Semi-Monthly Reports-You can only view until this until the 6th for first semi-monthly payday and the 21st for the second semi-monthly payday

• Go to..... jobs.canyonsdistrict.org

A pttps://iobs.capyonsdistrict.org/buman.resources/index.cfm/chonse	
Canyons Jobs	Login Signup Forgot Password
Which site are you looking for? Education Support Professional (ESP) Jobs Certificated Jobs	1
Click on Certificated Jobs	
Certificated Jobs	
Now type in your regular user name and password top	right side of screen
Home Username	Password Sign in
Employment Opportunities	
Category: Select an item Job Type: Select an item Location: Select an item •	
Show 50 • entries	Search:

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

-						
Home W	/ork Flow 👻	Job Posting Admin 👻	Skyward Data 👻	Admin 👻	Lo	ogged in as: s
• Now yo Home v 05/01/2015	u need to p Vork Flow ~ Report ra (lerve blank IIII to	Summary - Car Jobs Open: Work Flow in Work Flow in Skyward Dyta ~	Admin × Program Do N Admin 110-	Employees Applying to Transfe Needing My Approval: tire month and click "GO'	r: 0 0 ₩ Go	<i>Hint:</i> If you run the report on the 6th of June your report dates are for May 15th-May 28 th (approx. two weeks). If you have any unsubmitted timesheets, they <u>WILL NOT</u> be in this report. Get your approvals done before you run the
						•

 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.

-	Show 10	✓ entries										Search:		
	*	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	
1	Showing 1	to 4 of 4 entri										First Previous	1 Next	ast

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



- 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.

				12.2834	\$178.97	\$15.12	\$194.09	
-1	APPENDIX CONTROL VIAVE AND WOOLDING	MALDI	arris 1	41.3834	\$602.96	\$50.95	\$653.91	
5	17004 110 - CANYON VI 10 E 110 0(COLLINS	CATHY	14.57	5.75	\$83.78	\$7.08	\$90.86	
6	17662 110 - CANYON VI 10 E 110 4: DAVIS	JENNIFER	12.92	35.9001	\$463.83	\$39.19	\$503.02	
7	17662 110 - CANYON VI 10 E 110 0(DAVIS	JENNIFER	12.92	14.0832	\$181.95	\$15.38	\$197.33	
8	18025 110 - CANYON VI 10 E 110 0 DONAHUE	KATHLEEN	14.57	38.9335	\$567.26	\$47.93	\$615.19	
9	18025 110 - CANYON VI 10 E 110 0(DONAHUE	KATHLEEN	14.57	3.2001	\$46.63	\$3.94	\$50.57	
10	24271 110 - CANYON VI 10 E 110 0(MAYS	BONNIE	14.57	36.0333	\$\$25.01	\$44.36	\$569.37	
11	24398 110 - CANYON VI51 E 110 8(MCDONA	TAMBRA	14.57	48.3167	\$703.97	\$59.49	\$763.46	
12	28954 110 - CANYON VI 51 E 110 8(SMITH	ROBERTA	14.86	51.4	\$763.80	\$64.54	\$828.35	
13	30818 110 - CANYON VI 10 E 110 4: WALLACE	CYNTHIA	12.92	40.6833	\$525.63	\$44.42	\$570.04	
14	44353 110 - CANYON VI 10 E 110 9 BARLOW	JOSHUA	10.01	57.3332	\$573.91	\$48.50	\$622.40	
15	44708 110 - CANYON VI 10 E 110 4' BISHOP	HOLLY	10.5	50.2	\$527.10	\$44.54	\$571.64	
16	46085 110 - CANYON VI 10 E 110 0(MINER	KERRY	10.5	40.4	\$424.20	\$35.84	\$460.04	
17	46488 110 - CANYON VI 10 E 110 0(DOXEY	NAOMI	11.24	53.2667	\$598.72	\$50.59	\$649.31	
18	46642 110 - CANYON VI 10 E 110 4: LEE	REBECCA	10.5	45.5167	\$477.93	\$40.38	\$518.31	
19	48589 110 - CANYON VI 10 E 110 9 ADAMS	TAYLOR	8.03	2.2833	\$18.33	\$1.55	\$19.88	
20	49109 110 - CANYON VI 10 E 110 9 FRYER	EMILY	8.03	3.8667	\$31.05	\$2.62	\$33.67	
21	49117 110 - CANYON VI 51 E 110 8(HUFF	JANET	9.97	30.3167	\$302.26	\$25.54	\$327.80	
22	49668 110 - CANYON VI 10 E 110 9 SELIN	KYLEE	7.48	9.75	\$72.93	\$6.16	\$79.09	
23	49684 110 - CANYON V 10 E 110 9 JOKO	KENZI	7.48	9.3667	\$70.06	\$5.92	\$75.98	
24	50386 110 - CANYON VI 10 E 110 9: CHECKETT	JUNE	7.48	4.45	\$33.29	\$2.81	\$36.10	
25	50407 110 - CANYON VI 10 E 110 9' THOMAS	SAMUEL	7.48	5.4	\$40.39	\$3.41	\$43.81	
26	50540 110 - CANYON VI 10 E 110 9" PREGILL	KYLIE	7.48	2.8667	\$21.44	\$1.81	\$23.25	
27	51176 110 - CANYON VI 10 E 110 9. SEGOTA	LUKAS	7.48	5.2166	\$39.02	\$3.30	\$42.32	
28	51177 110 - CANYON VI 10 E 110 9 SEGOTA	SHERADO	7.48	3.0167	\$22.56	\$1.91	\$24.47	
29	51295 110 - CANYON VI 10 E 110 9 HAMMON	JACOB	7.48	3.7	\$27.68	\$2.34	\$30.01	
30	51377 110 - CANYON VI 10 E 110 0(HALES	HEATHER	9.97	46.3168	\$461.78	\$39.02	\$500.80	
12.51								

