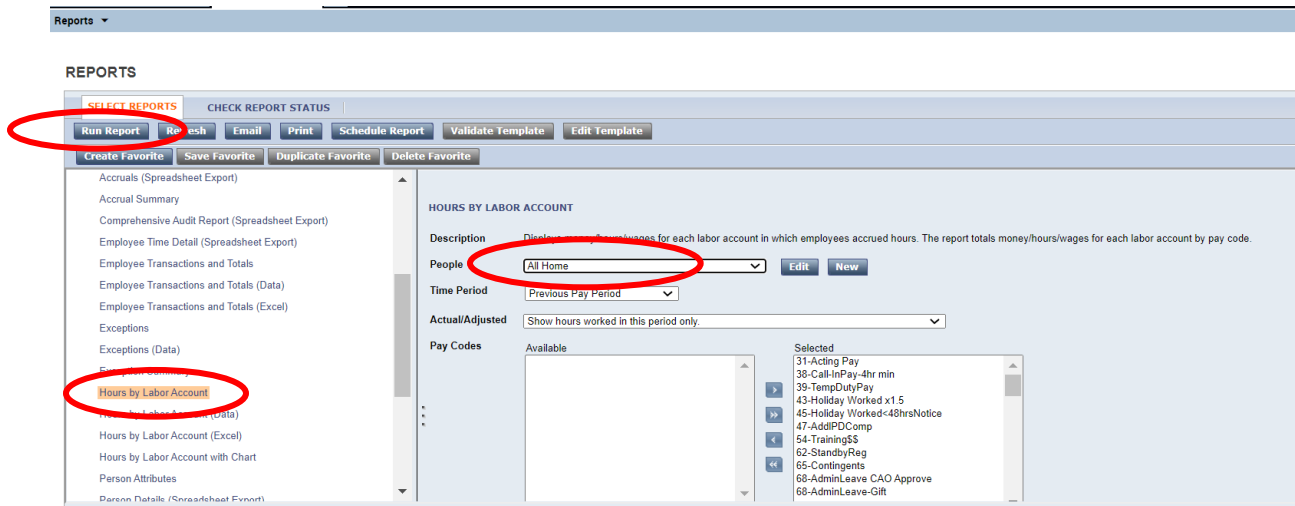


EMPLOYEE HOURS BY LABOR ACCOUNT

*Useful for payroll approval review. On the last page of this report, there is a pay code allocation summary (see sample below)

1. Select the **Reports** workspace (far right blue section)
2. Expanding the **All**; select **Employee Hours by Labor Account**
3. Select **All Home** from the **People** drop-down menu and a specific time period from the **Time Period** menu; Expand **All**. Scroll the report list and select **Employee Hours by Labor Account**. Make sure to select **"Show hours worked in this pay period plus historic edits and corrections made for this period"** under the **Actual/Adjusted** drop down menu. The report default is to include all pay codes. Pay codes can be included/excluded using the left and right arrows in the center selection windows.



4. Click **Run Report**
5. CLICK on **Check Report Status**, once report has completed running, double click on the report to view PDF. PDF can be saved and emailed for distribution.

Employee Hours by Labor Account		Date Up to Date:	12/2/2020 12:03 PM		
Time Period:	Previous Pay Period	Executed on:	12/02/2020 12:03PM GMT-		
Query:	COR - Corrections	Printed for:	[REDACTED]		
Pay Codes:	(164): [23-PoliceSickBnk][27-PoliceShiftPay][27-PoliceShiftPay OT][30-ShiftS-6.04pct][31-Acting Pay][31-Acting Pay HOL]...				
Actual/Adjusted:	Show hours worked in this period only.				
Name	ID	Status/Date	Money	Hours	Days
Home Account					
		Active: 9/17/2000			
COR/CORCOR/003198/---/---					
COR/CORCOR/003198/---/---			\$0.00	88.40	0.00
13-ShiftS-3pct			\$0.00	8.20	0.00
68-AdminLeave CAO Approve			\$0.00	72.00	0.00
OT-Overtime			\$0.00	0.20	0.00
RG-RegularPay			\$0.00	8.00	0.00
Employee Totals:			\$0.00	88.40	0.00

Pay Code Summary	Money	Hours
65-Contingents	\$0.00	80.00
68-AdminLeave CAO Approve	\$0.00	10.00
Comp Time Earned 1.0	\$0.00	3.00
F-Funeral	\$0.00	16.00
H-Holiday	\$0.00	896.00
P-PersonalLve	\$0.00	151.75
RG-RegularPay	\$0.00	3,088.00
S-SickLeave	\$0.00	4.00
V-VacationLv	\$0.00	194.00
Grand Totals:	\$0.00	4,442.75

Total Number of Employees: 61