

Los Angeles Unified School District
Maximo 7.5 / General
Time Card Reporting and Approving Guide /
Labor Reporting Application



DEFINITION

The **Time Card Reporting and Approving Guide / Labor Reporting Application** details step by step instructions on how to:

- Report Time
- Approve Time
- Reverse Time
- Run Reports
 - Weekly Time Card Report
 - Monthly Labor Summary
 - CATS Rejections Report
 - Labor Exception Report

Effective 3/24/17, the following Time Reporting and Approving rules have been applied.

- Separation of duties (Time Reporter and Time Approver)
- All Maximo users can report time (create/save labor transactions) but only users who are identified as Time Approvers can approve the transaction.
- Time Approvers can only approve labor transactions for individuals that share the same location as the Approver.
- Area Facilities Services Directors/Regional Facilities Directors and above have the ability to approve labor transactions for all locations.
- Time Approvers cannot approve their own time.
- Time Approvers cannot approve labor transactions they last edited/modified. All labor transactions require a different Time Reporter (last edited/modified) and Time Approver.
- Reversals are not automatically approved.
- Time Approvers can only approve labor transactions in the current month's pay period. The system does provide a grace period of 5 days after the previous months pay period for time approval. For example, you have up until April 5th to approve labor transactions from March 1-31st. After April 5th, you can only approve time for April and beyond. Transactions outside of this period can only be approved by the AFSDs/RFDs and above.
- Time Approvals can only be performed in Polaris/Work Force Manager and the Labor Reporting Application.
- Kiosk labor transactions are submitted in an unapproved status in Maximo; Time Approver can only approve the Kiosk labor transactions in the Labor Reporting Application.

Time Reporter Responsibilities

- Ensure to report time, mileage, overtime, benefit (Illness, Vacation, etc...) or any additional hours on a daily basis.
- Before entering absences, ensure a completed Certificate of absence form (60.ILL or 60.NON ILL) is submitted and signed by the Administrator/Time Approver.
- Ensure supporting documents are on hand and approved for Overtime before entering time.
- Accurately time report all pay period time by cut-off deadlines.

Time Approver Responsibilities

- Approve or deny Certification of absence form (60. ILL or 60.NON ILL).
- Approve or deny, mileage, overtime, benefit (Illness, Vacation, etc...) or any additional hours.
- Time Approver must review and approve all employee pay period time by cut-off deadlines.
- Time Approver must ensure the accuracy and validity of all time entries.



TIME REPORTING INSTRUCTIONS

LOGIN

To login to Maximo 7.5, please go to <http://awms.lausd.net/maximo>.

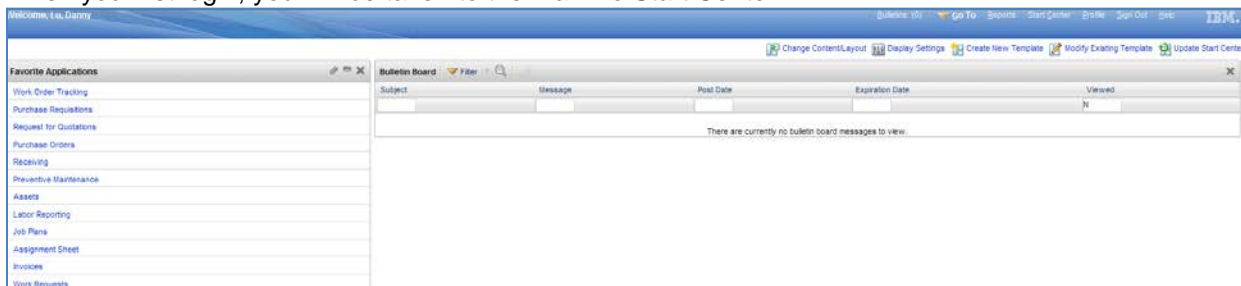
Enter your **Single sign-on** username and password and click on the **Sign In** button.



The login screen features the Tivoli Software logo and IBM logo at the top. The main heading is "Welcome to Maximo" next to a large 3D nut icon. Below this, there are two input fields: "User Name:" with the text "danny.lu" and "Password:" with seven black dots. A "Sign In" button is positioned to the right of the password field. At the bottom, there are two links: "Forgot Password?" and "New User? Register Now".

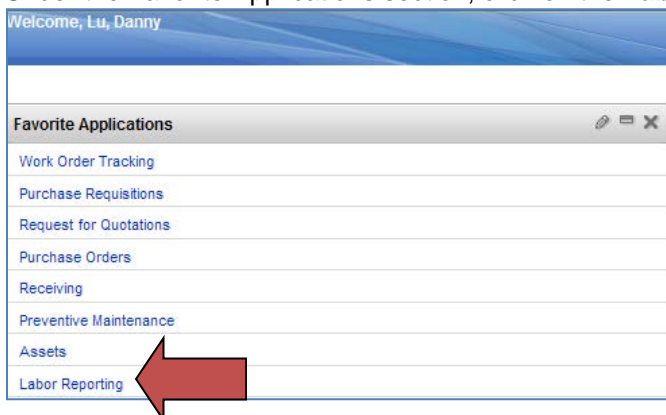
START CENTER

When you first login, you will be taken to the Maximo Start Center.



LABOR REPORTING

Under the Favorite Applications section, click on the **Labor Reporting** application.





LABOR REPORTING HOME

You will then be taken to the Labor Reporting home screen; in this screen, we have setup a default query for you that display all existing labor transactions for your person group for the year. You may change this default query at any time.

