

Serving Students

Supporting Communities
Leading Educators

PC Products

Labor Distribution User Manual

Hess and Associates

Section 1 Introduction	I-1
PC Products Overview	I-3
PC Labor Overview	I-4
Intended Audience for this Manual	I-5
Conventions Used in this Manual	I-6
Technical Assistance and Support	
Section 2 Getting Started	II-1
What Users Need to Get Started	II-3
Log in PC Labor	
Change User ID and Password	II-5
Verify System Setup and User Paths	II-6
Verify Last Data Update	-7
PC Labor Update File	II-8
Update PC Labor Data	II-9
Update Procedure	II-13
Close the Current Program Window	II-15
Exit PC Labor	II-16
Section 3 Report & Data Overview	III-1
Reporting Options	III-3
PC Labor Data	111-4
Section 4 Explore Features	IV-1
Explore Labor Data	IV-3
Explore Pay History	IV-4
Explore Gross Pay Amounts	IV-4
Explore Employee Pay History	IV-5
Explore Individual Pay History	IV-6
Explore Salary and Benefits History	IV-6
Explore Individual Net Pay History	IV-8
Explore Individual Pay Records History	IV-10

Section 4 Explore Features (Continued)

	IV-12
Explore Labor Accounts and Labor Detail	IV-13
Change Columns in the List	IV-13
Explore Labor Accounts Using Data Filters	IV-14
Print from Explore Window	IV-15
Print from Print Preview Window	IV-16
Export Lists from Explore Window	IV-17
Explore Labor Accounts by Object	IV-18
Sort Account Balances	IV-19
Subtotal Balances	IV-20
Explore Labor Detail	IV-21
Explore Cross Tabulate	IV-22
Explore Table Data	IV-23
View Table Data	IV-23
Print Table Data	IV-24
Export Table Data	IV-24
Section 5 Fixed Reports	V-1
Section 5 Fixed Reports Fixed Reports Census Report	V-3
Fixed Reports	V-3 V-4
Fixed Reports	V-3 V-4 V-9
Fixed Reports Census Report Extra Pay and Overtime Report	V-3 V-4 V-9 V-10
Fixed Reports Census Report Extra Pay and Overtime Report Net Pay Report	V-3 V-4 V-9 V-10 V-12
Fixed Reports Census Report Extra Pay and Overtime Report Net Pay Report Labor Statistics Report	V-3 V-4 V-9 V-10 V-12 V-13
Fixed Reports Census Report Extra Pay and Overtime Report Net Pay Report Labor Statistics Report Quarterly Wages Report	V-3 V-4 V-9 V-10 V-12 V-13 V-15
Fixed Reports Census Report Extra Pay and Overtime Report Net Pay Report Labor Statistics Report Quarterly Wages Report Monthly Totals Report	V-3 V-4 V-9 V-10 V-12 V-13 V-15 V-17
Fixed Reports Census Report Extra Pay and Overtime Report Net Pay Report Labor Statistics Report Quarterly Wages Report Monthly Totals Report All Employees Individual Pay Report	
Fixed Reports Census Report Extra Pay and Overtime Report Net Pay Report Labor Statistics Report Quarterly Wages Report Monthly Totals Report All Employees Individual Pay Report Last Paycheck Report	
Fixed Reports Census Report Extra Pay and Overtime Report Net Pay Report Labor Statistics Report Quarterly Wages Report Monthly Totals Report All Employees Individual Pay Report Last Paycheck Report Annual Work Hours Reports - ACA	

Section 5 Fixed Reports (Continued)	
Public Records Request Report	V-27
GASB 67 Report	V-29
Deductions & Contributions Report	
Section 6 Report Components	VI-1
Report Components	VI-3
Selection Criteria	
Create New Selection Criteria	
Other Selection Criteria Features	VI-7
Edit Selection Criteria	
Delete Selection Criteria	
Grouping Definition	VI-11
Create New Grouping Definition	VI-11
Other Grouping Definition Features	VI-13
Create Subtotals	VI-13
Create Page Breaks	
Output Formats	VI-15
List Format	
Create List Format	VI-16
List Format Options	VI-18
List Export	
Label Format	
Letter Format	VI-21
Graph Format	
Section 7 Building & Viewing Custom Reports	VII-1
PC Labor Report Builder	
Create Reports Using the Report Builder	
Create Report Using Existing Report Components	
Create Report Using New Report Components	
Edit an Existing Custom Report	
View an Existing Custom Report	

Section 7 Building & Viewing Custom Reports (Continued)	
Create Output Files Using the Report Builder	VII-16
Create a Formatted Report	VII-16
Create an Export File	VII-18
Create Label Output	VII-19
List Output Features	
Section 8 Report Utilities	VIII-1
Report Utilities	VIII-3
Report Lister	VIII-3
Change Column Names	VIII-4
Report Synchronizer	
Appendix	A-1
PC Labor Report Fields	A-3
Major Object and Sub Object Codes	A-6
Conditions List	A-7
Open Database (DBF) File(s) with Excel	A-8

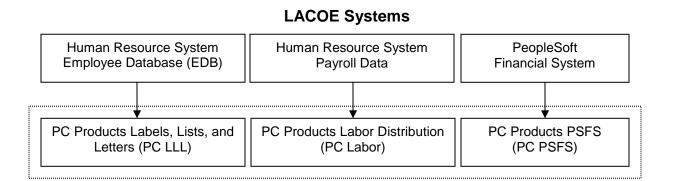
Section 1 Introduction

This page intentionally left blank.

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:



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:

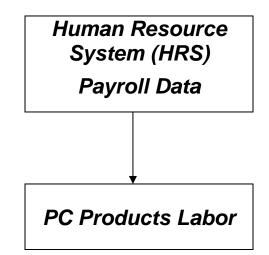
- Create queries to easily obtain needed information
- Explore district employee, payroll, and financial data for multiple fiscal years
- Generate standard reports that answer "frequently asked questions" about the data
- Create custom reports to meet each agency's unique requirements
- Easily transfer 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



Intended Audience for this Manual

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



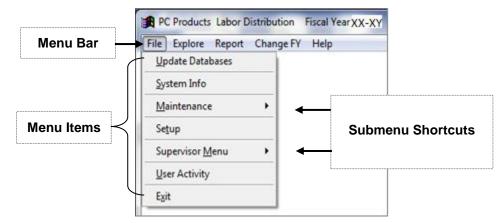
The manual assumes users:

- 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 <u>Save</u>; Alt + C for <u>Close</u>; Alt + M for <u>More</u> in System Setup window.

🕱 System Setup	23
District Name TRAINING DISTRICT	
Export Path C:\PCPRODS\LAB20XX\EXPORTS	
Report Path C:\PCPR0DS\LAB20kX\RPT	
<u>Save</u> lose <u>M</u> ore	

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.

Support 🛛
System Support
Richard (626) 465-8957 rmskaar@yahoo.com rskaar67@gmail.com
Meus (626) 864-0336 pcprods@yahoo.com
CCCCCCCCCCCCCCCCCCCCCCCCCCCCCCCCCCCCCC

 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. This page intentionally left blank.

Section 2 Getting Started

This page intentionally left blank.

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.

Login
PC Products Labor Distribution Copyright Hess & Associates Inc 2015
User Id DEFAULT Password Fiscal Year XX-XY
Login Quit



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:

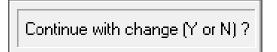
- 1. Double click the PC Labor icon on the computer desktop.
- 2. Select **User ID** from the drop-down list.
- 3. Click Change.

Login	
PC Products Labor Distribution Copyright Hess & Associates Inc 2015	1
User Id DEFAULT Password Fiscal Year XX-XY	
Login Quit	

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

1	🕄 Change Information	23
	OLD NEW User Id DEFAULT Password 한국중중 한국중종	User Id Password
	Change Ca <u>n</u> cel	

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.

Login	
PC Products Labor Distribution Copyright Hess & Associates Inc 2015	
User Id BEHAPPY - Password ?#B=R= 0	
Fiscal Year XX-XY 💌	
Login Quit	

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 <u>Save</u> if changes are made.
- 4. Click Close to exit.

🔀 System Setup 🛛 🕅
District Name TRAINING DISTRICT
Export Path C:\PCPRODS\LAB20XX\EXPORTS
Report Path C:\PCPRODS\LAB20XX\RPT
<u>Save</u> <u>C</u> lose <u>M</u> ore

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 <u>Close</u> to exit.

\Re User Paths	2
	C\pcprods\LAB2OXX
Database Path	C:\pcprods\LAB20XX\DATABASE
Export Path [C\PCPRODS\LAB20XX\EXPORTS
Report Path [C:\PCPRODS\LAB20XX\RPT
	Close

Verify Last Data Update

To verify when PC Labor data was last updated:

- 1. Select File | System Info from the menu.
- 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.

System Information Rec Labor 41,2 Employees 17,3	ord Count Last Update 47 08/10/ XX
CPU Type Memory Available HD Space Available Network Machine # Printer Status Graphics Adapter	Windows NT 6.01 Pentium 1,073,741,824 885,745,037,312 L05770EWPEC2135 #

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.

	▼ Search ▼ Share More ≫
Los Angeles County	
Students - Supporting Communities - Leading Educators	
prized users only permitted on this system. All activity monitored and logg are connected from 156.3.1.140 using MSIE under Windows 2000.	ed.
system requires Microsoft Internet Explorer 5.x, or greater!	
are not an authorized user, do not continue!	
Name:	
word:	

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

RAD Announcements

Click here to go to RAD Main Menu

Date	Message
8/7/20XX	ALL DISTRICTS: The 4th Quarter Preliminary Interest Letter is now available online at LACOE's website: http://www.lacoe.edu/BusinessTechnology/SchoolFinancialServices/PeopleSoft/RevenueApportion.aspx: If you have any questions, please call Nimfa Andres @(562)922-6451 or e-mail Andres_Nimfa@lacoe.edu
8/25/20XX	All Districts: Have you heard of the Business Enhancement System Transformation (BEST) Project? What is it? To find out and stay informed about the BEST Project, click on the link <u>www.lacoe.edu/best.</u>

5. Click **Download**.

Serving Students -	supporting Communities • Leading Educators
Authorized user	rs only permitted on this system. All activity monitored and logged. from 156.3.1.140 using MSIE on Windows 2000.
Home:	
For HRS related is Labasan (562-922- SES (School Fina Download	sues Districts A-L: please contact Yesenia Requena (562-922-6609); Districts M-Z: Linda Williams (562-922-6535); or E 6339).
For HRS related is Labasan (562-922- SES (School Fina Download	sues,Districts A-L: please contact Yesenia Requena (562-922-6609); Districts M-Z: Linda Williams (562-922-6535); or E 6339). acial Services)
For HRS related is Labasan (562-922- SES (School Fina Download Upload Report Access an HRS Reports	sues,Districts A-L: please contact Yesenia Requena (562-922-6609); Districts M-Z: Linda Williams (562-922-6535); or E 6339). acial Services)

6. Click Data.

	os Angeles County Office of Education ts • Supporting Communities • Leading Educators
R	users only permitted on this system. All activity monitored and logged. from 156.3.1.140 using MSIE on Windows 2000.
Download:	
Home Down	oad <u>Upload</u> <u>Reports</u> <u>Log Off</u>

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

Los Angeles County Office of Education Serving Students • Supporting Communities • Leading Educators		
	on this system. All activity monitored and logged 1.140 using Navigator on Windows 2000.	
Download Data:		
District: 999 - 10199 - Los Angeles County Download Item : PC Budgets data PCB Sacs Extract 01 Actuals & Budgets Excel Extract Ledger Actuals Excel Extract PC Products-LLL PC Products-Labor (XX-XY) PC Products-Labor (XX-XY) PC Products-PSFS(XX-XY) PC Products-PSFS(XY-XZ) Cash Flow Statement	Office of Education	

8. Click Download.

Los Angeles County Office of Education aving Students • Supporting Communities • Leading Educators			
-	ssers only permitted on this system. All activity monitored and logged.		
sec.	rom 156.3.1.140 using Navigator on Windows 2000.		
ownload Data	ia Confirm:		
structions			
212020			
l l	PCPD_LAB XX-XY		
District 9	999 - 10199 - Los Angeles County Office of Education		
Category	PLAB		
	LAB XX-XY.ZIP		
ile Name			

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.

ierving Stude	users only permitted on this system. All activity monitored and logged.
	tours only permitted on this system. All activity monitored and logged, tom 156.3.1.140 using Navigator on Windows 2000.
Download D	ata Confirm:
natructions	
	PCPD_LABXX-XY
District	999 - 10199 - Los Angeles County Office of Education
Category	PLAB
File Name	LAB XX-XY.ZIP
File Size	4033073 bytes
File Date	8/10/20XX 2:44:02 pm
0	
Download	
	doad Upload Reports Log.Off
	dead Uplead Reports Log.Off
	dead Uplead Reports Log.Off

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.

🛃 Save As	2				×
○ - ↓ • Co	mputer + OS (C:) + pcprods + lab20XX +		✓ ✓ Search lab20	16	٩
Organize 👻 New	v folder				(?)
☆ Favorites	▲ Name	Date modified	Туре	Size	
🕮 Recent Places	🖟 database	8/7/2015 3:47 PM	File folder		
🧮 Desktop	E LABXX-XY.ZIP	8/10/20XX 8:47 AM	WinZip File	3,939 KB	
鷆 Downloads					
Pictures					
😂 Libraries					
Documents					
J Music					
Pictures					
Videos					
_					
Computer					
🚢 OS (C:)					
F 1					
	LABXX-XY.ZIP				
Save as <u>t</u> ype:	WinZip File (*.ZIP)				•
Alide Folders			Save	Cance	.

11. Click <u>Yes</u> to replace file if prompt appears.

Update Procedure

To update PC Labor:

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

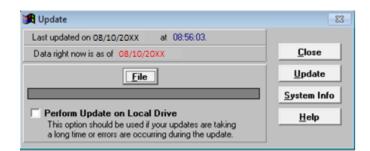


Select **File | User Activity** from the menu to display a list of users currently logged in. Click <u>Close</u> to exit.

- 2. Select File | Update Databases from the menu.
- 3. Click <u>Continue</u>.



4. Click File.



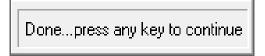
- 5. Select data update file from the list.
- Click <u>Choose</u>. The file path will appear in the gray box below <u>File</u> on the Update window.

Look in: 🚺 lab2	OXX	• +	🗈 💣 🎟 -	
Name	^	Date	modified	Т
鷆 database		8/10/	20XX 8:50 AM	F
LABXX-XY.ZIP		8/10/	20XX 8:47 AM	٧
	XX-XY.ZIP		Choose	
Where is the LAB	AA-A1.2IF	-	Cancel	1

7. Click <u>Update</u>. The update may take a couple of minutes depending on the amount of district data and the speed of the server.

🛱 Update	83
Last updated on 08/10/20XX at 08:56:03.	l
Data right now is as of 08/10/20XX	Close
(File)	Update
C:\PCPRODS\LAB20XX\LABXX-XY.ZIP	<u>S</u> ystem Info
Perform Update on Local Drive This option should be used if your updates are taking a long time or errors are occurring during the update.	<u>H</u> elp

8. Click <u>Close</u> when the following prompt appears.



- 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 <u>OK</u> to exit.
- 11. Log out of PC Labor by selecting **File I Exit** and clicking <u>Yes</u> 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:

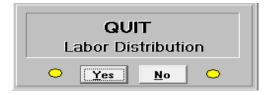
- Press **ESC** until no window is displayed.
- Click **<u>Close</u>** if available on the current window.
- Press Alt + C.
- Click the **<u>Close Preview</u>** icon on the Preview toolbar.



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.



