
2. Select the report to view from the ***Reports*** drop-down menu to display report components.
3. Place the cursor in the selection criteria, grouping definition, or format detail drop-down box to display report component elements in the View Box. List Format detail is displayed in the View Box in the illustration below.

📌 To run a report, a selection criteria, a grouping definition, and either a list, label, or letter format must be selected. After clicking **Run** to generate the report, the *Last Run* date and time appear in the upper left corner of the Report Builder. *Last Run* refers to the most recent date and time the report was generated, not the data "as of" date.

Create Output Files Using the Report Builder

Create a Formatted Report

To create a formatted report:

1. Select **Report I Report Definition** from the menu.
2. Select a report from the *Reports* drop-down box in the Report Builder.
3. Click **Run**.
4. Click **Output** to preview or print report output.

5. Select the radio button in front of *List*.
6. Click **Continue**.

7. Click **Preview** or **Print** from the List Output to view the report. If the line width exceeds the page width, adjust the *Paper Size*, *Orientation*, and/or *Print*. Refer to **List Output Features** on Page VII-20 for more information on formatting report output.
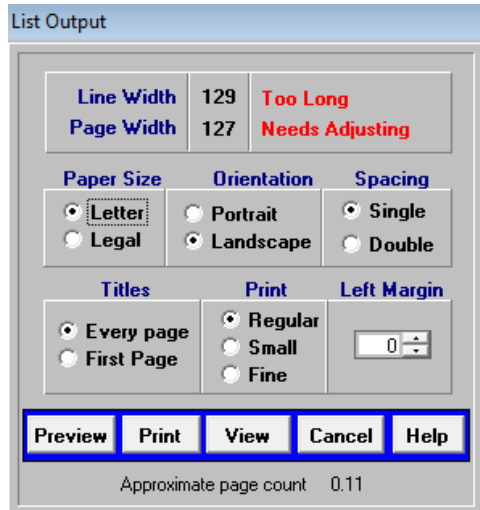
8. Click **Preview** to review the report in Print Preview. The complete report can be sent to the default printer by clicking the printer icon on the toolbar. Return to the List Output to print selected pages of the report or print to another printer.

Report Sample

```
SAMPLE SCHOOL DISTRICT                                              Date Ran 12/03/15
                                                                   Time Ran 10:31:10
                                                                   Data as of 10/08/14


EMPLOYEE NAME                    EID         ISSUE DATE   EARN_DESC    REGISTER   BATCH_NO
SHELTON,CLAIRE H.               BP0742216   11/05/13     OT TM & HF   E1H-N      212
SHELTON,CLAIRE H.               BP0742216   08/05/13     OT TM & HF   E1B-N      212
SHELTON,CLAIRE H.               BP0742216   10/04/13     OT TM & HF   E1F-N      212
BLACKWELL,WARREN L.             ET9008382   10/04/13     OT TM & HF   E1F-N      212
BLACKWELL,WARREN L.             ET9008382   09/05/13     OT TM & HF   E1D-N      212
BLACKWELL,WARREN L.             ET9008382   08/05/13     OT TM & HF   E1B-N      212
BLACKWELL,WARREN L.             ET9008382   11/05/13     OT TM & HF   E1H-N      212
CREECH,MALCOLM R.               UB7352394   09/05/13     OT TM & HF   E1D-N      212
CREECH,MALCOLM R.               UB7352394   11/05/13     OT TM & HF   E1H-N      212
CREECH,MALCOLM R.               UB7352394   10/04/13     OT TM & HF   E1F-N      212
-------------------------------------------------------------------------------------
  BATCH_NO (212) 10 Record(s)
```
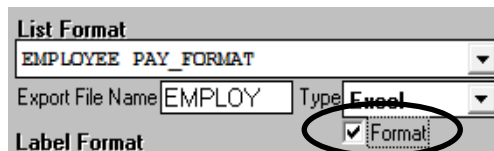
9. Press **Esc** to return to List Output.
10. Click **Cancel** to return to the Report Builder.

