



Report Sampler

ABC Company 123 Street Rd Scottsdale, AZ, AZ 85260		Department Cost vs. Charge		As of Thursday, September 18, 2008 All Employees 09/16/2008 - 09/30/2008		
Employee Number	Employee Name (S) denotes a Salaried Employee	Paid Hours	Pay Total	Charge Rate	Charge Total	
Accounting						
455	John Smith	20.72	\$517.92	\$35.00	725.2000	
		Accounting Totals:	20.72	\$517.92	\$725.08	
Development						
007	Bobby De Niro	30.10	\$1,354.50	\$60.00	1806.0000	
222	Bill Gates	95.25	\$9,787.50	\$150.00	14287.5000	
333	Bob Vila(S)	95.00	\$60.00	\$75.00	7125.0000	
		Development Totals:	220.35	\$11,202.00	\$23,218.50	
Sales						
88	Dale Jr.(S)	20.07	\$0.00	\$65.00	1304.5500	
		Sales Totals:	20.07	\$0.00	\$1,304.33	
Support						
111	Charles Barkley	32.13	\$1,771.92	\$75.00	2409.7500	
444	Billy Bob Johnson(S)	80.00	\$0.00	\$35.00	2800.0000	
		Support Totals:	112.13	\$1,771.92	\$5,210.00	
Unassigned						
455	John Smith	9.00	\$135.00	\$25.00	225.0000	
88	Dale Jr.(S)	18.30	\$0.00	\$100.00	1830.0000	
		Unassigned Totals:	27.30	\$135.00	\$2,055.00	
			400.57	\$13,626.83	\$32,512.92	

This report allows any organization to track not only total work hours by employee within each department, but it also allows for a review of pay totals. Pay totals display the total dollar amount based on the employee's Wage rate and Charge rate. This information is very useful to companies who bill clients on a project or work order basis.

ABC Company
123 Street Rd
Scottsdale, AZ, AZ 85260

Employee Accrual Information

As of Thursday, September 18, 2008
All Employees

Employee Number: 007		Employee Name: Bobby De Niro						
Benefit Policy: PTO								
Pay Type	Initial Hours	Accrued Hours	Granted Hours	Used Hours	Hours Left	Through Date	Reset Day	
PTO	0.00	10.82	10.82	64.00	-53.18	09/17/2008	01/01	
Employee Number: 111		Employee Name: Charles Barkley						
Benefit Policy: PTO								
Pay Type	Initial Hours	Accrued Hours	Granted Hours	Used Hours	Hours Left	Through Date	Reset Day	
PTO	0.00	36.29	36.29	56.00	-19.71	09/17/2008	01/01	
Employee Number: 222		Employee Name: Bill Gates						
Benefit Policy: PTO								
Pay Type	Initial Hours	Accrued Hours	Granted Hours	Used Hours	Hours Left	Through Date	Reset Day	
PTO	0.00	13.15	13.15	0.00	13.15	09/17/2008	01/01	
Employee Number: 333		Employee Name: Bob Vila						
Benefit Policy: PTO								
Pay Type	Initial Hours	Accrued Hours	Granted Hours	Used Hours	Hours Left	Through Date	Reset Day	
PTO	0.00	44.29	44.29	0.00	44.29	09/17/2008	01/01	
Employee Number: 444		Employee Name: Billy Bob Johnson						
Benefit Policy: PTO								
Pay Type	Initial Hours	Accrued Hours	Granted Hours	Used Hours	Hours Left	Through Date	Reset Day	
PTO	0.00	52.29	52.29	0.00	52.29	09/17/2008	01/01	
Employee Number: 555		Employee Name: Bart Simpson						
Benefit Policy: PTO								
Pay Type	Initial Hours	Accrued Hours	Granted Hours	Used Hours	Hours Left	Through Date	Reset Day	
PTO	0.00	36.29	36.29	0.00	36.29	09/17/2008	01/01	

This report provides real-time snapshots of all employees, by group or individual accrued pay type hours. It can display multiple Accrual Types such as Sick, PTO, Vacation and many others. Benefit accrual time may be tracked as it is taken or entered at a later date and then transferred over to payroll for processing and updates as required.

