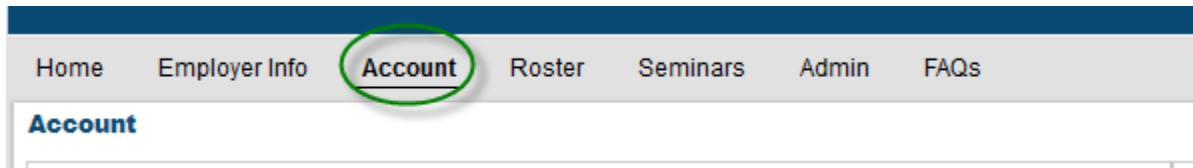
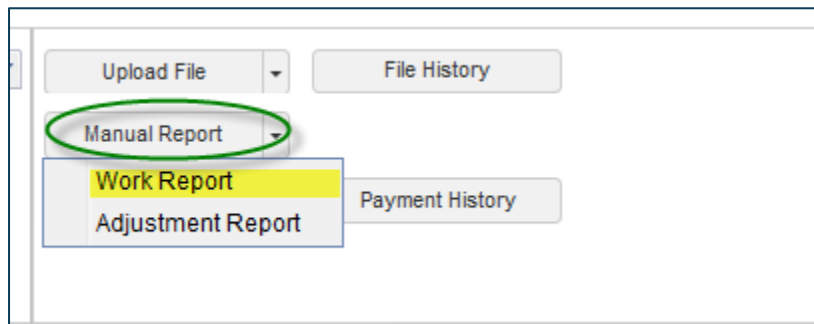


**Purpose:** The purpose of this function is to report employee compensation and service.

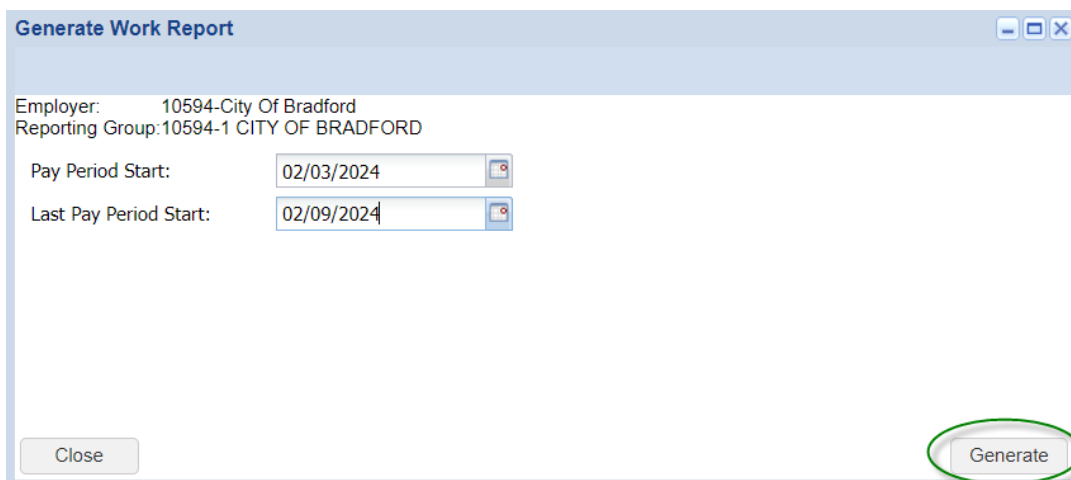
**Step 1:** From the main menu, select the Account tab.



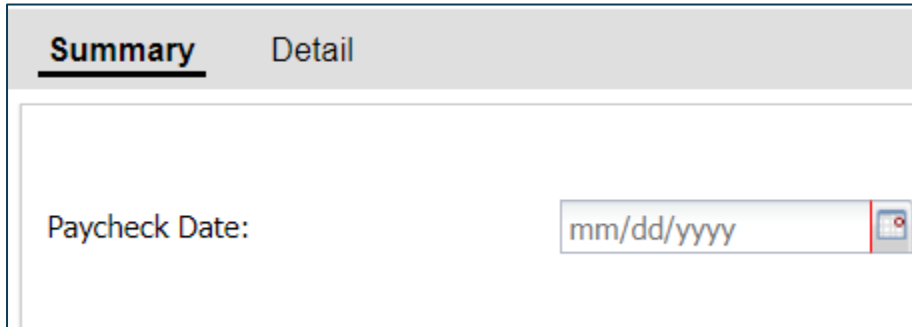
**Step 2:** On the Account page in the functions section at the top right, click the Manual Report button and select Work Report from the dropdown menu. This function opens the Generate Report window.



