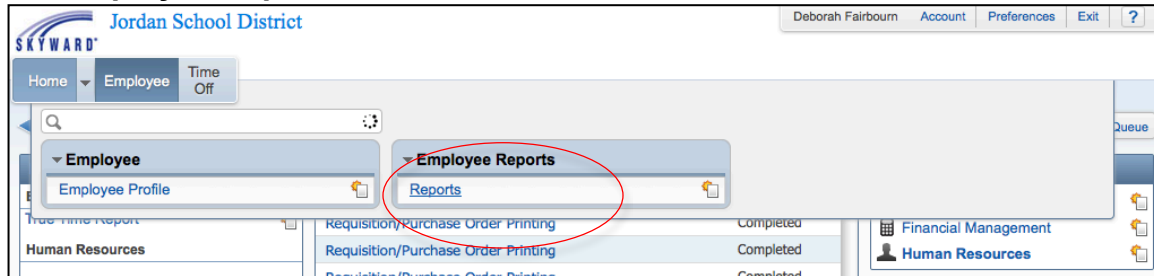
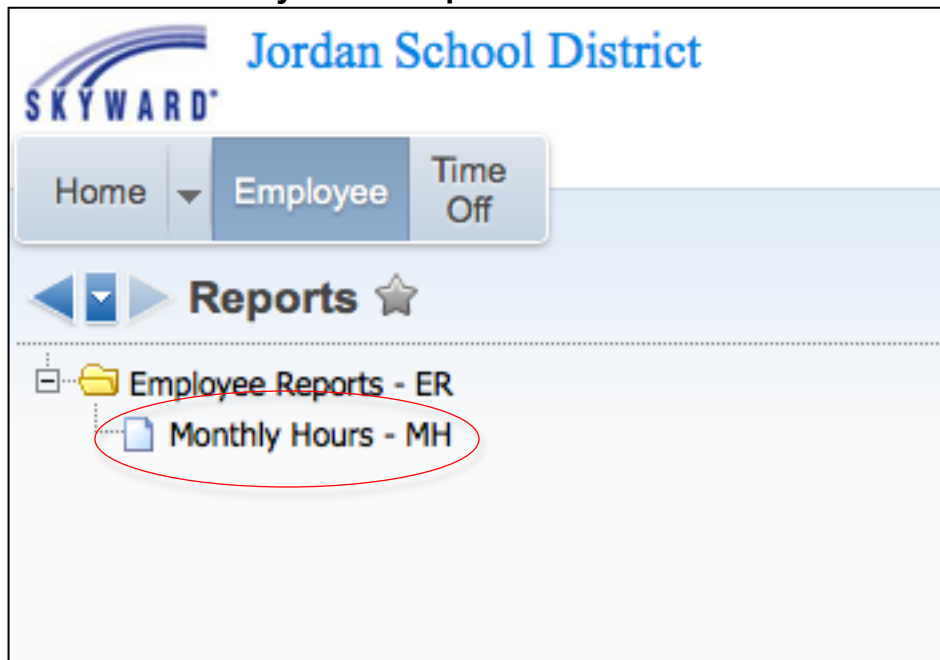


Monthly Hours and Pay Report By Pay Date

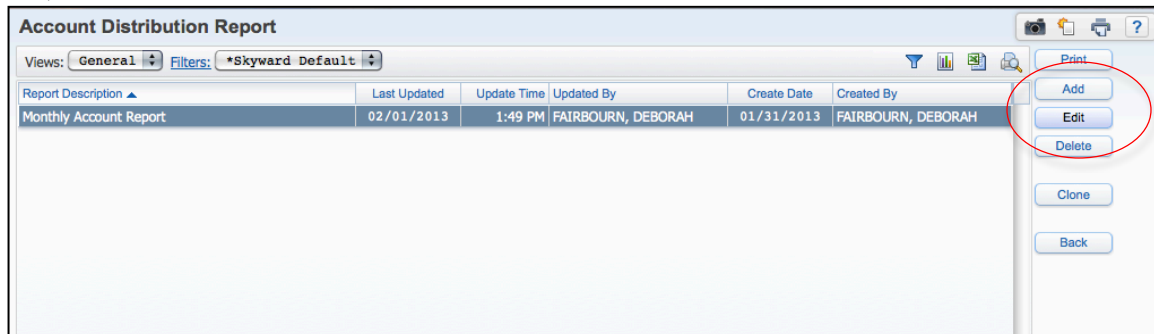
Log into **Skyward Finance** on the Web. Go to **Human Resources, Employee, and Employee Reports.**



Choose the **Monthly Hours Report.**



The first time the report is created, choose **Add**. Any additional time the report is ran, the **Edit** button can be chosen.



Name the report. Enter the **Payroll date** for the month you are reporting. Choose the sort (Employee is best), and click **Selection Parameters**.

Monthly Account Report Maintenance

* Report Name: Monthly Account Report

* Heading: Monthly Account Report

Check Date: 03/25/2013 through 03/25/2013

Print Format

Detail
 Summary

Sort Selection

Employee
 Location
 Program
 Employee Type

Display Repeating Fields

* Selection Parameters:

Asterisk (*) denotes a required field

The first time you run the report you will need to **Add** parameters. Any additional time you run the report, **Select** the **Parameters**.

Employee Selection Parameters

Views: General Filters: *Skyward Default

Description	Last Updated	Update Time
Default Parameters		03/25/2013

50 1 records displayed Desc: ABC

Enter a Description. The only parameter you need to set in this screen is the **Employee Check Location**. **Highlight Employee Check Location** on the left, and click the link underlined in blue that says **Select Employee Check Location**.

