

REFERENCE MANUAL



DETAIL 
TRACKING SYSTEM



ADMINISTRATIVE FUNCTIONS

REPORTS

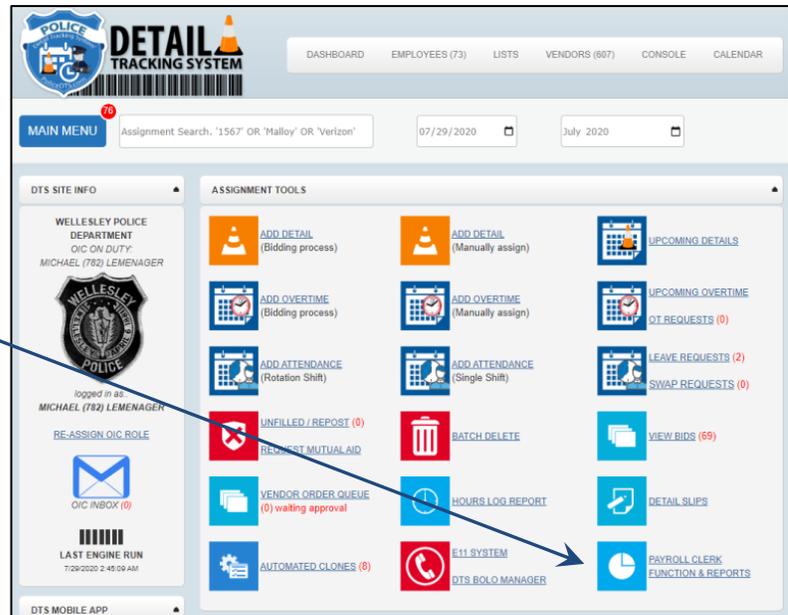
There are several reports that can be generated to view overtime, attendance, details, etc.

This feature is accessible from the manager DASHBOARD

Select **PAYROLL CLERK FUNCTIONS & REPORTS** under assignment tools.

You'll be directed to the Report Type page.

Several different types of reports will appear. You may select any of the reports to be redirected to another screen to customize the report parameters.



REPORT TYPE		
ATTENDANCE	PAY EVENT REPORT	
ATTENDANCE	GROUP REPORT	
ATTENDANCE	COMP EARNED REPORT	
ATTENDANCE	LABEL REPORT	
DETAIL	SIGNATURE SLIPS REPORT	
DETAIL	BILLING - NEW INVOICE	
DETAIL	BILLING - UNPAID INVOICES	
DETAIL	BILLING - UNPAID BALANCE STATEMENT	
DETAIL	BILLING - AGING REPORT	
DETAIL	BILLING - TOTAL BILLED	
DETAIL	BILLING - INVOICE PAYMENTS	
DETAIL	UNBILLED DETAILS	
DETAIL	DETAIL ASSIGNMENTS REPORT	
LEAVE	DEBIT CREDIT REPORT	
LEAVE	BALANCE REPORT	
LEAVE	REQUEST HISTORY REPORT	
LEAVE	HOURS USED SUM REPORT	
LEAVE	HOURS USED REPORT	
LEAVE	BANKS AND BALANCES	
LEAVE	AUTO DEPOSITS	
OVERTIME	OVERTIME ASSIGNMENTS REPORT	
PAYROLL	DETAIL	
PAYROLL	OVERTIME	
PAYROLL	ATTENDANCE	
PAYROLL	PROCESSED	
TRIGGERS	ASSIGNMENT OVERLAP TRIGGERS (6)	

Reports can also be run from attendance tools.

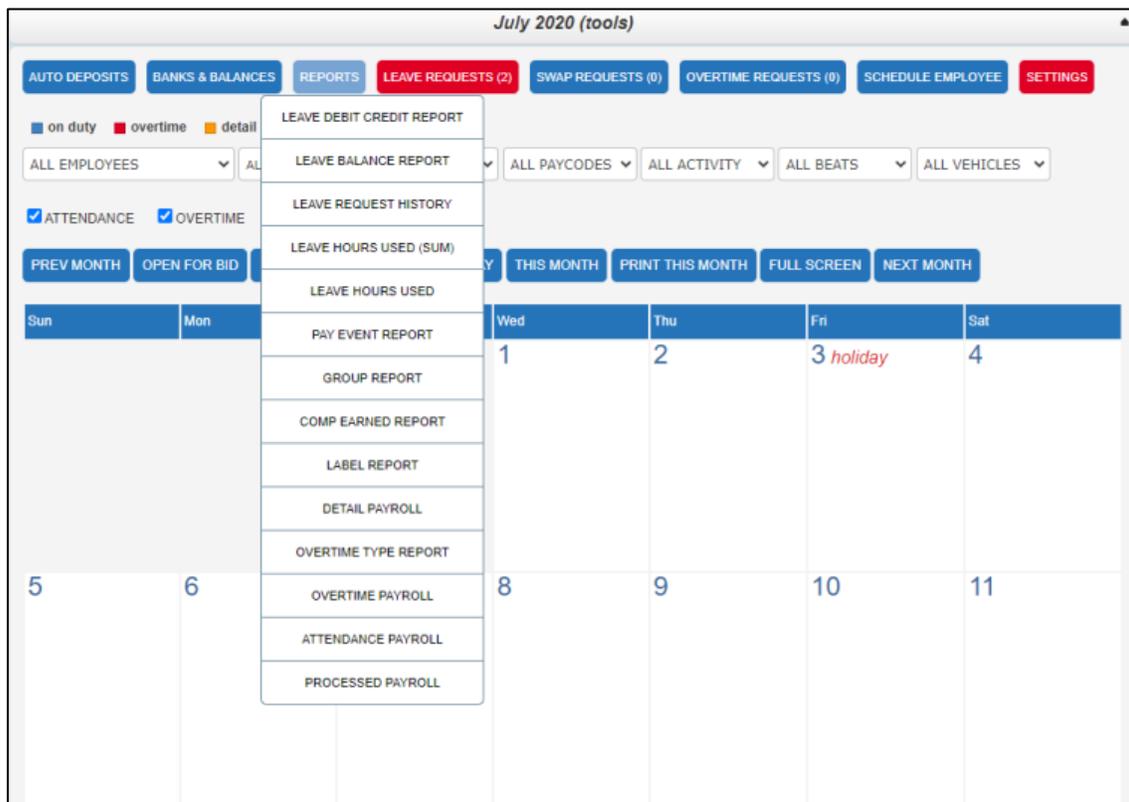
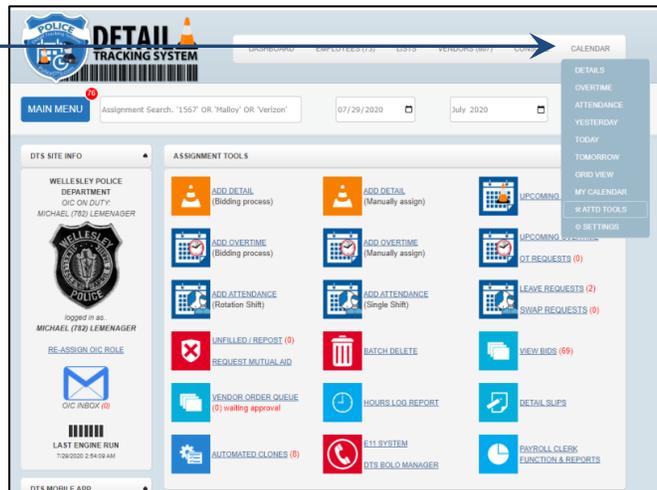
1. Select **CALENDAR**