Now we want to sort the account numbers and get totals.

To do this I need to highlight the entire page so that all the information stays together as it moves with the account number. I highlighted over the headers, even though it does not show here, it shows when I sorted my data

						\longrightarrow	X
					Search	:	
	$\stackrel{\mathbb{A}}{\forall}$		Accour	nt	Name	Total Cost	
				,			
	Hours	Total Pay	District Pa	Total Cost			
	50.5	\$735.79	\$62.17	\$797.96			
	12.2834	\$178.97	\$15.12	\$194.09			
l	41.3834	\$602.96	\$50.95	\$653.91			
.57	5.75	\$83.78	\$7.08	\$90.86	This is how your non-out will stort . Mo wont to make		
.92	35.9001	\$463.83	\$39.19	\$503.02	This is now your report will start. We want to make	e it more	
.92	14.0832	\$181.95	\$15.38	\$197.33			
.57	38.9335	\$567.26	\$47.93	\$615.19	productive First, insert a line at the top and label i	t with	
.57	3.2001	\$46.63	\$3.94	\$50.57			
.57	36.0333	\$\$25.01	\$44.36	\$569.37	your school name, month and year. I like to held it	and	
.57	48.3167	\$703.97	\$59.49	\$763.46	your school hame, month and year. The to bold h	lanu	
.86	51.4	\$763.80	\$64.54	\$828.35			
.92	40.6833	\$525.63	\$44.42	\$570.04	make the font a little larger. You will also want to b	old the	
.01	57.3332	\$573.91	\$48.50	\$622.40		1	
0.5	50.2	\$527.10	\$44.54	\$571.64	header line		
0.5	40.4	\$424.20	\$35.84	\$460.04	neader me		
.24	53.2667	\$598.72	\$50.59	\$649.31			
0.5	45.5167	\$477.93	\$40.38	\$518.31			
.03	2.2833	\$18.33	\$1.55	\$19.88	Next you will want to make your columns wider	/	
.03	3.8667	\$31.05	\$2.62	\$33.67	Next, you will want to make your columns when	1	

Go

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Do Not Filter

so that you can see the entire account number, name etc.

