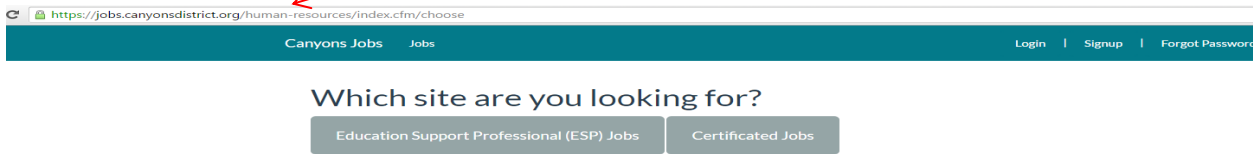


Semi-Monthly Reports-You can only view until this until the 6th for first semi-monthly payday and the 21st for the second semi-monthly payday

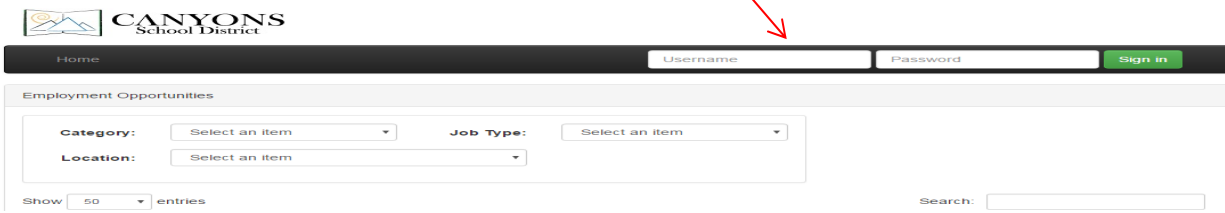
- Go to..... jobs.canyonsdistrict.org



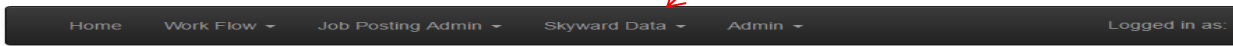
- Click on **Certificated Jobs**



- Now type in your regular user name and password *top right side of screen*



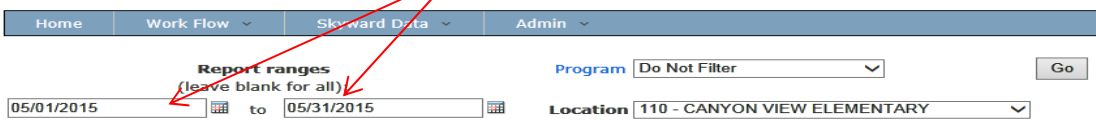
- The next screen brings up a lot of data, you want **Skyward Data** and you want the drop down **True Time Verification**



Summary - Canyons District			
Jobs Open:	35	Employees Applying to Transfer:	0
Work Flow in Process:	11	Needing My Approval:	0

Hint: If you run the report on the 6th of June your report dates are for May 15th-May 28th (approx. two weeks). If you have any unsubmitted timesheets, they **WILL NOT** be in this report. Get your approvals done before you run the

- Now you need to put in your date ranges for the entire month and click "GO"



- 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.

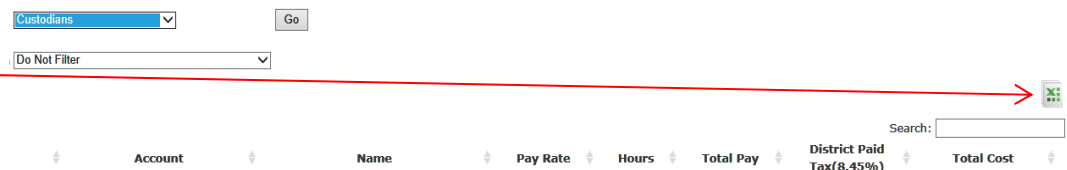
PayCode	Location	Account	Name	Pay Rate	Hours	Total Pay	District Paid Tax(8.45%)	Total Cost
MISC	099 - DISTRICT OFFICE 300 EAST	10 E 099 9710 2619 183	ERICKSON, KATHRYN	8.5600	24.1999	\$207.15	\$17.50	\$224.66
MISC	099 - DISTRICT OFFICE 300 EAST	10 E 099 9710 2619 183	HOM, PRESTON	8.5600	24.0334	\$205.73	\$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

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

- Now it is broken down by the week.