Create an Export File

To create an export file:
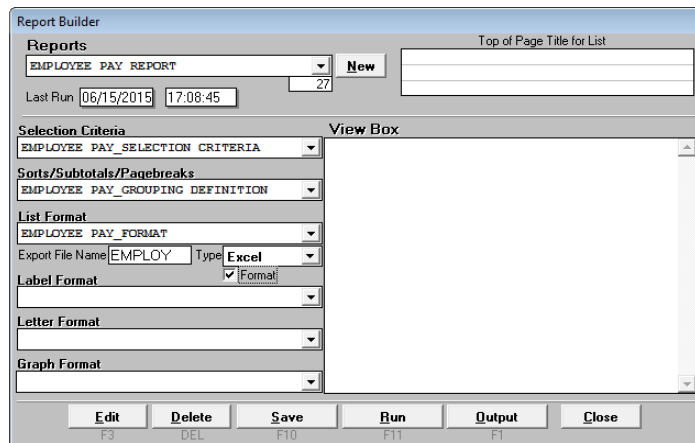
1. Select **Report I Report Definition** from the menu.
2. Select a report from the *Reports* drop-down box in the Report Builder.
3. Enter the *Export File Name* in the field provided. Do not include spaces or symbols as part of the file name.
4. Select the file format from the *Type* drop-down list.
5. Check the optional *Format* box to display text in the proper case. Otherwise, all text is in capital letters. The case for acronyms or abbreviations may not reflect accurately if the Format option is selected.
6. Click **Run**. The export file automatically saves to the designated export path. Refer to **Verify System Set Up and User Paths** in *Section 2 – Getting Started* on Page II-6 to verify path for export file format.

> Select Database (DBF) as the report output type for spreadsheets exceeding 16,383 lines. Select Excel (XLS) for spreadsheets with 16,383 or fewer lines. Refer to the **Appendix** on Page A-8 for instructions on opening DBF file(s) with Excel.

See sample export file on next page.

Report Sample in Excel Format

	A	B	C	D	E	F
1	name	eid	issue_dt	earn_desc	register	batch_no
2	SHELTON,CLAIRE H.	BP0742216	20131105	OT TM & HF	E1H-N	212
3	SHELTON,CLAIRE H.	BP0742216	20130805	OT TM & HF	E1B-N	212
4	SHELTON,CLAIRE H.	BP0742216	20131004	OT TM & HF	E1F-N	212
5	BLACKWELL,WARREN L.	ET9008382	20131004	OT TM & HF	E1F-N	212
6	BLACKWELL,WARREN L.	ET9008382	20130905	OT TM & HF	E1D-N	212
7	BLACKWELL,WARREN L.	ET9008382	20130805	OT TM & HF	E1B-N	212
8	BLACKWELL,WARREN L.	ET9008382	20131105	OT TM & HF	E1H-N	212
9	CREECH,MALCOLM R.	UB7352394	20130905	OT TM & HF	E1D-N	212
10	CREECH,MALCOLM R.	UB7352394	20131105	OT TM & HF	E1H-N	212
11	CREECH,MALCOLM R.	UB7352394	20131004	OT TM & HF	E1F-N	212

Create Label Output

Refer to *Section 6 – Report Components* on Page VI-20 for creating label output files.

List Output Features

List Output provides features to adjust the report format before previewing or printing it. Output cannot be viewed or printed if the line or page width requires adjustment. These features can be used to create a PDF file, change the paper size, report orientation, spacing, titles, print size and/or left margin.
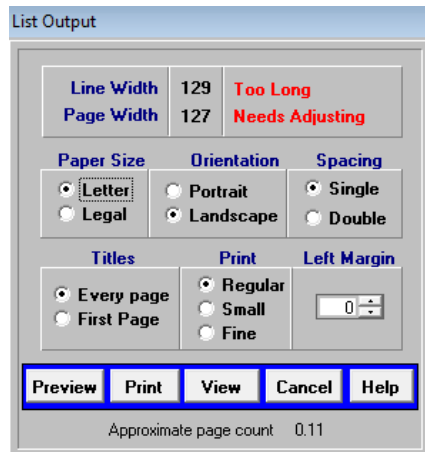
Below is an overview of List Output features.

