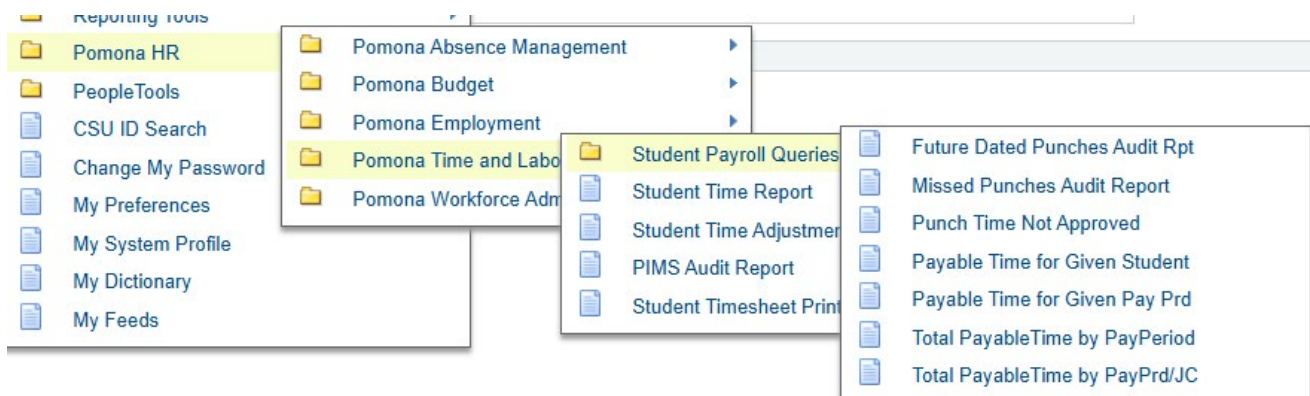
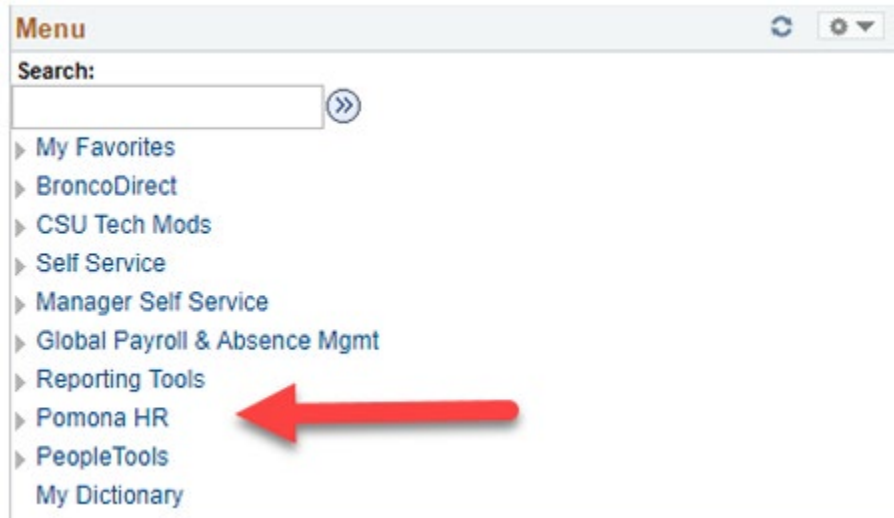


HOW TO ACCESS STUDENT PAYROLL AUDIT QUERIES:

Timekeepers are encouraged to run audit queries on a weekly basis to ensure all student employees are adhering to the time and attendance rules and policies. Although it is recommended to review student time on a weekly basis, some audit queries may be more useful to run at the end of the pay period (e.g., Punch Time Not Approved).

Pomona HR> Pomona Time and Labor> Student Payroll Queries



Query #1-Future Dated Punches Audit Report

Since student employees should not enter time in the future, this audit report will pull the names of any student employee who has entered time after a specified date. *Note:* If there are future dated punches, the timekeeper or approver should delete them and notify the student to avoid entering future dated punches.

- Enter today's date to check for future entries and click View Results. You may download results in an Excel spreadsheet, CSV text file, XML file, or just view it in your browser.

POMH_TL_DC_STU_PUNCH_TIME_1 - Future Dated Punches Audit Rpt

Punch Date After: 

[View Results](#)

Download results in : [Excel SpreadSheet](#) [CSV Text File](#) [XML File](#) (1 kb)

[View All](#)


Query #2-Missed Punches Audit Report

If a student employee misses a Time In or Time Out punch during a pay period, this report will pull the students information as well as, punch date, punch type (in/out), and punch time.

- Enter Pay Period Begin Date and Pay Period End Date and click View Results. You may download results in an Excel spreadsheet, CSV text file, XML file, or just view it in your browser.

POMH_TL_DC_STU_PUNCH_TIME_2 - Missed Punches Audit by PayPer

Pay Period Begin Dt: 

Pay Period End Dt: 

[View Results](#)

Download results in : [Excel SpreadSheet](#) [CSV Text File](#) [XML File](#) (1 kb)

Query #3-Punch Time Not Approved

All time entered by students must be approved by the designated manager no later than 5 days after the last day of the pay period. *Note:* If the 5th day after the pay period is a weekend or holiday, the manager may approve time on the next business day.

- To view entries that have not been approved yet, enter a From Date and To Date and click View Results. You may download results in an Excel spreadsheet, CSV text file, XML file, or just view it in your browser.

POMH_TL_DC_STU_PAYABLE_TIME_3 - Payable Time Not Approved

From Date: 

To Date: 

[View Results](#)

Download results in : [Excel SpreadSheet](#) [CSV Text File](#) [XML File](#) (173 kb)

Query #4-Payable Time for Given Student

Timekeepers can utilize this query to review payable time for a specific student employee.

- Enter employee's ID and click View Results. You may download results in an Excel spreadsheet, CSV text file, XML file, or just view it in your browser.

POMH_TL_DC_STU_PAYABLE_TIME_1 - Payable Time for Given Student

Enter Empl_ID:

[View Results](#)

Download results in : [Excel SpreadSheet](#) [CSV Text File](#) [XML File](#) (17 kb)

Query #5-Payable Time for Given Period

Timekeepers can utilize this query to review payable time for all student employees in a specific pay period. Note: This query will provide the total payable time per day for each employee.

- Enter first day of pay period in the From Date field and last day of the pay period in the To Date field, then click View Results. You may download results in an Excel spreadsheet, CSV text file, XML file, or just view it in your browser.

POMH_TL_DC_STU_PAYABLE_TIME_2 - Payable Time for Given Pay Prd

From Date: 

To Date: 

[View Results](#)

Download results in : [Excel SpreadSheet](#) [CSV Text File](#) [XML File](#) (152 kb)


Query #6-Total Payable Time by Pay Period

Timekeepers can utilize this query to review the total payable time in a pay period for each employee.

- Enter Pay Period Begin Date and Pay Period End Date, then click View Results. You may download results in an Excel spreadsheet, CSV text file, XML file, or just view it in your browser.

POMH_TL_DC_STU_PAYABLE_TIME_4 - Total Payable Time by Pay Per

Pay Period Begin Date: 

Pay Period End Date: 

[View Results](#)

Download results in : [Excel SpreadSheet](#) [CSV Text File](#) [XML File](#) (29 kb)