2	VI.				-	-	-		- 1/.			-
1	1	Canyon	View Eleme	entary-May 2	015				V			
	-	wamelD	Location	Account		Last Name	First Nam	Pay Rate	Hours	Total Pay	District Pa	10180
	3	14735	110 - CANYON	VIEW E 10 E 110 0	0050 1084 165	BEADLES	EDNA	14.57	12.2834	\$178.97	\$15.12	\$194.09
	4	17004	110 - CANYON	VIEW E 10 E 110 0	0050 1084 165	COLLINS	CATHY	14.57	5.75	\$83.78	\$7.08	\$90.86
	5	17662	110 - CANYON	VIEW E 10 E 110 0	0050 1084 165	DAVIS	JENNIFER	12.92	14.0832	\$181.95	\$15.38	\$197.33
	6	18025	110 - CANYON	VIEW E 10 E 110 0	0050 1084 165	DONAHUE	KATHLEEN	14.57	3.2001	\$46.63	\$3.94	\$50.57
	7	51377	110 - CANYON	VIEW E 10 E 110 0	0050 1084 165	HALES	HEATHER	9.97	46.3168	\$461.78	\$39.02	\$500.80
	8	24271	110 - CANYON	VIEW E 10 E 110 0	050 1084 165	MAYS	BONNIE	14.57	36.0333	\$525.01	\$44.36	\$569.37

Now you need to click on the "Sort & Filter" and it will bring up a drop down, "Custom Sort". This will then bring up a pop up box...

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2	Nai	meID Loca	tion	Account	Last Name	First Nam	Pay Rate	Hours	Total Pay	District	Pa Total Cos	t										
3	5	14735 110 -	CANYON VIE	W E 10 E 110 7551 1084 16	5 BEADLES	EDNA	14.57	50.5	\$735.79	\$62.1	7 \$797.96											
4	1	14735 110 -	CANYON VIE	W E 10 E 110 0050 1084 16	5 BEADLES	EDNA	14.57	12.2834	\$178.97	\$15.1	2 \$194.09											
5	5	17004 110 -	CANYON VIE	W E 10 E 110 0050 1084 16	5 COLLINS	CATHY	14.57	5.75	\$83.78	\$7.0	\$90.86		Firct	click	on "N	Av dat	ta had	hoa	dorc"			
6		17662 110 -	CANYON VIE	W E 10 E 110 0050 1084 16	5 DAVIS	JENNIFER	12.92	14.0832	\$181.95	\$15.3	3 \$197.33		11130			ny uat	la mas	nea	uers			
-		18025 110 -	CANYON VIE	W E 10 E 110 0050 1084 16	5 DONAHUE	KATHLEEN	14.57	3.2001	\$46.63	\$3.94	\$50.57	r										
-	5	513// 110 -		W E 10 E 110 0050 1084 16	5 HALES	RONING	9.97	46.3168	\$461.78	\$39.0.	2 5560.80		NI. 1					1				
1	,	46085 110 -	CANYON VIE	<u>vv E 10 E 110 0050 1084 10</u>	5 IVIATS	BOININE	14.37	50.0555	5525.01	344.3	160.04		Next	, i am	goin	g to a	ecide	nov	v i wan	t to so	ort	
1	1	17004 110 -	CANYON VIE	Sort					1		653.91				- + !							
1	2	18025 110 -	CANYON VIE	Add Level X Delet	e Level	Level	Option	s	My dat	a has <u>h</u> ead	ers 615.19		my ir	ntorm	ation	1. I Wa	ant to	sor	t it by a	ccour	ιτ	
1	3	46488 110 -	CANYON VIE	Column	Sort On			Order			649.31		num	horar	ad th	on 1 "/	v 4 4 1	ovol	" to cor	+ by l	h.t	
1	4	44708 110 -	CANYON VIE	Sort by Account	 Values 		•	A to Z		[571.64		num	ber ar	ia tri	en r	AUU L	evei	10 501	LDYI	ISL	
1	5	17662 110 -	CANYON VIE	Then by Last Name	▼ Values		-	A to Z			503.02		nam	- Th	on nr		יישר					
1	6	46642 110 -	CANYON VIE								518.31		IIdille	2. 110	en pr	ess c	Л					
1	7	30818 110 -	CANYON VIE								570.04											
1	8	48589 110 -	CANYON VIE								\$19.88											
1	9	44353 110 -	CANYON VIE								622.40											
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2	2	51205 110 -	CANYON VIE						ОК	Cancel	\$20.01											
2	2	49684 110 -	CANYON VIE		5 0.0617	S FINZI					\$75.98											
2	4	50540 110 -	CANYON VIE	W E 10 E 110 9710 2619 18	3 PREGILL	KYLIE	7,48	2,8667	\$21.44	\$1.8	\$23,25											
2	5	51176 110 -	CANYON VIE	W E 10 E 110 9710 2619 18	3 SEGOTA	LUKAS	7.48	5.2166	\$39.02	\$3.3	\$42.32											
2	6	51177 110 -	CANYON VIE	W E 10 E 110 9710 2619 18	3 SEGOTA	SHERADO	7.48	3.0167	\$22.56	\$1.9	\$24.47											
2	7	49668 110 -	CANYON VIE	W E 10 E 110 9710 2619 18	3 SELIN	KYLEE	7.48	9.75	\$72.93	\$6.1	5 \$79.09											
2	8	50407 110 -	CANYON VIE	W E 10 E 110 9710 2619 18	3 THOMAS	SAMUEL	7.48	5.4	\$40.39	\$3.4	l \$43.81											
2	9	24398 110 -	CANYON VIE	W E 51 E 110 8001 3100 19	3 MCDONALD	TAMBRA	14.57	48.3167	\$703.97	\$59.4	\$763.46											
	-								****													