NEW LABOR TRANSACTION

To initiate a new labor transaction, click on the **New Row** button, located on the bottom right.


A row will appear with fillable fields displayed below.

Please continue to fill out the following fields:



Field	Description
Labor Code	The employee number
Work Order Number	The work order number that the employee worked on.
Start Date	The date of the work
Start Time	The start Time of work
End Time	The end Time of work
Regular Hours (if applic.)	The number of regular hours (Hours may be broken down to minutes)
OT Hours (if applic.)	The number of overtime hours
Miles (if applic.)	The total number of miles driven for this transaction
Tool (if applic.)	The premium tool (daily flat rate) reimbursement
Lead (if applic.)	The lead man pay differential
Short Diff (if applic.)	The short differential rate
Memo (if applic.)	Justification/Memo on transaction



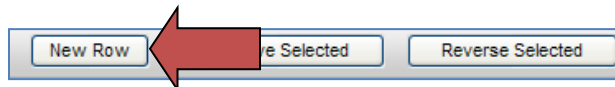
SAVE RECORD

To save the transaction, click on the  icon on the top toolbar.



Note: The system will allow you to edit the existing values on the transaction until it is approved by a Time Approver. To delete an unapproved transaction, click on the  icon to the right of the row and  icon on the top toolbar.

Congratulations, you have just created a labor transaction. To create additional labor transactions, click on the **New Row** button on the bottom right hand side.



MILEAGE AND TOOL REIMBURSEMENT POLICY

Mileage

Employees who are required to use their personal vehicles for District business shall be reimbursed for such usage.

Mileage Policy:

- Mileage reimbursement is based on IRS Standard Mileage Rates.
- Mileage is calculated from the regular work location of the employee to his or her various destinations, and to the return back to the employee's work location.
- Total miles claimed per day must be reduced by mileage "from" Home "to" Office and/or Office "to" Home.
- Mileage is reported against the individual school work order.
- Travel time is reported against the school work order that the employee is traveling to.
- End of day travel time back to work is reported against the school work order that the employee last left.
- Mileage is reported only as it is incurred and monitored daily by the Time Reporter and Approver.



Mileage calculation example:

Home Work School

Scenario #1: If employee travels directly from home to school; employee can claim mileage between home and school **MINUS** the distance between home and work. With the example above, $20 - 10 = 10$ miles.

Scenario #2: If employee travels from home to work and then work to school; employee can claim mileage between work and school. With the example above, that will be 10 miles.

Tip: The total miles driven for a given day needs to be reduced by the distance going from home to work and work back to home (and any non-work related travel (e.g. lunch)). With the example above, that will equal to 20 miles.

5

Premium Tools (Daily Flat Rate)

In recognition of the fact that many unit employees regular use their own vehicle to haul District materials, tools, supplies and equipment, such employees shall be eligible for “flat rate” mileage in addition to the per mile reimbursement.

- Eligible employees shall receive flat rate mileage each day that their personal vehicle is driven for District service.
- Refer to Bargaining unit Agreement (Union Contract) for weight limit requirements and applicable pay rates.

Please reference **M&O Procedure No. G-M-15, “Application for Mileage and Tool Reimbursement”** for additional information.



TIME APPROVING INSTRUCTIONS

LOGIN

To login to Maximo 7.5, please go to <http://awms.lausd.net/maximo>.

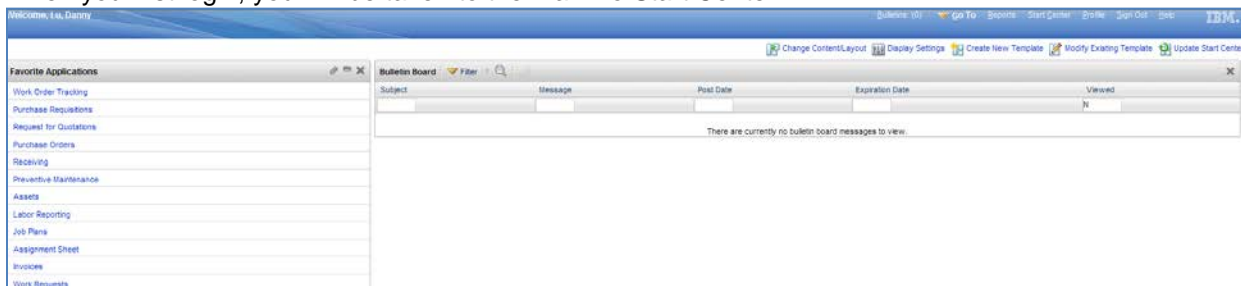
Enter your **Single sign-on** username and password and click on the **Sign In** button.



The login screen features the Tivoli Software logo and IBM logo at the top. The main heading is "Welcome to Maximo" next to a large 3D nut icon. Below this, there are two input fields: "User Name:" with the text "danny.lu" and "Password:" with seven black dots. A "Sign In" button is positioned to the right of the password field. At the bottom, there are two links: "Forgot Password?" and "New User? Register Now".

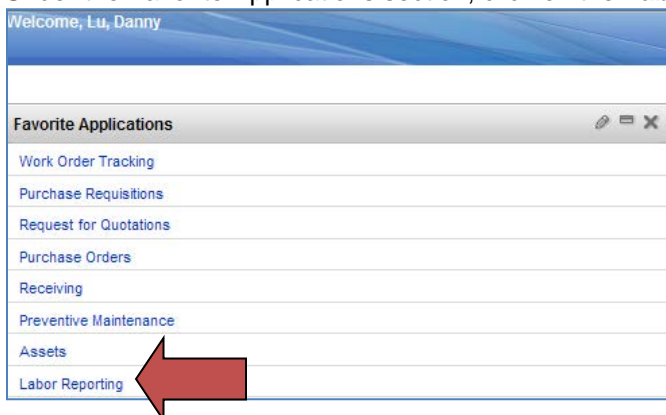
START CENTER

When you first login, you will be taken to the Maximo Start Center.