Features	Description
Line Width	Number of characters reflected on a report line. The line width must be less than or equal to the page width.
Page Width	Current maximum available page width based on the output settings. Change the paper size, orientation, and/or print size to adjust the page width.
Paper Size	Letter (standard 8.5" by 11") or legal (standard 8.5" by 14")
Orientation	Portrait for the lines to span the short side of the page, allowing for more lines per page or landscape for the lines to span the long side of the page, allowing for greater line width
Spacing	Single or double
Titles	Print on every page or only on the first page of the report
Print	*Regular* (10 point font) *Small* (9 point font) or *Fine* (8 point font)
Left Margin	Adjust left margin
The status message at the bottom of the window indicates an estimated page count which may change as the report format is adjusted.	

Section 8
Report Utilities

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Report Utilities

The three report utilities listed below are very useful for report and output management. These utilities are accessed by selecting **Report | Report Utilities**.

- Report Lister
- Change Column Names
- Report Synchronizer

Report Lister

The Report Lister is a repository of a user's custom reports, selection criteria, grouping definitions, and formats. It can be used to view or print report definitions and report component detail stored within the application on the user's computer. The Report Lister is a good tool for organizing PC Labor reports and components.

To print or view libraries:

1. Select **Report | Report Utilities | Report Lister** from the menu.
2. Select the radio button for the desired library.
3. Click **Preview** or **Print**.
4. Click **Cancel** when finished.
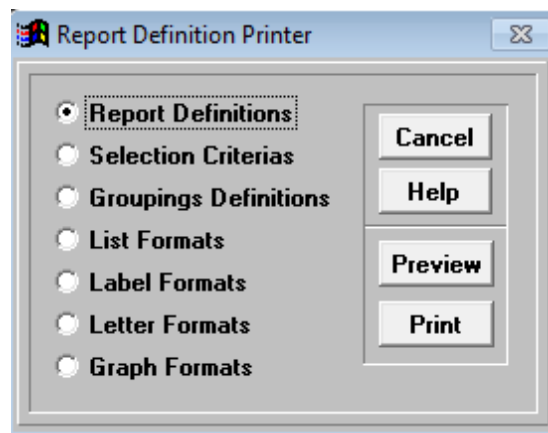
Change Column Names

Change the field name reflected in the column header on formatted reports. The original database field name and the header name in export files will not change.

To change a column header name:

1. Select **Report | Report Utilities | Change Column Names** from the menu.
2. Identify the field name to change in the **User name** column.
3. Place the cursor in the corresponding field of the **Format column name** and overwrite the existing name.

User name	Format column name
ACCOUNT	ACCOUNT NUMBER
ACCOUNT PERCENT	ACC_PERC
ACCRUAL BEG. DT	ACCRUAL BEG
ACCRUAL END. DT	ACCRUAL END
AMOUNT	AMOUNT
BARG UNIT DESC	BARG_DESC
BARGAINING UNIT	BARG UNIT
BATCH NUMBER	BATCH_NO
CANCEL DATE	CANCEL_DT
EARNINGS CODE	EARNING_ID

4. Press **Enter** on the keyboard to save the change.
5. Repeat steps 2 through 4 to change additional column names.
6. Press **ESC** or click **X** in the upper right corner when finished.

Column name changes are temporary. Modified column names will revert to the system default name whenever the system is updated, which is weekly for most agencies.

Report Synchronizer

The Report Synchronizer enables users to share their custom reports with other users.

To share reports:

1. Select **Report | Report Utilities | Report Synchronizer** from the menu.
2. Make sure all other users are logged out of PC Labor.
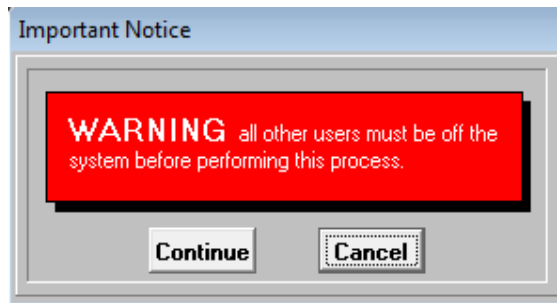
3. Click **Continue**.
4. Double-click the name of the report(s) to share or click **Select All** to share all reports listed.
   - A minus sign (-) appears in front of reports that will not be shared.
   - A plus sign (+) appears in front of reports that will be shared.
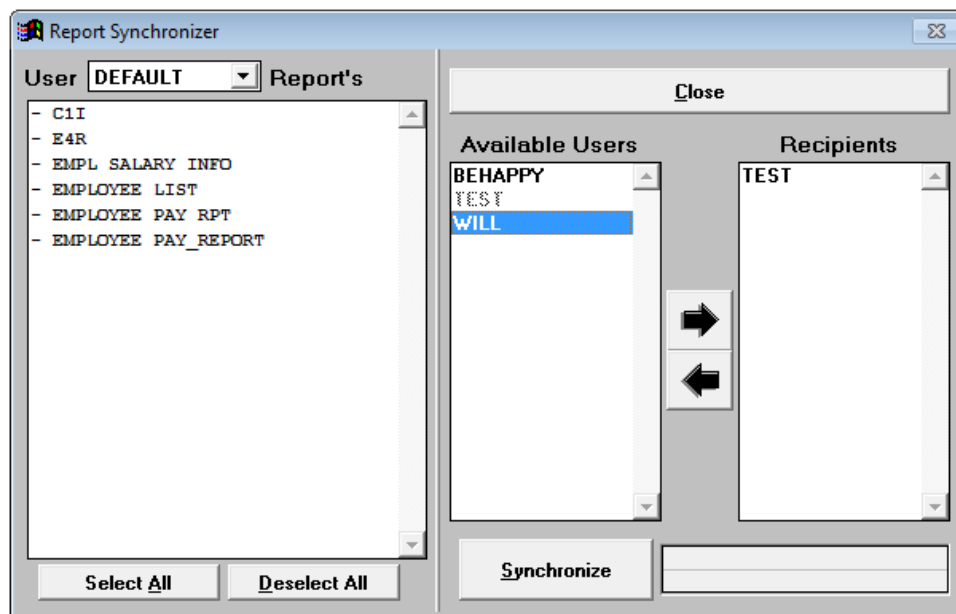
5. Select the user(s) that will get a copy of the report(s).
   - ***To add recipients:*** Select the User ID from the ***Available Users*** drop-down box and click the right arrow or double-click the User ID.
   - ***To remove recipients:*** Select the User ID from the ***Recipients*** drop-down box and click on the left arrow or double-click the User ID.

6. Click **Synchronize** when finished.
7. Click **Yes**.

8. Click **Close** when synchronization is complete.

> Click **Select All** to include all the reports listed. Click **Deselect All** to exclude all the reports listed.

Appendix

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PC Labor Report Fields

The following matrix lists fields available in PC Labor. These fields can be used to filter data and build custom reports. The matrix includes available payroll, employee, and table data fields. Click the link below to download the Excel version of the matrix from the Resources section of the PC Products website.

