

COMP TIME AGING



REPORT DESCRIPTION B0202 | WEB INTELLIGENCE

The purpose of this Report Description is to explain how to run the Comp Time Aging report in the Integrated HR-Payroll System.

REPORT DESCRIPTION:

This report displays the current Overtime Comp, Holiday Comp, Gap Hours Comp, and On-Call Comp quota balances and is associated with Three Reporting Views. In the first report tab, Columns representing current and future months display the number of hours set to age out in that month. A second report tab allows the user to display hours aging out by current and future months as well as the costs associated with the Comp hours. A final report is a graphical representation of the age out hours or related costs by current and future months.

REPORT LOCATION:

PT: Comp and Liability Aging

REPORT USES:

This report is used to help agencies better understand and plan for the usage of Comp Hours and/or the payout of those hours.

Quick Links	
How to generate this report	2
Mandatory Prompts	2
Optional Prompts	3
Initial Layout	4
Available Objects	8
Special Report Considerations/Features	9
Change Log	16

How to generate this report

Prompts 2 X
Available prompt variants
Enter search pattern
* Required prompts OK Cancel

Mandatory Prompts

Mandatory prompts have a red arrow indicator (\rightarrow) followed by an asterisk (*) on the left side of the prompts. When a valid value(s) is entered, this indicator will turn into a green check mark (\checkmark).

- → *Organizational Unit: To select data for this prompt:
 - Make sure you have "Organizational Unit" prompt selected (1).
 - Click on the "Refresh Values" icon to see the list of Org Units (2).
 - Navigate down to the desired Org Unit (3).
 - Click on the right arrow to add it to the selection box (4).

Prompts	2 ×
Available prompt variants	
Prompts Summary	🗐 Organizational Unit
* Organizational Unit Justice	2 💦 🦞 🚍 Selected Value(s)
Employee(s) PersNo (Optional)	ZHMMM_ORGUNIT Image: Construction of the search pattern Image: Construction of the search pattern Image: Construction of the search pattern Organizational plan\State of North Carolina\Cou
* Required prompts	OK Cancel

Optional Prompts

Optional prompts are indicated with a green check mark (\checkmark) and are not required. They are used to assist in further limiting the amount of data that is retrieved into the body of the report.

- ✓ Employee(s) PersNo. (Optional): To select data for this prompt:
 - Make sure the *Employee(s) PersNo. (Optional)* prompt is selected (1).
 - Enter an employee number in the search box to verify the employee name (2).
 - Click on the search icon drop down arrow and select "Search in key" (3).
 - Then click the search icon (4).
 - To see the employee number, click on the key icon (5).
 - Click on the desired Employee (6).
 - OR if the employee number is known, skip steps 2 through 6 and enter it directly in (7).
 - Click on the right arrow to add the Employee to the selection box (8).

Prompts		3 ×
Available prompt variants		
Prompts Summary		1 × 10
* Organizational Unit Justice	Employee(s) PersNo (Optional) (optional)	0
Employee(s) PersNo (Optional)	12345678 7 5 7 5 7 S 8 John Smith (12345678) 8 October 19, 2015 10:01:55 AM GMT-04:00 4 12345678 1 Match case Match case	
* Required prompts	Search in key	Cancel

NOTE: Since the system contains a large number of employees, using broad wildcard searches can be very slow and may result in an error if the search exceeds the system limit. If the employee number is not known and a name search must be done, narrow the search by using the wildcard with specific text strings when looking for an employee by name such as:

- John*Smith*
- *Smith

If the employee number is known, it is best to use the manual entry field (in step 7) to enter the selection.

Initial Layout

This report displays the current Overtime Comp, Holiday Comp, Gap Hours Comp, and On-Call Comp quota balances. Columns representing each current and future months' display, the number of hours set to age out in that month:

B0202: Co	mp Ti	ne Aging								Exec	cution Date : 3/	3/16			
		Cal MdsYr	MAR 2016	APR 2016	MAY 2016	JUN 2016	JUL 2016	AUG 2016	SEP 2016	OCT 2016	NOV 2016	DEC 2016	JAN 2017	FEB 2017	Total
Employee Name	EE Nbr	Quota Type	Remaining Hours												
ALICE, BOB	1234567	OT Compensatory Time	10.96	18											12.86
DOE, JANE	mm	OT Compensatory Time			18.00	10.00	5.00	36.00							69.00
DOE, JOHN	3333333	Holiday Compensatory Time							2.0	D					2.00
HANCOCK, JAMES	444444	OT Compensatory Time			100	26.75	; 19.00	1 14.00	30.5	0 925	5				100.50
HANCOCK, JANE	5555555	Holiday Compensatory Time		8.0	,	8.00	8.00	1		8.0	5	24.00	c.		56.00
HANCOCK, JOHN	6666666	OT Compensatory Time											12.0	0	12.00
SMITH, JAMES	mm	Holiday Compensatory Time												1.00	1.00
SMITH, JANE	6688868	OT Compensatory Time					216.00								215.00
SMITH, JOHN	3333333	Holiday Compensatory Time		8.0		8.00	8.00		80	0	24.0	0 8.00			64.00
		Total	10.58	17.86	19.00	52.75	256.00	50.00	40.5	17.25	24.0	32.00	12.00	1.00	533.36

This report has three tabs at the bottom of the screen and each one provides a different analysis of the data and provides a detailed and summary info of Employee name, EE Nbr, Quota type, Cal Mth/Yr, Remaining Hours and Estimated Cost.

🔋 B0202 Comp Time Aging 🖉 🖹 Comp Time Aging w/ Estimated Payout Cost 👘 Comp Time Aging Summary with Graph

The following are the list of tabs available in B0202:

- B0202: Comp Time Aging
- Comp Time Aging w/Estimated Payout Cost
- Comp Time Aging Summary with Graph

B0202: Comp Time Aging

This report displays the current Overtime Comp, Holiday Comp, Gap Hours Comp, and On-Call Comp quota balances. Columns representing each current and future months' display, the number of hours set to age out in that month.

B0202: Co	mp Tir	me Aging								Exe	cution Date : 3/	3/16			
		Cal Mth/Yr	MAR 2016	APR 2016	MAY 2016	JUN 2016	JUL 2016	AUG 2016	SEP 2016	OCT 2016	NOV 2016	DEC 2016	JAN 2017	FEB 2017	Total
Employee Name	EE Nbr	Quota Type	Remaining Hours												
ALICE, BOB	1234567	OT Compensatory Time	10.56	8 18											12.86
DOE, JANE	mm	OT Compensatory Time			18.00	10.00	5.00	36.00							63.00
DOE, JOHN	3333333	Holiday Compensatory Time							2.0	0					2.00
HANCOCK, JAMES	444444	OT Compensatory Time			100	26.75	19.00	1 14.00	30.5	9.2	5				100.50
HANCOCK, JANE	5555555	Holiday Compensatory Time		8.0	,	8.00	8.00	,		80	0	24.00			56.00
HANCOCK, JOHN	6666666	OT Compensatory Time											12.0	0	12.00
SMITH, JAMES	mm	Holiday Compensatory Time												1.00	1.00
SMITH, JANE	8888888	OT Compensatory Time					216.00								216.00
SMITH, JOHN	3333 <u>33</u>	Holiday Conpensatory Time		8.0	,	8.00	8.00		8.0	0	24.0	0 8.00)		64.00
		Total	10.98	17.88	19.00	52.75	256.00	50.00	40.50	17.25	24.0	32.00	12.00	1.00	533.36

Comp Time Aging w/Estimated Payout Cost

This report tab displays hours aging out by current and future months as well as the costs associated with the Comp hours. By default, this report is displayed for **FLSA** EE Subgroup and can be changed to **Non-FLSA** and **Temp/Other** EE Subgroups and instructions are explained below in **Special Report Considerations/Features**

