TimeWorksPlus

System Capabilities & Sample Reports

SwipeClock®

Simple. Affordable. Time & Attendance

System Features and Capabilities*

Ref #	TimeWorksPlus System Features	TWP	With Scripting
1.0	**Company Settings**		
1.1	Automatic daily lunch deduction	✓	
1.2	View and manage multiple company sites, or locations, with a single login	✓	
1.3	View multiple company reports from a single login	✓	
1.4	Apply time punch rules to specific days of the week (e.g., category, pay rate, supervisor, etc.)	✓	✓
1.5	Set standard pay frequencies: Weekly, Bi-Weekly, Semi-Monthly, or Monthly	✓	
1.6	Apply custom pay frequency	✓	
1.7	Apply standard and custom punch rounding rules (see Employee Rounding & Scheduling)	✓	✓
1.8	Apply differing Time Zones to individual hardware clock(s)	✓	
1.9	Apply differing Time Zones to individual employees	✓	
1.10	Allow client to manage clock prompts	✓	
1.11	Enable WebClock punching by employee	✓	
1.12	Create custom categories	✓	
1.13	Hide company pay rates from Non-authorized company personnel	✓	
1.14	Freeze past punch data, or protect data, from account setting changes	✓	
1.15	Apply department, or employee OT rules (see Overtime Settings)	✓	
1.16	Apply "Holiday Worked" Pay settings (see Holiday Pay Settings)	✓	✓
1.17	Include up to 5 days for a single in/out punch series	✓	
1.18	Set hours alert for OT or Affordable Care Act thresholds	✓	
1.19	Change pay period settings on existing account	✓	
1.20	Create and save custom summary reports	✓	
2.0	**Data Editing**		
2.1	Edit employee in/out times	✓	
2.2	Add block of hours to a group of employees in a single entry	✓	
2.3	Add dollar amounts to a group of employees in a single entry	✓	
2.4	Create custom pay categories	✓	
2.5	Override pay rate for a punch series	✓	
2.6	View "missing punch" totals by employee	✓	

System Features and Capabilities

Ref #	TimeWorksPlus System Features	TWP	With Scripting
2.7	Filter time cards to display only employees with missing punches	✓	
2.8	Activate a Supervisor "Exception Approval" check box for edited punches		✓
2.9	Apply custom "time card signature" to employee time cards for signature approval	✓	
2.10	Allow Employees to approve personal time card by day or pay period	✓	
2.11	Allow 3 levels of time card approvals by day or pay period (i.e., Employee, Supervisor, Manager)	✓	
2.12	View status of time card approvals across approval levels	✓	
2.13	Freeze past punch data, or protect data, from current changes in account settings	✓	
2.14	Track and reassign erroneous in/out employee punches	✓	
2.15	Apply bulk edits to multiple time cards by date	✓	
2.16	Add notes to multiple employee time cards from a single page	✓	
2.17	Add notes to multiple employee time cards in a group	✓	
2.18	Access punch audit details for manual changes applied to time card	✓	
2.19	View punch audit detail report	✓	
2.20	View time card approvals audit report	✓	
2.21	View IP information for time punches made over the Web (WebClock)	✓	
2.22	User dashboard for account navigation	✓	
2.23	Filter employee list by employee data fields	✓	
2.24	Create employee groups for quick account filtering	✓	
2.25	"Quick find" for employee time card and setup information	✓	
2.26	Add announcement communications for employee access, continuous or by date range	✓	
2.27	Sort Employee time card list by Home Supervisor/Department /Location	✓	
2.28	Filter Employee time card list by Home Supervisor/Department /Location	✓	
2.29	Hide/unhide view of employee wages in time cards and printouts	✓	
2.30	Manager can perform multiple time card approvals from the same page	✓	
3.0	**Overtime Settings**		
3.1	Define OT calculation thresholds for week/day per employee	✓	✓
3.2	Apply standard FLSA OT calculations	✓	