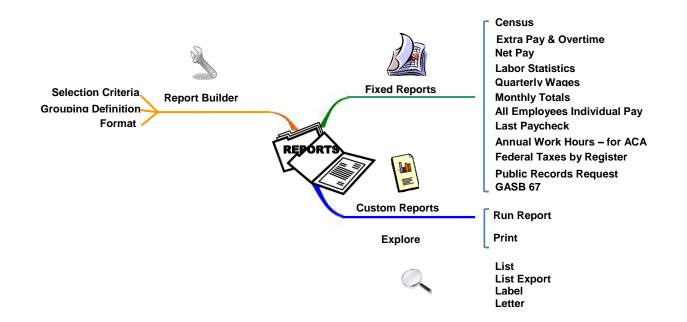
Section 3 Report & Data Overview

This page intentionally left blank.

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



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

This page intentionally left blank.

Explore Labor Data

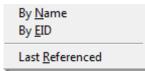
The PC Labor Explore menu provides easy access to payroll and selected table data. There are options for performing custom searches, viewing, printing, and exporting data to other applications. The table below highlights Explore menu options and features.

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	Νο	Yes	Yes
Explore Registers	Salary and benefits summary in Excel format by register, resource, fund, or fund and resource	Νο	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.



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 <u>Search</u> to display a list of employees with the last name entered or those whose last name begins with the characters entered.

🖁 Employee Sea	rch		22
JOHNSON			<u>S</u> earch
Search in 🖲	Last name or in O Entire name	•	<u>C</u> ancel
PT9360799 JJ1208268 CU0408573	JOHNSON, ALEXANDRA O. JOHNSON, LYNDA O. JOHNSON, MELISSA O.		
MR6887713 Double click or	JOHNSON, NEIL O.	-	Help

- 4. Double click the employee's name to view gross pay amounts on Employee History.
- 5. Click **<u>Print</u>** to send the list to a printer or PDF writer.
- 6. Click **OK** or press **Esc** to return to the Employee Search window.

ID # JJ120 Name JOHN		YNDA O.			Print OK	
			Accrual			
Issue Date			Begin	End	Gross Pay	_
				04/30/2014	4,452.98	4
04/18/2014	E1S	2218211	04/01/2014	04/30/2014	1,640.00	
04/04/2014	E1R	2158774	03/01/2014	03/31/2014	4,452.98	
03/20/2014	E1Q	2084756	03/01/2014	03/31/2014	1,640.00	
03/07/2014	064	7908331	11/01/2013	11/30/2013	181.84	
03/05/2014	E1P	2026658	02/01/2014	02/28/2014	4,452.98	
02/20/2014	E10	1953170	02/01/2014	02/28/2014	1,640.00	
02/11/2014	038	7872906	02/05/2014	02/05/2014	238.62	
02/05/2014	E1N	1898342	01/01/2014	01/31/2014	4,452.98	
01/17/2014	E1M	1825515	01/01/2014	01/31/2014	1,640.00	-
01/03/2014	E1L	1770231	12/01/2013	12/31/2013	4,452.98	
12/20/2013	E1K	1693727	12/01/2013	12/31/2013	1,619.00	
12/05/2013	E1J	1635533	11/01/2013	11/30/2013	4,407.52	
11/20/2013	E1I	1561582	11/01/2013	11/30/2013	1,619.00	



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 **<u>Search</u>** to view the employee's gross pay lines.

🔀 EID Search	23
JJ1208268	
<u>S</u> earch <u>Close</u> <u>H</u> elp	

4. Double click a gross pay line to view pay history detail.

ID # JJ120 Name JOHN		YNDA O.			Print OK	
			Accrua	Date		
Issue Date	Sch	Warrant	Begin	End	Gross Pay	
05/05/2014	E1T	2292610	04/01/2014	04/30/2014	4,452.98	-
04/18/2014	E1S	2218211	04/01/2014	04/30/2014	1,640.00	
04/04/2014	E1R	2158774	03/01/2014	03/31/2014	4,452.98	
03/20/2014	E1Q	2084756	03/01/2014	03/31/2014	1,640.00	
03/07/2014	064	7908331	11/01/2013	11/30/2013	181.84	
03/05/2014	E1P	2026658	02/01/2014	02/28/2014	4,452.98	
02/20/2014	E10	1953170	02/01/2014	02/28/2014	1,640.00	
02/11/2014	038	7872906	02/05/2014	02/05/2014	238.62	
02/05/2014	E1N	1898342	01/01/2014	01/31/2014	4,452.98	
01/17/2014	E1M	1825515	01/01/2014	01/31/2014	1,640.00	_
01/03/2014	E1L	1770231	12/01/2013	12/31/2013	4,452.98	
12/20/2013	E1K	1693727	12/01/2013	12/31/2013	1,619.00	
12/05/2013	E1J	1635533	11/01/2013	11/30/2013	4,407.52	
			11/01/2013		1,619.00	-

- 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).

Pay History	X
ID# JJ1208268 Name JOHNSON,LYNDA 0.	Print OK
Work Location 05000	
Job Class 081700 TEACHER	
Position 130027 Pay_basis M Full_time 100.00 Status M	Barg TT Retire Plan S5 Spec_prog
Accrual End 04/30/2014	ate 05/05/2014 Fiscal Year 2014 Warrant_no 2292610
	Thous 2014
Accrual End 04/30/2014 Batch # 214 Schedule E1T Account Number	Warrant_no 2292610
Accrual End 04/30/2014 Batch # 214 Schedule E1T Account Number 01.0-00000.0-00000-00000-9342-0000	Warrant_no 2292610 Gtn & Description Amount 0000 001 ESA -1, 640.00
Accrual End 04/30/2014 Batch # 214 Schedule EIT Account Number 01.0-00000.0-00000-9342-0000 01.3-65000.0-57500-11100-1110-0003	Gin & Description Amount 0000 001 ESA -1, 640,00 ▲ 3695 000 4, 452,98 ▲ ▲ ▲
Accrual End 04/30/2014 Batch # 214 Schedule E1T Account Number 01.0-00000-00000-0342-0000 01.3-65000.0-57500-11100-1110-0003 01.3-65000.0-57500-11100-1110-0003 01.3-65000.0-57500-11100-3111-0003	Warrant_no 2292610 Gtn & Description Amount 0000 001 ESA -1, 640, 00 4 6395 000 4, 452, 98 3695 367, 37
Accrual End 04/30/2014 Batch # 214 Schedule E1T Account Number 01.3-65000.0-57500-11100-31110-0003 01.3-65000.0-57500-11100-3331-0003	Warrant_no 2232510 Gtn & Description Amount 0000 001 ESA -1,640.00 ▲ 3695 000 4,452.98 3695 367.37 3695 36.56 3695 027 MEDCAR_CON 36.56 1 1 1
Accrual End 04/30/2014 Batch # 214 Schedule E1T	Warrant_no 2232510 Gin & Description Amount 0000 001 ESA -1,640.00 3695 000 4,452.98 3695 032 STRS CON 367.37 3695 020 46.56 3695 D50 BENEFITS 1,386.00
Accual End 04/30/2014 Batch # 214 Schedule EIT Account Number 01.3-65000.0-57500-11100-1110-0003 01.3-65000.0-57500-11100-3111-0003 01.3-65000.0-57500-11100-3311-0003 01.3-65000.0-57500-11100-3311-0003 01.3-65000.0-57500-11100-3411-0003	Gin & Description Amount 0000 001 ESA -1, 640, 60 • 0395 000 4, 452, 98 • 3695 002 STRS CON 367, 37 3655 027 MEDCAR CON 36.56 3695 509 DUT 1, 26 1, 26 •

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 <u>Go</u>. There is not any pay history available for the employee if <u>Preview</u> and <u>Print</u> are grayed out.

Explore Individual			
JOHNSON, LYNDA O.	J	J1208268 🔻	<u>C</u> lose
3819 Employees			<u> </u>
Preview	Print	JOHNSON_ File name	Excel

5. Click <u>**Preview**</u> to view pay history details online or click <u>**Print**</u> to produce a hard copy of the report. See sample below.

SAMPLE SCHOOL DISTRICT															
Individual Pay History															
JOHNSON,LYNDA O.				STRS	PE RS	OASDI	Medicare	ARP	H&W	SUI	WC	PE RS RE D	371x/	375x/	
Funding	Ref	Issue_dt	Salary	3100	3200	3300	3300	3300	3400	3500	3600	3800	391x	395x	Sal&Ben
01.3-65000.0-57500-11100-1110-0003695	VID-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	1,014.3
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	5,119.7
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	1,619.0
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	24.2
			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.

Print Preview		×
	► ► 100% ▼	Kø

8. Click Print.

Explore Individual			
		- ch	<u>C</u> lose
JOHNSON, LYNDA O.		JJ1208268 🔻	
3819 Employees			<u><u> </u></u>
Preview	Print		Excel

- 9. Make desired print selections, e.g., change printer, print range or properties.
- 10. Click <u>OK</u> to print.

Print		? ×
Printer		
<u>N</u> ame:	HP Color LaserJet 4700	✓ Properties
Status: Type: Where: Comment:	Adobe PDF Fax HP Color LaserJet 4700 Microsoft XPS Document Writer Send To OneNote 2010 TOSHIBA eStudio 6540C EC 21 TOSHIBA eStudio 656 EC 217	
Print range		Copies
• <u>A</u> I		Number of <u>c</u> opies: 1
C Pages C Selection		123 123 V Collate
		OK Cancel

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

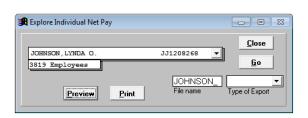
To explore individual net pay history:

- 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 <u>Go</u>. There is not any pay history available for the employee if <u>Preview</u> and <u>Print</u> are grayed out.
- 5. Click <u>**Preview**</u> to view net pay history details online or click <u>**Print**</u> to produce a hard copy of the report. See sample below.

Explore Individual Net Pay		
		<u>C</u> lose
JOHNSON, LYNDA O.	JJ1208268 🔻	
3819 Employees		<u><u> </u></u>
Preview Print	JOHNSON_	Excel

ndividual 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	VID	1138544	07/19/13	873.23	0.00	82.52	0.00	790.71
01.3-65000.0-57500-11100-1110-0003695	E 1D	1258491	09/05/13	4,407.52	0.00	427.45	0.00	3,980.07
01.0-00000.0-00000-00000-9342-0000000	E IE	1307708	09/20/13	1,619.00	0.00	230.37	0.00	1,388.6
01.3-65000.0-57500-11100-1110-0003695	ElF	1379454	10/04/13	4,407.52	0.00	1,467.09	1,619.00	1,321.4
01.0-00000.0-00000-00000-9342-0000000	E1G	1432685	10/18/13	1,619.00	0.00	23.47	0.00	1,595.5
01.3-65000.0-57500-11100-1110-0003695	ElH	1505382	11/05/13	4,407.52	0.00	1,467.09	1,619.00	1,321.4

- 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 <u>**OK**</u> to print.

rint		ନ୍ତି <mark>×</mark>
Printer <u>N</u> ame: Status:	HP Color LaserJet 4700 Adobe PDF	<u>P</u> roperties
Type: Where: Comment:	Fax HP Color LaserJet 4700 Microsoft XPS Document Writer Send To OneNote 2010 TOSHIBA eStudio 5540C EC 217 TOSHIBA eStudio 656 EC 217	
Print range		Copies Number of <u>c</u> opies: 1
O Pages O <u>S</u> electi	from: 1 to: 9999	123 123 V Collate
		OK Cancel

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

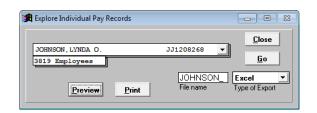
To explore individual pay records:

- 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 <u>Go</u>. There is not any pay history available for the employee if <u>Preview</u> and <u>Print</u> are grayed out.
- 5. Click <u>**Preview**</u> to view individual pay records detail online or click <u>**Print**</u> to produce a hard copy of the report. See sample below.

🛃 Explor	re Individual Pay R	ecords			
					<u>C</u> lose
JOHN	SON, LYNDA O.		JJ1208268	-	
3819	Employees				<u> </u>
	Preview	Print	JOHNS(File name	DN_	Excel

ndivid	ual Pay Rec	ord s	Na	me: JOHNSC	ON,LYNDA O.		EII): JJ1208268				
	Issue Date	e: 07/19	0/2013		Warrant No.:	1138544		Schedule: V1D				
Pay Basis	Posi No.	E arn Type	Units	Pay Rate	Amount	Pay Mo	Ao Begin	ccrual End	Ret Plan	Stat Proj	Ret Rate	Work Cal
Н	981360	REG	22.50	38.810	873.230	12	07/01/2013	07/15/2013	S5	м	49,715.61	s
	Issue Date	e: 09/0	5/2013		Warrant No.:	1258491		Schedule: E 1D				
Pay Basis	Posi No.	E arn Type	Units	Pay Rate	Amount	Pay Mo	Begin	ccrual End	Ret Plan	Stat Proj	Ret Rate	Work Cal
М	130027	REG	7.00	4407.520	4,407.520	11	08/01/2013	08/31/2013	S5	М	4,407.52	ΥM
	Issue Date	e: 09/20	0/2013		Warrant No.:	1307708		Schedule: E IE				
Pay Basis	Posi No.	E arn Type	Units	Pay Rate	Amount	Pay Mo	Ao Begin	ccrual End	R et Plan	Stat Proj		Work Cal
L	130027	ESA	0.00	1619.000	1,619.000	11	09/01/2013	09/30/2013	S5	М	1,619.00	ΥM
	Issue Date	e: 10/0-	4/2013		Warrant No.:	1379454		Schedule: E 1F				
Pay	Posi	Eam		Pay		Pay		cerual	Ret			Work
Basis M	No. 130027	Type REG	20.00	Rate 4407.520	Amount 4,407.520	Mo 11	Begin 09/01/2013	End 09/30/2013	S5	Stat Proj M	Rate 4,407.52	
	Issue Date	e: 10/18	8/2013		Warrant No.:	1432685		Schedule: E1G				
Pay Basis	Posi No.	E arn Type	Units	Pay Rate	Amount	Pay Mo	Ao Begin	ccrual End	R et Plan	Stat Proj		Work Cal
L	130027	ESA	0.00	1619.000	1.619.000	11	10/01/2013	10/31/2013	S 5	М	1.619.00	VM

- 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.

rint		ହ <mark>×</mark>
Printer		
<u>N</u> ame:	HP Color LaserJet 4700	✓ Properties
Status: Type: Where: Comment:	Adobe PDF Fax HP Color LaserJet 4700 Microsoft XPS Document Writer Send To OneNote 2010 TOSHIBA eStudio 5540C EC 217 TOSHIBA eStudio 656 EC 217	
Print range All Pages	from: 1 to: 9999	Copies Number of gopies: 1 =
C <u>S</u> election	on	OK Cancel

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 <u>**Run</u>**. A system message will appear in the upper right corner of the screen once the file is saved.</u>

Registers	
● By Re ● By Re ● By Fu ● By Fu ● By Fu	esource
Export File Name:	REGISTER
Cancel	Run

5. Open the export file. See example below of the Excel payroll register export file sorted by payroll and resource.

	А	В	С	D	E	F	G	Н	I.	J	К	L	М	Ν	0
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			X
Fund SFund F	Resource FY Goal Functio	▼ ▼ n Object Location	▼ Program E	▲ ▲ <u>Close</u> arning Id Gtn <u>Print</u>
Accrual Endin	g Dates Issue Date F	egister Schedule		Export
				☐ Auto <u>G</u> o
Column 1	Column 2	Column 3	Column 4	Column 5
SACS_ACCT1	SACS_ACCT2	▼ REGISTER	▼ ISSUE DATE	AMOUNT -
0 Records	Sort By SACS_ACCT1 +	Sum By	Calc See	0.00

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.

