Transit Subsidy Dist Report

To run or add an LOC Transit Subsidy Dist Report:

1. Select ***LOC Transit Subsidy*** from the ***EmpowHR*** main menu.

2. Select ***LOC Transit Subsidy Dist Report*** from the LOC Transit Subsidy drop-down menu. The LOC Transit Subsidy Report window(**Figure 770**) is displayed.

Figure 770. LOC Transit Subsidy Report window

3. Complete the fields as follows:

Search By: Run Control ID Begins With

Type the applicable search criteria.

Case Sensitive

Click this field if the search criteria is case sensitive.

4. Click **Search**.

OR

Click ***Add An Existing Value*** to add a new report. The Transit Subsidy Add A New Value window (**Figure 771**) is displayed.

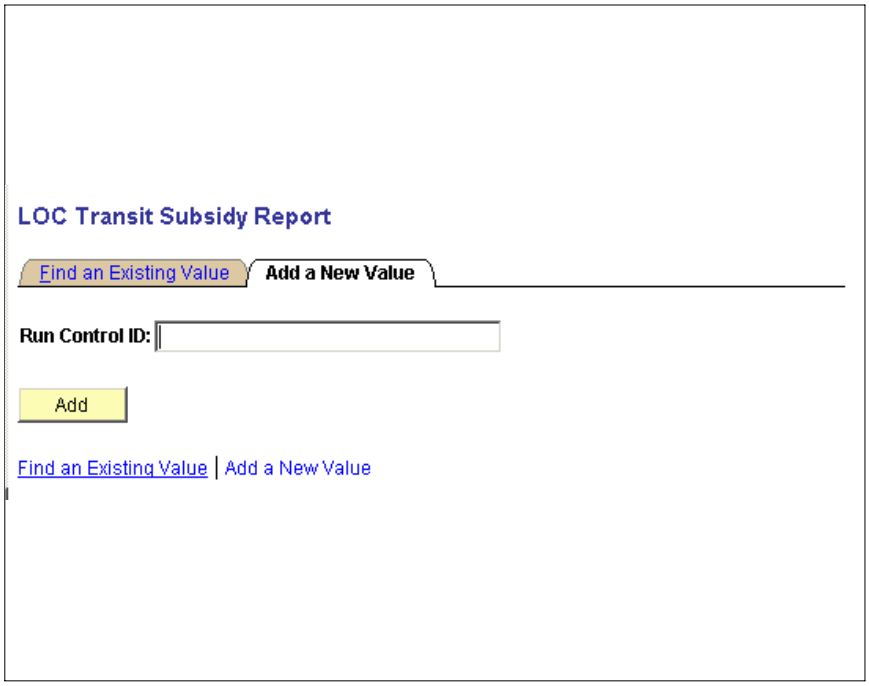

Figure 771. LOC Transit Subsidy Report window (Add A New Value tab)

5. Complete the field as follows:

Run Control ID

Type the applicable run control ID to be added.

6. Click **Add**. The LC Tran Subsidy Report window (**Figure 772**) is displayed.

Note: If you attempt to add a Run Control ID that has already been established, a confirmation pop-up will appear.

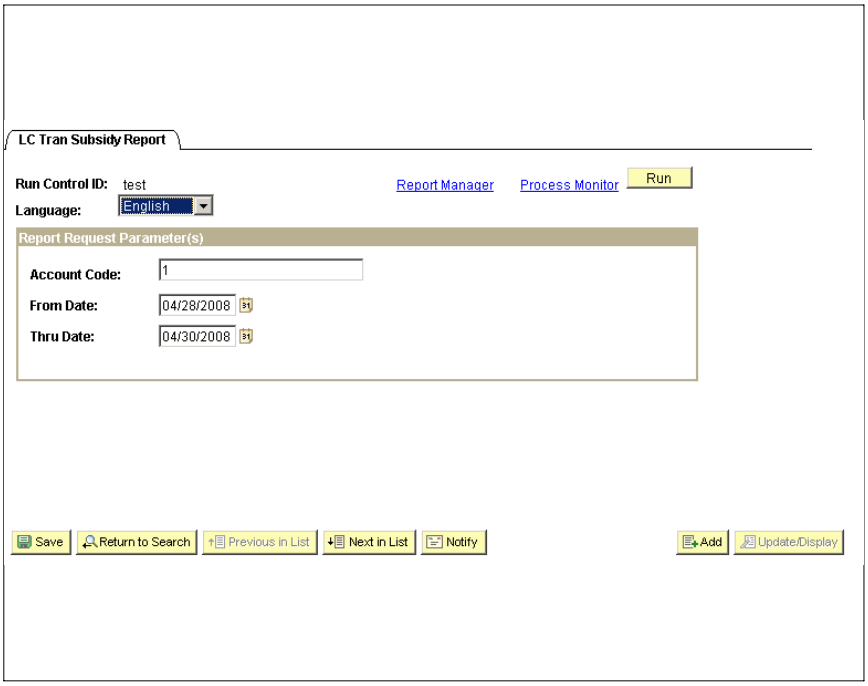

Figure 772. LC Tran Subsidy Report window

7. Complete the fields as follows:

Run Control ID

These field is system-generated based upon the Run Control ID entered on the Transit Subsidy window (Find An Existing Value tab). You cannot enter data in this field.

Language

Click the down arrow to select the applicable language. This field defaults to **`English`**. For a list of available languages, see the **Languages** table.

Account Code

Type the applicable account code.

From Date:

Type the applicable From Date, or click the icon to select the applicable date.

Thru Date:

Type the applicable Thru Date, or click the icon to select the applicable date.

8. Click **Save**.

OR

Click **Return To Search** to search for another report. The Temporary Employees window (**Figure 688**) is displayed.

OR

Click **Update/Display** to update the display.

OR

Click **Add** to add a report.

OR

Click **Report Manager**. For more information on this topic refer to Report Manager of this manual.

OR

Click **Process Monitor**. For more information on this topic refer to Process Monitor of this manual.

OR

Click **Run**. For more information on this topic refer to Run of this manual.