Work Week	Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
Week of: 11/03/2014	0.0000	2.8833	3.2000	3.0000	3.0333	0.0000	0.0000
Week of: 11/10/2014	0.0000	3.0167	3.0333	3.1000	2.9333	0.0000	0.0000
Total Hours:		24.1999					
Total Paid:		\$207.15					
District Paid Tax:		\$17.50					
Total Cost:		\$224.66					

- 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.



Account	Name	Pay Rate	Hours	Total Pay	District Paid Tax(8.45%)	Total Cost
17004 110 - CANYON VIEW E 10 E 110 0050 1084 165	COLLINS CATHY	14.57	5.75	\$83.78	\$7.08	\$90.86
17662 110 - CANYON VIEW E 10 E 110 0050 1084 165	DAVIS JENNIFER	12.92	14.0832	\$181.95	\$15.38	\$197.33
18025 110 - CANYON VIEW E 10 E 110 0050 1084 165	DONAHUE KATHLEEN	14.57	3.2001	\$46.63	\$3.94	\$50.57
18025 110 - CANYON VIEW E 10 E 110 0050 1084 165	DONAHUE KATHLEEN	14.57	3.2001	\$46.63	\$3.94	\$50.57
24271 110 - CANYON VIEW E 10 E 110 0050 1084 165	MAYS BONNIE	14.57	36.0333	\$525.01	\$44.36	\$569.37
24398 110 - CANYON VIEW E 10 E 110 0050 1084 165	MCDONALD TAMBRA	14.57	48.3167	\$703.97	\$59.49	\$763.46
28954 110 - CANYON VIEW E 10 E 110 0050 1084 165	SMITH ROBERTA	14.86	51.4	\$763.80	\$64.54	\$828.35
30818 110 - CANYON VIEW E 10 E 110 0050 1084 165	WALLACE CYNTHIA	12.92	40.6833	\$525.63	\$44.42	\$570.04
44353 110 - CANYON VIEW E 10 E 110 0050 1084 165	BARLOW JOSHUA	10.01	57.3332	\$573.91	\$48.50	\$622.40
44708 110 - CANYON VIEW E 10 E 110 0050 1084 165	BISHOP HOLLY	10.5	50.2	\$527.10	\$44.54	\$571.64
46085 110 - CANYON VIEW E 10 E 110 0050 1084 165	MINER KERRY	10.5	40.4	\$424.20	\$35.84	\$460.04
46488 110 - CANYON VIEW E 10 E 110 0050 1084 165	DOXEY NAOMI	11.24	53.2667	\$598.72	\$50.59	\$649.31
46642 110 - CANYON VIEW E 10 E 110 0050 1084 165	LEE REBECCA	10.5	45.5167	\$477.93	\$40.38	\$518.31
48589 110 - CANYON VIEW E 10 E 110 0050 1084 165	ADAMS TAYLOR	8.03	2.2833	\$16.33	\$1.55	\$19.88
49109 110 - CANYON VIEW E 10 E 110 0050 1084 165	FRYER EMILY	8.03	3.8667	\$31.05	\$2.62	\$33.67
49117 110 - CANYON VIEW E 10 E 110 0050 1084 165	HUFF JANET	9.97	30.3167	\$302.26	\$25.54	\$327.80
49668 110 - CANYON VIEW E 10 E 110 0050 1084 165	SELIN KYLEE	7.48	9.75	\$72.93	\$6.16	\$79.09
49684 110 - CANYON VIEW E 10 E 110 0050 1084 165	JOKO KENZI	7.48	9.3667	\$70.06	\$5.92	\$75.98
50386 110 - CANYON VIEW E 10 E 110 0050 1084 165	CHECKETT JUNE	7.48	4.45	\$33.29	\$2.81	\$36.10
50407 110 - CANYON VIEW E 10 E 110 0050 1084 165	THOMAS SAMUEL	7.48	5.4	\$40.39	\$3.41	\$43.81
50540 110 - CANYON VIEW E 10 E 110 0050 1084 165	PREGILL KYLIE	7.48	2.8667	\$21.44	\$1.81	\$23.25
51176 110 - CANYON VIEW E 10 E 110 0050 1084 165	SEGOTA LUKAS	7.48	5.2166	\$39.02	\$3.30	\$42.32
51177 110 - CANYON VIEW E 10 E 110 0050 1084 165	SHERADOI SHERADOI	7.48	3.0167	\$22.56	\$1.91	\$24.47
51295 110 - CANYON VIEW E 10 E 110 0050 1084 165	HAMMON JACOB	7.48	3.7	\$27.68	\$2.34	\$30.01
51377 110 - CANYON VIEW E 10 E 110 0050 1084 165	HALES HEATHER	9.97	46.3168	\$461.78	\$39.02	\$500.80
24271 110 - CANYON VIEW E 10 E 110 0050 1084 165	MAYS BONNIE	14.57	36.0333	\$525.01	\$44.36	\$569.37