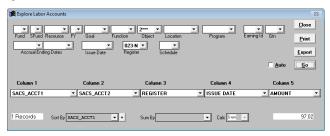
User-Defined Format

Column 1	Column 2	Column 3	Column 4	Column 5	
SACS_ACCT1	SACS_ACCT2		✓ ISSUE DATE	✓ AMOUNT	-

Explore Labor Accounts Using Data Filters

To explore labor accounts using data filters:

- 1. Select Explore | Accounts from the menu.
- 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 **<u>Go</u>** 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

SAMPLE SCHOOL DI	STRICT			12/02/15
FILTERS USED				12:30:08
REGISTER = 023-N OBJECT = 2***				PAGE: 1
SORTED BY SACS_ACCT1, ascendi	ng			
SACS_ACCT1	SACS_ACCT2	REGISTER	ISSUE_DT	AMOUNT
01.2-52100.4-00010-	21000-2420-0006231	023-N	01/27/14	97.0
RECORDS: 1				97.0

Example 2 – Explore Labor Accounts

Explore Labor Account	FY Goal Functi	Object Location Object Location O23-N Schedule	Program	Earring Id Gin Export Auto Go
Column 1 SACS_ACCT1	Column 2	Column 3	Column 4	Column 5
1 Records Sort B	y SACS_ACCT1 -	Sum By	Calc Story	97.02

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.

🙀 Explore Labor Ac	ccounts			X
.		▼ 2*** ▼	•	<u> Close</u>
Fund SFund Re			Program Ea	arning Id Gtn <u>P</u> rint
Accrual Ending		D23-N 🗾 📃 🗾 Register Schedule		<u>E</u> xport
				Auto Go
Column 1	Column 2	Column 3	Column 4	Column 5
SACS_ACCT1	SACS_ACCT2	▼ REGISTER	✓ ISSUE DATE	AMOUNT -
1 Records	Sort By SACS_ACCT1 +	Sum By	Calc See	97.02



Click <u>Go</u> if <u>Print</u> 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 **<u>OK</u>** to print the list or create a PDF file.

ALL DDC	
Adobe PDF Fax	
HP Color LaserJet 4700	
	7
	Copies
	Number of <u>c</u> opies: 1
from: 1 to: 9999	
	HP Color LaserJet 4700 Microsoft XPS Document Writer Send To OneNote 2010 TOSHIBA eStudio 5540C EC 21 TOSHIBA eStudio 656 EC 217

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)

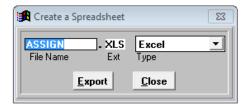
🔀 Create a Spreadsheet	8
ASSIGN . XLS File Name Ext Export	Excel Excel Lotus Database Ascii

To export a list:

- Click <u>Go</u> to display the list if <u>Export</u> 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.

Explore Labor A	esource FY Goal Function	n Object Location	▼ ▼ Program	Earning Id Gtn Export Export
Column 1	Column 2	Column 3	Column 4	<u>A</u> uto <u>Go</u> Column 5
SACS_ACCT1	▼ SACS_ACCT2	▼ REGISTER	▼ ISSUE DATE	
9757 Records	Sort By SACS_ACCT1 +	Sum By	Calc Sum	7,820,356.19

- 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.
- Click <u>Export</u> 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 <u>Go</u>. The list of labor account balances selected will display in Print Preview.

🔀 Explore Labor	Accounts			83
01 - 5 -	_	▼ 2*** ▼	•	<u>Close</u>
Fund SFund F		on Object Location	Program	Earning Id Gtn <u>P</u> rint
Accrual Endin	ng Dates Issue Date F	Register Schedule		<u>E</u> xport
				Auto Go
Column 1	Column 2	Column 3	Column 4	Column 5
Column 1 SACS_ACCT1	Column 2	Column 3	Column 4	Column 5

SAMPLE SCHOOL DI FILTERS USED FUND = 01 SUB FUND = 5				12/02/15 11:46:22 PAGE: 1
OBJECT = 2*** SORTED BY				
SACS_ACCT1, ascendi	Ing			
SACS_ACCT1	SACS_ACCT2	REGISTER	ISSUE_DT	AMOUNT
01.5-00000.0-00000-	21500-2411-0005803	E1B-N	08/05/13	4,160.00
01.5-00000.0-00000-	21500-2411-0005803	E1D-N	09/05/13	4,160.00
01.5-00000.0-00000-	21500-2411-0005803	E1F-N	10/04/13	4,160.00
01.5-00000.0-00000-	21500-2411-0005803	E1H-N	11/05/13	4,160.00
01.5-00000.0-00000-	21500-2411-0005803	E1J-N	12/05/13	4,160.00
01.5-00000.0-00000-	21500-2411-0005803	E1L-N	01/03/14	4,160.00
01.5-00000.0-00000-	21500-2411-0005803	E1N-N	02/05/14	4,160.00
01.5-00000.0-00000-	21500-2411-0005803	E1P-N	03/05/14	4,160.00
01.5-00000.0-00000-	21500-2411-0005803	E1R-N	04/04/14	4,160.00
01.5-00000.0-00000-	21500-2411-0005803	E1T-N	05/05/14	4,160.00
RECORDS: 10				41,600.00

Sort Account Balances

Explore Labor Account	its			X
		▼ 1910 ▼	• •	<u>C</u> lose
Fund SFund Resource	e FY Goal Func	tion Object Location	Program	Earning Id Gtn <u>P</u> rint
Accrual Ending Dates		Register Schedule		<u>E</u> xport
				🗌 <u>A</u> uto 🛛 <u>G</u> o
Column 1	Column 2	Column 3	Column 4	Column 5
Column 1 SACS_ACCT1	Column 2	Column 3	Column 4	

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 <u>Go</u>. Print Preview displays the list. Filters used and sorting order, if any, will be displayed in the upper left corner of the report.

SAMPLE SCHOOL DI FILTERS USED	i bildor			06/25/15 13:14:14
FILTERS USED				PAGE: 1
REGISTER = C2G-C				
OBJECT = 1910				
SORTED BY				
LOCATION, ascending	1			
	SACS_ACCT2	REGISTER	ISSUE_DT	AMOUNT
SACS_ACCT1	-		ISSUE_DT 01/30/15	
SACS_ACCT1 01.0-07090.0-00000-	SACS_ACCT2	C2G-C	_	AMOUNT 6,824.83 33,474.08
SACS_ACCT1 01.0-07090.0-00000- 01.0-07271.0-00000-	SACS_ACCT2 21000-1910-0000000	C2G-C C2G-C	01/30/15	6,824.83 33,474.08
SACS_ACCT1 01.0-07090.0-00000- 01.0-07271.0-00000- 01.0-07392.0-00000-	SACS_ACCT2 21000-1910-0000000 21400-1910-0000000	C2G-C C2G-C C2G-C	01/30/15 01/30/15	6,824.83

To remove sorting:

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

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.

🙀 Explore Labor	Accounts			83
	-	▼ 1910 ▼		<u>Close</u>
Fund SFund	Resource FY Goal I	function Object Location	Program	Earning Id Gtn <u>P</u> rint
Accrual Endir	ng Dates Issue Date	C2G-C Register Schedule		<u>E</u> xport
				☐ <u>A</u> uto <u>G</u> o
Column 1	Column 2	Column 3	Column 4	Column 5
LOCATION	•	•	•	AMOUNT -
4 De seude				
4 Records	Sort By LOCATION	Sum By LOCATION	Calc Sum	65,719.56

To subtotal balances:

- 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 <u>Go</u>. Print Preview displays the list. Filters used and sorting order, if any, will be displayed in the upper left corner of the report.

SAMPLE SCHOO	L DISTRICT			06/25/15
FILTERS USED				16:03:04
				PAGE: 1
REGISTER = C2G	i-C			
OBJECT = 191	.0			
SORTED BY		SUMMARIZED BY	CALCULATION	_
LOCATION, asce	nding	LOCATION	SUM	
OCATION	NULL	NULL	NULL	AMCONT
000000				65,719.56
RECORDS: 1				65,719.56

To remove subtotals:

- 1. Select the blank value in the Sum By drop-down list.
- 2. Click <u>Go</u>.

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

🔀 Explore Labor [Detail								83
Fund SFund Re	esource FY	▼ ▼ Goal	F unction	▼ Object	Location	➡ Prog	▼ ram	Earning Id Gtn	✓ Close
Accrua	▼ I Ending Dates	•	Accrual Mo	▼ Inth			Barg Ui	nit	<u>Print</u>
	-	•		•		•			<u>E</u> xport
)ates Range		Issue Date		Issue Month	1	•		<u>6</u> 0
Job Class				Work Loca	tion			Schedule	_
ID Number			•	Selection C			•		
ID Number				Selection L	riteria			Register	
Column 1		Column 2		Column	3	Cole	umn 4	Colu	ımn 5
SACS_ACCT1	•	SACS_ACCT2	•	EMPLOY	EE NAME	💌 ISSU	E DATE	🗾 AMOL	JNT 🗾
0 Records	Sort By SACS	S_ACCT1	• +	Sum By		•	Calc	Sum 🔽	0.00

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 <u>Go</u> to view cross tabulation results on the window.
- 4. Click <u>Preview</u>, <u>Print</u> and/or <u>Export</u> as appropriate to view employee salary and benefit detail by payroll schedule.

🔀 Cross Tabulator	22
Fund SFund Resource FY Goal	Function Object Location Program Prog
Accrual Ending Dates	Schedule Issue Date
ID Number	170010 PSYCHOLOGIS Job Class Work Location
Earning Id Gtn Barg Unit	Selection Criteria
<u>Preview</u> <u>Print</u> <u>Export</u> ⊙ Letter ○ Legal ▼ Print ID #	Processed: 1773 of 1773 Go Employees: 18 Salary: \$1,425,736.01 Location Sort Benefits: \$366,270.75

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.

🔀 Other Table Data	23
Tables Job Class Deduction Work Location Barg Unit Work Location Barg Unit Name Earning Order by Description Code Current Table Job Class	Copy Table To Export As Copy Print Table
100010 SUPERINTENDENT	
100020 SUPERINTENDENT - ELECT	-
101000 DEPUTY SUPERINTENDENT	
101010 ASST. SUPERINTENDENT	
103005 DIRECTOR	
103030 PRINCIPAL CONTINUATION	
103040 DIRECTOR-STUDENT SERVICES	
103050 DIRECTOR - SP. EDUCATION	
103060 DIRECTOR OF SP. PROGRAMS	
103068 COORDINATOR - ERICS	•
	OK Help



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 <u>Copy</u>. The export file will be saved to C:\pcprods\REPORTS or designated path.
- 5. Click **OK** to exit the window.

🔀 Other Table Data	83
Tables Job Class Deduction Work Location Barg Unit Name Earning Order by Description Order by Description	Copy Table To Export As Copy
Current Table Job Class	Print Table
100010 SUPERINTENDENT	▲
100020 SUPERINTENDENT - ELECT	
101000 DEPUTY SUPERINTENDENT	
101010 ASST. SUPERINTENDENT	
103005 DIRECTOR	
103030 PRINCIPAL CONTINUATION	
103040 DIRECTOR-STUDENT SERVICES	
103050 DIRECTOR - SP. EDUCATION	
103060 DIRECTOR OF SP. PROGRAMS	
103068 COORDINATOR - ERICS	•
	ОК Нер

Section 5 Fixed Reports

This page intentionally left blank.

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 **<u>Preview</u>** to view report online or click **<u>Print</u>** to produce a hard copy of the report.
- 6. Click <u>Cancel</u> to exit.

🔀 Census Data	
Pay Period:	01/01/2014 · 01/31/2014 From To
	Objects
Instructional:	"11", "12","13","14","15","16","21"
Administrative:	["17","18","23"
Plant Operation:	"24"
Caferteria:	"22"
Bus Transportation:	"26"
Health & Recreation:	"00"
Students:	"00"
All Others:	"19","29"
Cano	el Preview Print

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 Payroll Number of Payroll Number of Employees Amount Employees Amount Hours								
Instructional Personnel	55	404 ,790	1	258	7				
All other School system employees									
Administrative and Clerical Personnel	1	9,086	o	O	0				
Plant Operation, maintenance custodial personnel	22	116,015	4	6,807	431				
Cafeteria employees	5	19,991	1	163	4				
Bus transportation employees	O	0	o	O	0				
Health & recreation employees	O	O	O	O	o				
Student employees	O	0	O	O	O				
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.

🔀 Census Data		
Pay Period:	01/01/2014) 01/31/2014 From To	
Cancel	Preview	Print

Sample New Census Format Report:

I	ssue Pay Period	d: From: O	1/01/2014	To: 01/31/2	014
	Full-time	Employees	Part-	time Employee	25
	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
Averag	e Full Time Ho	urs:	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 <u>Run</u> to generate the report or <u>Cancel</u> 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.

🛃 Census	Data By Job C	Class 🗖 🗖 🕱	3
F	Pay Period:	01/01/2014) 01/31/2014 From To	
	Cancel	Run	

Sample Census 2012 Report by Job Class in Excel Format:

	А	В	С	D	E	F	G	Н		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.	С	E1L	5	44228.12	581	0	0	0
7	081600	COUNSELOR	С	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	С	E1L	2	10162.28	175	0	0	0
10	080000	DAY TO DAY SUB	С	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	С	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	С	E1L	35	254380.46	3671.84	0	0	0
25	081700	TEACHER	С	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 <u>Run</u> to generate the report or <u>Cancel</u> 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.

🔀 Census Data By Job	Class 🗖 🗉 🖾
Pay Period:	01/01/2014 - 01/31/2014 From To
Certificated w	ork Hours Per Day: 7.00
Close	Run

Sample Census 2013 Report by Job Class in Excel Format:

- 24	Α	В	С	D	E	F	G	Н		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.

Extra Pay & Overtime						
Accrual Dates	07/01/2013 - 06/30/2014 Begin End					
Type of Pay	CEL					
Cancel Execute	Preview Print Export					

Sample Extra Pay and Overtime Report:

SAMPLE SCHOOL DIST	RICT Ea	mings Type CEL	Date: 12/03/20	15
Accrual I	Dates: Begin: 07/01/2013	End: 06/30/2014		
Name		Account	Issue Date	Amount
ANGSTON,RANDALL A.	DISTRICT OFFICE	01.3-65000.0-50013-27000-1310-0003693	08/05/13	125.0
		01.3-65000.0-50013-27000-1310-0003693	08/05/13	125.0
	DISTRICT OFFICE	01.3-65000.0-50013-27000-1310-0003693	09/05/13	125.0
		01.3-65000.0-50013-27000-1310-0003693	09/05/13	125.0
	DISTRICT OFFICE	01.3-65000.0-50013-27000-1310-0003693	10/04/13	125.0
		01.3-65000.0-50013-27000-1310-0003693	10/04/13	125.0
	DISTRICT OFFICE	01.3-65000.0-50013-27000-1310-0003693	11/05/13	125.0
		01.3-65000.0-50013-27000-1310-0003693	11/05/13	125.0
	DISTRICT OFFICE	01.3-65000.0-50013-27000-1310-0003693	12/05/13	125.0
		01.3-65000.0-50013-27000-1310-0003693	12/05/13	125.0
	DISTRICT OFFICE	01.3-65000.0-50013-27000-1310-0003693	01/03/14	125.0
		01.3-65000.0-50013-27000-1310-0003693	01/03/14	125.0
	DISTRICT OFFICE	01.3-65000.0-50013-27000-1310-0003693	02/05/14	125.0
		01.3-65000.0-50013-27000-1310-0003693	02/05/14	125.0
	DISTRICT OFFICE	01.3-65000.0-50013-27000-1310-0003693	03/05/14	125.0
		01.3-65000.0-50013-27000-1310-0003693	03/05/14	125.0
	DISTRICT OFFICE	01.3-65000.0-50013-27000-1310-0003693	04/04/14	125.0
		01.3-65000.0-50013-27000-1310-0003693	04/04/14	125.0
	DISTRICT OFFICE	01.3-65000.0-50013-27000-1310-0003693	05/05/14	125.0
		01.3-65000.0-50013-27000-1310-0003693	05/05/14	125.0
Total	for LANGSTON,RAND	ALL A.		2,500.00
			Grand Total:	2,500.00

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.

