





























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		

































System Features and Capabilities

Ref #	TimeWorksPlus System Features	TWP	With Scripting
2.6	View “missing punch” totals by employee		
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		
3.0	Overtime Settings		
3.1	Define OT calculation thresholds for week/day per employee		





























System Features and Capabilities

Ref #	TimeWorksPlus System Features	TWP	With Scripting
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 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		























System Features and Capabilities

Ref #	TimeWorksPlus System Features	TWP	With Scripting
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		
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		

























System Features and Capabilities

Ref #	TimeWorksPlus System Features	TWP	With Scripting
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		
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		

System Features and Capabilities

Ref #	TimeWorksPlus System Features	TWP	With Scripting
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		
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		

System Features and Capabilities

Ref #	TimeWorksPlus System Features	TWP	With Scripting
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		
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	Employee can view announcements/bulletins		
13.11	Employee can clock in/out from mobile app (if enabled)		
13.12	Employee can view the end of the pay period date from the mobile app		
13.13	Employee can view current hours worked, broken down into Regular, Overtime and Other hours categories		
13.14	Employee can view their individual time off balance (in hours) for Vacation, Sick, Other hours in the mobile app		
13.15	Employee can view their personal timekeeping profile		
13.16	Employee can view their individual time card, day by day, including In/out timestamps and hours		
13.17	Employee can view their individual schedule, day by day (if enabled)		

Detail Report

Detail Report					EnViGro		
7/1/2011 through 7/15/2011							
Ball, Erin D:Solutions HOUR COUNT Regular 33.08 TOTAL HOURS 33.08	<u>Fri 7/1</u> 903a-1203p XSolutions Y Checking HRS 2.99	<u>Sat 7/2</u>	<u>Sun 7/3</u>	<u>Mon 7/4</u>	<u>Tue 7/5</u> 946a-1227p XSolutions Y Checking HRS 2.68	<u>Wed 7/6</u> 949a-1225p XSolutions Y Checking HRS 2.59	<u>Thu 7/7</u> 926a-1231p XSolutions Y Checking HRS 3.08
	<u>Fri 7/8</u> 858a-905a XSolutions Y Checking 906a-104p XSolutions Yensing OH HRS 4.09	<u>Sat 7/9</u>	<u>Sun 7/10</u>	<u>Mon 7/11</u> 836a-1228p XSolutions Yensing OH HRS 3.86	<u>Tue 7/12</u> 942a-1255p XSolutions Yensing OH HRS 3.22	<u>Wed 7/13</u> 1000a-241p XSolutions Yensing OH 241p-328p XSolutions Yensing OH HRS 5.45	<u>Thu 7/14</u> 739a-1223p XSolutions Yensing OH 1223p1245p XSolutions Yensing OH 1246p1247p XSolutions Yensing OH HRS 5.12
	<u>Fri 7/15</u>						
Bay, Bri D:Solutions L:Bay HOUR COUNT Regular 80.00 Company Holid 8.00 TOTAL HOURS 88.00	<u>Fri 7/1</u> Regul 0800 Xistration Y Admin OH HRS 8.00	<u>Sat 7/2</u>	<u>Sun 7/3</u>	<u>Mon 7/4</u> Compa 0800 Xistration Y Admin OH HRS 8.00	<u>Tue 7/5</u> Regul 0800 Xistration Y Admin OH HRS 8.00	<u>Wed 7/6</u> Regul 0800 Xistration Y Admin OH HRS 8.00	<u>Thu 7/7</u> Regul 0800 Xistration Y Admin OH HRS 8.00
	<u>Fri 7/8</u> Regul 0800 Xistration Y Admin OH HRS 8.00	<u>Sat 7/9</u>	<u>Sun 7/10</u>	<u>Mon 7/11</u> Regul 0800 Xistration Y Admin OH HRS 8.00	<u>Tue 7/12</u> Regul 0800 Xistration Y Admin OH HRS 8.00	<u>Wed 7/13</u> Regul 0800 Xistration Y Admin OH HRS 8.00	<u>Thu 7/14</u> Regul 0800 Xistration Y Admin OH HRS 8.00
	<u>Fri 7/15</u> 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

Work Month Report

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

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](#)

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

Forgetful, Frank

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

8/4/2013 thru 8/10/2013

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		-	-	-	-	-	-	-	-	
Mon 8/5		-	-	-	-	-	-	-	-	
Tue 8/6		8:03a	5:26p	-		9.39	↓	9.39	-	
		Missing	6:21p	-			9.39	-	-	
Wed 8/7		7:37a	5:00p	-		9.38	9.38	9.38	-	
Thu 8/8		8:03a	8:04a	-		0.01	↓	0.01	-	
		8:04a	4:57p	-		8.88	8.89	8.88	-	
Fri 8/9		8:00a	4:42p	-		8.71	8.71	8.71	-	
Sat 8/10		7:56a	8:06a	-		0.16	↓	0.16	-	
		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

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
Crepí, 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: Employee Search: Sort List: Alphabetical

[< Previous Day](#) | [Next Day >](#)

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

[illegible]



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