System Features and Capabilities

Ref #	TimeWorksPlus System Features	TWP	With Scripting
3.3	Apply state-regulated OT settings (e.g., California OT)	✓	
3.4	Pay 1.5x after 40 or 80 hours worked in week	✓	
3.5	Attach multiple OT rules to a client account	✓	
3.6	Attach multiple OT thresholds to a client account	✓	✓
3.7	Apply daily or weekly OT thresholds by company, department, location, or employee	✓	✓
3.8	OT after 40 hours in a week or 8 hours in a day	✓	
3.9	OT after 10 hours in a day, without Double Time	✓	
3.10	OT after 12 hours in a day, without Double Time	✓	
3.11	Assign OT rules to specific weekday, by department, by employee	✓	
3.12	Calculate OT based on employee's average pay rate in pay period	✓	
3.13	Spread OT hours across work week	✓	
3.14	Include custom category hours in OT threshold calculation	✓	
3.15	Apply Ontario rules (Canada)	✓	
3.16	Apply Alberta rules (Canada)	✓	
3.17	Set OT threshold alert on employee time cards and reports	✓	
4.0	**Holiday Pay Settings**		
4.1	Apply a standard or custom pay rate multiple for hours worked on Holiday (e.g., 1.5x regular pay rate)	✓	✓
4.2	Apply holiday-based dollar or hour amount to all, or a specified group of employees	✓	
4.3	Apply "Holiday Worked" hours to custom Holiday dates for entire company, per department or per employee	✓	
4.4	Assign name to a custom Holiday date	✓	
4.5	Apply Standard US, Canadian, or Mexican Holidays	✓	
4.6	Designate Holiday on actual work day or closest weekday	✓	
4.7	Apply pre-determined hours to select employees for company-specified holidays	✓	
5.0	**Accruals**		
5.1	Apply accruals based on years of service, days of service, or months of service	✓	✓
5.2	Increase accrual balances based on hours, days, or category data	✓	✓
5.3	Manually adjust accrual balances for employees	✓	

System Features and Capabilities

Ref #	TimeWorksPlus System Features	TWP	With Scripting
5.4	Apply limit on accrual balance maximums based on days, weeks, months, or years of service	✓	✓
5.5	Carry negative accrual balances based on tenure or hours worked by company, department, or by employee	✓	✓
6.0	**Labor Distribution**		
6.1	Collect categorical or departmental data at clock in/out (up to 3 categories)	✓	
6.2	Collect unlimited categorical or departmental data at clock in/out via web (note: web browser only)	✓	
6.3	Collect up to 3 numerical totals at clock in/out (e.g., piece rate; tips)	✓	
6.4	Collect unlimited numerical totals, such as tips, at clock in/out via web (note: web browser only)	✓	
6.5	Assign pay rates to employees via collected categorical data (e.g., by dept, job code)	✓	✓
6.6	Create reports by job code, department, location, or other collected data	✓	
6.7	Create shift differentials and attach pay rates	✓	✓
6.8	Define a shift name by times of the day or day-of-week worked	✓	✓
6.9	Create custom pay categories	✓	
6.10	Apply select settings based on custom pay categories	✓	
6.12	Assign up to 9 standard pay rates to employees	✓	
6.13	Allow employees to move between departments throughout work day	✓	
6.14	Track location of employee punch via time clock	✓	
6.15	Attach pay rate by category worked	✓	✓
6.16	Attach pay rate by day-of-week worked	✓	✓
6.17	Create 2 separate sets of punch data collection at clock IN/OUT (clock prompting). Limit of 3 numeric/filtering (Not available for WebClock)	✓	
6.18	Calculate employee average hours per week based on a set weekly threshold	✓	
6.19	Calculate employee average hours per month based on a set monthly threshold	✓	
7.0	**Supervisor Login Access (Limited-Access Login)**		
7.1	Restrict supervisor access by department, location or employee	✓	
7.2	Restrict supervisor access by clock prompt category or data	✓	
7.3	Allow supervisor logins to approve employee time when working "temporarily" in their department	✓	
7.4	Enable/disable punch editing	✓	
7.5	Enable supervisor to add and edit employee setup files	✓	