ABC Company
123 Street Rd
Scottsdale, AZ, AZ 85260

Employee Time Cards with Notes

As of Friday, September 19, 2008
Employee# 88
09/14/2008 - 09/20/2008

Employee Number		Name						Total		
88		John Smith						Paid	Unpaid	
Date	Day	Action	Start	Start Note	Stop	Stop Note	Paid	Unpaid		
09/15/2008	Mon	Work	8:02 AM		11:45 AM		3.72			
		Lunch	11:45 AM		12:45 PM			1.00		
		Work	12:45 PM		5:23 PM		4.63			
09/16/2008	Tue	Work	7:45 AM		11:45 AM		4.00			
		Lunch	11:45 AM		12:45 PM			1.00		
		Work	12:45 PM		4:54 PM		4.15			
09/17/2008	Wed	Work	7:57 AM		11:45 AM		3.80			
		Lunch	11:45 AM		12:45 PM			1.00		
		Work	12:45 PM		4:59 PM		4.23			
09/18/2008	Thu	Work	6:57 AM		11:45 AM		4.80			
		Lunch	11:45 AM		12:45 PM			1.00		
		Work	12:45 PM		4:04 PM		3.32			
09/19/2008	Fri	Work	7:57 AM		11:45 AM		3.80			
		Lunch	11:45 AM		12:45 PM			1.00		
		Work	12:45 PM		4:59 PM		4.23			
Totals						Reg	OT1	OT2	Paid	Unpaid
						40.00	0.68	0.00	40.68	5.00
Pay Type Summary										
Work						40.00	0.68	0.00	40.68	5.00
Total Pay Type Summary										
Pay Type						Reg	OT1	OT2	Paid	Unpaid
Work						40.00	0.68	0.00	40.68	5.00

This is a detailed time card report that shows the total number of punches, hours worked and other non-work pay type information. The notes option is available so supervisors are informed of any relevant communication from the employee about time used. Supervisors can also view paid and unpaid hours including a breakout of regular vs. overtime hours. Employee time card approval can be completed online or printed out for signature.

ABC Company
123 Street Rd
Scottsdale, AZ, AZ 85260

Labor Distribution Report

As of Monday, September 22, 2008
All Employees
09/14/2008 - 09/20/2008
Department, Job, Employee

		Reg	OT1	OT2	Total		Earnings
					Paid	Unpaid	
2222	Accounting						
2255	Accounts Payable						
455	John Doe	18.40			18.40		\$460.00
Totals: Accounts Payable		18.40	0.00	0.00	18.40	0.00	\$460.00
2244	Accounts Receivable						
455	John Doe	13.10	4.03		17.13		\$478.75
Totals: Accounts Receivable		13.10	4.03	0.00	17.13	0.00	\$478.75
Totals: Accounting		31.50	4.03	0.00	35.53	0.00	\$938.75
3333	Support						
1234	IT Help Desk						
222	Bill Gates	8.18			8.18		\$1,227.50
444	Billy Bob Johnson	40.00			40.00	5.00	\$0.00
Totals: IT Help Desk		48.18	0.00	0.00	48.18	5.00	\$1,227.50
1245	IT Programming						
222	Bill Gates	31.82	1.50		33.32		\$5,110.00
111	Charles Barkley	40.00	0.17		40.17		\$2,213.75
Totals: IT Programming		71.82	1.67	0.00	73.48	0.00	\$7,323.75
Totals: Support		120.00	1.67	0.00	121.67	5.00	\$8,551.25
GRAND TOTALS		151.50	5.70	0.00	157.20	5.00	\$9,490.00

This report displays a view of departments based on a company's organizational hierarchy – providing a top-down view of hours assigned per employee. It allows for view of departments by pay code breakouts such as paid, unpaid, etc.