This is how your report will start. We want to make it more productive... First, insert a line at the top and label it with **your school name, month and year**. I like to **bold** it and make the font a little larger. You will also want to **bold** the header line

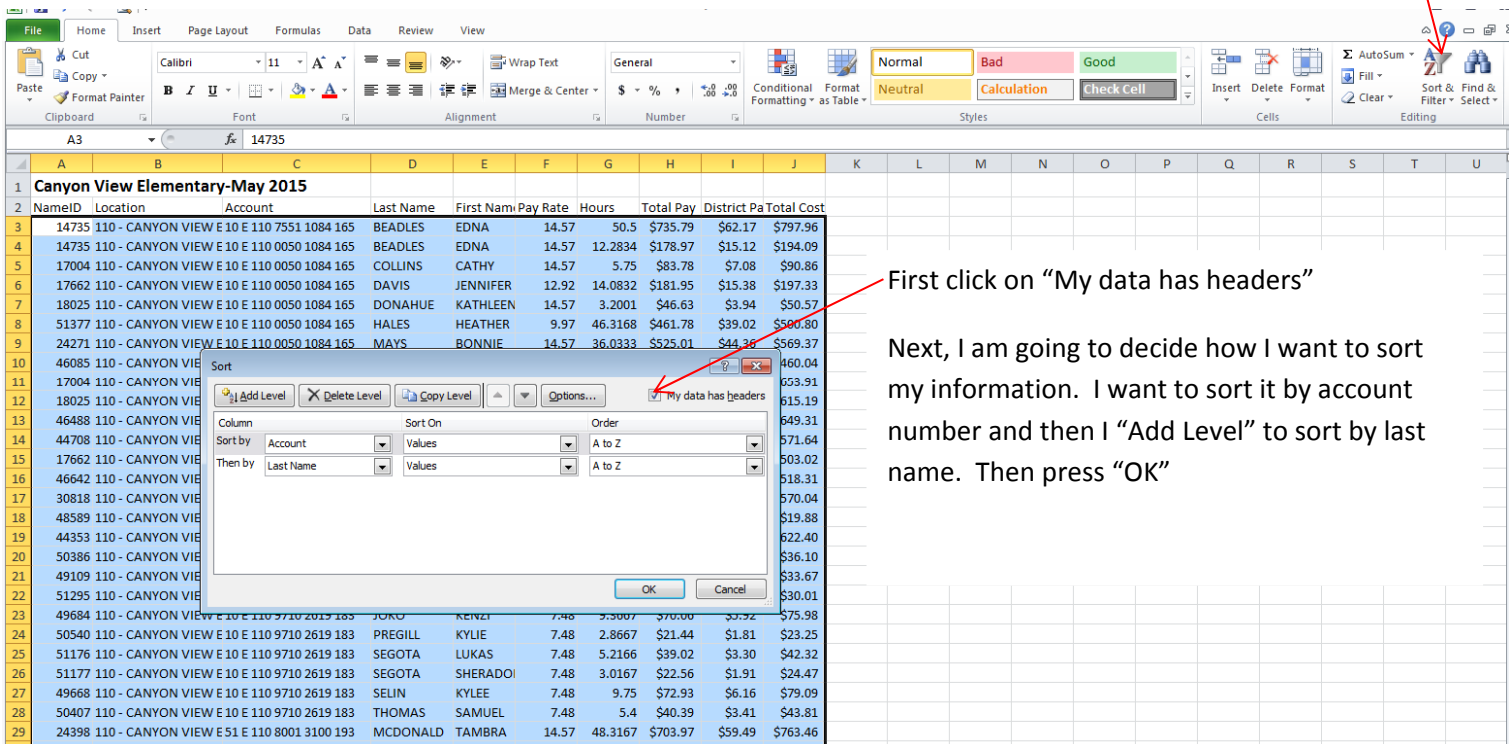
Next, you will want to make your columns wider so that you can see the entire account number, name etc.

