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The Home option holds 'Predefined' (Report Manager style) reports that have been created by SSDT or by the user and saved as favorite reports:

Welcome to the SSDT USPS application

Report Links

Show Only Favorites

	Report Name	Username
	SSDT Account History Report	SSDT
	SSDT Attendance Journal Report	SSDT
	SSDT Audit Trail	SSDT
	SSDT Birthday Report	SSDT
	SSDT Employee Hired Report	SSDT
	SSDT Employee Terminated Report	SSDT
	SSDT Employee Wages Report	SSDT
	SSDT Future Pay Amount Report	SSDT
	SSDT New Contract Payroll Accounts	SSDT
	SSDT New Contract Summary Report	SSDT
	SSDT Payroll Account Report	SSDT
	SSDT Payroll Item Detail	SSDT
	SSDT Payroll Item History Report	SSDT
	SSDT Wage Report	SSDT

A report can be Imported or Created under the [Reports/Detail](#) option. Once the report is Saved, it will then show under the 'Reports/Report Manager' option. Place a check under the Favorites to have this report show under the Home/Reports Links Favorites:

Report Manager

Import Report	Create Form		Favorite	Created by	Report Name	Description	Tags	Report Object	Report Properties	Report Query
			<input type="checkbox"/>	SSDT	SSDT Account History Report	HistoricalEmployeePay Report		HistoricalEmployeePay	payroll.dateRange.stopDate, e...	payroll.dateRange.stopDate.be...
			<input checked="" type="checkbox"/>	SSDT	SSDT Attendance Journal Report	AttendanceJournal Report		AttendanceJournal	employee.number, employee.n...	activityDate.between param("st...
			<input type="checkbox"/>	SSDT	SSDT Audit Trail	RevisionEntity Report		RevisionEntity	timestamp, username, revision...	timestamp.between param("sta...
			<input type="checkbox"/>	SSDT	SSDT Birthday Report	Position Report		Position	customFields.buildingCode.val...	buildingCode.eq param("buildi...
			<input type="checkbox"/>	SSDT	SSDT Employee Hired Report	Position Report		Position	employee.number, employee.n...	hireDate.between param("start...
			<input type="checkbox"/>	SSDT	SSDT Employee Terminated Report	Employee Report		Employee	number, name.lastName, nam...	terminationDate.between para...
			<input type="checkbox"/>	SSDT	SSDT Employee Wages Report	Employee Report		Employee	name.lastName, name.firstNa...	deleted.eq 'false', fytdGross gt '0'
			<input type="checkbox"/>	SSDT	SSDT Future Pay Amount Report	FuturePayAmount Report		FuturePayAmount	reportEmployee, compensatio...	payrollFilter.eq 'false', effective...
			<input type="checkbox"/>	SSDT	SSDT New Contract Payroll Accounts	NewContract Report		NewContract	oldCompensation.position.emp...	
			<input type="checkbox"/>	SSDT	SSDT New Contract Summary Report	NewContract Report		NewContract	oldCompensation.position.emp...	
			<input type="checkbox"/>	SSDT	SSDT Payroll Account Report	PayrollAccount Report		PayrollAccount	payrollAccounts.position.emplo...	expenditureAccount.fund.like p...
			<input type="checkbox"/>	SSDT	SSDT Payroll Item Detail	PayrollItem Report		PayrollItem	employee.name.nameWithMid...	configuration.code.eq param("...
			<input type="checkbox"/>	SSDT	SSDT Payroll Item History Report	HistoricalEmployeePay Report		HistoricalEmployeePay	employeeNumber, name.lastN...	payroll.dateRange.startDate.g...
			<input type="checkbox"/>	SSDT	SSDT Wage Report	Position Report		Position	employee.number, employee.n...	

Generate Saved Reports

From the **Home** Menu, click on 'Show All Reports' to show all reports that are available. Click on 'Show Only Favorites' to show only 'Favorite' reports that were saved. Then select next to the report you would like to generate:

Welcome to the SSDT USPS application

Report Links

Show All Reports

	Report Name	Username
	SSDT Attendance Journal Report	SSDT

Report Options

Format:

- PDF (download)
- PDF (inline)
- Comma Separated Values
- Excel
- View (html)
- Plain Text
- XML
- Jasper Report Design
- Excel-Data
- Excel-FieldNames

Page Size:

- Letter
- Legal
- Halfletter
- Note
- Ledger

Orientation:

- Portrait
- Landscape

Name: The default is "DetailReport", but can be modified.

Summary Report: The 'Summary Report' list grand totals

Specific Configuration Code: (for Payroll Item Detail report)

The **Payroll Item Detail** report can be generated for only **Specific Configuration Codes** by entering them on the provided lines:

Query Parameters

Specific Configuration Code

 Generate Report

Query Parameters

Start and End Date

Date Shortcuts

Enter in a Start and Stop date as 00/00/0000 or Date Shortcuts can be used:

Date short cuts that have been implemented in the redesign:

- YeaR (Calendar)
 - Y - Jan 1 of current calendar year
 - R - Dec 31 of current calendar year
- FiscaL
 - F - July 1 of current fiscal year
 - L - June 30 of current fiscal year
- MonthH (based on current system date)
 - M - first of current month
 - H - last day of current month
- Week
 - W - Sunday
 - K - Saturday
- PeriodD (Posting Period)
 - P - first day of current posting period
 - D - last day of current posting period
- QUarter
 - Q - first day of quarter
 - U - last day of quarter
- T - today
- + tomorrow
- - yesterday

Note:

- should be able to support mmdd - assume the current period's calendar year
- case insensitive
- you can use these shortcuts in combination with actual dates
 - to get the month of November using between operator: 11/01/2014, h
 - assumption is November is the current month

Username: The **Username** of the employee running the report needs to be entered when running the SSDT Audit Trail:

Username	<input type="text"/>
<input type="button" value="Generate Report"/>	

Once all desired options have been added, select .

