

MAC-----Monthly Reports-You can only view until the 9th of the month for previous month

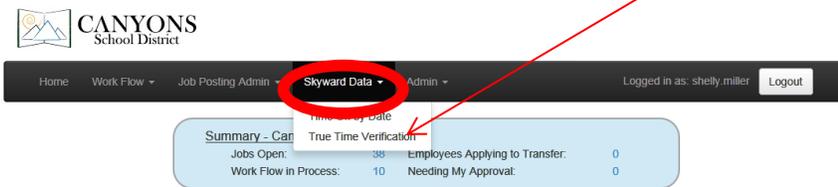
- Go to..... jobs.canyonsdistrict.org



- Now type in your regular user name and password top right side of screen



- The next screen brings up a lot of data, you want Skyward Data and you want the drop down True Time Verification



Hint: If you run the report on the 9th of June your report date are for May 1st- May 31st. If you have any un-submitted timesheets, they **WILL NOT** be in this report. Get your stuff done before you run the report.

- Now you need to put in your date ranges for the entire month and click "GO"



- As you can see in the next screen shot I have everything I want... The Account Number the money was taken from, the name of the employee, the pay rate of the employee, the total hours and the pay. This will all be accumulative for the month.

PayCode	Location	Account	Name	Pay Rate	Hours	Total Pay	District Paid Tax(8.45%)	Total Cost
MISC	099 - DISTRICT OFFICE 300 EAST	10 E 099 9710 2619 183	ERICKSON, KATHRYN	8.5600	24.1999	\$207.15	\$17.50	\$224.66
MISC	099 - DISTRICT OFFICE 300 EAST	10 E 099 9710 2619 183	HOM, PRESTON	8.5600	24.0334	\$205.73	\$17.38	\$223.11
MISC	099 - DISTRICT OFFICE 300 EAST	10 E 099 9710 2619 183	OSTROWSKI, NICHOLAS	8.5600	12.1832	\$104.29	\$8.81	\$113.10
MISC	099 - DISTRICT OFFICE 300 EAST	10 E 099 9710 2619 183	BLACKHAM, KYLE	7.4800	10.2333	\$76.55	\$6.47	\$83.01

- If I want to see it broken down by weeks, then click on the plus sign

- Now it is broken down by the week.

Work Week	Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
Week of: 11/03/2014	0.0000	2.8833	3.2000	3.0000	3.0333	0.0000	0.0000
Week of: 11/10/2014	0.0000	3.0167	3.0333	3.1000	2.9333	0.0000	0.0000
Total Hours:	24.1999						
Total Paid:	\$207.15						
District Paid Tax:	\$17.50						
Total Cost:	\$224.66						

- Now you need to click on the "Excel" button and drop it into an Excel report☺.

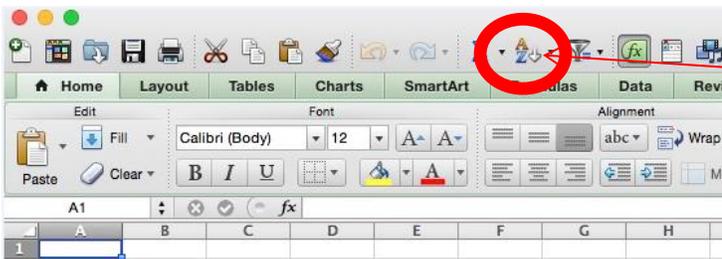


- Just wait, it will take less than 3 min.

