

Time and Labor Management Solutions

TA100 PRO Reports

Alternate Time Card Report

The system allows you to print time cards in various formats. This condensed one line format shows punch detail and totals by category. This report can be generated by employee, department, division, or group. This paper saving format is excellent for supervisors to verify the accuracy of hours and correct any exceptions.

Ordered by: Code
 Grouped by: Department
 Date range: 01/14/2004 - 01/16/2004

Your Company Name
 Thursday 01/22/2004 12:41:14
TIME CARD REPORT
 Page: 1

Department 2 Maintenance

Code Name
 00009 Jackson, George

DATE	DOW	IN	OL	IL	OUT	WORK		VAC		HOL		SICK		PERS		OTHER	
						REG	OT	REG	OT	REG	OT	REG	OT	REG	OT		
01/14/2004	WED	07:56	12:00	12:58	17:03	8.00											
ABS 01/15/2004	THU					0.00											
01/16/2004	FRI	07:45	11:54	12:25	16:28	OE 7.50											
EMPLOYEE TOTALS						15.50	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00

Code Name
 00012 Smith, Paul

DATE	DOW	IN	OL	IL	OUT	WORK		VAC		HOL		SICK		PERS		OTHER	
						REG	OT	REG	OT	REG	OT	REG	OT	REG	OT		
01/14/2004	WED	08:00			17:00	8.00											
01/15/2004	THU					0.00						8.00					
01/16/2004	FRI					0.00						8.00					
EMPLOYEE TOTALS						8.00	0.00	0.00	0.00	0.00	0.00	16.00	0.00	0.00	0.00	0.00	0.00

DEPARTMENT TOTALS

23.50	0.00	0.00	0.00	0.00	0.00	0.00	16.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
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Flags Absences, and Attendance Infractions

Totals by Division, Group and Department

Includes punch detail

Totals by pay type

Can be run for any time frame

Sorted by department

Attendance flags

Easy to read, one line per day format

Weekly Hours Report

Ordered by...: Code Your Company Name Thursday 01/22/2008
 Date range.: 01/12/2008 - 01/18/2008 15:15:46
WEEKLY HOURS REPORT Page: 1

Day of Week

Easy to read one line per week format

Code	Name	MON	TUE	WED	THU	FRI	SAT	SUN	REG	OT1	OT2	OT3	UNPAID	TOTAL
00001	Stanley, David	8.00	9.25	7.75	8.50		5.00		33.50	5.00	0.00	0.00	4.00	42.50
00002	Baines, Peter	8.00	8.00	8.00	8.00	8.00			40.00	0.00	0.00	0.00	5.00	45.00
00003	Anderson, Frank	8.25	7.75	7.75	8.00	8.00			39.75	0.00	0.00	0.00	5.00	44.75
00004	Jones, David	8.00	8.25	8.00	8.25	8.00			40.00	0.50	0.00	0.00	5.00	45.50
00005	Smith, John	8.00	8.00	8.00	7.75	7.75			39.50	0.00	0.00	0.00	5.00	44.50
00006	Allen, Jim	8.00	8.00	8.00	8.00	8.00			40.00	0.00	0.00	0.00	5.00	45.00
00007	Murphy, Jennifer	8.00	8.00	8.00	8.00	8.00			40.00	0.00	0.00	0.00	5.00	45.00
00008	Howard, Sandra	8.00	8.00	8.00	8.00	8.00			40.00	0.00	0.00	0.00	5.00	45.00
00009	Jackson, George	8.00		8.00		7.50			23.50	0.00	0.00	0.00	3.00	26.50
00012	Smith, Paul	8.00	8.00	8.00	8.00	8.00			40.00	0.00	0.00	0.00	3.00	43.00
TOTALS									376.25	5.50	0.00	0.00	45.00	426.75

Daily Hours

The Weekly Hours Report shows a summary of an employee's hours for the selected date range. The hours are broken out by their respective classes (Regular and up to three levels of Overtime).

The Department Summary Report summarizes the hours which have been applied to each "Department." The hours are broken out by their respective classes (Reg, OT1, OT2, OT3, and Unpaid). "Departments" and "Jobs" are standard levels of Labor Distribution. Each employee can be assigned to a home department/job and then transfer to different departments and jobs throughout the day. Different wages can be assigned to an employee for each department and job. The flexible Time America system allows you to change the names of department and job to match your company's terminology.

Department Summary Report

Date range: 01/14/2008 - 01/20/2008

Your Company Name

Thursday 01/22/2008

13:14:34

DEPARTMENT SUMMARY REPORT

Page: 1

Code	Name	REG	OT1	OT2	OT3	UNPAID	TOTAL
1	Shipping	73.82		0.00	0.00	9.00	82.82
2	Maintenance	187.05	4.00	0.00	0.00	23.00	214.05
3	Sales	35.38	0.50	0.00	0.00	4.00	39.88
4	Administration	80.00		0.00	0.00	10.00	90.00
TOTALS		376.25	4.50	0.00	0.00	46.00	426.75

Easy to read,
one line format

Breaks out overtime

Shift Summary Report

Ordered by: Code Optional Shift Forecasting

Your Company Name

Monday 01/19/2008

Date range: 01/11/2008 - 01/17/2008

SHIFT SUMMARY REPORT

14:49:04

Page: 1

Shift Group 001

Shift 1

Code	Name	HOURS	CUM HRS	REG	OT1	OT2	OT3	UNPAID	TOTAL
00001	Stanley, David	33.50	33.50	33.50	0.00	0.00	0.00	4.00	37.50
00002	Baines, Peter	40.00	73.50	40.00	0.00	0.00	0.00	5.00	45.00
00003	Anderson, Frank	39.75	113.25	39.75	0.00	0.00	0.00	5.00	44.75
00004	Jones, David	40.50	153.75	40.00	0.50	0.00	0.00	5.00	45.50
00005	Smith, John	39.50	193.25	39.50	0.00	0.00	0.00	5.00	44.50
00006	Allen, Jim	40.00	233.25	40.00	0.00	0.00	0.00	5.00	45.00
00009	Jackson, George	23.50	256.75	23.50	0.00	0.00	0.00	3.00	26.50
00012	Smith, Paul	40.00	296.75	40.00	0.00	0.00	0.00	3.00	43.00
8 Employees Processed		SHIFT TOTALS		296.75	296.25	0.50	0.00	35.00	331.75