input Controls - «	Comp Tim	e Agin	g w/ Estima	ted Payo	ut Cost								Excuto	Date: 3316
Map Reset			Cul 185.45	WAR 2016		APR 2016		WAY 2015		JUN 2016		311, 2016		AUG 2016
* Document input controls (0)	-		Cal Movie		14 A.A.	0	to and				10.01			0
There are no input controls defined in this	Employee Name	EE Nbr	Quota Type	Hours	Cost	Hours	Cost	Hours	Cost	Hours	Cost	Hours	Cost	Hours
document. To define a new one, change to Design mode.	ALICE, BOB	123456	OT Compensatory Time					18.00	411.84	10.00	228.90	5.00	114.40	36.00
Report Input Controls (1) Employee SubGroup Selection	DOE, JANE	mm	OT Compressiony Time					1.00	26.44	26.75	707.27	19.00	502.36	14.00
(Seed All)	DOE, JOHN	111111	OT Compensatory Time											
Non-FLSA	HANCOCK		Holidag Compensatory Time									2.83	296.61	
	HANCOCK	555555	On Call Compensatory Time	21,91	2,303.73	21.0	2,729.25	24.58	2,576.24	3.4	2,769.09	21,88	2,291.14	9.89
	SMITH, JAMES	655555	Holidag Compensatory Time											
	SMITH, JANE	mm	OT Compensatory Time									216.00	6,508.08	
	SMITH, JOHN		Holidag Compensatory Time			8.00	241.04	ŧ.		8.00	241.04	8.00	241.04	
			Total	21.9	2,303,73	34.0	2,570.28	43.58	3,014.52	71.17	3,546.20	272.68	9,553,63	59.89

Continued

SEP 2016		OCT 2016		NOV 2016		DEC 2016		JAN 2017		FEB 2017		Total	
Remaining Hours	Estimated Cost												
												co. 00	4 570 70
												69.00	1,378.72
30.50	806.42	9.25	244.57									100.50	2,657.22
								12.00	453.60			12.00	453.60
8.00	838.48											10.83	1,135.09
34.48	3,613.85	19.37	2,030.17									184.62	19,350.05
										1.00	29.04	1.00	29.04
												216.00	6,508.08
8.00	241.04			24.00	723.12	8.00	241.04					64.00	1,928.32
80.98	5,499.79	28.62	2,274.74	24.00	723.12	8.00	241.04	12.00	453.60	1.00	29.04	657.95	33,640.12

Comp Time Aging Summary with Graph

This report tab displays a graphical representation of the age out hours or related costs by current and future months. By default, the graph is displayed for **FLSA** EE Subgroup and remaining hours.

And can be changed to **Non-FLSA** and **Temp/Other** EE Subgroups or to Estimated Cost and instructions are explained below in **Special Report Considerations/Features.**



The Report Info tab displays the information about the prompts entered.

Report Info							
Prompt Input							
Organizational Unit	Organizational plan						
Employee(s) PersNo.							

Available Objects

This is a list of the available objects that can be added to the report, once in Design mode:



Special Report Considerations/Features

- There is a default filter applied to the Report to exclude the following Quota Types.
 - → "B0202 Comp Time Aging" Tab
 - o Adverse Weather Liability
 - o Holiday Leave Time
 - → "Comp Time Aging w/Estimated Payout Cost" and "Comp Time Aging Summary with Graph" Tabs
 - o Adverse Weather Liability
 - o Holiday Leave Time
 - Emergency Closing Compensatory

To modify this default filter to include the excluded quota types to be shown:

- Hover your mouse outside the crosstab table (1).
- Right-Mouse click to bring up the context menu; select Filter (2), then Edit Filter (3).

	3020	02: Comp T	ime Ag	ging					
	×	Cut	Ctrl+X	h/Yr	FEB 2016	MAR 2	016	APR 2016	МА
	D	Сору	Ctrl+C	-	Remaining	Remai	ning	Remaining	Rei
Ľ	L ¹	Paste	Ctrl+V	Туре	Hours	Hours		Hours	HO
		Paste Special	Ctrl+Alt+V	ensatory			10.00	1.00	
H		Insert	•				10.98	1.00	
	2	Refresh All	Ctrl+R	ensatory					
H		Show Structure	Ctrl+3	,					
	\checkmark	Show Results	Ctrl+2	ensatory					
ľ	Ŧ	Start Drill							
	7	Filter 2	•	👎 Ad	d Filter		7.38		
		Format Report		🍞 Edi	t Filter 3				
B	-	-	Comp Time	e 🌴 Rei	move Filter		3.00		
			OT	Filt	er by a New Input (Control			

- When the Edit screen pops up, select any additional desired quota(s) to include (4).
- Click on the left arrow to add it to the selection box (5).

