

Time Clock World

presents

NOVAtime 2000 Sample Reports



Time Clock World

888-534-5994





NOVAtime 2000 Report Generator Overview

Allows a report to be sorted by any combination listed below:

- Facility, Department, Job Tasks, (Groups 1-8)
- Employee
- Date

...and more

Attach – Allows users to attach any text messages with the report

Preview – Allows users to preview reports online before printing the report

Email – Allows users to email a report via email application in HTML or PDF formats

Page Break – This option allows a user to page break the selected report for ease of report distribution. Use of page break option is optional.

Save Report - Allows user to setup company-wide or personal report templates for use at a later time. Saving report templates allows for quick access of specific report configurations and saves time from future editing of individual settings. Any report can be saved with specific date ranges, data sets, filters, etc.

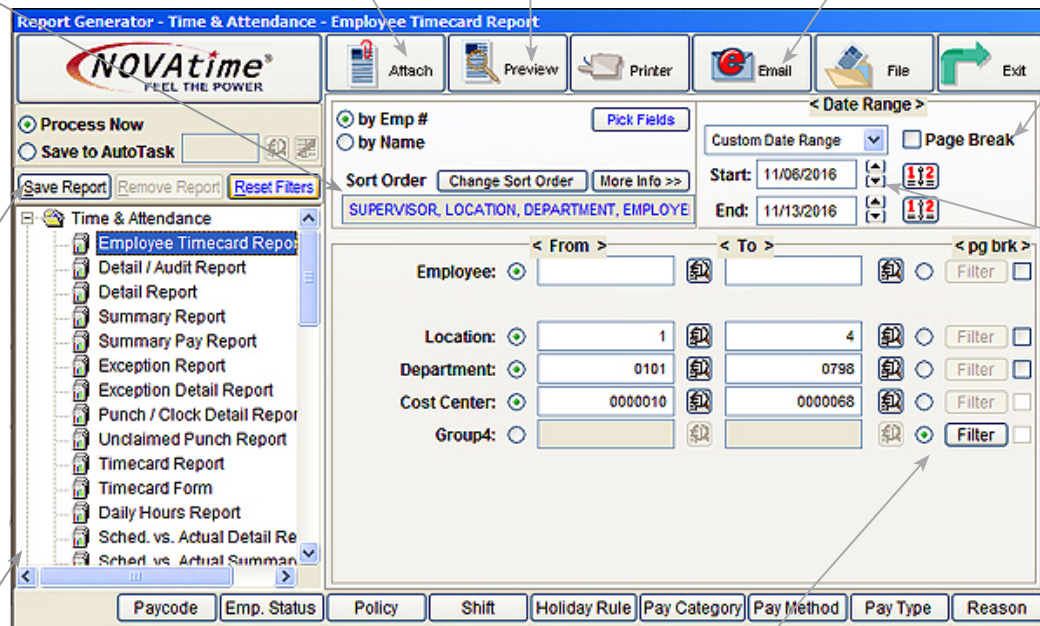
Date Range – Select a report date range. Available options are:

- Today
- Yesterday
- Current Pay Period
- Previous Pay Period
- Current Week
- Previous Week
- Current Month
- Previous Month
- Custom, pick and choose any From Date and To Date

Reports – This area contains report templates that users can choose from to filter and sort specifically for one's needs.

Filtering – Dynamic filtering options allow for users to selectively choose and/or exclude an employee or group of employees from appearing on the selected report.

Additional sort option filters.





Time & Attendance – Employee Timecard Report

- Designed to be printed after supervisor edits.
- List of all detail IN/OUT punches and hours for the selected date range.
- Optional print selections on this report are: "Absentee", "Audit Trail Information", and "Summary".
- If a "Landscape" orientation is selected, you would be able to select and print more employee data in the header section.
- If "Accrual" is selected, an employee's accrual information will be displayed in the Summary section.

