

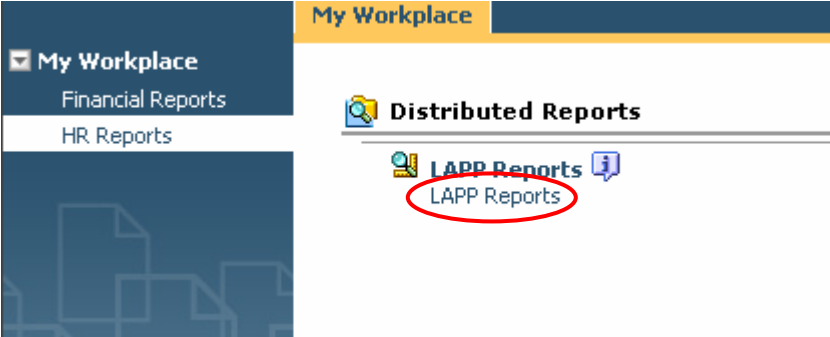
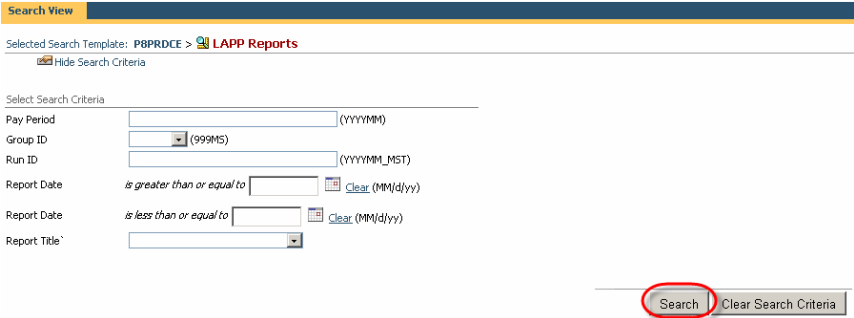




The **Attendance Certification Report** is used to certify employee leave usage at the end of each pay period.

The **Attendance Verification Report** is used to reconcile leave balances to time submitted on the Attendance Certification Report.

Frequency: Monthly (once per pay period).

<p>Step 1:</p> <p>From the My Workplace homepage, navigate to the HR Reports link.</p> <p>A new window will open.</p> <p> Both the LAPP Certification and Verification Reports are found here.</p>	
<p>Step 2:</p> <p>Next, click on the LAPP Reports link.</p>	
<p>Step 3a:</p> <p>Click Search to view a list of all the LAPP reports you have access to view.</p>	



<p>Step 3b:</p> <p>To filter your reporting results, enter any of the following criteria:</p> <ul style="list-style-type: none"> - Pay Period (YYYY/MM) - Group ID (i.e. 999MS) - Run ID (YYYYMM_MST) - Report Date great than - Report Date less than - Report Title <p>Then click <input type="button" value="Search"/>.</p>	<p>Selected Search Template: P8PRDCE > LAPP Reports</p> <p> Hide Search Criteria</p> <hr/> <p>Select Search Criteria</p> <p>Pay Period <input type="text" value=""/> (YYYYMM)</p> <p>Group ID <input type="text" value="157MS"/> (999MS)</p> <p>Run ID <input type="text" value=""/> (YYYYMM_MST)</p> <p>Report Date <i>is greater than or equal to</i> <input type="text" value=""/> <input type="button" value="Clear (MM/d/yy)"/></p> <p>Report Date <i>is less than or equal to</i> <input type="text" value=""/> <input type="button" value="Clear (MM/d/yy)"/></p> <p>Report Title <input type="text" value=""/></p> <p style="text-align: right;"><input type="button" value="Search"/> <input type="button" value="Clear Search Criteria"/></p>																												
<p>Step 4:</p> <p>A list of available reports is displayed.</p>	<table border="1"> <thead> <tr> <th>Report Title</th> <th>Pay Period</th> <th>Group ID</th> <th>Run ID</th> </tr> </thead> <tbody> <tr> <td> Attendance Verification Report</td> <td>200805</td> <td>057MS</td> <td>200805_MST</td> </tr> <tr> <td> Attendance Verification Report</td> <td>200804</td> <td>057MS</td> <td>200804_MST</td> </tr> <tr> <td> Attendance Certification Report</td> <td>200804</td> <td>057MS</td> <td>200804_MST</td> </tr> <tr> <td> Attendance Certification Report</td> <td>200805</td> <td>057MS</td> <td>200805_MST</td> </tr> <tr> <td> Attendance Certification Report</td> <td>200805</td> <td>057MS</td> <td>200805_MST</td> </tr> </tbody> </table>	Report Title	Pay Period	Group ID	Run ID	Attendance Verification Report	200805	057MS	200805_MST	Attendance Verification Report	200804	057MS	200804_MST	Attendance Certification Report	200804	057MS	200804_MST	Attendance Certification Report	200805	057MS	200805_MST	Attendance Certification Report	200805	057MS	200805_MST				
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<p>Step 5:</p> <p>Next, click on the appropriate link to access the report.</p> <p> <i>If you have access to multiple Group ID's you must open each report individually.</i></p>	<table border="1"> <thead> <tr> <th>Report Title</th> <th>Pay Period</th> <th>Group ID</th> <th>Run ID</th> </tr> </thead> <tbody> <tr> <td> Attendance Certification Report</td> <td>200805</td> <td>214MS</td> <td>200805_MST</td> </tr> <tr> <td> Attendance Certification Report</td> <td>200805</td> <td>215MS</td> <td>200805_MST</td> </tr> <tr> <td> Attendance Certification Report</td> <td>200805</td> <td>216MS</td> <td>200805_MST</td> </tr> <tr> <td> Attendance Certification Report</td> <td>200805</td> <td>218MS</td> <td>200805_MST</td> </tr> <tr> <td> Attendance Certification Report</td> <td>200805</td> <td>220MS</td> <td>200805_MST</td> </tr> <tr> <td> Attendance Certification Report</td> <td>200805</td> <td>221MS</td> <td>200805_MST</td> </tr> </tbody> </table>	Report Title	Pay Period	Group ID	Run ID	Attendance Certification Report	200805	214MS	200805_MST	Attendance Certification Report	200805	215MS	200805_MST	Attendance Certification Report	200805	216MS	200805_MST	Attendance Certification Report	200805	218MS	200805_MST	Attendance Certification Report	200805	220MS	200805_MST	Attendance Certification Report	200805	221MS	200805_MST
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Step 6a:

The Attendance Certification Report opens in a new window. Refer to "Using Certification & Verification Reports."

Report ID: FULLA003
 Pay Period: January, 2007
 01/01/2007 thru 01/30/2007

California State University, Fullerton
 Attendance Certification Report
 Agency/Unit: 242/541
 Dept ID: 10057

Report Due: 01/31/2007
 Supporting 634 Forms are Attached
 Page 4 of 4

Please refer to the CSUF Attendance web site for instructions on completing the Attendance Certification Report.

Employee's Name	Emp1 ID	Emp1 Rcd#	FLSA	Job Code	SRI	CBID	FTE	Sick Bal	Sick Used	Vac Bal	Vac Used	PH Bal	PH Used	CTO Bal	CTO Used	HOL CE Bal	HOL CTO Bal	HOL Used	EX Hrs Bal	Vac Rate	Other
Barker, BB	899856496	0	N	0400	033	R09	1.00	336.00		106.00		1.00		0.00		0.00	0.00		0.00	16.000	
Burns, MM	800564585	0	X	1038	143	R09	1.00	59.30		158.00		1.00		0.00		0.00	0.00		0.00	10.000	
LeaveAcctg, T	892826645	0	N	0420	001	R09	1.00	32.00		26.67		1.00		0.00		0.00	0.00		0.00	6.667	
Rivers, JJ	800100646	0	X	1038	124	R09	1.00	216.00		124.70		1.00		0.00		0.00	0.00		0.00	10.000	
Rivers, MN	898398367	0	X	3312	102	M80	1.00	302.00		308.00		1.00		0.00		0.00	0.00		0.00	16.000	
Sawer, PS	892248626	0	X	1038	138	R09	1.00	63.50		73.34		1.00		0.00		0.00	0.00		0.00	6.667	
Waters, DD	808527384	0	X	1038	128	R09	1.00	229.00		232.06		1.00		0.00		0.00	0.00		0.00	11.333	
Willington, DA	899913198	0	X	3306	003	M80	1.00	840.00		488.00		1.00		0.00		0.00	0.00		0.00	16.000	

I approve the use of leave benefits as indicated. I understand substantiation shall be required and attached for jury duty, and subpoenaed witness in accordance with Bargaining Unit Contracts and/or CSU policies.

Signature of Supervisor _____ Date _____



Step 6b:

The Attendance Verification Report opens in a new window. Refer to "Using Certification & Verification Reports."

Report ID: FULLA004		Attendance Verification Report For January				Page No. 4 of 4 Run Date 02/01/2007 Run Time 11:17:26			
Department: 10057 CMS Project									
Name	EmplID	Plan Rod# Type Benefit Plan	Starting Balance	Earned	Taken	Adjusted	Ending Balance		
Barker, Bob	899856496	0 50 Sick	336.00	8.00	0.00	0.00	344.00		
		51 Graded Vacation (384 hour max)	106.00	16.00	0.00	0.00	122.00		
		54 State Service (in months)	11.00	1.00	0.00	0.00	333.00		
		Personal Holiday	1.00	0.00	0.00	0.00	1.00		
		CTO	0.00	0.00	0.00	0.00	0.00		
Burns, Melanie	800564585	0 50 Sick	59.30	8.00	0.00	0.00	67.30		
		51 Graded Vacation (272 hour max)	158.00	10.00	0.00	0.00	168.00		
		54 State Service (in months)	56.00	1.00	0.00	0.00	57.00		
		Personal Holiday	1.00	0.00	0.00	0.00	1.00		
		CTO	0.00	0.00	0.00	0.00	0.00		
LeaveAcctg, Test	892826645	0 50 Sick	32.00	8.00	0.00	0.00	40.00		
		51 Graded Vacation (272 hour max)	26.67	6.67	0.00	0.00	33.34		
		54 State Service (in months)	4.00	1.00	0.00	0.00	5.00		
		Personal Holiday	1.00	0.00	0.00	0.00	1.00		
		CTO	0.00	0.00	0.00	0.00	0.00		
NoLeave, Test	892826900	0 50 Sick	16.00	8.00	0.00	0.00	24.00		
		51 Graded Vacation (384 hour max)	13.33	6.67	0.00	0.00	20.00		
		54 State Service (in months)	2.00	1.00	0.00	0.00	3.00		
		Personal Holiday	1.00	0.00	0.00	0.00	1.00		
		CTO	0.00	0.00	0.00	0.00	0.00		