Account History Report

Generate Report + x

SSDT Account History Report

Report Options

Format: PDF (download)

Page Size: LETTER

Orientation: LANDSCAPE

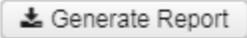
Name: Account History Report

Summary Report

Query Parameters

Start Date

End Date

 Generate Report

Example of Account History Report

DetailReport

Stop Date	Report Name	Positions Paid		
Employee Number: 11111122				
4/19/2003	JOHN Q PUBLIC	Position Number: 1		
		Expenditure Account	Amount Charged	Chargeable Calculation Percentage
		001-2840-582-0000-000000-006-00-000	\$ 288.46	100.00
2/14/2003	JOHN Q PUBLIC	Position Number: 1		
		Expenditure Account	Amount Charged	Chargeable Calculation Percentage
		001-2840-582-0000-000000-006-00-000	\$ 288.46	100.00
3/31/2002	JOHN Q PUBLIC	Position Number: 1		
		Expenditure Account	Amount Charged	Chargeable Calculation Percentage
		001-2840-582-0000-000000-006-00-000	\$ 288.46	100.00
3/15/2002	JOHN Q PUBLIC	Position Number: 1		
		Expenditure Account	Amount Charged	Chargeable Calculation Percentage
		001-2840-582-0000-000000-006-00-000	\$ 288.46	100.00
10/20/2001	JOHN Q PUBLIC	Position Number: 1		
		Expenditure Account	Amount Charged	Chargeable Calculation Percentage
		001-2840-582-0000-000000-006-00-000	\$ 533.03	100.00
10/6/2001	JOHN Q PUBLIC	Position Number: 1		
		Expenditure Account	Amount Charged	Chargeable Calculation Percentage
		001-2840-582-0000-000000-006-00-000	\$ 288.46	100.00
9/22/2001	JOHN Q PUBLIC	Position Number: 1		
		Expenditure Account	Amount Charged	Chargeable Calculation Percentage
		001-2840-582-0000-000000-006-00-000	\$ 288.46	100.00
9/8/2001	JOHN Q PUBLIC	Position Number: 1		
		Expenditure Account	Amount Charged	Chargeable Calculation Percentage
		001-2840-582-0000-000000-006-00-000	\$ 369.98	100.00
Employee Number: 232323232				
4/29/2004	ELIZABETH S TAYLOR	Position Number: 1		
		Expenditure Account	Amount Charged	Chargeable Calculation Percentage
		200-4670-891-9602-000000-005-00-000	\$ 208.57	100.00
4/15/2004	ELIZABETH S TAYLOR	Position Number: 1		
		Expenditure Account	Amount Charged	Chargeable Calculation Percentage
		006-3120-560-0000-000000-006-00-000	\$ 208.57	100.00
4/10/2004	ELIZABETH S TAYLOR	Position Number: 1		
4/19/2003	ELIZABETH S TAYLOR	Position Number: 1		
		Expenditure Account	Amount Charged	Chargeable Calculation Percentage
		006-3120-560-0000-000000-006-00-000	\$ 104.29	100.00
2/14/2003	ELIZABETH S TAYLOR	Position Number: 1		
		Expenditure Account	Amount Charged	Chargeable Calculation Percentage
		006-3120-560-0000-000000-006-00-000	\$ 208.57	100.00
9/22/2001	ELIZABETH S TAYLOR	Position Number: 1		
		Expenditure Account	Amount Charged	Chargeable Calculation Percentage
		006-3120-560-0000-000000-006-00-000	\$ 62.57	100.00
Employee Number: 333333333				
4/29/2004	SANDRA S BULLOCK	Position Number: 1		
		Expenditure Account	Amount Charged	Chargeable Calculation Percentage
		200-4141-891-9710-000000-005-00-000	\$ 6,397.21	100.00
4/15/2004	SANDRA S BULLOCK	Position Number: 1		
		Expenditure Account	Amount Charged	Chargeable Calculation Percentage
		001-2840-582-0000-000000-005-00-000	\$ 376.31	100.00
4/19/2003	SANDRA S BULLOCK	Position Number: 1		
		Expenditure Account	Amount Charged	Chargeable Calculation Percentage
		001-2840-582-0000-000000-005-00-000	\$ 376.31	100.00
2/14/2003	SANDRA S BULLOCK	Position Number: 1		
		Expenditure Account	Amount Charged	Chargeable Calculation Percentage
		001-2840-582-0000-000000-005-00-000	\$ 376.31	100.00
2/14/2003	SANDRA S BULLOCK	Position Number: 1		
		Expenditure Account	Amount Charged	Chargeable Calculation Percentage
		001-2840-582-0000-000000-005-00-000	\$ 376.31	100.00
3/31/2002	SANDRA S BULLOCK	Position Number: 1		
		Expenditure Account	Amount Charged	Chargeable Calculation Percentage
		001-2840-582-0000-000000-005-00-000	\$ 376.31	100.00
3/15/2002	SANDRA S BULLOCK	Position Number: 1		
		Expenditure Account	Amount Charged	Chargeable Calculation Percentage
		001-2840-582-0000-000000-005-00-000	\$ 376.31	100.00

Generate Report + x

SSDT Attendance Journal Report v

Report Options

Format: PDF (download) v

Page Size: LETTER v

Orientation: LANDSCAPE v

Name: Attendance Journal Report

Summary Report

Query Parameters

Start Date: m

End Date: h

Job Status (Active, Inactive, Deceased, Terminated):

Appointment Type (Certificated, Classified):

Type (Attendance, Absence):

