



**Time Reporting Summary – New  
Report  
20150422**

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SPAHRS has a new report, Time Reporting Summary, which gives a summary by earnings code of the hours entered on the timesheet for a pay period. The path to the report is RT RP TR. The input information to run the report is agency number, pay frequency, pay period end date, and geo location. If the geo location field is left blank, it will list everyone on the payroll, in geo location order. If you submit it with a geo location entered, it only picks up the employees in that geo location. This is designed to be run after all time entries have been made in the timesheet.