Shift 2

Code	Name	HOURS	CUM HRS	REG	OT1	OT2	OT3	UNPAID	TOTAL
00007	Murphy, Jennifer	40.00	40.00	40.00	0.00	0.00	0.00	5.00	45.00
00008	Howard, Sandra	40.00	80.00	40.00	0.00	0.00	0.00	5.00	45.00
2 Employees Processed		SHIFT TOTALS		80.00	80.00	0.00	0.00	10.00	90.00

Shift 3

Code	Name	HOURS	CUM HRS	REG	OT1	OT2	OT3	UNPAID	TOTAL
00001	Stanley, David	5.00	5.00	0.00	5.00	0.00	0.00	0.00	5.00
1 Employee Processed		SHIFT TOTALS		5.00	5.00	0.00	0.00	0.00	5.00
SHIFT GROUP TOTALS			381.75	376.25	5.50	0.00	0.00	45.00	426.75

The Shift Summary Report gives a summary of the hours worked in each shift for the select date range. The hours are shown as totals for each employee and also as a summary for the entire shift.

Breakdown of each Shift and shift group

Shows individual hours spent on each shift

Breaks out regular and overtime hours

Used as the input to Payroll, the Category Summary Report breaks out the employee's hours into their respective pay class. In addition, the report also indicates on which day the category occurred making it easy to spot trends. For example, the employee has taken five sick days all on Fridays or Mondays.

Shift Summary Report

Code		Name	Your Company Name							Friday 02/06/2008					
00008		Allen, Jim	CATEGORY SUMMARY REPORT							09:48:03					
00012		Smith, Paul	CATEGORY SUMMARY REPORT							Page: 1					
<u>CAT</u>	<u>DESCRIPTION</u>		<u>SUN</u>	<u>MON</u>	<u>TUE</u>	<u>WED</u>	<u>THU</u>	<u>FRI</u>	<u>SAT</u>	<u>REG</u>	<u>OT1</u>	<u>OT2</u>	<u>OT3</u>	<u>UNPAID</u>	<u>DOLLARS</u>
EXPN	Expense Reimbursement	TOTALS	0	0	0	0	0	1	0						43.26
WORK	Worked Time	TOTALS	0	1	1	1	1	1	0	40.00				5.00	
EMPLOYEE TOTALS										40.00	0.00	0.00	0.00	5.00	43.26
<u>CAT</u>	<u>DESCRIPTION</u>		<u>SUN</u>	<u>MON</u>	<u>TUE</u>	<u>WED</u>	<u>THU</u>	<u>FRI</u>	<u>SAT</u>	<u>REG</u>	<u>OT1</u>	<u>OT2</u>	<u>OT3</u>	<u>UNPAID</u>	<u>DOLLARS</u>
SICK	Sick - Paid	TOTALS	0	0	0	0	1	1	0	16.00					
TOOL	Tool Allowance	TOTALS	0	0	0	0	0	1	0						200.00
WORK	Worked Time	TOTALS	0	1	1	1	0	0	0	24.00				3.00	
EMPLOYEE TOTALS										40.00	0.00	0.00	0.00	3.00	200.00

Breaks out time by user-selectable pay classifications

Indicates on what day the category was applied

Shows both hours and dollars

Who's In / Not In Report

May be run for any day, time, and employee group/range

Ordered by:	Code	Your Company Name	Tuesday 02/03/2008
Date:	01/14/2008		12:52:30
Time:	12:51:00	WHO'S IN	Page: 1

Total number of employees clocked in at the selected time

Code	Name	Date	Day	Time	Department	Clock	Last Action
00001	Stanley, David	01/14/2008	WED	08:09:00	1	001	IN
00002	Baines, Peter	01/14/2008	WED	07:00:00	2	002	IN
00003	Anderson, Frank	01/14/2008	WED	07:15:38	3	001	IN
00004	Jones, David	01/14/2008	WED	07:05:57	1	001	IN
00005	Smith, John	01/14/2008	WED	10:08:27	1	001	CHANGE
00006	Allen, Jim	01/14/2008	WED	07:55:17	2	001	IN
00009	Jackson, George	01/14/2008	WED	12:00:04	2	003	OUT TO LUNCH
00012	Smith, Paul	01/14/2008	WED	08:00:00	2	001	IN

8 EMPLOYEES IN

Date and time the employee started work

Shows the employee's default department number or the previous department number in the event of a "Change"

Shows the employee's last performed punch number

May be run for any day, time, and employee group/range

Ordered by:	Code	Your Company Name	Monday 01/12/2008
Date:	01/12/2008		12:54:20
Time:	08:00:00	WHO'S NOT IN	Page: 1

Total number of employees clocked out at the selected time

Code	Name	Department
00001	Stanley, David	1
00007	Murphy, Jennifer	4
00008	Howard, Sandra	4
00009	Jackson, George	2

4 EMPLOYEES NOT IN

Can be sorted by department

This Management Report allows the operator to show all the employees who are punched IN or OUT at a specific date and time. A unique feature of this report is the ability to also show any transactions or transfers that may have occurred after the IN punch. This is useful in tracking the employee's current location.

Attendance Code Report

Ordered by: Code
 Date range: 01/12/2008 - 01/16/2008

Your Company Name
 Tuesday 02/03/2008
 12:20:04
 Page: 1

ATTENDANCE CODE REPORT

Code	Name	Punched Date	Day	Time	Sched Time	Differ	Attendance Code	Name	Policy	Shift Group	Shift
00006	Allen, Jim L	01/12/2008	MON	08:17	08:00	00:17		IN LATE	001	001	001
		01/14/2008	WED	16:41	17:00	- 00:19	OE	OUT EARLY	001	001	001

Actual punch time

Variance

Exception description

Scheduled punch time

User defined attendance code as reported on time card

The Attendance Report shows employees with attendance infractions.

