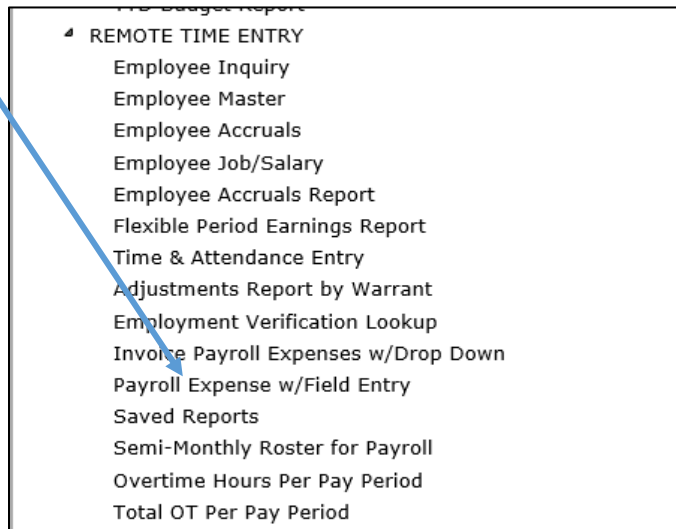


INVOICE FOR PAYROLL EXPENSES

The new payroll expense report for schools is listed under the REMOTE TIME ENTRY and BOOKKEEPER menu. Select Invoice for Payroll Expenses.



The report server will open to the screen below.

1. Your district log in name will appear in the User box. 2. The orgs you have access to will appear in the Access box. 3. Enter a date range that you want to invoice. 4. You can then select specific orgs or projects or all orgs and projects. 5. The final drop down allows you to select a single, multiple, or all employees at your location. Then click View Report.

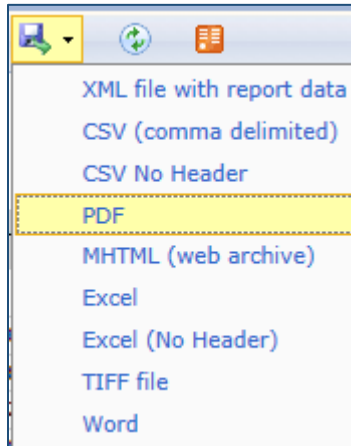
A screenshot of a web application interface for generating payroll expense reports. The breadcrumb trail is 'Home > fcpr0022 > Invoice for Payroll expenses v4'. The interface includes several input fields: 'User logged in:' with a text box containing '1', 'Access:' with a text box containing '2', 'Enter begin date:' with a date picker containing '3', 'Enter end date:' with a date picker containing '3', 'Enter ORG code/s:' with a dropdown menu containing '4', 'Enter project code/s:' with a dropdown menu containing '4', and 'Enter employee/s:' with a dropdown menu containing '5'. A 'View Report' button is located on the right side.

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

The second option for the report is Payroll Expense w/Field Entry. This version allows you to enter specific employee numbers rather than selecting from a drop down.

A screenshot of a web application interface for generating payroll expense reports. The breadcrumb trail is 'Home > Timekeepers > pr009_PyrlExp'. The interface includes several input fields: 'Enter begin date:' with a date picker, 'Enter end date:' with a date picker, 'Enter ORG code:' with a text box and a dropdown menu, and 'Enter employee(s):' with a text box and a dropdown menu. A 'View Report' button is located on the right side. Below the input fields, there are instructions: 'Enter ORG code: (Enter all/ALL for all; may use * wildcard at the end OR beginning of code)' and 'Enter project code(s): (Enter all/ALL for all; leave blank for no project. For multiple codes, click on the arrow to open a drop down box. Enter each code on a separate line in the box. Press the Enter key to go to the next line.)'.

INVOICE FOR PAYROLL EXPENSES



Select PDF. The pop-up prompt below will appear. Select Open or Save as desired.



If you choose Save on the prompt shown above, 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.