System Features and Capabilities

Ref #	TimeWorksPlus System Features	TWP	With Scripting
8.0	**Rounding**		
8.1	Create custom minute-rounding rules, or "schedule," by department	✓	
8.2	Round punch times by a rounding increment of 60 (e.g., nearest 15 minutes)	✓	✓
8.3	Customize the "before" or "after" rounding behaviors on a single punch	✓	✓
8.4	Set custom rounding behavior for "before" and "after" a specific time of day	✓	
8.5	Round times to an employee's specific daily schedule	✓	
8.6	Round times to an employee's alternating schedule as set in the Scheduling feature	✓	
8.7	Round times to an employee's alternating first IN/last OUT schedule as set in the Scheduling feature	✓	
8.8	Assign one standard daily rounding rule, or "schedule," by employee	✓	✓
8.9	Assign hours that cross midnight to date employee originally clocked in	✓	
8.10	Assign hours that cross midnight to date hours worked	✓	✓
8.11	Assign hours that cross a specified time of day to the following workday ("Tomorrow Rule")	✓	✓
8.12	Apply rounding rule or schedule to a specific day and employee	✓	
8.13	Create custom exception flags for employee tardiness	✓	
9.0	**Employee Self-Service**		
9.1	Punch In/Out via ESS portal	✓	
9.2	View Time Card via ESS portal	✓	
9.3	Allow employee to view "notes" on Time Card	✓	
9.4	Allow employee to Add/Edit "notes" on Time Card	✓	
9.5	Allow employees to Add/Edit times, hours, or dollars on personal time card	✓	
9.6	Allow employees to view personal schedule	✓	
9.7	Submit leave requests using designated pay categories	✓	
9.8	Configure leave request email alerts to be sent to Supervisors, Managers, or Employees	✓	
9.9	View personal leave request history for specified date range	✓	
9.10	View personal accrual balances as of specified date	✓	
9.11	View employee accrual balances with future time off included	✓	
9.12	Update personal information/password	✓	
9.13	Employee based dashboard displaying employee's personalized time and attendance information	✓	

System Features and Capabilities

Ref #	TimeWorksPlus System Features	TWP	With Scripting
9.14	View announcements provided by supervisor/manager	✓	
9.15	View an audit trail of time card notes added, edited, and deleted	✓	
10.0	**Employee View Time Card**		
10.1	Allow employee to view personal time card online	✓	
10.2	Allow employee to edit personal time card online	✓	
10.3	Allow employee with view-only access to add notes to personal time card online	✓	
10.4	Allow employee to add punch specific comments to time card online	✓	
10.5	Enable/disable employee's view of supervisor comments and edits	✓	
11.0	**Employee View Schedule**		
11.1	Allow employees to view personal schedule online	✓	
11.2	Allow employees to view schedule vs. time card information online	✓	
12.0	**Scheduling**		
12.1	Schedule employees by daily, weekly, monthly or a combination of recurring patterns	✓	
12.2	Set rounding rules according to an employee schedule	✓	
12.3	Create and assign template schedules to multiple employees	✓	
12.4	Filter schedules by employee name, department, location, or supervisor	✓	
12.5	View multiple schedules by week for a group of employees	✓	
12.6	Compare employee's "actual" time to scheduled time	✓	
12.7	View "schedule vs. time card" and "schedule deviation"	✓	
12.8	View previous, current or future schedules for employees, departments, supervisors	✓	
12.9	Restrict creation of schedules by supervisor	✓	
12.10	Access schedule information from employee time cards	✓	
12.11	View schedule deviations on employee time cards	✓	
12.12	Third-party "add-on" scheduling option for expanded functionality	✓	
13.0	**Mobile App Options**		
13.1	Supervisor app for an IOS (Apple iTunes™) device	✓	