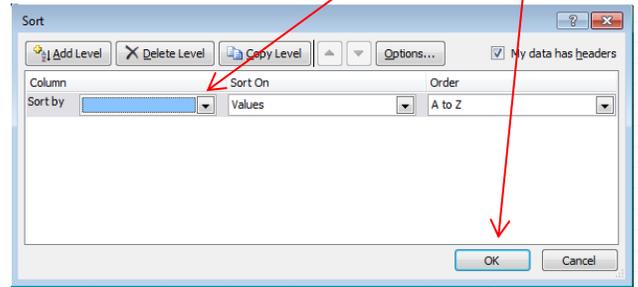
1	NameID	Location	Account	Last Name	First Name	Pay Rate	Hours	Total Pay	District Pa	Total Cost
2	14735	110 - CANYON V I 10 E 110 7: BEADLES	EDNA	14.57	50.5	\$735.79	\$62.17	\$797.96		
3	14735	110 - CANYON V I 10 E 110 7: BEADLES	EDNA	14.57	12.2834	\$178.97	\$15.12	\$194.09		
4	17004	110 - CANYON V I 10 E 110 0: COLLINS	CATHY	14.57	41.3834	\$602.96	\$50.95	\$653.91		
5	17004	110 - CANYON V I 10 E 110 0: COLLINS	CATHY	14.57	5.75	\$83.78	\$7.08	\$90.86		
6	17662	110 - CANYON V I 10 E 110 4: DAVIS	JENNIFER	12.92	35.9001	\$463.83	\$39.19	\$503.02		
7	17662	110 - CANYON V I 10 E 110 4: DAVIS	JENNIFER	12.92	14.0832	\$181.95	\$15.38	\$197.33		
8	18025	110 - CANYON V I 10 E 110 0: DONAHUE	KATHLEEN	14.57	38.9335	\$567.26	\$47.93	\$615.19		
9	18025	110 - CANYON V I 10 E 110 0: DONAHUE	KATHLEEN	14.57	3.2001	\$46.63	\$3.94	\$50.57		
10	24271	110 - CANYON V I 10 E 110 0: MAYS	BONNIE	14.57	36.0333	\$525.01	\$44.36	\$569.37		
11	24398	110 - CANYON V I 51 E 110 8: MCDONAI	TAMBRA	14.57	48.3167	\$703.97	\$59.49	\$763.46		
12	28954	110 - CANYON V I 51 E 110 8: SMITH	ROBERTA	14.86	51.4	\$763.80	\$64.54	\$828.35		
13	30818	110 - CANYON V I 10 E 110 4: WALLACE	CYNTHIA	12.92	40.6833	\$525.63	\$44.42	\$570.04		
14	44353	110 - CANYON V I 10 E 110 9: BARLOW	JOSHUA	10.01	57.3332	\$573.91	\$48.50	\$622.40		
15	44708	110 - CANYON V I 10 E 110 4: BISHOP	HOLLY	10.5	50.2	\$527.10	\$44.54	\$571.64		
16	46085	110 - CANYON V I 10 E 110 0: MINER	KERRY	10.5	40.4	\$424.20	\$35.84	\$460.04		
17	46488	110 - CANYON V I 10 E 110 0: DOXEY	NAOMI	11.24	53.2667	\$598.72	\$50.59	\$649.31		
18	46642	110 - CANYON V I 10 E 110 4: LEE	REBECCA	10.5	45.5167	\$477.93	\$40.38	\$518.31		
19	48589	110 - CANYON V I 10 E 110 9: ADAMS	TAYLOR	8.03	2.2833	\$18.33	\$1.55	\$19.88		
20	49109	110 - CANYON V I 10 E 110 9: FRYER	EMILY	8.03	3.8667	\$31.05	\$2.62	\$33.67		
21	49117	110 - CANYON V I 51 E 110 8: HUFF	JANET	9.97	30.3167	\$302.26	\$25.54	\$327.80		
22	49668	110 - CANYON V I 10 E 110 9: SELIN	KYLEE	7.48	9.75	\$72.93	\$6.16	\$79.09		
23	49684	110 - CANYON V I 10 E 110 9: JOKO	KENZI	7.48	9.3667	\$70.06	\$5.92	\$75.98		
24	50386	110 - CANYON V I 10 E 110 9: CHECKETT	JUNE	7.48	4.45	\$33.29	\$2.81	\$36.10		
25	50407	110 - CANYON V I 10 E 110 9: THOMAS	SAMUEL	7.48	5.4	\$40.39	\$3.41	\$43.81		
26	50540	110 - CANYON V I 10 E 110 9: PREGILL	KYLIE	7.48	2.8667	\$21.44	\$1.81	\$23.25		
27	51176	110 - CANYON V I 10 E 110 9: SEGOTA	LUKAS	7.48	5.2166	\$39.02	\$3.30	\$42.32		
28	51177	110 - CANYON V I 10 E 110 9: SEGOTA	SHERADOI	7.48	3.0167	\$22.56	\$1.91	\$24.47		
29	51295	110 - CANYON V I 10 E 110 9: HAMMON	JACOB	7.48	3.7	\$27.68	\$2.34	\$30.01		
30	51377	110 - CANYON V I 10 E 110 0: HALES	HEATHER	9.97	46.3168	\$461.78	\$39.02	\$500.80		
31										

