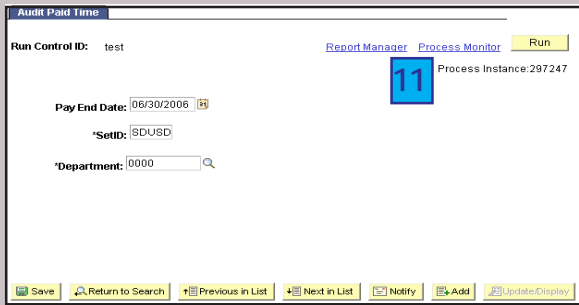
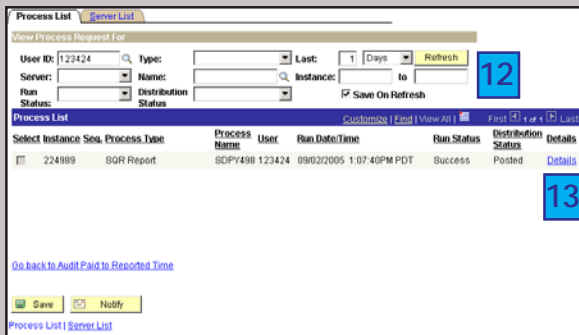




# How To Run The Audit Paid To Reported Time Report

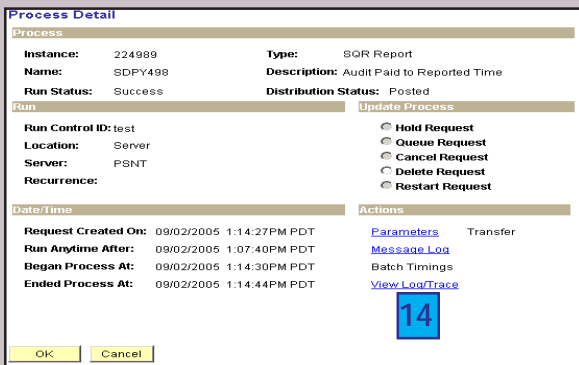


11. Note your Process Instance number and click the Process Monitor link.

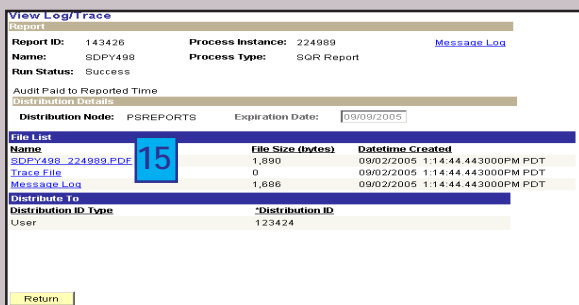


12. Check your Run and Distribution status. It must say "Success" and "Posted". If it does not, click the Refresh button to update the status.

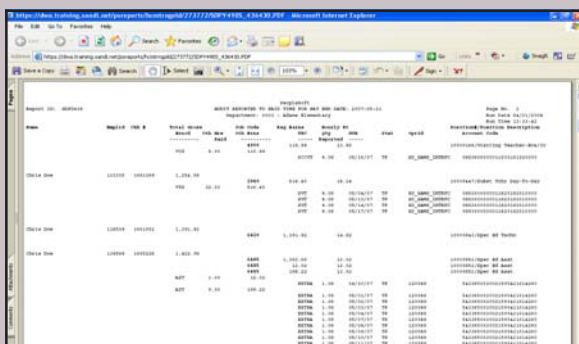
13. When the Run Status becomes "Success" and Distribution Status becomes "Posted", click the Details link.



14. Click the View/Log Trace link.



15. Click the .PDF link that contains the Process Instance number that you noted above. (Step 11)



16. Your report will open in Adobe Acrobat Reader. This report shows the data that actually processed.

- Print/Save the report(s).
- Have the principal/department manager review/approve and sign.

## Examples for Running Audit Paid to Reported Time Report

This report is run 10 days after each payroll processes - 10<sup>th</sup> of the month for salary, 20<sup>th</sup> for hourly. As an example, for the **monthly** report, you use the last day of the month. To produce the June 2006 monthly report, you would run the report on the 10<sup>th</sup> of July and you would enter June 30 as the report date. Then enter your department number and run the report.

**Audit Paid Time**

Run Control ID: karin\_test [Report Manager](#) [Process Monitor](#)

**Monthly Example**

Pay End Date: 06/30/2006

\*SetID: SDUSC

Department: 0000

As an example, for the **hourly** report, you use the first day of the following month. To produce the July **hourly** report, you would run the report on the 20<sup>th</sup> of July and you would enter July 1 as the report date. This would provide the staff's hourly pay for June 1 - 30 and the pay distributed on July 10<sup>th</sup>. Then enter your department number and run the report.

**Audit Paid Time**

Run Control ID: test [Report Manager](#) [Process Monitor](#)

**Hourly Example**

Pay End Date: 07/01/2006

\*SetID: SDUSC

Department: 0000

This report shows the data that actually processed. Print the report(s), have the principal/department manager review/approve and sign; retain the report(s) in the binder with the corresponding time data. The Time Summary Reports will now be for informational purposes only. Use them for your own information in reconciling what you have entered.

## Validation Fields Explanation

The Job Code and Position# fields are central to understanding the reported total wages for the employee. Reporting sites are validating earnings and paid time represented by the Job Code that is in bold type.

Currently the report shows reported hours and paid earnings for other than the reporting site. A request to suppress non-site reported hours and paid earnings has been submitted.

Job Code	Job Code (In bold type) is associated with Position# and shows the amount earned by the staff member in this position at this site. The amount earned is listed under the column Reg Earns. Sites validate the wages paid for the earnings reported that are for the Job Code shown in bold type.
Position#	The specific position in the number of positions allocated for the particular Job Code. For example, if the site was authorized 10 teachers for Job Code 2000, then positions numbers could range from 10000001 thru 10000010. An employee may have multiple positions for the same Job Code.
Reg Earns	The earnings for that position in the preceded Job Code. This/these amount(s) may not equal the Total Gross if the staff member had earnings at another location.
Total Gross	This is the employee's paycheck and in most cases equals the amount(s) associated with the Job Code. If an employee has earnings from multiple locations, the location running the report sees their portion following the Job Code, but their portion will not equal the Total Gross.
TRC	Shows the Time Reporting Code for the hours entered by the Time Keeper identified under Oprid. If multiple funding sources fund this Time Reporting Code, then the line will repeat and not equal the total listed in the Erncd and Oth Hrs reported. The assignment funding percentage is not included on the report for the associated TRC therefore the Qty appears overstated.
Qty	Number of hours (daily) being reported for the TRC.
Dur	The date for which the TRC is reported.
Oprid	The employee's PeopleSoft ID number who entered the time into the system.
Erncd	The code the total earnings are charged to for the report period.
Oth Hrs	The total hours being paid for the Erncd for the report period
Oth Erns	The total being paid for the report period for the Erncd