System Features and Capabilities

Ref #	TimeWorksPlus System Features	TWP	With Scripting
13.2	Supervisor app for an Android (GooglePlay™) device	✅	
13.3	Employee app for an IOS (Apple iTunes™) device	✅	
13.4	Employee app for an IOS (GooglePlay™) device	✅	
13.5	Supervisor can view, approve, or deny employee time off requests from their mobile app	✅	
13.6	Supervisor can view which employees are clocked in/out	✅	
13.7	Supervisor can clock multiple employees in/out at the same time on behalf of the employee	✅	
13.8	Supervisor can view employee info for their employees	✅	
13.9	Supervisors can view employees with the day off	✅	
13.10	Supervisor can add/edit notes on employee time cards	✅	
13.11	Supervisor can add electronic approval to employee time cards for a single day or entire pay period (if enabled)	✅	
13.12	Supervisor can view address and map locations of employee punches (if GPS punches enabled)	✅	
13.13	Supervisor can add/edit employee time punches (if enabled)	✅	
13.14	Employee can view announcements/bulletins	✅	
13.15	Employee can clock in/out from mobile app (if enabled)	✅	
13.16	Employee can view the end of the pay period date from the mobile app	✅	
13.17	Employee can view current hours worked, broken down into Regular, Overtime and Other hours categories	✅	
13.18	Employee can view their individual time off balance (in hours) for Vacation, Sick, Other hours in the mobile app	✅	
13.19	Employee can view their personal timekeeping profile	✅	
13.20	Employee can view their individual time card including In/out timestamps and hours	✅	
13.21	Employee can view their individual schedule, day by day (if enabled)	✅	
13.22	Manage Employee can add/edit time punches to personal time card (if enabled) r and supervisor can see employee time cards, by day	✅	
13.23	Employee can add/edit notes to their personal time card (if enabled)	✅	
13.24	Employee can add electronic approval to personal time card for a single day or entire pay period (if enabled)	✅	

Detail Report

Ball, Erin **D:**Solutions HOUR COUNT **Regular** 33.08 **TOTAL HOURS** 33.08	Fri 7/1 **903a-1203p** XSolutions Y Checking HRS 2.99	Sat 7/2	Sun 7/3	Mon 7/4	Tue 7/5 **946a-1227p** XSolutions Y Checking HRS 2.68	Wed 7/6 **949a-1225p** XSolutions Y Checking HRS 2.59	Thu 7/7 **926a-1231p** XSolutions Y Checking HRS 3.08
	Fri 7/8 **858a-905a** XSolutions Y Checking **906a-104p** XSolutions Yensing OH HRS 4.09	Sat 7/9	Sun 7/10	Mon 7/11 **836a-1228p** XSolutions Yensing OH HRS 3.86	Tue 7/12 **942a-1255p** XSolutions Yensing OH HRS 3.22	Wed 7/13 **1000a-241p** XSolutions Yensing OH **241p-328p** XSolutions Yensing OH HRS 5.45	Thu 7/14 **739a-1223p** XSolutions Yensing OH **1223p1245p** XSolutions Yensing OH **1246p1247p** XSolutions Yensing OH HRS 5.12
	Fri 7/15						
Bay, Bri **D:**Solutions **L:**Bay HOUR COUNT **Regular** 80.00 **Company Holid** 8.00 **TOTAL HOURS** 88.00	Fri 7/1 Regul 0800 Xistration Y Admin OH HRS 8.00	Sat 7/2	Sun 7/3	Mon 7/4 Compa 0800 Xistration Y Admin OH HRS 8.00	Tue 7/5 Regul 0800 Xistration Y Admin OH HRS 8.00	Wed 7/6 Regul 0800 Xistration Y Admin OH HRS 8.00	Thu 7/7 Regul 0800 Xistration Y Admin OH HRS 8.00
	Fri 7/8 Regul 0800 Xistration Y Admin OH HRS 8.00	Sat 7/9	Sun 7/10	Mon 7/11 Regul 0800 Xistration Y Admin OH HRS 8.00	Tue 7/12 Regul 0800 Xistration Y Admin OH HRS 8.00	Wed 7/13 Regul 0800 Xistration Y Admin OH HRS 8.00	Thu 7/14 Regul 0800 Xistration Y Admin OH HRS 8.00
	Fri 7/15 Regul 0800 Xistration Y Admin OH HRS 8.00						

WHY:

Employers often need a breakdown of employee hours in detail, punch-by-punch

USEFUL FOR

- Reconciling punch details

- Producing subtotals quickly for departments, locations, or supervisors

- Verifying discrepancies in hours against a summary report

Work Month Report

Timekeeping Demo
11/1/2014

Print | Export to CSV

Report Date : 2014-11 to 2014-11			
Type	Total Employees	Total Hours	Average Monthly Hours
Salary Employees	1	-	-
Seasonal Employees	1	-	-
Full-Time Employees	1	143.62	143.62
Non-Full-Time Employees	9	614.40	68.27
Full-Time Equivalent Employees	5	-	-
Total Full-Time and Equivalent Employees	7	-	-

*The hours in this report exclude any hours listed in the "Unpaid" column on timecards.