This is how your report will start. We want to make it more productive... First, highlight **ONLY** the data from A1 to J24

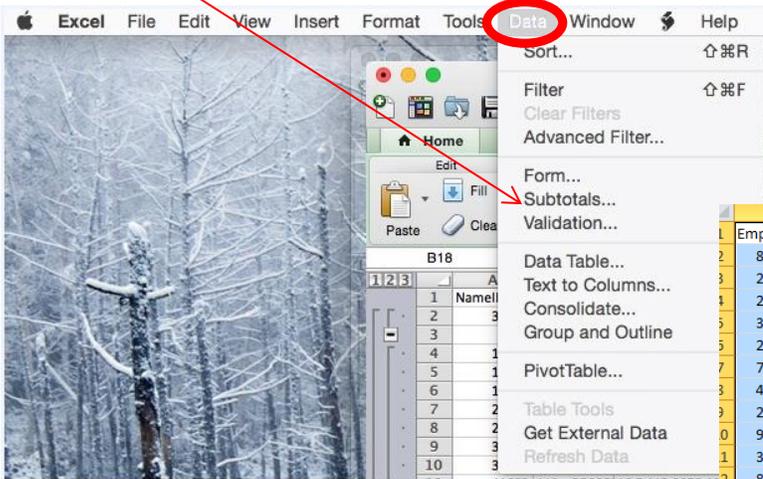
1	Employee	Location	Account	Last Name	First Name	Pay Rate	Hours	Total Pay	District Pa	Total Cost
2	332629	110 - CAN '10 E 110 7: BEADLES	EDNA	15.1	40.5	\$611.55	\$51.88	\$663.23		
3	711524	110 - CAN '10 E 110 0: COLLINS	CATHY	16.74	44.5	\$744.93	\$62.95	\$807.88		
4	841652	110 - CAN '10 E 110 0: DAVIS	JENNIFER	14.3	49.2	\$703.56	\$59.45	\$763.01		
5	487528	110 - CAN '10 E 110 0: DONAHUE	KATHLEEN	16.74	43.0832	\$721.21	\$60.94	\$782.16		
6	212982	110 - CAN '10 E 110 0: MAYS	BONNIE	15.1	50.1832	\$757.77	\$64.03	\$821.80		
7	937356	110 - CAN '51 E 110 8: MCDONAI	TAMBRA	15.1	40.0834	\$605.26	\$51.14	\$656.40		
8	682551	110 - CAN '51 E 110 8: SMITH	ROBERTA	15.41	39.3165	\$605.87	\$51.20	\$657.06		
9	918562	110 - CAN '10 E 110 4: WALLACE	CYNTHIA	11.4	43.7334	\$386.03	\$49.52	\$435.55		
10	296259	110 - CAN '10 E 110 0: OLSEN	TAUNA	12.9	59.7666	\$770.99	\$65.15	\$836.14		
11	522943	110 - CAN '10 E 110 9: BARLOW	JOSHUA	10.66	41.4167	\$911.50	\$37.31	\$478.81		
12	329173	110 - CAN '10 E 110 4: BISHOP	HOLLY	10.5	43.1167	\$483.77	\$40.88	\$524.65		
13	382577	110 - CAN '10 E 110 0: MINER	KERRY	11.22	22.95	\$257.50	\$21.76	\$279.26		
14	292794	110 - CAN '10 E 110 0: DOXEY	NAOMI	11.09	32.1501	\$375.83	\$31.76	\$407.59		
15	816113	110 - CAN '10 E 110 4: LEE	REBECCA	11.22	41.2166	\$462.45	\$39.98	\$502.43		
16	274253	110 - CAN '51 E 110 8: HUFF	JANET	10.38	24.3334	\$252.58	\$21.34	\$273.92		
17	278963	110 - CAN '10 E 110 9: JOKO	KENZI	8.15	2.8667	\$23.36	\$1.97	\$25.34		
18	668844	110 - CAN '10 E 110 9: CHECKETT	JUNE	8.15	12.8999	\$105.13	\$8.88	\$114.02		
19	937238	110 - CAN '10 E 110 9: MENDOZA	BELLA	8.15	6.15	\$50.12	\$4.24	\$54.36		
20	277619	110 - CAN '10 E 110 0: HALES	HEATHER	10.12	27.7668	\$281.00	\$23.74	\$304.74		
21	548344	110 - CAN '10 E 110 9: HALLIGAN	MEGHAN	7.59	9.1834	\$69.70	\$5.89	\$75.59		
22	843543	110 - CAN '10 E 110 9: HALES	LIAM	7.59	10.3169	\$78.31	\$6.62	\$84.92		
23	329911	110 - CAN '10 E 110 9: ROMERO	GALAXY	7.59	11.8168	\$89.69	\$7.58	\$97.27		
24	276871	110 - CAN '10 E 110 9: MORALES	MARCELA	7.59	1.5833	\$12.02	\$1.02	\$13.01		
25										
26										