LABOR REPORTING

Under the Favorite Applications section, click on the **Labor Reporting** application.



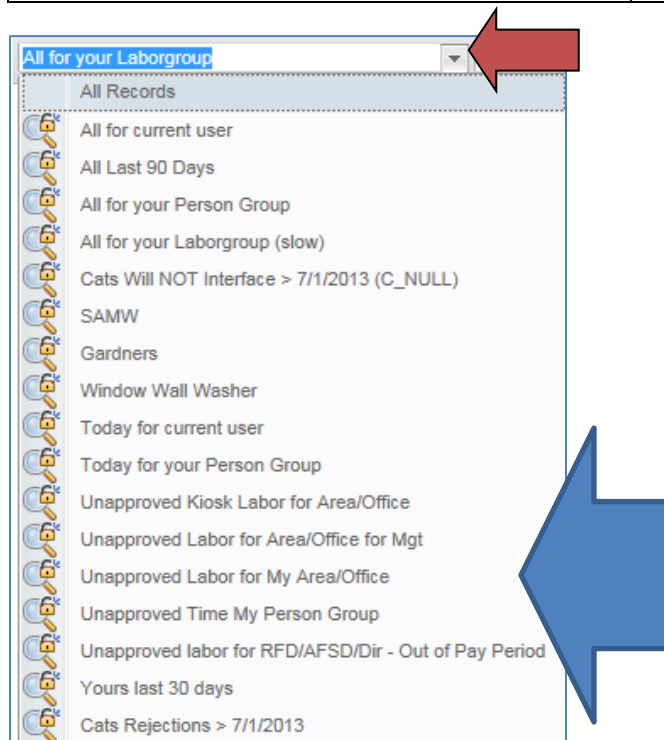


LABOR REPORTING HOME

You will then be taken to the Labor Reporting home screen; in this screen, we have setup a default query for you that display all existing labor transactions for your person group for the year.

To search for unapproved transactions, you may select from the following pre-defined queries:

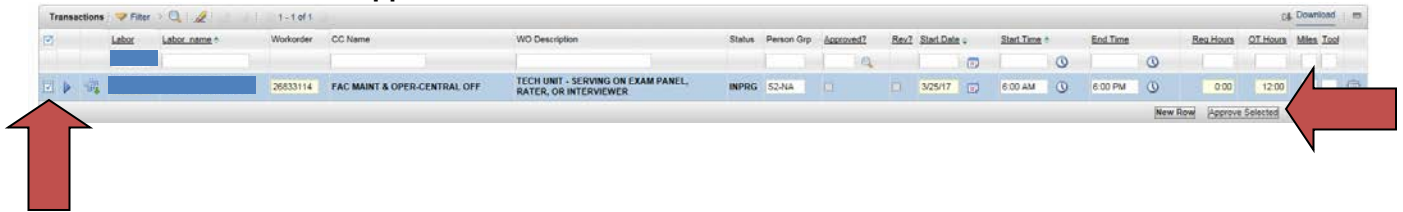
Query Name	Description
Unapproved Kiosk Labor for Area/Office	To see all unapproved labor transactions for employees that share the same Area/Office as the login user and were initiated through the Plant Manager's Kiosk application.
Unapproved Labor for Area/Office for Mgt	AFSD/RFD - To see all unapproved labor transactions for employees that reside in the same M&O Region as the login user.
Unapproved Labor for My Area/Office	To see all unapproved labor transactions for employees that share the same Area/Office as the login user.
Unapproved Time My Person Group	To see all unapproved labor transactions for employees that share the same Person Group as the login user.
Unapproved labor for RFD/AFSD/Dir – Out of Pay Period	AFSD/RFD – To see all unapproved labor transactions outside the current pay period for employees that reside in the same M&O Region as the login user.



If you have a request to create a custom query, feel free to contact the Maximo team for assistance.



Once you have pulled the list of unapproved transactions, you may approve the transaction(s) by checking the row checkbox and click the **Approve Selected** button.



Note: If you make any changes to the transaction (e.g. Hours, Mileage, Notes, etc...), you will be considered the Time Reporter and you will be unable to Approve the transaction. The “Approved Selected” button will be grayed out. A different Time Approver will be required to approve the transaction.

Congratulations, you have just approved a labor transaction.