Example of Attendance Journal Report

Attendance Journal Report

Number	Full Name	Activity Date	Position Number	Day Of Week	Length	Unit	Category	Sub Category		
111111122	PUBLIC, JOHN Q	9/10/2001		1 Monday	1.00 Daily		Attendance			
		9/11/2001		1 Tuesday	1.00 Daily		Attendance			
		3/20/2002		1 Wednesday	1.00 Daily		Sick			
		2/10/2003		1 Monday	1.00 Daily		Sick			
		4/1/2004		1 Thursday	0.50 Daily		Personal			
		10/1/2004		1 Friday	1.00 Daily		Unknown	VA		
333333333	BULLOCK, SANDRA S	3/21/2002		1 Thursday	1.00 Daily		Sick			
		2/9/2003		1 Sunday	0.50 Daily		Personal			
		4/1/2003		1 Tuesday	1.00 Daily		Sick			
		4/1/2004		1 Thursday	0.25 Daily		Sick	AH		
		4/1/2004		1 Thursday	0.25 Daily		Sick	AH		
		4/1/2004		1 Thursday	0.25 Daily		Sick	AH		
		4/20/2004		1 Tuesday	0.50 Daily		Sick			
		9/20/2007		1 Thursday	1.00 Daily		Sick			
		444444444	KRAMER, KOSMO K	10/14/2002		1 Monday	1.00 Daily		Attendance	
		555555554	CONNERY, SEAN S	2/9/2003		1 Sunday	1.00 Daily		Professional	
3/5/2008				1 Wednesday	1.00 Hourly		Sick			
3/5/2008				1 Wednesday	7.00 Hourly		Sick			
3/5/2008				1 Wednesday	8.00 Hourly		Personal			
3/10/2008				1 Monday	7.00 Hourly		Vacation			
3/11/2008				1 Tuesday	7.00 Hourly		Vacation			
3/12/2008				1 Wednesday	1.00 Hourly		Sick			
3/12/2008				1 Wednesday	7.00 Hourly		Vacation			
3/13/2008				1 Thursday	7.00 Hourly		Vacation			
3/19/2008				1 Wednesday	1.00 Hourly		Sick			
4/1/2008				1 Tuesday	1.00 Hourly		Sick			
4/11/2008				1 Friday	1.00 Hourly		Military			
4/18/2008				1 Friday	1.00 Hourly		Military			
4/25/2008				1 Friday	1.00 Hourly		Military			
5/5/2008				1 Monday	1.00 Hourly		Military			
5/6/2008				1 Tuesday	1.00 Hourly		Military			
5/7/2008				1 Wednesday	1.00 Hourly		Military			
5/8/2008				1 Thursday	1.00 Hourly		Military			
5/9/2008				1 Friday	1.00 Hourly		Military			
8/25/2010				1 Wednesday	1.00 Daily		Attendance			
8/26/2010				1 Thursday	1.00 Daily		Attendance			
555555555	BUNNY, BUGS E			2/7/2003		1 Friday	4.00 Hourly		Attendance	
				2/22/2007		Thursday	1.00 Daily		Sick	
666666666	MOORE, DEMI H	6/1/2007		1 Friday	1.00 Daily		JuryDuty			
		2/3/2003		1 Monday	3.00 Hourly		Attendance			
		2/10/2003		1 Monday	7.00 Hourly		Attendance			

Audit Trail

Generate Report + x

SSDT Audit Trail v

Report Options

Format: PDF (download) v

Page Size: LETTER v

Orientation: LANDSCAPE v

Name: Audit Report

Summary Report

Query Parameters

Start Date: m

End Date: h

Username:

Birthday Report

Generate Report + x

SSDT Birthday Report v

Report Options

Format: PDF (download) v

Page Size: LETTER v

Orientation: PORTRAIT v

Name: DetailReport

Summary Report

Query Parameters

Building Code:

Start Date:

Stop Date:

Example of Birthday Report

Birthday Report

Building Code	Number	Last Name	First Name	Birth Date
	111111122	PUBLIC	JOHN	6/12/1960
	484848888	TEMPLATE	IMPORT	
	848484848	JUNIT1	TEST1	8/15/1967
	888888888	ALLEN	TIMOTHY	12/10/1946
	888888889	BROCKOVICH	ERIN	2/13/1949
	DIC000010	DiCesare	Michael	
	FURY00001	Fury	Nick	
	FURY00001	Fury	Nick	
	FURY00001	Fury	Nick	
	OLI000020	OLIVER	JOSHUA	12/30/1987
	SM0000001	Smith	Dave	2/15/2005
001	555555555	BUNNY	BUGS	7/13/1940
001	888888888	ALLEN	TIMOTHY	12/10/1946
002	232323232	TAYLOR	ELIZABETH	2/27/1932
002	444444444	KRAMER	KOSMO	3/30/1961
002	656565656	EDWARDS	ANTHONY	5/10/1954
002	888888889	BROCKOVICH	ERIN	2/13/1949
002	979797979	CLOSE	GLENN	5/10/1949
002	999999998	PITT	BRADLEY	10/8/1969
002	EMPWITHID	HAWN	GOLDIE	11/25/1946
003	111111122	PUBLIC	JOHN	6/12/1960
003	333333333	BULLOCK	SANDRA	4/1/1965
006	888888989	CHILDS	JULIA	1/28/1935
007	555555554	CONNERY	SEAN	8/25/1930
007	777777777	GREENSPAN	ALAN	2/14/1929
007	777777778	GLOW	MOP	1/1/1920
009	555555555	BUNNY	BUGS	7/13/1940
009	666666666	MOORE	DEMI	11/12/1959

Employee Hired Report

Generate Report + x

SSDT Employee Hired Report v

Report Options

Format: PDF (download) v

Page Size: LETTER v

Orientation: PORTRAIT v

Name: DetailReport

Summary Report

Query Parameters

Start Date

End Date

Example of Employee Hired Report

8/24/17 1:56 PM

Employee Hired Report

Number	Last Name	First Name	Position Description	Hire Date
333333333	BULLOCK	SANDRA	BUS DRIVER	10/13/1999
FURY00001	Fury	Nick	Director of Shield	
FURY00001	Fury	Nick	Freelance Merc	
FURY00001	Fury	Nick	Counter Insurgency Consultant	
444444444	KRAMER	KOSMO	SCIENCE TEACHER	9/1/1997
111111122	PUBLIC	JOHN	BUS DRIVER	9/1/2001
111111122	PUBLIC	JOHN		9/1/2001
555555555	BUNNY	BUGS	SUB CAFETRIA	9/1/2000
555555555	BUNNY	BUGS	Carrot Caretaker	9/1/2000
979797979	CLOSE	GLENN	PRINCIPAL	9/1/1992
EMPWITHID	HAWN	GOLDIE	CHEERLEADING ADVISOR	9/1/1992
888888888	ALLEN	TIMOTHY	INDUSTRIAL ARTS TEACHER	9/1/1994
888888888	ALLEN	TIMOTHY	Extended time	9/1/1994
888888889	BROCKOVICH	ERIN	HIGH SCHOOL SECRETARY	9/1/2001
888888889	BROCKOVICH	ERIN	TEST JOB	9/1/2001
666666666	MOORE	DEMI	ELEM. SUB TEACHER	9/1/1990
888888989	CHILDS	JULIA	HEAD COOK	8/1/1975
484848888	TEMPLATE	IMPORT	Benefit Test	
OLI000020	OLIVER	JOSHUA	JOSH_TEST	1/1/2005
656565656	EDWARDS	ANTHONY	ATHLETIC DIRECTOR	8/23/1993
777777778	GLOW	MOP	CUSTODIAN	8/20/1970
555555554	CONNERY	SEAN	SUPERINTENDENT	8/1/1982
999999998	PITT	BRADLEY	HIGH SCHOOL FOOTBALL COACH	9/1/2001
232323232	TAYLOR	ELIZABETH	PROM DIRECTOR	9/1/1990
848484848	JUNIT1	TEST1	JunitTester	
DIC000010	DiCesare	Michael	Nuclear Man	
SM0000001	Smith	Dave		5/26/2005
777777777	GREENSPAN	ALAN	TREASURER	1/1/1970

