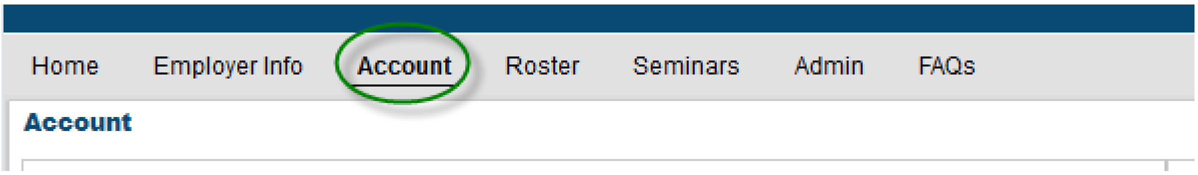
Quick Reference Guide

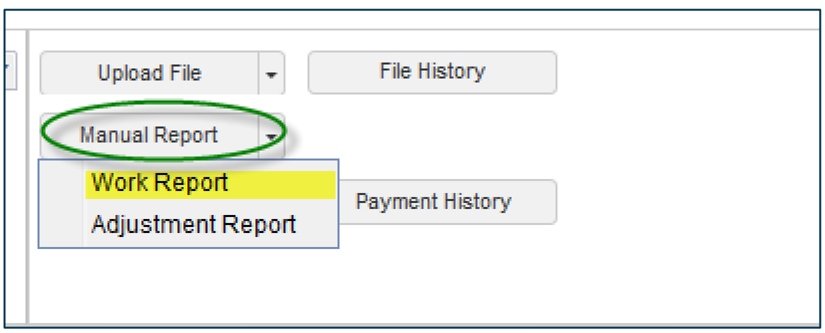
Create a Manual Work Report

Purpose: The purpose of this function is to report employee compensation and service.

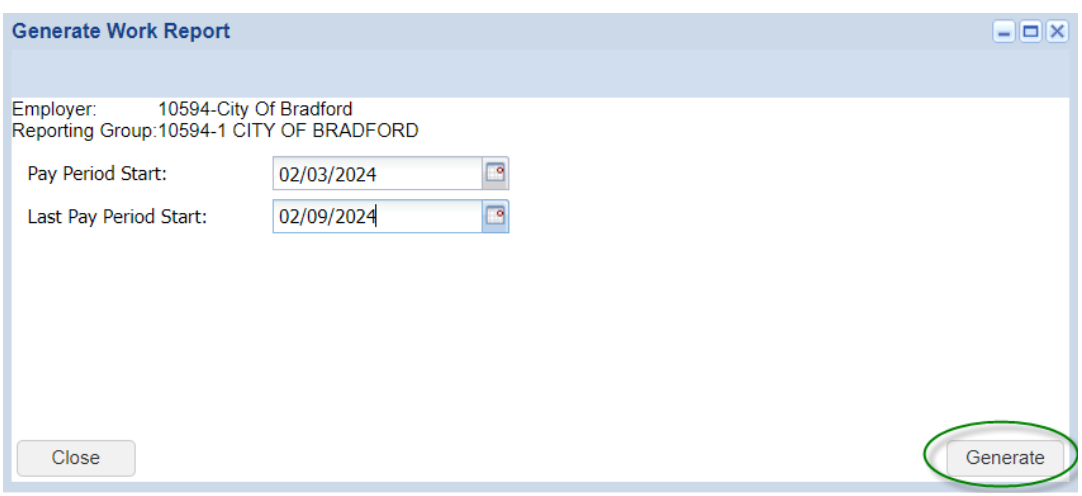
Step 1: From the main menu, select the Account tab.



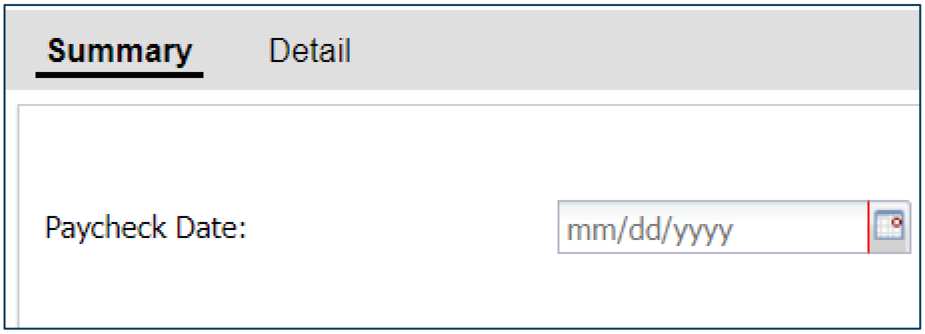
Step 2: On the Account page in the functions section at the top right, click the Manual Report button and select Work Report from the dropdown menu. This function opens the Generate Report window.



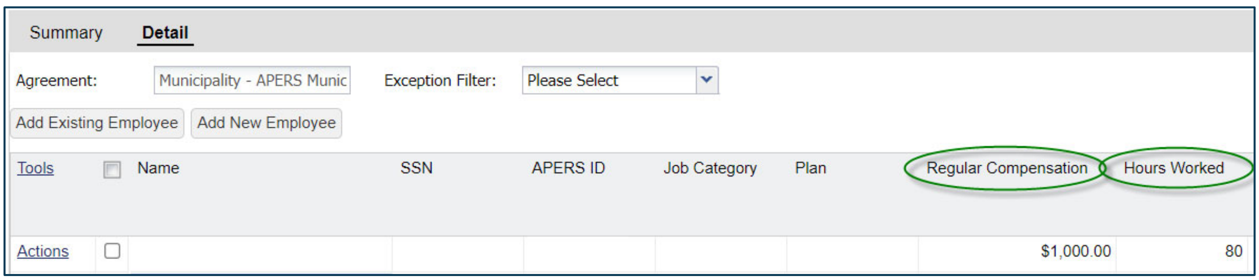
Step 3: At the Generate Work Report window, review the pay period dates and ensure they match the report you need to submit. If it does not match, stop and call APERS. Otherwise, click the Generate button. This function opens the Work Report Editor page.



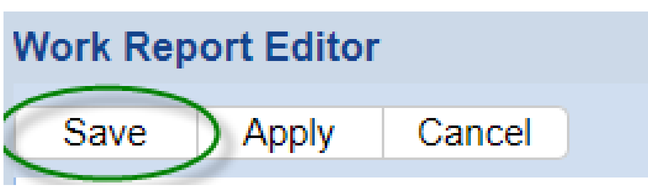
Step 4: On the Work Report Editor under the Summary tab, enter the paycheck date in the Paycheck Date field. (This date should match the date on your employees' paycheck.)



Step 5: Select the Detail tab and enter the compensation and hours worked for each employee.



Step 6: After you have completed your manual entries, click the Save button, which will return you to the Account section on the previous page.



Step 7: In the Tools column, click the Actions link and click Submit Report from the dropdown menu. All done.