ABC Company
123 Street Rd
Scottsdale, AZ, AZ 85260

Projected Wages Report

As of Wednesday, September 24, 2008
All Employees
09/21/2008 - 09/27/2008

Employee Number Employee Name

Bart Simpson

09/21/2008 - 09/27/2008

Time		Earnings	
Regular	24.00	Regular	\$312.00
Overtime	0.00	Overtime	\$0.00
Double Overtime	0.00	Double Overtime	\$0.00

Totals for

Time		Earnings	
Regular	24.00	Regular	\$312.00
Overtime	0.00	Overtime	\$0.00
Double Overtime	0.00	Double Overtime	\$0.00

Bill Gates

09/21/2008 - 09/27/2008

Time		Earnings	
Regular	24.00	Regular	\$1,320.00
Overtime	0.00	Overtime	\$0.00
Double Overtime	0.00	Double Overtime	\$0.00

Totals for

Time		Earnings	
Regular	24.00	Regular	\$1,320.00
Overtime	0.00	Overtime	\$0.00
Double Overtime	0.00	Double Overtime	\$0.00

Billy Bob Johnson

09/21/2008 - 09/27/2008

Time		Earnings	
Regular	40.00	Regular	\$288.00
Overtime	0.00	Overtime	\$0.00
Double Overtime	0.00	Double Overtime	\$0.00

Totals for

Time		Earnings	
Regular	40.00	Regular	\$288.00
Overtime	0.00	Overtime	\$0.00
Double Overtime	0.00	Double Overtime	\$0.00

Bob Vila

09/21/2008 - 09/27/2008

Time		Earnings	
Regular	24.00	Regular	\$1,800.00
Overtime	0.00	Overtime	\$0.00
Double Overtime	0.00	Double Overtime	\$0.00

The Projected Wages report gives supervisors a view of employee hours and earnings by pay week or pay period. The report will display total time worked and earnings based on the individual employee's rate of pay.

ABC Company
123 Street Rd
Scottsdale, AZ, AZ 85260

Scheduled Work vs. Paid Work

As of Wednesday, September 24, 2008
All Employees
09/21/2008 - 09/27/2008

Employee Number: 007

Name: Bobby De Niro

<u>Schedule Start Time</u>	<u>Schedule End Time</u>	<u>Total</u>	<u>Rounded Time In</u>	<u>Rounded Time Out</u>	<u>Paid</u>	<u>Auto-Clock Out</u>
09/22/2008 8:00 AM	09/22/2008 4:00 PM	7.75	09/22/2008 8:00 AM	09/22/2008 5:00 PM	9.00	<input type="checkbox"/>
09/23/2008 8:00 AM	09/23/2008 4:00 PM	7.75	09/23/2008 8:00 AM	09/23/2008 5:00 PM	9.00	<input type="checkbox"/>
09/24/2008 8:00 AM	09/24/2008 4:00 PM	7.75	09/24/2008 8:00 AM	09/24/2008 5:00 PM	9.00	<input type="checkbox"/>
09/25/2008 8:00 AM	09/25/2008 4:00 PM	7.75	09/25/2008 8:00 AM	09/25/2008 5:00 PM	9.00	<input type="checkbox"/>
09/26/2008 8:00 AM	09/26/2008 4:00 PM	7.75	09/26/2008 8:00 AM	09/26/2008 5:00 PM	9.00	<input type="checkbox"/>
		Total: 38.75			Total: 45.00	

Employee Number: 111

Name: Charles Barkley

<u>Schedule Start Time</u>	<u>Schedule End Time</u>	<u>Total</u>	<u>Rounded Time In</u>	<u>Rounded Time Out</u>	<u>Paid</u>	<u>Auto-Clock Out</u>
09/21/2008 9:00 AM	09/21/2008 5:00 PM		Absent	Absent		<input type="checkbox"/>
09/22/2008 9:00 AM	09/22/2008 5:00 PM	7.75	09/22/2008 8:00 AM	09/22/2008 5:00 PM	9.00	<input type="checkbox"/>
09/23/2008 9:00 AM	09/23/2008 5:00 PM	7.75	09/23/2008 8:00 AM	09/23/2008 5:00 PM	9.00	<input type="checkbox"/>
09/24/2008 9:00 AM	09/24/2008 5:00 PM	7.75	09/24/2008 8:00 AM	09/24/2008 5:00 PM	9.00	<input type="checkbox"/>
09/25/2008 9:00 AM	09/25/2008 5:00 PM	7.75	09/25/2008 8:00 AM	09/25/2008 5:00 PM	9.00	<input type="checkbox"/>
09/26/2008 9:00 AM	09/26/2008 5:00 PM	7.75	09/26/2008 8:00 AM	09/26/2008 5:00 PM	9.00	<input type="checkbox"/>
		Total: 38.75			Total: 45.00	

This report gives supervisors a view of employees scheduled versus actual time worked, allowing supervisors to verify if employees are abiding by the schedule and identify potential issues such as missing punches and time theft.