Now click the little arrow on the side of  It will have a drop down that says "Custom Sort" Click that, then sort by "Account" then OK



Now...At the top of your screen... Click, "Data" and the drop Down "Subtotals"



I get a pop up box... I put in "Account".

Leave "Sum"

Check mark in "Total Pay" and "Total Cost"

Leave the bottom checkmarks and click OK

1	Employee	Location	Account	Last Name	First Name	Pay Rate	Hours	Total Pay	District Pa	Total Cost
2	841652	110 - CAN '10 E 110 0: DAVIS	JENNIFER	14.3	49.2	\$703.56	\$59.45	\$763.01		
3	212982	110 - CAN '10 E 110 0: MAYS	BONNIE	15.1	50.1832	\$757.77	\$64.03	\$821.80		
4	296259	110 - CAN '10 E 110 0: OLSEN	TAUNA	12.9	59.7666	\$770.99	\$65.15	\$836.14		
5	382577	110 - CAN '10 E 110 0: MINER	KERRY	11.22	22.95	\$257.50	\$21.76	\$279.26		
6	277619	110 - CAN '10 E 110 0: HALES	HEATHER	10.12	27.7668	\$281.00	\$23.74	\$304.74		
7	711524	110 - CAN '10 E 110 0: COLLINS	CATHY	16.74	44.5	\$744.93	\$62.95	\$807.88		
8	487528	110 - CAN '10 E 110 0: DONAHUE	KATHLEEN					\$2.16		
9	292794	110 - CAN '10 E 110 0: DOXEY	NAOMI					\$7.59		
10	918562	110 - CAN '10 E 110 4: WALLACE	CYNTHIA					\$5.55		
11	329173	110 - CAN '10 E 110 4: BISHOP	HOLLY					\$4.65		
12	816113	110 - CAN '10 E 110 4: LEE	REBECCA					\$1.53		
13	332629	110 - CAN '10 E 110 7: BEADLES	EDNA					\$3.23		
14	922943	110 - CAN '10 E 110 9: BARLOW	JOSHUA					\$8.81		
15	278963	110 - CAN '10 E 110 9: JOKO	KENZI					\$5.34		
16	668844	110 - CAN '10 E 110 9: CHECKETT	JUNE					\$4.02		
17	937238	110 - CAN '10 E 110 9: MENDOZA	BELLA					\$4.36		
18	548344	110 - CAN '10 E 110 9: HALLIGAN	MEGHAN					\$5.59		
19	843543	110 - CAN '10 E 110 9: HALES	LIAM					\$4.92		
20	329911	110 - CAN '10 E 110 9: ROMERO	GALAXY					\$7.27		
21	276871	110 - CAN '10 E 110 9: MORALES	MARCELA					\$3.03		
22	937356	110 - CAN '51 E 110 8: MCDONAI	TAMBRA					\$6.40		
23	274253	110 - CAN '51 E 110 8: HUFF	JANET					\$3.92		
24	682551	110 - CAN '51 E 110 8: SMITH	ROBERTA					\$07.06		