The employee's scheduled start and stop time are shown in comparison to their actual punches, along with the attendance code and a description of the infraction. Attendance Codes correspond with transactions that fall within the defined time zones. For example, IL equals In Late and OE equals Out Early.

Used for employee review purposes, the Attendance Count Report is similar to the Attendance Report except that it provides the user with a tally of the various Attendance Codes that have occurred within the selected date range (i.e. the number of "IN LATE" infractions for the past month). This report also lists the number of absences with any date range the user selects.

Flexible, user-defined reporting range

Attendance Count Report

		Your Company Name		Thursday 02/05/2008		
Ordered by:	Code	ATTENDANCE COUNT REPORT		12:37:26		
Date range:	01/01/2008 - 01/23/2008			Page: 1		
Code	Name	Absent	Attendance Code	Name	IN	OUT
00001	Stanley, David	0	ID	IN DOCKED	1	
			IL	IN LATE	1	
			OL	OUT LATE		2
00006	Allen, Jim	3	IL	IN LATE	1	

Number of occurrences during the selected period

attendance codes as reported on the time card

Specifies both IN and OUT

Never again will you pay overtime just because you needed to have an employee "fill in" for someone else. Just run the Approaching Overtime Report. This report lists all employees in the selected range and their hours worked up-to-the minute. The report allows managers to adjust employees' schedules in order to minimize over-time payouts.

Approaching Overtime Report

Ordered by: Code		Your Company Name						Thursday 02/12/2004	
		APPROACHING OVERTIME REPORT						16:26:48	
								Page: 1	
Code	Name	Date Range	Scheduled	Worked-to-Date Regular	Overtime	Additional Scheduled	Estimated Overtime	Total	
00001	Stanley, David	02/08/2004 - 02/14/2004	40.00	28.75	0.00	8.0000	0.00	36.7500	
00002	Baines, Peter	02/08/2004 - 02/14/2004	40.00	30.00	0.00	8.0000	0.00	38.0000	
00003	Anderson, Frank	02/08/2004 - 02/14/2004	40.00	31.50	0.00	8.0000	0.00	39.5000	
00004	Jones, David	02/08/2004 - 02/14/2004	40.00	32.00	0.00	8.0000	0.0000	40.0000	
00005	Smith, John	02/08/2004 - 02/14/2004	40.00	32.00	0.00	8.0000	0.0000	40.0000	
00006	Allen, Jim	02/08/2004 - 02/14/2004	40.00	36.00	0.00	8.0000	4.0000	44.0000	
00007	Murphy, Jennifer	02/08/2004 - 02/14/2004	40.00	37.00	0.00	8.0000	5.0000	45.0000	
00008	Howard, Sandra	02/08/2004 - 02/14/2004	40.00	36.00	0.00	8.0000	4.0000	44.0000	
00009	Jackson, George	02/08/2004 - 02/14/2004	40.00	37.00	0.00	8.0000	5.0000	45.0000	
00012	Smith, Paul	02/08/2004 - 02/14/2004	40.00	33.00	5.00	8.0000	1.0000	41.0000	
10 Employees Processed									

Estimates overtime based on hours worked-to-date and additional scheduled time

Employees least likely to earn overtime

This report allows you to easily qualify employees for Benefit Entitlement. When running this report you can select to only show those employees that have reached a specific length of service. By selecting to show only those employees in their 11th month, the Seniority Report can be used to notify you of upcoming anniversaries.

Seniority Report

Ordered by: Date, Code Your Company Name Thursday 02/14/2002
 Grouped by: Department SENIORITY REPORT 16:58:51
 Page: 1

Code	Name	Hire Date	Length of Service			Total Days
			Years	Months	Days	
00002	Baines, Peter	04/11/1968	33	10	03	12362
00001	Stanley, David	11/14/1973	28	03	00	10319
00006	Allen, Jim	01/13/1976	26	01	01	9529
00009	Jackson, George	08/09/1981	20	06	05	7494
00004	Jones, David	12/20/1989	12	01	25	4439
00007	Murphy, Jennifer	06/15/1994	07	07	30	2801
00005	Smith, John	02/02/1995	07	00	12	2569
00003	Anderson, Frank	09/17/1996	05	04	28	1976
00012	Smith, Paul	06/22/2000	01	07	23	602
00008	Howard, Sandra	05/09/2001	00	09	05	281

10 Employees Processed

Seniority shown
in years/months
and number of days

These reports are used to track employees use of company benefits. Both reports may be run by employee (shown above) which shows the employee and their benefits taken, or by benefit, showing the amount taken by each employee. You may also select to show only those employees who have exceeded the maximum amount of benefit time, or have under a specified amount remaining. By utilizing the Benefit Accruals Module, allowed balances can be automatically updated utilizing your company's benefit accrual formulas.

Employee Benefits Report

Ordered by: CODE Your Company Name Friday 02/15/2008
 Show Inactives: YES EMPLOYEE BENEFITS LIST 11:33
 Page : 1

Code	Name	Fiscal Date	Hire Date	Last Post Date	Days of Service	Cat	Allowed	Taken	Pending	Left	Count
00001	Stanley,David	12/26/2001	06/14/1995	NONE	2438	JURY	0.00	0.00	0.00	0.00	0
						PERS	8.00	0.00	0.00	8.00	0
						SICK	40.00	16.00	0.00	24.00	2
						VAC	40.00	0.00	24.00	16.00	3
00002	Baines,Peter	12/26/2001	12/13/1992	NONE	14309	JURY	0.00	16.00	0.00	-16.00	2
						PERS	8.00	0.00	0.00	8.00	0
						SICK	40.00	16.00	0.00	24.00	2
						VAC	80.00	8.00	32.00	40.00	5

2 Employees listed

Unlimited user defined categories

maximum an employee can take

Amount taken to date

Amount Remaining

How many entries applied toward the amount taken

Your Company Name Friday 02/13/2008
 EMPLOYEE BENEFITS DETAIL LIST 10:53
 Page : 1

Code	Name	Date and Time	Amount	Balance	Category	Type	Archived
00001	Stanley,David	Wed 01/28/2008 09:58:59	-8.000000	24.000000	SICK	Misc. Entry	NO
		Tue 01/27/2008 09:58:59	-8.000000	32.000000	SICK	Misc. Entry	NO
		Tue 02/03/2008 08:24:47	40.000000	40.000000	SICK	Hours Adj.	NO

Tracks & reports complete detail of adjustments to the balances including system generated accrual calculations.