Canyon View Elementary-May 2015									
NameID	Location	Account	Last Name	First Name	Pay Rate	Hours	Total Pay	District Paid	Total Cost
3	14735 110 - CANYON VIEW E 10 E 110 0050 1084 165	BEADLES EDNA	14.57	12.2834	\$178.97	\$15.12	\$194.09		
4	17004 110 - CANYON VIEW E 10 E 110 0050 1084 165	COLLINS CATHY	14.57	5.75	\$83.78	\$7.08	\$90.86		
5	17662 110 - CANYON VIEW E 10 E 110 0050 1084 165	DAVIS JENNIFER	12.92	14.0832	\$181.95	\$15.38	\$197.33		
6	18025 110 - CANYON VIEW E 10 E 110 0050 1084 165	DONAHUE KATHLEEN	14.57	3.2001	\$46.63	\$3.94	\$50.57		
7	51377 110 - CANYON VIEW E 10 E 110 0050 1084 165	HALES HEATHER	9.97	46.3168	\$461.78	\$39.02	\$500.80		
8	24271 110 - CANYON VIEW E 10 E 110 0050 1084 165	MAYS BONNIE	14.57	36.0333	\$525.01	\$44.36	\$569.37		

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

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...



First click on “My data has headers”

Next, I am going to decide how I want to sort my information. I want to sort it by account number and then I “Add Level” to sort by last name. Then press “OK”

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.

The screenshot shows the Excel interface with the 'Subtotal' dialog box open. The dialog box has the following settings:

- At each change in: Account
- Use function: Sum
- Add subtotal to: Total Pay, Total Cost
- Replace current subtotals:
- Page break between groups:
- Summary below data:

Click on the top box, we want to choose "account". Leave the "sum" then click in "Total Pay" and "Total Cost"

Now click "OK"

Your report should look like this... We want to highlight the totals.