Now you need to insert a line at the top and label it with **your school name, month and year**. I like to **bold** it and make the font a little larger. You will also want to **bold** the header line

Next, you will want to make your columns wider so that you can see the entire account number, name etc.

Canyon View Elementary-May 2015									
NameID	Location	Account	Last Name	First Name	Pay Rate	Hours	Total Pay	District Pa	Total Cost
14735	110 - CANYON VIEW E 10 E 110 0050 1084 165	BEADLES	EDNA		14.57	12.2834	\$178.97	\$15.12	\$194.09
17004	110 - CANYON VIEW E 10 E 110 0050 1084 165	COLLINS	CATHY		14.57	5.75	\$83.78	\$7.08	\$90.86
17662	110 - CANYON VIEW E 10 E 110 0050 1084 165	DAVIS	JENNIFER		12.92	14.0832	\$181.95	\$15.38	\$197.33
18025	110 - CANYON VIEW E 10 E 110 0050 1084 165	DONAHUE	KATHLEEN		14.57	3.2001	\$46.63	\$3.94	\$50.57
51377	110 - CANYON VIEW E 10 E 110 0050 1084 165	HALES	HEATHER		9.97	46.3168	\$461.78	\$39.02	\$500.80
24271	110 - CANYON VIEW E 10 E 110 0050 1084 165	MAYS	BONNIE		14.57	36.0333	\$525.01	\$44.36	\$569.37

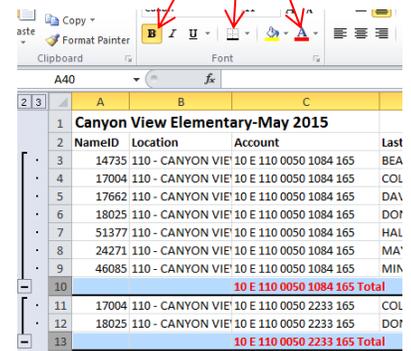
Your report should look like this...
We want to highlight the totals.