Report Filter		? ≍
Filter Map Pane 🛛 🔍	B0202 Comp Time Aging	🁎 Add filter 📍 🔖
B0202 Comp Time Aging CrossTab: Query Results	And And Quota Type Not in list Adverse Weather Liability Emergency Closing Compensatory Time Gap Hrs Compensatory Time Holiday Leave Time OT Compensatory Time Holiday Leave Time OT Compensatory Time Holiday Leave Time On Call Compensatory Time [NULL_VALUE] Enter search pattern ***********************************	Selected Value(s) Adverse Weather Liability Holiday Leave Time 4
		OK Cancel Apply

The Employee Subgroups in "Comp Time Aging w/Estimated Payout Cost" and "Comp Time Aging Summary with Graph" tabs are grouped by **FLSA**, **Non-FLSA** and **Temp/Other** EE Subgroups.

• Remaining Hours/Estimated Costs are displayed based on the Selection on a particular EE Subgroup from "Employee SubGroup Selection" Input Control.

By default, the "Comp Time Aging w/Estimated Payout Cost" report tab is displayed for FSLA EE Subgroup. To include the other groups:

- > Click on the Input Controls on the left side of the report (1).
- > Check the desired group to include (2), then click on OK (3).

	Input Controls 👻	*
P -	Map Reset	
	 Document Input controls (0) 	
=	There are 1	
In	put Controls	
Ma in f	nage the input controls the current report.	
	define a new one, change to Design mode.	
	▼ Report Input Controls (1)	
	Employee SubGroup Selection	*
	 □ (Select All) □ FLSA □ Non-FLSA 2 □ Temp/Other 	3 OK

By default, the graph in "Comp Time Aging Summary with Graph" report tab is displayed for **FSLA** EE Subgroup and Remaining Hours. To include the other groups, follow the above process. To view the graph by Estimated Cost for Selected groups, click on the Radio Button "Estimated Cost".



> The Employee Subgroups that corresponds to a specific group are listed below.

FT S-FLSA Perm 10C	FT S-FLSAOT TL JBS	PT S-FLSAOT TL JBS
FT S-FLSA Perm 115C	FT S-FLSAOT TL Prob	PT S-FLSAOT TL MAG
FT S-FLSA Perm 11C	FT S-FLSAOT Trne	PT S-FLSAOT TL Prob
FT S-FLSA Perm 12C	FT S-FLSAOTPerm ACJP	PT S-FLSAOT Trne
FT S-FLSA Prob 10C	FT S-FLSATLProb 115C	PT S-FLSAOTPerm ACJP
FT S-FLSA Prob 115C	PT S-FLSA Perm 10C	PT S-FLSATLProb 115C
FT S-FLSA Prob 11C	PT S-FLSA Perm 115C	PT S-FLSAOT Perm JBS
FT S-FLSA Prob 12C	PT S-FLSA Perm 11C	PT S-FLSAOT Perm MAG
FT S-FLSA TL 10C	PT S-FLSA Perm 12C	PT S-FLSAOT Prob
FT S-FLSA TL 115C	PT S-FLSA Prob 10C	PT S-FLSAOT TL
FT S-FLSA TL 11C	PT S-FLSA Prob 115C	PT S-FLSAOT TL ACJP
FT S-FLSA TL 12C	PT S-FLSA Prob 11C	PT S-FLSAOT TL CR
FT S-FLSA TLProb 10C	PT S-FLSA Prob 12C	
FT S-FLSA TLProb 11C	PT S-FLSA TL 10C	
FT S-FLSA TLProb 12C	PT S-FLSA TL 115C	
FT S-FLSAOT Fld Trne	PT S-FLSA TL 11C	
FT S-FLSAOT Perm	PT S-FLSA TL 12C	
FT S-FLSAOT Perm CR	PT S-FLSA TLProb 10C	
FT S-FLSAOT Perm JBS	PT S-FLSA TLProb 11C	
FT S-FLSAOT Prob	PT S-FLSA TLProb 12C	
FT S-FLSAOT TL	PT S-FLSAOT Fld Trne	
FT S-FLSAOT TL ACJP	PT S-FLSAOT Perm	
FT S-FLSAOT TL CR	PT S-FLSAOT Perm CR	

