













Flexible Period Earnings Report

Purpose: Review wages that has been charged to the specified grant.

Process

- 1. Choose **Segment Find** then enter Project number = **3xxxx** and **Accept**.
- 2. Choose **Report Options** and set similar to below
 - a. Select the **Check Dates** you want to include
 - b. Sort option set to your preferred option
 - c. Include or exclude additional sort options

| | | | | | | | | | | | |
|---|---|---|--|---|--|--|---|---|--|--|---|
|  Accept |  Cancel |  Search |  Browse |  Query Builder |  Add |  Update |  Delete |  Global |  Duplicate |  Print |  |
| Confirm | | Search | | | Actions | | | Output | | | |
| Execute this report | | Now | | | | | | | | | |
| Check Dates | | Specify | | | | | | | | | |
| | | 01/11/2019 | | to | 01/11/2019 | | | | | | |
| Sort | | OBJECT/EMPLOYEE NAME | | | | | | | | | |
| <input checked="" type="checkbox"/> | Include Employee Earnings | OBJECT/EMPLOYEE NAME | | | | | | | | | |
| <input type="checkbox"/> | Include Employer Share | FUND/EMPLOYEE NAME | | | | | | | | | |
| <input type="checkbox"/> | Include Project String Detail | LOCATION/EMPLOYEE NAME | | | | | | | | | |
| | | PROJECT/ EMPLOYEE NAME | | | | | | | | | |
| | | ORG/EMPLOYEE NAME | | | | | | | | | |