ABC Company
123 Street Rd
Scottsdale, AZ, AZ 85260

Status Board

As of Wednesday, September 24, 2008
All Employees

Employee Name	Out	Working	At Lunch	On Break	Last Transaction Time	Notes
Bart Simpson	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	9/24/2008 8:00:00 AM	
Bill Gates	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	9/24/2008 8:00:00 AM	
Billy Bob Johnson	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	9/24/2008 12:00:00 PM	
Bob Vila	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	9/24/2008 8:00:00 AM	
Bobby De Niro	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	9/24/2008 8:00:00 AM	
Charles Barkley	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	9/24/2008 8:00:00 AM	
John Doe	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	9/24/2008 8:00:00 AM	
John Smith	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	9/24/2008 8:00:00 AM	
Totals:	Out:	Working:	At Lunch:	On Break:		
	0	7	1	0		

This report provides a real-time view of where a given set of employees are at any point in the workday. Supervisors can view any employee groups that they have rights to view. Administrators are able to view the entire workforce at any time which aids in events when it is critical to know where everyone is, such as a fire alarm or other emergency.

ABC Company
123 Street Rd
Scottsdale, AZ, AZ 85260

Summary Payroll

As of Wednesday, September 24, 2008
All Employees
09/21/2008 - 09/27/2008

Name (S) denotes a Salaried Employee	Employee Number	SSN	Pay Rate	Regular	Overtime	Double Overtime	Total Hours	Total Earnings
Bobby De Niro	007		\$45.00	40.00	5.00	0.00	45.00	\$2,137.50
Charles Barkley	111		\$55.00	40.00	5.00	0.00	45.00	\$2,612.50
Bill Gates	222		\$100.00	40.00	5.00	0.00	45.00	\$4,750.00
Bob Vila	333		\$60.00	40.00	5.00	0.00	45.00	\$2,850.00
Billy Bob Johnson	444		\$18.00	40.00	0.00	0.00	40.00	\$720.00
John Doe	455		\$25.00	40.00	5.00	0.00	45.00	\$1,187.50
Homer Simpson	555		\$13.00	40.00	5.00	0.00	45.00	\$617.50
Dale Earnhardt	88		\$60.00	40.00	5.00	0.00	45.00	\$2,850.00
Totals	Employees: 8			320.00	35.00	0.00	355.00	\$17,725.00

This report breaks out the pay rate of regular and overtime hours and provides a view of total hour and total earnings. It is especially useful for payroll reconciliation purposes.

ABC Company
123 Street Rd
Scottsdale, AZ, 85260

Summary of Pay Type Hours

As of Wednesday, September 24, 2008
All Employees
09/21/2008 - 09/27/2008

Employee Number	Name	Total				
	Pay Type Name	Reg	OT1	OT2	Paid	Unpaid
007	Bobby De Niro					
	Work	40.00	5.00		45.00	
	Totals:	40.00	5.00	0.00	45.00	0.00
111	Charles Barkley					
	Work	36.00			36.00	
	PTO	8.00			8.00	
	Totals:	44.00	0.00	0.00	44.00	0.00
222	Bill Gates					
	Work	40.00	5.00		45.00	
	Totals:	40.00	5.00	0.00	45.00	0.00
333	Bob Vila					
	Work	40.00	5.00		45.00	
	Totals:	40.00	5.00	0.00	45.00	0.00
444	Billy Bob Johnson					
	Work	40.00			40.00	5.00
	Totals:	40.00	0.00	0.00	40.00	5.00
455	John Doe					
	Work	40.00	5.00		45.00	
	Totals:	40.00	5.00	0.00	45.00	0.00
555	Homer Simpson					
	Work	40.00	5.00		45.00	
	Totals:	40.00	5.00	0.00	45.00	0.00

This report displays total hours by pay type for any individual employee or group and by any chosen date range.

