

Caddo Driver- Trips by PO#

-Log In

-Username: First Letter of First Name and Full Last Name; **example: KGilyard**

-Password: Last 6 digits of EIN; **example: 123456**

-Reports

-Caddo Driver- Incomplete Field Trips

-Run Query

-Value: Full EIN (with dashes); **example: 123-45-6789**

-Continue

-From: 01-01-2019 First Day of year (once year ends the from date will change to first day of July; 07-01-2019)

-To: Last Day of Current Payroll (must have Absence Reporting and Payroll Schedule Sub Employee PR2s)

-Continue

-Value: Whatever Pay period print out you are looking for

-Continue

-Start Report

****This report tells you what you have been paid for or getting ready to be paid for on the next upcoming pay period.**

****Everything in this report is in the complete status**

****This is your print out**

Caddo Drive- Incomplete Field Trips *Shows everything in the active, scheduled, and pending status

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-Group District ID- move everything over **second arrows double greater than sign

-Continue

-Start Report

****This report tells you what need to be complete out to make the current payroll.**

****If in active, I will take care of it.**

****If in scheduled or pending, contact the school to let them know your trip need to be updated to the active status.**