



## Payroll Detail

### Report Overview

The Payroll Detail Report shows hours that are scheduled for payment in the upcoming payroll. It will also show approved and unapproved online hours during a selected date range that have not yet been received by Veridian.

Hours that appears on this report will show the following information:

- **Employee**-the employee providing the service.
- **Code**- the service being provided. Services submitted via EVV will not have a description listed.
- **Consumer**-the member receiving the service.
- **Check in/out time**- the check in/out times for the shift.
- **Date**- the date of service.
- **Check #**-this will only appear if the hours are on a completed check.
- **Hours**-the total hours of the shift.
- **Total Hours**-the total number of hours for an employee in the report.

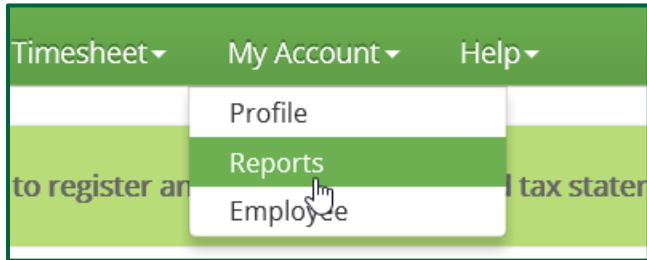
Payroll Detail						
Doe, Jake						
Code	Consumer	Check In	Check Out	Date	Check #	Hours
Respite-Indv (15)	Doe, John	12:00 PM	05:00 PM	08/02/2021		5.00
Respite-Indv (15)	Doe, John	12:00 PM	05:00 PM	08/04/2021		5.00
Respite-Indv (15)	Doe, John	12:00 PM	05:00 PM	08/06/2021		5.00
Respite-Indv (15)	Doe, John	12:00 PM	05:00 PM	08/08/2021		5.00
Respite-Indv (15)	Doe, John	08:00 AM	12:00 PM	08/10/2021		4.00
Respite-Indv (15)	Doe, John	08:00 AM	12:00 PM	08/12/2021		4.00
Respite-Indv (15)	Doe, John	08:00 AM	12:00 PM	08/14/2021		4.00
<b>Total Hours:</b>						<b>32.00</b>
Doe, Jane						
Code	Consumer	Check In	Check Out	Date	Check #	Hours
Respite-Indv (15)	Doe, John	08:00 AM	12:00 PM	08/01/2021		4.00
Respite-Indv (15)	Doe, John	08:00 AM	12:00 PM	08/03/2021		4.00
Respite-Indv (15)	Doe, John	08:00 AM	12:00 PM	08/05/2021		4.00
Respite-Indv (15)	Doe, John	08:00 AM	12:00 PM	08/07/2021		4.00
SCL (15 Min)	Doe, John	12:00 PM	05:00 PM	08/09/2021		5.00
SCL (15 Min)	Doe, John	12:00 PM	05:00 PM	08/11/2021		5.00
SCL (15 Min)	Doe, John	12:00 PM	05:00 PM	08/13/2021		5.00
SCL (15 Min)	Doe, John	12:00 PM	05:00 PM	08/15/2021		5.00
<b>Total Hours:</b>						<b>36.00</b>

### Pulling the Report

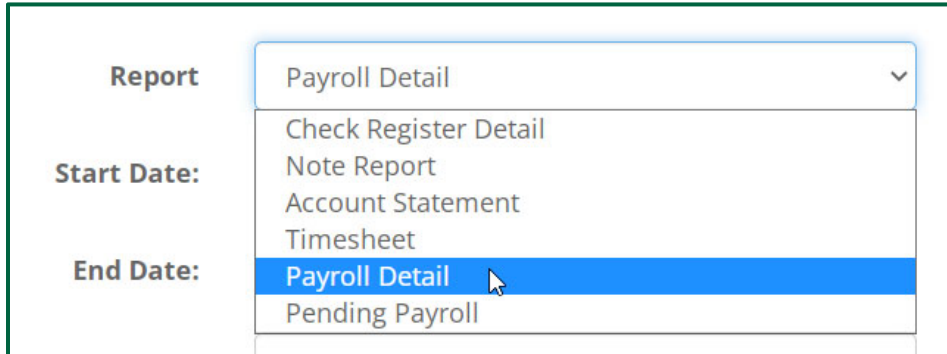
To pull a Payroll Detail Report on the CCO website, you will take the following steps

1. Go to our website at [www.veridianfiscalsolutions.org/cco/](http://www.veridianfiscalsolutions.org/cco/)
2. Log in to your account