Canyon View Elementary-May 2015									
NameID	Location	Account	Last Name	First Name	Pay Rate	Hours	Total Pay	District Paid	Total Cost
14735	110 - CANYON VIE' 10 E 110 0050 1084 165	BEADLES	EDNA		14.57	12.2834	\$178.97	\$15.12	\$194.09
17004	110 - CANYON VIE' 10 E 110 0050 1084 165	COLLINS	CATHY		14.57	5.75	\$83.78	\$7.08	\$90.86
17662	110 - CANYON VIE' 10 E 110 0050 1084 165	DAVIS	JENNIFER		12.92	14.0832	\$181.95	\$15.38	\$197.33
18025	110 - CANYON VIE' 10 E 110 0050 1084 165	DONAHUE	KATHLEEN		14.57	3.2001	\$46.63	\$3.94	\$50.57
51377	110 - CANYON VIE' 10 E 110 0050 1084 165	HALES	HEATHER		9.97	46.3168	\$461.78	\$39.02	\$500.80
24271	110 - CANYON VIE' 10 E 110 0050 1084 165	MAYS	BONNIE		14.57	36.0333	\$525.01	\$44.36	\$569.37
46085	110 - CANYON VIE' 10 E 110 0050 1084 165	MINER	KERRY		10.5	40.4	\$424.20	\$35.84	\$460.04
10 E 110 0050 1084 165 Total							\$1,902.32		\$2,063.06
17004	110 - CANYON VIE' 10 E 110 0050 2233 165	COLLINS	CATHY		14.57	41.3834	\$602.96	\$50.95	\$653.91
18025	110 - CANYON VIE' 10 E 110 0050 2233 165	DONAHUE	KATHLEEN		14.57	38.9335	\$567.26	\$47.93	\$615.19
10 E 110 0050 2233 165 Total							\$1,170.22		\$1,269.10
46488	110 - CANYON VIE' 10 E 110 0050 2436 165	DOXEY	NAOMI		11.24	53.2667	\$598.72	\$50.59	\$649.31
10 E 110 0050 2436 165 Total							\$598.72		\$649.31
44708	110 - CANYON VIE' 10 E 110 4110 1084 165	BISHOP	HOLLY		10.5	50.2	\$527.10	\$44.54	\$571.64
17662	110 - CANYON VIE' 10 E 110 4110 1084 165	DAVIS	JENNIFER		12.92	35.9001	\$463.83	\$39.19	\$503.02
46642	110 - CANYON VIE' 10 E 110 4110 1084 165	LEE	REBECCA		10.5	45.5167	\$477.93	\$40.38	\$518.31
30818	110 - CANYON VIE' 10 E 110 4110 1084 165	WALLACE	CYNTHIA		12.92	40.6833	\$525.63	\$44.42	\$570.04
10 E 110 4110 1084 165 Total							\$1,994.49		\$2,163.01

To do this put your cursor on the row number at the very left and left click the mouse. Then hold down the command button and click on each row you want to highlight. It will turn each line blue.

Now, click on the **B** for bold, the bold underline (you will choose from drop down), Red highlight (You will choose Red from the drop down)

8	24271	110 - CANYON VIE' 10 E 110 0050 1084 165	MAYS						
9	46085	110 - CANYON VIE' 10 E 110 0050 1084 165	MINER						
10	10 E 110 0050 1084 165 Total								
11	17004	110 - CANYON VIE' 10 E 110 0050 2233 165	COLLINS						
12	18025	110 - CANYON VIE' 10 E 110 0050 2233 165	DONAHUE						
13	10 E 110 0050 2233 165 Total								
14	46488	110 - CANYON VIE' 10 E 110 0050 2436 165	DOXEY						
15	10 E 110 0050 2436 165 Total								
16	44708	110 - CANYON VIE' 10 E 110 4110 1084 165	BISHOP						
17	17662	110 - CANYON VIE' 10 E 110 4110 1084 165	DAVIS						
18	46642	110 - CANYON VIE' 10 E 110 4110 1084 165	LEE						
19	30818	110 - CANYON VIE' 10 E 110 4110 1084 165	WALLACE						
20	10 E 110 4110 1084 165 Total								
21	14735	110 - CANYON VIE' 10 E 110 7551 1084 165	BEADLES						
22	10 E 110 7551 1084 165 Total								
23	48589	110 - CANYON VIE' 10 E 110 9710 2619 183	ADAMS						
24	44353	110 - CANYON VIE' 10 E 110 9710 2619 183	BARLOW						
25	50386	110 - CANYON VIE' 10 E 110 9710 2619 183	CHECKETT						
26	49109	110 - CANYON VIE' 10 E 110 9710 2619 183	FRYER						
27	51295	110 - CANYON VIE' 10 E 110 9710 2619 183	HAMMON						
28	49684	110 - CANYON VIE' 10 E 110 9710 2619 183	JOKO						
29	50540	110 - CANYON VIE' 10 E 110 9710 2619 183	PREGILL						
30	51176	110 - CANYON VIE' 10 E 110 9710 2619 183	SEGOTA						
31	51177	110 - CANYON VIE' 10 E 110 9710 2619 183	SEGOTA						
32	49668	110 - CANYON VIE' 10 E 110 9710 2619 183	SELIN						
33	50407	110 - CANYON VIE' 10 E 110 9710 2619 183	THOMAS						
34	10 E 110 9710 2619 183 Total								
35	24398	110 - CANYON VIE' 51 E 110 8001 3100 193	MCDONA						
36	51 E 110 8001 3100 193 Total								
37	49117	110 - CANYON VIE' 51 E 110 8001 3100 194	HUFF						
38	51 E 110 8001 3100 194 Total								
39	28954	110 - CANYON VIE' 51 E 110 8001 3100 196	SMITH						
40	51 E 110 8001 3100 196 Total								
41	Grand Total								



