This document provides guidance on how to access and run the American Rescue Plan Act (ARPA) Emergency Paid Leave (EPL) and Premium pay report in Insight. These reports provide a summary of total number of employees, EPL hours used and the amount paid for the specific transactions code and transaction descriptors for EPL.

Once you sign into Insight, navigate to the Catalog action link at the top Navigation bar.

The Folder pane will display. Select 3 Public (Share Your Reports!) Folder and the options will display, scroll down to TRACKING REPORTS Folder, double click to open folder, and select the desired ARPA report.
Select **OPEN** action link for the desire report. The Prompts page will display, enter the values for each required * field and click **OK**.

The Report will display.