https://www.lacoe.edu/BusinessServices/SchoolFinancialServices/PCProducts.aspx

PC Labor Fields

Name	Type	Labor Table	Selection Criteria	Sorting	List Format	Length	HRS Screen	HRS Manual / Reference	Description
ACCOUNT	C	LABOR	N	Y	Y	22	-	III-38-40	Labor Distribution, e.g., **01.0-00000.0-00000-72000-1100-0000001**
ACCOUNT PERCENT	N	LABOR	Y	Y	Y	14	-	III-40 / IV-36	Account percent
ACCRUAL BEG. DT	D	LABOR	Y	Y	Y	8	07/003	IV-36	Begin accrual pay period
ACCRUAL END. DT	D	LABOR	Y	Y	Y	8	07/003	IV-36	End accrual pay period
AMOUNT	N	LABOR	Y	Y	Y	14	07/003, 07/005	IV-147 / IV-151	Earning amount/Contribution amount
BARG UNIT DESC	C	BARG	N	Y	Y	25	16/028	II-84	Bargaining unit code description
BARGAINING UNIT	C	LABOR	Y	Y	Y	2	-	III-27 / IV-37	Bargaining unit code
BATCH NUMBER	C	LABOR	Y	Y	Y	3	-	IV-13	Batch number
CANCEL DATE	D	LABOR	Y	Y	Y	8	-	-	Cancellation date
EARNINGS CODE	C	LABOR	Y	Y	Y	3	07/003	III-32 / IV-38	Earnings code
EARNINGS TITLE	C	EARNING	N	Y	Y	10	16/010	II-30	Earnings code abbreviated description
EID	C	NAME	Y	Y	Y	9	04/003	Bulletin 343, 06/01/10	Employee Identification Number
EMP_SSN	C	NAME	Y	Y	Y	11	04/012	III-2 / III-236	xxx-xx-9999
EMPLOYEE NAME	C	NAME	N	Y	Y	30	04/003	III-19	Employee name
EMPLOYEE TYPE	C	NAME	Y	Y	Y	1	04/003	III-20	Employee type
ETHNIC	C	NAME	Y	Y	Y	1	04/013	Bulletin 152, 10/29/09	Ethnicity
FISCAL YEAR	C	LABOR	Y	Y	Y	4	-	-	Fiscal year
FULL TIME PRCNT	N	LABOR	Y	Y	Y	6	-	III-33 / IV-36	Percent full time
FUNCTION	C	LABOR	Y	Y	Y	5		III-40	xx.x-xxxxx.x-xxxxx-**21000**-xxxx-xxxxxxx
FUND	C	LABOR	Y	Y	Y	2	-	-	**01**.x-xxxxx.x-xxxxx-xxxxx-xxxx-xxxxxxx
GOAL	C	LABOR	Y	Y	Y	5	-	III-40	xx.x-xxxxx.x-**38000**-xxxxx-xxxx-xxxxxxx
GROSS TO NET	C	LABOR	Y	Y	Y	3	07/004	IV-151	Gross To Net number
GTN DESCRIPTION	C	DEDUCT	N	Y	Y	10	16/002	II-13	Gross To Net number description
ISSUE DATE	D	LABOR	Y	Y	Y	8	07/001	Payroll Schedule	Issue date printed on warrants

PC Labor Fields (Continued)

Name	Type	Labor Table	Selection Criteria	Sorting	List Format	Length	HRS Screen	HRS Manual / Reference	Description
JOB CLASS #	C	LABOR	Y	Y	Y	6	-	III-26 / IV-37	Job class number
JOB CLASS TITLE	C	JOBCLASS	N	Y	Y	25	16/004	II-20	Job class title
LOC_3	C	LABOR	Y	Y	Y	3	-	-	xx.x-xxxxx.x-xxxxx-xxxxx-xxxx-**000**xxxx
LOC_4	C	LABOR	Y	Y	Y	4	-	-	xx.x-xxxxx.x-xxxxx-xxxxx-xxxx-xxx**6603**
LOCATION	C	LABOR	Y	Y	Y	7	-	III-40	xx.x-xxxxx.x-xxxxx-xxxxx-xxxx-**0006603**
OBJ_2	C	LABOR	Y	Y	Y	2	-	-	xx.x-xxxxx.x-xxxxx-xxxxx-xx**11**-xxxxxx
OBJECT	C	LABOR	Y	Y	Y	4	-	III-40	xx.x-xxxxx.x-xxxxx-xxxxx-**1311**-xxxxxxx
OBJECT MAJOR	C	LABOR	Y	Y	Y	5	-	-	xx.x-xxxxx.x-xxxxx-xxxxx-**1**xxx-xxxxxxx
OBJECT SUB MAJR	C	LABOR	Y	Y	Y	5	-	-	xx.x-xxxxx.x-xxxxx-xxxxx-**13**xx-xxxxxx
PAY BASIS	C	LABOR	Y	Y	Y	1	07/003	III-31 / IV-38	Pay basis
PAY_LOC	C	NAME	Y	Y	Y	3	04/003	III-20	Pay location
PAY_MONTHS	C	LABOR	Y	Y	Y	2	07/003	III-31 / IV-37	Pay months
PAY_RATE	N	LABOR	Y	Y	Y	14	07/003	IV-39	Pay rate
POSITION	C	LABOR	Y	Y	Y	6	07/003	III-25 / IV-36	Position number
PROGRAM	C	LABOR	Y	Y	Y	8	-	-	PBAS account string, e.g. xx-xxxxx-**65057502**-xxxx
PROGRAM SUB	C	LABOR	Y	Y	Y	3	-	-	xx.x-xxxxx.x-**380**xx-xxxxx-xxxx-xxxxxxx
RECORD CD	C	LABOR	Y	Y	Y	1	-	-	Record number
REGISTER	C	LABOR	Y	Y	Y	5	-	-	Register number
RES_FY	C	LABOR	Y	Y	Y	1	-	-	xx.x-xxxxx.**0**-xxxxx-xxxxx-xxxx-xxxxxxx
RESOURCE	C	LABOR	Y	Y	Y	5	-	-	xx.x-**29000**.x-xxxxx-xxxxx-xxxx-xxxxxxx
RETIREMENT PLAN	C	LABOR	Y	Y	Y	2	07/003	III-35 / III-166 / IV-39	Retirement plan
SACS_ACCNT	C	LABOR		Y	Y	37	-	-	**01.3-29000.0-38000-21000-1311-0006603**
SACS_ACCT1	C	LABOR		Y	Y	19	-	-	**01.3-29000.0-38000**-xxxxx-xxxx-xxxxxxx
SACS_ACCT2	C	LABOR		Y	Y	18	-	-	xx.x-xxxxx.x-xxxxx-**21000-1311-0006603**
SACS_FUND	C	LABOR	Y	Y	Y	4	-	III-40	**01.3**-xxxxx.x-xxxxx-xxxxx-xxxx-xxxxxxx
SACS_RESRC	C	LABOR	Y	Y	Y	7	-	III-40	xx.x-**29000.0**-xxxxx-xxxxx-xxxx-xxxxxxx
SCHEDULE	C	LABOR	Y	Y	Y	3	07/001	IV-142	Payroll schedule
SEX	C	NAME	Y	Y	Y	1	04/013	III-48	Gender

