

Topic: Time and Attendance Entry in Munis V2019.1

Procedure for Payroll Time Entry in MUNIS

Everyone will need to wait for an email from <u>VandPayroll@vanderburghgov.org</u> to inform you that payroll has been opened and is ready for Time Entry. Once you receive the email you will follow this manual.

Use the following steps to access the Time Entry Process:

- Departmental Functions
 - > Time Entry

| Appr | rovals | Notifications | | |
|------|---------------------------------|---------------|------|------------|
| Tyle | r Menu | | : | Favorite |
| ٩ | Search | | ור | Human Re |
| ~ N | ſunis | | | E |
| > | Financials | | | 41 |
| > | Human Capital Management | | - 11 | L D |
| > | General Revenues | | | |
| > | Asset Maintenance | | - 11 | A |
| ~ | Departmental Functions | | | My Favorit |
| | Account Inquiry | | - 11 | |
| | YTD Budget Report | | | Р |
| | Vendor Inquiry | | | т |
| | Purchase Order Inquiry | | - 11 | Б |
| | Employee Inquiry | | | |
| | Next Year Budget Entry | | - 11 | E |
| | Requisition Entry | | - 11 | D |
| | Budget Transfers and Amendments | | | Р |
| | Requisition Approvals | | | E |
| | Commodity Codes | | | L L |
| | Position inquiry | | | E |
| | | | | A |
| | Three Entry | | | |



The screen below will appear with the payroll begin and end dates and the pay date to verify you will be working in the correct payroll. This window will pop up each and every time you enter Time Entry. (If this EVER has the wrong dates, contact payroll before entering any time or your work will be lost) Once you have verified the date, click Yes.

| ≡ | | | | | | | | 0 | ŧ | 8 | J |
|------------------------|------------------|----------------|--------|------|---------------|-------------|---|---|---|---|---|
| Payroll Identification | | | | | | | | | | | |
| Run | | Warrant | Batch | | | | | | | | |
| | | | | | | | | | | | |
| Batch Information | | | | | | | | | | | |
| Department | | | | | | | | | | | |
| Location * Comment | | | | | | | | | | | |
| Clerk * | | 00 | | | | | | | | | |
| Time | | | | | | | | | | | |
| Batch Type | Payroll Process | | | | | | | ~ | ٦ | | |
| | Payroll Process | | | | | | | ~ | | | |
| Posted Verify ID | 1 BIWEEKLY | | | | 07/16/202 | 1 | | | | | |
| Status | Payroll Run Type | | | | Payroll Peric | d Begin Dat | e | | | | |
| Employee Count | 073021 | | | | 07/22/202 | 1 | | | | | |
| | Payroll Warrant | | | | Payroll Peric | d End Date | | | | | |
| | | | | | 07/30/202 | 1 | | | | | |
| | | | | | Payroll Peric | d Check Dat | e | | | | |
| | Continue with t | his payroll pr | ocess? | | | | | | | | |
| | Yes | No | | | | | | | | | |
| | | | | | | | | | | | |
| | | | | | | | | | | | |



This is the Batch Header Screen

| Payroll Identification | | |
|------------------------|---------|-------|
| Run | Warrant | Batch |
| 1 - BIWEEKLY | 073021 | |

Batch Information

The batch screen displays the Run and Warrant of the current payroll.

| \$ | Time E | ntry [V | ANDER | BURG | н соц | ΙΝΤΥ] | | | | | \$ | ۵ | ? | J |
|-----------------------------------|--------------------|---------|------------|-------------------|-----------------|-------|------|------------|----------|-----------|-------------|--------|-------------|-----------|
| ← Back | Q Search | Browse | Dutput | rint | D isplay | DF | Save | ⊠ Email | Schedule | Add Batch | Scan Detail | Resume | 1 Import | Menu T |
| Payroll Ide | entification | | | | | | | | | | | | | |
| Run 1 - BIWEE | KLY | | | Warrant 073021 | Ba | atch | | | | | | | | |
| Batch Info | rmation | | | | | | | | | | | | | |
| Departme Location * Comment | nt | | | | | | | | | | | | | |
| Clerk * Date Time | | | | | | | | | | | | | | |
| Batch Typ | e | | | | | | | | | | | | | |
| Posted Verify ID Status | | No I | Exceptions | | | | | | • | | | | | |
| Employee | Count | | | | | | | | | | | | | |



On the top of the Munis Tool Bar Ribbon, click on the ADD BATCH button or select the a on your keyboard

| % | Time E | ntry [V | ANDER | BURG | | S 🔅 📀 | | | | | | | | |
|-------------------------------|--------------------|---------|------------|-------------------|-----------------|-------|-----------|------------|----------|-----------|-------------|--------|--------|-----------|
| E Back | Q Search | Browse | Dutput | 🖶 Print | D isplay | PDF | F Save | ⊠ Email | Schedule | Add Batch | Scan Detail | Resume | Import | Menu T |
| Payroll Ide | entification | | | | | | | | | | | | | |
| Run 1 - BIWEE | KLY | | | Warrant 073021 | t Ba | atch | | | | | | | | |
| Batch Info | rmation | | | | | | | | | | | | | |
| Departme | ent | | ••• | | | | | | | | | | | |
| Clerk * | | | | m | | ••• | | | | | | | | |
| Time Batch Typ | e | | | | | | | | | | | | | |
| | | No | Exceptions | | | | | | | | | | | |
| Posted Verify ID Status | | | - | | | | | | • | | | | | |
| Emplovee | Count | | | | | | | | | | | | | |

This box will appear. I would recommend selecting the Multiple Employees option, then click ok.

| Options | 5 | | × |
|---------------------------------------------------------------------------|-------------------------------------|--------|---|
| Choose a | n option | | |
| Detail Daily Multip Multip | Grid ble Employees ble Detail | | |
| | OK | Cancel | |





The Department number and Location number should auto-fill. If not you will enter in <u>your</u> Department number (the one in which you get paid out of), Location number (the one whose voucher you are working on), and a brief comment if you wish. Your username will automatically fill into the Clerk field.

| ← Back | Accept | O Cancel |
|-----------------------------------|--------------|-----------------------------------------------------------------|
| Payroll Ide | entification | |
| Run 1 - BIWEEK | KLY | Warrant Batch 073021 1 |
| Batch Info | rmation | |
| Departme Location * Comment | nt | 102 ··· 102 ··· |
| Clerk * | | jrrutherford |
| Date | | 07/29/2021 |
| Time Batch Type | e | STANDARD MUNIS TIME ENTRY |
| | | No Exceptions |
| Posted | | N |
| Verify ID | | |
| Status | | |
| Employee | Count | |
| Next clic | k the ወ | in the upper right corner or hit enter to save the information. |



The next window will automatically pop up, this is the Auto-Load window. Select the group for which you are entering in time for, you may have more than one. In that case, you would need to complete one group, and add another batch for the next group.