This valuable management tool compares budgeted hours and wages with those that were actually worked. In addition, this report also compares hours and wages based on scheduled work times. The Actual vs Budgeted report can show you the individual employee detail, so you can compare efficiencies of employees working on the same task. By breaking out time by regular, three different overtimes, and any miscellaneous costs, the system gives you a concise illustration of where your time/dollars are being squandered.

Actual vs. Budgeted Wage Report

Date range:		Your Company Name				Monday 02/02/2008			
Ordered by:		Code				11:49:11			
ACTUAL VS BUDGETED WAGE REPORT									
JOB									
Code	Name	REG	OT1	OT2	OT3	ACTUAL TOTAL	BUDGETED TOTAL	ACTUAL VS BUDGETED	
00001100	Manhattan Auto	HOURS	71.783	3.583			75.366	72.000	(3.367)
		DOLLARS	1109.448	82.453			1191.900	1100.000	(91.900)
29718526	Tempe Car Company	HOURS	11.433				11.433	12.000	0.567
		DOLLARS	179.470				179.470	200.000	20.530
33683822	Motor City	HOURS	43.850	3.500			47.350	50.000	2.650
		DOLLARS	700.512	80.535			781.047	700.000	(81.047)
74328931	Cars-R-Us	HOURS	3.617				3.617	5.000	1.383
		DOLLARS	55.480				55.480	100.000	44.520
83621789	Pensicola Motor Works	HOURS	19.117				19.117	20.000	0.883
		DOLLARS	301.185				301.185	320.000	18.815
TOTAL HOURS		149.80	7.08	0.00	0.00	156.88	159.00	2.12	
TOTAL DOLLARS		2346.09	162.99	0.00	0.00	2509.08	2420.00	(89.08)	

Over budget hours/wages appear in parentheses

Totals by Job

Breaks out overtime hours/dollars

budgeted hours and wages are calculated from the daily costs you input

The Hours Exceptions Report allows you to easily flag employees with total hours that fall outside your pay policies acceptable range. Inside the employee's pay policy you define ranges for both daily and period hours. In addition, you can also define a maximum number of consecutive hours (gross hours) an employee may be on-the-clock. If the employee's total hours fall outside the defined range they will be flagged on one of these reports. The report will also show the variance from your defined range.

Hours Exceptions Report

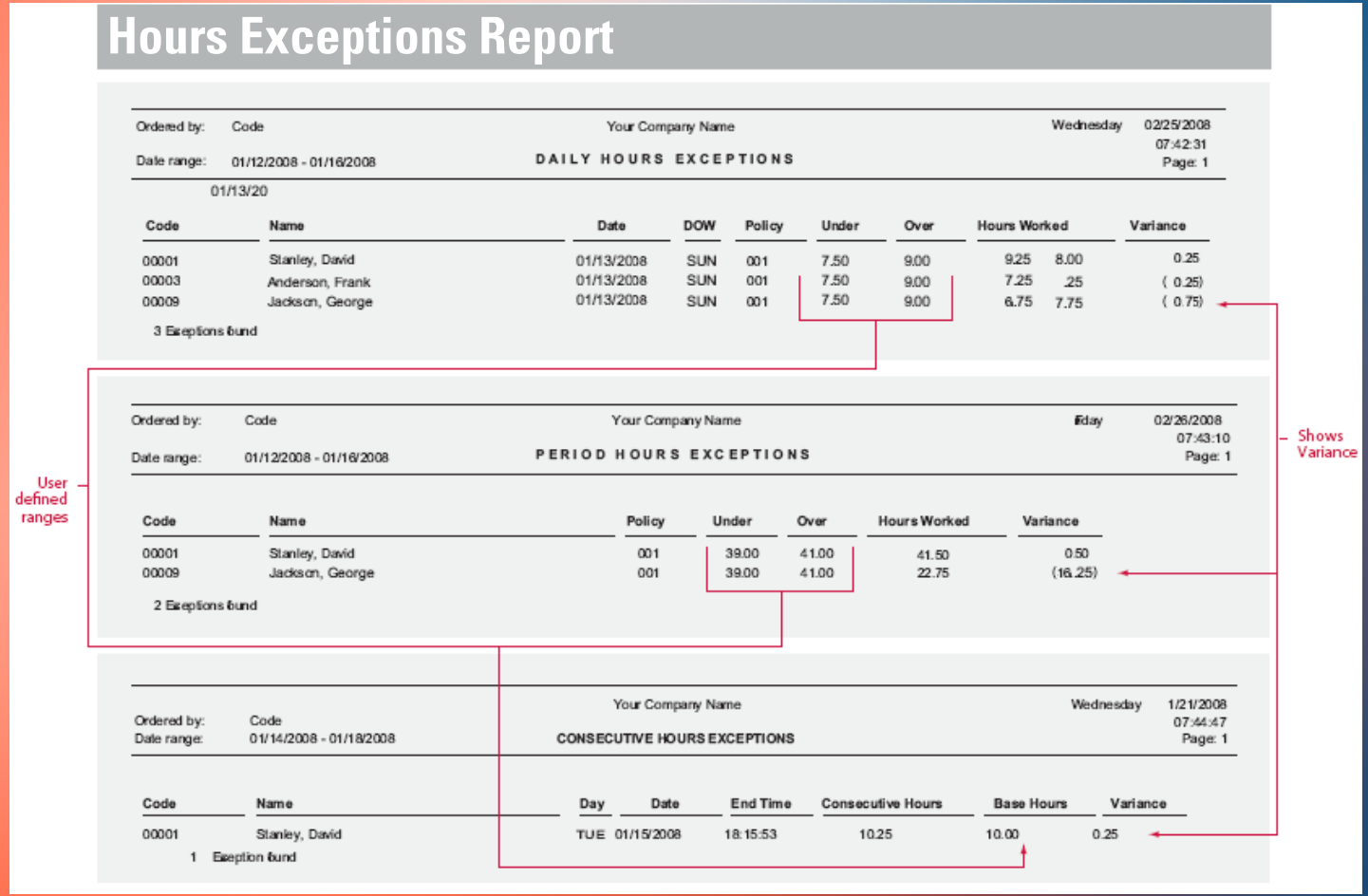
Ordered by: Code	Your Company Name		Wednesday	02/25/2008				
Date range: 01/12/2008 - 01/18/2008	DAILY HOURS EXCEPTIONS		07:42:31	Page: 1				
01/13/20								
Code	Name	Date	DOW	Policy	Under	Over	Hours Worked	Variance
00001	Stanley, David	01/13/2008	SUN	001	7.50	9.00	9.25 8.00	0.25
00003	Anderson, Frank	01/13/2008	SUN	001	7.50	9.00	7.25 .25	(0.25)
00009	Jackson, George	01/13/2008	SUN	001	7.50	9.00	6.75 7.75	(0.75)
3 Exceptions found								

