

PeopleSoft®

PeopleSoft 8.8
Time and Labor Reports

December 2002

PeopleSoft 8.8
Time and Labor Reports
SKU HRMS88TLR-R 1202

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Printed in the United States.

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About This PeopleBook

PeopleBooks provide you with the information that you need to implement and use PeopleSoft applications.

This preface discusses:

- Related documentation.
- Comments and suggestions.

Related Documentation

This section discusses how to:

- Obtain documentation updates.
- Order printed documentation.

Obtaining Documentation Updates

You can find updates and additional documentation for this release, as well as previous releases, on the PeopleSoft Customer Connection Website. Through the Documentation section of PeopleSoft Customer Connection, you can download files to add to your PeopleBook Library. You'll find a variety of useful and timely materials, including updates to the full PeopleSoft documentation that is delivered on your PeopleBooks CD-ROM.

Important! Before you upgrade, you must check PeopleSoft Customer Connection for updates to the upgrade instructions. PeopleSoft continually posts updates as the upgrade process is refined.

See Also

PeopleSoft Customer Connection Website, <http://www.peoplesoft.com/corp/en/login.asp>

Ordering Printed Documentation

You can order printed, bound volumes of the complete PeopleSoft documentation that is delivered on your PeopleBooks CD-ROM. PeopleSoft makes printed documentation available for each major release shortly after the software is shipped. Customers and partners can order printed PeopleSoft documentation by using any of these methods:

- Web
- Telephone
- Email

Web

From the Documentation section of the PeopleSoft Customer Connection Website, access the PeopleSoft Press Website under the Ordering PeopleBooks topic. The PeopleSoft Press Website is a joint venture between PeopleSoft and Consolidated Publications Incorporated (CPI), the book print vendor. Use a credit card, money order, cashier's check, or purchase order to place your order.

Telephone

Contact CPI at 800 888 3559.

Email

Send email to CPI at psoftpress@cc.larwood.com.

See Also

PeopleSoft Customer Connection Website, <http://www.peoplesoft.com/corp/en/login.asp>

Comments and Suggestions

Your comments are important to us. We encourage you to tell us what you like, or what you would like to see changed about PeopleBooks and other PeopleSoft reference and training materials. Please send your suggestions to:

PeopleSoft Product Documentation Manager PeopleSoft, Inc. 4460 Hacienda Drive Pleasanton, CA 94588

Or send email comments to doc@peoplesoft.com.

While we cannot guarantee to answer every email message, we will pay careful attention to your comments and suggestions.

CHAPTER 1

PeopleSoft Time and Labor Reports

This chapter provides an overview of Time and Labor reports and enables you to:

- View summary tables of all reports.
- View report details and source records.

Note. For samples of these reports, see the Portable Document Format (PDF) files published on CD-ROM with your documentation.

PeopleSoft Time and Labor Reports: A to Z

This table lists the Running Time and Labor reports, sorted alphanumerically by report ID. The reports listed are all SQR reports.

Report ID and Report Name	Description	Navigation	Run Control Page
TL001 Payable Status	Generate TL001 that lists all Payable time for a range of dates, sorted by the chosen Payable Statuses on the run control, to provide the manager with a picture of processed and unprocessed time.	Time and Labor, Reports, Payable Status	TL_RUNCTL_TL001
TL002 Generating a Time Card	Generate TL002 that displays all punch time, elapsed time rows, payable time, and unresolved exceptions for an individual employee for the period selected on the run control. The report can be run by either an individual employee, or by a group. The report also contains lines for approval signatures for both the employee and the approving supervisor.	Time and Labor, Reports, Time Card	TL_REPORTS_RNCTL

Report ID and Report Name	Description	Navigation	Run Control Page
TL003 TCD Usage	Generate TL003 that totals the number elements transmitted to a Time Collection Device for time reporting. The report is a tool that can assist in the process of estimating memory usage at each time reporting device.	Set Up HRMS, Product Related, Time and Labor, Time Collection Devices, Send Setup to TCD	TL_TCD_RUN_PNL
TL004 Scheduled Hours Rpt	Generate TL004 that provides information about a time reporter's scheduled time. It gives details such as: punch types and times for employees with a punch schedule; duration of work hours for employees with an elapsed schedule; and the values for the In, Out, Flex, and Core Period fields for time reporters with flex schedules.	Time and Labor, Reports, Scheduled Hours	TL_SCHRPT_RNCTL

CHAPTER 2

Report Samples

This chapter provides report samples.