**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.

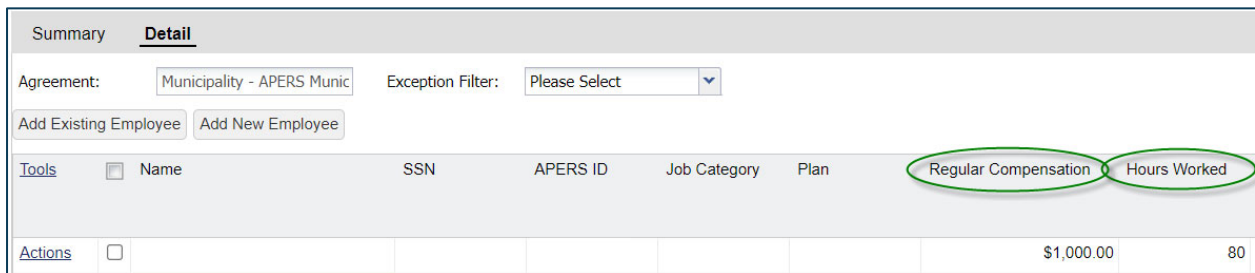


**Step 4:** On the Work Report Editor under the Summary tab, enter the paycheck date in the Paycheck Date field. (This date should match the date on your employees' paycheck.)



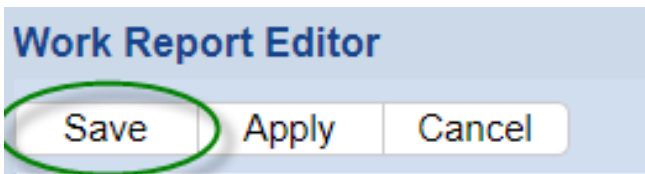
The screenshot shows the 'Summary' tab selected. Below the tab, there is a 'Paycheck Date:' label followed by a text input field containing the placeholder 'mm/dd/yyyy'. A small calendar icon is visible on the right side of the input field.

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



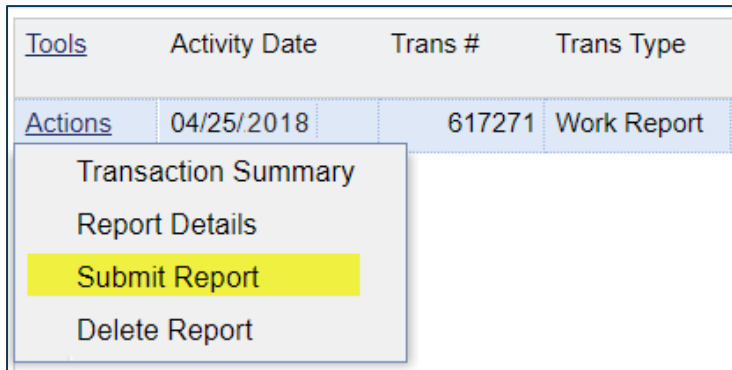
The screenshot shows the 'Detail' tab selected. At the top, there are fields for 'Agreement:' (Municipality - APERS Munic) and 'Exception Filter:' (Please Select). Below these are buttons for 'Add Existing Employee' and 'Add New Employee'. A table is displayed with the following columns: Tools, Name, SSN, APERS ID, Job Category, Plan, Regular Compensation, and Hours Worked. The 'Regular Compensation' and 'Hours Worked' columns are circled in green. A row is visible with 'Actions' in the Tools column, a checkbox, and values of '\$1,000.00' and '80' in the Regular Compensation and Hours Worked columns respectively.

**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.



The screenshot shows the 'Work Report Editor' header. Below it, there are three buttons: 'Save', 'Apply', and 'Cancel'. The 'Save' button is circled in green.

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



The screenshot shows a table with columns: Tools, Activity Date, Trans #, and Trans Type. A row is highlighted with 'Actions' in the Tools column, '04/25/2018' in Activity Date, '617271' in Trans #, and 'Work Report' in Trans Type. A dropdown menu is open from the 'Actions' link, showing options: Transaction Summary, Report Details, Submit Report (highlighted in yellow), and Delete Report.