Ordered by: Code	Your Company Name		Friday	02/26/2008		
Date range: 01/12/2008 - 01/18/2008	PERIOD HOURS EXCEPTIONS		07:43:10	Page: 1		
Code	Name	Policy	Under	Over	Hours Worked	Variance
00001	Stanley, David	001	39.00	41.00	41.50	0.50
00009	Jackson, George	001	39.00	41.00	22.75	(16.25)
2 Exceptions found						

Ordered by: Code	Your Company Name		Wednesday	1/21/2008			
Date range: 01/14/2008 - 01/18/2008	CONSECUTIVE HOURS EXCEPTIONS		07:44:47	Page: 1			
Code	Name	Day	Date	End Time	Consecutive Hours	Base Hours	Variance
00001	Stanley, David	TUE	01/15/2008	18:15:53	10.25	10.00	0.25
1 Exception found							

User defined ranges

Shows Variance



Individual Schedule Report

Date range: 03/01/2008 - 03/31/2008

Your Company Name

Friday 02/27/2008

07:42:52

Page: 1

INDIVIDUAL SCHEDULE REPORT

Employee Name
00001 Stanley, David

	Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
Feb 2008	29 OFF	1 001/1 Full Time - Day 08:00 - 17:00	2 001/1 Full Time - Day 08:00 - 17:00	3 001/1 Full Time - Day 08:00 - 17:00	4 001/1 Full Time - Day 08:00 - 17:00	5 001/1 Full Time - Day 08:00 - 17:00	6 OFF
Mar 2008	7 OFF	8 001/1 Full Time - Day 08:00 - 17:00	9 001/1 Full Time - Day 08:00 - 17:00	10 001/1 Full Time - Day 08:00 - 17:00	11 001/1 Full Time - Day 08:00 - 17:00	12 001/1 Full Time - Day 08:00 - 17:00	13 OFF
Mar 2008	14 OFF	15 001/1 Full Time - Day 08:00 - 17:00	16 001/1 Full Time - Day 08:00 - 17:00	17 001/1 Full Time - Day 08:00 - 17:00	18 001/1 Full Time - Day 08:00 - 17:00	19 001/1 Full Time - Day 08:00 - 17:00	20 OFF
Mar 2008	21 OFF	22 001/1 Full Time - Day 08:00 - 17:00	23 001/1 Full Time - Day 08:00 - 17:00	24 001/1 Full Time - Day 08:00 - 17:00	25 001/1 Full Time - Day 08:00 - 17:00	26 001/1 Full Time - Day 08:00 - 17:00	27 OFF
Mar 2008	28 OFF	29 001/1 Full Time - Day 08:00 - 17:00	30 001/1 Full Time - Day 08:00 - 17:00	31 001/1 Full Time - Day 08:00 - 17:00	1 001/1 Full Time - Day 08:00 - 17:00	2 001/1 Full Time - Day 08:00 - 17:00	3 OFF

Shift Group and number plus name

Shift start/stop time

The Individual Employee Schedule Report shift group, individual shift number, shift name, and daily start/stop times assigned to the selected employees for the selected date range. This report may be handed out to employees indicating the employee's upcoming work schedule.

The Shift Coverage Report is a management tool used for scheduling daily workloads. This report will show the number of employees scheduled for each shift, on each day of the pay period, for the selected date range in calendar format. The report breaks out each shift and shows the shift start/stop times for quick reference.

Useful and easy-to-read calendar format

Shift Coverage Report

Date range: 02/01/2008 - 02/14/2008 Your Company Name Tuesday 01/27/2008
 09:14:34
 SHIFT COVERAGE REPORT Page: 1

Shift Group Name Shift Start - Stop
 050 Jail Line Officers Roll Call 1 08:00 - 16:00

	Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
Feb 1 2008	22 EMPLOYEES	34 EMPLOYEES	37 EMPLOYEES	36 EMPLOYEES	35 EMPLOYEES	35 EMPLOYEES	25 EMPLOYEES
Feb 8 2008	21 EMPLOYEES	25 EMPLOYEES	27 EMPLOYEES	26 EMPLOYEES	24 EMPLOYEES	24 EMPLOYEES	22 EMPLOYEES

Shift start/stop time

Shift Group Name Shift Start - Stop
 050 Jail Line Officers Roll Call 2 16:00 - 00:00

	Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
Feb 1 2008	20 EMPLOYEES	24 EMPLOYEES	26 EMPLOYEES	25 EMPLOYEES	25 EMPLOYEES	24 EMPLOYEES	21 EMPLOYEES
Feb 8 2008	19 EMPLOYEES	22 EMPLOYEES	23 EMPLOYEES	22 EMPLOYEES	22 EMPLOYEES	22 EMPLOYEES	20 EMPLOYEES

Shift Group Name Shift Start - Stop
 050 Jail Line Officers Roll Call 3 00:00 - 08:00

	Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
Feb 1 2008	23 EMPLOYEES	20 EMPLOYEES	24 EMPLOYEES	26 EMPLOYEES	25 EMPLOYEES	21 EMPLOYEES	22 EMPLOYEES
Feb 8 2008	23 EMPLOYEES	20 EMPLOYEES	21 EMPLOYEES	23 EMPLOYEES	22 EMPLOYEES	18 EMPLOYEES	19 EMPLOYEES

Number of employees scheduled to work 00:00-08:00 on February 9, 2008

The Who's Scheduled Report can be printed in a coverage form which provides a graphical representation of your employee's schedules. This report shows voids in scheduling and where the day may be over or understaffed. Besides the normal reporting selections, this report can graphically depict Scheduled, Not Scheduled, Both, or Off Today.