NameID	Location	Account	Last Name	First Name	Pay Rate	Hours	Total Pay	District Paid	Total Cost
14735	110 - CANYON VIEW E 10 E 110 0050 1084 165		BEADLES	EDNA	14.57	12.2834	\$178.97	\$15.12	\$194.09
17004	110 - CANYON VIEW E 10 E 110 0050 1084 165		COLLINS	CATHY	14.57	5.75	\$83.78	\$7.08	\$90.86
17662	110 - CANYON VIEW E 10 E 110 0050 1084 165		DAVIS	JENNIFER	12.92	14.0832	\$181.95	\$15.38	\$197.33
18025	110 - CANYON VIEW E 10 E 110 0050 1084 165		DONAHUE	KATHLEEN	14.57	3.2001	\$46.63	\$3.94	\$50.57
51377	110 - CANYON VIEW E 10 E 110 0050 1084 165		HALES	HEATHER	9.97	46.3168	\$461.78	\$39.02	\$500.80
24271	110 - CANYON VIEW E 10 E 110 0050 1084 165		MAYS	BONNIE	14.57	36.0333	\$525.01	\$44.36	\$569.37
46085	110 - CANYON VIEW E 10 E 110 0050 1084 165		MINER	KERRY	10.5	40.4	\$424.20	\$35.84	\$460.04
10 E 110 0050 1084 165 Total									
17004	110 - CANYON VIEW E 10 E 110 0050 2233 165		COLLINS	CATHY	14.57	41.3834	\$602.96	\$80.95	\$683.91
18025	110 - CANYON VIEW E 10 E 110 0050 2233 165		DONAHUE	KATHLEEN	14.57	38.9335	\$567.26	\$47.93	\$615.19
10 E 110 0050 2233 165 Total									
46488	110 - CANYON VIEW E 10 E 110 0050 2436 165		DOXEY	NAOMI	11.24	53.2667	\$598.72	\$50.59	\$649.31
10 E 110 0050 2436 165 Total									
44708	110 - CANYON VIEW E 10 E 110 4110 1084 165		BISHOP	HOLLY	10.5	50.2	\$527.10	\$44.54	\$571.64
17662	110 - CANYON VIEW E 10 E 110 4110 1084 165		DAVIS	JENNIFER	12.92	35.9001	\$463.83	\$39.19	\$503.02
46642	110 - CANYON VIEW E 10 E 110 4110 1084 165		LEE	REBECCA	10.5	45.5167	\$477.93	\$40.38	\$518.31
30818	110 - CANYON VIEW E 10 E 110 4110 1084 165		WALLACE	CYNTHIA	12.92	40.6833	\$525.63	\$44.42	\$570.04
10 E 110 4110 1084 165 Total									
51 E 110 8001 3100 193 Total									
51 E 110 8001 3100 194 Total									
51 E 110 8001 3100 196 Total									
Grand Total									

To do this put your cursor 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.

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)