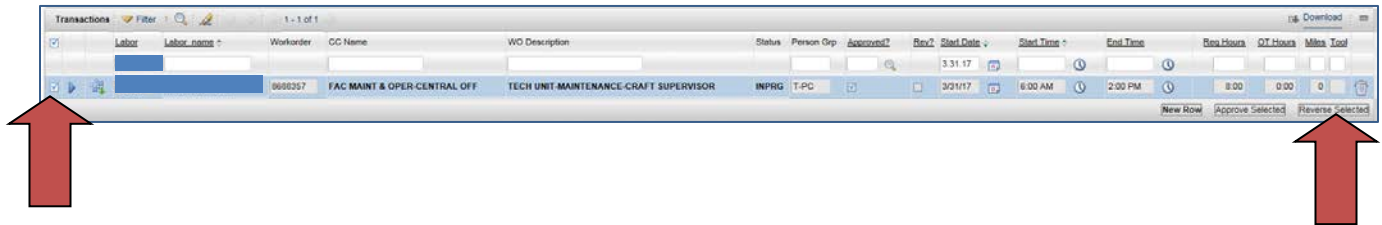


REVERSING AN APPROVED TRANSACTION

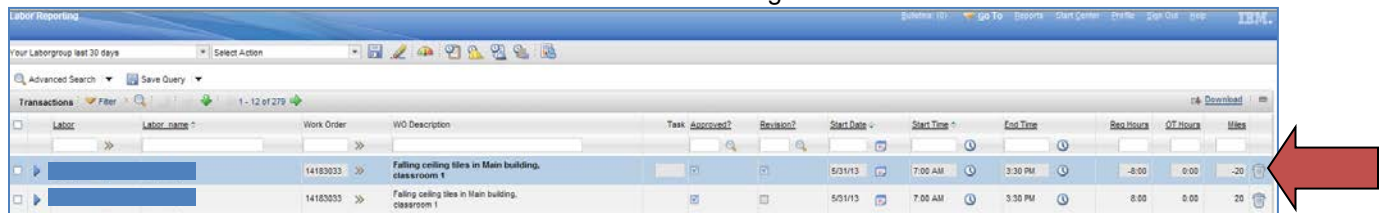
Both the Time Reporter and Time Approver can initiate a reversal on an approved transaction; however, only the Time Approver can approve the transaction.

Note: If the Time Approver reversed the transaction, he/she is considered the Time Reporter, therefore a different Time Approver will have to approve the reversal transaction.

To reverse an approved transaction, check the row checkbox click on the **Reverse Selected** button.



After clicking on the **Reverse Selected** button, the system will automatically generate a new transaction against the same work order and date with the reversed hours and mileage.



The Time Approver is now required to approve the transaction to complete the process (see Time Approving Instructions pages 7-9 for instructions).



WEEKLY TIME CARD REPORT

The Time Reporter/Approver are responsible for this action

The Weekly Time Card Report is required to be ran weekly for timely signature and approval from the employee and supervisor. Attach copies (if any) benefited time and/or overtime approval forms to support each entry.

To run the **Weekly Time Card Report**, click on the **Select Action** dropdown and select **Run Reports**.

The screenshot shows the 'Labor Reporting' application interface. At the top, there is a 'Your Laborgroup last 30 days' dropdown and a 'Select Action' dropdown menu. The 'Select Action' menu is open, displaying a list of actions: 'Enter By Work Order', 'Enter By Labor', 'Enter By Ticket', 'Enter By Contract/Vendor', 'Daily Attendance', 'Approve Labor', 'Create Invoice', 'Reverse Labor (Custom)', 'Run Reports', and 'Cognos Reporting'. A red arrow points to the 'Run Reports' option. Below the menu, there is a table with columns for 'Labor' and 'Labor name'. The table contains several rows, with the first row highlighted in blue. To the right of the table, there is a list of work orders (WO) with descriptions: 'WO Description', 'Falling ceiling tiles in Main building, classroom 1', 'Falling ceiling tiles in Main building, classroom 1', and 'FACILITIES CONDITION ASSESSMENT'. A red arrow points to the 'Run Reports' option in the dropdown menu.

A **Reports** window will appear. Click on the **Time Card Report**.

The screenshot shows the 'Reports' window in the application. The window title is 'Reports'. It contains a search bar and a list of reports to run. The 'Time Card Report' is highlighted in blue, and a red arrow points to it. The list of reports includes: 'Monthly Labor Summary - Selected Employees, Current Month', 'Attendance / Incident Report', 'CATS Rejections Report', 'Monthly Labor Certification', 'Monthly Labor Summary', 'Overtime Labor Hours Report - Detailed', 'Overtime Labor Hours Usage for Fiscal Year', and 'Overtime Request'. The 'Time Card Report' is the last item in the list. At the bottom of the window, there are 'Create Report' and 'Cancel' buttons.



A **Request Page** window will appear. Select the **Date Mode** (W or D). You may run the report against a **Labor Code** or **Person Group**. Next, enter the **date range start**. Click on the **Submit** button when done.

Request Page

Help Text

Parameters

* Enter Date Mode (W = Weekly, D = Daily):

Select from list of active employees, or enter labor code(s):

Select person group(s):

* Date range start (MM-DD-YYYY). Use for selected day or for current week only:

Date range end (MM-DD-YYYY). Use only if printing multiple weeks.:

Output format (pdf is default, or leave blank for web browser view):

Schedule

Immediate

At this Time

Recurring

Email

To:

Subject:

Comments:

File Type:

PDF

XLS

Report Delivery Format:

Email with a file attachment

Email with a file URL

A new **BIRT Report Viewer** window will appear with the **Weekly Time Report** in PDF. To print, click on the printer icon on the top toolbar.