2. Select **ATTENDANCE TOOLS**

You'll be redirected to the monthly calendar.

3. Select **REPORTS**

Several different types of reports will appear. You may select any of the reports to be redirected to another screen to customize the report parameters.



PAYROLL

DTS can be utilized to track attendance, overtime and details. Running a full payroll includes invoicing all outstanding details, then running a two-step payroll report procedure for attendance, overtime and details.

ATTENDANCE

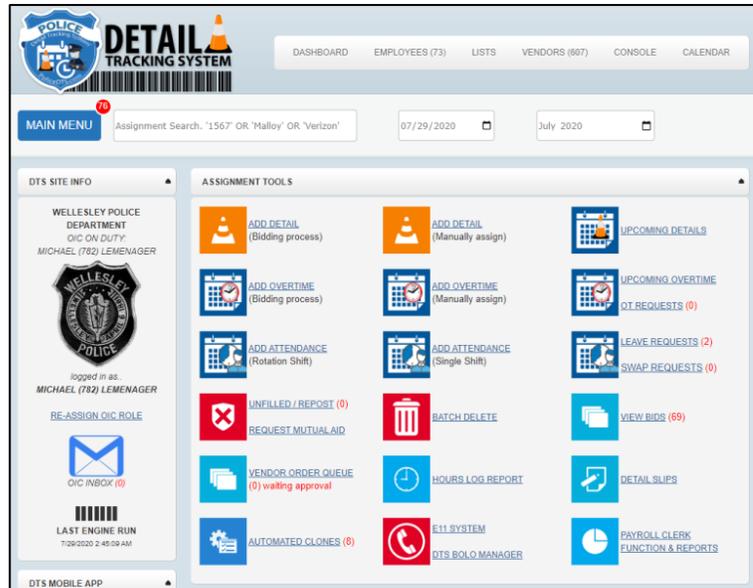
This feature is accessible from the manager DASHBOARD

1. Select **PAYROLL CLERK FUNCTIONS & REPORTS** under assignment tools.

2. Report Type page will appear.

3. Select **PAYROLL** | **ATTENDANCE**

PAYROLL	DETAIL
PAYROLL	OVERTIME
PAYROLL	ATTENDANCE
PAYROLL	FLSA
PAYROLL	PROCESSED
TRIGGERS	ASSIGNMENT OVERLAP TRIGGERS (1)

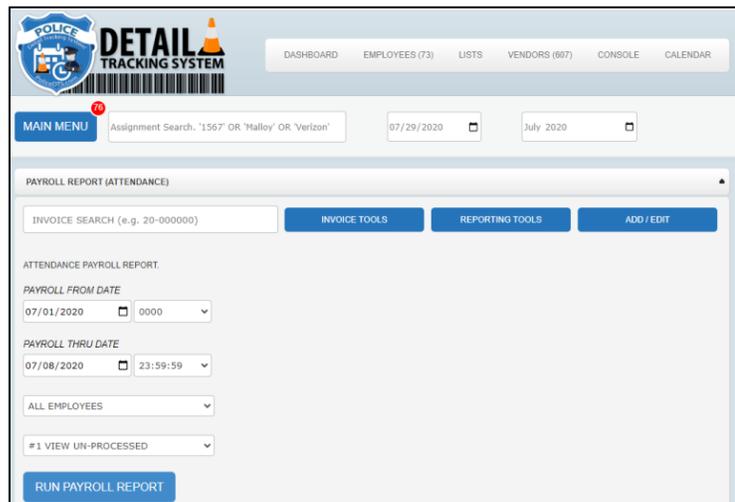


The Payroll Report (Attendance) Screen will now appear

STEP 1

3. Select the Payroll Dates
4. Select ALL EMPLOYEES
5. #1 VIEW UN-PROCESSED

Click [RUN PAYROLL REPORT](#)