| • | | |
|---------------------------------------------------------------|------|--------------------------------------|
| e Back | Acce | ept Cancel |
| Selection | | |
| Group Location Check Location Job Class Barg Unit | | ASSESSOR ASSESSOR'S BOARD OF REVIEW |
| | | ASSESSOR'S REASSESSMENT AUDITOR |
| | | AUDITOR'S REASSESSMENT BURDETTE - BW |
| | | BURDETTE - W |
| | | CIRCUIT COURT |
| | | CIRCUIT CT PRE TRIAL GRANT |

| From | to 🖿 | # |
|--------------|------|----------|
| Job Class | | |
| Pay | | |
| Quantity | | • |
| Allocation | | |
| Org/Obj/Proj | | |
| | | |
| Location | | |



If you are unsure if you have selected the correct group, choose the group and select the Preview button to the right and it will show you the Department/Location number, verify it is the same as the department you are working on. If it is correct click the green check or hit enter and it will take you back to the screen above.

| \$ | Preview Time Entry Group | | | | | | | | | | | |
|------------------|----------------------------------|--------------------------------|--------------------|--------|------|---------|-----------|--------------|-------|------|--|--|
| € Back | Accept | O Cancel | Q Search | Output | rint | Display | PDF | Fave Save | Excel | Word | | |
| Type | Code Description Pay Description | | | | | | | | | | | |
| LOC | 102 | AUDITORS OFFICE 105 PT REGULAR | | | | | | | | | | |
| | | 110 REGULAR HOURLY | | | | | | | | | | |
| | | | | | | 300 SIC | K PAY | | | | | |
| | | | | | | 310 VA | CATION | | | | | |
| | | | | | | 320 PEF | RSONAL | | | | | |
| | | | | | | 340 CO | MP TIME U | JSED | | | | |
| | | | | | | 341 CO | MPT EARN | NED AT 1.5 | | | | |
| | | | | | | 350 DE | PARTMENT | TAL LEAVEUS | ED | | | |
| | | | | | | 351 DE | PARTMENT | TAL LEAVE EA | RNED | | | |

Next click the in the upper right corner or hit enter to load the group of employees.



The Time Entry Multiple Employees Screen will then load all of the employees on for your location. If there is a discrepancy between the employees listed and what should be listed, please contact your Payroll Administrator to change the Time Entry Group.

| 1 | Time | e Entry I | Multiple | Employ | ees | | | | | \$ | • | • • | J |
|------------------|--------------|-------------|---------------|-------------------|-------------|------------|------------------|-------------------|-------------------|--------------|-------------------|------------------|---------|
| E Back | Acce | ept Sea | rch Add | Update | X Delete | ⊠ Email | Schedule | D Edit Details | C Stored Entry | Find Pending | Remove Pending | Activity Cost | Summary |
| Payroll Ide | entificat | tion | | | | | | | | | | | |
| Run 1 - BIWEE | KLY | | | Warrant 073021 | Batch | 2 0 | art 7/16/2021 | End 07/22/202 | 1 | | | | |
| Multi Deta | Multi Detail | | | | | | | | | | | | |
| From * 0 | 7/16/202 | 21 🛗 | To * 07/22/20 | 21 🛗 | | | | | | | | | |
| Employee | * | | - | → 105 | 5 PT R | EG | 110 | REG HR | 300 | . SICK | | 310 | VACA |
| 760 | 02 | FISHER, EDN | IA J | | | 0.000 | | 0.00 | 0 | | 0.000 | | 0. |
| 1056 | 63 | GARAU, SAI | NUEL | | | 0.000 | | 0.00 | 0 | | 0.000 | | 0. |
| 98 | 17 | GERTH, BRIA | AN A | | | 0.000 | | 0.00 | 0 | | 0.000 | | 0. |
| 94(| 07 | GLASER, KA | THLEEN A | | | 0.000 | | 0.00 | 0 | | 0.000 | | 0. |
| 696 | 63 | GRAYSON, I | MADELYN A | | | 0.000 | | 0.00 | 0 | | 0.000 | | 0. |
| 889 | 99 | hames, cyi | A AIHTV | | | 0.000 | | 0.00 | 0 | | 0.000 | | 0. |
| 868 | 81 | LUTZ, LAUR | M | | | 0.000 | | 0.00 | 0 | | 0.000 | | 0. |
| 1042 | 23 | MILLER, ERI | KA L | | | 0.000 | | 0.00 | 0 | | 0.000 | | 0. |

0.000

0.000

0.000

0.000

0.000

0.000

0.000

0.000

0.000

0.

0.

0.

Totals

11371 ... MILLER, SELENA F

4904 --- PRUETT, STEPHANIE M



To enter in time for the employees, click on the update button to access the employees' time line. When first clicking on the update button, the pay types (across the top) will be accessible. Each pay type has a numeric value, and short description shown. If there is a pay type that is not available, contact your payroll administrator.

| 🌾 ті | me Entry Multiple | Employees | | 🗢 🕴 | 🌣 😯 🕕 |
|------------------------------|-----------------------|-------------------|----------------------|----------|----------|
| E Back | Accept Cancel | | | | |
| Payroll Identif | ication | | | | |
| Run | | Warrant Batch Sta | art End | | |
| 1 - BIWEEKLY | | 073021 2 07 | 7/16/2021 07/22/2021 | | |
| Multi Detail From * 07/16 | /2021 🛗 To * 07/22/20 | 21 🛗 | | | |
| Employee * | • • | → 105 PT REG | 110 REG HR | 300 SICK | 310 VACA |
| /602 . | FISHER, EDNA J | 0.000 | 0.000 | 0.000 | 0.0 |
| 10503 - | GARAU, SAMUEL | 0.000 | 0.000 | 0.000 | 0.0 |
| 9817 - | GERTH, BRIAN A | 0.000 | 0.000 | 0.000 | 0.1 |
| 9407 · | CRAVSON MADELVNI A | 0.000 | 0.000 | 0.000 | 0.0 |
| 0903 . | | 0.000 | 0.000 | 0.000 | 0.1 |
| 8681 | | 0.000 | 0.000 | 0.000 | 0. |
| 10423 | MILLER ERIKAL | 0.000 | 0.000 | 0.000 | 0. |
| 11371 | MILLER SELENA E | 0.000 | 0.000 | 0.000 | 0.1 |
| 4904 | PRUETT, STEPHANIF M | 0.000 | 0.000 | 0.000 | 0.0 |
| Totals | | 0.000 | 0.000 | 0.000 | 0.0 |
| Accrual Balan | ce | | | | |

Then click the *line* in the upper right corner.

Use the TAB button on the keyboard to move to the employee number/name section. Be careful, if you hit enter, it will save the time entry you have entered and you will have to hit update and pass all the pay codes again.