Los Angeles Unified School District

Existing Facilities Maintenance & Operations

Weekly Time Report

Parameters: Labor Code(s): Person Group(s): Date(s): 3/26/2017 - 4/1/2017

Labor/Person Group: T-PC

Labor Code: Name: Date(s): 3/26/2017 - 4/1/2017

Start Date: 3/27/17 Status: C SENT Class: Section: 0640 Tool: Lead: S. Diff:

G/L Account #	Buyer Prog	Site Name and W.O. Description	Work Order	Reg Hrs	OT Hrs	Reb. Mil.	Rev.
Default Funding	default	FAC MAINT & OPER-CENTRAL OFF: TECH UNIT- MAINTENANCE-CRAFT SUPERVISOR	8688357	08:00	00:00	0	0
Date Total:				08:00	00:00	0	

Start Date: 3/28/17 Status: C SENT Class: Section: 0640 Tool: Lead: S. Diff:

G/L Account #	Buyer Prog	Site Name and W.O. Description	Work Order	Reg Hrs	OT Hrs	Reb. Mil.	Rev.
Default Funding	default	FAC MAINT & OPER-CENTRAL OFF: TECH UNIT- MAINTENANCE-CRAFT SUPERVISOR	8688357	08:00	00:00	7	0

Memo: HQ-LINCOLN HS




SIGNATURES

In the bottom of the Weekly Time Report, there are three signature lines; individuals who sign the Weekly Time report acknowledges the following:


“By signing below, I certify that information appearing on this report is a true record of services performed or absences from productive labor and the number of miles, tools and differentials indicated for the reimbursement is valid for the date of this report. I certify and agree to all necessary processing and adjustments that will reflect all time entered above. Once all necessary adjustments are processed, I agree and authorize that any unearned wages paid as a result will be collected from my next paycheck.”

Employee or Authorized Signature	The employee or designee is responsible for signing this field.
Supervisor Signature	The employee’s supervisor or designee is responsible for signing this field.
Approved By	There may be cases where a third signature is required. For example, if the Weekly Time Card report was generated for a Site Based Maintenance Worker (SBMW), where the SBMW signs on the employee line, the Plant Manager signs off on the Supervisor line and the Area Supervisor/designee will sign off on the Approved By line.



Los Angeles Unified School District

Existing Facilities
Maintenance & Operations



Weekly Time Report

Parameters: Labor Code(s): Person Group(s): _____ Date(s): 3/26/2017 - 4/1/2017

Labor/Person Group: T-PC

Labor Code: Name: Date(s): 3/26/2017 - 4/1/2017

Employee Total: 40:00 00:00 7

By signing below, I certify that information appearing on this report is a true record of services performed or absences from productive labor and the number of miles, tools and differentials indicated for the reimbursement is valid for the date of this report. I certify and agree to all necessary processing and adjustments that will reflect all time entered above. Once all necessary adjustments are processed, I agree and authorize that any unearned wages paid as a result will be collected from my next paycheck.

Employee or Authorized Signature

Supervisor Signature (REQUIRED)

Approved By

Date Signed by Employee

Supervisor Approved Date (REQUIRED)

Approved Date

If there are any labor transactions that were rejected through the interface to SAP, the signature lines will not appear. A message will be displayed indicating that not all approved labor transactions were interfaced successfully and the timecard is not final. You must correct these rejections in order for you sign the report.

**Warning: There are labor transactions that have not been successfully interfaced into SAP.
Timecard is not final and cannot be signed off.**

Note: Time cards and all supporting documents must be kept on file and retained at the location for 5 years.



MONTHLY LABOR SUMMARY

The Monthly Labor Summary report displays the total number of hours that have been successfully interfaced into SAP for a given month. You may run this report for an individual, craft department or entire Area.

To run the **Monthly Labor Summary** Report, click on the **Select Action** dropdown and select **Run Reports**.

The screenshot shows the 'Labor Reporting' application interface. At the top, there is a 'Your Laborgroup last 30 days' dropdown. Below it, there are search and filter options. A 'Select Action' dropdown menu is open, displaying a list of actions. A red arrow points to the 'Run Reports' option in this menu. Another red arrow points to the 'Select Action' dropdown menu itself. The main area of the interface shows a table with columns for 'Labor' and 'Labor name'. Below the table, there is a list of work orders (WO) with descriptions such as 'Falling ceiling tiles in Main building, classroom 1' and 'FACILITIES CONDITION ASSESSMENT'.

A **Reports** window will appear. Click on the **Monthly Labor Summary**.

The screenshot shows the 'Reports' window. At the top, there is a message: 'Select a report from the list, or click Create Report to create an ad hoc report.' Below this, there are two tabs: 'On Demand Reports' and 'Scheduling Status'. The 'On Demand Reports' tab is active. Below the tabs, there is a 'Reports to Run' section with a filter and search icon, and a 'Download' button. A list of reports is displayed in a table-like format. The reports include: 'Monthly Labor Summary - Selected Employees, Current Month', 'Attendance / Incident Report', 'CATS Rejections Report', 'Monthly Labor Certification', 'Monthly Labor Summary', 'Overtime Labor Hours Report - Detailed', 'Overtime Labor Hours Usage for Fiscal Year', 'Overtime Request', and 'Time Card Report'. A red arrow points to the 'Monthly Labor Summary' report. At the bottom of the window, there are 'Create Report' and 'Cancel' buttons.



A **Request Page** window will appear. Enter the any date in the desired month (for example, 3/1/17 for the month of March 2017). You may either run the report against an entire Area (Person group prefix) or individual craft department (Person Group) or an individual employee (labor code). Optionally, you can also have the report display the mileage, short diff, lead, tools for each employee. Click on the **Submit** button when done.

The screenshot shows the 'Request Page' form with several sections and fields. Red arrows point to the following elements:

- Parameters section:**
 - The date field: '* Enter any date in desired month: 3/1/17' with a calendar icon.
 - The 'Select Person Group prefix' field: '=100' with a search icon.
 - The 'or, select Person Group' field with a search icon.
 - The 'or, enter labor code' field.
 - The 'Show mileage, short diff, lead, tool details for each employee?' checkbox, which is checked with a 'Y' in the input field.
 - The 'Output format (pdf is default, or leave blank for web browser view): pdf' dropdown menu.
- Schedule section:**
 - The 'Immediate' radio button is selected.
 - The 'At this Time' radio button has an empty input field and a calendar icon.
 - The 'Recurring' radio button has an empty input field and a search icon.
- Email section:**
 - The 'To:' field with a search icon.
 - The 'Subject:' field.
 - The 'Comments:' text area.
 - File Type:** The 'PDF' radio button is selected.
 - Report Delivery Format:** The 'Email with a file attachment' radio button is selected.
- Submit button:** Located at the bottom right of the form.