🔀 Net Pay					
Enter I: From:	ssue Date Range 01/01/2014	: To:	06/30/2014]	<u>C</u> lose <u>G</u> o
Preview	Print		EST e name	Excel	
				- Lotus Ascii Databas	e

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

🔀 Net Pay					
Enter Is	ssue Date Range	:			<u>C</u> lose
From:	01/01/2014	To:	06/30/2014		Go
Preview	Print		EST	Excel	-
		F	ile name	Type of E	xport



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	Н	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	н	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	н	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	н	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	н	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	н	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	HIA-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	HIB-N	EMPLOYEE 2	н	48.00	726.24	69.18	7.90	45.02	10.53	0.00	50.83	0.09	0.00	542.78
08/24/07	HIC-N	EMPLOYEE 2	н	88.00	1,331.44	153.61	29.28	82.55	19.31	0.00	93.20	0.00	0.00	953.45
09/10/07	HID-N	EMPLOYEE 2	н	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	HIE-N	EMPLOYEE 2	н	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	н	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	HIG-N	EMPLOYEE 2	н	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	HIH-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	658.03
11/20/07	HII-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	HIJ-N	EMPLOYEE 2	н	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	HIK-N	EMPLOYEE 2	н	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	HIA-N	EMPLOYEE 3	: н	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	HIC-N	EMPLOYEE 3	: #	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	HIF-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	HIG-N	EMPLOYEE 3	, н	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	HIH-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	HII-N	EMPLOYEE 3	н	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	HIJ-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	. н	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	М	22.00	4,115.14	542.35	145.55	255.14	59.67	0.00	288.06	280.00	0.00	2,544.31
09/10/07		EMPLOYEE 4	М	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:

	А	В	С	D	E	F	G	H	1	J	K	L	М	N	0	Р	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	М	15	259.58	38.08	37.62	C	0	384.36	0	511.82	2210	0	1362.99
3	NA9088950	employee2	E1L	E1L-C	S5	20140103	1770763	М	15	60.75	0	63.54	C	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	C	0	0	0	0	0	0	2882.83
6	SD5018449	employee5	E1N	E1N-C	S5	20140205	1898730	М	19	259.58	38.08	37.62	C	0	384.36	0	511.82	2210	0	1362.99
7	NA9088950	employee6	E1N	E1N-C	S5	20140205	1898881	М	28	96.58	0	69.19	C	0	797.08	0	325.29	3615	0	3696.58
8	SD5018449	employee7	E10	E10-C	S5	20140220	1953555	L	0	417.6	140.59	32.05	C	0	0	0	0	0	0	1619.76
9	NA9088950	employee8	E10	E10-C	S5	20140220	1953701	L	0	514.91	214.29	52.41	C	0	0	0	0	0	0	2833.39
10	SD5018449	employee9	E1P	E1P-C	S5	20140305	2027044	М	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	М	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	1659.27
13	NA9088950	employee12	E1Q	E1Q-C	S5	20140320	2085284	L	0	514.91	214.29	52.42	C	0	0	0	0	0	0	2833.38
14	SD5018449	employee13	E1R	E1R-C	S5	20140404	2159154	М	21	393.52	81.08	51.77	C	0	467.31	(511.82	2271	0	2064.85
15	NA9088950	employee14	E1R	E1R-C	S5	20140404	2159304	М	21	60.75	0	63.53	C	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							
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 **<u>Preview</u>** to view report online or click **<u>Print</u>** to produce a hard copy of the report.
- 8. Click <u>Close</u> or press ESC to exit.

🙀 Quarterly Wag	je Report									
Year: 2	014	•Q1 0Q2	© Q3 © Q4	Close						
	From:	To:	Title:	Run						
Period 1:	01/01/2014	01/31/2014	January	Preview						
Period 2:	02/01/2014	02/28/2014	February	Print						
Period 3:	03/01/2014	03/31/2014	March	Export Detail						
	By Work Location O By Pay Location									

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 E LE MENTARY SCHOOL	73	73	73	822,682
ALLISON E LE MENTARY SCHOOL	36	37	38	360,541
ALTERNATIVE ED	3	3	3	21,750

Sample Quarterly Wages Detail Report in Excel Format:

	А	В	С	D	E	F
1	eid	name	emp_type	work_loc	work_title	amount
2	TT9810511	employee1	С	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	С	01000	DISTRICT OFFICE	9892.58
9	RF9183487	employee8	С	01000		9892.58
10	VQ4629122	employee9	С	01000	DISTRICT OFFICE	11207.22
11	VQ4629122	employee10	С	01000		11207.22
12	EY0126063	employee11	С	01000	DISTRICT OFFICE	15613.62
13	EY0126063	employee12	С	01000		15613.62
14	UD2962808	employee13	С	01000		8180.54
15	UD2962808	employee14	С	01000	DISTRICT OFFICE	8180.54

Sample Quarterly Wage Report in Excel Format:

	А	В	С	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
4.4							

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.

Monthly Totals	
 By Account N By Earnings C Include Addre 	Code
Export File	Names
All Names (A - Z):	ALLMON
Select Names (A - I):	AthruL
Select Names (J - R):	JthruB
Select Names (S-Z):	SthruZ
File Type:	Excel
Cancel	Run

See sample reports on next page.

Sample Monthly Totals Report by Account Number in Excel Format:

*This report contains 30 columns of data.

2 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 3 TT9810511 TT9810511 employee2 9300 IMPERIAL HIGHWAY, DOWNEY, CA 90242 01.3-24100.0-36008-27000-3111-0003933 MM 01.3 24100.0 36007 27000 1310 4 TT9810511 employee3 9300 IMPERIAL HIGHWAY, DOWNEY, CA 90242 01.3-24100.0-36008-27000-3111-0003933 MM 01.3 24100.0 36007 27000 3311 5 TT9810511 TT9810511 employee4 9300 IMPERIAL HIGHWAY, DOWNEY, CA 90242 01.3-24100.0-36007-27000-3311-0003933 MM 01.3 24100.0 36007 27000 3331 7 TT9810511 employee4 9300 IMPERIAL HIGHWAY, DOWNEY, CA 90242 01.3-24100.0-36007-27000-3331-0003933 MM 01.3 24100.0 36007 27000 3331 8 TT9810511 employee4 9300 IMPERIAL HIGHWAY, DOWNEY, CA 90242 01.3-24100.0-36			<u> </u>													
2 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 3 TT9810511 TT9810511 employee2 9300 IMPERIAL HIGHWAY, DOWNEY, CA 90242 01.3-24100.0-36008-27000-3111-0003923 MM 01.3 24100.0 36008 27000 1310 4 TT9810511 employee3 9300 IMPERIAL HIGHWAY, DOWNEY, CA 90242 01.3-24100.0-36008-27000-3111-0003923 MM 01.3 24100.0 36007 27000 3111 5 TT9810511 tT9810511 employee4 9300 IMPERIAL HIGHWAY, DOWNEY, CA 90242 01.3-24100.0-36007-27000-3311-0003923 MM 01.3 24100.0 36007 27000 3331 7 TT9810511 tT9810511 employee4 9300 IMPERIAL HIGHWAY, DOWNEY, CA 90242 01.3-24100.0-36007-27000-3331-0003933 MM 01.3 24100.0 36007 27000 3331 8 TT9810511 tT9810511 employee4 9300 IMPERIAL HIGHWAY, DOWNEY, CA </th <th>4</th> <th>А</th> <th>В</th> <th>С</th> <th>D</th> <th>E</th> <th>F</th> <th>G</th> <th>Н</th> <th>1</th> <th>J</th> <th>K</th> <th>L</th> <th>M</th> <th>Ν</th> <th>0</th>	4	А	В	С	D	E	F	G	Н	1	J	K	L	M	Ν	0
3 TT9810511 TT9810511 employee2 9300 IMPERIAL HIGHWAY, DOWNEY, CA 90242 01.3-24100.0-36007-27000-1310-003923 MM 01.3 24100.0 36007 27000 1310 4 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 5 TT9810511 employee4 9300 IMPERIAL HIGHWAY, DOWNEY, CA 90242 01.3-24100.0-36008-27000-3311-0003923 MM 01.3 24100.0 36007 27000 3311 6 TT9810511 employee5 9300 IMPERIAL HIGHWAY, DOWNEY, CA 90242 01.3-24100.0-36007-27000-3331-0003923 MM 01.3 24100.0 36007 27000 3331 8 TT9810511 employee7 9300 IMPERIAL HIGHWAY, DOWNEY, CA 90242 01.3-24100.0-36007-27000-3311-0003923 MM 01.3 24100.0 36007 27000 3511 10 TT9810511 employee4 9300 IMPERIAL HIGHWAY, DOWNEY, CA 90242 01.3-24100.0-36007-27000-3511-0003923	. i	d	eid	name	street	city	state	zip	account	bargaining	fund	resource	goal	function	object	location
4 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 5 TT9810511 TT9810511 employee4 9300 IMPERIAL HIGHWAY, DOWNEY, CA 90242 01.3-24100.0-36008-27000-3311-0003933 MM 01.3 24100.0 36007 27000 3111 6 TT9810511 employee5 9300 IMPERIAL HIGHWAY, DOWNEY, CA 90242 01.3-24100.0-36007-27000-3331-0003933 MM 01.3 24100.0 36007 27000 3331 7 TT9810511 employee6 9300 IMPERIAL HIGHWAY, DOWNEY, CA 90242 01.3-24100.0-36007-27000-3331-0003923 MM 01.3 24100.0 36007 27000 3311 9 TT9810511 employee6 9300 IMPERIAL HIGHWAY, DOWNEY, CA 90242 01.3-24100.0-36007-27000-3311-0003923 MM 01.3 24100.0 36007 27000 3511 10 TT9810511 TT9810511 employee4 9300 IMPERIAL HIGHWAY, DOWNEY, CA 90242 01.3-24100.0-36007-27000-3511-0	1	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
5 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 6 TT9810511 TT9810511 employee5 9300 IMPERIAL HIGHWAY, DOWNEY, CA 90242 01.3-24100.0-36007-27000-3331-0003933 MM 01.3 24100.0 36007 27000 3331 7 TT9810511 employee6 9300 IMPERIAL HIGHWAY, DOWNEY, CA 90242 01.3-24100.0-36007-27000-3331-0003923 MM 01.3 24100.0 36007 27000 3331 8 TT9810511 employee7 9300 IMPERIAL HIGHWAY, DOWNEY, CA 90242 01.3-24100.0-36007-27000-3311-0003923 MM 01.3 24100.0 36007 27000 3511 10 TT9810511 employee8 9300 IMPERIAL HIGHWAY, DOWNEY, CA 90242 01.3-24100.0-36007-27000-3511-0003923 MM 01.3 24100.0 36007 27000 3511 10 TT9810511 employee10 9300 IMPERIAL HIGHWAY, DOWNEY, CA 90242 01.3-24100.0-36007-27000-3611-0003933 </td <td>1</td> <td>TT9810511</td> <td>TT9810511</td> <td>employee2</td> <td>9300 IMPERIAL HIGHWAY,</td> <td>DOWNEY,</td> <td>CA</td> <td>90242</td> <td>01.3-24100.0-36007-27000-1310-0003923</td> <td>MM</td> <td>01.3</td> <td>24100.0</td> <td>36007</td> <td>27000</td> <td>1310</td> <td>0003923</td>	1	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
6 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 7 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 8 TT9810511 employee7 9300 IMPERIAL HIGHWAY, DOWNEY, CA 90242 01.3-24100.0-36007-27000-3311-0003923 MM 01.3 24100.0 36007 27000 3511 10 TT9810511 employee8 9300 IMPERIAL HIGHWAY, DOWNEY, CA 90242 01.3-24100.0-36007-27000-3511-0003923 MM 01.3 24100.0 36007 27000 3511 10 TT9810511 employee10 9300 IMPERIAL HIGHWAY, DOWNEY, CA 90242 01.3-24100.0-36007-27000-3511-0003923 MM 01.3 24100.0 36007 27000 3611 11	1	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
7 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 8 TT9810511 TT9810511 employee7 9300 IMPERIAL HIGHWAY, DOWNEY, CA 90242 01.3-24100.0-36007-27000-3311-0003923 MM 01.3 24100.0 36007 27000 3511 9 TT9810511 TT9810511 employee8 9300 IMPERIAL HIGHWAY, DOWNEY, CA 90242 01.3-24100.0-36008-27000-3511-0003933 MM 01.3 24100.0 36007 27000 3511 10 TT9810511 employee10 9300 IMPERIAL HIGHWAY, DOWNEY, CA 90242 01.3-24100.0-36008-27000-3511-0003933 MM 01.3 24100.0 36007 27000 3611 11 TT9810511 employee10 9300 IMPERIAL HIGHWAY, DOWNEY, CA 90242 01.3-24100.0-36007-27000-3611-0003933 MM 01.3 24100.0 36007 27000 3611 12 T9810511 TT9810511 employee11 9300 IMPERIAL HIGHWAY, DOWNEY, CA 90242 01.3-24100.0-36007-27000-3711-0003933 MM 01.3 24100.0 <td< td=""><td>1</td><td>TT9810511</td><td>TT9810511</td><td>employee4</td><td>9300 IMPERIAL HIGHWAY,</td><td>DOWNEY,</td><td>CA</td><td>90242</td><td>01.3-24100.0-36007-27000-3111-0003923</td><td>MM</td><td>01.3</td><td>24100.0</td><td>36007</td><td>27000</td><td>3111</td><td>0003923</td></td<>	1	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
8 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 9 TT9810511 TT9810511 employee8 9300 IMPERIAL HIGHWAY, DOWNEY, CA 90242 01.3-24100.0-36008-27000-3511-0003923 MM 01.3 24100.0 36008 27000 3511 10 TT9810511 employee8 9300 IMPERIAL HIGHWAY, DOWNEY, CA 90242 01.3-24100.0-36008-27000-3511-0003923 MM 01.3 24100.0 36008 27000 3511 11 TT9810511 employee10 9300 IMPERIAL HIGHWAY, DOWNEY, CA 90242 01.3-24100.0-36007-27000-3511-0003923 MM 01.3 24100.0 36008 27000 3611 12 T9810511 tT9810511 employee11 9300 IMPERIAL HIGHWAY, DOWNEY, CA 90242 01.3-24100.0-36007-27000-3511-0003923 MM 01.3 24100.0 36007 27000 3711 13 TT9810511 tT9810511 employee13 9300 IMPERIAL HIGHWAY, DOWNEY, CA 90242	1	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
9 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 10 TT9810511 TT9810511 employee9 9300 IMPERIAL HIGHWAY, DOWNEY, CA 90242 01.3-24100.0-36008-27000-3511-0003933 MM 01.3 24100.0 36008 27000 3511 11 TT9810511 employee10 9300 IMPERIAL HIGHWAY, DOWNEY, CA 90242 01.3-24100.0-36008-27000-3611-0003933 MM 01.3 24100.0 36008 27000 3611 12 TT9810511 employee11 9300 IMPERIAL HIGHWAY, DOWNEY, CA 90242 01.3-24100.0-36007-27000-3611-0003933 MM 01.3 24100.0 36008 27000 3611 13 TT9810511 employee12 9300 IMPERIAL HIGHWAY, DOWNEY, CA 90242 01.3-24100.0-36007-27000-3711-0003933 MM 01.3 24100.0 36007 27000 3711 14 TT9810511 employee13 9300 IMPERIAL HIGHWAY, DOWNEY, CA 90242 01.3-24100.0-36007-27000-3711-0003933 MM 01.3 2410	1	T9810511	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
10 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 11 TT9810511 TT9810511 employee10 9300 IMPERIAL HIGHWAY, DOWNEY, CA 90242 01.3-24100.0-36008-27000-3611-0003933 MM 01.3 24100.0 36007 27000 3611 12 TT9810511 employee11 9300 IMPERIAL HIGHWAY, DOWNEY, CA 90242 01.3-24100.0-36008-27000-3611-0003933 MM 01.3 24100.0 36007 27000 3611 13 TT9810511 employee12 9300 IMPERIAL HIGHWAY, DOWNEY, CA 90242 01.3-24100.0-36007-27000-3711-0003933 MM 01.3 24100.0 36007 27000 3711 14 TT9810511 employee13 9300 IMPERIAL HIGHWAY, DOWNEY, CA 90242 01.3-24100.0-36007-27000-3711-0003933 MM 01.3 24100.0 36007 27000 3711 15 TT9810511 tT9810511 employee14 9300 IMPERIAL HIGHWAY, DOWNEY, CA 90242 01.3	1	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
11 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 12 TT9810511 TT9810511 employee11 9300 IMPERIAL HIGHWAY, DOWNEY, CA 90242 01.3-24100.0-36008-27000-3611-0003933 MM 01.3 24100.0 36007 27000 3611 13 TT9810511 employee12 9300 IMPERIAL HIGHWAY, DOWNEY, CA 90242 01.3-24100.0-36008-27000-3711-0003933 MM 01.3 24100.0 36008 27000 3711 14 TT9810511 employee13 9300 IMPERIAL HIGHWAY, DOWNEY, CA 90242 01.3-24100.0-36007-27000-3711-0003923 MM 01.3 24100.0 36007 27000 3711 15 TT9810511 employee14 9300 IMPERIAL HIGHWAY, DOWNEY, CA 90242 01.3-24100.0-36007-27000-3711-0003923 MM 01.3 24100.0 36007 27000 3711 15 TT9810511 employee14 9300 IMPERIAL HIGHWAY, DOWNEY, CA 90242 01.3-24100.0-36007-27000-3751-0003923 MM 01.3 24100.0	1	T9810511	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
12 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 13 TT9810511 TT9810511 employee12 9300 IMPERIAL HIGHWAY, DOWNEY, CA 90242 01.3-24100.0-36008-27000-3711-0003923 MM 01.3 24100.0 36007 27000 3711 14 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 15 TT9810511 tT9810511 employee14 9300 IMPERIAL HIGHWAY, DOWNEY, CA 90242 01.3-24100.0-36007-27000-3711-0003923 MM 01.3 24100.0 36007 27000 3711 16 TT9810511 tT9810511 employee15 9300 IMPERIAL HIGHWAY, DOWNEY, CA 90242 76.0-00000-00000-9507-000000 MM 76.0 00000.0 00000 9501 17 T9810511 tT9810511 employee16 9300 IMPERIAL HIGHWAY, DOWNEY	D 1	T9810511	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
13 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 14 TT9810511 TT9810511 employee13 9300 IMPERIAL HIGHWAY, DOWNEY, CA 90242 01.3-24100.0-36008-27000-3711-0003933 MM 01.3 24100.0 36007 27000 3711 15 TT9810511 TT9810511 employee14 9300 IMPERIAL HIGHWAY, DOWNEY, CA 90242 01.3-24100.0-36007-27000-3711-0003923 MM 01.3 24100.0 36007 27000 3711 15 TT9810511 employee14 9300 IMPERIAL HIGHWAY, DOWNEY, CA 90242 01.3-24100.0-36007-27000-3751-0003923 MM 01.3 24100.0 36007 27000 3751 16 TT9810511 TT9810511 employee15 9300 IMPERIAL HIGHWAY, DOWNEY, CA 90242 76.0-00000.0-00000-9507-0000000 MM 76.0 00000.0 00000 9507 17 TT9810511 TT981	1 1	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
14 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 15 TT9810511 TT9810511 employee14 9300 IMPERIAL HIGHWAY, DOWNEY, CA 90242 01.3-24100.0-36007-27000-3711-0003923 MM 01.3 24100.0 36007 27000 3751 16 TT9810511 TT9810511 employee15 9300 IMPERIAL HIGHWAY, DOWNEY, CA 90242 76.0-00000.0-00000-9507-0000000 MM 76.0 00000.0 00000 9507 17 TT9810511 TT9810511 employee16 9300 IMPERIAL HIGHWAY, DOWNEY, CA 90242 76.0-00000.0-00000-9507-0000000 MM 76.0 00000.0 00000 9507 17 TT9810511 TT9810511 employee16 9300 IMPERIAL HIGHWAY, DOWNEY, CA 90242 76.0-00000.0-00000-9511-0000000 MM 76.0 00000.0 00000 9511 18 TT9810511 TT9810511 employee17 9300 IMPERIAL HIGHWAY, DOWNEY, CA 90242 76.0-00000.0-00000-9512-0000000	2 1	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
15 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 16 TT9810511 TT9810511 employee15 9300 IMPERIAL HIGHWAY, DOWNEY, CA 90242 76.0-00000.0-00000-9507-0000000 MM 76.0 000000 00000 9507 17 TT9810511 TT9810511 employee16 9300 IMPERIAL HIGHWAY, DOWNEY, CA 90242 76.0-00000.0-00000-9507-0000000 MM 76.0 00000.0 00000 9507 17 TT9810511 TT9810511 employee16 9300 IMPERIAL HIGHWAY, DOWNEY, CA 90242 76.0-00000.0-00000-9511-0000000 MM 76.0 00000.0 00000 9511 18 TT9810511 TT9810511 employee17 9300 IMPERIAL HIGHWAY, DOWNEY, CA 90242 76.0-00000.0-00000-9512-0000000 MM 76.0 00000.0 00000 9511 18 TT9810511 TT9810511 employee17 9300 IMPERIAL HIGHWAY, DOWNEY, CA 90242 76.0-00000.0-00000-9512-0000000 MM	3 1	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
16 TT9810511 TT9810511 employee15 9300 IMPERIAL HIGHWAY, DOWNEY, CA 90242 76.0 00000-00000-9507-0000000 MM 76.0 00000.0 00000 9507 17 TT9810511 TT9810511 employee16 9300 IMPERIAL HIGHWAY, DOWNEY, CA 90242 76.0-00000.0-00000-9507-0000000 MM 76.0 00000.0 00000 9507 18 TT9810511 TT9810511 employee17 9300 IMPERIAL HIGHWAY, DOWNEY, CA 90242 76.0-00000.0-00000-9512-0000000 MM 76.0 00000.0 00000 9511 18 TT9810511 TT9810511 employee17 9300 IMPERIAL HIGHWAY, DOWNEY, CA 90242 76.0-00000.0-00000-9512-0000000 MM 76.0 00000.0 00000 9512	4 1	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
17 TT9810511 TT9810511 employee16 9300 IMPERIAL HIGHWAY, DOWNEY, CA 90242 76.0 00000.00000-9511-000000 MM 76.0 00000.00000 9511 18 TT9810511 TT9810511 TT9810511 9300 IMPERIAL HIGHWAY, DOWNEY, CA 90242 76.0-00000.0-00000-9512-0000000 MM 76.0 00000.0 00000 9511	5 1	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
18 TT9810511 TT9810511 employee17 9300 IMPERIAL HIGHWAY, DOWNEY, CA 90242 76.0-00000.0-00000-9512-0000000 MM 76.0 00000 00000 9512	6 T	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
	7 1	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
	8 1	T9810511	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
19 TT9810511 TT9810511 employee18 9300 IMPERIAL HIGHWAY, DOWNEY, CA 90242 76.0-00000.0-00000-9514-0000000 MM 76.0 00000 00000 9514	9 1	T9810511	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
20 TT9810511 TT9810511 employee19 9300 IMPERIAL HIGHWAY, DOWNEY, CA 90242 76.0-00000.0-00000-9560-0000000 MM 76.0 00000 00000 9560	D	T9810511	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
21 TT9810511 TT9810511 employee20 9300 IMPERIAL HIGHWAY, DOWNEY, CA 90242 76.0-00000.0-00000-9565-0000000 MM 76.0 00000 00000 9565	1 1	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.