Now that my report is sorted, I want to add breaks with totals. First, highlight all the information again. Now click on "Data", then click on "Subtotal". You will get a pop up box.

	File	Ho	me	Insert Pa	age Layout	Formulas Da	ta Review	View									
光	4	<u>*</u>	<u>* 5</u>	<u>** -</u>		Cor	nections A	AZ	K Clear	-	-			20			• 🗐 s
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2	Nan	nelD	Locati	on	Acc	ount	Last Name	First Name	Pay Rate	Hours	Total Pay	District Pa	Total Cost				
3		14735	110 - 0	CANYON VIE	EW E 10 E	110 0050 1084 165	BEADLES	EDNA	14.57	12,2834	\$178.97	\$15.12	\$194.09				
4		17004	110 - 0		EW E 10 E	110 0050 1084 165	COLLINS	CATHY	14.57	5.75	\$83.78	\$7.08	\$90.86				
5		17662	110 - 0		EW E 10 E	110 0050 1084 165	DAVIS	JENNIFER	12.92	14.0832	\$181.95	\$15.38	\$197.33				
6		18025	110 - 0		EW E 10 E	110 0050 1084 165	DONAHUE	KATHLEEN	14.57	3.2001	\$46.63	\$3.94	\$50.57				
7		51377	110 - 0		EW E 10 E	110 0050 1084 165	HALES	HEATHER	9.97	46.3168	\$461.78	\$39.02	\$500.80		ck on ti	ו מ מסז או	ox,
8		24271	110 - 0		EW E 10 E	110 0050 1084 165	Subtotal		- ?	333	\$525.01	\$44.36	\$569.37				
9		46085	110 - 0	CANYON VIE	EW E 10 E	110 0050 1084 165	At each change	in		0.4	\$424.20	\$35.84	\$460.04	we	e want t	o choos	se
10		17004	110 - 0	CANYON VIE	EW E 10 E	110 0050 2233 165	Account			834	\$602.96	\$50.95	\$653.91				-
11		18025	110 - 0	CANYON VIE	EW E 10 E	110 0050 2233 165	Lise function:			335	\$567.26	\$47.93	\$615.19	"a	ccount"	' Leave	the
12		46488	110 - 0	CANYON VIE	EW E 10 E	110 0050 2436 165	Sum			667	\$598.72	\$50.59	\$649.31	u	ccount	. Leave	the
13		44708	110 - 0	CANYON VIE	EW E 10 E	110 4110 1084 165	Add subtatal to			0.2	\$527.10	\$44.54	\$571.64	"	1m" +hc	n click i	n
14		17662	110 - 0	CANYON VIE	EW E 10 E	110 4110 1084 165	First Name	•		001	\$463.83	\$39.19	\$503.02	SU	un une		11
15		46642	110 - 0	CANYON VIE	EW E 10 E	110 4110 1084 165	Pay Rate			167	\$477.93	\$40.38	\$518.31	"		11	T
16		30818	110 - 0	CANYON VIE	EW E 10 E	110 4110 1084 165	Hours			833	\$525.63	\$44.42	\$570.04		οται Ραγ	/" and "	Total
17		14735	110 - 0	CANYON VIE	EW E 10 E	110 7551 1084 165	District Paid	Tax(8.45%)		0.5	\$735.79	\$62.17	\$797.96				
18		48589	110 - 0	CANYON VIE	EW E 10 E	110 9710 2619 183	Total Cost			833	\$18.33	\$1.55	\$19.88	L Co	st″		
19		44353	110 - 0	CANYON VIE	EW E 10 E	110 9710 2619 183	Replace cur	rent subtotals		332	\$573.91	\$48.50	\$622.40				
20		50386	110 - 0	CANYON VIE	EW E 10 E	110 9710 2619 183	Page break	between groups		.45	\$33.29	\$2.81	\$36.10				
21		49109	110 - 0	CANYON VIE	EW E 10 E	110 9710 2619 183	Summary be	elow data		667	\$31.05	\$2.62	\$33.67	N	. 15 . 1	"~~"	
22		51295	110 - 0	CANYON VIE	EW E 10 E	110 9710 2619 183	Demous All			3.7	\$27.68	\$2.34	\$30.01		W CIICK	OK	
23		49684	110 - 0	CANYON VIE	EW E 10 E	110 9710 2619 183	Kenove All		Canc	667	\$70.06	\$5.92	\$75.98				
24		50540	110 - 0	CANYON VIE	EW E 10 E	110 9710 2619 183	PREGILL	KYLIE	7.48	2.8667	\$21.44	\$1.81	\$23.25				
25		51176	110 - 0	CANYON VIE	EW E 10 E	110 9710 2619 183	SEGOTA	LUKAS	7.48	5.2166	\$39.02	\$3.30	\$42.32				
26		51177	110 - 0	CANYON VIE	EW E 10 E	110 9710 2619 183	SEGOTA	SHERADO	7.48	3.0167	\$22.56	\$1.91	\$24.47				
27		49668	110 - 0	CANYON VIE	EW E 10 E	110 9710 2619 183	SELIN	KYLEE	7.48	9.75	\$72.93	\$6.16	\$79.09				
28		50407	110 - 0	CANYON VIE	EW E 10 E	110 9710 2619 183	THOMAS	SAMUEL	7.48	5.4	\$40.39	\$3.41	\$43.81				
29		24398	110 - 0	CANYON VIE	EW E 51 E	110 8001 3100 193	MCDONALD	TAMBRA	14.57	48.3167	\$703.97	\$59.49	\$763.46				
30		49117	110 - 0	CANYON VIE	EW E 51 E	110 8001 3100 194	HUFF	JANET	9.97	30.3167	\$302.26	\$25.54	\$327.80				
31		28954	110 - 0	CANYON VIE	EW E 51 E	110 8001 3100 196	SMITH	ROBERTA	14.86	51.4	\$763.80	\$64.54	\$828.35				
32																	