The payroll report for the selected dates will now display by employee in alphabetical order.

report_attendance.asp?run=yes

un-processed

RUN PAYROLL REPORT

Wellesley Police Department
 ATTENDANCE payroll by personnel Last Name/Dates
 from: 7/1/2020 12:00:00 AM Thru: 7/8/2020 11:59:59 PM

OT TYPE	TYPE	ASSIGNMENT ID	DATE / TIME	PAY CODE	PAY	TOTAL PAY
ATWOOD, STEVEN (4370) payroll number:4370						
on duty	ATTENDANCE	AID:9988	(S) 7/1/2020 4:00:00 PM (E) 7/2/2020 12:30:00 AM	na	REG: 433.9675	433.9675
on duty	ATTENDANCE	AID:9989	(S) 7/2/2020 4:00:00 PM (E) 7/3/2020 12:30:00 AM	na	REG: 433.9675	433.9675
on duty	ATTENDANCE	AID:9990	(S) 7/3/2020 4:00:00 PM (E) 7/4/2020 12:30:00 AM	na	REG: 433.9675	433.9675
on duty	ATTENDANCE	AID:9991	(S) 7/4/2020 4:00:00 PM (E) 7/5/2020 12:30:00 AM	na	REG: 433.9675	433.9675
Vacation FY21	ATTENDANCE	AID:9992	(S) 7/5/2020 4:00:00 PM (E) 7/6/2020 12:30:00 AM	na	REG: 433.9675	433.9675
					TOTAL	\$2,169.84

OT TYPE	TYPE	ASSIGNMENT ID	DATE / TIME	PAY CODE	PAY	TOTAL PAY
BAKER, BRITTANY (3636) payroll number:3636						
on duty	ATTENDANCE	AID:210723	(S) 7/1/2020 8:00:00 AM (E) 7/1/2020 4:30:00 PM	na	REG:	
on duty	ATTENDANCE	AID:210724	(S) 7/2/2020 8:00:00 AM (E) 7/2/2020 4:30:00 PM	na	REG:	
on duty	ATTENDANCE	AID:210725	(S) 7/3/2020 8:00:00 AM (E) 7/3/2020 4:30:00 PM	na	REG:	
on duty	ATTENDANCE	AID:210726	(S) 7/6/2020 8:00:00 AM (E) 7/6/2020 4:30:00 PM	na	REG:	
on duty	ATTENDANCE	AID:210727	(S) 7/7/2020 8:00:00 AM	na	REG:	

If the report is accurate, you can then scroll back up to the top and execute the attendance payroll.

STEP 2

1. Select the Payroll Dates
2. Select ALL EMPLOYEES
3. #2 EXECUTE PAROLL PROCESS

Click **RUN PAYROLL REPORT**

ATTENDANCE PAYROLL REPORT.

PAYROLL FROM DATE
 07/01/2020 0000

PAYROLL THRU DATE
 07/08/2020 23:59:59

ALL EMPLOYEES

un-processed

un-processed
 #1 VIEW UN-PROCESSED
#2 EXECUTE PAYROLL PROCESS

The Processed Payroll Reports screen will now appear. From this screen you can access the

PAYROLL TOOLS

to print reports, export payroll file (excel spreadsheet), edit and/or delete the file.

The screenshot shows the 'PROCESSED PAYROLL REPORTS' interface. At the top, there is an 'INVOICE SEARCH' field with the example '20-000000', and three buttons: 'INVOICE TOOLS', 'REPORTING TOOLS', and 'ADD / EDIT'. Below the search is a dropdown for 'ALL PAYROLL TYPES' and an 'EXPORT COMBINED PAYROLL' button. The main area contains a table with the following data:

PAYROLL ID	PROCESSED BY	DATE RANGE	PAYROLL TOOLS
<input type="checkbox"/> 235279103 ATTENDANCE	LEMENAGER, MICHAEL (782) 7/29/2020 3:18:23 AM	7/1/2020 - 7/8/2020	PAYROLL TOOLS
<input type="checkbox"/> 234801426 OVERTIME	BAKER, BRITTANY (3636) 7/23/2020 2:37:08 PM	7/1/2020 - 7/21/2020	PRINT THIS PAYROLL PRINT PAYROLL WITH SIGNATURE LINE EDIT THIS PAYROLL EMAIL THIS PAYROLL EXPORT PAYROLL FILE EXPORT MUNIS INVOICES FILE DELETE THIS PAYROLL
<input type="checkbox"/> 234692264 OVERTIME	BAKER, BRITTANY (3636) 7/22/2020 8:17:45 AM	7/15/2020 - 7/21/2020	
<input type="checkbox"/> 234180568 OVERTIME	LEMENAGER, MICHAEL (782) 7/16/2020 10:09:28 AM	7/1/2020 - 7/7/2020	
<input type="checkbox"/> 229976961 OVERTIME	LEMENAGER, MICHAEL (782) 5/28/2020 6:29:21 PM	5/6/2020 - 5/12/2020	
<input type="checkbox"/> 228360619 OVERTIME	LEMENAGER, MICHAEL (782) 5/10/2020 1:30:19 AM	3/11/2020 - 3/17/2020	
<input type="checkbox"/> 228360033 ATTENDANCE	LEMENAGER, MICHAEL (782) 5/10/2020 1:20:33 AM	3/11/2020 - 3/17/2020	
<input type="checkbox"/> 224536229 OVERTIME	LEMENAGER, MIKE (782) 3/26/2020 7:10:29 PM	3/18/2020 - 3/24/2020	

You can also go back to other payroll functions via the **INVOICE TOOLS** icon.