FLSA

FT EPA	FT N-FLSAOT Perm JB1	FT N-FLSATLProb 115C	N/A EPA Sal GA	PT N-FLSA TLProb 10C
FT N-FLSA Perm 10C	FT N-FLSAOT Perm JB2	N/A EPA Chief Deputy	N/A EPA Sal GA	PT N-FLSA TLProb 11C
FT N-FLSA Perm 115C	FT N-FLSAOT Perm JB3	N/A EPA Chief Deputy	N/A EPA Sal GARecGov	PT N-FLSA TLProb 12C
FT N-FLSA Perm 11C	FT N-FLSAOT Perm JBS	N/A EPA ConstitutOff	N/A EPA Sal Gov&ABC	PT N-FLSAOT Perm
FT N-FLSA Perm 12C	FT N-FLSAOT Perm MAG	N/A EPA ConstitutOff	N/A EPA Sal Gov&ABC	PT N-FLSAOT Perm AD
FT N-FLSA Prob 10C	FT N-FLSAOT Perm SC	N/A EPA ExManagerial	N/A EPA SalGA RecGov	PT N-FLSAOT Perm ADA
FT N-FLSA Prob 115C	FT N-FLSAOT Prob	N/A EPA ExManagerial	N/A EPA StatGAAprAct	PT N-FLSAOT Perm CJP
FT N-FLSA Prob 11C	FT N-FLSAOT TL	N/A EPA Gov's Staff	N/A EPA StatGAAprAct	PT N-FLSAOT Perm CSC
FT N-FLSA Prob 12C	FT N-FLSAOT TL AD	N/A EPA Gov's Staff	N/A EPA StatutoryPos	PT N-FLSAOT Perm DA
FT N-FLSA TL 10C	FT N-FLSAOT TL ACJP	N/A EPA Lt Gov Staff	N/A EPA StatutoryPos	PT N-FLSAOT Perm Dir
FT N-FLSA TL 115C	FT N-FLSAOT TL ADA	N/A EPA Lt Gov Staff	PT EPA	PT N-FLSAOT Perm JB1
FT N-FLSA TL 11C	FT N-FLSAOT TL CJP	N/A EPA MiscStat Pos	PT N-FLSA Perm 10C	PT N-FLSAOT Perm JB2
FT N-FLSA TL 12C	FT N-FLSAOT TL CSC	N/A EPA MiscStat Pos	PT N-FLSA Perm 115C	PT N-FLSAOT Perm JB3
FT N-FLSA TLProb 10C	FT N-FLSAOT TL DA	N/A EPA PM Conf Asst	PT N-FLSA Perm 11C	PT N-FLSAOT Perm JBS
FT N-FLSA TLProb 11C	FT N-FLSAOT TL Dir	N/A EPA PM Conf Asst	PT N-FLSA Perm 12C	PT N-FLSAOT Perm MAG
FT N-FLSA TLProb 12C	FT N-FLSAOT TL JB1	N/A EPA PM Conf Sec	PT N-FLSA Prob 10C	PT N-FLSAOT Perm SC
FT N-FLSAOT Perm	FT N-FLSAOT TL JB2	N/A EPA PM Conf Sec	PT N-FLSA Prob 115C	PT N-FLSAOT Prob
FT N-FLSAOT Perm AD	FT N-FLSAOT TL JB3	N/A EPA Pol-MkingGov	PT N-FLSA Prob 11C	PT N-FLSAOT TL
FT N-FLSAOT Perm ADA	FT N-FLSAOT TL JBS	N/A EPA Pol-MkingGov	PT N-FLSA Prob 12C	PT N-FLSAOT TL ACJP
FT N-FLSAOT Perm CJP	FT N-FLSAOT TL MAG	N/A EPA Pos Gov	PT N-FLSA TL 10C	PT N-FLSAOT TL AD
FT N-FLSAOT Perm CSC	FT N-FLSAOT TL Prob	N/A EPA Pos Gov	PT N-FLSA TL 115C	PT N-FLSAOT TL ADA
FT N-FLSAOT Perm DA	FT N-FLSAOT TL SC	N/A EPA Sal Bd & Com	PT N-FLSA TL 11C	PT N-FLSAOT TL CJP
FT N-FLSAOT Perm Dir	FT N-FLSAOTPerm ACJP	N/A EPA Sal Bd&Com	PT N-FLSA TL 12C	PT N-FLSAOT TL CSC
PT N-FLSAOT TL DA	PT N-FLSAOT TL JB2	PT N-FLSAOT TL MAG	PT N-FLSAOTPerm ACJP	PT N-FLSAOT TL SC
PT N-FLSAOT TL Dir	PT N-FLSAOT TL JB3	PT N-FLSAOT TL Prob	PT N-FLSATLProb 115C	PT N-FLSAOT TL JBS
				PT N-FLSAOT TL JB1

