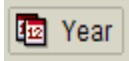


PA61 - Verify Per 12 Cheat Sheet

- (1) Type **PA61** in the shortcut field and press **ENTER**, or use your Favorites to select **PA61 - Maintain**.
- (2) Enter the Personnel number for the individual and press **ENTER**. The persons name and information will now appear.
- (3) At the Working Times tab select **Current year** under the period.

- (4) Click the **Year** button. 
- (5) Click the **Maintain overview** button.



Maintain Time Data

Personnel no. 112801
 Name Yates, David Allen
 EE group R Regular Subarea 1125 Ag Ext Srv Fed
 EE subgroup 15 Staff Professional

Working times | Additional account assignments | Time quotas | Time mana...

Period:
 Today
 All
 From curr. date
 To current date
 Curr.period
 Current year

- (6) A form similar to the Per 12 will be displayed. You can double-click on absences to see more details. This report CANNOT be printed in IRIS.

Display Annual Calendar

Personnel no. 112801 Name Yates, David Allen
 EE group R Regular Subarea 1125 Ag Ext Srv Fed
 EE subgroup 15 Staff Professional
 From 01/01/2003 To 12/31/2003

Annual calendar

Month	1	5	10	15	20	25	30
01 January	H	A	A			H	C
02 February							S
03 March							
04 April							
05 May							
06 June							
07 July							
08 August							
09 September							
10 October							
11 November							
12 December							