

Standard Operating Procedure for Time Balance Report

1. Log into the AS400 as Time Keeper (see image below)

```

                                Sign On
                                System . . . . . : C1042BFD
                                Subsystem . . . . . : QINTER
                                Display . . . . . : LIBMORAR
                                Serial number . . . : C106997T
                                User . . . . . : PAYTK
                                Password . . . . . :
                                Program/procedure . . . . . :
                                Menu . . . . . :
                                Current library . . . . . :

DDDDDDDDDD  000000000  AAAAAAAAAA
DDD   DDD 000   000 AAA   AAA
DDD   DDD 000   000 AAA   AAA
DDD   DDD 000   000 AAA   AAA                77777777
DDD   DDD 000   000 AAA   AAA                77
DDD   DDD 000   000 AAAAAAAAAA P P P P P 00000 W  W EEEEE RRRR  77
DDD   DDD 000   000 AAA   AAA P  P  O  O W  W E  R  R  77
DDD   DDD 000   000 AAA   AAA P P P P P  O  O W  W E E E  R R R R  77
DDD   DDD 000   000 AAA   AAA P  O  O W W W E  R  R  77
DDDDDDDDDD  000000000  AAA   AAA P  00000 W  W EEEEE R  R  77
                                Department of Administration

                                (C) COPYRIGHT IBM CORP. 1980, 2009.
  