Non-FLSA

Temp/Other

FT S-FLSAOT Intermit	FT N-FLSAOT Temp DA	PT N-FLSAOT Temp JBS
FT S-FLSAOT Student	FT N-FLSAOT Temp Dir	PT N-FLSAOT Temp MAG
FT S-FLSAOT Temp	FT N-FLSAOT Temp JB1	PT N-FLSAOT Temp SC
FT S-FLSAOT Temp CR	FT N-FLSAOT Temp JB2	PT N-FLSAOTTemp ACJP
FT S-FLSAOT Temp JBS	FT N-FLSAOT Temp JB3	Temp FT N-FLSAOT
FT S-FLSAOTTemp ACJP	FT N-FLSAOT Temp JBS	Temp FT S-FLSAOT
PT S-FLSAOT Intermit	FT N-FLSAOT Temp MAG	Temp PT N-FLSAOT
PT S-FLSAOT Student	FT N-FLSAOT Temp SC	Temp PT S-FLSAOT
PT S-FLSAOT Temp	FT N-FLSAOTTemp ACJP	Temp Sol FT N-FLSAOT
PT S-FLSAOT Temp CR	National Guard	Temp Sol FT S-FLSAOT
PT S-FLSAOT Temp JBS	Pick-up FireFighter	Temp Sol PT N-FLSAOT
PT S-FLSAOT Temp MAG	PT N-FLSAOT Intermit	Temp Sol PT S-FLSAOT
PT S-FLSAOTTemp ACJP	PT N-FLSAOT Student	Volunteer
Board Member	PT N-FLSAOT Temp	
Contractor	PT N-FLSAOT Temp AD	
Federal	PT N-FLSAOT Temp ADA	
FT N-FLSAOT Intermit	PT N-FLSAOT Temp CJP	
FT N-FLSAOT Student	PT N-FLSAOT Temp CSC	
FT N-FLSAOT Temp	PT N-FLSAOT Temp DA	
FT N-FLSAOT Temp AD	PT N-FLSAOT Temp Dir	
FT N-FLSAOT Temp ADA	PT N-FLSAOT Temp JB1	
FT N-FLSAOT Temp CJP	PT N-FLSAOT Temp JB2	
FT N-FLSAOT Temp CSC	PT N-FLSAOT Temp JB3	

To change the sorting for the desired column

By default, data is sorted by Employee Name (This can be changed as needed).

- Make sure the "desired column" is selected (1).
- Click on "Analysis" Tab (2).
- By default, "Display" tab is selected (3).
- Click on the "Drop down icon" as shown (4).
- Click on "Remove all sorts" (5).
- Select ascending or descending sort order as needed (6).

Fie Properties		Rep	ort Element F	ormat Data A	Analy	vsis. Page Set	up				Reading	Desig
🗠 💷 • 🚑 🖉	N 1 59	• 2 • / File	Data Trasking	1	Z	Display Condition	ut i	4 / 100	foet	Functions		
0 10-100	XIP	T FRe	r 🔹 🔤 Rankin	g • 📰 input	Controls - Gro	oup + 📴 🖥 Break	- 24	Sort • + D	1. • . 1	🖓 Filter Bar 🗐 Outline		
-# 🔮 × ✔ =(E)	mployee] [Er	mployee - Key]						7 None	-		-	
B0202: Co	mp Ti	me Aging						Ascending XI Descending]			
		Cal Mth/Yr	MAY 2016	JUN 2016	JUL 2016	AUG 2016	SEP :	Remove All	Sorts	Total		
Employee Name	EE Nbr	Quota Type	Remaining Hours	Remaining Hours	Remaining Hours	Remaining Hours	Rem. Hours	Advanced Hours	5	Rensalning Hours		
DOE, JANE	1	OT Compensatory		26.76	*0.00	14.00		20.50	0.75	100.50		
2000 C 1000	15346619	time	1.00	20.70	19,00	14.00		30.00	9.29	100.50		

Change Log

Effective Date	Change Description	Modifier
3/3/2016	Initial Report	
9/2/2020	Modified Screenshots	L. Lee
9/3/2020	Updated format	C. Ennis
9/21/2020	Alt Text added to images	L. Lee