Employee Terminated Report

The employee Termination Report will show all employees with a Termination date or a Start and End Date can be entered to show specific dates:

Generate Report + x

SSDT Employee Terminated Report ▼

Report Options

Format: PDF (download) ▼

Page Size: LETTER ▼

Orientation: PORTRAIT ▼

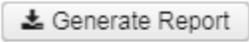
Name: DetailReport

Summary Report

Query Parameters

Start Date

End Date

 Generate Report

Example of Employee Terminated Report

DetailReport

Number	Last Name	First Name	Termination Date
111111111	TEMPLATE	IMPORT	
111111122	PUBLIC	JOHN	
232323232	TAYLOR	ELIZABETH	
288888888	DEFAULT	DEFAULT	
333003333	Oliver	Joshua	
333333333	BULLOCK	SANDRA	
444444444	KRAMER	KOSMO	
484848484	benefit_test	create	
484848888	TEMPLATE	IMPORT	
555555554	CONNERY	SEAN	
555555555	BUNNY	BUGS	
555888888	Test	Employee2	
656565656	EDWARDS	ANTHONY	
666888888	MOORE	DEMI	
666779999	DEFAULT	DEFAULT	
677777777	Test	Employee	
777775555	DiCesare	Mike	
777777777	GREENSPAN	ALAN	
777777778	GLOW	MOP	
848484848	JUNIT1	TEST1	
888448888	Mouse	Mickey	
888888888	ALLEN	TIMOTHY	7/3/2017
888888889	BROCKOVICH	ERIN	
888888989	CHILDS	JULIA	
979797979	CLOSE	GLENN	
999999998	PITT	BRADLEY	
DIC000000	DiCesare	Mike	
DIC000010	DiCesare	Michael	
EMFWITHID	HAWN	GOLDIE	
FURY00001	Fury	Nick	
IHAVEANID	Clark	Richard	
OLI000020	OLIVER	JOSHUA	
SM0000001	Smith	Dave	
SU0000000	Sutton	Ken	

Employee Wages Report

The Employee Wages Report shows all employees Gross and Net wages for the Month, Quarter, YTD and FYTD. The wages are figured from what Posting Period is currently open.

Generate Report + x

SSDT Employee Wages Report v

Report Options

Format: PDF (download) v

Page Size: LETTER v

Orientation: LANDSCAPE v

Name: Employee Wages Report

Summary Report

Example of Employee Wages Report

7/11/17 12:37 PM

Employee Wages Report

Last Name	First Name	Mtd Gross	Mtd Net	Qtd Gross	Qtd Net	Ytd Gross	Ytd Net	Fytd Gross	Fytd Net
ALLEN	TIMOTHY	\$ 3,426.54	\$ 7,622.07	\$ 3,426.54	\$ 7,622.07	\$ 3,426.54	\$ 7,622.07	\$ 3,426.54	\$ 7,622.07
BROCKOVIC H	ERIN	828.80	762.92	828.80	762.92	828.80	762.92	828.80	762.92
BULLOCK	SANDRA	6,773.52	4,599.32	6,773.52	4,599.32	6,773.52	4,599.32	6,773.52	4,599.32
CHILDS	JULIA	2,230.76	1,972.68	2,230.76	1,972.68	2,230.76	1,972.68	2,230.76	1,972.68
CLOSE	GLENN	5,402.50	4,043.62	5,402.50	4,043.62	5,402.50	4,043.62	5,402.50	4,043.62
CONNERY	SEAN	56,706.14	31,175.75	56,706.14	31,175.75	56,706.14	31,175.75	56,706.14	31,175.75
EDWARDS	ANTHONY	3,423.08	2,664.06	3,423.08	2,664.06	3,423.08	2,664.06	3,423.08	2,664.06
Fury	Nick	5,916.66	3,917.26	5,916.66	3,917.26	5,916.66	3,917.26	5,916.66	3,917.26
GREENSPAN	ALAN	1,634.50	1,340.34	1,634.50	1,340.34	1,634.50	1,340.34	1,634.50	1,340.34
KRAMER	KOSMO	3,318.08	2,301.42	3,318.08	2,301.42	3,318.08	2,301.42	3,318.08	2,301.42
TAYLOR	ELIZABETH	417.14	423.26	417.14	423.26	417.14	423.26	417.14	423.26
		Sum:							
		90,077.72	60,822.70	90,077.72	60,822.70	90,077.72	60,822.70	90,077.72	60,822.70

Future Pay Amount Report

Generate Report + x

SSDT Future Pay Amount Report v

Report Options

Format: PDF (download) v

Page Size: LETTER v

Orientation: LANDSCAPE v

Name: DetailReport

Summary Report

Query Parameters

Beginning Effective Date

Ending Effective Date

Pay Groups

Example of Future Pay Amount Report

Detail Report

Position Number	Pay Type	Units	Rate	Gross	Description	Supplemental Tax Option	Applies For Retirement	Retire Hours	Effective Date	Specific Pay Account						
Employee: ANON104 McKee, Mary ann H.																
3	MIS	\$ 15.00	50.00	\$ 750.00	test	None	<input checked="" type="checkbox"/>	15.00		Fnd Func Obj SCC Subj OPU IL Job	Employer Distribution	Leave Projection	Amount Charged			
										001 1110 111 0000 020000 112 00 000	<input checked="" type="checkbox"/>	<input type="checkbox"/>	100.00			
				Sum: 750.00												
Employee: ANON106 Rhodes, Kelly T.																
1	OT	45.00	25.00	1,125.00	OT	None	<input checked="" type="checkbox"/>	45.00								
				Sum: 1,125.00												
Employee: ANON120 Swanson, Sue S.																
1	MIS	40.00	125.00	5,000.00	test	None	<input checked="" type="checkbox"/>	40.00								
				Sum: 5,000.00												
				Sum: 6,875.00												

