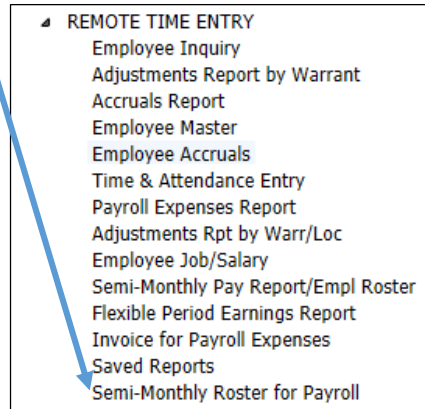


SEMI-MONTHLY ROSTER FOR PAYROLL

The new semi-monthly roster for payroll to verify active employees at your location is found inside the REMOTE TIME ENTRY menu. Select Semi-Monthly Roster for Payroll.



The report server will open to the screen below.

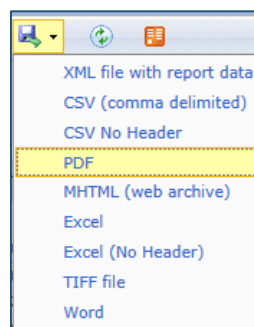
Report ID: fcp0058
Report run at: 9/7/2016 12:03:10 PM
Report run by: FAYETTE\karin.pabian

FAYETTE COUNTY PUBLIC SCHOOLS EMPLOYEES
PAID at XYZ SCHOOL

Page 1 of 1

Employee number	Employee name	Location	Pay type	Pay Type Description	FTE	Hours per Day	Days per year	Job Code	Job Description
***** Hourly Classified employee *****									
123456	DOE, JANE	XYZ	260	CLASSIFIED HOURLY BASE 12MO	1.0000	8.00	256	7609	CUSTODIAN
***** Regular Salaried employee *****									
987654	SMITH, JOHN	XYZ	160	CERTIFIED BASE ADMIN 12 MO	1.0000	0.00	187	1010	SCHOOL PRINCIPAL

When the report appears on the screen, it can be printed or saved. From the report Select the arrow next to the Save icon.



Select PDF. The pop-up prompt below will appear. Select Open or Save as desired. Select a location on your desktop or in your documents where you can save future reports as well. Once the report is saved it can be printed as many times as needed or sent as an email attachment.