Click the TAB button, or use the arrow keys to move from the different columns on the screen. Enter in the quantity of hours under each specific pay type, then tab or arrow to the next record.

| - Ye - I | IMe | e Entry M | ultiple E | mploye | ees | | | | | \mathbf{a} | \$ | ¥ | J |
|---------------------|---------|----------------|--------------------|-------------------|-------------|------------------|---------------|-------------------|-----|--------------|-----|-----|------|
| E Back | Acce | pt Cancel | Q Search | + Add | × Delete | E Edit Detail | Edit GL | | | | | | |
| Payroll Iden | tificat | ion | | | | | | | | | | | |
| Run 1 - BIWEEKLY | Y | | | Warrant 073021 | Batch | Star 2 07, | t /16/2021 | End 07/22/2021 | | | | | |
| Multi Detail | | | | | | | | | | | | | |
| From * 07/ | 16/202 | 21 🛗 To | * 07/22/202 | | | | | | | | | | |
| Employee * | | | ← → | 105 | PT R | EG | 110 | REG HR | 300 | SICK | 31(|) \ | VACA |
| 7602 | | FISHER, EDNA | J | | | 0.000 | | 0.000 | | 0.000 |) | | 0.(|
| 10563 | (| GARAU, SAMU | JEL | | | 0.000 | | 0.000 | | 0.000 | | | 0.0 |
| 9817 | | GERTH, BRIAN | | | | 0.000 | | 0.000 | | 0.000 | | | 0.0 |
| 9407 | (| GLASEK, KATH | ILEEN A | | | 0.000 | | 0.000 | | 0.000 | | | 0.0 |
| 0905 | | UNNES CVNIT | | | | 0.000 | | 0.000 | | 0.000 | | | 0.0 |
| 2621 | | HAIVIES, CTINT | | | | 0.000 | | 0.000 | | 0.000 | 1 | | 0.0 |
| 10/23 | | MILLED EDIKA | | | | 0.000 | | 0.000 | | 0.000 | 1 | | 0.0 |
| 11371 | | MILLER, ERIKA | JA F | | | 0.000 | | 0.000 | | 0.000 |) | | 0.0 |
| 4904 | | PRIJETT STEP | HANIF M | | | 0.000 | | 0.000 | | 0.000 | | | 0.(|
| Totals | I | | | | | 0.000 | | 0.000 | | 0.000 |) | | 0.0 |

Accrual Balance

When finished entering in all time for all employees, click the in the upper left corner or hit enter to save the record.

After saving the information, the total hours will be shown on the screen for the pay type at the bottom of each column, as well as the total hours for the employee at the end of each row.

Close the window when finished by clicking the key in the upper left-hand corner.



If you close the window and discover that you need to change any information, just click the Resume button on the Munis Tool Bar under Menu (or R on your keyboard) and choose Multiple Employees again and click OK.

| \$ | Time E | ntry [V | ANDER | BURGH | COUI | NTY] | | | | | \$ | 1 | ٠ | ? | J |
|-------------------------------|--------------------|---------------------|--------------|---------------------|------------|---------|---------|------------------|------------|----------|-----------|--------|-----------------------------|-----------|----|
| € Back | Q Search | Browse | × Delete | Dutput | 🖶 Print | Display | DDF | F Save | ⊠ Email | Schedule | Add Batch | Sc | <mark>S</mark> an Detail | Menu ▼ | |
| Payroll Ide | entification | | | | | | | | | | | R | Resum | ne | |
| Run 1 - BIWEE | KLY | | | Warrant 073021 | Bate | ch 2 | | | | | | 0 0 | lmpor Move | t | |
| Batch Info | ormation | | | | | | | | | | | V | Verify | | |
| Departme Location * | nt | 102 102 | ··· | Auditor AUDITORS | OFFICE | | | | | | | 6 | Merge Vend I | mport | |
| Comment Clerk * Date | | jrruther 07/29/2 | ford 2021 | | | • Jamie | R Ruthe | rford | | | | s | Sub H | istory | |
| Time | | 11:10 | | | | | | | | | | P | Prefer | ences | |
| Batch Typ | e | STANDA | ARD MUNIS " | TIME ENTRY | | | | | | | | C | Custo | m Repoi | rt |
| Posted Verify ID Status | | No No | Exceptions | | | | | | • | | | N | No Ex | ceptions | 5 |
| Employee | Count | 18 | | | | | | | | | | | | | |



This will take you back into the Time Entry screen to hit update and make any necessary changes. Repeat the steps above for entering time as needed.



After you have entered time this screen will provide a brief summary of the Time and Attendance Records. The Time Entry window will now show the total number of employee entered, current batch number, the department, default location, the clerk ID of user that entered time, as well as the date/time of the entry. Also shown is the batch type and whether or not the current batch has been verified or posted to the payroll.

| \$ | Time E | ntry [V | ANDER | BURGH | COUI | тү] | | | | | \$ | ٥ | ? | J |
|-------------------------------------------|--------------------|------------|-------------|---------------------|--------|---------|---------|-------|------------|----------|-----------|-------------|-----------|---|
| E Back | Q Search | Browse | X Delete | Dutput | Print | Display | PDF | Save | ⊠ Email | Schedule | Add Batch | Scan Detail | Menu T | |
| ^o ayroll Id | entification | | | | | | | | | | | | | |
| Run 1 - BIWEE | KLY | | | Warrant 073021 | Bat | ch 2 | | | | | | | | |
| 3atch Info | ormation | | | | | | | | | | | | | |
| Departme Location | ent * t | 102 102 | ••• | Auditor AUDITORS | OFFICE | | | | | | | | | |
| Clerk * | - | jrruther | ford | 60 | | • Jamie | R Ruthe | rford | | | | | | |
| Time | | 11:10 | | | | | | | | | | | | |
| 3atch Typ | e | STAND | ARD MUNIS I | IME ENTRY | | | | | | | | | | |
| ^o osted Verify ID Status | | No N | Exceptions | | | | | | • | | | | | |
| Employee | e Count | 18 | | | | | | | | | | | | |



To check the total, you will click on the Scan Detail buttonor S on your keyboard.

| 1 | Time E | ntry [V | ANDER | BURGH | | | \$ | ٠ | ? | J | | | | |
|---------------------------------------------------------------------------------------|--------------------|----------|-------------|---------------------|--------|---------|----------|------|-------|----------|-----------|-------------|-----------|--|
| E Back | Q Search | Browse | X Delete | Dutput | rint | Display | DF | Save | Email | Schedule | Add Batch | Scan Detail | Menu T | |
| Payroll Identification | | | | | | | | | | | | | | |
| Run Warrant Batch 1 - BIWEEKLY 073021 2 Batch Information | | | | | | | | | | | | | | |
| Department 102 Location * 102 | | | | Auditor AUDITORS | OFFICE | | | | | | | | | |
| Comment Clerk * | t | jrruther | ford | - | | • Jamie | R Ruther | ford | | | | | | |
| Date Time | | 07/29/2 | 2021 | | | | | | | | | | | |
| Batch Typ | e | STANDA | ARD MUNIS T | IME ENTRY | | | | | | | | | | |
| Posted Verify ID Status | | No | Exceptions | | | | | | • | | | | | |
| Employee | Count | 18 | | | | | | | | | | | | |

Time and Attendance Entry – V2019.1

The screen below will appear and you can check the total at the bottom. It will show the total number of hours you have entered for all employees (part time & full time) and the total amount of pay. Once you verify the total amount, you have finished entering time.

