System Capabilities and Sample Reports

SYSTEM FEATURES AND CAPABILITIES*

Ref #	System Features	Standard	With Scripting
1.0	**Company Settings**		
1.1	Automatic daily lunch deduction	✓	
1.2	View and manage multiple accounts or locations with a single login	✓	
1.3	Apply punch settings by specific days of the week (e.g., category, pay rate, supervisor, etc.)	✓	✓
1.4	Set standard or custom pay frequencies: Weekly, Bi-Weekly, Semi-Monthly, or Monthly	✓	
1.5	Apply standard and custom punch rounding rules (see Employee Rounding & Scheduling)	✓	✓
1.6	Apply differing Time Zones to individual hardware clock(s)	✓	
1.7	Apply differing Time Zones to individual employees	✓	
1.8	Disable Pay Rate Override function	✓	
1.9	Disable WebClock punching by employee	✓	
1.10	Create custom pay categories	✓	
1.11	Hide company pay rates	✓	
1.12	Freeze past punch data, or protect data, from account setting changes	✓	
1.13	Apply OT rules by department or employee (see Overtime Settings)	✓	
1.14	Apply pay settings by "Holiday Worked" (see Holiday Pay Settings)	✓	✓
1.15	Include up to 5 days for a single in/out punch series	✓	
1.16	Set an hours alert on time cards for OT or Affordable Care Act thresholds	✓	
2.0	**Data Editing**		
2.1	Edit employee in/out times	✓	
2.2	Add a 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	✓	
2.7	Filter time cards to display only employees with missing punches	✓	
2.8	Create a custom "time card signature" for employee time card approval	✓	
2.9	Allow employees to approve personal time card by day or pay period	✓	

*As of 9/11/2013

SYSTEM FEATURES AND CAPABILITIES

Ref #	System Features	Standard	With Scripting
2.10	Allow up to 3 levels of time card approvals by day or pay period (i.e., Employee, Supervisor, Manager)	✓	
2.11	View status of time card approvals across approval levels	✓	
2.12	Freeze past punch data, or protect data, from current changes in account settings	✓	
2.13	Track and reassign erroneous in/out employee punches	✓	
2.14	Add notes to multiple employee time cards from a single page	✓	
2.15	Add note to multiple employee time cards in a group	✓	
2.16	Access punch audit details for manual changes applied to time card	✓	
2.17	View a punch detail audit report	✓	
2.18	View time card approvals audit report	✓	
2.19	View IP information for time punches made over the web (WebClock)	✓	
2.20	User dashboard for account navigation	✓	
2.21	Filter employee list by employee setup data fields	✓	
2.22	Create custom employee groups for enhanced account management	✓	
3.0	**Overtime Settings**		
3.1	Define OT calculation thresholds for week/day per employee	✓	✓
3.2	Apply standard FLSA OT calculations	✓	
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 an account	✓	
3.6	Attach multiple OT thresholds to an 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 by day or week, by department, or by employee	✓	
3.12	Calculate OT based on employee's average pay rate in pay period	✓	
3.13	Spread OT hours across work week shifts	✓	

SYSTEM FEATURES AND CAPABILITIES

Ref #	System Features	Standard	With Scripting
3.14	Include custom category hours in OT threshold calculation	✓	
3.15	Apply OT rules by province (Canada)	✓	
3.16	Set an 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 a dollar or hour amount to all, or a specified group of employees	✓	
4.3	Assign name to a custom Holiday date	✓	
4.4	Apply standard US, Canadian, or Mexican Holidays	✓	
4.5	Designate Holiday on actual work day or closest weekday	✓	
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	✓	
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	✓	

SYSTEM FEATURES AND CAPABILITIES

Ref #	System Features	Standard	With Scripting
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	Enable/disable punch editing	✓	
7.3	Enable supervisor to add and edit employee setup files	✓	
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 daily schedule	✓	
8.6	Round times to an employee's alternating schedule	✓	
8.7	Apply hours that cross midnight to the date employee originally clocked in	✓	
8.8	Apply hours that cross midnight to the date hours are worked	✓	✓
8.9	Assign hours that cross a specified time of day to the following workday ("Tomorrow Rule")	✓	✓
8.10	Apply rounding rule or schedule to a specific day and employee	✓	
8.11	Create custom exception flags for employee tardiness	✓	
9.0	**Employee Self-Service**		
9.1	Punch In/Out via ESS portal	✓	

SYSTEM FEATURES AND CAPABILITIES

Ref #	System Features	Standard	With Scripting
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	View personal leave request history for specified date range	✓	
9.9	View personal accrual balances as of specified date	✓	
9.10	View employee accrual balances with future time off included	✓	
9.11	Update personal information/password	✓	
10.0	**Scheduling**		
10.1	Schedule employees by daily, weekly, monthly or a combination of recurring patterns	✓	
10.2	Set rounding rules according to an employee schedule	✓	
10.3	Create and assign template schedules to multiple employees	✓	
10.4	Filter schedules by employee name, department, location, or supervisor	✓	
10.5	View multiple schedules by week for a group of employees	✓	
10.6	Compare employee's "actual" time to scheduled time	✓	
10.7	View previous, current or future schedules for employees, departments, supervisors	✓	
10.8	Restrict creation of schedules by supervisor	✓	
10.9	Access schedule information from employee time cards	✓	

FOR ADDITIONAL INFORMATION

Additional settings/configurations may be accommodated based on unique or client-specific scenarios. Contact your service provider with additional questions on custom configurations.