For the online samples of these reports, see the PDF files that are published on CD-ROM with your online documentation.

PeopleSoft
Payable Status Report

Report ID: TL001
For the period : 01/01/2000 through 01/07/2000
Payable status(es) selected : 'AP', 'CL', 'DL', 'ES', 'NA', 'PD', 'RP'

Page No. 1
Run Date 2000-08-10
Run Time 19:06:53.890

<u>Name</u>	<u>Employee ID</u>	<u>Employee Record#</u>	<u>Date Under Report</u>	<u>Payable Status</u>	<u>Time Rptg Code</u>	<u>TRC Description</u>	<u>TRC Type</u>	<u>Quantity</u>
Griffiths,Martina Rae	KC0001	0	01/03/2000	Estimated	KUHOL	Holiday (Statutory)	Hours	4.800000
Griffiths,Martina Rae	KC0001	0	01/03/2000	Estimated	KUHOL	Holiday (Statutory)	Hours	3.200000
Griffiths,Martina Rae	KC0001	0	01/04/2000	Estimated	KUREG	Regular Productive Hours	Hours	4.800000
Griffiths,Martina Rae	KC0001	0	01/04/2000	Estimated	KUREG	Regular Productive Hours	Hours	3.200000
Griffiths,Martina Rae	KC0001	0	01/05/2000	Estimated	KUREG	Regular Productive Hours	Hours	4.800000
Griffiths,Martina Rae	KC0001	0	01/05/2000	Estimated	KUREG	Regular Productive Hours	Hours	3.200000
Griffiths,Martina Rae	KC0001	0	01/06/2000	Estimated	KUREG	Regular Productive Hours	Hours	4.800000
Griffiths,Martina Rae	KC0001	0	01/06/2000	Estimated	KUREG	Regular Productive Hours	Hours	3.200000
Griffiths,Martina Rae	KC0001	0	01/07/2000	Estimated	KUREG	Regular Productive Hours	Hours	4.800000
Griffiths,Martina Rae	KC0001	0	01/07/2000	Estimated	KUREG	Regular Productive Hours	Hours	3.200000
Dunbar,Kirby	KC0002	0	01/03/2000	Estimated	KUHOL	Holiday (Statutory)	Hours	4.800000
Dunbar,Kirby	KC0002	0	01/03/2000	Estimated	KUHOL	Holiday (Statutory)	Hours	3.200000
Dunbar,Kirby	KC0002	0	01/04/2000	Estimated	KUREG	Regular Productive Hours	Hours	4.800000
Dunbar,Kirby	KC0002	0	01/04/2000	Estimated	KUREG	Regular Productive Hours	Hours	3.200000
Dunbar,Kirby	KC0002	0	01/05/2000	Estimated	KUREG	Regular Productive Hours	Hours	4.800000
Dunbar,Kirby	KC0002	0	01/05/2000	Estimated	KUREG	Regular Productive Hours	Hours	3.200000
Dunbar,Kirby	KC0002	0	01/06/2000	Estimated	KUREG	Regular Productive Hours	Hours	4.800000
Dunbar,Kirby	KC0002	0	01/06/2000	Estimated	KUREG	Regular Productive Hours	Hours	3.200000
Dunbar,Kirby	KC0002	0	01/07/2000	Estimated	KUREG	Regular Productive Hours	Hours	4.800000
Dunbar,Kirby	KC0002	0	01/07/2000	Estimated	KUREG	Regular Productive Hours	Hours	3.200000