PC Labor Fields (Continued)

Name	Type	Labor Table	Selection Criteria	Sorting	List Format	Length	HRS Screen	HRS Manual / Reference	Description
SFUND	C	LABOR	Y	Y	Y	1	-	-	xx.**3**-xxxxx.x-xxxxx-xxxxx-xxxx-xxxxxxx
SPECIAL PROG.	C	LABOR	Y	Y	Y	1	07/003	III-36 / IV-153	Retirement special indicator
STATUS	C	LABOR	Y	Y	Y	1	07/003	III-36	Retirement status
STD_PAY_RT	N	LABOR	Y	Y	Y	14	07/003, 04/005	III-34	Retirement rate
SUB_IND	C	LABOR	Y	Y	Y	1	-		Retirement subject indicator
UNITS	N	LABOR	Y	Y	Y	14	07/003	IV-38	Units of time
WARRANT NUMBER	C	LABOR	Y	Y	Y	7	07/001	IV-179	Warrant number
WORK LOC TITLE	C	WORK_LOC	N	Y	Y	25	16/029	II-38	Work location description
WORK LOCATION #	C	LABOR	Y	Y	Y	8	-	III-26	Work location number
WORK_CAL	C	LABOR	Y	Y	Y	2	07/003	III-35 / IV-37	Work calendar
ZIP	C	NAME	Y	Y	Y	9	07/012	III-45	Zip code

Major Object and Sub Object Codes
California School Accounting Manual

Major Object – account type defined by the first digit of the object code

Major Object	Object Range	Description
1***	1000 – 1999	Certificated Personnel Salaries
2***	2000 – 2999	Classified Personnel Salaries
3***	3000 – 3999	Employee Benefits
4***	4000 – 4999	Books and Supplies
5***	5000 – 5999	Services and Other Operating Expenditures
6***	6000 – 6999	Capital Outlay
7***	7000 – 7999	Other Outgo & Other Financing Uses
8***	8000 – 8999	Revenues
9***	9000 – 9999	Balance Sheet

Sub Object - account type defined by the first two digits of the object code

Sub Object	Object Range	Description
11**	1100 – 1199	Certificated Teachers' Salaries
12**	1200 – 1299	Certificated Pupil Support Salaries
13**	1300 – 1399	Cert. Supervisors' and Administrators' Salaries
14** - 18**	1400 – 1899	Not Defined
19**	1900 – 1999	Other Certificated Salaries
21**	2100 - 2199	Classified Instructional Salaries
22**	2200 - 2299	Classified Support Salaries
23**	2300 - 2399	Classified Supervisors' and Administrators' Salaries
24**	2400 - 2499	Clerical, Technical, and Office Staff Salaries
25** - 28**	2500 - 2899	Not Defined
29**	2900 - 2999	Other Classified Salaries

Conditions List

The following operators are used to build selection criteria conditions.