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

Glue
5/1/2013

Export to CSV

Report Date : 2013-05 to 2013-07			
Type	Total Employees	Total Hours	Average Monthly Hours
Full-Time Employee	6	3051.95	169.55
Non-Full-Time Employee	3	1075.53	119.50
Full-Time Equivalent	2	-	-
Total Full-Time and Equivalent Employees	8	-	-

#	Name	Total Hrs	Average Monthly Hrs	Type	2013-07	2013-06	2013-05
1	Ball, Erin	517.37	172.46	Full-Time	184.00	157.47	175.90
2	Bed, Harvin	517.85	172.62	Full-Time	179.57	163.00	175.28
3	Ben, Ann	487.23	162.41	Full-Time	183.95	127.62	175.67
4	Bow, Martha	347.90	115.97	Non-Full-Time	124.15	127.18	96.57
5	Chandler, Kevin	521.67	173.89	Full-Time	185.68	159.98	176.00
6	Clyes, Jeff	371.25	123.75	Non-Full-Time	143.32	123.62	104.32
7	Crepi, Kathy	489.02	163.01	Full-Time	169.00	142.87	177.15
8	Gosnell, Heath	518.82	172.94	Full-Time	183.98	158.85	175.98
9	Simple, Susie	356.38	118.79	Non-Full-Time	124.03	112.63	119.72

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

Work Week Report

Glue
8/4/2013 thru 8/10/2013

`Export to CSV`

Report Date : 2013-08-04 to 2013-08-10			
Type	**Total Employees**	**Total Hours**	**Average Weekly Hours**
Full-Time Employee	3	96.52	32.17
Non-Full-Time Employee	6	136.80	22.80
Total Full-Time Employees	3	-	-

#	Name	Total Hrs	Average Weekly Hrs	Type	8/4/2013 thru 8/10/2013
1	Ball, Erin	19.67	19.67	Non-Full-Time	19.67
2	Bed, Harvin	21.55	21.55	Non-Full-Time	21.55
3	Ben, Ann	31.00	31.00	Full-Time	31.00
4	Bow, Martha	17.93	17.93	Non-Full-Time	17.93
5	Chandler, Kevin	31.98	31.98	Full-Time	31.98
6	Clyes, Jeff	33.53	33.53	Full-Time	33.53
7	Crepi, Kathy	24.23	24.23	Non-Full-Time	24.23
8	Gosnell, Heath	29.26	29.26	Non-Full-Time	29.26
9	Simple, Susie	24.15	24.15	Non-Full-Time	24.15

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
Glue
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

	**Time Card - Frank Forgetful**									

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

Forgetful, Frank   Glue - Demo
                                                                                8/4/2013 thru 8/10/2013
🖨 < Previous Pay Period | Next Pay Period > Pay Period Finder: [   ]   Dept: 200
                                                                                Location: Green Street

[Approve All Entries] [Show Scheduling Information] [Show Only Missing Punches]

Date	Edit	In	Out	Break	Category	Hours	Hrs/day	Non-OT	OT	Amount
Sun 8/4 🖊👥	[Add]	-	-	-	-	-	-	-	-	
Mon 8/5 🖊👥	[Add]	-	-	-	-	-	-	-	-	
Tue 8/6 🖊👥	[Edit][Add]	8:03a	5:26p	-		9.39	↓	9.39	-	
	[Edit][Add]	Missing	6:21p	-			9.39	-	-	
Wed 8/7 🖊👥	[Edit][Add]	7:37a	5:00p	-		9.38	9.38	9.38	-	
Thu 8/8 🖊👥	[Edit][Add]	8:03a	8:04a	-		0.01	↓	0.01	-	
	[Edit][Add]	8:04a	4:57p	-		8.88	8.89	8.88	-	
Fri 8/9 🖊👥	[Edit][Add]	8:00a	4:42p	-		8.71	8.71	8.71	-	
Sat 8/10 🖊👥	[Edit][Add]	7:56a	8:06a	-		0.16	↓	0.16	-	
	[Edit][Add]	8:06a	4:44p	-		8.64	8.80	3.47	5.17	
			Total hours clocked for week of 8/4 to 8/10: **45.17**							
Totals						45.17	45.17	40.00	5.17	$0.00

	HOURS	ADDL PAY
Total Regular hours	40.00	$0.00
Total Overtime hours	5.17	
TOTALS	45.17	$0.00
TOTAL MISSING PUNCHES	1	

	Accrual balances as of 8/10/2013	Planned Time Off	Balance including planned time as of 8/10/2013
SICK	2.00 hours	0.00 hours	2.00 hours

Note: The balance including planned time does not account for future time accrued.

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

Payroll Summary

Print
Glue
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 Report for Glue (8/12/2013)

Login: Glue-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