This screenshot shows the same 'PROCESSED PAYROLL REPORTS' interface, but with the 'INVOICE TOOLS' dropdown menu open. The menu options are: 'CREATE INVOICE', 'UNPAID INVOICES', 'VENDORS LIST', 'DETAIL PAYROLL', 'OVERTIME PAYROLL', 'ATTENDANCE PAYROLL', and 'PROCESSED PAYROLL'. The table below the menu shows the first four rows of payroll data:

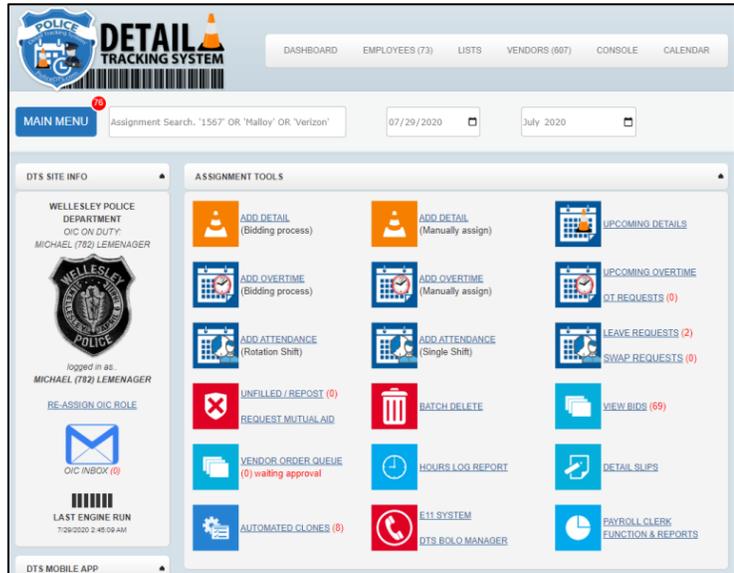
PAYROLL ID	PROCESSED BY	DATE RANGE	PAYROLL TOOLS
<input type="checkbox"/> 234801426 OVERTIME	BAKER, BRIT 7/23/2020 2:3	7/21/2020	PAYROLL TOOLS
<input type="checkbox"/> 234692264 OVERTIME	BAKER, BRIT 7/22/2020 8:1	- 7/21/2020	PAYROLL TOOLS
<input type="checkbox"/> 234180568 OVERTIME	LEMENAGER 7/16/2020 10:	7/7/2020	PAYROLL TOOLS
<input type="checkbox"/> 229976961 OVERTIME	LEMENAGER, MICHAEL (782) 5/28/2020 6:29:21 PM	5/6/2020 - 5/12/2020	PAYROLL TOOLS

OVERTIME

This feature is accessible from the manager DASHBOARD

1. Select **PAYROLL CLERK FUNCTIONS & REPORTS** under assignment tools.
2. Report Type page will appear.
3. Select **PAYROLL** [OVERTIME](#)

PAYROLL	DETAIL
PAYROLL	OVERTIME
PAYROLL	ATTENDANCE
PAYROLL	FLSA
PAYROLL	PROCESSED
TRIGGERS	ASSIGNMENT OVERLAP TRIGGERS (1)

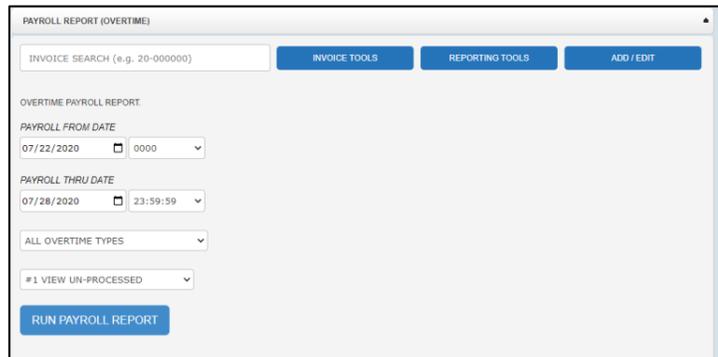


The Payroll Report (Overtime) Screen will now appear

STEP 1

1. Select the Payroll Dates
2. Select **ALL OVERTIME TYPES**
3. **#1 VIEW UN-PROCESSED**

Click RUN PAYROLL REPORT



The payroll overtime report for the selected dates will now display by employee in alphabetical order.

OT TYPE	TYPE	ASSIGNMENT ID	RATE	PAY	SLIP
CARRASQUILLO, MARK (157) Payroll Number:157 Base Rate: 51.0530 Overtime Rate: 76.5795					
Supervisor Shift OT (Personal/Sick) SUNDAY 7/26/2020 0830-1630	OVERTIME	219553	8 WORKED HOURS overtime_pay: 8 hrs. @ 76.5795	612.6360	
				\$612.64	
OT TYPE	TYPE	ASSIGNMENT ID	RATE	PAY	SLIP
CONNELLY, CHRISTOPHER (7073) Payroll Number:7073 Base Rate: Overtime Rate:					
Investigation FRIDAY 7/24/2020 1630-1830	OVERTIME	219717	2 WORKED HOURS overtime_pay: 8 hrs. @ 76.5795 IN 01210100-513250		

Any unsigned slips will appear with a question mark inside a **red circle**. The [unsigned slip reminder feature](#) can be utilized or this assignment should be removed from the payroll report.

RECOMMENDATION

Writing down the ASSIGNMENT ID number for any unsigned slips that will need to be removed from the payroll report will make Step 3 more efficient.