#	Name	Start Date	End Date	Employee Type	Home Department	Home Location	Home Supervisor	Days Worked	Total Hours	Average Monthly Hours	Employee Type (Calculated)	2014-11
1	Accruals, Austin	2003-10-01		Hourly Full Time	DPT 300	Maple Blvd	Susie Simple, Gavin Groups	18	143.62	143.62	Full-Time	143.62
2	Bulletin, Bethany	2014-10-20		Seasonal	DPT 100	Corporate	Susie Simple	11	64.37	64.37	Seasonal	64.37
3	Forgetful, Frank	2011-10-01		Hourly	DPT 300	Main Street	Susie Simple	16	83.17	83.17	Non-Full-Time	83.17
4	Groups, Gavin	2010-06-23		Hourly Full Time	DPT 500	Maple Blvd	Marcus Manager	2	16.00	16.00	Non-Full-Time	16.00
5	Job Code, Josh	2012-10-01		Hourly	DPT 200	Main Street	Gavin Groups	14	67.33	67.33	Non-Full-Time	67.33
6	Mileage, Marcus	2007-03-05		Hourly Full Time	DPT 300	Corporate	Susie	17	77.55	77.55	Non-Full-Time	77.55
7	Overtime, Oscar	2007-03-05		Hourly	DPT 100	Main Street	Gavin Groups	14	75.97	75.97	Non-Full-Time	75.97

WHY:

Designed to enable and track compliance with the Patient Protection and Affordable Care Act (PPACA) by work month

USEFUL FOR:

- Computing labor totals by work month for PPACA reporting

- Providing total hours and average monthly hours by employee

- Determining hours by full-time (FT), full-time equivalent (FTE), and non-full-time (NONFT) employees

- Determining count of total full-time and "Full Time Equivalent" employees for PPACA purposes

Work Week Report

Print Summary Print Employees Export to CSV

Timekeeping Demo
11/9/2014 thru 11/29/2014

Report Date : 2014-11-09 to 2014-11-29

Type	Total Employees	Total Hours	Average Weekly Hours
Salary Employees	1	-	-
Full-Time Employees	1	104.03	34.68
Non-Full-Time Employees	9	450.10	16.67
Total Full-Time Employees	2	-	-

*The hours in this report exclude any hours listed in the "Unpaid" column on timecards.

Report Date : 2014-11-09 to 2014-11-29

#	Name	Start Date	End Date	Employee Type	Home Department	Home Location	Home Supervisor	Days Worked	Total Hrs	Average Weekly Hrs	Employee Type (Calculated)	11/23/2014 thru 11/29/2014
1	Accruals, Austin	2003-10-01		Hourly Full Time	DPT 300	Maple Blvd	Susie Simple, Gavin Groups	13	104.03	34.68	Full-Time	24.00
2	Bulletin, Bethany	2014-10-20		Hourly Part Time	DPT 100	Corporate	Susie Simple	8	45.83	15.28	Non-Full-Time	5.37
3	Forgetful, Frank	2011-10-01		Hourly	DPT 300	Main Street	Susie Simple	11	62.25	20.75	Non-Full-Time	22.12
4	Groups, Gavin	2010-06-23		Hourly Full Time	DPT 500	Maple Blvd	Marcus Manager	2	16.00	16.00	Non-Full-Time	16.00
5	Job Code, Josh	2012-10-01		Hourly	DPT 200	Main Street	Gavin Groups	10	50.15	16.72	Non-Full-Time	16.00
6	Mileage, Marcus	2007-03-05		Hourly Full Time	DPT 300	Corporate	Susie	12	57.10	19.03	Non-Full-Time	16.00
7	Overtime, Oscar	2007-03-05		Hourly	DPT 100	Main Street	Gavin Groups	11	54.65	18.22	Non-Full-Time	16.00
8	PTO, Paige	2012-10-01		Hourly	DPT 300	Corporate	Susie Simple	9	54.35	18.12	Non-Full-Time	16.00
	Restaurant				Main		Gavin					