If you do not have the correct total, you can use the filter feature and search by employee to see what has been entered for each employee.

- 1. Click on the <u>filter button</u>
- 2. Enter the employee number you wish to look at without the leading zeroes
- 3. Choose Emp # from the drop down list.
- 4. Click Go or hit enter

| Emp # Employee Pay Quantity Alloc Org Object 7602 FSHER, EDNA 105 0.000 0 10001020 102127 7602 FSHER, EDNA 300 0.000 0 10001020 102127 7602 FSHER, EDNA 300 0.000 0 10001020 102127 7602 FSHER, EDNA 320 0.000 0 10001020 102127 7602 FSHER, EDNA 340 0.000 0 10001020 102127 7602 FSHER, EDNA 341 0.000 0 10001020 102127 7602 FSHER, EDNA 351 0.000 0 10001020 102127 10563 GARAU, SAMUEL 300 0.000 0 10001020 102112 10563 GARAU, SAMUEL 310 0.000 0 10001020 102112 10563 GARAU, SAMUEL 341 0.000 0 10001020 102112 1 |) | | | | Ó |
|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|------------------------------------------------|------------------------------------------------------------|----------|----------------|------------------------|
| 7602 FISHER, EDNA 105 0.000 0 7602 FISHER, EDNA 100 80.000 0 0 10001020 102127 7602 FISHER, EDNA 300 0.000 0 0 10001020 102127 7602 FISHER, EDNA 310 0.000 0 0 10001020 102127 7602 FISHER, EDNA 320 0.000 0 0 10001020 102127 7602 FISHER, EDNA 341 0.000 0 0 10001020 102127 7602 FISHER, EDNA 351 0.000 0 10001020 102127 7602 FISHER, EDNA 351 0.000 0 10001020 102127 7602 FISHER, EDNA 351 0.000 0 10001020 102121 10563 GARAU, SAMUEL 300 0.000 0 10001020 102112 10563 GARAU, SAMUEL 300 0.000 0 10001020 102112 10563 GARAU, SAMUEL 350 0.000 0 | Emp # | Employee | Pay | Quantity | Alloc Org Object Lo |
| 7602 FISHER, EDNA 300 0.000 0.10001020 102127 7602 FISHER, EDNA 300 0.000 0.10001020 102127 7602 FISHER, EDNA 320 0.000 0.10001020 102127 7602 FISHER, EDNA 320 0.000 0.1001020 102127 7602 FISHER, EDNA 340 0.000 0.1001020 102127 7602 FISHER, EDNA 350 0.000 0.10001020 102127 7602 FISHER, EDNA 351 0.000 0.10001020 102127 7602 FISHER, EDNA 355 0.000 0.10001020 102127 10563 GARAU, SAMUEL 105 0.000 0.10001020 102112 10563 GARAU, SAMUEL 310 0.000 0.10001020 102112 10563 GARAU, SAMUEL 340 0.000 0.10001020 102112 10563 GARAU, SAMUEL 341 0.000 0.10001020 102112 10563 GARAU, SAMUEL 351 0.000 0.10001020 102112 | 7602 | FISHER, EDNA | 105 | 0.000 | 0 10001020 102127 10 ^ |
| 7602 FISHER, EDNA 300 0.000 0 7602 FISHER, EDNA 310 0.000 0 0 10001020 102127 7602 FISHER, EDNA 320 0.000 0 0 10001020 102127 7602 FISHER, EDNA 340 0.000 0 0 10001020 102127 7602 FISHER, EDNA 350 0.000 0 0 10001020 102127 7602 FISHER, EDNA 350 0.000 0 0 10001020 102127 7602 FISHER, EDNA 350 0.000 0 0 10001020 102127 7602 FISHER, EDNA 350 0.000 0 0 10001020 102127 10563 GARAU, SAMUEL 105 0.000 0 10001020 102112 10563 GARAU, SAMUEL 340 0.000 0 10001020 102112 10563 GARAU, SAMUEL 341 0.000 0 10001020 102112 10563 GARAU, SAMUEL 350 < | 7602 | FISHER, EDNA | 110 | 80.000 | 0 10001020 102127 10 |
| 7602 FISHER, EDNA 310 0.000 0 0 10001020 102127 7602 FISHER, EDNA 320 0.000 0 10001020 102127 7602 FISHER, EDNA 340 0.000 0 10001020 102127 7602 FISHER, EDNA 341 0.000 0 10001020 102127 7602 FISHER, EDNA 351 0.000 0 10001020 102127 7602 FISHER, EDNA 351 0.000 0 10001020 102127 10563 GARAU, SAMUEL 105 0.000 0 10001020 102112 10563 GARAU, SAMUEL 310 0.000 0 10001020 102112 10563 GARAU, SAMUEL 340 0.000 0 10001020 102112 10563 GARAU, SAMUEL 340 0.000 0 10001020 102112 10563 GARAU, SAMUEL 350 0.000 0 10001020 102112 | 7602 | FISHER, EDNA | 300 | 0.000 | 0 10001020 102127 10 |
| 7602 FISHER, EDNA 320 0.000 7602 FISHER, EDNA 340 0.000 7602 FISHER, EDNA 350 0.000 7603 FISHER, EDNA 351 0.000 7653 GARAU, SAMUEL 105 0.000 10553 GARAU, SAMUEL 310 0.000 10553 GARAU, SAMUEL 310 0.000 10553 GARAU, SAMUEL 320 0.000 10553 GARAU, SAMUEL 340 0.000 10553 GARAU, SAMUEL 350 0.000 10553 GARAU, SAMUEL 350 0.000 10553 GARAU, SAMUEL 350 0.000 10563 GARAU, SAMUEL 350 <td< td=""><td>7602</td><td>FISHER, EDNA</td><td>310</td><td>0.000</td><td>0 10001020 102127 10</td></td<> | 7602 | FISHER, EDNA | 310 | 0.000 | 0 10001020 102127 10 |