Estimated Payable Time Rows: 20

PeopleSoft
Payable Status Report

Report ID: TL001
 For the period : 01/01/2000 through 01/07/2000
 Payable status(es) selected : 'AP', 'CL', 'DL', 'ES', 'NA', 'PD', 'RP'

Page No. 2
 Run Date 2000-08-10
 Run Time 19:06:53.890

<u>Name</u>	<u>Employee ID</u>	<u>Employee Record#</u>	<u>Date Under Report</u>	<u>Payable Status</u>	<u>Time Rptg Code</u>	<u>TRC Description</u>	<u>TRC Type</u>	<u>Quantity</u>
Rogers,Cynthia A	KC0003	0	01/03/2000	Needs Approval	KUHOL	Holiday (Statutory)	Hours	4.000000
Rogers,Cynthia A	KC0003	0	01/03/2000	Needs Approval	KUHOL	Holiday (Statutory)	Hours	4.000000
Rogers,Cynthia A	KC0003	0	01/04/2000	Needs Approval	KUOVT	Overtime	Hours	0.500000
Rogers,Cynthia A	KC0003	0	01/04/2000	Needs Approval	KUOVT	Overtime	Hours	0.500000
Rogers,Cynthia A	KC0003	0	01/04/2000	Needs Approval	KUREG	Regular Productive Hours	Hours	4.000000
Rogers,Cynthia A	KC0003	0	01/04/2000	Needs Approval	KUREG	Regular Productive Hours	Hours	4.000000
Rogers,Cynthia A	KC0003	0	01/05/2000	Needs Approval	KUOVT	Overtime	Hours	1.000000
Rogers,Cynthia A	KC0003	0	01/05/2000	Needs Approval	KUOVT	Overtime	Hours	1.000000
Rogers,Cynthia A	KC0003	0	01/05/2000	Needs Approval	KUREG	Regular Productive Hours	Hours	4.000000
Rogers,Cynthia A	KC0003	0	01/05/2000	Needs Approval	KUREG	Regular Productive Hours	Hours	4.000000
Rogers,Cynthia A	KC0003	0	01/06/2000	Needs Approval	KUOVT	Overtime	Hours	1.000000
Rogers,Cynthia A	KC0003	0	01/06/2000	Needs Approval	KUOVT	Overtime	Hours	1.000000
Rogers,Cynthia A	KC0003	0	01/06/2000	Needs Approval	KUREG	Regular Productive Hours	Hours	4.000000
Rogers,Cynthia A	KC0003	0	01/06/2000	Needs Approval	KUREG	Regular Productive Hours	Hours	4.000000
Rogers,Cynthia A	KC0003	0	01/07/2000	Needs Approval	KUOVT	Overtime	Hours	1.000000
Rogers,Cynthia A	KC0003	0	01/07/2000	Needs Approval	KUOVT	Overtime	Hours	1.000000
Rogers,Cynthia A	KC0003	0	01/07/2000	Needs Approval	KUREG	Regular Productive Hours	Hours	4.000000
Rogers,Cynthia A	KC0003	0	01/07/2000	Needs Approval	KUREG	Regular Productive Hours	Hours	4.000000
Reid,Charles M	KC0004	0	01/03/2000	Needs Approval	KUREG	Regular Productive Hours	Hours	2.500000
Reid,Charles M	KC0004	0	01/03/2000	Needs Approval	KUREG	Regular Productive Hours	Hours	2.500000
Reid,Charles M	KC0004	0	01/04/2000	Needs Approval	KUREG	Regular Productive Hours	Hours	2.500000
Reid,Charles M	KC0004	0	01/04/2000	Needs Approval	KUREG	Regular Productive Hours	Hours	2.500000
Reid,Charles M	KC0004	1	01/03/2000	Needs Approval	KUHOL	Holiday (Statutory)	Hours	8.000000
Reid,Charles M	KC0004	1	01/04/2000	Needs Approval	KUREG	Regular Productive Hours	Hours	10.000000
Reid,Charles M	KC0004	1	01/05/2000	Needs Approval	KUREG	Regular Productive Hours	Hours	10.000000
Reid,Charles M	KC0004	1	01/06/2000	Needs Approval	KUREG	Regular Productive Hours	Hours	7.500000
Reid,Charles M	KC0004	1	01/06/2000	Needs Approval	KUREG	Regular Productive Hours	Hours	2.500000
Johnson,Danny	KU0042	0	01/03/2000	Needs Approval	KUREG	Regular Productive Hours	Hours	2.400000
Johnson,Danny	KU0042	0	01/03/2000	Needs Approval	KUREG	Regular Productive Hours	Hours	1.600000
Johnson,Danny	KU0042	0	01/04/2000	Needs Approval	KUREG	Regular Productive Hours	Hours	2.400000
Johnson,Danny	KU0042	0	01/04/2000	Needs Approval	KUREG	Regular Productive Hours	Hours	1.600000
Johnson,Danny	KU0042	0	01/05/2000	Needs Approval	KUREG	Regular Productive Hours	Hours	2.400000
Johnson,Danny	KU0042	0	01/05/2000	Needs Approval	KUREG	Regular Productive Hours	Hours	1.600000
Johnson,Danny	KU0042	0	01/06/2000	Needs Approval	KUREG	Regular Productive Hours	Hours	2.400000
Johnson,Danny	KU0042	0	01/06/2000	Needs Approval	KUREG	Regular Productive Hours	Hours	1.600000
Johnson,Danny	KU0042	0	01/07/2000	Needs Approval	KUREG	Regular Productive Hours	Hours	2.400000
Johnson,Danny	KU0042	0	01/07/2000	Needs Approval	KUREG	Regular Productive Hours	Hours	1.600000