If the report is accurate, you can then scroll back up to the top and execute the attendance payroll

STEP 2

1. Select the Payroll Dates
2. Select ALL OVERTIME TYPES
3. #2 EXECUTE PAYROLL PROCESS

Click RUN PAYROLL REPORT

PAYROLL FROM DATE
 07/01/2020 0000

PAYROLL THRU DATE
 07/08/2020 23:59:59

ALL EMPLOYEES

un-processed

un-processed
 #1 VIEW UN-PROCESSED
#2 EXECUTE PAYROLL PROCESS

The Processed Payroll Reports screen will now appear. From this screen you can access the

PAYROLL TOOLS to print reports, export payroll file (excel spreadsheet), edit and/or delete the file.

The screenshot shows the 'PROCESSED PAYROLL REPORTS' interface. At the top, there is an 'INVOICE SEARCH' field with the example '20-000000', and three buttons: 'INVOICE TOOLS', 'REPORTING TOOLS', and 'ADD / EDIT'. Below the search is a dropdown for 'ALL PAYROLL TYPES' and an 'EXPORT COMBINED PAYROLL' button. The main area contains a table with the following data:

PAYROLL ID	PROCESSED BY	DATE RANGE	PAYROLL TOOLS
<input type="checkbox"/> 235279103 ATTENDANCE	LEMENAGER, MICHAEL (782) 7/29/2020 3:18:23 AM	7/1/2020 - 7/8/2020	PAYROLL TOOLS
<input type="checkbox"/> 234801426 OVERTIME	BAKER, BRITTANY (3636) 7/23/2020 2:37:08 PM	7/1/2020 - 7/21/2020	<ul style="list-style-type: none"> PRINT THIS PAYROLL PRINT PAYROLL WITH SIGNATURE LINE EDIT THIS PAYROLL EMAIL THIS PAYROLL EXPORT PAYROLL FILE EXPORT MUNIS INVOICES FILE DELETE THIS PAYROLL
<input type="checkbox"/> 234692264 OVERTIME	BAKER, BRITTANY (3636) 7/22/2020 8:17:45 AM	7/15/2020 - 7/21/2020	
<input type="checkbox"/> 234180568 OVERTIME	LEMENAGER, MICHAEL (782) 7/16/2020 10:09:28 AM	7/1/2020 - 7/7/2020	
<input type="checkbox"/> 229976961 OVERTIME	LEMENAGER, MICHAEL (782) 5/28/2020 6:29:21 PM	5/6/2020 - 5/12/2020	
<input type="checkbox"/> 228360619 OVERTIME	LEMENAGER, MICHAEL (782) 5/10/2020 1:30:19 AM	3/11/2020 - 3/17/2020	
<input type="checkbox"/> 228360033 ATTENDANCE	LEMENAGER, MICHAEL (782) 5/10/2020 1:20:33 AM	3/11/2020 - 3/17/2020	
<input type="checkbox"/> 224536229 OVERTIME	LEMENAGER, MIKE (782) 3/26/2020 7:10:29 PM	3/18/2020 - 3/24/2020	

You can also go back to other payroll functions via the **INVOICE TOOLS** icon.

This screenshot shows the same 'PROCESSED PAYROLL REPORTS' interface, but with the 'INVOICE TOOLS' dropdown menu open. The menu contains the following options: 'CREATE INVOICE', 'UNPAID INVOICES', 'VENDORS LIST', 'DETAIL PAYROLL', 'OVERTIME PAYROLL', 'ATTENDANCE PAYROLL', and 'PROCESSED PAYROLL'. The table below the menu shows the first few rows of payroll data:

PAYROLL ID	PROCESSED BY	DATE RANGE	PAYROLL TOOLS
<input type="checkbox"/> 234801426 OVERTIME	BAKER, BRIT 7/23/2020 2:3	7/21/2020	PAYROLL TOOLS
<input type="checkbox"/> 234692264 OVERTIME	BAKER, BRIT 7/22/2020 8:1	- 7/21/2020	PAYROLL TOOLS
<input type="checkbox"/> 234180568 OVERTIME	LEMENAGER 7/16/2020 10:	7/7/2020	PAYROLL TOOLS
<input type="checkbox"/> 229976961 OVERTIME	LEMENAGER, MICHAEL (782) 5/28/2020 6:29:21 PM	5/6/2020 - 5/12/2020	PAYROLL TOOLS

STEP 3

Removal of Unsigned Slips from Overtime Payroll Report

This step can be utilized if any unsigned slips need to be removed from the payroll report.

While in the the Processed Payroll Reports screen.

Select **PAYROLL TOOLS** next to the overtime report you will be editing.

Select **EDIT THIS PAYROLL**.

The screenshot shows the 'PROCESSED PAYROLL REPORTS' interface. At the top, there are buttons for 'INVOICE TOOLS', 'REPORTING TOOLS', and 'ADD / EDIT'. Below these is a search bar and a dropdown for 'ALL PAYROLL TYPES'. A table lists several payroll items with columns for 'PAYROLL ID', 'PROCESSED BY', 'DATE RANGE', and 'PAYROLL TOOLS'. A context menu is open over the 'PAYROLL TOOLS' column for the first item, showing options: 'PAYROLL TOOLS', 'PRINT THIS PAYROLL', 'PRINT PAYROLL WITH SIGNATURE LINE', 'EDIT THIS PAYROLL', 'EMAIL THIS PAYROLL', 'EXPORT PAYROLL FILE', and 'EXPORT MUNIS INVOICES FILE'.

The EDIT PAYROLL screen will appear.