| 7602 FISHER, EDNA 340 0.000 7602 FISHER, EDNA 341 0.000 7602 FISHER, EDNA 350 0.000 7602 FISHER, EDNA 351 0.000 7602 FISHER, EDNA 351 0.000 7603 GRARAU, SAMUEL 105 0.000 10563 GRARAU, SAMUEL 300 0.000 10563 GRARAU, SAMUEL 300 0.000 10563 GRARAU, SAMUEL 300 0.000 10563 GRARAU, SAMUEL 320 0.000 10563 GRARAU, SAMUEL 340 0.000 10563 GRARAU, SAMUEL 340 0.000 10563 GRARAU, SAMUEL 340 0.000 10563 GRARAU, SAMUEL 351 0.000 10563 GRARAU, SAMUEL 350 0.000 10575 GRARAU, SAMUEL 350 0.000 10563 GRARAU, SAMUEL 350 0.000 10563 GRARAU, SAMUEL 350 0.000 10575 GRARAU, SAMUEL | 7602 | FISHER, EDNA | 320 | 0.000 | 0 10001020 102127 10 |
| 7602 FISHER, EDNA 341 0.000 0 7602 FISHER, EDNA 350 0.000 0 0 10001020 102127 7602 FISHER, EDNA 351 0.000 0 0 10001020 102127 10563 GARAU, SAMUEL 105 0.000 0 0 10001020 102112 10563 GARAU, SAMUEL 310 0.000 0 0 10001020 102112 10563 GARAU, SAMUEL 310 0.000 0 0 10001020 102112 10563 GARAU, SAMUEL 340 0.000 0 0 10001020 102112 10563 GARAU, SAMUEL 341 0.000 0 0 10001020 102112 10563 GARAU, SAMUEL 351 0.000 0 0 10001020 102112 10563 GARAU, SAMUEL 350 0.000 0 0 10001020 102112 10563 GARAU, SAMUEL 350 0.000 0 0 10001020 102112 10563 | 7602 | FISHER, EDNA | 340 | 0.000 | 0 10001020 102127 10 |
| 7602 FISHER, EDNA 350 0.000 7602 FISHER, EDNA 351 0.000 10553 GARAU, SAMUEL 105 0.000 10553 GARAU, SAMUEL 100 80.000 10553 GARAU, SAMUEL 300 0.000 10553 GARAU, SAMUEL 340 0.000 10553 GARAU, SAMUEL 340 0.000 10553 GARAU, SAMUEL 351 0.000 10553 GARAU, SAMUEL 351 0.000 10553 GARAU, SAMUEL 351 0.000 10563 GARAU, SAMUEL 351 0.000 10575 GARAU, SAMUEL 351 0.000 10575 GARAU, SAMUEL 351 0.000 10575 GARAU, SAMUEL 350 0.000 10577 GERTH, BRIAN A 300 0.000 9817 GERTH, BRIAN A 320 </td <td>7602</td> <td>FISHER, EDNA</td> <td>341</td> <td>0.000</td> <td>0 10001020 102127 10</td> | 7602 | FISHER, EDNA | 341 | 0.000 | 0 10001020 102127 10 |
| 7602 FISHER_EDNA 351 0.000 0 0 10001020 102127 10563 GARAU, SAMUEL 105 0.000 0 0 10001020 102112 10563 GARAU, SAMUEL 300 0.000 0 0 10001020 102112 10563 GARAU, SAMUEL 300 0.000 0 0 10001020 102112 10563 GARAU, SAMUEL 310 0.000 0 0 10001020 102112 10563 GARAU, SAMUEL 340 0.000 0 0 10001020 102112 10563 GARAU, SAMUEL 340 0.000 0 0 10001020 102112 10563 GARAU, SAMUEL 350 0.000 0 0 10001020 102112 10563 GARAU, SAMUEL 351 0.000 0 0 10001020 102112 10563 GARAU, SAMUEL 350 0.000 0 0 10001020 102112 10563 GARAU, SAMUEL 350 0.000 0 0 1000 | 7602 | FISHER, EDNA J | 350 | 0.000 | 0 10001020 102127 10 |
| 10563 GARAU, SAMUEL 105 0.000 0 0 10001020 102112 10563 GARAU, SAMUEL 300 0.000 0 0 10001020 102112 10563 GARAU, SAMUEL 310 0.000 0 0 10001020 102112 10563 GARAU, SAMUEL 320 0.000 0 0 10001020 102112 10563 GARAU, SAMUEL 340 0.000 0 0 10001020 102112 10563 GARAU, SAMUEL 341 0.000 0 10001020 102112 10563 GARAU, SAMUEL 350 0.000 0 0 10001020 102112 10563 GARAU, SAMUEL 350 0.000 0 0 10001020 102112 10563 GARAU, SAMUEL 350 0.000 0 0 10001020 102112 10563 GARAU, SAMUEL 350 0.000 0 0 10001020 102111 9817 GERTH, BRIAN A 310 0.000 0 0 10001020 | 7602 | FISHER, EDNA | 351 | 0.000 | 0 10001020 102127 10 |
| 10563 GARAU, SAMUEL 110 80.000 0.000 10563 GARAU, SAMUEL 300 0.000 0 1001020 102112 10563 GARAU, SAMUEL 320 0.000 0 0 10001020 102112 10563 GARAU, SAMUEL 320 0.000 0 0 10001020 102112 10563 GARAU, SAMUEL 340 0.000 0 0 10001020 102112 10563 GARAU, SAMUEL 340 0.000 0 0 10001020 102112 10563 GARAU, SAMUEL 350 0.000 0 10001020 102112 10563 GARAU, SAMUEL 350 0.000 0 10001020 102112 10563 GARAU, SAMUEL 350 0.000 0 10001020 102111 9817 GERTH, BRIAN A 300 0.000 0 10001020 102111 9817 GERTH, BRIAN A 340 0.000 0 10001020 102111 9817 GERTH, BRIAN A 350 0.000 0 | 10563 | GARAU, SAMUEL | 105 | 0.000 | 0 10001020 102112 10 |