Now your report is finished. YEA!!! You need to print the report and have your **principal sign it and date it**. You will then file it there in your school. Payroll does **NOT** want it. You keep it for your records and auditing. **You will retain this report for three years**. The following page shows the sample report and how the final looks 😊.

Canyon View Elementary-May 2015

NameID	Location	Account	Last Name	FirstName	Pay Rate	Hours	Total Pay	District Paid T	Total Cost
14735	110 - CANYON VIEW 10 E 110 0050 1084 165		BEADLES	EDNA	14.57	12.2834	\$178.97	\$15.12	\$194.09
17004	110 - CANYON VIEW 10 E 110 0050 1084 165		COLLINS	CATHY	14.57	5.75	\$83.78	\$7.08	\$90.86
17662	110 - CANYON VIEW 10 E 110 0050 1084 165		DAVIS	JENNIFER	12.92	14.0832	\$181.95	\$15.38	\$197.33
18025	110 - CANYON VIEW 10 E 110 0050 1084 165		DONAHUE	KATHLEEN	14.57	3.2001	\$46.63	\$3.94	\$50.57
51377	110 - CANYON VIEW 10 E 110 0050 1084 165		HALES	HEATHER	9.97	46.3168	\$461.78	\$39.02	\$500.80
24271	110 - CANYON VIEW 10 E 110 0050 1084 165		MAYS	BONNIE	14.57	36.0333	\$525.01	\$44.36	\$569.37
46085	110 - CANYON VIEW 10 E 110 0050 1084 165		MINER	KERRY	10.5	40.4	\$424.20	\$35.84	\$460.04
10 E 110 0050 1084 165 Total							\$1,902.32		\$2,063.06
17004	110 - CANYON VIEW 10 E 110 0050 2233 165		COLLINS	CATHY	14.57	41.3834	\$602.96	\$50.95	\$653.91
18025	110 - CANYON VIEW 10 E 110 0050 2233 165		DONAHUE	KATHLEEN	14.57	38.9335	\$567.26	\$47.93	\$615.19
10 E 110 0050 2233 165 Total							\$1,170.22		\$1,269.10
46488	110 - CANYON VIEW 10 E 110 0050 2436 165		DOXEY	NAOMI	11.24	53.2667	\$598.72	\$50.59	\$649.31
10 E 110 0050 2436 165 Total							\$598.72		\$649.31
44708	110 - CANYON VIEW 10 E 110 4110 1084 165		BISHOP	HOLLY	10.5	50.2	\$527.10	\$44.54	\$571.64
17662	110 - CANYON VIEW 10 E 110 4110 1084 165		DAVIS	JENNIFER	12.92	35.9001	\$463.83	\$39.19	\$503.02
46642	110 - CANYON VIEW 10 E 110 4110 1084 165		LEE	REBECCA	10.5	45.5167	\$477.93	\$40.38	\$518.31
30818	110 - CANYON VIEW 10 E 110 4110 1084 165		WALLACE	CYNTHIA	12.92	40.6833	\$525.63	\$44.42	\$570.04
10 E 110 4110 1084 165 Total							\$1,994.49		\$2,163.01
