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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-Continue
-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.