	А	В	С	D	E	F	G	Н	1	J	K	L	М	N	0	Р	Q
1	id	eid	name	street	city	state	zip	account	code	desc	bargaining	fund	resource	goal	function	object	location j
2	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
3	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
4	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
5	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
6	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
7	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
8	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
9	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
10	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
11	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
12	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
13	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
14	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
15	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
16	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
17	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
18	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
19	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
20	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
21	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

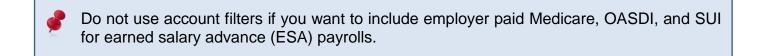
The **All Employees Individual Pay Report** displays fiscal year-to-date salary and employee benefits detail for a specified payroll accrual or issue date range. This report is also available in several export file formats. Additional field data is included in the export file.

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 <u>Go</u>.

Explore Individual
Enter Accrual Date Range: Close From: 01/01/2014 To: 01/31/2014 Enter Issue Date Range: Go From: 7 / To: 7 /
Select Fund Resource Goal Function Object Location Sort Order: None
⊙ Standard ○ Legal Preview Print INDIV Excel File name Type of Export
Select MAA Employees Run MAA

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



See sample reports on next page.

Sample All Employees Individual Pay Report:

Individual Pay History							8								
							OASDI	Medicare							
łame	Funding	Ref	Issue_dt	Salary	3100	3200	3300	3300	3400	3500	3600	3700	3800	3900	Sal&Ben
EMPLOYEE 1	01.3-65000.0-57500-11100-2111-0003695	100.60 R29	01/28/08	474.39	0.00	60.09	115.54	27.02	0.00	0.93	115.54	0.00	0.00	0.00	793.5
EMPLOYEE 2	01.2-34103.8-57500-11900-2111-0003120	100.00 E1B	08/03/07	421.46	0.00	53.40	26.13	6.11	0.00	0.21	26.13	60.0	0.00	0.00	533.4
EMPLOYEE 2	01.3-65000.0-57500-11100-2111-0003695	85.71 E1B	08/03/07	1,767.93	0.00	223.97	109.61	25.63	0.00	0.88	109.61	0.00	0.00	0.00	2,237.6
				2,189.39	0.00	277.37	135.74	31.74	0.00	1.09	135,74	0.00	00.0	0.00	2,771.0
EMPLOYEE 2	01.3-65000.0-57500-11100-2111-0003695	85.71 EID	09/05/07	276.81	0.00	35.06	17.16	4.01	0.00	0.14	17.16	0.00	0.00	0.00	350.3
EMPLOYEE 2	01.3-72400.0-57500-36000-2221-0005615	14.28 EID	09/05/07	46.15	0.00 -	5.85	2.86	0.68	0.00	0.02	2.86	0.00	0.00	0.00	58.4
				322.96	0.00	40.91	20.02	4.69	0.00	0.16	20.02	0.00	0.00	0.00	408.7
EMPLOYEE 2	01,3-00000.0-00000-21000-2960-0000000	100.00 H1D	09/10/07	859.13	0.00	108.85	53.27	12.45	0.00	0.43	53.27	0.00	0.00	0.00	1,087.4
EMPLOYEE 2	01.3-65000.0-57500-11100-2111-0003695	85.71 EIF	10/05/07	2,197.93	0.00	278.46	135.10	31.60	800.70	1.10	136.27	0.00	0.00	0.00	3,581.1
EMPLOYEE 2	01.3-72400.0-57500-36000-2221-0005615	14.28 E1F	10/05/07	366.45	0.00	46.42	22.52	5.27	133.50	0.18	22.72	0.00	0.00	0.00	597.
			1722 C.	2,564.38	0.00	324.88	157.62	36.87	934.20	1.28	158.99	0.00	0.00	0.00	4,178.3
EMPLOYEE 2	01.3-65000.0-57500-11100-2111-0003695	85.71 E1H	11/05/07	2,197.93	0.00	278.46	135.11	31.59	800.70	1.10	136.27	0.00	0.00	0.00	3,581.
EMPLOYEE 2	01.3-72400.0-57500-36000-2221-0005615	14.28 E1H	11/05/07	366.45	0.00	46.42	22.52	5.27	133.50	0.18	22.72	0.00	0.00	0.00	597.
			2000	2,564.38	0.00	324.88	157.63	36.86	934.20	1.28	158.99	0.00	0.00	00.0	4,178.
EMPLOYEE 2	01.3-65000.0-57500-11100-2111-0003695	85.71 EIJ	12/05/07	2,197.93	0.00	278.46	135.11	31.60	800,70	1.10	136.27	0.00	0.00	0.00	3,581.
EMPLOYEE 2	01.3-72400.0-57500-36000-2221-0005615	14.28 E1J	12/05/07	366.45	0.00	46.42	22.52	5.27	133.50	0.18	22.72	0.00	0.00	0.00	597.
			-	2,564.38	0.00	324.88	157.63	36.87	934.20	1.28	158.99	0.00 🕾	0.00	0.00	4,178.
EMPLOYEE 2	01.3-65000.0-57500-11100-2111-0003695	100.00 R29	01/28/08	446.88	0.00	58.57	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	505.
EMPLOYEE 2	01.3-72400.0-57500-36000-2221-0005615	14.28 R29	01/28/08	56.46	0.00	2.78	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	59.
			12	503.34	0.00	61.35	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	564.
EMPLOYEE 3	01.2-33101.8-57502-11900-1110-0003907	100.00 261	09/20/07	1,834.28	151.33	0.09	0.00	26.60	0.00	0.92	113.73	0.00	0.00	0.00	2,126
EMPLOYEE 3	01.2-33101.8-57502-11900-1110-0003907	100.00 E1H	11/05/07	1,932,55	159,45	0.00	0.00	28.02	0.00	0.97	119.83	0.00	0.00	0.00	2,240
EMPLOYEE 3	01.3-65001.0-57502-11900-1110-0003508	40.00 E1H	11/05/07	3,446.80	284.35	0.00	0.00	49.98	373.68	1.72	213.70	0.00	0.00	0.00	4,370

Sample All Employees Individual Pay Report in Excel Format:

*This report contains 48 columns of data.

	А	В	С	D	Е	F	G	Η	1	J	K	L	М	Ν	0	Р	Q	R	S
1	eid	name	schedule	fund_code	sfund	resource	sresource	goal	function	object	location	issue_dt	acc_dt_beg	acc_dt_end	warrant_no	register	amount	031	o31_o (
2	SD5018449	employee1	E1M	01	0	00000	0	00000	00000	9342	0000000	20140117	20140101	20140131	1825900	E1M-C	2210	0	
3	NA9088950	employee2	E1M	01	0	00000	0	00000	00000	9342	0000000	20140117	20140101	20140131	1826043	E1M-C	3615	0	
4	SD5018449	employee3	E1N	01	3	29000	0	37002	10000	1110	0003704	20140205	20140101	20140131	1898730	E1N-C	4804.45	396.37	3111
5	NA9088950	employee4	E1N	01	2	30250	4	36001	31100	1211	0003927	20140205	20140101	20140131	1898881	E1N-C	8210.31	677.35	3111
6	SD5018449	employee5	E1R	01	3	29000	0	37002	10000	1110	0003704	20140404	20140101	20140131	2159154	E1R-C	133.26	10.99	3111
7	TT9810511	employee6	E1M	01	0	00000	0	00000	00000	9342	0000000	20140117	20140101	20140131	1826084	E1M-C	4004	0	
8	TT9810511	employee7	E1N	01	3	24100	0	36007	27000	1310	0003923	20140205	20140101	20140131	1898922	E1N-C	9000	742.5	3111
9	SA4484423	employee8	E1M	01	0	00000	0	00000	00000	9342	0000000	20140117	20140101	20140131	1825519	E1M-C	2534	0	
10	SA4484423	employee9	E1N	01	3	65000	0	57500	11100	1110	0003695	20140205	20140101	20140131	1898346	E1N-C	7501.98	618.91	3111
11	TY1256250	employee10	E1M	01	0	00000	0	00000	00000	9342	0000000	20140117	20140101	20140131	1826389	E1M-N	2830	0	

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:	
--	--

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

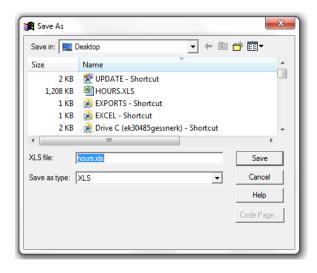
The **Annual Work Hours – For ACA Summary Report** provides a summary of hours worked each month along with information regarding medical plan coverage and W-2 wages. The report can be generated for one to 12 accrual periods during any period of time beginning July 1, 2013. We recommend users carefully 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.