Comparison Operator	Description
Equal To (=)	Selects **one field value to include**
Not Equal To (≠)	Selects **one field value to exclude**
Greater Than (>)	Selects field values **greater than** the selected value
Greater Than Equal To (≥)	Selects field values **greater than or equal to** the selected value
Less Than (<)	Selects field values **less than** the selected value
Less Than Equal To (≤)	Selects field values **less than or equal to** the selected value
Between	Selects field values **within a range including the beginning and ending values**
Not Between	Selects field values **outside a range of values**
In List	Selects **one or more values to include**
Not In List	Selects **one or more values to exclude** from the field chosen
Anywhere In	Selects field values with **a specific string of values in a specific order**. If "mas" is the value selected to filter by last name, names such as Tho**mas**, **Mas**sey, **Mas**ters, and Co**mas**t will be selected.

Open Database (DBF) Files with Excel

Below are two options for opening database output files in Excel format when the spreadsheet file exceeds 16,383 lines.
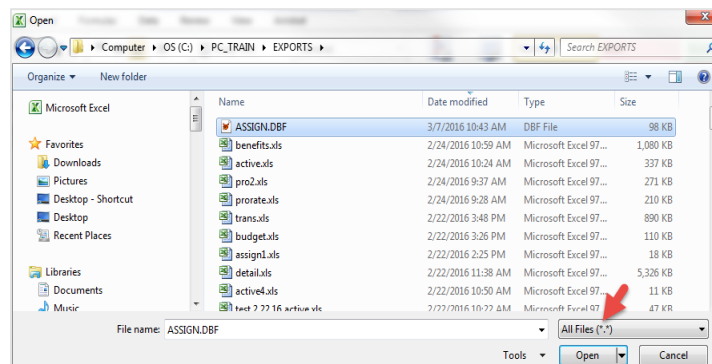
Option 1
1. Open Excel.
2. Locate folder with the file.
3. Make sure the Excel spreadsheet and the directory where the DBF file is located are visible.
4. Use the left mouse button to select the file.
5. Drag and drop the file onto the Excel spreadsheet to open the file.
6. Save as an Excel file.
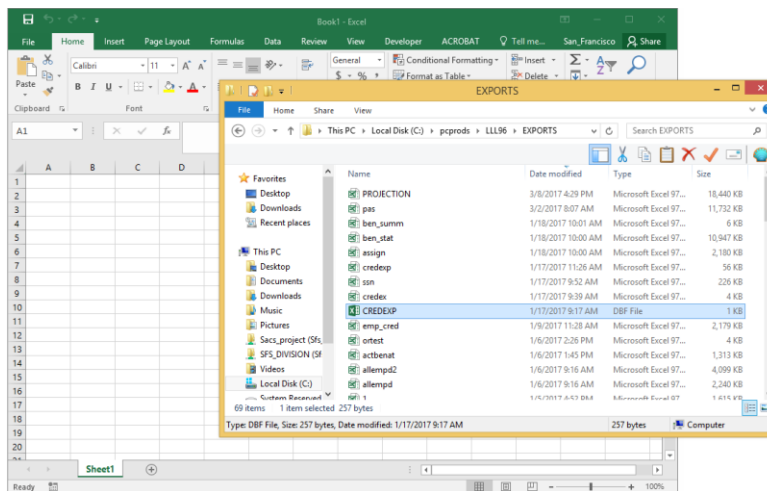
Option 2
1. Open Excel.
2. Select **File>Open**.
3. Locate folder with the file. You will not initially see file listed.
4. Select All Files (*.*) from drop-down list in lower right corner of screen. The DBF file will now be listed.
5. Highlight the file and click **Open**.
6. Save as an Excel file.

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