New Contract Payroll Accounts

Generate Report + x

SSDT New Contract Payroll Accounts v

Report Options

Format: PDF (download) v

Page Size: LETTER v

Orientation: LANDSCAPE v

Name: New Contract Pay Accounts

Summary Report

Example of New Contract Payroll Accounts Report

											8/24/17 2:00 PM			
											New Contract Payroll Accounts			
Number	Full Name	Position Number	Contract Amount	Contract Obligation	Payroll Account									
111111122	PUBLIC, JOHN Q	1	\$ 0.00	\$ 0.00										
444444444	KRAMER, KOSMO K	1	45,000.00	45,000.00	Fnd Func Obj SCC Subj OPU	Rate Type	Rate							
					001 1120 111 0000 130000 000	Percent	\$ 100.00							
555555555	BUNNY, BUGS E	1	0.00	0.00										
777777777	GREENSPAN, ALAN E	1	45,000.00	45,000.00	Fnd Func Obj SCC Subj OPU	Rate Type	Rate							
					001 2510 512 0000 000000 004	Percent	\$ 100.00							
888888989	CHILDS, JULIA M	1	29,000.00	29,000.00	Fnd Func Obj SCC Subj OPU	Rate Type	Rate							
					006 3120 560 0000 000000 006	Percent	\$ 100.00							
979797979	CLOSE, GLENN A.	1	65,000.00	65,000.00	Fnd Func Obj SCC Subj OPU	Rate Type	Rate							
					001 2421 512 0000 000000 004	Percent	\$ 100.00							

New Contract Summary Report

Generate Report + x

SSDT New Contract Summary Report v

Report Options

Format: PDF (download) v

Page Size: LEGAL v

Orientation: LANDSCAPE v

Name: New Contract Summary

Summary Report

Example of New Contract Summary Report

8/24/17 2:02 PM

New Contract Summary

Number	Full Name	Type	Contract Amount	Contract Obligation	Contract Work Days	Hours In Day	Pays In Contract	Stretch Pay	Pay Unit	Unit Amount	Pay Per Period	Retro Next Pay	Start Date	Type
111111122	PUBLIC, JOHN Q	NewContract	\$ 0.00	\$ 0.00	\$ 427.00	3.00	26	<input type="checkbox"/>	Hourly	13.47	\$ 0.00	\$ 0.00	8/23/2004	09N
444444444	KRAMER, KOSMO K	NewContract	45,000.00	45,000.00	408.00	7.00	26	<input checked="" type="checkbox"/>	Daily	110.294	1,730.77	0.00	8/23/2004	09C
555555555	BUNNY, BUGS E	NewContract	0.00	0.00	0.00	0.00	26	<input type="checkbox"/>	Daily	18.20	0.00	0.00	8/23/2004	DEF
777777777	GREENS, PAN, ALAN E	NewContract	45,000.00	45,000.00	413.00	8.00	26	<input checked="" type="checkbox"/>	Daily	108.959	1,730.77	0.00	8/1/2003	TRE
888888889	CHILDS, JULIA M	NewContract	29,000.00	29,000.00	410.00	6.00	26	<input checked="" type="checkbox"/>	Daily	70.732	1,115.38	0.00	8/1/2003	CKS
979797979	CLOSE, GLENN A.	NewContract	65,000.00	65,000.00	509.00	8.00	26	<input checked="" type="checkbox"/>	Daily	127.701	2,500.00	0.00	8/1/2003	ADM

Payroll Account Report

Generate Report + x

SSDT Payroll Account Report v

Report Options

Format: PDF (download) v

Page Size: LETTER v

Orientation: PORTRAIT v

Name: DetailReport

Summary Report

Query Parameters

Fund

Function

Object

SCC

Subject

Operational Unit

Instructional Level

Job

 Generate Report

Example of Payroll Account Report

Payroll Account

Position Number	Fund	Function	Object	Sec	Subject	Operational Unit	Instructional Level	Job	Rate Type	Rate	Status
Full Name:											
001	1120	111	0000		130000	000	00	000	Percent	\$ 100.00	Active
001	2421	512	0000		000000	004	00	000	Percent	100.00	Active
001	2510	512	0000		000000	004	00	000	Percent	100.00	Active
006	3120	560	0000		000000	006	00	000	Percent	100.00	Active
Full Name: ALLEN, TIMOTHY M											
1 001	1110	640	0000		000000	004	00	000	Percent	100.00	Active
Full Name: BROCKOVICH, ERIN H											
1 001	2411	144	0000		000000	004	00	000	Fixed	466.20	SpecificMiscellaneous
1 001	2411	512	0000		000000	004	00	000	Percent	100.00	Active
1 200	4134	891	9440		000000	003	00	000	Fixed	10.00	Active
Full Name: BULLOCK, SANDRA S											
1 200	4141	891	9710		000000	005	00	000	Percent	100.00	Active
Full Name: BUNNY, BUGS E											
1 006	3120	560	0000		000000	006	00	000	Percent	100.00	Active
Full Name: CHILDS, JULIA M											
1 001	1120	111	0000		130000	000	00	000	Fixed	0.00	Active
1 006	3120	560	0000		000000	006	00	000	Percent	100.00	Active
Full Name: CLOSE, GLENN A.											
1 001	2421	512	0000		000000	004	00	000	Percent	100.00	Active
Full Name: CONNERY, SEAN S											
1 001	2411	512	0000		000000	004	00	000	Percent	100.00	Active
1 001	2411	512	0000		000000	004	00	000	Fixed	53,071.41	SpecificMiscellaneous
Full Name: EDWARDS, ANTHONY D											
1 001	2421	112	0000		000000	005	00	000	Percent	100.00	Active
Full Name: Fury, Nick											
1 200	4137	143	9470		000000	005	00	000	Percent	100.00	Active
2 200	4330	891	9330		000000	005	00	000	Percent	100.00	Active
3 200	4137	143	9470		000000	005	00	000	Percent	100.00	Active
Full Name: GLOW, MOP N											
1 001	2700	570	0000		000000	004	00	000	Percent	100.00	Active
Full Name: GREENSPAN, ALAN E											
1 001	2510	512	0000		000000	004	00	000	Percent	100.00	Active
Full Name: HAWN, GOLDIE A											
1 300	4532	170	9500		000000	005	00	000	Percent	100.00	Active
Full Name: JUNITI, TEST1											
1 001	2411	512	0000		000000	004	00	000	Percent	100.00	Active
Full Name: KRAMER, KOSMO K											
1 200	4141	891	9710		000000	005	00	000	Percent	100.00	Active
Full Name: MOORE, DEMI H											
1 001	1110	640	0000		000000	004	00	000	Percent	100.00	Active
Full Name: PITT, BRADLEY A											
1 300	4511	490	9500		000000	006	00	000	Percent	100.00	Active
Full Name: TAYLOR, ELIZABETH S											
1 200	4670	891	9602		000000	005	00	000	Percent	100.00	Active