Who's Scheduled Report

Ordered by: Name				Your Company Name		Saturday 03/27/2008		
Grouped by: Department						09:52:09		
Date & time: 03/27/2008 10:00:00				WHO'S SCHEDULED REPORT		Page: 1		
Code	Name	Phone #	Shift	12:00am	6:00am	12:00pm	6:00pm	11:59pm
00078	Boston,Darlene	(856)455-5696	08:30 - 18:30			--*-----		
00084	Bunting,Karl	(856)455-1602	07:00 - 15:00			--*-----		
00071	Carney,Mary Ann	(856)455-6506	08:00 - 18:00			--*-----		
00086	Coleman,Janice	(856)453-0534	07:00 - 15:00			--*-----		
00081	McCormick,Douglas	(856)451-2317	07:00 - 15:30			--*-----		
00067	Miller,Eleanor	(856)358-2982	07:00 - 15:00			--*-----		
00083	Waller,Denise	(856)455-9137	08:30 - 18:30			--*-----		
00064	Wurtzel,Paul	(856)455-8489	07:00 - 15:30			--*-----		
8 EMPLOYEES								

Time line graphically displays coverage

Contacting employees for schedule changes is made easy

Actual start/stop times of the shift

Selected time (10:00 a.m.) pinpointed by an asterik

Employee Wage Report

Date range: 12/01/2008 - 12/14/2008 Your Company Name Tuesday 03/02/2008
 Ordered by: Name 10:49:35
 Grouped by: None **EMPLOYEE WAGE (CATEGORY) REPORT** Page: 1

Code	Name	Category	Policy Wage	REG	OT1	OT2	OT3	PAID	UNPAID	TOTAL	
00620	Brewster, Sharon	HOL	011 HOURS	32.000				32.000		32.000	
			15.8764 DOLLARS	508.045				508.045		508.045	
		SICK	011 HOURS	8.000					8.000		8.000
			15.8764 DOLLARS	127.011					127.011		127.011
		WORK	011 HOURS	3.250					3.250		3.250
			15.9264 DOLLARS	51.761					51.761		51.761
			011 HOURS	36.750	4.500				41.250		41.250
			15.9764 DOLLARS	587.133	107.841				694.973		694.973
TOTAL HOURS				80.00	4.50	0.00	0.00	84.50	0.00	84.50	
TOTAL DOLLARS				1273.95	107.84			1381.79		1381.79	

Optional breakouts by pay category

Breaks out multiple day rates for same pay category

Total Dollars

Total Hours

This report provides a complete breakdown of hours and wages per employee sorted by group. This report may be used to provide supervisors the total hours their employees have worked and the gross wages earned. This report can also be used as a comparison to the payroll journal.

Department Wage Report

Date range: 12/01/20038 - 12/14/2008 Your Company Name Tuesday 03/02/2008
 Ordered by: Name 11:25:12
 DEPARTMENT WAGE REPORT Page: 1

The Department Wage Report provides a complete breakdown of wages for the period attributed to each department. This report can be used for General Ledger posting or budget versus actual analysis.

Totals for all employees in each department

Code	Name		REG	OT1	OT2	OT3	TOTAL
705100	Finance	HOURS	1199.750	1.000			1200.750
		DOLLARS	11963.728	21.530			11985.258
706100	Data Processing	HOURS	289.500	14.000			303.500
		DOLLARS	4051.643	407.726			4459.369
746100	Customer Service	HOURS	1508.500	115.250	26.750		1650.500
		DOLLARS	18470.324	2020.255	665.327		21155.906
747100	Emergency Management	HOURS	131.750	13.750			145.500
		DOLLARS	1333.597	271.274			1604.871
747662	Emergency Mgt. Rerp Grant	HOURS	4.000				4.000
		DOLLARS	52.548				52.548
758101	Production	HOURS	2021.500	231.250	16.250		2269.000
		DOLLARS	23775.349	4331.328	403.008		28509.686
TOTAL HOURS			5155.00	375.25	43.00	0.00	5573.25
TOTAL DOLLARS			59647.19	7052.11	1068.34	0.00	67767.64

Total Hours

Breaks out regular and overtime pay

Totals Dollars

The Job Cost List is a detailed listing of all the jobs numbers entered into the system. This list contains information such as the job name and number, the active/inactive status of the job, the number of budgeted hours and dollars, and wages assigned to the job.

Job Code List

Ordered by: NAME		Your Company Name		Friday 01/02/2008		
Show inactives: Yes		JOB LIST		09:10		
				Page: 1		
Code	Name	Active	Budgeted Hours	Budgeted DOLLARS	Hourly Use	Wage
74328931	Cars-R-Us	NO	87323.00	22380884.9800	YES	15.9800
00001100	Manhattan Auto	YES	500.00	1068000.0000	YES	15.3400
33683822	Motor City	YES	932.00	30411.3600	YES	16.0300
83621789	Pensicola Motor Work	YES	8932.00	22740872.0000	YES	15.7800
29718528	Tempe Car Company	YES	1200.00	2943600.0000	YES	15.3400
5 Jobs listed						

Allows user to default a wage by job worked. Can be used to calculate overhead costs (overhead factor)

The Employee Job Cost List shows job cost level scheduling for selected employees in the selected date range. Employees may be scheduled two levels of time tracking.