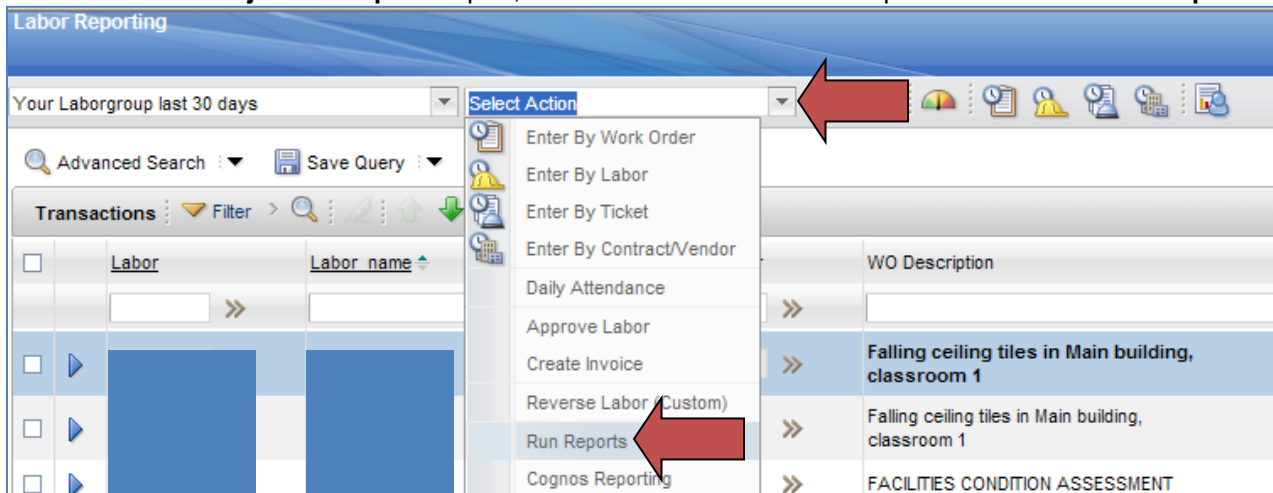
The Monthly Labor Summary will separate each employee in the identified report criteria and sum up the total regular and overtime hours, mileage, short differential, lead and tool allowance for each day. The total for the month will be displayed on the right. You may use this report to verify that all time have been entered and interfaced successfully for the month/pay period.

Los Angeles Unified School District		Existing Facilities Maintenance & Operations																																	
Monthly Labor Summary																																			
Person Groups for N1 for Pay Period between 03/01/2017 and 03/31/2017																																			
Daily Hours Color Coding: Black: Reg hrs = 8 and OT hrs = 0 Blue: Reg hrs < 8 and OT hrs = 0 Red: Reg hrs > 8 and/or OT hrs > 0																																			
Employee Name & No.	Wed Mar 01	Thu Mar 02	Fri Mar 03	Sat Mar 04	Sun Mar 05	Mon Mar 06	Tue Mar 07	Wed Mar 08	Thu Mar 09	Fri Mar 10	Sat Mar 11	Sun Mar 12	Mon Mar 13	Tue Mar 14	Wed Mar 15	Thu Mar 16	Fri Mar 17	Sat Mar 18	Sun Mar 19	Mon Mar 20	Tue Mar 21	Wed Mar 22	Thu Mar 23	Fri Mar 24	Sat Mar 25	Sun Mar 26	Mon Mar 27	Tue Mar 28	Wed Mar 29	Thu Mar 30	Fri Mar 31	Total Reg Hrs	Total OT Hrs	Total Hrs / Miles	
Person Group: N1-AA																																			
Yellow highlighted: indicates transactions were rejected by the CATS system for an employee in specified month. Rejected time in that month may not be paid.																																			
Employee:																																			
Regular + OT Hours	8	8	8			8	8	8	8	8			8	8	8	8	8			8	8	8	8	8			8	8	8	8	8	184	0	184	
Mileage	6	4	14			34	26	5	16	6			9	8	8	8	0			0	0	0	0	46			0	11	18	0	0			219	
Short Differential																																			
Lead Status																																			
Tool Allowance	6	6	6			6	6	6	6	6			6	6	6	6	6			6	6	6	6	9			6	6	6	6					
Overtime hours	0	0	0			0	0	0	0	0			0	0	0	0	0			0	0	0	0	0			0	0	0	0					
Employee:																																			
Regular + OT Hours	8	8	8			8	8	8	8	8			8	8	8	8	8			8	8	8	8	8			8	8	8	8	8	184	0	184	
Mileage	38	20	4			13	18	16	12	10			0	0	10	10	15			19	22	14	14	7			25	22	0	0	0			287	
Short Differential																																			
Lead Status																																			
Tool Allowance	6	6	6			6	6	6	6	6			6	6	6	6	6			6	6	6	6	6			6	6	6	6					
Overtime hours	0	0	0			0	0	0	0	0			0	0	0	0	0			0	0	0	0	0			0	0	0	0					

CATS REJECTIONS REPORT

The CATS Rejection Report displays the individual labor transactions that have been rejected during the interface from Maximo to SAP. The rejections must be cleared before it is reflected in the employees Time Card Report. You may run this report for an individual, craft department or entire Area.

