



## Pending Payroll Report

### Report Overview

The Pending Payroll Report shows hours scheduled to be processed in the upcoming payroll. This can include approved web hours received by Veridian, approved hours submitted through Electronic Visit Verification (EVV), and hours processed from paper timesheets.

Hours appearing on this report are not a guarantee of payment.

Hours in this report will show the following information:

- **Date**-the date of service.
- **Time in/out**-the time in/out for the shift.
- **Hours**-the total hours of the shift.
- **Rate**-your employee's pay rate for the service being provided.
- **Description**-the service being provided. Services submitted via EVV will not have a description listed.
- **Check #**-this will appear when the check has been finalized. A check number does not mean that payment has been issued.
- **Total number of hours**-the total number of hours for an employee in the report and for the report in total (if multiple employees are included).

Pending Payroll							
Doe, Jake							
Doe, John							
Work Date	TimeIN	TimeOUT	Hours	Rate	Description	Batch #	Check #
08/01/21	12:00 PM	05:00 PM	5.00	\$13.00		3148	
08/02/21	12:00 PM	05:00 PM	5.00	\$15.00	Respite-Indv (15 Min)	3148	
08/03/21	12:00 PM	05:00 PM	5.00	\$13.00		3148	
08/04/21	12:00 PM	05:00 PM	5.00	\$15.00	Respite-Indv (15 Min)	3148	
08/05/21	12:00 PM	05:00 PM	5.00	\$13.00		3148	
08/06/21	12:00 PM	05:00 PM	5.00	\$15.00	Respite-Indv (15 Min)	3148	
08/07/21	12:00 PM	05:00 PM	5.00	\$13.00		3148	
08/08/21	12:00 PM	05:00 PM	5.00	\$15.00	Respite-Indv (15 Min)	3148	
08/09/21	08:00 AM	12:00 PM	4.00	\$13.00		3148	
08/10/21	08:00 AM	12:00 PM	4.00	\$15.00	Respite-Indv (15 Min)	3148	
08/11/21	08:00 AM	12:00 PM	4.00	\$13.00		3148	
08/12/21	08:00 AM	12:00 PM	4.00	\$15.00	Respite-Indv (15 Min)	3148	
08/13/21	08:00 AM	12:00 PM	4.00	\$13.00		3148	
08/14/21	08:00 AM	12:00 PM	4.00	\$15.00	Respite-Indv (15 Min)	3148	
08/15/21	08:00 AM	12:00 PM	4.00	\$13.00		3148	
<b>Consumer Total</b>			<b>68.00</b>				
<b>Employee Total</b>			<b>68.00</b>				
<b>Report Total</b>			<b>68.00</b>				

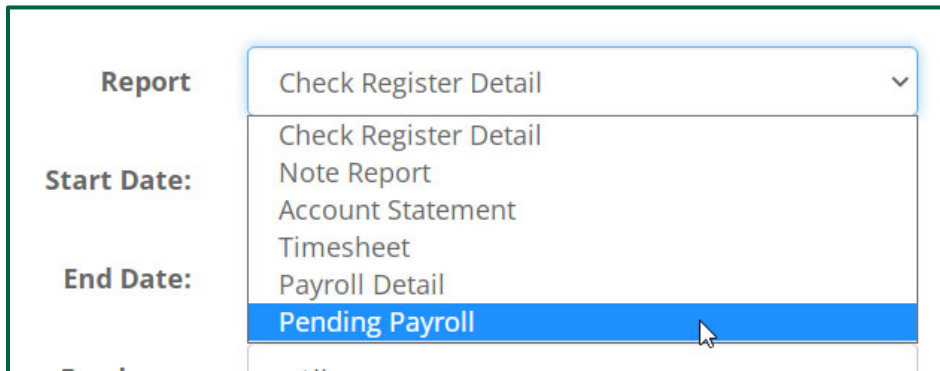
## Pulling the Report

To pull a Pending Payroll report on the CCO website, you will take the following steps

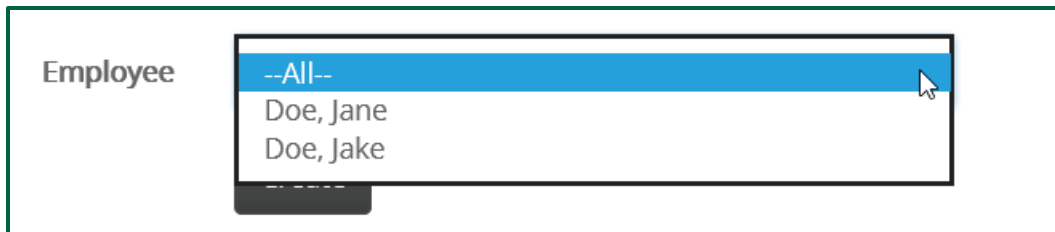
1. Go to our website at [www.veridianfiscalsolutions.org/cco/](http://www.veridianfiscalsolutions.org/cco/)
2. Log in to your account
3. Click on My Account and select Reports



4. Select Pending Payroll from the Report drop down



5. 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.



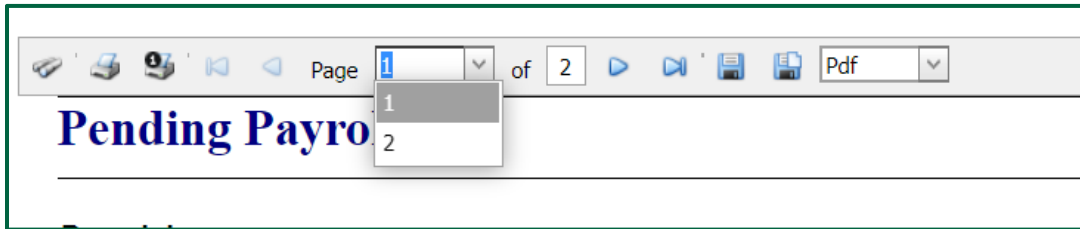
6. Click Create



7. The Pending Payroll Report is created and ready for you to review.

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<b>Consumer Total</b>			<b>68.00</b>				
<b>Employee Total</b>			<b>68.00</b>				
<b>Report Total</b>			<b>68.00</b>				

- 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