Payroll Item Detail

Generate Report + x

SSDT Payroll Item Detail v

Report Options

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Page Size: LETTER v

Orientation: LANDSCAPE v

Name: Payroll Item Detail

Summary Report

Query Parameters

Specific Configuration Code

 Generate Report

Example of Payroll Item Detail Report

Detail Report

Name With Middle Initial	Code	Position Number	Rate Type	Rate	Additional With Holding	Employer Rate	Pay Cycle	Max Amount	Start Date	Stop Date
Numbers		111111122								
PUBLIC, JOHN Q.	001		Table	0.00			EveryPay			
	002		Table	0.00	0.00		EveryPay			
	004		Percent	0.50	0.00		EveryPay			
	400		Percent	0.00			14.00 EveryPay			
	590		Percent	9.00			EveryPay			
	640		Fixed	25.00			0.00 EveryPay			
Numbers		232323232								
TAYLOR, ELIZABETH S.	001		Table	0.00			EveryPay			
	002		Table	0.00	0.00		EveryPay			
	008		Percent	1.00	0.00		EveryPay			
	400		Percent	9.00			14.00 EveryPay			
Numbers		333333333								
BULLOCK, SANDRA S.	001		Table	0.00			EveryPay			
	002		Table	0.00	0.00		EveryPay			
	004		Percent	0.50	0.00		EveryPay			
	400		Percent	0.00			0.00 EveryPay			
	590		Percent	9.00			EveryPay			
Numbers		444444444								
KRAMER, KOSMO K.	001		Table	0.00			EveryPay			
	002		Table	0.00	20.00		EveryPay			
	008		Percent	1.00	0.00		EveryPay			
	004		Percent	0.50	0.00		EveryPay			
	450		Percent	0.00			14.00 EveryPay			
	591		Percent	9.30			EveryPay			
	608		Fixed	52.00			485.00 FirstAndSecondPay			
Numbers		555555554								
CONNERY, SEAN S.	001		Table	0.00	20.00		EveryPay			
	002		Table	0.00	0.00		EveryPay			
	008		Percent	1.00	0.00		EveryPay			
	450		Percent	0.00			14.00 EveryPay			
	591		Percent	9.30			EveryPay			
Numbers		555555555								
BUNNY, BUGS E.	001		Table	0.00			EveryPay			
	002		Table	0.00	0.00		EveryPay			
	004		Percent	0.50	0.00		EveryPay			
	400		Percent	9.00			14.00 EveryPay			
	590		Percent	9.00			EveryPay			
Numbers		656565656								
EDWARDS, ANTHONY D.	001		Table	0.00			EveryPay			
	002		Table	0.00	0.00		EveryPay			
	004		Percent	0.50	0.00		EveryPay			
	400		Percent	0.00			14.00 EveryPay			
	590		Percent	9.00			EveryPay			
Numbers		666666666								
MOORE, DEMI H.	001		Table	0.00			EveryPay			
	002		Table	0.00	0.00		EveryPay			
	008		Percent	1.00	0.00		EveryPay			
	450		Percent	0.00			14.00 EveryPay			
	591		Percent	9.30			EveryPay			
Numbers		677777777								
Test, Employee	001		Table	0.00	2.75		EveryPay			
Numbers		777777777								
GREENSPAN, ALAN E.	001		Table	0.00	25.00		EveryPay			