Your report should look like this...

We want to highlight the totals.

Canyon	View Element	ary-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	\$194.05
17004	110 - CANYON VIE	10 E 110 0050 1084 165	COLLINS	CATHY	14.57	5.75	\$83.78	\$7.08	\$90.88
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 Tot	tal				\$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 Tol	tal				\$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 Tot	tal				\$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
30618	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 Tot	tal				\$1,994.49		\$2,163.01

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

8	24271 11	D. CANYON VIE	10 E 110 0050	11084 165	MAYS
9	46085 11	0 - CANYON VIE	10 F 110 0050	1084 165	MINER
10	40000 11	- control the	10 F 110 0050	1084 165 Tot	al
11	17004 11	0 - CANYON VIE	10 F 110 0050	2233 165	COLUNS
12	18025 11	0 - CANYON VIE	10 F 110 0050	2233 165	DONAHU
13			10 E 110 0050	2233 165 Tot	al
14	46488 11	0 - CANYON VIE	10 E 110 0050	2436 165	DOXEY
15			10 E 110 0050	2436 165 Tot	al
16	44708 11	0 - CANYON VIE	10 E 110 4110	1084 165	BISHOP
17	17662 11	0 - CANYON VIE	10 E 110 4110	1084 165	DAVIS
18	46642 11	0 - CANYON VIE	10 E 110 4110	1084 165	LEE
19	30818 11	0 - CANYON VIE	10 E 110 4110	1084 165	WALLACE
20			10 E 110 4110	0 1084 165 Tot	al
21	14735 11	0 - CANYON VIE	10 E 110 7551	1084 165	BEADLES
22			10 E 110 7551	1084 165 Tot	al
23	48589 11	0 - CANYON VIE	10 E 110 9710	2619 183	ADAMS
24	44353 11	0 - CANYON VIE	10 E 110 9710	2619 183	BARLOW
25	50386 11	0 - CANYON VIE	10 E 110 9710	2619 183	CHECKETT
26	49109 11	0 - CANYON VIE'	10 E 110 9710	2619 183	FRYER
27	51295 11	0 - CANYON VIE	10 E 110 9710	2619 183	HAMMON
28	49684 11	0 - CANYON VIE	10 E 110 9710	2619 183	JOKO
29	50540 11	0 - CANYON VIE'	10 E 110 9710	2619 183	PREGILL
30	51176 11	0 - CANYON VIE'	10 E 110 9710	2619 183	SEGOTA
31	51177 11	0 - CANYON VIE'	10 E 110 9710	2619 183	SEGOTA
32	49668 11	0 - CANYON VIE'	10 E 110 9710	2619 183	SELIN
33	50407 11	0 - CANYON VIE'	10 E 110 9710	2619 183	THOMAS
34			10 E 110 9710	2619 183 Tot	al
35	24398 11	0 - CANYON VIE'	51 E 110 8001	3100 193	MCDONA
36			51 E 110 8001	1 3100 193 Tot	al
37	49117 11	0 - CANYON VIE	51 E 110 8001	3100 194	HUFF
38			51 E 110 8001	1 3100 194 Tot	al
39	28954 11	0 - CANYON VIE'	51 E 110 8001	3100 196	SMITH
40			51 E 110 8001	3100 196 Tot	al
41			Grand Total		

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)