Employee Selection Parameters

* Description:

Employee Selection By: Employee Ranges Individual Employees

Employee Ranges

Low: High:

Alphakey Range:

Inactive Profiles should be: Included Excluded Processed Alone

Name Format: Last Name First First Name First

Codes: [Select Employee Check Location:](#)

Employee Check Location	*All Employee Check Locations
Employee Type	
Employee Building	

Additional Codes and Settings

Payroll Payables should be: Included Excluded Processed Alone

Accounting Adjustments should be: Included Excluded Processed Alone

Codes: [Select Frequency:](#)

Frequency	*All Frequencies
Account Ranges	

Asterisk (*) denotes a required field

Put a checkmark in the desired location. **Click Save.**

Select Check Location Codes

All Check Location Codes

Views: Filters:

Select	Code	Description
<input checked="" type="checkbox"/>	704	BINGHAM HIGH
<input type="checkbox"/>	705	CSD-BRIGHTON HIGH
<input type="checkbox"/>	706	CSD-HILLCREST HIGH
<input type="checkbox"/>	707	HERRIMAN HIGH
<input type="checkbox"/>	708	CSD-JORDAN HIGH
<input type="checkbox"/>	710	RIVERTON HIGH
<input type="checkbox"/>	712	CSD-SOUTH PARK ACADEMY
<input type="checkbox"/>	716	VALLEY HIGH
<input type="checkbox"/>	718	WEST JORDAN HIGH
<input type="checkbox"/>	730	ITINERIS EARLY COLLEGE
<input type="checkbox"/>	740	CSD-JORDAN TECHNICAL SANDY CAM
<input type="checkbox"/>	741	JORDAN TECHNICAL WEST JORDAN C
<input type="checkbox"/>	800	PRESCHOOL/CHILD DEVELOPMNT CTR
<input type="checkbox"/>	802	SOUTH VALLEY
<input type="checkbox"/>	810	CSD - JORDAN VALLEY
<input type="checkbox"/>	820	RIVER'S EDGE
<input type="checkbox"/>	830	KAURI SUE HAMILTON
<input type="checkbox"/>	835	COMMUNITY SCHOOL
<input type="checkbox"/>	845	SCHOOL LUNCH SUBS
<input type="checkbox"/>	850	EARLY RETIREES
<input type="checkbox"/>	851	LONG TERM DISABILITY
<input type="checkbox"/>	855	MISC DO BOARD APPROVED
<input type="checkbox"/>	880	SUBSTITUTES
<input type="checkbox"/>	885	SOUTH VALLEY STUDENTS
<input type="checkbox"/>	981	SOUTHPOINTE HIGH
<input type="checkbox"/>		CHECKS TO BE MAILED

100 26 records displayed Code:

Click **Save** or **Save and Select**.

Employee Selection Parameters

* Description:

Employee Selection By: Employee Ranges
 Individual Employees

Employee Ranges

Low High
Alphakey Range:

Inactive Profiles should be: Included Excluded Processed Alone

Name Format: Last Name First First Name First

Codes: [Select Employee Check Location:](#)

Employee Check Location	704 - BINGHAM HIGH
Employee Type	
Employee Building	

Additional Codes and Settings

Payroll Payables should be: Included Excluded Processed Alone

Accounting Adjustments should be: Included Excluded Processed Alone

Codes: [Select Frequency:](#)

Frequency	*All Frequencies
Account Ranges	

Asterisk (*) denotes a required field

Click **Save**.

Monthly Account Report Maintenance

* Report Name:

* Heading:

Check Date: through

Print Format

Detail
 Summary

Sort Selection

Employee
 Location
 Program
 Employee Type

Display Repeating Fields

* Selection Parameters:

Asterisk (*) denotes a required field

Click **Print**.

The report will process.

When the report has finished processing, click **View Report**.

An example of the report. **Note: Remember to edit the check date each time the report is ran. The check date is the actual pay day date.**

ACCOUNT NUMBER	NAME KEY	EMPLOYEE NAME	SOCIAL SECURITY #	CODE	DESCRIPTION	AMOUNT	HOURLY RATE	TRUE TIME HOURS_PD
10 E 704 5346		ANDERSON-HURST, GAYE LYNN		HRLY	Hourly 03/25/2013			60h 00m
					Account Total:			
10 E 704 0050		ANDERSON, JACKIE L		HRLY	Hourly 03/25/2013			60h 00m
					Account Total:			
10 E 704 9800		ANDERSON, JACKIE L		HRLY	Hourly 03/25/2013			60h 00m
					Account Total:			
51 E 704 8000		ANDERSON, KATHRYN L		HRLY	Hourly 03/25/2013			52h 30m
					Account Total:			
10 E 704 6404		BABBEL, HOLLY ANNE		HRLY	Hourly 03/25/2013			56h 00m
					Account Total:			
10 E 704 9710		BALLIF, GARRETT MATTHEW		MISC	Miscellaneous 03/25/2013			
					Account Total:			
10 E 704 0050		BEHUNIN, SHELLA		HRLY	Hourly 03/25/2013			60h 00m
					Account Total:			
10 E 704 9400		BIRD, PAMELA RAE		HRLY	Hourly 03/25/2013			67h 30m
					Account Total:			
51 E 704 8001		BLACK, CYNTHIA E		HRLY	Hourly			52h 00m