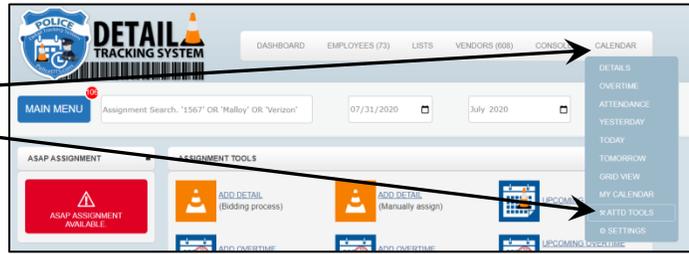
Select [remove](#) to eliminate any unsigned slips noted from Step 1 that need to be excluded from this week's payroll report. Any overtime removed from the report will be listed as unprocessed overtime so that it can be processed in a future week's payroll once the slip is signed.

The screenshot shows the 'EDIT PAYROLL 234801426' screen. It includes a header with the payroll ID and a note: 'If you have a fixed number budget for Detail Payroll, you can remove certain payroll items and recapture them in a future payroll.' Below this is a link 'RETURN TO PROCESSED PAYROLL REPORTS'. A table displays the following data:

REMOVE	ID/EDIT	PAYROLL TYPE	EMPLOYEE	HOURS	METADATA	ACCOUNT NUMBERS	TOTAL
remove	7875	OVERTIME (215428) Supervisor Shift OT (Vacation) 7/9/2020 4:30:00 PM	CLEARY, MARIE (4618)	8		-	
remove	7876	OVERTIME (219319) In-Service Training 7/13/2020 8:30:00 AM	DENNEHY, TIMOTHY (4425)	7		IS-01210100-513250	
remove	7877	OVERTIME (219198) Housing Liason 7/9/2020 12:30:00 PM	DIXON, TRAVIS (2036)	1		HL-01210100-513250	
remove	7878	OVERTIME (219301) In-Service Training 7/13/2020 8:00:00 AM	DIXON, TRAVIS (2036)	7.5		IS-01210100-513250	

LEAVE MANAGEMENT

The management and editing of employee leave types is accessed through the Calendar and Attendance Tools



BANKS AND BALANCES

Leave Adjustment Tool to deduct or add leave to banks.

LEAVE ADJUSTMENTS TOOL

GO BACK SELECT A DIFFERENT EMPLOYEE SELECT MULTIPLE EMPLOYEES

LEAVE MANAGEMENT (CREDITS AND DEBITS)
Click on a leave bank to view this employee's leave history for that bank.

LINDELOF, JAMES Fill out a leave request on behalf of this employee. [Leave Request By Email](#)

Comp Time FY21	0 hours	history audit	print audit report
Day Owed	0 hours	history audit	print audit report
Day Owed FY21	0 hours	history audit	print audit report
Personal Day FY21	0 hours	history audit	print audit report
Sick	0 hours	history audit	print audit report
Vacation FY21	0 hours	history audit	print audit report

SELECT LEAVE TYPE
Comp Time FY21

TRANSACTION TYPE
credit

AMOUNT
0 HOURS

TRANSACTION NOTES

SUBMIT TRANSACTION

July 2020 (tools)

BANKS & BALANCES REPORTS LEAVE REQUESTS (1) SWAP REQUESTS (0)

on duty overtime detail

ALL EMPLOYEES ALL SHIFTS Day Shift Patrol ALL PAYCODES ALL

EMPLOYEE	BANK	TRANS TYPE	HOURS	NOTES	RUNNING BAL
LEMENAGER, MICHAEL (762)	Vacation FY21	credit	8.50 hrs	LEAVE REQUEST REVISION BY: LEMENAGER, MICHAEL (762) REVISION ON: 7/23/2020 12:44 AM	78.50 hrs
LEMENAGER, MICHAEL (762)	Vacation FY21	debit	8.50 hrs	REQUESTED: VACATION FY21 LEAVE START: 7/24/2020 08:00 AM LEAVE END: 7/24/2020 12:30:00 AM	68.50 hrs
LEMENAGER, MICHAEL (762)	Vacation FY21	debit	8.50 hrs	APPROVED BY: LEMENAGER, MICHAEL (762) APPROVED ON: 7/3/2020 10:23:37 AM REVISION BY: LEMENAGER, MICHAEL (762) 7/3/2020 10:23:37 AM	78.50 hrs

- Select Leave Type:** Select bank you will edit from drop down.
- Select Transaction Type:** Credit: (Adds Time) or Debit (Subtracts Time)
- Hours:** The one DTS section that hours are treated in decimals not minutes. (1.5 hours is entered 1.5)
- Transaction Notes:** The reason for the edit.
- Select **SUBMIT TRANSACTION**

LEAVE ADJUSTMENTS TOOL

GO BACK SELECT A DIFFERENT EMPLOYEE SELECT MULTIPLE EMPLOYEES

Below you can make leave debits/credits to multiple employee's in a batch.
**All leave requests are initiated thru the employee's request form and approved by a supervisor.*

AMALFI, JAMES (4375) (Patrolman)

ATWOOD, STEVEN (4370) (Sergeant)

BABSON POLICE, ()

BAKER, BRITTANY (3636) (Civilian)

BARROS, TIMOTHY (4378) (Patrolman)

BURKE, MICHAEL (54) (Patrolman)

CARLSON, CHERYL (3183) (Civilian)

CARRASQUILLO, MARK (157) (Sergeant)

CLEARY, MARIE (4618) (Lieutenant)

COLLINS, BRIAN (2927) (Patrolman)

CONNELLY, CHRISTOPHER (7073) (Patrolman)

LEAVE MANAGEMENT (CREDITS AND DEBITS)
Click on a leave bank to view this employee's leave history for that bank.