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		2	NameID	Location		Account			Las
Г	•	3	14735	110 - CANYON	VIE	10 E 110	0050 1084	165	BE/
	•	4	17004	110 - CANYON	VIE	10 E 110	0050 1084	165	со
	·	5	17662	110 - CANYON	VIE	10 E 110	0050 1084	165	DA
	·	6	18025	110 - CANYON	VIE	10 E 110	0050 1084	165	DO
	•	7	51377	110 - CANYON	VIE	10 E 110	0050 1084	165	HA
	•	8	24271	110 - CANYON	VIE	10 E 110	0050 1084	165	MA
	•	9	46085	110 - CANYON	VIE	10 E 110	0050 1084	165	MI
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Γ	•	11	17004	110 - CANYON	VIE	10 E 110	0050 2233	165	со
	·	12	18025	110 - CANYON	VIE	10 E 110	0050 2233	165	DO
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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							
NamelD Location Account	Last Name	FirstName	Pay Rate	Hours	Total Pay	District Paid 1	l Total Cost
14735 110 - CANYON VIEW 10 E 110 0050 1084 16	5 BEADLES	EDNA	14.57	12.2834	\$178.97	\$15.12	\$194.09
17004 110 - CANYON VIEW 10 E 110 0050 1084 16	5 COLLINS	CATHY	14.57	5.75	\$83.78	\$7.08	\$90.86
17662 110 - CANYON VIEW 10 E 110 0050 1084 16	5 DAVIS	JENNIFER	12.92	14.0832	\$181.95	\$15.38	\$197.33
18025 110 - CANYON VIEW 10 E 110 0050 1084 16	5 DO NA HUE	KATHLEEN	14.57	3.2001	\$46.63	\$3.94	\$50.57
51377 110 - CANYON VIEW 10 E 110 0050 1084 16	5 HALES	HEATHER	9.97	46.3168	\$461.78	\$39.02	\$500.80
24271 110 - CANYON VIEW 10 E 110 0050 1084 16	5 MAYS	BONNIE	14.57	36.0333	\$525.01	\$44.36	\$569.37
46085 110 - CANYON VIEW 10 E 110 0050 1084 16	5 MINER	KE RRY	10.5	40.4	\$424.20	\$35.84	\$460.04
10 E 110 0050 1084 16	5 Total				\$1,902.32		\$2,063.06
17004 110 - CANYON VIEW 10 E 110 0050 2233 16	5 COLLINS	CATHY	14.57	41.3834	\$602.96	\$50.95	\$653.91
18025 110 - CANYON VIEW 10 E 110 0050 2233 16	5 DO NA HUE	KATHLEEN	14.57	38.9335	\$567.26	\$47.93	\$615.19
10 E 110 0050 2233 16	5 Total				\$1,170.22		\$1,269.10
46488 110 - CANYON VIEW 10 E 110 0050 2436 16	5 DO XEY	NAOMI	11.24	53.2667	\$598.72	\$50.59	\$649.31
10 E 110 0050 2436 16	5 Total				\$598.72		\$649.31
44708 110 - CANYON VIEW 10 E 110 4110 1084 16	5 BISHOP	HOLLY	10.5	50.2	\$527.10	\$44.54	\$571.64
17662 110 - CANYON VIEW 10 E 110 4110 1084 16	5 DAVIS	JENNIFER	12.92	35.9001	\$463.83	\$39.19	\$503.02
46642 110 - CANYON VIEW 10 E 110 4110 1084 16	5 LEE	REBECCA	10.5	45.5167	\$477.93	\$40.38	\$518.31