Needs Approval Payable Time Rows: 37

PeopleSoft
Payable Status Report

Report ID: TL001
For the period : 01/01/2000 through 01/07/2000
Payable status(es) selected : 'AP', 'CL', 'DL', 'ES', 'NA', 'PD', 'RP'

Page No. 3
Run Date 08/10/2000
Run Time 19:06:55

<u>Name</u>	<u>Employee ID</u>	<u>Employee Record#</u>	<u>Date Under Report</u>	<u>Payable Status</u>	<u>Time Rptg Code</u>	<u>TRC Description</u>	<u>TRC Type</u>	<u>Quantity</u>
-------------	--------------------	-------------------------	--------------------------	-----------------------	-----------------------	------------------------	-----------------	-----------------

REPORT SUMMARY

Payable status Approved rows:	0
Payable status Closed rows:	0
Payable status Diluted rows:	0
Payable status Estimated rows:	20
Payable status Needs Approval rows:	37
Payable status Paid rows:	0
Payable status Rejected rows:	0

Total rows for report: 57

End of Report

Report ID: TL002

For the period 09/01/2002 through 09/20/2002

Employee ID: KU0010
Name: Santos, Antonio
Job Title: 170005 Assistant-Administrative
Department: 10000 Human Resources

REPORTED PUNCH TIME DETAIL

<u>Date/Time</u>	<u>Day</u>	<u>Type</u>	<u>Time Zone</u>
09/12/2002 08:00	Thursday	IN	PST
09/12/2002 16:00	Thursday	OUT	EST

REPORTED ELAPSED TIME DETAIL

<u>Date Under Report</u>	<u>Quantity</u>	<u>Type</u>	<u>Description</u>	<u>Time Rptg Code</u>
09/01/2002	8.000000	Hours	Overtime	KUOVT
09/02/2002	8.000000	Hours	Holiday (Statutory)	KUHOL
09/03/2002	8.000000	Hours	Regular	KUREG
09/04/2002	8.000000	Hours	Regular	KUREG
09/05/2002	8.000000	Hours	Regular	KUREG
Total for Amounts:		0.000000		
Total for Units:		0.000000		
Total for Hours:		40.000000		