Employee Job Cost Schedule List

Ordered by: CODE

Show inactives: NO

Your Company Name

EMPLOYEE JOB COST LIST

Tuesday 03/09/2008
15:31
Page: 1

Code	Name	Day	Date	Work	Department	Cost Cntr.
036594	Newbury, Darrell	Sunday	01/11/2008	NO	01300	01379
		Monday	01/12/2008	YES	01300	01379
		Tuesday	01/13/2008	YES	01300	01379
		Wednesday	01/14/2008	YES	01300	01379
		Thursday	01/15/2008	YES	01300	01379
		Friday	01/16/2008	YES	01300	01379
		Saturday	01/17/2008	NO	01300	01379
1	Employee listed					

Shows default assignment for each day of the week

User definable job costing level names

Labor Level Distribution Report

Date range: 01/04/2008 - 01/10/2008
 Grouped by: Employee, Job

Your Company Name

Friday 01/16/2008

10:00:13

Page: 1

LABOR DISTRIBUTION REPORT

		HOURS	CUM HRS	REG	OT1	OT2	OT3	UNPAID	TOTAL
036594	Newbury, Darrell								
00001100	Manhattan Auto	63.35	63.35	59.77	3.58			2.50	65.85
29718526	Tempe Car Company	5.52	68.87	5.52				0.50	6.02
33683822	Motor City	6.98	75.85	3.48	3.50			1.00	7.98
74328931	Cars-R-Us	3.62	79.47	3.62				0.50	4.12
83621789	Pensicola Motor Works	7.62	87.08	7.62				0.50	8.12
EMPLOYEE 036594 TOTALS		87.08		80.00	7.08	0.00	0.00	5.00	92.08

You pick the order you want to see the report sorted in. Up to 8 different user-defined sort criteria are available

Date range: 01/04/2008 - 01/10/2008
 Grouped by: Job, Employee

Your Company Name

Friday 01/16/2008

10:02:13

Page: 1

LABOR DISTRIBUTION REPORT

		HOURS	CUM HRS	REG	OT1	OT2	OT3	UNPAID	TOTAL
00001100	Manhattan Auto								
036594	Newbury, Darrell	63.35	63.35	59.77	3.58			2.50	65.85
037071	Johnson, Carl	12.02	75.37	12.02				1.00	13.02
JOB 00001100 TOTALS		75.37		71.78	3.58	0.00	0.00	3.50	78.87
33683822	Motor City								
036594	Newbury, Darrell	6.98	6.98	3.48	3.50			1.00	7.98
037071	Johnson, Carl	40.37	47.35	40.37				1.20	41.57
JOB 33683822 TOTALS		47.35		43.85	3.50	0.00	0.00	2.20	49.55

Breaks out up to 3 levels of overtime

Totals for each sort are shown along with grand total

The Labor Distribution Report summarizes total time by up to eight user selectable groupings of distribution (employee, shift, department, job, and pay category). In addition you can also select the hierarchy order in which you want the totals to be reported. The two reports shown represent two groupings (employee/job) sorted opposite ways.

The Wage Distribution Report is similar to the Labor Distribution Report in that it summarizes total time by up to eight groupings of distribution. However, the Wage Distribution Report also shows dollars Report in that it summarizes total time by up to eight groupings of distribution. However, the Wage Distribution Report also shows dollars spent. Also, employees may have multiple wages per job or any user defined level. The system allows you to change wages mid-pay period. In addition, you can also select the hierarchy order in which you want the totals to be reported. The two reports shown represent two groupings (employee/job and department/job).

Labor Level Wage Distribution Report

Date range: 01/04/2008 - 01/16/2008		Your Company Name				Friday 01/10/2008	
Grouped by: Employee/Job		WAGE DISTRIBUTION REPORT				11:16:30	
		REG	OT1	OT2	OT3	DOLLARS	TOTALS
036594	Newbury, Darrell						
00001100	Manhattan Auto	HOURS 59.787	3.583				63.350
		DOLLARS 916.821	82.453				999.273
29718528	Tempe Car Company	HOURS 5.517					5.517
		DOLLARS 84.628					84.628
33683822	Motor City	HOURS 3.483	3.500				6.983
		DOLLARS 53.434	80.535				133.969
74328931	Cars-R-Us	HOURS 3.617					3.617
		DOLLARS 55.480					55.480
83621789	Penacola Motor Works	HOURS 7.617					7.617
		DOLLARS 116.840					116.840
EMPLOYEE 036594 TOTALS		TOTAL HOURS 80.00	7.08	0.00	0.00		87.08
		TOTAL DOLLARS 1227.20	162.99	0.00	0.00	0.00	1390.19
GRAND TOTALS		TOTAL HOURS 80.00	7.08	0.00	0.00		87.08
		TOTAL DOLLARS 1227.20	162.99	0.00	0.00	0.00	1390.19

Date range: 01/04/2008 - 01/16/2008		Your Company Name				Friday 01/10/2008	
Grouped by: Department/Job		WAGE DISTRIBUTION REPORT				11:11:53	
		REG	OT1	OT2	OT3	DOLLARS	TOTALS
01300	Maintenance Yard						
00001100	Manhattan Auto	HOURS 84.600	2.617				87.217
		DOLLARS 1308.056	80.210			427.920	1794.185
29718528	Tempe Car Company	HOURS 5.917					5.917
		DOLLARS 94.844					94.844
33683822	Motor City	HOURS 40.387					40.387
		DOLLARS 647.078					647.078
83621789	Penacola Motor Works	HOURS 11.500					11.500
		DOLLARS 184.345					184.345
DEPARTMENT 01300 TOTALS		TOTAL HOURS 142.38	2.62	0.00	0.00		145.00
		TOTAL DOLLARS 2232.32	80.21	0.00	0.00	427.92	2720.45
GRAND TOTALS		TOTAL HOURS 142.38	2.62	0.00	0.00		145.00
		TOTAL DOLLARS 2232.32	80.21	0.00	0.00	427.92	2720.45

Wages are broken out and calculated on up to 3 user-defined levels of overtime

Miscellaneous dollar expenditures are also reported

This valuable management tool compares budgeted hours and wages with those that were actually worked. In addition, this report can also compare scheduled work times. The Actual vs Budgeted Wage Report can show you the individual employee detail, so you can compare the efficiency of employees working on the same task. By breaking out time by regular and three different overtimes, the system gives you a concise illustration of where your time/dollars are being squandered. By using the Forecasting feature of the software, the system can be used to project budgets and anticipate cost overruns. This report can be run by pay period or over any special time frame.

