

# PeopleSoft®

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## PeopleSoft Enterprise Time and Labor 8.9 Reports

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**April 2005**

PeopleSoft Enterprise Time and Labor 8.9 Reports  
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# Contents

## Reports Preface

- About This PeopleBook Preface .....vii**
- Documentation Updates and Printed Documentation..... vii
  - Obtaining Documentation Updates..... vii
  - Ordering Printed Documentation..... vii
- Comments and Suggestions.....viii

## Chapter 1

- Time and Labor Reports..... 1**
- Time and Labor Reports: A to Z..... 1

## Chapter 2

- Report Samples..... 3**



# About This PeopleBook Preface

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

This preface discusses:

- Related documentation.
- Comments and suggestions.

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## Documentation Updates and Printed 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.

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**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.

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### See Also

PeopleSoft Customer Connection, <https://www.peoplesoft.com/corp/en/login.jsp>

### 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 PeopleBooks Press website under the Ordering PeopleBooks topic. The PeopleBooks Press website is a joint venture between PeopleSoft and MMA Partners, the book print vendor. Use a credit card, money order, cashier's check, or purchase order to place your order.

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Contact MMA Partners at 877 588 2525.

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## **See Also**

PeopleSoft Customer Connection, <https://www.peoplesoft.com/corp/en/login.jsp>

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# **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](mailto:doc@peoplesoft.com).

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

# CHAPTER 1

## 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.

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

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### 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

Name	Employee ID	Employee Record#	Date Under Report	Payable Status	Time Rptg Code	TRC Description	TRC Type	Quantity
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 : 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
<b>Total</b>	
<b>Values Available</b>	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

PeopleSoft  
Scheduled Hours Report

Report ID: TL004

Page No. 1  
Run Date 2000-08-10  
Run Time 17:13:33.827

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. 2  
Run Date 2000-08-10  
Run Time 17:13:33.827

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

KC0001 Griffiths,Martina Rae Senior Secretary

<u>Date</u>	<u>Elapsed Schedule</u>	<u>-- Punch Schedule --</u>		<u>Flex Schedule</u>				
	<u>Work Hours</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							
07/10/2000	8.000000							
07/11/2000	8.000000							
07/12/2000	8.000000							
07/13/2000	8.000000							
07/14/2000	8.000000							
07/15/2000	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