PAYABLE TIME

<u>Date Under Report</u>	<u>Quantity</u>	<u>Type</u>	<u>Description</u>	<u>Time Rptg Code</u>	<u>Payable Status</u>
09/01/2002	2.666664	Hours	Overtime	KUOVT	Needs Appr
09/01/2002	2.666664	Hours	Overtime	KUOVT	Needs Appr
09/01/2002	2.666672	Hours	Overtime	KUOVT	Needs Appr
09/02/2002	2.666664	Hours	Holiday (Statutory)	KUHOL	Needs Appr
09/02/2002	2.666664	Hours	Holiday (Statutory)	KUHOL	Needs Appr
09/02/2002	2.666672	Hours	Holiday (Statutory)	KUHOL	Needs Appr
09/03/2002	2.666664	Hours	Regular	KUREG	Needs Appr
09/03/2002	2.666664	Hours	Regular	KUREG	Needs Appr
09/03/2002	2.666672	Hours	Regular	KUREG	Needs Appr
09/04/2002	2.666664	Hours	Regular	KUREG	Needs Appr
09/04/2002	2.666664	Hours	Regular	KUREG	Needs Appr
09/04/2002	2.666672	Hours	Regular	KUREG	Needs Appr
09/05/2002	2.666664	Hours	Regular	KUREG	Needs Appr
09/05/2002	2.666664	Hours	Regular	KUREG	Needs Appr
09/05/2002	2.666672	Hours	Regular	KUREG	Needs Appr
09/12/2002	2.666664	Hours	Regular	KUREG	Needs Appr
09/12/2002	2.666664	Hours	Regular	KUREG	Needs Appr
09/12/2002	2.666672	Hours	Regular	KUREG	Needs Appr
Total for Amounts:		0.000000			
Total for Units:		0.000000			
Total for Hours:		48.000000			

OUTSTANDING EXCEPTIONS

Date Exception

Time Reporter Signature: _____

Approval Signature: _____ Approver's Name: _____
(please print)

<u>Time Collection Device ID :</u>	<u>KUTCD1</u>	<u>Count</u>
*Time Reporter		2
*Rows of Total Hours		0
*Punches from Schedule		48
*Time Collection Device Supervisor		0
*Restriction Profile		0
*Time Reporting Code		4
*Task Profile		0
*Task Template		2
*Task Element		14
*Task Values		947
*Country		238
*State		1348
*Locality		21300
*Rate Code		5
*Override Reason Code		4
*Currency Code		199
Total		
Values Available		24111

Detail By Time Collection Device

Time Collection Device ID : KUTCD1

Time Reporters

<u>Employee ID</u>	<u>Record#</u>	<u>Badge ID</u>	<u>First Name</u>	<u>Last Name</u>
KU0010	0	0605000010	ANTONIO	SANTOS
KU0020	0	0927820020	CHRISTELLE	STEVENSON

TCD Supervisors

<u>Supervisor ID</u>	<u>Badge ID</u>
No rows found	

Restriction Profiles

<u>Restriction Profile</u>	<u>Description</u>
No rows found	

Time Reporting Codes

<u>Time Reporting Code</u>	<u>Description</u>
KUHOL	Holiday (Statutory)
KUOVT	Overtime
KUREG	Regular Productive Hours
KUVAC	Vacation Time-off

Task Profiles

<u>Task Profile ID</u>	<u>Description</u>
No rows found	

Task Templates

<u>Task Template ID</u>	<u>Description</u>
KUTSKPRFT1	Prod, Cust, Task, BU, Activity
KUTSKPRFT2	BU HR, Dept, JobCd, Pos Num

Task Elements

<u>Task Template ID</u>	<u>Task Element Code</u>	<u>Description</u>
KUTSKPRFT1	ACT	Activity ID
KUTSKPRFT1	BUM	Business Unit PF
KUTSKPRFT1	CST	Customer
KUTSKPRFT1	PRD	Product
KUTSKPRFT1	RE1	Rule Element 1
KUTSKPRFT1	RE2	Rule Element 2
KUTSKPRFT1	RE3	Rule Element 3
KUTSKPRFT1	RE4	Rule Element 4
KUTSKPRFT1	RE5	Rule Element 5
KUTSKPRFT1	TSK	Task
KUTSKPRFT2	BUH	Business Unit HR
KUTSKPRFT2	DPT	Department ID
KUTSKPRFT2	JOB	Jobcode
KUTSKPRFT2	POS	Position Number