WHY:

Assists employers in managing compliance with the Patient Protection and Affordable Care Act (PPACA)

USEFUL FOR:

- Computing average labor hours by work week

- Determining hours of full-time (FT), full-time equivalent (FTE), and non-full-time (NONFT) employees

- Determining count of total full-time and "Full Time Equivalent" employees (if number of weeks selected is divisible by four) for PPACA purposes

Organize Labor Code Reports by Employee

By Employee Options: See what an employee (or group of employees) is doing with their hours.

Option:	Why:
Filter employees by Name, Home Department, or Home Location:	Employer may want to see the information related to one employee, or multiple employees, by department or location.
Sort report by Employee Name, Home Department, or Home Location:	Employers may desire to sort the report for easier review of report data (can be used with or without filtering).
Choose detail by labor code or actual punches:	Employer may need to break down the report by the daily punches, labor code, a summary, or each labor code by employee.
Hide/show wages:	Gives pay totals (if wages are tracked in timekeeping system).

LABOR REPORT BY EMPLOYEE

Labor Report

Print

8/1/2013 thru 8/15/2013

Name	Dept	Job	Category	Hours
Ball, Erin	Solutions	Solutions Licensing OH	Regular	28.95
Bed, Harvin	Solutions	Amex Writing	Regular	25.00
Bed, Harvin	Solutions	Carlson (Redbird)	Regular	26.00
Bed, Harvin	Solutions	Marriot CM	Regular	20.00
Bed, Harvin	Solutions	Solutions	Regular	1.00
Ben, Ann	Solutions	Solutions Licensing OH	Regular	31.00
Bow, Martha	Administration	Admin OH	Regular	17.93
Chandler, Kevin	Solutions	Solutions Licensing OH	Regular	38.52
Clyes, Jeff	Solutions	Solutions Licensing OH	Regular	44.28
Crepi, Kathy	Solutions	Solutions Licensing OH	Regular	24.23
Gosnell, Heath	Solutions	Carlson (Redbird)	Regular	18.98
Gosnell, Heath	Solutions	Residor SAS	Regular	32.20
Gosnell, Heath	Solutions	Rezidor RGB	Regular	10.28
Gosnell, Heath	Solutions	Solutions	Regular	1.31
Totals:				319.69

USEFUL FOR:

- Organizing labor data by Department, Job Code, or other custom category

- Producing subtotals by job, function, or other custom category

- Analyzing labor distribution

Accruals Report

Available Accrual Balances as of Friday, August 9, 2013

Print | Export to CSV

All balances are as of the end of the listed reporting date.

Name	Floating Holiday	Personal Time Off	Sick Pay
Ball, Erin	8.00	88.00	28.00
Bed, Harvin	0.00	120.00	32.00
Ben, Ann	0.00	64.00	32.00
Bow, Martha	8.00	112.00	40.00
Chandler, Kevin	0.00	56.00	24.00
Clyes, Jeff	0.00	104.00	32.00
Crepi, Kathy	0.00	80.00	24.00
Gosnell, Heath	8.00	84.00	36.00
Totals	24.00	708.00	248.00

WHY:
Get up-to-date balances of paid time-off hours

USEFUL FOR:

- Tracking of paid time off hours

- Producing totals of PTO, Vacation, or Sick hours for employees

- Tracking adjustments to accrual balances

Time Card Sample

This is a demo account. Feel free to make changes to the data. The changes will be discarded when you log out.