To run the **CATS Rejection Report** Report, click on the **Select Action** dropdown and select **Run Reports**.





A **Reports** window will appear. Click on the **CATS Rejection Report**.

The screenshot shows a web application window titled "Reports". At the top, there is a instruction: "Select a report from the list, or click Create Report to create an ad hoc report." Below this are two tabs: "On Demand Reports" (selected) and "Scheduling Status". A toolbar contains "Reports to Run", "Filter", search icons, up/down arrows, "1 - 9 of 9", and "Download". A table lists various reports with "Description" as the header. The "CATS Rejections Report" is highlighted in blue, with a red arrow pointing to it. Other reports include "Monthly Labor Summary - Selected Employees, Current Month", "Attendance / Incident Report", "Monthly Labor Certification", "Monthly Labor Summary", "Overtime Labor Hours Report - Detailed", "Overtime Labor Hours Usage for Fiscal Year", "Overtime Request", and "Time Card Report". At the bottom right are "Create Report" and "Cancel" buttons.

A **Request Page** window will appear. You may either run the report against an entire Area (Person group prefix) or individual craft department (Person Group) or an individual employee (labor code). Click on the **Submit** button when done.

The screenshot shows a "Request Page" form. It has sections for "Help Text", "Parameters", "Schedule", and "Email". In the "Parameters" section, there are fields for "Enter labor code:", "Select Person Group prefix: =100", "Select Person Group:", and "Output format (pdf is default, or leave blank for web browser view): pdf". A red arrow points to the "Enter labor code:" field. In the "Schedule" section, "Immediate" is selected. In the "Email" section, there are fields for "To:", "Subject:", and "Comments:". At the bottom, there are "File Type" options (PDF selected, XLS) and "Report Delivery Format" options (Email with a file attachment selected, Email with a file URL). A red arrow points to the "Submit" button at the bottom right.



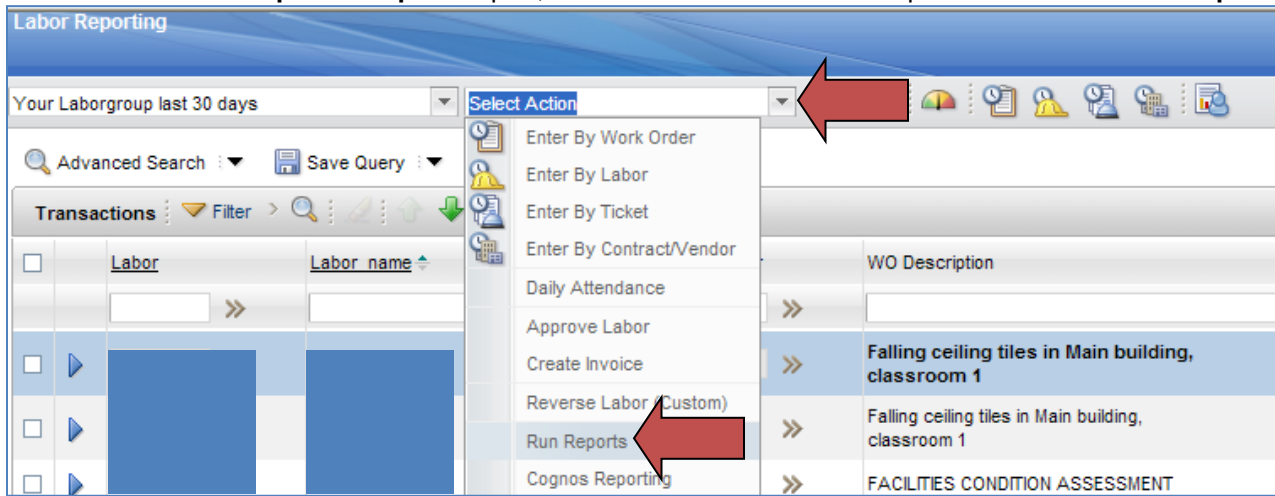
The CATS Rejection Report will display all CATS rejections based on the criteria's you provided in the request page. The rejections must be cleared before it is reflected in the employees Time Card Report.

Los Angeles Unified School District										Existing Facilities Maintenance & Operations	
CATS Rejection Report											
Person Group: N1-AA: AREA-N1 CARPENTRY GROUP					Supervisor: Yates, Douglas A.						
Employee #	Name	Date	W.O. #	I/O #	Reg Hrs	OT Hrs	Mlg Lead	Tool	S Diff	Error	
		3/31/17	26832922		8.00	0.00				Total hours exceeds assigned work hours	
		3/31/17	26834086		7.00	0.00				Total hours exceeds assigned work hours	
		3/31/17	27097111		0.00	1.00		6		Total hours exceeds assigned work hours	
		3/31/17	26832739		1.00	0.00		6		Total hours exceeds assigned work hours	
Person Group: N1-CA: AREA-N1-PAINT GROUP					Supervisor: Lockwood, Dennis W.						
Employee #	Name	Date	W.O. #	I/O #	Reg Hrs	OT Hrs	Mlg Lead	Tool	S Diff	Error	
		3/31/17	26832942		8.00	0.00				Total hours exceeds assigned work hours	
		3/31/17	26832922		8.00	0.00				Total hours exceeds assigned work hours	
Person Group: N1-GP: AREA-N1 GARDENER					Supervisor: Pinto Jr, Mauricio A						
Employee #	Name	Date	W.O. #	I/O #	Reg Hrs	OT Hrs	Mlg Lead	Tool	S Diff	Error	
		3/16/17	26832942		8.00	0.00	8			Order 250036142601 Type VONP is not allowed for Attendance Type	

LABOR EXCEPTION REPORT

The Labor Exception Report displays the list of employee(s) that have not successfully interfaced the appropriate number of regular time for the identified pay period. For example, the semi-monthly pay period for 3/1/17-3/15/17 requires that 88 hours of regular time; any employees that do not have 88 hours of regular time posted successfully will appear on the report.