Annual Work Hours
Accrual Date Range
09/01/2013 - 08/31/2014 Begin End The date range should be one year. Example could be 01/01/2012 - 12/31/2012 or 11/01/2011 - 10/31/2012.
Use this to override the hours in Work Hours Paid for an employee.
Certificated Hours Per Day: 7.000 Certificated Substitute Hours Per Day: 0.000
Display Hours by Pay Cycle
LLL Database Location
C.\PCPRODST\LLL96\DATABASE\
Run Cancel

- 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.

	A	B	C	D	E	F	G	H		J	K	l	М	N	0	Р	Q	R	S	T	U	V	W	X	Y	Z	AA	AB	AC	AD	AE	AF	AG 2
1	PC Produ	cts Labo	or Dis	tribution																													
2	Sample	of An	nua	l Work	Hours -	For A	CA Sun	nmarj	/ Rep	ort																							
3 4 e	eid	name	status	s emp_type	hire_date	birth_date	term_date	gender	ben_elig	job_title	perm_ind	med_plan	plan_cover	v2_vages	tot_hours	tot_sal	jar_2014	feb_2014	mar_2014	apr_2014	may_2014	june_2014	july_2014 au	u_2014 s	ept_2013	oct_2013 r	ov_2013 (dec_2013 f	ed_ytd	barg_unit	position	pot_ft	vork_loc
5	441234567	employee1	A	C	03/23/2009	07/07/1952		F	F	TEACHER	P	NV3	03	56789.54	1833.5	114546.11	148	141	170.5	169	150	161.5	154	147	157.5	178.5	125.5		43582.3				B3100
6	484567890	employee2	A .	N	10/14/1997	07/01/1966		M	F	SENIOR CUSTODIAN	Ρ	KF3	01	42456.78	2035.88	81043.1	176	160	176	176	168	176	184	168	120	187.88	160	184	45530.43	3 NN	760324	100	J0100
1	(R7982456	employee3	A I	S	12/30/2009	11/26/1971		F	F	STUDENT WORKER				36457.82	155.5	1399.5	12	18	34	16	18	11.5	14	0	0	12	10	10	34218.23	3 EE	540000	100	J0700
8	/X3425123	employee4	A	N	03/18/2015	06/25/1992		Μ	F	INSTRUCTIONAL ASST	0	KF3	01	67845.32	1225	86586.52	133	94.5	150.5	119	140	77	0	0	147	161	38	105	24230.53	3 AR	694324	100	J0200
	WR773512			C	03/15/1999	08/20/1957		F	F	TEACHER SPECIAL ASSN	P	003	05	250.97	76	684	0	0	0	0	0	0	0	0	40	36	0	0	50980.0	O TT		100	J1000
10 8	EQ5679214	employee6	i A	N	01/19/2009	05/24/1950		F	F	TYPIST CLEPK	P	NV3	05	48678.94	441	11340	63	35	70	56	14	28	0	0	56	28	49	42	33222.20	8 NN	542034	100	J0200
11 8	BR4627832	employee7	T	N	02/08/2012	04/25/1988	11/30/2014	F	F	DATA TECHNICIAN	P	KF3	04	50943.75	329	7050	0	0	0	0	0	63	140	126	0	0	0	0	478716	7 NN		100	Y0400
	QB1234567			N	10/01/1991	02/24/1967		F	F	SECRETARY	P	KF3	02	72834.96	1288	84568.12	133	133	154	112	140	56	0	77	140	154	91	38	49513.62	2 NN		100	B5000
	PG7843564			N	06/23/1996	01/31/1966		F	F	SCHOOL SECRETARY	P	KF3	03	65890.12	1432	74805.38	133	98	154	119	140	137	84	56	147	161	38	105	43413.56	6 NN		100	B1100
	TC8524713	employee1	0 A	I	07/15/2014	08/25/1982		F	F	TEACHERELEMENTARY	P	UHR	01	45653.12	1253	26850	126	126	70	119	84	147	112	126	49	38	84	112	3599152	2 TT			J0200
15 8	BK5113267	employee1	1 A	N	02/28/2008	01/26/1949		F	F	OFFICE WORKER	0	UHR	01	92456.84	1596	103824.23	140	126	154	154	140	154	154	147	14	161	112	140	49713.61	O NN	551444	100	J0100
	5/16854713			N	06/22/1998	01/04/1955	12/30/2014	F	R	SR OFFICE WORKER	P	ret	06	68745.32	1694.25	97475.12	133	131.5	140	140.75	140	160.5	28	210	167	181	127	135.5	6816.53	5 NN		100	J0100
17	RY9324571	employeet	3 A	N	02/22/2006	07/13/1972		m	F	RESEARCH TECH	P	KF3	01	41468.94	679	41581.82	133	35	0	0	0	0	0	0	133	161	112	105	43155.00	O NN	766870	100	81100

Column	Field	Field Description	Source
А	EID	Employee Identification Number	HRS EDB/Screen 003
В	Name	Employee Name	HRS EDB/Screen 003
С	Status	Prime Job Status	HRS EDB/Screen 004
D	Emp_Type	Prime Job Type	HRS EDB/Screen 004
Е	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
Н	Gender	Sex	HRS EDB/Screen 013
Ι	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
М	Plan_Cover	Benefit Coverage Level	HRS EDB/Screen 020
Ν	W2_Wages	Total Gross-P (Code 5580)	HRS EDB/Screen 034
0	Tot_Hours	Total Hours Paid	Report Calculation*
Р	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*
Т	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*
Х	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

Annual Work Hours for ACA Summary Report Field Descriptions

* 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 <u>Run</u> to generate the report or <u>Cancel</u> to exit.

1 91 A	Annual Work Hours - Detail
	Accrual Date Range Employee Type
	07/01/2014 - 07/31/2014 C Begin End
	Use this to override the hours in Work Hours Paid for an employee.
	Certificated Hours Per Day: 7.000
l	Certificated Substitute Hours Per Day: 0.000
	Run Cancel

- 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:

7	٨	D	C	D	c	c	G	Н	1	1	V		М	N	0	р	Q	R	c	т	U	V	W	v	v	7
	A	D	L	U		r	0	n		1	N	L	IVI	N	0	۲	ų	n	3		U	V	W	۸	1	2
1 P) Products L	abor Distrib.	ution																							
2 \$	ample o	f Annual	Work Hours - For AC	A Detail Re	port																					
3																										
																				WORK_						
4 N	AME	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	CAL	WRK_TITLE	ED	JOB_CLASS	WORK_LOC	POSITION	HR <u>a</u> dj
5 EI	IPLOYEE1	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	E18	12	YA	GREEN ELEMENTARY	ND9532932	165000	R3200	942186	
6 E	IPLOYEE2	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	В	WHITE HIGH SCHOOL	ND9532932	913000	Q9000	913180	
7 E	IPLOYEE3	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	В	ORANGE ADM SITE	ND9532932	913000	S8000	913180	
8 EI	IPLOYEE4	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	E18	12	YB	BROWN UNION HIGH SCHOOL	ND9532932	165000	W5000	165050	
9 E	IPLOYEE5	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 EI	IPLOYEE6	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 E	IPLOYEE7	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 EI	IPLOYEE8	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 EI	IPLOYEE9	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	

See field descriptions on next page.

Column	Field	Field Description	Source
А	Name	Employee Name	HRS EDB/Screen 003
В	Emp_Type	Job Type	HRS EDB/Screen 004
С	Job_Title	Job Class Description	HRS EDB/Screen 004
D	Accrual_Mo	Accrual Month	HRS Payroll/Screen 003
Е	Tot_Line	*** = Monthly Accrual Total ***** = Cumulative Total	Report Generated
F	Calc_Hours	Calculated Hours	Report Calculation*
G	Units	Units	HRS Payroll/Screen 003
Н	Pay_Basis	Pay Basis	HRS Payroll/Screen 003
Ι	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
М	Earning_Id	Earnings Code Type	HRS Payroll/Screen 003
Ν	Earn_Desc	Earnings Code Description	Earnings Code Table/Screen 010
0	Amount	Amount	HRS Payroll/Screen 003
Р	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
Т	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
Х	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

Annual Work Hours for ACA Detail Report Field Descriptions

* 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:

	А	В	С	D	E	F	G	Н	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.

Public Records Request
Calendar Year: 2013 💌
Life Insurance GTNs:
LLL Database Location
C:\PC_TRAIN\LLL\DATABASE\
Close

- 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 <u>Save</u>. The Excel file will automatically open after the file is saved.

🛃 Save As			×
Save in:	Desktop	•	≠ 🖩 🎽
	braries /stem Folder		
	ri ce_Tiffany /stem Folder		
	omputer		-
XLS file:	pmxls		<u>S</u> ave
Save as type:	XLS	-	Cancel
			<u>H</u> elp
			<u>C</u> ode Page

See sample report on next page.

Sample Public Records Request Report in Excel Format:

*This report contains 35 columns of data.

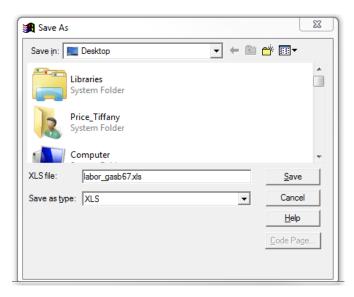
	А	В	С	D	E	F	G	Н	1	J
1	eid	name	barg_unit	retire_pln	multi_job	job_title	work_title	sal_min	sal_max	salary
2	BS3484757	employee1	MG	S1		ASST PRINCIPAL INSTR.	APPLE HIGH SCHOOL	111523	118784	35828.8
3	RC3962393	employee2	DE	S5	x	COUNSELOR	APPLE HIGH SCHOOL	50206	89648	25179.04
4	XX5938858	employee3	DE	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	х	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 <u>Save</u>. The Excel file will automatically open after saving to designated location.



Sample GASB 67 Report by Fund and Object in Excel Format:

	Α	В	С
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.
- Click <u>Run</u> to generate the report or <u>Close</u> to exit. The 9-digit SSN will appear in Column C of the output file if your user security includes SSN access.

1	Deductions & Cont	ributions	
		ution GTN PPLE ARP 💌	
	05/15/2019 Costant Co	Accrual Month	 Schedule
	05/01/2019 05/29/2019 Issue Dates Range	Issue Date	 Issue Month
	Include Address	Run	Close

7. Click <u>Save</u>. The Excel file will automatically open after the file is saved.

Sample Deductions & Contributions Report:

	Α	В	С	D	E	F	G	Н	1	J	К	L	М	Ν
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

This page intentionally left blank.

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.

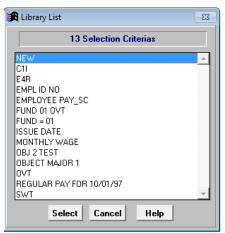
Create New Selection Criteria

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.

🔀 Selection Criteria	8
EMPLOYEE PAY_SELECTION CRIT	ERIA
Available Fields ACCOUNT PERCENT	List Values OK
Conditions Join Equal To ▼ OR	F10 Save
Numeric Example	Help
C	Tables
Remove All R	emove 🔽 📥

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.

Available Fields				
ACCOUNT PERCENT				
BATCH NUMBER	1			
CANCEL DATE	7			
EARNINGS CODE	Ļ			
EID	ł			
EMPLOYEE TYPE				
EMP_SSN	1			
ETHNIC 🗸	j			
Insert				

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.

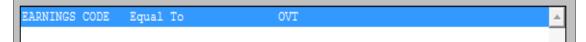
Conditions	
Equal To 💌	
Equal To 🔺	
Not Equal To	l
Greater Than	I
Greater Than Equal To	l
Less Than	1
Less Than Equal To	l
Between 💌	ŀ

6. Click <u>Valid</u> 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.

- -

3 Character Example		
OVT	С	

7. Click **Insert** to add this condition to the selection criteria.



8. Repeat steps 4 - 7 to add additional conditions.

9. Click <u>F10 – Save</u> or press F10 when finished.

Selection Criteria			83
E	EMPLOYEE PAY_SELECTION C	RITERIA	
Available Fields REGISTER	_	List Values Valid	ОК
Conditions Equal To 5 Character Exam	Join OR		F10 Save Help
	C		Tables
EARNINGS CODE	Equal To	TVO	
REGISTER	Between	E1A-C, E1L-N	×
	Remove All	Remove 🔍 📥	

10. Click Save.

🔀 Save	23	
Save Selection Criteria As		
EMPLOYEE PAY_SELECTION CRITERIA		
Save Cancel		

11. Click <u>OK</u> 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 <u>Valid</u> to display available values for the selected field.
- 4. Double-click the condition values. The values will appear in the *Example* box.

🔀 Selection Criteria					23
PAYROLL REGISTERS					
Available Fields REGISTER	•	List Valu	Valid		ОК
Conditions Join	3	E1B-C E1B-N	Register Values	-	F10 Save
5 Character Example		E1C-C E1C-N			Help
C3C-C,E1C-C Insert	<u>C</u>	E1D-C E1D-N E1E-C		-	Tables
Remov	ve All F	lemove			-

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

	In List	C3C-C,E1C-C	*

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 <u>Valid</u> 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	A

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 <u>OR</u>.
- 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 <u>**Remove**</u> to delete only the selected condition
- Click **<u>Remove All</u>** 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.
- Click <u>Save</u> if using the same selection criteria name. Otherwise, enter a new name and click <u>Save</u>.
- 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 **<u>Delete</u>** at the bottom of the window or press **Delete** on the keyboard.
- 4. Click <u>Yes</u>.

🔀 Delete	23
Delete Selection Criteria	
TEST	
<u>Yes</u> <u>N</u> o	

Grouping Definition

Grouping definition determines the following elements of a report:

- Sort order
- Subtotaling
- Placement of page breaks

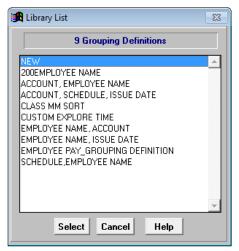
There are two options for creating new grouping definitions. The first option is covered in this section of the user manual. The second is covered in *Section 7 - Building & Viewing Custom Reports*.

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 <u>Ascending</u> or <u>Descending</u> 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 <u>Remove</u> to remove it from the sort order. Click <u>Remove All</u> to remove fields from the *Sort Order* drop-down box.
- 9. Click F10 Save.

🔀 Grouping Definiti		GROU	PING DEFINITION	7	8
	Available Fields Sort Order				
Page Breaks	ACCOUNT ACCOUNT PERCENT ACCRUAL BEG. DT ACCRUAL END. DT AMOUNT BARG UNIT DESC BARGAINING UNIT BARGAINING UNIT GAICH NUMBER CANCEL DATE EARNINGS CODE EARNINGS TITLE EID	•	• BATCH NUMBER	Desc Re	ending + ending - wove all

10. Click Save.

Save	23
Save Grouping Definition As	
EMPLOYEE PAY_GROUPING DEFINITION	
Save Cancel	

11. Click <u>OK</u> or press **Esc** to exit Grouping Definition.

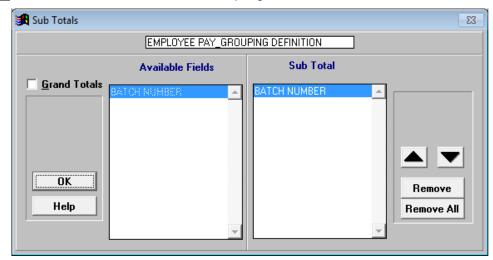
Other Grouping Definition Features

Create Subtotals

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

To create report subtotals:

- 1. Click <u>Sub Total</u> on Grouping Definition to access Sub Totals. The subtotals definition name will be the same as the grouping definition name.
- 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 <u>Page Breaks</u> on Grouping Definition to access Page Breaks. The page breaks definition name will be the same as the grouping definition name.
- 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.