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

NamedID	Location	Account	Last Name	FirstName	Pay Rate	Hours	Total Pay	District Paid T	Total Cost
14735	110 - CANYON VIEW 10 E 110 0050	1084 165	BEADLES	EDNA	14.57	12.2834	\$178.97	\$15.12	\$194.09
17004	110 - CANYON VIEW 10 E 110 0050	1084 165	COLLINS	CATHY	14.57	5.75	\$83.78	\$7.08	\$90.86
17662	110 - CANYON VIEW 10 E 110 0050	1084 165	DAVIS	JENNIFER	12.92	14.0832	\$181.95	\$15.38	\$197.33
18025	110 - CANYON VIEW 10 E 110 0050	1084 165	DO NAHUE	KATHLEEN	14.57	3.2001	\$46.63	\$3.94	\$50.57
51377	110 - CANYON VIEW 10 E 110 0050	1084 165	HALES	HEATHER	9.97	46.3168	\$461.78	\$39.02	\$500.80
24271	110 - CANYON VIEW 10 E 110 0050	1084 165	MAYS	BONNIE	14.57	36.0333	\$525.01	\$44.36	\$569.37
46085	110 - CANYON VIEW 10 E 110 0050	1084 165	MINER	KERRY	10.5	40.4	\$424.20	\$35.84	\$460.04
10 E 110 0050 1084 165 Total							\$1,902.32		\$2,063.06
17004	110 - CANYON VIEW 10 E 110 0050	2233 165	COLLINS	CATHY	14.57	41.3834	\$602.96	\$50.95	\$653.91
18025	110 - CANYON VIEW 10 E 110 0050	2233 165	DO NAHUE	KATHLEEN	14.57	38.9335	\$567.26	\$47.93	\$615.19
10 E 110 0050 2233 165 Total							\$1,170.22		\$1,269.10
46488	110 - CANYON VIEW 10 E 110 0050	2436 165	DOXEY	NAOMI	11.24	53.2667	\$598.72	\$50.59	\$649.31
10 E 110 0050 2436 165 Total							\$598.72		\$649.31
44708	110 - CANYON VIEW 10 E 110 4110	1084 165	BISHOP	HOLLY	10.5	50.2	\$527.10	\$44.54	\$571.64
17662	110 - CANYON VIEW 10 E 110 4110	1084 165	DAVIS	JENNIFER	12.92	35.9001	\$463.83	\$39.19	\$503.02
46642	110 - CANYON VIEW 10 E 110 4110	1084 165	LEE	REBECCA	10.5	45.5167	\$477.93	\$40.38	\$518.31
30818	110 - CANYON VIEW 10 E 110 4110	1084 165	WALLACE	CYNTHIA	12.92	40.6833	\$525.63	\$44.42	\$570.04
10 E 110 4110 1084 165 Total							\$1,994.49		\$2,163.01
14735	110 - CANYON VIEW 10 E 110 7551	1084 165	BEADLES	EDNA	14.57	50.5	\$735.79	\$62.17	\$797.96
10 E 110 7551 1084 165 Total							\$735.79		\$797.96
48589	110 - CANYON VIEW 10 E 110 9710	2619 183	ADAMS	TAYLOR	8.03	2.2833	\$18.33	\$1.55	\$19.88
44353	110 - CANYON VIEW 10 E 110 9710	2619 183	BARLOW	JOSHUA	10.01	57.3332	\$573.91	\$48.50	\$622.40
50386	110 - CANYON VIEW 10 E 110 9710	2619 183	CHECKETTS	JUNE	7.48	4.45	\$33.29	\$2.81	\$36.10
49109	110 - CANYON VIEW 10 E 110 9710	2619 183	FRYER	EMILY	8.03	3.8667	\$31.05	\$2.62	\$33.67
51295	110 - CANYON VIEW 10 E 110 9710	2619 183	HAMMOND	JACOB	7.48	3.7	\$27.68	\$2.34	\$30.01
49684	110 - CANYON VIEW 10 E 110 9710	2619 183	JOKO	KENZI	7.48	9.3667	\$70.06	\$5.92	\$75.98
50540	110 - CANYON VIEW 10 E 110 9710	2619 183	PREGILL	KYUE	7.48	2.8667	\$21.44	\$1.81	\$23.25
51176	110 - CANYON VIEW 10 E 110 9710	2619 183	SEGOTA	LUKAS	7.48	5.2166	\$39.02	\$3.30	\$42.32
51177	110 - CANYON VIEW 10 E 110 9710	2619 183	SEGOTA	SHERADON	7.48	3.0167	\$22.56	\$1.91	\$24.47
49668	110 - CANYON VIEW 10 E 110 9710	2619 183	SELIN	KYLEE	7.48	9.75	\$72.93	\$6.16	\$79.09
50407	110 - CANYON VIEW 10 E 110 9710	2619 183	THOMAS	SAMUEL	7.48	5.4	\$40.39	\$3.41	\$43.81
10 E 110 9710 2619 183 Total							\$950.66		\$1,030.98
24398	110 - CANYON VIEW 51 E 110 8001	3100 193	MCDONALD	TAMBRA	14.57	48.3167	\$703.97	\$59.49	\$763.46
51 E 110 8001 3100 193 Total							\$703.97		\$763.46
49117	110 - CANYON VIEW 51 E 110 8001	3100 194	HUFF	JANET	9.97	30.3167	\$302.26	\$25.54	\$327.80
51 E 110 8001 3100 194 Total							\$302.26		\$327.80
28954	110 - CANYON VIEW 51 E 110 8001	3100 196	SMITH	ROBERTA	14.86	51.4	\$763.80	\$64.54	\$828.35
51 E 110 8001 3100 196 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)
(October 21st –Run dates are Oct 3rd-Oct 16th)
- See the attached Semi Monthly Pay Schedule for exact dates to run this report and what the Hourly Pay period dates are.