Task Elements

<u>Task Template ID</u>	<u>Task Element Code</u>	<u>Description</u>
KUTSKPRFT2	RE1	Rule Element 1
KUTSKPRFT2	RE2	Rule Element 2
KUTSKPRFT2	RE3	Rule Element 3
KUTSKPRFT2	RE4	Rule Element 4
KUTSKPRFT2	RE5	Rule Element 5

Schedules From 07/09/2000 through 07/15/2000

KU0002 Baran, Charles VP-Operations

<u>Date</u>	<u>Elapsed Schedule</u> <u>Work Hours</u>	<u>-- Punch Schedule --</u>		<u>Flex Schedule</u>				
		<u>Punch Type</u>	<u>Time</u>	<u>Schedule In</u>	<u>Schedule Out</u>	<u>Core Start</u>	<u>Core End</u>	<u>Work Hours</u>
07/09/2000				OFFDAY	OFFDAY	OFFDAY	OFFDAY	OFFDAY
07/10/2000				6:00AM	6:00PM	9:00AM	3:00PM	8.000000
07/11/2000				6:00AM	6:00PM	9:00AM	3:00PM	8.000000
07/12/2000				6:00AM	6:00PM	9:00AM	3:00PM	8.000000
07/13/2000				6:00AM	6:00PM	9:00AM	3:00PM	8.000000
07/14/2000				6:00AM	6:00PM	9:00AM	3:00PM	8.000000
07/15/2000				OFFDAY	OFFDAY	OFFDAY	OFFDAY	OFFDAY

PeopleSoft
Scheduled Hours Report

Report ID: TL004

Page No. 3
Run Date 08/10/2000
Run Time 17:13:35

Schedules From 07/09/2000 through 07/15/2000

KC0003 Rogers,Cynthia A Accounting Clerk

Date	Elapsed Schedule Work Hours	-- Punch Schedule --		----- Flex Schedule -----				
		Punch Type	Time	Schedule In	Schedule Out	Core Start	Core End	Work Hours
07/09/2000		OFFDAY	OFFDAY					
07/10/2000		IN	7:00AM					
07/10/2000		BRK	10:00AM					
07/10/2000		IN	10:15AM					
07/10/2000		MEAL	12:00PM					
07/10/2000		IN	1:00PM					
07/10/2000		BRK	3:00PM					
07/10/2000		IN	3:15PM					
07/10/2000		OUT	6:00PM					
07/11/2000		IN	7:00AM					
07/11/2000		BRK	10:00AM					
07/11/2000		IN	10:15AM					
07/11/2000		MEAL	12:00PM					
07/11/2000		IN	1:00PM					
07/11/2000		BRK	3:00PM					
07/11/2000		IN	3:15PM					
07/11/2000		OUT	6:00PM					
07/12/2000		IN	7:00AM					
07/12/2000		BRK	10:00AM					
07/12/2000		IN	10:15AM					
07/12/2000		MEAL	12:00PM					
07/12/2000		IN	1:00PM					
07/12/2000		BRK	3:00PM					
07/12/2000		IN	3:15PM					
07/12/2000		OUT	6:00PM					
07/13/2000		IN	7:00AM					
07/13/2000		BRK	10:00AM					
07/13/2000		IN	10:15AM					
07/13/2000		MEAL	12:00PM					
07/13/2000		IN	1:00PM					
07/13/2000		BRK	3:00PM					
07/13/2000		IN	3:15PM					
07/13/2000		OUT	6:00PM					
07/14/2000		OFFDAY	OFFDAY					
07/15/2000		OFFDAY	OFFDAY					

End of Report