```

2. Choose your designated AS400 Printer (see image below)

```

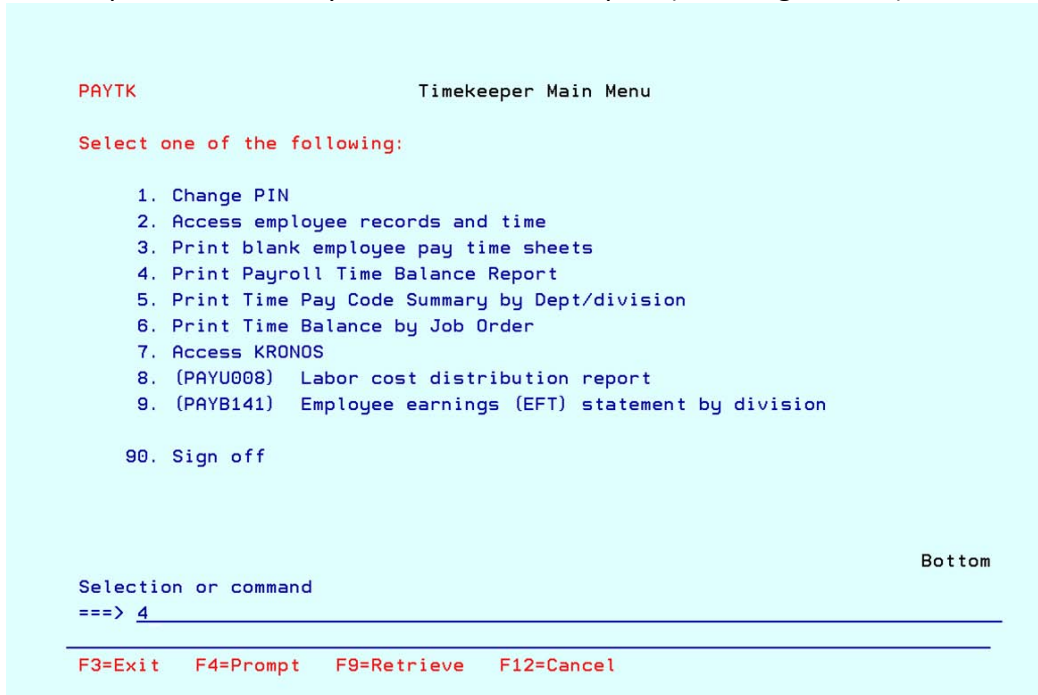
12/19/14                                SELECT PRINTER OUTPUT QUEUE                                12:24:12
                                Current output queue: *DEV

Type option, press Enter.
  1=Select

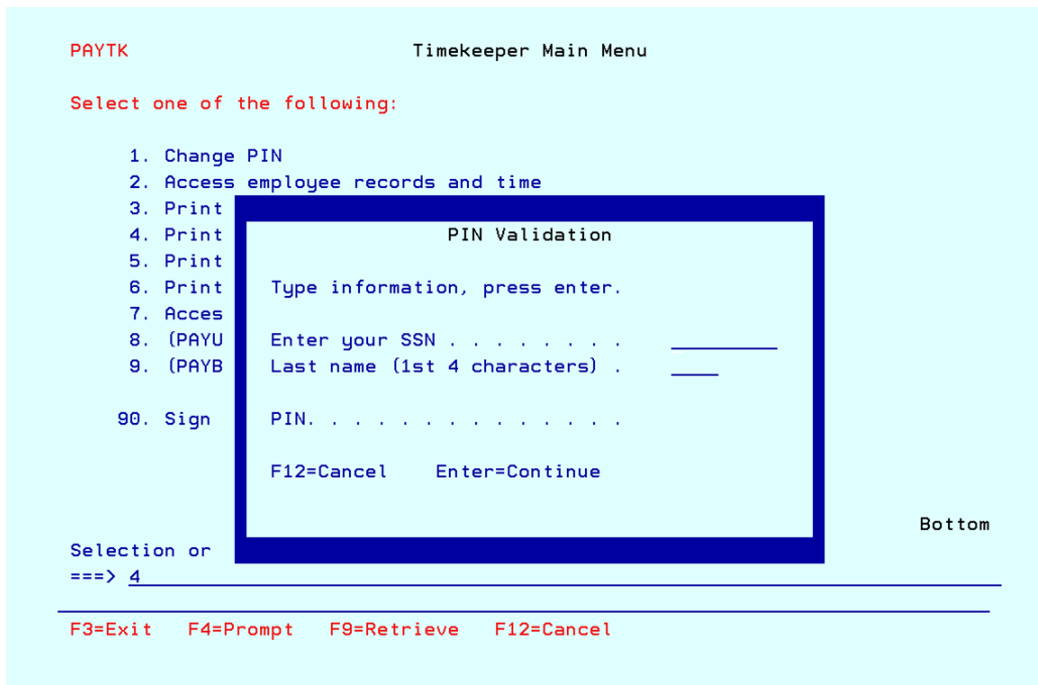
Opt   Printer Outq   Output Queue Description
--   --
--   GPDN20263       Default output queue for printer GPDN20263
--   GPDN24028       Default output queue for printer GPDN16662
--   GPDN24030       Default output queue for printer GPDN24030
--   GPDN99999       Default output queue for printer GPDN99999
--   GPD0VI          Default output queue for printer GPD0VI
--   GPD164104       Default output queue for printer GPDN164104
--   GPLNSANDRA      Default output queue for printer GPLNSANDRA
--   GPLN18057       Default output queue for printer GPLN18057
--   GPLSN15212      Default output queue for printer GPLSN15212
1   GPLSN15214      Default output queue for printer GPLSN15214

F3=Exit   F5=Refresh   F12=Cancel
  
```

3. Select Option 4 - Print Payroll Time Balance Report (see image below)



4. Enter your PIN Validation that was assigned to you from DOA (see below)



5. After entering your PIN Validation, it will take you to the “Specify Payroll Reporting/Processing Date” screen. (see below) Here you will enter the Pay Period ending and the Department/Division Code.
(Ex: PPE Date: 12/27/2014, Department/Division Code: 3611).

When you have entered the information needed, Press Enter and the Time Balance Report will print automatically to your designated AS400 printer.

```
PAYTK          Specify Payroll Reporting/Processing Data          PMTPAY
12/19/14                                             12:22:27

Type information, press Enter.

> PPE date . . . . . _ _ _ _
> Department/division code . . _ _
```

Note: You will only need pages 1-5. Page 5 is the certification sheet which will get signed by the timekeeper, initialed by the Certifying Officer and the President/Director.

This Time Balance Report is submitted to DOA Payroll along with the Timesheets.