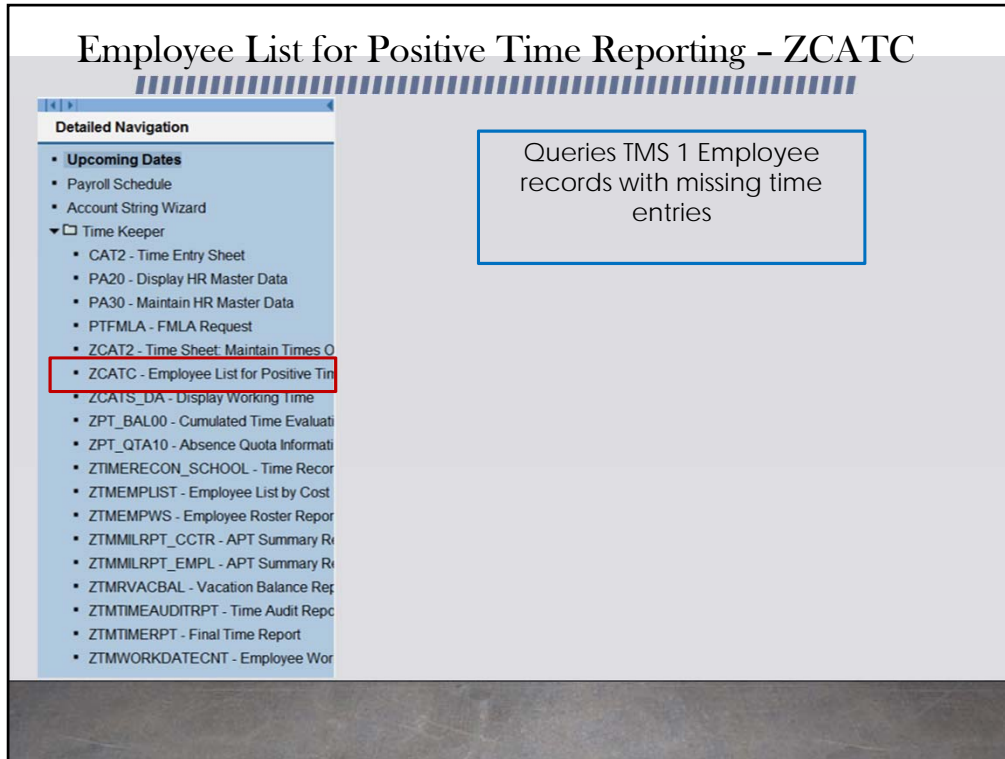


This module provides information on the Employee List for Positive Time Reporting Report available in BTS.



The Employee List for Positive Time Reporting **queries** time Management **Status 1 (TMS)** employee records with **missing time entries**. From the Detailed Navigation list, click on **ZCATC-Employee List for Positive Time**.

Employee List for Positive Time Reporting - ZCATC

Employee List for Positive Time Reporting

Period

Other period to

Selection

Personnel Number

Personnel area

Personnel subarea

Employee group

Employee subgroup

Payroll area

Job class

Cost Center

Receiver cost center

Report Options

Select time sheets with no times recorded

Select time sheets with times

Select all

Payroll Area is a required field.
Enter
CE, CL, or SM

The Cost Center
defaults to the site
Cost Center

The date will default to the current payroll period. You have the option to select another payroll period by changing the dates. You also have the option to select a payroll area (CE, CL, SM). The cost center defaults to your cost center. When you have selected your criteria, press the execute icon.

EMPLOYEE LIST FOR POSITIVE TIME REPORTING - ZCATC

Employee List for Positive Time Reporting


Employee List for Positive Time Reporting

Period Specified: 9/01/2017 – 09/30/2017
Run By: CFLORES001
Run Date & Time: 09/05/2017 – 13:51:02
Unique Records #: 49

REPORTED
HOURS &
DATES

MISSING TARGET
HOURS &
DATES

Perm	PersId	Employee Name	Cst Ctr	Rec Cst	Ct Rpt	Dt	Rpt Hrs	Tgt Hrs	Target Hrs	Pers Area	Prs Sub-Ar	Emp Grp
633751	633751	STONE, JESSICA					0.00	72.00				
688889	688889	MARTIN, JOSEPH					0.00	80.00				
722211	722211	BRAVO, MIREYA					0.00	40.00				
612821	612821	ZAMUDIO, BERNITA					0.00	152.00				
795817	795817	CRUZ, FERMIN					0.00	80.00				
756655	756655	SANCHEZ, MONICA					0.00	8.00				
1005119	1005119	ROMERO, HECTOR					0.00	80.00				
433114	433114	BIGLER, LILIANA					0.00	60.00				

Click the  on the employee line to display the list of dates that are not reported.

The report will display the employee's reported hours and dates as well as the missing target hours.

Payroll Resources

- MyLAUSD
- <https://oelausd.org>

Click on **Employee Resources**.

Select **Just-in-Time Training** from the drop down list and look for

Payroll.



For more resources, please refer to the most updated payroll manual and bulletins located in MyLAUSD. Don't forget to visit the Organizational Excellence webpage for more tools and resources. Go to oelausd.org. Click on the Employee Resources Tab, then click on Just-In-Time Training and scroll down to payroll.