SELECT LEAVE TYPE
Comp Time FY21

TRANSACTION TYPE
credit

AMOUNT
0 HOURS

TRANSACTION NOTES

SUBMIT TRANSACTION

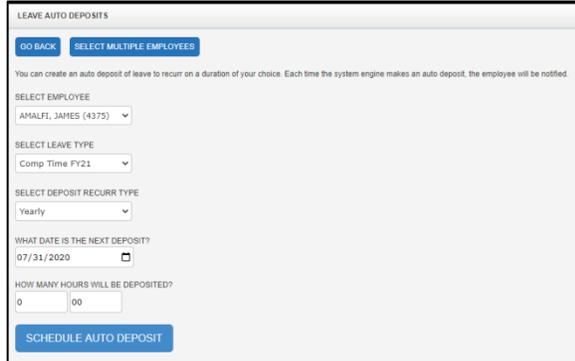
SELECT MULTIPLE EMPLOYEES

Adjusts Multiple Employees in a batch at one time. Useful for posting the same earned time off for a group of employees.

Check the boxes of the employees you want to adjust and then follow the steps 1-5 above.

AUTO DEPOSITS

Create auto deposits of leave.



LEAVE AUTO DEPOSITS

[GO BACK](#) [SELECT MULTIPLE EMPLOYEES](#)

You can create an auto deposit of leave to recur on a duration of your choice. Each time the system engine makes an auto deposit, the employee will be notified.

SELECT EMPLOYEE
AMALFI, JAMES (4375)

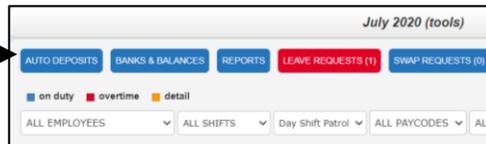
SELECT LEAVE TYPE
Comp Time FY21

SELECT DEPOSIT RECURR TYPE
Yearly

WHAT DATE IS THE NEXT DEPOSIT?
07/31/2020

HOW MANY HOURS WILL BE DEPOSITED?
0 00

[SCHEDULE AUTO DEPOSIT](#)



July 2020 (tools)

[AUTO DEPOSITS](#) [BANKS & BALANCES](#) [REPORTS](#) [LEAVE REQUESTS \(1\)](#) [SWAP REQUESTS \(0\)](#)

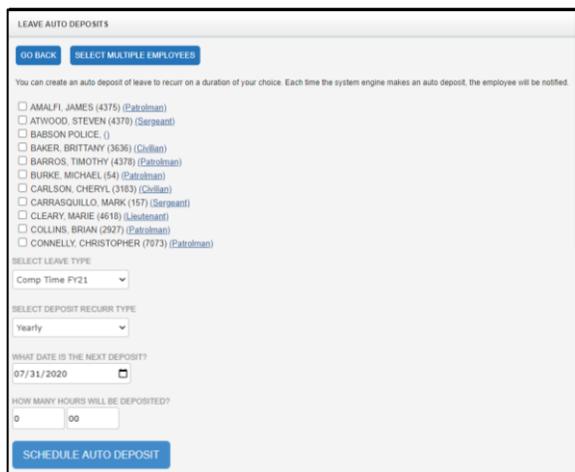
■ on duty ■ overtime ■ detail

ALL EMPLOYEES ALL SHIFTS Day Shift Patrol ALL PAYCODES ALL

1. **Select Employee:** Choose from list of employees.
2. **Select Leave Type:** Choose from the various type of leave banks.
3. **Select Deposit Recur Type:** Select Yearly, Monthly, Weekly, One Time, etc...
4. **Select Next Deposit Date:** Enter the effective date of credit.
5. **Select Hours of Deposit:** Enter time in Hours and Minutes (1.5 hours would be entered 1:30).
6. Select [SCHEDULE AUTO DEPOSIT](#)

Batching Multiple Employees

Adjusts Multiple Employees in a batch at one time. Useful for posting the same earned time off for a group of employees.



LEAVE AUTO DEPOSITS

[GO BACK](#) [SELECT MULTIPLE EMPLOYEES](#)

You can create an auto deposit of leave to recur on a duration of your choice. Each time the system engine makes an auto deposit, the employee will be notified.

AMALFI, JAMES (4375) (Patrolman)
 ATWOOD, STEVEN (4376) (Sergeant)
 BABSON POLICE, ()
 BAKER, BRITTANY (3636) (Chillan)
 BARROS, TIMOTHY (4378) (Patrolman)
 BURKE, MICHAEL (54) (Patrolman)
 CARLSON, CHERYL (1163) (Cullman)
 CARRASQUILLO, MARK (157) (Sergeant)
 CLEARY, MARIE (4618) (Lieutenant)
 COLLINS, BRIAN (2927) (Patrolman)
 CONNELLY, CHRISTOPHER (7073) (Patrolman)

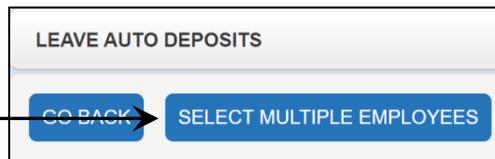
SELECT LEAVE TYPE
Comp Time FY21

SELECT DEPOSIT RECURR TYPE
Yearly

WHAT DATE IS THE NEXT DEPOSIT?
07/31/2020

HOW MANY HOURS WILL BE DEPOSITED?
0 00

[SCHEDULE AUTO DEPOSIT](#)



[GO BACK](#) [SELECT MULTIPLE EMPLOYEES](#)

Check the boxes of the employees you want to adjust and then follow the steps 1-6 above.

DELETING AUTO DEPOSITS

SELECT EMPLOYEE
ALL EMPLOYEES

BELOW ARE YOUR AUTO-DEPOSITS IN A PENDING STATE.