🔀 Page Breaks			23
	EMPLOYEE PAY_GROU	IPING DEFINITION	
	Available Fields	Page Breaks	
OK Help	BATCH NUMBER	SCHEDULE	Remove All

- 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

	Report Builder	
	Reports Top of Page Title for List	-
	<u>▼</u> <u>N</u> ew	
	Last Run //	
	Selection Criteria View Box	_
	Sorts/Subtotals/Pagebreaks	
r (<u> </u>	
!	List Format	
!		
!	Export File Name Type Format	
ł	Label Format	
•		
!	Letter Format	
-	Graph Format	
		Ţ
	<u>E</u> dit <u>D</u> elete <u>S</u> ave <u>R</u> un <u>O</u> utput <u>C</u> lose	
	F3 DEL F10 F11 F1	

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.

Report Builder	
Reports	Top of Page Title for List
▼ <u>N</u> ew	
Last Run / /	
Selection Criteria View Box	
▼ Nothing In Here	A
Sorts/Subtotals/Pagebreaks	
▼	
List Format	
▼	
Export File Name Type 👻	
Label Format	
Letter Format	
▼	
Graph Format	
	-
<u>E</u> dit <u>D</u> elete <u>S</u> ave <u>R</u> un	Output <u>C</u> lose
F3 DEL F10 F11	F1

- 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**.

	EMPLOYEE PAY_FORMAT			
	Available Fields		Line 1	Length 77
	ACCOUNT	•	EMPLOYEE NAME	A
Line 2	ACCOUNT PERCENT ACCRUAL BEG. DT		EID ISSUE DATE	
Line 3	ACCRUAL END. DT AMOUNT		EARNINGS TITLE REGISTER	Suppress
Options	BARG UNIT DESC BARGAINING UNIT		BATCH NUMBER	
F10 - Save	8ATCH NUM8ER			Remove
OK	CANCEL DATE EARNINGS CODE			
Help	EARNINGS TITLE			Remove All

9. Click Save.

🔀 Save	23
Save List Format As	
EMPLOYEE PAY_FORMAT	
Save Cancel	

10. Click <u>OK</u> 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 <u>Suppress</u>. Two asterisks (**) are displayed next to fields with the suppress option.

Line 1	
ACCOUNT **	A
EMPLOYEE NAME	
ISSUE DATE	
AMOUNT	

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.

List Format			
			-
Export File Name	Туре		-
		<u>F</u> ormat	

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 <u>F10 Save</u> or press F10.

🔀 Label Format			23
Label Format EMPL	OYEE PAY LABELS		
Available Fields	Line 1	Line 4	
FUNCTION	PAY_LOC	A	4
FUND			
GOAL GROSS TO NET		*	Ţ
GTN DESCRIPTION	Line 2	Line 5	-
ISSUE DATE	EMPLOYEE NAME	<u> </u>	-
JOB CLASS #			
LOCATION		-	÷.
LOC_3	Line 3		
LOC_4	JOB CLASS TITLE		
OBJECT 🗾		A Remove	
OK F10 - Save		Remove All	
Help 🔿 Line 1 🔿 I	Line 2 💿 Line 3 🤇	Line 4 O Line 5	

7. Click Save.

🔀 Save	23
Save Label Definition As	
EMPLOYEE PAY_LABELS	
Save Cancel	

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.

This page intentionally left blank.

Section 7 Building & Viewing Custom Reports

This page intentionally left blank.

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.

Report Builder	
Reports	Top of Page Title for List
<u></u> <u>N</u> ew	
Last Run / / 24 ←	Number of user's custom reports
Selection Criteria View Box	۲
▼	<u> </u>
Sorts/Subtotals/Pagebreaks	
	
List Format	
Export File Name Type Format	
Label Format	
Letter Format	
Graph Format	
	-
Edit Delete Save Ru	
F3 DEL F10 F1	1 F1

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

Report Builder			
Reports		Top of Page T	itle for List
Last Run / /	▼ <u>N</u> ew 24		
Selection Criteria	View Box		
EMPLOYEE PAY_SELECTION CRITERIA		Equal To	a TVO
Sorts/Subtotals/Pagebreaks	REGISTER	Between	E1A-C,E1
•	·		
List Format			
Export File Name Type			
Label Format	1		
Letter Format			
Graph Format			
	·		*
Edit Delete Save	<u>B</u> un F11	Output	<u>C</u> lose

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.

Report Builder				
Reports Top of Page Title for List				
▼ <u>N</u> ew				
Last Run / /				
Selection Criteria View Box	¢			
EMPLOYEE PAY_SELECTION CRITERIA - SORT	ON BATCH NUMBER ASCENDING			
Sorts/Subtotals/Pagebreaks	ON BATCH NUMBER			
EMPLOYEE PAY GROUPING DEFINITION				
List Format				
Export File Name Type -				
Label Format				
				
Letter Format				
▼				
Graph Format				
	-			
Edit Delete Save Ru	ın <u>O</u> utput <u>C</u> lose			
F3 DEL F10 F1				

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

Report Builder		
Reports		Top of Page Title for List
·	<u>N</u> ew	
Selection Criteria	View Box	¢
EMPLOYEE PAY_SELECTION CRITERIA	LINE1	EMPLOYEE NAME
Sorts/Subtotals/Pagebreaks	LINE1	EID
	LINE1	ISSUE DATE
	LINE1	EARNINGS TITLE
List Format	LINE1	REGISTER
EMPLOYEE PAY_FORMAT	LINE1	BATCH NUMBER
Export File Name Type 👻		
Label Format		
-		
Letter Format		
·		
Graph Format		
		2
Edit Delete Save F3 DEL F10		

- 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 <u>Save</u> 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 **<u>Run</u>** to generate report output.
- 11. Click **Output** to preview, print and/or export report.

Report Builder	
	Top of Page Title for List
Reports EMPLOYEE PAY REPORT	New Overtime Earnings
-	29
Last Run 09/11/2015 15:32:16	
Selection Criteria	View Box
EMPLOYEE PAY_SELECTION CRITERIA	
	J
Sorts/Subtotals/Pagebreaks	
EMPLOYEE PAY_GROUPING DEFINITION	
List Format	
EMPLOYEE PAY_FORMAT	
Export File Name EMPLOY Type Excel	
Label Format	л П
<u> </u>	J 1
Letter Format	
<u> </u>	
Graph Format	
•	
<u>E</u> dit <u>D</u> elete <u>S</u> ave	<u>R</u> un <u>O</u> utput <u>C</u> lose
F3 DEL F10	

Report Sample

PC LABOR TRAINING Overtime Earnings					
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



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.

Report Builder	
Reports	Top of Page Title for List
<u>▼</u> <u>N</u> ew	
29	
Last Run / /	·
Selection Criteria View Bo	x
•	A
Sorts/Subtotals/Pagebreaks	
▼	
List Format	
▼	
Export File Name Type 🔍	
Label Format	
·	
Letter Format	
·	
Graph Format	
▼	v
	un <u>O</u> utput <u>C</u> lose
F3 DEL F10 F	11 F1

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

Report Builder	
Reports Image: state sta	Top of Page Title for List
Selection Criteria View Box	
▼ Nothing In	Here
Sorts/Subtotals/Pagebreaks List Format List Format Label Format Letter Format Graph Format	
	-
Edit Delete Save Rur F3 DEL F10 F11	

4. Enter a name for the selection criteria. **PAYROLL EARNINGS CODE**_**SELECTION CRITERIA** is entered for this illustration.

🔀 Selection Criteria	×
PAYROLL EARNINGS CODE_SELECTION	CRITERIA
Available Fields List	Values Valid OK
Conditions Join Equal To OR	F10 Save
Numeric Example	Help
LC Insert	
	-
Remove All Remove	

5. Select a field from the *Available Fields* drop-down list.

Available Fields	
ACCOUNT PERCENT	•
SACS_FUND	*
SACS_RESRC	
SCHEDULE	
SEX	
SFUND	
SPECIAL PROG.	
STATUS	•

6. Select a comparison operator from the *Conditions* drop-down list.

Conditions	
Equal To	•
Less Than	-
Less Than Equal To	
Between]
Not Between	
In List	1
Not in List	
Anywhere in	-

7. Click <u>Valid</u> to display available values.

List V	alues	
	Valid	
	Schedule Values	
343		-
346		
C3A		
C3B		
C3C		
C3D		
C3E		-

8. Double-click the beginning range value in the *Valid* list box. If the value is not listed, type it in the *Example* box.

3 Character Example	
C3A,C3C	C

- 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.

SCHEDULE	In List	C3A, C3C	

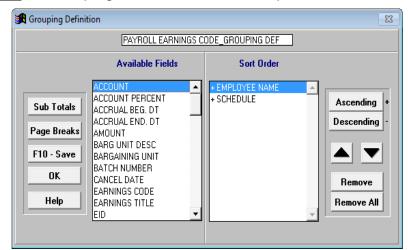
- 11. Repeat steps 5 10 to add additional conditions.
- 12. Click **<u>F10 Save</u>** when finished.

Selection Criteria	RNINGS CODE SELI	ECTION CRITERIA		83
Available Fields SCHEDULE	-	List Values Valid		ОК
Conditions In List 3 Character Example	Join OR	Schedule Val 343 346 C3A C3B		F10 Save Help
Insert SCHEDULE In List	<u> </u>	C3C C3D C3E C3A, C3C	-	Tables
	Remove All	Remove 💌 🔺		

- 13. Click <u>Save</u>.
- 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 <u>Edit</u> or double-click the *Nothing in Here* line in the View Box to go to Grouping Definition.

Report Builder	
Reports	Top of Page Title for List
▼ <u>N</u> ew	
Last Run / /	
Selection Criteria View Box	
PAYROLL EARNINGS CODE_SELECTION CRITI - Nothing In Here	A
Sorts/Subtotals/Pagebreaks	
List Format	
▼	
Export File Name Type	
Label Format	
Letter Format	
▼	
Graph Format	
	-
Edit Delete Save Run	<u>Dutput</u> <u>Close</u>

- 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.

🔀 Sub Totals			23
	PAYROLL EARNINGS CODE_GROUPING DEF		
	Available Fields	Sub Total	
Grand Totals	EMFLOYEE NAME	EMPLOYEE NAME	A Remove Remove All

- 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.

Report Builder	
Reports Image: state stat	Top of Page Title for List
Selection Criteria View Box	<u>(</u>
PAYROLL EARNINGS CODE_SELECTION CRITI - Nothing I	n Here
Sorts/Subtotals/Pagebreaks PAYROLL EARNINGS CODE_GROUPING DEF List Format Export File Name Type Label Format Letter Format Graph Format	
Edit Delete Save Ru F3 DEL F10 F1	

- 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**.

🔀 List Format			X
	PAYROLL EARNINGS C	CODE_FORMAT	
	Available Fields	Line 1	Length 80
Line 2 Line 3 Options F10 - Save OK Help	ACCOUNT ACCOUNT PERCENT ACCRUAL BEG. DT ACCRUAL END. DT ACCRUAL END. DT AMOUNT BARG UNIT DESC BARGAINING UNIT BATCH NUMBER CANCEL DATE EARNINGS CODE EARNINGS TITLE EID EID EMPLOYEE NAME	EMPLOYEE NAME ISSUE DATE SCHEDULE EARNINGS CODE EARNINGS TITLE AMOUNT	Suppress xx Remove Remove All

- 34. Click <u>Save</u>.
- 35. Click <u>**OK**</u> 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 <u>Save</u>.

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

Report Builder	
Reports	Top of Page Title for List
PAYROLL EARNINGS CODE REPORT	
29	
Last Run 06/15/2015 16:35:45	
Selection Criteria View Box	
PAYROLL EARNINGS CODE_SELECTION CRITI	<u>^</u>
Sorts/Subtotals/Pagebreaks	
PAYROLL EARNINGS CODE_GROUPING DEF	
List Format	
PAYROLL EARNINGS CODE_FORMAT	
Export File Name EARNINGS Type Excel	
Label Format	
Letter Format	
Graph Format	
	-
Edit <u>D</u> elete <u>Save</u> <u>Run</u> F3 DEL F10 F11	<u>Output</u> F1
F3 DEL FIO FII	FT



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:

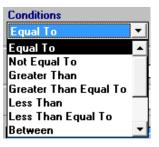
- 1. Select **Report I Report Definition** from the menu.
- 2. Select the PAYROLL EARNINGS CODE REPORT from the Reports drop-down box.
- 3. Use the cursor to click the **Selection Criteria** drop-down box.
- 4. Click Edit or double-click a line in the View Box to go to Selection Criteria.

Report Builder	
Reports ,	Top of Page Title for List
PAYROLL EARNINGS CODE REPORT	
Last Run 06/15/2015 16:35:45	
Selection Criteria View Box	
PAYROLL EARNINGS CODE_SELECTION CRIT - SCHEDULE	In List C3A,C3C 🔺
Sorts/Subtotals/Pagebreaks	
PAYROLL EARNINGS CODE_GROUPING DEF	
List Format	
PAYROLL EARNINGS CODE FORMAT	
Export File Name EARNINGS Type Excel	
Label Format	
Letter Format	
Graph Format	
	v
Edit Delete Save Rur	Output Close
F3 DEL F10 F11	F1

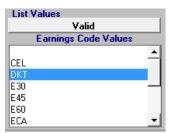
5. Select a field from the *Available Fields* list box.

Available Fields	
ACCOUNT PERCENT	_
BATCH NUMBER	
CANCEL DATE	
EARNINGS CODE	
EID	
EMPLOYEE TYPE	
EMP_SSN	
ETHNIC	-

6. Select a comparison operator from the *Conditions* drop-down list.



- 7. Click <u>Valid</u> 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.

SCHEDULE	In List	C3A, C3C	1
EARNINGS CODE	Equal To	DKT	1

10. Click F10 – Save when finished.

R Selection Criteria	X
PAYROLL EARNINGS CODE_SELECT	ION CRITERIA
Available Fields	ist Values OK
Conditions Join Equal To I OR	Earnings Code Values EL
3 Character Example	30 Help
	45 Tables
	, C3C
EARNINGS CODE Equal To DKT	~
Remove All Rem	nove 🔽 🔺

- 11. Click <u>Save</u> if using the same selection criteria name. Otherwise, enter a new name and click <u>Save</u>.
- 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.

Report Builder	
Reports	Top of Page Title for List
PERS CONTRIBUTION REPORT	w
Last Run 06/15/2015 16:46:13	
Selection Criteria View	Box
043 GTN VINE1	EMPLOYEE NAME
LINE1	EID
Sorts/Subtotals/Pagebreaks	ISSUE DATE
LINE1	REGISTER
List Format LINE1	GTN DESCRIPTION
GTN VILINE1	GROSS TO NET
Export File Name PERS Type Excel	AMOUNT
Label Format	
Letter Format	
	
Graph Format	
▼	-
<u>E</u> dit <u>D</u> elete <u>S</u> ave	<u>R</u> un <u>O</u> utput <u>C</u> lose
F3 DEL F10	F11 F1

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 <u>Run</u>.
- 4. Click **Output** to preview or print report output.