To run the **Labor Exceptions Report** Report, click on the **Select Action** dropdown and select **Run Reports**.





A **Reports** window will appear. Click on the **CATS Rejection Report**.

The screenshot shows a web interface titled "Reports". At the top, there is a help icon and the text "Select a report from the list, or click Create Report to create an ad hoc report." Below this are two tabs: "On Demand Reports" (selected) and "Scheduling Status". A toolbar contains "Reports to Run", "Filter", search, edit, refresh, and "Download" buttons. A table with the header "Description" is visible, with one row highlighted in blue and labeled "Labor Exceptions Report". A red arrow points to this row. At the bottom right are "Create Report" and "Cancel" buttons.

A **Request Page** window will appear. You may either run the report for monthly or semi-monthly employees and either against an entire Area (Person group prefix) or individual craft department (Person Group) or an individual employee (labor code). Click on the **Submit** button when done.

The screenshot shows a "Request Page" form. It has several sections: "Help Text" (collapsed), "Parameters" (expanded), "Schedule", and "Email". In the "Parameters" section, there is a dropdown menu for frequency with "2" selected, a "Select Person Group Prefix" field with "=100" entered, and fields for "Select Person Group" and "Select labor code". In the "Schedule" section, "Immediate" is selected. In the "Email" section, there are fields for "To:", "Subject:", and "Comments". At the bottom, there are radio buttons for "File Type" (PDF selected, XLS unselected) and "Report Delivery Format" (Email with a file attachment selected, Email with a file URL unselected). A red arrow points to the "Submit" button at the bottom right.



A new window will appear. Select the appropriate Payroll Cut-Off Date.

Reporting

Page 1 of 1

Los Angeles Unified School District

Existing Facilities Maintenance & Operations

Labor Exceptions Report

Select a Semi-Monthly pay period cut-off date below

Payroll Cut-Off Date	Pay Period 1st Day	Pay Period Last Day
7/15/16	7/1/16	7/15/16
8/1/16	7/16/16	7/31/16
8/16/16	8/1/16	8/15/16
8/30/16	8/16/16	8/31/16
9/16/16	9/1/16	9/15/16
9/30/16	9/16/16	9/30/16
10/14/16	10/1/16	10/15/16
11/1/16	10/16/16	10/31/16
11/16/16	11/1/16	11/15/16
12/1/16	11/16/16	11/30/16
12/15/16	12/1/16	12/15/16
12/15/16	12/16/16	12/31/16
1/13/17	1/1/17	1/15/17
2/1/17	1/16/17	1/31/17
2/15/17	2/1/17	2/15/17
3/1/17	2/16/17	2/28/17
3/16/17	3/1/17	3/15/17
3/31/17	3/16/17	3/31/17
4/14/17	4/1/17	4/15/17
5/1/17	4/16/17	4/30/17
5/16/17	5/1/17	5/15/17
6/1/17	5/16/17	5/31/17
6/16/17	6/1/17	6/15/17
6/30/17	6/16/17	6/30/17

Mar 30, 2017 12:03 PM Page: 1 of 1

The report will display all employees where the Posted Reg Hours do not equal the Pay Period Total Hours. It is recommended that the Time Reporter/Approver run this report before the cut-off date to ensure at minimum the all regular hours have been posted.

Los Angeles Unified School District

Existing Facilities Maintenance & Operations

Labor Exceptions Report

N1 Person Groups

Semi-Monthly Employees, Payroll Cut-Off Date: 03/16/17

Employee Name	Employee #	Pay Period Total Hours	Entered Reg Hrs	Approved Reg Hrs	Rejected Reg Hrs	Posted Reg Hrs	Action
N1-CA: AREA-N1-PAINT GROUP							
		88.00	24.00	24.00	0.00	24.00	NEED TO ENTER ADDITIONAL TIME, MISSING 64 HOURS
N1-EA: AREA-N1 ELECTRICAL GROUP							
		88.00	88.00	87.00	0.00	87.00	NEED TO APPROVE ADDITIONAL TIME, 1 HOURS IS UNAPPROVED
N1-NA: AREA-N1 HVAC GROUP							
		88.00	90.00	90.00	0.00	90.00	OVER REPOSTED BY, -2 HOURS
N1-SUB: AREA-N1 SUB DESK							
		88.00	86.00	86.00	0.00	86.00	NEED TO ENTER ADDITIONAL TIME, MISSING 2 HOURS
		88.00	72.00	72.00	0.00	72.00	NEED TO ENTER ADDITIONAL TIME, MISSING 16 HOURS
		88.00	70.00	64.00	0.00	64.00	NEED TO ENTER ADDITIONAL TIME, MISSING 18 HOURS

Mar 30, 2017 12:03 PM Page: 1 of 1

Should you have any questions on this guide, please contact the Danny Lu (danny.lu@lausd.net / 213-241-1121), Mark Merrick (mark.merrick@lausd.net / 213-241-8620), John Herweg (john.herweg@lausd.net / 213-241-1127) or Rick Peterson (richard.peterson@lausd.net / 213-241-6274).