ABC Company
123 Street Rd
Scottsdale, AZ, AZ 85260

Tardies

As of Wednesday, September 24, 2008
Employee# 222
09/14/2008 - 09/20/2008

Employee Number: 222

Name: Bill Gates

Tardy Activity

<u>Clock In</u>	<u>Tardy</u>	<u>Clock Out</u>	<u>Tardy</u>
9/15/2008 7:50:00 AM	Early 1.17	9/15/2008 4:59:00 PM	Early 0.02
9/18/2008 8:45:00 AM	Early 0.25	9/18/2008 4:56:00 PM	Early 0.07

Clock In Totals

Total Early: 1.42
Total Late: 0.00
Times Early: 2
Times Late: 0

Clock Out Totals

Total Early: 0.09
Total Late: 0.00
Times Early: 2
Times Late: 0

Report Totals

Clock In Totals

Total Early: 1.42
Total Late: 0.00
Times Early: 2
Times Late: 0

Clock Out Totals

Total Early: 0.09
Total Late: 0.00
Times Early: 2
Times Late: 0

The Tardy report displays any employee that has punched in earlier or later than their scheduled in and out time. This report may be run for a specific department, group or employee as needed for counseling purposes.

ABC Company
123 Street Rd
Scottsdale, AZ, AZ 85260

Time Cards Not Approved by Supervisor

As of Wednesday, September 24, 2008
All Employees
09/21/2008 - 09/27/2008

<u>Employee Number</u>	<u>Employee Name</u>	<u>Employee Number</u>	<u>Employee Name</u>
007	Bobby De Niro	111	Charles Barkley
222	Bill Gates	333	Bob Vila
444	Billy Bob Johnson	455	John Doe
555	Homer Simpson	88	Dale Earnhardt

This report displays a cumulative view of time cards that have not been approved by the specified group supervisor.

ABC Company
123 Street Rd
Scottsdale, AZ, AZ 85260

Weekly Schedules Report

As of Wednesday, September 24, 2008
All Employees
09/21/2008 - 09/27/2008

Employee Number	Name	Sunday 9/21/2008	Monday 9/22/2008	Tuesday 9/23/2008	Wednesday 9/24/2008	Thursday 9/25/2008	Friday 9/26/2008	Saturday 9/27/2008	Hours
007	Bobby De Niro		8:00A - 4:00P	8:00A - 4:00P	8:00A - 4:00P	8:00A - 4:00P	8:00A - 4:00P		40.00
111	Charles Barkley		9:00A - 5:00P	9:00A - 5:00P	9:00A - 5:00P	9:00A - 5:00P	9:00A - 5:00P		40.00
222	Bill Gates		9:00A - 5:00P	9:00A - 5:00P	9:00A - 5:00P	9:00A - 5:00P	9:00A - 5:00P	9:00A - 2:00P	45.00
333	Bob Vila		8:00A - 4:00P	8:00A - 4:00P	8:00A - 4:00P	8:00A - 4:00P	8:00A - 4:00P		40.00
444	Billy Bob Johnson		8:00A - 4:00P	8:00A - 4:00P	8:00A - 4:00P	8:00A - 4:00P	8:00A - 4:00P		40.00
455	John Doe		9:00A - 5:00P	9:00A - 5:00P	9:00A - 5:00P	9:00A - 5:00P	9:00A - 5:00P		40.00
555	Homer Simpson		8:00A - 4:00P	8:00A - 4:00P	8:00A - 4:00P	8:00A - 4:00P	8:00A - 4:00P		40.00
88	Dale Earnhardt		8:00A - 4:00P	8:00A - 4:00P	8:00A - 4:00P	8:00A - 4:00P	8:00A - 4:00P		40.00
Daily Totals:		0.00	64.00	64.00	64.00	64.00	64.00	5.00	325.00

This report displays a list of weekly schedules for a group of employees assigned to a supervisor.



Web-based Time & Attendance