| 10563 GARAU, SAMUEL 300 0.000 0 10563 GARAU, SAMUEL 310 0.000 0 0 10001020 102112 10563 GARAU, SAMUEL 320 0.000 0 0 10001020 102112 10563 GARAU, SAMUEL 340 0.000 0 0 10001020 102112 10563 GARAU, SAMUEL 341 0.000 0 0 10001020 102112 10563 GARAU, SAMUEL 350 0.000 0 0 10001020 102112 10563 GARAU, SAMUEL 351 0.000 0 0 10001020 102112 9817 GERTH, BRIAN A 105 0.000 0 0 10001020 102111 9817 GERTH, BRIAN A 300 0.000 0 0 10001020 102111 9817 GERTH, BRIAN A 320 0.000 0 0 10001020 102111 9817 GERTH, BRIAN A 340 0.000 0 0 10001020 102111 <td< td=""><td>10563</td><td>GARAU, SAMUEL</td><td>110</td><td>80.000</td><td>0 10001020 102112 10</td></td<> | 10563 | GARAU, SAMUEL | 110 | 80.000 | 0 10001020 102112 10 |
| 10563 GARAU, SAMUEL 310 0.000 0 0 10001020 102112 10563 GARAU, SAMUEL 340 0.000 0 0 10001020 102112 10563 GARAU, SAMUEL 341 0.000 0 0 10001020 102112 10563 GARAU, SAMUEL 350 0.000 0 0 10001020 102112 10563 GARAU, SAMUEL 351 0.000 0 0 10001020 102112 10563 GARAU, SAMUEL 351 0.000 0 0 10001020 102111 9817 GERTH, BRIAN A 105 0.000 0 0 10001020 102111 9817 GERTH, BRIAN A 300 0.000 0 0 10001020 102111 9817 GERTH, BRIAN A 320 0.000 0 0 10001020 102111 9817 GERTH, BRIAN A 340 0.000 0 0 10001020 102111 9817 GERTH, BRIAN A 340 0.000 0 0 1 | 10563 | GARAU, SAMUEL | 300 | 0.000 | 0 10001020 102112 10 |
| 10563 GARAU, SAMUEL 320 0.000 0 0 10001020 102112 10563 GARAU, SAMUEL 340 0.000 0 0 10001020 102112 10563 GARAU, SAMUEL 350 0.000 0 0 10001020 102112 10563 GARAU, SAMUEL 350 0.000 0 0 10001020 102112 10563 GARAU, SAMUEL 351 0.000 0 0 10001020 102112 10563 GARAU, SAMUEL 351 0.000 0 0 10001020 102112 10563 GARAU, SAMUEL 350 0.000 0 0 10001020 102112 10563 GARAU, SAMUEL 350 0.000 0 0 10001020 102111 9817 GERTH, BRIAN A 310 0.000 0 0 10001020 102111 9817 GERTH, BRIAN A 340 0.000 0 0 10001020 102111 9817 GERTH, BRIAN A 350 0.000 0 0 1 | 10563 | GARAU, SAMUEL | 310 | 0.000 | 0 10001020 102112 10 |
| 10563 GARAU, SAMUEL 340 0.000 0 0 1001020 102112 10563 GARAU, SAMUEL 350 0.000 0 0 10001020 102112 10563 GARAU, SAMUEL 350 0.000 0 0 10001020 102112 10563 GARAU, SAMUEL 351 0.000 0 0 10001020 102112 9817 GERTH, BRIAN A 105 0.000 0 0 10001020 102111 9817 GERTH, BRIAN A 110 80.000 0 0 10001020 102111 9817 GERTH, BRIAN A 300 0.000 0 0 10001020 102111 9817 GERTH, BRIAN A 310 0.000 0 0 10001020 102111 9817 GERTH, BRIAN A 340 0.000 0 0 10001020 102111 9817 GERTH, BRIAN A 340 0.000 0 0 10001020 102111 9817 GERTH, BRIAN A 350 0.000 0 0 1 | 10563 | GARAU, SAMUEL | 320 | 0.000 | 0 10001020 102112 10 |
| 10563 GARAU, SAMUEL 341 0.000 0 10563 GARAU, SAMUEL 350 0.000 0 0 10001020 102112 10563 GARAU, SAMUEL 351 0.000 0 0 10001020 102112 10563 GARAU, SAMUEL 351 0.000 0 0 10001020 102112 9817 GERTH, BRIAN A 105 0.000 0 0 10001020 102111 9817 GERTH, BRIAN A 300 0.000 0 0 10001020 102111 9817 GERTH, BRIAN A 310 0.000 0 0 10001020 102111 9817 GERTH, BRIAN A 320 0.000 0 0 10001020 102111 9817 GERTH, BRIAN A 340 0.000 0 0 10001020 102111 9817 GERTH, BRIAN A 350 0.000 0 0 10001020 102111 9817 GERTH, BRIAN A 350 0.000 0 0 10001020 102111 <td< td=""><td>10563</td><td>GARAU, SAMUEL</td><td>340</td><td>0.000</td><td>0 10001020 102112 10</td></td<> | 10563 | GARAU, SAMUEL | 340 | 0.000 | 0 10001020 102112 10 |
| 10563 GARAU, SAMUEL 350 0.000 10563 GARAU, SAMUEL 351 0.000 0 102112 9817 GERTH, BRIAN A 105 0.000 0 1001020 102112 9817 GERTH, BRIAN A 100 0.000 0 0 10001020 102111 9817 GERTH, BRIAN A 300 0.000 0 0 10001020 102111 9817 GERTH, BRIAN A 300 0.000 0 0 10001020 102111 9817 GERTH, BRIAN A 300 0.000 0 0 10001020 102111 9817 GERTH, BRIAN A 320 0.000 0 0 10001020 102111 9817 GERTH, BRIAN A 340 0.000 0 0 10001020 102111 9817 GERTH, BRIAN A 340 0.000 0 0 10001020 102111 9817 GERTH, BRIAN A 340 0.000 0 0 10001020 102111 9817 GERTH, BRIAN A 350 0.000< | 10563 | GARAU, SAMUEL | 341 | 0.000 | 0 10001020 102112 10 |
| 10563 GARAU, SAMUEL 351 0.000 9817 GERTH, BRIAN A 105 0.000 9817 GERTH, BRIAN A 110 80.000 0 9817 GERTH, BRIAN A 110 80.000 0 0 9817 GERTH, BRIAN A 300 0.000 0 0 10001020 102111 9817 GERTH, BRIAN A 310 0.000 0 0 10001020 102111 9817 GERTH, BRIAN A 320 0.000 0 0 10001020 102111 9817 GERTH, BRIAN A 320 0.000 0 0 10001020 102111 9817 GERTH, BRIAN A 340 0.000 0 0 10001020 102111 9817 GERTH, BRIAN A 350 0.000 0 0 10001020 102111 9817 GERTH, BRIAN A 350 0.000 0 0 10001020 102111 9817 GERTH, BRIAN A 350 0.000 0 0 10001020 102111 9817 | 10563 | GARAU, SAMUEL | 350 | 0.000 | 0 10001020 102112 10 |