Lemming, Frank
Code: 567

Glue - Demo - Basic
11/30/2014 thru 12/6/2014

< Previous Pay Period | Next Pay Period > Pay Period Finder: [   ]

Time Card Options ▼

Date	Edit			In	Out	Break	Category	Hours	Amount
Sun 11/30	✏	Edit	Add	11:02a	1:53p	-		2.85	
Mon 12/1	✏	Edit	Add	11:59a	6:12p	-		6.23	
Tue 12/2	✏	Edit	Add	9:49a	5:14p	-		7.41	
Wed 12/3	✏	Edit	Add	10:02a	Missing	-			
Thu 12/4	✏	Edit	Add	10:09a	5:55p	-		7.76	
Fri 12/5	✏	Edit	Add	9:54a	5:19p	-		7.43	
Sat 12/6	✏	Edit	Add	9:57a	4:47p	-		6.84	
				Total hours clocked for week of 11/30 to 12/6: **38.52**					
Totals								**38.52**	**$0.00**

	HOURS	ADDL PAY
Total Regular hours	38.52	$0.00
TOTALS	38.52	$0.00
TOTAL MISSING PUNCHES	1	

WHY:

Provides supervisor a view of employee time card punch data, totals, and exceptions

USEFUL FOR:

- Tracking employee hours, paid time-off hours, and accruals (if activated)

- Tracking labor codes, departments, locations, accrual adjustments (if activated)

- Enabling employees to view their timecard data (if authorized) and approve hours

- Automating the calculation of daily, weekly, or other period hours

- Providing ability for adds, edits, deletions of employee time records for administrators, managers, and supervisors

Payroll Summary

Print

8/11/2013 thru 8/17/2013

#	Name	Total Hrs	Category	Miss	Edit	Addl Pay	8/11/2013 thru 8/17/2013
1	Ball, Erin	33:37	Regular	1	1	$0.00	33:37
2	Ben, Ann	40:00	Regular	0	1	$0.00	40:00
		0:00	Commission	0	1	$75.00	0:00
3	Chandler, Kevin	32:00	Regular	0	1	$0.00	32:00
		8:00	Vacation	0	1	$0.00	8:00
4	Clyes, Jeff	35:00	Regular	1	2	$0.00	35:00
5	Simple, Susie	31:57	Regular	0	1	$0.00	31:57
		8:00	Vacation	0	1	$0.00	8:00

Category	Total Hrs	Miss	Edit	Addl Pay
Regular	172:34	2	6	$0.00
Vacation	16:00	0	2	$0.00
Commission	0:00	0	1	$75.00

I HAVE REVIEWED THIS SUMMARY REPORT AND THE RECORDS FROM WHICH IT WAS CREATED, AND HAVE VERIFIED AND DO CERTIFY THAT THE DATA AND CALCULATIONS CONTAINED WITHIN THIS REPORT ARE COMPLETE AND CORRECT TO THE BEST OF MY KNOWLEDGE.

Signature X: _____

Your Name: _____

Your Title: _____

Date: Monday, August 12, 2013 2:53 PM

WHY:

Obtain a summary of employee labor hours by category

USEFUL FOR:

- Producing employee hour totals for supervisors

- Obtaining total hours for the pay period or any defined date range

- Obtaining a quick view of missed punches for editing time cards

- Obtaining a quick view of exceptions for an employee list

Daily Auto Email

Daily Report

Login: Online
Report run 8/12/2013 2:00:37 PM Mountain Daylight Time
Executive Summary: Payroll Totals So Far This Pay Period (8/1/2013 thru 8/15/2013)
Total employees with pay/hours within pay period: 6
Total missing punches this pay period: 0
Total unmatched punches: 0

Category	Hours
Regular	128:28
Overtime	0:00

[Show Unrounded Times]

Name	In	Out	Break	Category	Hours	Amount	Dept	Job	Scheduled In	Scheduled Out	Scheduled Hours
Ball, Erin	8:00a	5:00p	-1:00		8:00		Solutions	Solutions Licensing OH			0:00
Ben, Ann	8:00a	5:05p	-0:57		8:08		Solutions	Solutions Licensing OH			0:00
Clyes, Jeff	7:55a	5:00p	-0:59		8:06		Solutions	Solutions Licensing OH			0:00
Totals					24:14	$0.00	-	-			0:00