Name With Middle Initial	Code	Position Number	Rate Type	Rate	Additional With Holding	Employer Rate	Pay Cycle	Max Amount	Start Date	Stop Date
	002		Table	0.00	\$ 20.00		EveryPay		1/12/2010	12/29/2010
	003		Percent	1.00	0.00		EveryPay		11/12/2007	8/24/2008
	390		Percent	2.00	10.00		EveryPay		1/1/2010	12/31/2010
	400		Percent	0.00		14.00	EveryPay		2/20/2004	8/21/2010
	593		Fixed	3.00			FirstPay	500.00	10/24/2001	7/12/2008
	594		Fixed	50.00			FirstPay	500.00	11/12/2001	11/15/2008
	627		Fixed	100.00		0.00	FirstPay	5,000.00	12/15/2001	8/29/2005
	640		Fixed	50.00		20.00	FirstPay	500.00	5/6/2007	6/8/2008
	650		Fixed	50.00			FirstPay	5,000.00	1/1/2000	12/20/2005
	688		Fixed	20.00		5.00	FirstPay	400.00	1/8/2008	5/5/2009
	690		Percent	9.00			EveryPay			
	692		Table	1.45		1.45	EveryPay		5/24/2000	6/27/2005
	699		Fixed	15.00			FirstPay		7/24/2008	8/14/2008
Number:		77777778								
GLOW, MOP N.	001		Table	0.00			EveryPay			
	002		Table	0.00	0.00		EveryPay			
	004		Percent	0.50	0.00		EveryPay			
	390		Percent	2.00	8.00		EveryPay		2/22/2009	7/29/2010
	400		Percent	0.00		14.00	EveryPay			
	590		Percent	9.00			EveryPay			
Number:		88888888								
ALLEN, TIMOTHY M.	001		Table	0.00			EveryPay			
	002		Table	0.00	0.00		EveryPay			
	003		Percent	1.00	0.00		EveryPay			
	450		Percent	0.00		14.00	EveryPay			
	520		Fixed	75.00			EveryPay			
	591		Percent	9.30			EveryPay			
	606		Fixed	100.00		100.00	FirstAndSecondPay			
	692		Table	1.45		1.45	EveryPay			
Number:		88888889								
BROCKOVICH, ERIN H.	001		Table	0.00			EveryPay			
	002		Table	0.00	0.00		EveryPay			
	004		Percent	0.50	0.00		EveryPay			
	008		Percent	10.00	0.00		EveryPay			
	400		Percent	0.00		14.00	EveryPay			
	508		Fixed	5.00		2.00	FirstAndSecondPay		5/5/2005	4/16/2008
	590		Percent	9.00			EveryPay			
	593		Fixed	12.00			FirstPay	200.00	4/5/2005	8/9/2009
	594		Fixed	10.00			FirstPay	200.00		
	627		Fixed	200.00		0.00	FirstPay	5,000.00	10/15/2001	4/25/2008
	640		Fixed	40.00		10.00	FirstPay	600.00	9/8/2005	7/4/2008
	650		Fixed	40.00			FirstPay	580.00	5/8/2002	6/8/2008
	688		Fixed	50.00		25.00	FirstPay	500.00	7/6/2004	2/5/2007
	693		Percent	3.00		5.45	EveryPay		1/5/2002	6/8/2005
	699		Fixed	10.00			FirstPay		12/1/2009	11/30/2010
Number:		88888989								
CHILDS, JULIA M.	001		Table	0.00			EveryPay			
	002		Table	0.00	0.00		EveryPay			
	400		Percent	0.00		14.00	EveryPay			
Number:		97979797								
CLOSE, GLENN A.	001		Table	0.00			EveryPay			
	002		Table	0.00	0.00		EveryPay			
	003		Percent	1.00	0.00		EveryPay			
	450		Percent	0.00		14.00	EveryPay		1/1/2001	5/24/2008
	591		Percent	9.30			EveryPay			

Name With Middle Initial	Code	Position Number	Rate Type	Rate	Additional With Holding	Employer Rate	Pay Cycle	Max Amount	Start Date	Stop Date
Number:		99999998								
FITT, BRADLEY A.	001		Table	0.00			EveryPay			
	002		Table	0.00	0.00		EveryPay			
	400		Percent	0.00			14.00 EveryPay			
	590		Percent	9.00			EveryPay			
Number:		DIC000010								
DiCesare, Michael	501		Fixed	10.00			0.00 FirstPay	15.00	4/1/2007	
Number:		EMPWITHID								
HAWN, GOLDIE A.	001		Table	0.00			EveryPay			
	002		Table	0.00	0.00		EveryPay			
	004		Percent	0.50	0.00		EveryPay			
	400		Percent	9.00			14.00 EveryPay			
	800		Percent	0.50	0.00		EveryPay			
	801		Percent	0.75	0.00		EveryPay			
Number:		FURY00001								
Fury, Nick	001		Table	0.00			EveryPay			
	002		Table	0.00	0.00		EveryPay			
	400		Percent	0.00			14.00 EveryPay			
	590		Percent	10.00			EveryPay			

Payroll Item History Report

Generate Report + x

SSDT Payroll Item History Report v

Report Options

Format: PDF (download) v

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Orientation: PORTRAIT v

Name: DetailReport

Summary Report

Query Parameters

Start Date:

End Date:

Example of Payroll Item History Report

Payroll Item History

Employee Number	Last Name	First Name	Start Date	Stop Date	Payroll Items Paid		
					Code	Type	Amount
111111122	PUBLIC	JOHN	8/26/2001	9/8/2001	004	CityTax	\$ 1.85
					002	OhioStateTax	3.08
					590	SersAnnuity	33.30
					001	FederalTax	1.74
					400	Sers	0.00
111111122	PUBLIC	JOHN	9/9/2001	9/22/2001	001	FederalTax	\$ 0.00
					002	OhioStateTax	1.88
					400	Sers	0.00
					004	CityTax	1.44
					590	SersAnnuity	25.96
111111122	PUBLIC	JOHN	9/23/2001	10/6/2001	001	FederalTax	\$ 0.00
					004	CityTax	1.44
					590	SersAnnuity	25.96
					002	OhioStateTax	1.88
					400	Sers	0.00
111111122	PUBLIC	JOHN	10/7/2001	10/20/2001	001	FederalTax	\$ 24.00
					400	Sers	0.00
					004	CityTax	2.67
					002	OhioStateTax	6.29
					590	SersAnnuity	47.97
111111122	PUBLIC	JOHN	3/1/2002	3/15/2002	590	SersAnnuity	\$ 25.96
					001	FederalTax	0.00
					400	Sers	0.00
					004	CityTax	1.44
					002	OhioStateTax	1.88
111111122	PUBLIC	JOHN	3/15/2002	3/31/2002	004	CityTax	\$ 1.44
					001	FederalTax	0.00
					400	Sers	0.00
					002	OhioStateTax	1.88
					590	SersAnnuity	25.96
111111122	PUBLIC	JOHN	2/1/2003	2/14/2003	002	OhioStateTax	\$ 1.88
					004	CityTax	1.44
					590	SersAnnuity	25.96
					400	Sers	0.00
					001	FederalTax	0.00
111111122	PUBLIC	JOHN	4/6/2003	4/19/2003	004	CityTax	\$ 1.44
					001	FederalTax	0.00
					400	Sers	0.00
					590	SersAnnuity	25.96
					002	OhioStateTax	1.88
232323232	TAYLOR	ELIZABETH	9/9/2001	9/22/2001	002	OhioStateTax	\$ 0.00
					003	CityTax	0.63
					001	FederalTax	0.00
					400	Sers	5.63
232323232	TAYLOR	ELIZABETH	2/1/2003	2/14/2003	Code	Type	Amount