| 9817 GERTH, BRIAN A 105 0.000 9817 GERTH, BRIAN A 110 80.000 0.000 9817 GERTH, BRIAN A 300 0.000 0.000 9817 GERTH, BRIAN A 300 0.000 0.000 9817 GERTH, BRIAN A 300 0.000 0.000 9817 GERTH, BRIAN A 310 0.000 0.000 9817 GERTH, BRIAN A 320 0.000 0.000 9817 GERTH, BRIAN A 320 0.000 0.000 9817 GERTH, BRIAN A 341 0.000 0.0000 0.0000 9817 GERTH, BRIAN A 341 0.000 0.0000 0.00000 0.00000 0.00000 0.00000 0.00000 0.00000 0.000000 0.00000 0.00000 0.00000 0.00000 0.00000 0.00000 0.00000 0.00000 0.0000 0.00000 0.00000 0.00000 0.00000 0.00000 0.00000 0.00000 0.00000 0.00000 0.00000 0.000000 0.000000 0.0000000 0.00000000 0.0000000000000 0. | 10563 | GARAU, SAMUEL | 351 | 0.000 | 0 10001020 102112 10 |
| 9817 GERTH, BRIAN A 110 80.000 0.000 9817 GERTH, BRIAN A 300 0.000 0 0 1001020 102111 9817 GERTH, BRIAN A 310 0.000 0 0 10001020 102111 9817 GERTH, BRIAN A 320 0.000 0 0 10001020 102111 9817 GERTH, BRIAN A 320 0.000 0 0 10001020 102111 9817 GERTH, BRIAN A 340 0.000 0 0 10001020 102111 9817 GERTH, BRIAN A 350 0.000 0 0 10001020 102111 9817 GERTH, BRIAN A 350 0.000 0 0 1001020 102111 9817 GERTH, BRIAN A 350 0.000 0 0 1001020 102111 9817 GERTH, BRIAN A 350 0.000 0 0 1001020 102111 9817 GERTH, BRIAN | 9817 | GERTH, BRIAN A | 105 | 0.000 | 0 10001020 102111 10 |
| 9817 GERTH, BRIAN A 300 0.000 0 10001020 102111 9817 GERTH, BRIAN A 310 0.000 0 10001020 102111 9817 GERTH, BRIAN A 320 0.000 0 10001020 102111 9817 GERTH, BRIAN A 340 0.000 0 10001020 102111 9817 GERTH, BRIAN A 340 0.000 0 10001020 102111 9817 GERTH, BRIAN A 341 0.000 0 10001020 102111 9817 GERTH, BRIAN A 350 0.000 0 10001020 102111 9817 GERTH, BRIAN A 350 0.000 0 10001020 102111 9817 GERTH, BRIAN A 350 0.000 0.000 0 10001020 102111 9817 GERTH, BRIAN A 350 0.000 0.000 0 10001020 102111 9817 GERTH, BRIAN A 350 0.000 0.000 0.000 0 10001020 102111 9817 GERTH, BRIAN A 31.952.01 9817 GERTH, BRI | 9817 | GERTH, BRIAN A | 110 | 80.000 | 0 10001020 102111 10 |
| 9817 GERTH, BRIAN A 310 0.000 0 0 1001020 102111 9817 GERTH, BRIAN A 320 0.000 0 0 10001020 102111 9817 GERTH, BRIAN A 340 0.000 0 0 10001020 102111 9817 GERTH, BRIAN A 340 0.000 0 0 10001020 102111 9817 GERTH, BRIAN A 341 0.000 0 0 10001020 102111 9817 GERTH, BRIAN A 350 0.000 0 0 10001020 102111 9817 GERTH, BRIAN A 350 0.000 0 0 10001020 102111 9817 GERTH, BRIAN A 350 0.000 0 0 10001020 102111 9817 GERTH, BRIAN A 350 0.000 0 0 10001020 102111 9817 GERTH, BRIAN A 350 0.000 0 0 10001020 102111 90 Quantity 0.000 Amount 0.000 Image: Stanget A Ima | 9817 | GERTH, BRIAN A | 300 | 0.000 | 0 10001020 102111 10 |
| 9817 GERTH, BRIAN A 320 0.000 9817 GERTH, BRIAN A 340 0.000 9817 GERTH, BRIAN A 341 0.000 9817 GERTH, BRIAN A 350 0.000 0 10001020 102111 0 10001020 10211 0 1000000000000000000000000000000000 | 9817 | GERTH, BRIAN A | 310 | 0.000 | 0 10001020 102111 10 |
| 9817 GERTH, BRIAN A 340 0.000 9817 GERTH, BRIAN A 341 0.000 9817 GERTH, BRIAN A 350 0.000 UMMT Total Intity 1,440.000 Junt 31,952.01 Quantity 0.000 Amount 0.00 ER 6 6 6 6 6 6 6 6 6 6 6 6 6 6 6 6 6 6 6 | 9817 | GERTH, BRIAN A | 320 | 0.000 | 0 10001020 102111 10 |
| 9817 GERTH, BRIAN A 341 0.000 9817 GERTH, BRIAN A 350 0.000 Umm Total Putity 1,440.000 Sunt 31,952.01 Quantity 0.000 Amount 0.000 TER ER | 9817 | GERTH, BRIAN A | 340 | 0.000 | 0 10001020 102111 10 |
| 9817 GERTH. BRIAN A 350 0.000 0 10001020 102111 | 9817 | GERTH, BRIAN A | 341 | 0.000 | 0 10001020 102111 10 |
| Imm Total Initity 1,440.000 Dunt 31,952.01 Quantity 0.000 Amount 0.000 RE Image: Second S | 9817 | GERTH, BRIAN A | 350 | 0.000 | 0 10001020 102111 10 |
| TER Record | lumn antity ount o Quanti o Amount | <u>Total</u> 1,440.000 31,952.01 ty 0.000 0.00 | | | 8 |
| | TER | | Otion | Ann Sites | Record |
| V V Location Contraction Contr | V | W 152000 | j Object | - I new riller | |



