

SYSTEM DOCUMENTATION

NAME OF SYSTEM

DATE

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Payroll

April 26, 2002

ANALYST

PURPOSE OF DOCUMENTATION

S. Schaffner

Report Analysis-Employee Hours Report

| <u>FIELD</u> | <u>FIELD TYPE</u> | <u>FIELD LENGTH</u> |
|-------------------|-------------------|------------------------|
| Shop Number | Numeric | 2 |
| Employee Position | Alphanumeric | 8 |
| Employee Name | Alphanumeric | 20 |
| Regular Hours | Numeric | 3 (1 decimal position) |
| Overtime Hours | Numeric | 3 (1 decimal position) |
| Total Hours | Numeric | 3 (1 decimal position) |

COMMENTS

1. Week ending date is printed at the top of the report.
2. Shop number is printed only for the first employee detail line for a shop and for the first employee detail line on a page.
3. Employee Position is printed only for nonclerks. If Employee Position is equal to "Clerk" eight blank characteristics are printed.
4. Only nonzero Overtime Hours are printed. If Overtime Hours is equal to 0.0, four blank characteristics are printed.

SORT SEQUENCE

Detail lines are in order by employee name within shop number

TOTALS REQUIRED

1. Shop totals for regular, overtime, and total hours are printed and identified by shop number.
2. Grand totals for regular, overtime, and total hours are printed.

MEDIA

The report is printed on single-ply, standard white stock paper.

FREQUENCY

The report is printed weekly on the first working day of the week on or before 10 a.m. of the second working day of the month.

DISTRIBUTION

The report is delivered to the personnel director no later than 11 a.m. of the second working day of each week.

ATTACHMENTS

Printer spacing chart and mock-up report are attached.