Wage Report

Generate Report + x

SSDT Wage Report v

Report Options

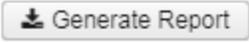
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Page Size: LETTER v

Orientation: PORTRAIT v

Name: DetailReport

Summary Report

 Generate Report

Example of Wage Report

DetailReport

Number	Last Name	First Name	Position Number	Position Description	Compensations							
					Description	Contract Amount	Amount Paid	Accrued Wages	Pay Per Period	Pays In Contract	Pays Paid	
111111122	PUBLIC	JOHN		1 BUS DRIVER			0.00					
							0.00	0.00	0.00			
111111122	PUBLIC	JOHN	10		Description	Contract Amount	Amount Paid	Accrued Wages	Pay Per Period	Pays In Contract	Pays Paid	
							0.00					
232323232	TAYLOR	ELIZABETH		1 FROM DIRECTOR	Description	Contract Amount	Amount Paid	Accrued Wages	Pay Per Period	Pays In Contract	Pays Paid	
						\$ 1,480.00	792.57	\$ 0.00	\$ 0.00	7	5	
333333333	BULLOCK	SANDRA		1 BUS DRIVER	Description	Contract Amount	Amount Paid	Accrued Wages	Pay Per Period	Pays In Contract	Pays Paid	
						\$ 9,784.00	9,784.00		\$ 376.31	26	26	
								(4,466.60)				
444444444	KRAMER	KOSMO		1 SCIENCE TEACHER	Description	Contract Amount	Amount Paid	Accrued Wages	Pay Per Period	Pays In Contract	Pays Paid	
						43,135.00	\$ 14,931.36		\$ 1,659.04	26	9	
								(1,016.82)				
484848888	TEMPLATE	IMPORT		1 Benefit Test	Description	Contract Amount	Amount Paid	Accrued Wages	Pay Per Period	Pays In Contract	Pays Paid	
								0.00				
555555554	CONNERY	SEAN		1 SUPERINTENDENT	Description	Contract Amount	Amount Paid	Accrued Wages	Pay Per Period	Pays In Contract	Pays Paid	
								0.00				
555555555	BUNNY	BUGS		1 SUB CAFETRIA	Description	Contract Amount	Amount Paid	Accrued Wages	Pay Per Period	Pays In Contract	Pays Paid	
								0.00	0.00	0.00		
555555555	BUNNY	BUGS	3	Carrot Caretaker	Description	Contract Amount	Amount Paid	Accrued Wages	Pay Per Period	Pays In Contract	Pays Paid	
						\$ 0.00	0.00	\$ 0.00	\$ 3,269.23	0	0	
656565656	EDWARDS	ANTHONY		1 ATHLETIC DIRECTOR	Description	Contract Amount	Amount Paid	Accrued Wages	Pay Per Period	Pays In Contract	Pays Paid	
						\$ 17,115.40	\$ 5,852.32		\$ 1,711.54	26	10	
						44,500.00						
666666666	MOORE	DEMI		1 ELEM. SUB TEACHER	Description	Contract Amount	Amount Paid	Accrued Wages	Pay Per Period	Pays In Contract	Pays Paid	
								0.00				
777777777	GREENSPAN	ALAN		1 TREASURER	Description	Contract Amount	Amount Paid	Accrued Wages	Pay Per Period	Pays In Contract	Pays Paid	
						\$ 42,500.00	42,500.00	\$ (0.09)	\$ 1,634.82	26	26	
777777778	GLOW	MOP		1 CUSTODIAN	Description	Contract Amount	Amount Paid	Accrued Wages	Pay Per Period	Pays In Contract	Pays Paid	
								0.00				
848484848	JUNIT1	TEST1		1 JunitTester	Description	Contract Amount	Amount Paid	Accrued Wages	Pay Per Period	Pays In Contract	Pays Paid	
						\$ 0.00	0.00	\$ 0.00	\$ 0.00	0	0	
888888888	ALLEN	TIMOTHY		1 INDUSTRIAL ARTS TEACHER	Description	Contract Amount	Amount Paid	Accrued Wages	Pay Per Period	Pays In Contract	Pays Paid	
						\$ 16,013.50		\$ (344.42)	\$ 1,601.35	26	10	
						41,635.00						
888888888	ALLEN	TIMOTHY		2 Extended time	Description	Contract Amount	Amount Paid	Accrued Wages	Pay Per Period	Pays In Contract	Pays Paid	
						\$ 6,715.32	0.00	\$ 0.00	\$ 258.28	26	0	
888888889	BROCKOVICH	ERIN		1 HIGH SCHOOL SECRETARY	Description	Contract Amount	Amount Paid	Accrued Wages	Pay Per Period	Pays In Contract	Pays Paid	
						\$ 21,548.80	\$ 8,288.00	\$ 1,036.00	\$ 828.80	26	10	
888888889	BROCKOVICH	ERIN		2 TEST JOB	Description	Contract Amount	Amount Paid	Accrued Wages	Pay Per Period	Pays In Contract	Pays Paid	
						\$ 40,000.00	0.00	\$ 0.00	\$ 0.00	23	0	
888888989	CHILDS	JULIA		1 HEAD COOK	Description	Contract Amount	Amount Paid	Accrued Wages	Pay Per Period	Pays In Contract	Pays Paid	
						\$ 29,000.00	\$ 12,269.18	\$ 2,779.49	\$ 1,115.38	26	11	
979797979	CLOSE	GLENN		1 PRINCIPAL	Description	Contract Amount	Amount Paid	Accrued Wages	Pay Per Period	Pays In Contract	Pays Paid	
						\$ 64,483.00	\$ 27,012.50		\$ 2,701.25	26	12	
								(1,715.28)				
999999998	FITT	BRADLEY		1 HIGH SCHOOL FOOTBALL COACH	Description	Contract Amount	Amount Paid	Accrued Wages	Pay Per Period	Pays In Contract	Pays Paid	
						\$ 4,868.00	4,868.00		\$ 695.43	7	7	
								(4,448.00)				
DIC000010	DiCesare	Michael		1 Nuclear Man	Description	Contract Amount	Amount Paid	Accrued Wages	Pay Per Period	Pays In Contract	Pays Paid	
						\$ 0.00	0.00	\$ 0.00	\$ 0.00	0	0	