EMPLOYEE	BANK	DEPOSIT TYPE	DEPOSIT DATE	HOURS	STATUS	CREATED BY
BARROS, TIMOTHY (4378) remove	Day Owed FY21	biweekly	8/5/2020 8:00:00 AM	5.37 hrs.	pending	LEMENAGER, MICHAEL (782) 5/28/2020 8:08:01 PM
CONNELLY, CHRISTOPHER (7073) remove	Day Owed FY21	biweekly	8/5/2020 8:00:00 AM	5.37 hrs.	pending	LEMENAGER, MICHAEL (782) 5/28/2020 8:08:19 PM
DINNOCENZO, MARK (742) remove	Day Owed FY21	biweekly	8/5/2020 8:00:00 AM	5.37 hrs.	pending	LEMENAGER, MICHAEL (782) 5/28/2020 8:08:38 PM
DUNAJSKI, STANLEY (4435) remove	Day Owed FY21	biweekly	8/5/2020 8:00:00 AM	5.37 hrs.	pending	LEMENAGER, MICHAEL (782) 5/28/2020 8:08:51 PM
MCLAUGHLIN, PETER (4572) remove	Day Owed FY21	biweekly	8/5/2020 8:00:00 AM	5.37 hrs.	pending	LEMENAGER, MICHAEL (782) 5/28/2020 8:09:11 PM

July 2020 (tools)

AUTO DEPOSITS BANKS & BALANCES REPORTS LEAVE REQUESTS (1) SWAP REQUESTS (0)

on duty overtime detail

ALL EMPLOYEES ALL SHIFTS Day Shift Patrol ALL PAYCODES ALL

1. Go to the LEAVE AUTO DEPOSITS section.
2. Scroll down to the Auto Deposits in a Pending State Section
3. Find the Employee Auto Deposit you are deleting.
4. Select [remove](#)

AUTO DEPOSIT HISTORY

SELECT EMPLOYEE
ALL EMPLOYEES

BELOW ARE YOUR AUTO-DEPOSITS IN A PENDING STATE.

EMPLOYEE	BANK	DEPOSIT TYPE	DEPOSIT DATE	HOURS	STATUS	CREATED BY
BARROS, TIMOTHY (4378) remove	Day Owed FY21	biweekly	8/5/2020 8:00:00 AM	5.37 hrs.	pending	LEMENAGER, MICHAEL (782) 5/28/2020 8:08:01 PM
CONNELLY, CHRISTOPHER (7073) remove	Day Owed FY21	biweekly	8/5/2020 8:00:00 AM	5.37 hrs.	pending	LEMENAGER, MICHAEL (782) 5/28/2020 8:08:19 PM
DINNOCENZO, MARK (742) remove	Day Owed FY21	biweekly	8/5/2020 8:00:00 AM	5.37 hrs.	pending	LEMENAGER, MICHAEL (782) 5/28/2020 8:08:38 PM
DUNAJSKI, STANLEY (4435) remove	Day Owed FY21	biweekly	8/5/2020 8:00:00 AM	5.37 hrs.	pending	LEMENAGER, MICHAEL (782) 5/28/2020 8:08:51 PM
MCLAUGHLIN, PETER (4572) remove	Day Owed FY21	biweekly	8/5/2020 8:00:00 AM	5.37 hrs.	pending	LEMENAGER, MICHAEL (782) 5/28/2020 8:09:11 PM

July 2020 (tools)

AUTO DEPOSITS BANKS & BALANCES REPORTS LEAVE REQUESTS (1) SWAP REQUESTS (0)

on duty overtime detail

ALL EMPLOYEES ALL SHIFTS Day Shift Patrol ALL PAYCODES ALL

1. Go to the LEAVE AUTO DEPOSITS section.
2. Scroll down to the Auto Deposits in a Pending State Section
3. Select Employee from drop down menu

SELECT EMPLOYEE
ALL EMPLOYEES

Pending Auto Deposits and Completed Auto Deposits for the selected employee will be displayed.

SELECT EMPLOYEE
BARROS, TIMOTHY (4378)

BELOW ARE YOUR AUTO-DEPOSITS IN A PENDING STATE.

EMPLOYEE	BANK	DEPOSIT TYPE	DEPOSIT DATE	HOURS	STATUS	CREATED BY
BARROS, TIMOTHY (4378) remove	Day Owed FY21	biweekly	8/5/2020 8:00:00 AM	5.37 hrs.	pending	LEMENAGER, MICHAEL (782) 5/28/2020 8:08:01 PM
BARROS, TIMOTHY (4378) remove	Day Owed FY21	biweekly	8/12/2020 8:00:00 AM	5.35 hrs.	pending	LEMENAGER, MICHAEL (782) 5/28/2020 8:03:49 PM

BELOW ARE YOUR COMPLETED AUTO-DEPOSITS THAT HAVE ALREADY BEEN PROCESSED.

EMPLOYEE	BANK	DEPOSIT TYPE	DEPOSIT DATE	HOURS	STATUS	CREATED BY
BARROS, TIMOTHY (4378) view deposit	Day Owed FY21	biweekly	7/29/2020 8:00:00 AM	5.35 hrs.	completed	DTS ENGINE AUTOMATED DEPOSIT 7/29/2020 8:00:32 AM
BARROS, TIMOTHY (4378) view deposit	Day Owed FY21	biweekly	7/22/2020 8:00:00 AM	5.37 hrs.	completed	DTS ENGINE AUTOMATED DEPOSIT 7/22/2020 8:00:15 AM
BARROS, TIMOTHY (4378) view deposit	Day Owed FY21	biweekly	7/15/2020 8:00:00 AM	5.35 hrs.	completed	DTS ENGINE AUTOMATED DEPOSIT 7/15/2020 8:00:16 AM