Actual vs. Budgeted Wage Report

Date range: 12/01/2008 - 12/31/2008 Your Company Name Friday 03/12/2008
 Ordered by: Code 11:49:11
 Page: 1

ACTUAL VS BUDGETED WAGE REPORT

JOB		REG	OT1	OT2	OT3	ACTUAL TOTAL	BUDGETED TOTAL	ACTUAL VS BUDGETED
Code	Name							
00001100	Manhattan Auto	HOURS	71,783	3,583		75,366	72,000	(3,367)
		DOLLARS	1109,448	82,453		1191,900	1100,000	(91,900)
29718526	Tempe Car Company	HOURS	11,433			11,433	12,000	0,567
		DOLLARS	179,470			179,470	200,000	20,530
33683822	Motor City	HOURS	43,850	3,500		47,350	50,000	2,650
		DOLLARS	700,512	80,535		781,047	700,000	(81,047)
74328931	Cars-R-Us	HOURS	3,617			3,617	5,000	1,383
		DOLLARS	55,480			55,480	100,000	44,520
83621789	Pensicola Motor Works	HOURS	19,117			19,117	20,000	0,883
		DOLLARS	301,185			301,185	320,000	18,815
TOTAL HOURS			149,80	7,08	0,00	156,88	159,00	2,12
TOTAL DOLLARS			2346,09	162,99	0,00	2509,08	2420,00	(89,08)

Over budget hours appear in parentheses

Totals by department or job

Budgeted hours and wages are calculated from costs you input

TA100 PRO Integrated Modules



Bell Control Module



The data collection terminal uses this schedule to activate a user supplied bell, alarm, or other audible signaling device. Each terminal can be programmed with a different schedule. A Bell Schedule contains up to 48 bells. Each bell consists of time of day to ring, which days of the week to ring, and duration of the ring. This means each data collection terminal can be programmed to ring up to 336 individual bells per week.

Bell Schedule List

Ordered by:	NAME	City of Phx - Water Services	Friday 09/12/2008								
Show inactives:	NO	BELL SCHEDULE LIST	09:44 Page : 1								
<u>Number</u>	<u>Name</u>	<u>Active</u>	<u>Time</u>	<u>Duration</u>	<u>Sun</u>	<u>Mon</u>	<u>Tue</u>	<u>Wed</u>	<u>Thu</u>	<u>Fri</u>	<u>Sat</u>
1	Day Shift Start	YES	07:00	2.0	NO	YES	YES	YES	YES	YES	NO
		YES	11:00	2.0	NO	YES	YES	YES	YES	YES	NO
		YES	12:00	2.0	NO	YES	YES	YES	YES	YES	NO
		YES	16:00	2.0	NO	YES	YES	YES	YES	YES	NO

Benefits & Accruals Module



Benefit Administration is a powerful tool for preventing unauthorized leave time. Also, Workforce Accruals is flexible enough to facilitate complex leave and benefits policies and transform them into easy to understand and enforce daily practices. Benefit Administration is completely integrated with Time & Labor calculations of employee leave balances and enforcement of leave policies occurs automatically without rekeying of data. Benefit Administration is also integrated with Workforce Scheduling providing managers the convenience of pre scheduling leave.

Benefits Detail List

City of Phx - Water Services								Friday 09/12/2008
EMPLOYEE BENEFITS DETAIL LIST								09:51
								Page : 1
Code	Name	Date and Time	Amount	Balance	Category	Type	Archived	
0001	Stanley,David	Fri 08/15/2008 00:00:01	10.000000	112.000000	VAC	Given Hours	NO	
		Tue 07/15/2008 00:00:01	10.000000	102.000000	VAC	Given Hours	NO	
		Sun 06/15/2008 00:00:01	10.000000	92.000000	VAC	Given Hours	NO	
		Tue 06/10/2008 07:00:00	-8.000000	82.000000	VAC	Misc. Entry	NO	
		Thu 05/15/2008 00:00:01	10.000000	90.000000	VAC	Given Hours	NO	
		Tue 04/15/2008 00:00:01	10.000000	80.000000	VAC	Given Hours	NO	
		Sat 03/15/2008 00:00:01	10.000000	70.000000	VAC	Given Hours	NO	
		Fri 02/15/2008 00:00:01	10.000000	60.000000	VAC	Given Hours	NO	
		Tue 01/15/2008 00:00:01	10.000000	50.000000	VAC	Given Hours	NO	
		Tue 01/15/2008 00:00:00	40.000000	40.000000	VAC	Carry Over	NO	
		Sat 12/15/2007 00:00:01	10.000000	160.000000	VAC	Given Hours	NO	
		Thu 11/15/2007 00:00:01	10.000000	150.000000	VAC	Given Hours	NO	
		Mon 10/15/2007 00:00:01	10.000000	140.000000	VAC	Given Hours	NO	
		Sat 09/15/2007 00:00:01	10.000000	130.000000	VAC	Given Hours	NO	
		Wed 08/15/2007 00:00:01	10.000000	120.000000	VAC	Given Hours	NO	
		Sun 07/15/2007 00:00:01	10.000000	110.000000	VAC	Given Hours	NO	
		Fri 06/15/2007 00:00:01	10.000000	100.000000	VAC	Given Hours	NO	
		Tue 05/15/2007 00:00:01	10.000000	90.000000	VAC	Given Hours	NO	
		Sun 04/15/2007 00:00:01	10.000000	80.000000	VAC	Given Hours	NO	
		Thu 03/15/2007 00:00:01	10.000000	70.000000	VAC	Given Hours	NO	