Report Builder	
Reports	Top of Page Title for List
EMPLOYEE PAY REPORT	New
Last Run 06/15/2015 12:31:50	
Selection Criteria	View Box
EMPLOYEE PAY_SELECTION CRITERIA	A
Sorts/Subtotals/Pagebreaks	
EMPLOYEE PAY_GROUPING DEFINITION	
List Format	
EMPLOYEE PAY_FORMAT	
Export File Name EMPLOY Type Excel	
Label Format	
_	
Letter Format	
_	
Graph Format	
	-
Edit Delete Save	Run Output Close
F3 DEL F10	

- 5. Select the radio button in front of *List*.
- 6. Click <u>Continue</u>.

🙀 Output	
• Lis	t
🔿 Lis	t Export
🔿 Lai	bels
🔿 Lei	tters
O Gra	aph
Cancel	Continue

 Click <u>Preview</u> or <u>Print</u> 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.

List	Output					
	Line Width 1 Page Width 1			Too Long Needs Adjusting		ng
	Paper Size		Orie	ntation	Spa	ncing
	• Let • Leg		⊖ Port ⊙ Lan		⊙ Si ⊙ Di	ngle ouble
	Ti	tles		Print	Left I	Margin
	 Every page First Page 		e 🔿	Regular Small Fine		0÷
Р	review	Print	: Vie	ew C	ancel	Help
		Approxi	mate pag	e count	0.11	

8. Click <u>Preview</u> 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 12/03/1 Time Ran 10:31:1
				1	Data as of 10/08/1
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

- 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.
- Click <u>Run</u>. 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.

List Format		
EMPLOYEE PAY_FORMAT		•
Export File Name EMPLOY	Type Excel	•
Label Format	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.

Report Builder			
Reports		Top of Page Title fo	or List
EMPLOYEE PAY REPORT	<u>▼</u> <u>N</u> ew		
Last Run 06/15/2015 17:08:45	27		
Selection Criteria	View Box		
EMPLOYEE PAY_SELECTION CRITERIA	-		A
Sorts/Subtotals/Pagebreaks			
EMPLOYEE PAY_GROUPING DEFINITION	•		
List Format			
EMPLOYEE PAY_FORMAT	-		
Export File Name EMPLOY Type Excel	-		
Label Format			
	•		
Letter Format			
	-		
Graph Format			
	<u> </u>		-
Edit Delete Sav	re Ru	n Qutput	Close
F3 DEL F10			<u>_</u>

See sample export file on next page.

	А	В	С	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

Report Sample in Excel Format

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.

Line Width 129 Too Long Page Width 127 Needs Adjusting					
Paper Size	Orie	ntatio	n Spa	icing	
 Letter 	C	Port	rait	💿 Si	ngle
🔿 Legal	•	Lan	dscap	e 🔿 De	ouble
Titles	Titles		Print	Left I	argin
 Every page First Page 		0	Regul Small Fine		0 ÷
Preview Pri	int	Vie	w	Cancel	Help
Approximate page count 0.11					

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

This page intentionally left blank.

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**.

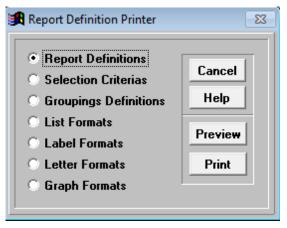
- Report Lister
- Change Column Names
- Report Synchronizer

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 **<u>Preview</u>** or <u>**Print**</u>.
- 4. Click <u>Cancel</u> 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.

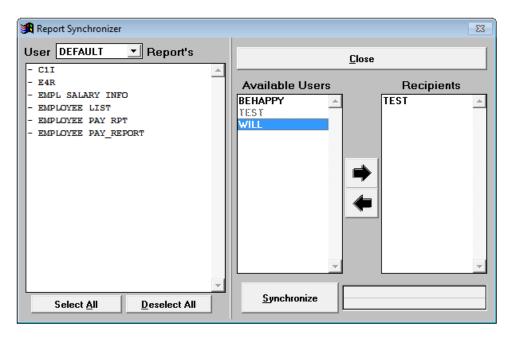
To share reports:

- 1. Select **Report | Report Utilities | Report Synchronizer** from the menu.
- 2. Make sure all other users are logged out of PC Labor.

Important Notice				
WARNING all other users must be off the system before performing this process.				
Continue				

3. Click **Continue**.

- Double-click the name of the report(s) to share or click <u>Select All</u> 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 <u>Yes</u>.

Are Yo	u Sure
Yes	<u>N</u> o

8. Click <u>Close</u> when synchronization is complete.



Click <u>Select All</u> to include all the reports listed. Click <u>Deselect All</u> to exclude all the reports listed.

Appendix

This page intentionally left blank.

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	Туре	Labor Table	Selection Criteria	Sorting	List Format	Length	HRS Screen	HRS Manual / Reference	Description
ACCOUNT	с	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	С	BARG	N	Y	Y	25	16/028	II-84	Bargaining unit code description
BARGAINING UNIT	с	LABOR	Y	Y	Y	2	-	III-27 / IV-37	Bargaining unit code
BATCH NUMBER	с	LABOR	Y	Y	Y	3	-	IV-13	Batch number
CANCEL DATE	D	LABOR	Y	Y	Y	8	-	-	Cancellation date
EARNINGS CODE	с	LABOR	Y	Y	Y	3	07/003	III-32 / IV-38	Earnings code
EARNINGS TITLE	с	EARNING	N	Y	Y	10	16/010	II-30	Earnings code abbreviated description
EID	с	NAME	Y	Y	Y	9	04/003	Bulletin 343, 06/01/10	Employee Identification Number
EMP_SSN	с	NAME	Y	Y	Y	11	04/012	III-2 / III- 236	xxx-xx-9999
	с	NAME	N	Y	Y	30	04/003	III-19	Employee name
	с	NAME	Y	Y	Y	1	04/003	III-19	
		NAME	1	I	I	1	04/003	Bulletin 152,	Employee type
ETHNIC	с	NAME	Y	Y	Y	1	04/013	10/29/09	Ethnicity
FISCAL YEAR	С	LABOR	Y	Y	Y	4	-	-	Fiscal year
FULL TIME PRCNT	N	LABOR	Y	Y	Y	6	-	III-33 / IV-36	Percent full time
FUNCTION	с	LABOR	Y	Y	Y	5		III-40	xx.x-xxxxx.x-xxxxx- 21000 -xxxx-xxxxxxx
FUND	с	LABOR	Y	Y	Y	2	-	-	01 .x-xxxxx.x-xxxxx-xxxxx-xxxxxx
GOAL	с	LABOR	Y	Y	Y	5	-	III-40	xx.x-xxxxx.x- 38000 -xxxxx-xxxx-xxxxxxx
GROSS TO NET	С	LABOR	Y	Y	Y	3	07/004	IV-151	Gross To Net number
GTN DESCRIPTION	С	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	Туре	Labor Table	Selection Criteria	Sorting	List Format	Length	HRS Screen	HRS Manual / Reference	Description
JOB CLASS #	с	LABOR	Y	Y	Y	6	-	III-26 / IV-37	Job class number
JOB CLASS TITLE	с	JOBCLASS	N	Y	Y	25	16/004	II-20	Job class title
LOC_3	с	LABOR	Y	Y	Y	3	-	-	xx.x-xxxxx.x-xxxxx-xxxxx-000xxxx
LOC_4	с	LABOR	Y	Y	Y	4	-	-	xx.x-xxxxx.x-xxxxx-xxxx6603
LOCATION	с	LABOR	Y	Y	Y	7	-	III-40	xx.x-xxxxx.x-xxxxx-xxxxx-0006603
OBJ_2	с	LABOR	Y	Y	Y	2	-	-	xx.x-xxxxx.x-xxxxx-xxxxx-xx11-xxxxxx
OBJECT	с	LABOR	Y	Y	Y	4	-	III-40	xx.x-xxxxx.x-xxxxx-xxxxx- 1311 -xxxxxxx
OBJECT MAJOR	с	LABOR	Y	Y	Y	5	-	-	xx.x-xxxxx.x-xxxxx-xxxxx-1xxx-xxxxxxx
OBJECT SUB MAJR	с	LABOR	Y	Y	Y	5	-	-	xx.x-xxxxx.x-xxxxx-xxxxx- 13 xx-xxxxxx
PAY BASIS	с	LABOR	Y	Y	Y	1	07/003	III-31 / IV-38	Pay basis
PAY_LOC	с	NAME	Y	Y	Y	3	04/003	III-20	Pay location
PAY_MONTHS	с	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	с	LABOR	Y	Y	Y	6	07/003	III-25 / IV-36	Position number
PROGRAM	с	LABOR	Y	Y	Y	8	-	-	PBAS account string, e.g. xx-xxxxx- 65057502 - xxxx
PROGRAM SUB	с	LABOR	Y	Y	Y	3	-	-	xx.x-xxxxx.x- 380 xx-xxxxx-xxxx-xxxxxx
RECORD CD	с	LABOR	Y	Y	Y	1	-	-	Record number
REGISTER	с	LABOR	Y	Y	Y	5	-	-	Register number
RES_FY	с	LABOR	Y	Y	Y	1	-	-	xx.x-xxxxx. 0 -xxxxx-xxxxx-xxxxxx
RESOURCE	с	LABOR	Y	Y	Y	5	-	-	xx.x- 29000 .x-xxxxx-xxxxx-xxxxx
RETIREMENT PLAN	с	LABOR	Y	Y	Y	2	07/003	III-35 / III-166 / IV-39	Retirement plan
SACS_ACCNT	с	LABOR		Y	Y	37	-	-	01.3-29000.0-38000-21000-1311-0006603
SACS_ACCT1	с	LABOR		Y	Y	19	-	-	01.3-29000.0-38000-xxxxx-xxxx-xxxxx
SACS_ACCT2	с	LABOR		Y	Y	18	-	-	xx.x-xxxxx.x-xxxxx- 21000-1311-0006603
SACS_FUND	с	LABOR	Y	Y	Y	4	-	III-40	01.3-xxxxx.x-xxxxxx-xxxxx-xxxxx
SACS_RESRC	с	LABOR	Y	Y	Y	7	-	III-40	xx.x- 29000.0 -xxxxx-xxxxx-xxxxx
SCHEDULE	с	LABOR	Y	Y	Y	3	07/001	IV-142	Payroll schedule
SEX	с	NAME	Y	Y	Y	1	04/013	III-48	Gender

PC Labor Fields (Continued)

Name	Туре	Labor Table	Selection Criteria	Sorting	List Format	Length	HRS Screen	HRS Manual / Reference	Description
SFUND	С	LABOR	Y	Y	Y	1	-	-	xx. 3 -xxxxx.x-xxxxx-xxxxx-xxxxx
SPECIAL PROG.	с	LABOR	Y	Y	Y	1	07/003	III-36 / IV-153	Retirement special indicator
STATUS	с	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	с	LABOR	Y	Y	Y	1	-		Retirement subject indicator
UNITS	N	LABOR	Y	Y	Y	14	07/003	IV-38	Units of time
WARRANT NUMBER	с	LABOR	Y	Y	Y	7	07/001	IV-179	Warrant number
WORK LOC TITLE	с	WORK_LOC	N	Y	Y	25	16/029	II-38	Work location description
WORK LOCATION #	с	LABOR	Y	Y	Y	8	-	III-26	Work location number
WORK_CAL	С	LABOR	Y	Y	Y	2	07/003	III-35 / IV-37	Work calendar
ZIP	С	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 Thomas, Massey, Masters, and Comast 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.

🖬 5-0-e					
File Home Insert Page Layout		View Developer ACROBAT (co 🔎 Share	
Calibri • 11 • A* A*		eneral	B ^m Insert - ∑ - A ≥ Delete - Z	₹ 🔎	
aste 😽 🛛 B I 🗓 - 🖽 - 🙆 - 🔺 -	N I 🗋 K 🖛 I	EXPOI	RTS		- 🗆 🗙
pboard 12 Font 12	File Home Share	View			~ (
1				Search EXPORTS	
1 \bullet : $\times \checkmark f_r$	🔄 💮 🔻 🕈 🎽 🕨 Th	is PC → Local Disk (C:) → pcprods → LLL9	5 ► EXPORTS v	Search EXPORTS	s "p
				🗼 🖻 🗎 🗡	< 🗸 🖃 🍏
A B C D	Favorites	Name	Date modified	Type	Size
	Favorites	ROJECTION		Microsoft Excel 97	18.440 KB
	Desktop	ROJECTION R pas	3/8/2017 4:29 PM	Microsoft Excel 97 Microsoft Excel 97	
	Recent places	s pas	3/2/2017 8:07 AM 1/18/2017 10:01 AM	Microsoft Excel 97	11,732 KB 6 KB
	301 Recent places	Ben_summ		Microsoft Excel 97	10.947 KB
	: This PC	ssign	1/18/2017 10:00 AM 1/18/2017 10:00 AM	Microsoft Excel 97 Microsoft Excel 97	
	Desktop				2,180 KB
	Documents	र credexp बि ssn	1/17/2017 11:26 AM	Microsoft Excel 97 Microsoft Excel 97	56 KB 226 KB
	Downloads	खा ssn बि credex	1/17/2017 9:52 AM		
	Music	CREDEXP	1/17/2017 9:39 AM	Microsoft Excel 97 DBF File	4 KB 1 KB
	Pictures		1/17/2017 9:17 AM 1/9/2017 11:28 AM	DBF File Microsoft Excel 97	2.179 KB
		emp_cred			
	Sacs_project (Sfs SFS_DIVISION (Sf	S ortest	1/6/2017 2:26 PM	Microsoft Excel 97	4 KB
	Videos	(d) actbenat	1/6/2017 1:45 PM	Microsoft Excel 97	1,313 KB
	Local Disk (C:)	illempd2	1/6/2017 9:16 AM	Microsoft Excel 97	4,099 KB
	Sustem Reserved	allempd	1/6/2017 9:16 AM	Microsoft Excel 97	2,240 KB
	69 items 1 item selected		1/5/2017 A-52 DM	Educrocott Evcal 07	1 615 KR
		Date modified: 1/17/2017 9:17 AM		257 bytes : 🖳 C	Computer
	type: out the, size: 251 bytes,	Date meaning of the off 2117 AM		est office 1 to 0	subare
				*	
Sheet1 (+)		÷ •		•	
ady till			n m	+ 100%	

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.

Computer + OS (C:) ▶ PC_TRAIN ▶ EXPORTS ▶						
Organize 🔻 New folder				≣ ▼ 🔟			
Microsoft Excel	▲ Name	Date modified	Туре	Size			
	E ASSIGN.DBF	3/7/2016 10:43 AM	DBF File	98 KB			
🔆 Favorites	🖻 benefits.xls	2/24/2016 10:59 AM	Microsoft Excel 97	1,080 KB			
🚺 Downloads	🚳 active.xls	2/24/2016 10:24 AM	Microsoft Excel 97	337 KB			
Pictures	pro2.xls	2/24/2016 9:37 AM	Microsoft Excel 97	271 KB			
🧮 Desktop - Shortcut	prorate.xls	2/24/2016 9:28 AM	Microsoft Excel 97	210 KB			
🧮 Desktop	🕮 trans.xls	2/22/2016 3:48 PM	Microsoft Excel 97	890 KB			
📃 Recent Places	🕙 budget.xls	2/22/2016 3:26 PM	Microsoft Excel 97	110 KB			
	assign1.xls	2/22/2016 2:25 PM	Microsoft Excel 97	18 KB			
🥽 Libraries	🗐 detail.xls	2/22/2016 11:38 AM	Microsoft Excel 97	5,326 KB			
Documents	active4.xls	2/22/2016 10:50 AM	Microsoft Excel 97	🥒 11 КВ			
🔳 Music	 Bit test 2 22 16 active vis 	2/22/2016 10·22 ΔM	Microsoft Excel 97	47 KR			
File name: ASS	IGN.DBF		 All Files (*.*) 				

This page intentionally left blank.