	Hour Totals Summary So Far				
Name	Day Non Overtime	Day Overtime	Period-To-Date Non Overtime	Period-To-Date Overtime	Week-To-Date Hours
Ball, Erin	8:00	0	36:57	0	8:00
Ben, Ann	8:08	0	39:08	0	8:08
Clyes, Jeff	8:06	0	52:23	0	8:06

WHY:

Employers may need an automated daily report of the previous day's activity sent to designated e-mail addresses

USEFUL FOR:

- Providing a detailed summary of previous day timecard records to administrators, managers and supervisors

- Tracking employees with missing punches for quicker "day-to-day" editing

- Identifying employees approaching overtime or those who have already accrued overtime hours

Employee Activity Board Report

Employee Activity Board

This page allows you to see in near real time the number of employee's who are clocked in to a selected labor code.

Last Update
Mon Aug 12 2013 - 3:17:48 PM

Location	# of Employees

Employee	Status	Last clock in	Location
Simple, Susie	in	08/12/2013 13:30:00	5th Street
Bed, Harvin	in	08/12/2013 13:35:00	32nd Street
Ben, Ann	in	08/12/2013 07:30:00	5th Steet
Bow, Martha	in	08/12/2013 14:01:00	Corporate
Clyes, Jeff	in	08/12/2013 13:30:00	Corpotate
Crepi, Kathy	in	08/12/2013 12:33:00	32nd Street
Gosnell, Heath	in	08/12/2013 13:05:00	Corporate
Ball, Erin	out	8/12/2013 8:00:00 AM	
Chandler, Kevin	out	8/12/2013 7:30:00 AM	

WHY:
Provides supervisor a snapshot of employees clocked IN/OUT by location

USEFUL FOR:

• Monitoring staff and service coverage across departments

• Obtaining most recent punch time for employees both IN and OUT

• Viewing punch activity pertaining to labor codes (location, department, etc.)

Multiple Time Card Edit Screen

			Multiple Time Cards for 8/12/2013								

Change Date: [   ] [Go] Employee Search: [   ] Sort List: [Alphabetical ▾]

🖨 < Previous Day | Next Day >

[Show Scheduling Information] [Show Only Missing Punches]

Name	Edit	In	Out	Break	Category	Hours	Hrs/day	Amount	Dept	Job	Location
Ball, Erin 🗑✏	[Edit][Add]	7:59a	12:30p	-		4:31	4:31		Solutions	Marriot CM	Corporate
Bed, Harvin ✏	[Edit][Add]	8:00a	12:00p	-		4:00	↓		Solutions	Solutions Licensing OH	
	[Edit][Add]	1:35p	5:00p	-		3:25	7:25		Solutions	Solutions Licensing OH	32nd Street
Ben, Ann 🗑✏	[Edit][Add]	7:30a	Missing	-			-		Administration	Admin OH	5th Steet
Bow, Martha 🗑✏	[Edit][Add]	8:03a	1:15p	-		5:12	5:12		Administration	Rezidor RGB	
Chandler, Kevin ✏	[Edit][Add]	7:30a	1:30p	-		6:00	6:00		Solutions	Solutions Licensing OH	32nd Street
Clyes, Jeff 🗑✏	[Edit][Add]	Missing	12:30p	-			-		Administration	Admin OH	
Crepi, Kathy ✏	[Edit][Add]	8:30a	12:00p	-		3:30	↓		Solutions	Solutions Licensing OH	
	[Edit][Add]	12:33p	Missing	-			3:30		Solutions	Solutions Licensing OH	32nd Street
Gosnell, Heath ✏	[Edit][Add]	8:00a	12:31p	-		4:31	↓		Solutions	Solutions Licensing OH	
	[Edit][Add]	1:05p	4:57p	-		3:52	8:23		Solutions	Solutions Licensing OH	Corporate
Simple, Susie 🗑✏	[Edit][Add]	8:30a	1:00p	-		4:30	4:30		Administration	Solutions Licensing OH	
Totals						**39:31**	**39:31**	**$0.00**	-	-	-

WHY:
Edit multiple employee time cards from the same screen for increased efficiency

USEFUL FOR:

• Quickly editing multiple time cards for the same day (report defaults to yesterday's times)

• Quickly administering edits for a high volume of employees

Notes