30818 110 - CANYON VIEW 10 E 110 4110 108416	5 WALLACE	CYNTHIA	12.92	40.6833	\$525.63	\$44.42	\$570.04
10 E 110 4110 1084 16	5 Total				\$1,994.49		\$2,163.01
14735 110 - CANYON VIEW 10 E 110 7551 108416	5 BEADLES	EDNA	14.57	50.5	\$735.79	\$62.17	\$797.96
10 E 110 7551 1084 16	5 Total				\$735.79		\$797.96
48589 110 - CANYON VIEW 10 E 110 9710 2619 18	3 ADAMS	TAYLOR	8.03	2.2833	\$18.33	\$1.55	\$19.88
44353 110 - CANYON VIEW 10 E 110 9710 2619 18	3 BARLOW	JOSHUA	10.01	57.3332	\$573.91	\$48.50	\$622.40
50386 110 - CANYON VIEW 10 E 110 9710 2619 18	3 CHECKETTS	JUNE	7.48	4.45	\$33.29	\$2.81	\$36.10
49109 110 - CANYON VIEW 10 E 110 9710 261918	3 FRYER	EMILY	8.03	3.8667	\$31.05	\$2.62	\$33.67
51295 110 - CANYON VIEW 10 E 110 9710 2619 18	3 HAMMOND	JACOB	7.48	3.7	\$27.68	\$2.34	\$30.01
49684 110 - CANYON VIEW 10 E 110 9710 261918	3 JOKO	KE NZI	7.48	9.3667	\$70.06	\$5.92	\$75.98
50540 110 - CANYON VIEW 10 E 110 9710 2619 18	3 PREGILL	KYLLE	7.48	2.8667	\$21.44	\$1.81	\$23.25
51176 110 - CANYON VIEW 10 E 110 9710 2619 18	3 SEGOTA	LUKAS	7.48	5.2166	\$39.02	\$3.30	\$42.32
51177 110 - CANYON VIEW 10 E 110 9710 2619 18	3 SEGOTA	SHERADON	7.48	3.0167	\$22.56	\$1.91	\$24.47
49668 110 - CANYON VIEW 10 E 110 9710 2619 18	3 SELIN	KY LEE	7.48	9.75	\$72.93	\$6.16	\$79.09
50407 110 - CANYON VIEW 10 E 110 9710 261918	3 THOMAS	SAMUEL	7.48	5.4	\$40.39	\$3.41	\$43.81
10 E 110 9710 261918	3 Total				\$950.66		\$1,030.98
24398 110 - CANYON VIEW 51 E 110 8001 3100 19	3 MCDONALD) TAMBRA	14.57	48.3167	\$703.97	\$59.49	\$763.46
51 E 110 8001 3100 19	3 Total				\$703.97		\$763.46
49117 110 - CANYON VIEW 51 E 110 8001 3100 19	4 HUFF	JANET	9.97	30.3167	\$302.26	\$25.54	\$327.80
51 E 110 8001 3100 19	4 Total				\$302.26		\$327.80
28954 110 - CANYON VIEW 51 E 110 8001 3100 19	6 SMITH	ROBERTA	14.86	51.4	\$763.80	\$64.54	\$828.35
51 E 110 8001 3100 19	6 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 6th and 21st of the month for the previous two weeks (October 6th -Run dates are Sept 19th -Oct 2nd)

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(October 21<sup>st</sup> –Run dates are Oct 3<sup>rd</sup>-Oct 16<sup>th</sup>)
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• See the attached Semi Monthly Pay Schedule for exact dates to run this report and what the Hourly Pay period dates are.