When you are sure that you are happy with the time as it is entered, you are ready to export your file. Clear any filters from Scan Detail

Right Click anywhere on the column headers and make sure only the following columns are selected: (Hint: click on "More…", click none on the box that appears, choose the correct fields, then go back and uncheck Record Number)

Emp # Employee Pay Quanity Rate Amount Alloc Org Object Location



Use the sliding bar to see the remaining fields you need to check/uncheck.

Time and Attendance Entry – V2019.1 Click the Excel button at the top



| • | | | | | | | | | | | | | | |
|-------|---------|---------|--------|--------|----------|----------|-----|------|------------|---------|-------|----------|--------|------|
| ← | ~ | 0 | Q | Ð | _ | ß | 6 | | • • | | | | | |
| Back | Accept | Cancel | Search | Output | Print | Display | PDF | Save | Excel | Word | | | | |
| Emp # | Employ | 100 | | Pav | | Duantity | - | | | | Alloc | Ora | Object | Loi |
| 7602 | FISHER | EDNA J | | 105 | | 0.000 | | | | | 0 | 10001020 | 102127 | 10.4 |
| 7602 | FISHER | EDNA J | | 110 | | 80.000 | | | | | 0 | 10001020 | 102127 | 10 |
| 7602 | FISHER. | EDNA J | | 300 | | 0.000 | | | | | 0 | 10001020 | 102127 | 10 |
| 7602 | FISHER. | EDNA J | | 310 | | 0.000 | | | | | 0 | 10001020 | 102127 | 10 |
| 7602 | FISHER, | EDNA J | | 320 | | 0.000 | | | | | 0 | 10001020 | 102127 | 10 |
| 7602 | FISHER, | EDNA J | | 340 | | 0.000 | | | | | 0 | 10001020 | 102127 | 10 |
| 7602 | FISHER, | EDNA J | | 341 | | 0.000 | | | | | 0 | 10001020 | 102127 | 10 |
| 7602 | FISHER, | EDNA J | | 350 | | 0.000 | | | | | 0 | 10001020 | 102127 | 10 |
| 7602 | FISHER, | EDNA J | | 351 | | 0.000 | | | | | 0 | 10001020 | 102127 | 10 |
| 10563 | GARAU, | SAMUEL | | 105 | | 0.000 | | | | | 0 | 10001020 | 102112 | 10 |
| 10563 | GARAU, | SAMUEL | | 110 | | 80.000 | | | | | 0 | 10001020 | 102112 | 10 |
| 10563 | GARAU, | SAMUEL | | 300 | | 0.000 | | | | | 0 | 10001020 | 102112 | 10 |
| 10563 | GARAU, | SAMUEL | | 310 | | 0.000 | | | | | 0 | 10001020 | 102112 | 10 |
| 10563 | GARAU, | SAMUEL | | 320 | | 0.000 | | | | | 0 | 10001020 | 102112 | 10 |
| 10563 | GARAU, | SAMUEL | | 340 | | 0.000 | | | | | 0 | 10001020 | 102112 | 10 |
| 10563 | GARAU, | SAMUEL | | 341 | | 0.000 | | | | | 0 | 10001020 | 102112 | 10 |
| 10563 | GARAU, | SAMUEL | | 350 | | 0.000 | | | | | 0 | 10001020 | 102112 | 10. |
| 10563 | GARAU, | SAMUEL | | 351 | | 0.000 | | | | | 0 | 10001020 | 102112 | 10 |
| 9817 | GERTH, | BRIAN A | | 105 | | 0.000 | | | | | 0 | 10001020 | 102111 | 10 |
| 9817 | GERTH, | BRIAN A | | 110 | | 80.000 | | | | | 0 | 10001020 | 102111 | 10 |
| 9817 | GERTH, | BRIAN A | | 300 | | 0.000 | | | | | 0 | 10001020 | 102111 | 10 |
| 9817 | GERTH, | BRIAN A | | 310 | | 0.000 | | | | | 0 | 10001020 | 102111 | 10 |
| 9817 | GERTH, | BRIAN A | | 320 | | 0.000 | | | | | 0 | 10001020 | 102111 | 10 |
| 9817 | GERTH, | BRIAN A | | 340 | | 0.000 | | | | | 0 | 10001020 | 102111 | 10 |
| 9817 | GERTH, | BRIAN A | | 341 | | 0.000 | | | | | 0 | 10001020 | 102111 | 10 |
| 9817 | GERTH, | BRIAN A | | 350 | | 0.000 | | | | | 0 | 10001020 | 102111 | 10. |

| Colu | umn | Total |
|------|----------|-----------|
| Quar | ntity | 1,440.000 |
| Атоц | unt | 31,952.01 |
| Sub | Quantity | 0.000 |
| Sub | Amount | 0.00 |



An Excel file will automatically open that looks like this:

| 8 | 5 | | 🥰 🛱 🕫 | | | | | | 118907 | 730B - Excel | | | | | | ħ | | | × |
|--------|--------|-------------------------|-----------------------|--------------------------|----------|--------------------------------|------------------|---------------------|-------------------------------------------|-------------------------------------------------------|----------|----------------------|--------------------------|--------------|-----------------|----------------------|------------------|-------------------|-----|
| File | + | Home | Insert | Page Layout | Formulas | Data | Review | View | Foxit PDF | Power Pi | vot Q | Tell me wh | at you want to | do | | Rutherfor | rd, Jamie I | ₹ Ag Sh | are |
| PivotT | able R | ecomr Pivot Table | nended Table ables | Pictures Onlin Pictur | res | Store My Add-ins Add-ins | ₩ ► ► R | ecommende Charts | ed <mark>∜ ▼</mark> € → Char | ' - ì - !☆ - ☆ - ts | votChart | 3D Map • Tours | Line Column Sparkline | Win/ Loss | Slicer Timeline | e Hyperlink Links | 4 Text | Ω Symbols Ť | ~ |
| L12 | | • | : × • | f _x | | | | | | | | | | | | | | | ^ |
| | Α | | B | } | С | D | E | F | G | н | 1 | J | к | L | М | N | 0 | Р | |
| 1 E | np # | Em | ployee | | Pay | Quantity | Rate | Amount | Alloc | Org | Object | Location | | | | | | | |
| 2 | 762 | 5 AD | AMS, KELLY K | | 110 | 0.000 | 0.0000 | 0.00 | | 0 11891040 | 104117 | 1189 | | | | | | | |
| 3 | 762 | 5 AD | AMS, KELLY K | | 300 | 0.000 | 0.0000 | 0.00 | | 0 11891040 | 104117 | 1189 | | | | | | | |
| 4 | 762 | 5 AD | AMS, KELLY K | | 310 | 0.000 | 0.0000 | 0.00 | | 0 11891040 | 104117 | 1189 | | | | | | | |
| 5 | 762 | 5 AD | AMS, KELLY K | | 320 | 0.000 | 0.0000 | 0.00 | | 0 11891040 | 104117 | 1189 | | | | | | | |
| 6 | 762 | 5 AD | AMS, KELLY K | | 340 | 0.000 | 0.0000 | 0.00 | | 0 11891040 | 104117 | 1189 | | | | | | | |
| 7 | 762 | 5 AD | AMS, KELLY K | | 341 | 0.000 | 0.0000 | 0.00 | | 0 11891040 | 104117 | 1189 | | | | | | | |
| 8 | 762 | 5 AD | AMS, KELLY K | | 350 | 0.000 | 0.0000 | 0.00 | | 0 11891040 | 104117 | 1189 | | | | | | | |
| 9 | 762 | 5 AD | AMS, KELLY K | | 351 | 0.000 | 0.0000 | 0.00 | | 0 11891040 | 104117 | 1189 | | | | | | | |
| 10 | 762 | 5 AD | AMS, KELLY K | | 360 | 0.000 | 0.0000 | 0.00 | | 0 11891040 | 104117 | 1189 | | | | | | | |
| 11 | 282 | 8 KA | CHANUK, REBE | ECCA J | 110 | 0.000 | 0.0000 | 0.00 | | 0 11891040 | 104118 | 1189 | | | | | | | |
| 12 | 282 | 8 KA | CHANUK, REBE | CCA J | 300 | 0.000 | 0.0000 | 0.00 | | 0 11891040 | 104118 | 1189 | | |] | | | | |
| 13 | 282 | 8 KA | CHANUK, REBE | CCA J | 310 | 0.000 | 0.0000 | 0.00 | | 0 11891040 | 104118 | 1189 | | | | | | | |
| 14 | 282 | 8 KA | CHANUK, REBE | CCA J | 320 | 0.000 | 0.0000 | 0.00 | | 0 11891040 | 104118 | 1189 | | | | | | | |

Click the File, then Save As.



You will want to save your file to the new drive that was set up on your computer. It will be the K drive for some people, but please make a note as to what it is on your pc. It will be in a folder that is only for your department. You will need to name the file as follows:

Dept#B = 1020B

After saving, please email <u>VandPayroll@vanderburghgov.org</u> to notify us that you have put your file out on the drive. Someone in payroll will then run your voucher. It will be emailed to you to print out. You will then sign and return to our office as you have always done.

NOW YOU ARE DONE! ©