14735	110 - CANYON VIEW 10 E 110 7551 1084 165		BEADLES	EDNA	14.57	50.5	\$735.79	\$62.17	\$797.96
10 E 110 7551 1084 165 Total							\$735.79		\$797.96
48589	110 - CANYON VIEW 10 E 110 9710 2619 183		ADAMS	TAYLOR	8.03	2.2833	\$18.33	\$1.55	\$19.88
44353	110 - CANYON VIEW 10 E 110 9710 2619 183		BARLOW	JOSHUA	10.01	57.3332	\$573.91	\$48.50	\$622.40
50386	110 - CANYON VIEW 10 E 110 9710 2619 183		CHECKETTS	JUNE	7.48	4.45	\$33.29	\$2.81	\$36.10
49109	110 - CANYON VIEW 10 E 110 9710 2619 183		FRYER	EMILY	8.03	3.8667	\$31.05	\$2.62	\$33.67
51295	110 - CANYON VIEW 10 E 110 9710 2619 183		HAMMOND	JACOB	7.48	3.7	\$27.68	\$2.34	\$30.01
49684	110 - CANYON VIEW 10 E 110 9710 2619 183		JOKO	KENZI	7.48	9.3667	\$70.06	\$5.92	\$75.98
50540	110 - CANYON VIEW 10 E 110 9710 2619 183		PREGILL	KYLIE	7.48	2.8667	\$21.44	\$1.81	\$23.25
51176	110 - CANYON VIEW 10 E 110 9710 2619 183		SEGOTA	LUKAS	7.48	5.2166	\$39.02	\$3.30	\$42.32
51177	110 - CANYON VIEW 10 E 110 9710 2619 183		SEGOTA	SHERADON	7.48	3.0167	\$22.56	\$1.91	\$24.47
49668	110 - CANYON VIEW 10 E 110 9710 2619 183		SELIN	KYLEE	7.48	9.75	\$72.93	\$6.16	\$79.09
50407	110 - CANYON VIEW 10 E 110 9710 2619 183		THOMAS	SAMUEL	7.48	5.4	\$40.39	\$3.41	\$43.81
10 E 110 9710 2619 183 Total							\$950.66		\$1,030.98
24398	110 - CANYON VIEW 51 E 110 8001 3100 193		MCDONALD	TAMBRA	14.57	48.3167	\$703.97	\$59.49	\$763.46
51 E 110 8001 3100 193 Total							\$703.97		\$763.46
49117	110 - CANYON VIEW 51 E 110 8001 3100 194		HUFF	JANET	9.97	30.3167	\$302.26	\$25.54	\$327.80
51 E 110 8001 3100 194 Total							\$302.26		\$327.80
28954	110 - CANYON VIEW 51 E 110 8001 3100 196		SMITH	ROBERTA	14.86	51.4	\$763.80	\$64.54	\$828.35
51 E 110 8001 3100 196 Total							\$763.80		\$828.35
Grand Total							\$9,122.23		\$9,893.03

Principal Signature

mm/dd/yyyy

Things to REMEMBER.....

- Look in your “unsubmitted” timesheets to confirm everyone has submitted timesheets for the month.
- Make sure **YOU** and the **top level approver** approve all timesheets before you run the report.
- Run the report by the 9th of the month for the previous month. (June 9th-Run dates are May 1st-May 31st)