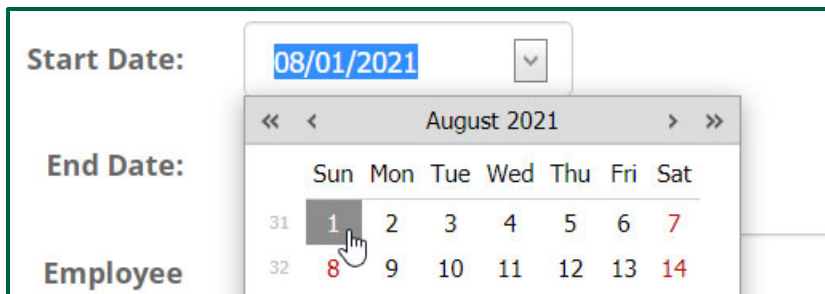
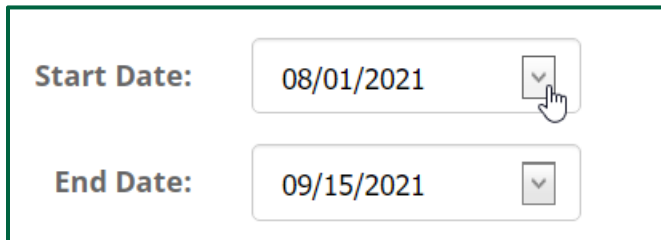
3. Click on My Account and select Reports



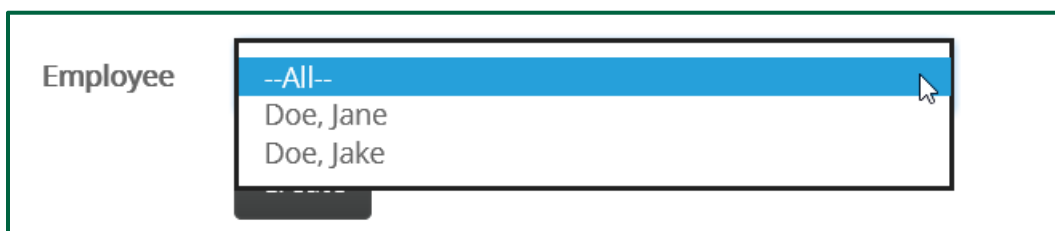
4. Select Payroll Detail from the Report drop down



5. Enter the Start and End Date for the hours you would like to review.



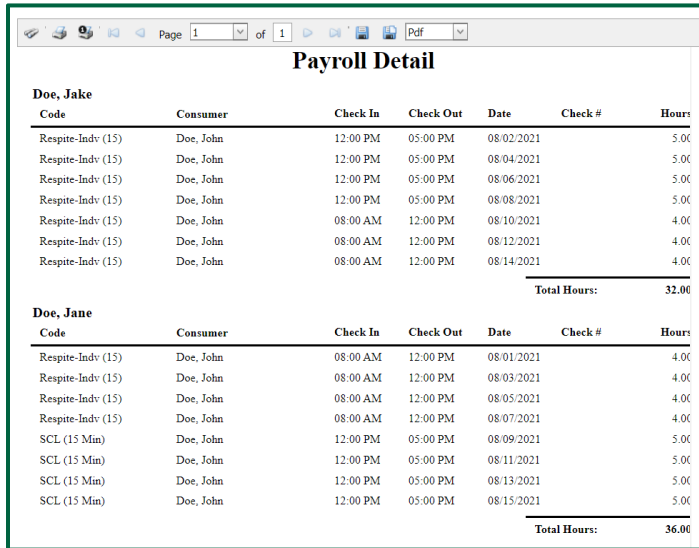
6. Select the employees' hours you would like to appear in the report. If you would like all of your employees' hours to appear, select All.



7. Click Create

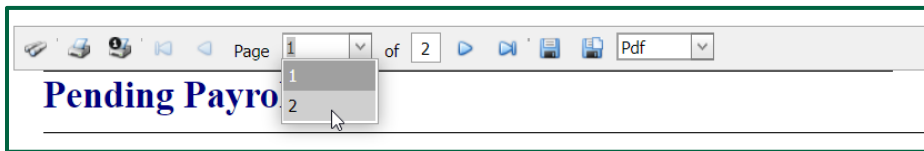


8. The Payroll Detail Report is created and ready for you to review.



Payroll Detail						
Doe, Jake						
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Total Hours:						32.00
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Total Hours:						36.00

- If the report has more than one page on the website, you can navigate through pages by selecting the page you want to view in the Page drop down near the top of the screen.



- You are able to create a copy of the report by clicking the Save icon and selecting the file format of your choosing from the drop down

