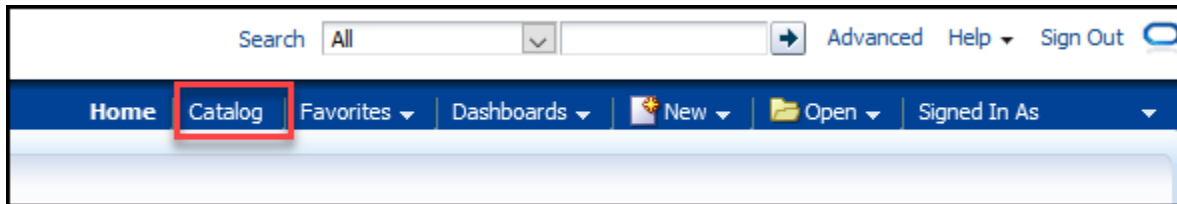


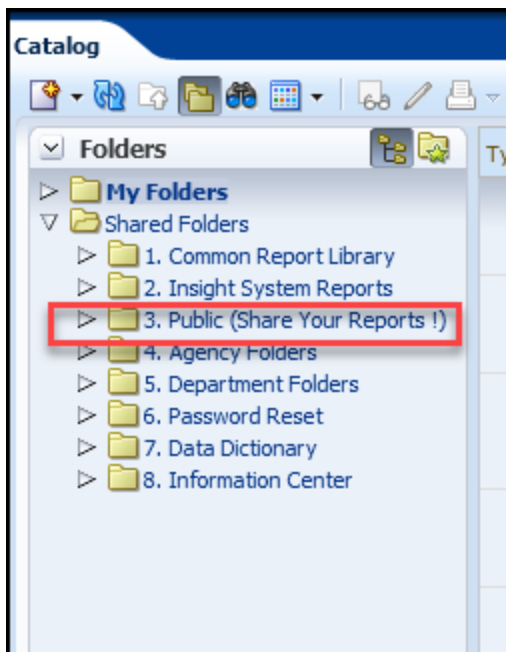
HOW TO ACCESS AND RUN THE AMERICAN RESCUE PLAN ACT REPORT IN INSIGHT

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.

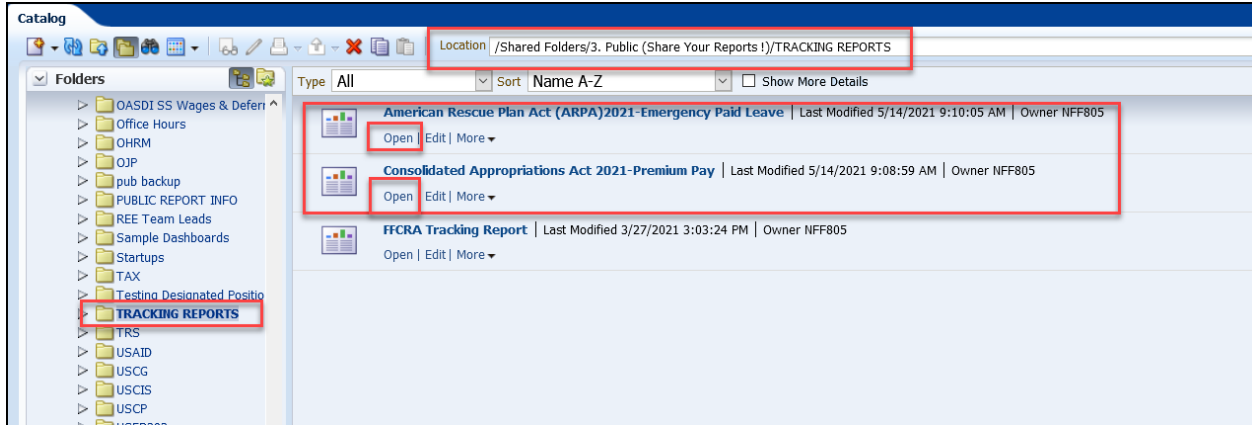
Once you sign into Insight, navigate to the **Catalog** action link at the top Navigation bar.



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.



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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.

Summary of Total Hours/Amount

AGENCY	Employee Count	TOTAL OT AMT	TOTAL TC HRS
01	3	\$1,458.91	21.50
Grand Total	3	\$1,458.91	21.50

Employee	SALARY	Hourly Rate	DEPARTMENT	AGENCY	PP/YR COVERED	TC	TD	TD DESCRIPTION	TOTAL TC HRS	TC RATE	TOTAL OT AMT	DIFF RATE	DIFF TOTAL AMT	Remaining Bal Towards cap \$7,640
	\$138,866.00	\$66.54	AG	01	2021-04	31	00	HOLIDAY WORKED - BASIC RATE OF PAY	3.75	\$66.54	\$249.53			\$7,390.47
	\$158,541.00	\$75.97	AG	01	2021-04	31	00	HOLIDAY WORKED - BASIC RATE OF PAY	3.00	\$75.97	\$227.91			\$7,412.09
	\$138,866.00	\$66.54	AG	01	2021-04	21	00	OVER 40 OVERTIME - RATE BASED ON FLSA STATUS	14.75	\$66.54	\$981.47			\$6,658.53