Pay Code	Description	Reg Hrs	OT1 - OT-2	Total	Rate	Pay	OT1 - OT-2	Total
3 [SICK]	3 [SICK]	8.00	0.00	8.00	\$10.00	\$80.00	0.00	\$80.00
1 [HOL]	1 [HOL]	8.00	0.00	8.00	\$10.00	\$80.00	0.00	\$80.00
2 [SICK]	2 [SICK]	8.00	0.00	8.00	\$10.00	\$80.00	0.00	\$80.00
TOTALS		24.00	0.00	24.00	\$10.00	\$240.00	0.00	\$240.00

- If "Notes" is selected, timesheet notes will be available in the Notes section

Date	Description	Notes
06/25/2008	Acc	See next tab due to missing a complete brand

Tardy for 5 minutes.
Punch exceptions are:

- G(race)
- T(ardy)
- E(arly in or out)
- L(ate departure)
- M(eal)
- B(reak)

Customizable report header section; data selected from your Employee database.

Employee's work schedule.

Department Transfer: Department number and description.

Overtime for 1.5 hours.

Unauthorized overtime (with brackets) changed to authorized (without brackets).

User "SandyD" Corrected a missing punch.

Summarized by department transfer.

Your Company, Inc.
Report Date: 07/07/2008
Report Time: 6:27:06 PM

Time & Attendance - Employee Timecard
06/22/2008 - 07/05/2008 (14 days)

1001 [SMITH, JAN]		Employee ID: 1001		Badge Number: 12001		Job Title: Administrator	
Branch(O1): 100		Division(O2): 50		Department(O3): 210		Pay Type: 3	
Pay Policy: 1		Shift Number: 1					

Date	Pay Code	IN	In Ex	OUT	Out Ex	Reason	Schedule	Department	ShPay Ex	Reg Hrs	OT Hrs	Daily Total
06/23/2008 Mon		8:00AM		5:00PM			(8:00AM-5:00PM)	210	00001%Mo	8.00		8.00
06/24/2008 Tue		8:05AM	T 5	5:04PM			(8:00AM-5:00PM)	210	00001%Tu	8.00		8.00
06/25/2008 Wed		8:12AM	T 12	5:01PM			(8:00AM-5:00PM)	210	00001%We	7.75		7.75
06/26/2008 Thu		7:59AM		5:02PM			(8:00AM-5:00PM)	210	00001%Th	8.00		8.00
06/27/2008 Fri		7:55AM		5:03PM*			(8:00AM-5:00PM)	210	00001%Fr	8.00		8.00
06/28/2008 Sat		8:00AM		5:00PM			(8:00AM-5:00PM)	210	00001%Sa	0.25	8.75	9.00
06/30/2008 Mon	3 [SICK]							210	00001	8.00		8.00
07/01/2008 Tue		7:59AM		5:05PM			(8:00AM-5:00PM)	210	00001%Tu	8.00		8.00
07/02/2008 Wed		7:58AM		6:30PM	L 95		(8:00AM-5:00PM)	210	00001%We	8.00	[1.50]	8.00
07/03/2008 Thu		7:56AM		5:02PM			(8:00AM-5:00PM)	10T	00001%Th	8.00		8.00
07/04/2008 Fri	1 [HOL]							210	00001	8.00		8.00

User	Date	Action	IN	IN Ex	OUT	OUT Ex	Pay Code	Reg Hours	OT1 - OT2
SANDYD	07/07/2008 4:21PM	Add	06/30/2008					8.00	
SANDYD	07/07/2008 4:21PM	Edit (Below)	06/27/2008 7:55AM				3 [SICK]	8.00	
		Edit (After)	06/27/2008 7:55AM		06/27/2008 5:03PM			8.00	1.00

Pay Code	Department	Reg Hrs	OT1 - OT-2	Total Hrs	Eam. Ced.	Reg. Pay Rate	Reg Pay	OT1 - OT-2 Pay	Total Pay
3 [SICK]	210 [Admin]	8.00		8.00	\$10.00	\$80.00	\$80.00		\$80.00
1 [HOL]	210 [Admin]	8.00		8.00	\$10.00	\$80.00	\$80.00		\$80.00
2 [SICK]	210 [Admin]	8.00		8.00	\$10.00	\$80.00	\$80.00		\$80.00
TOTALS		24.00	8.75	32.75		\$80.00	\$131.55		\$131.55

I CERTIFY THE ABOVE INFORMATION TO BE CORRECT

X _____ X _____

Pay code "sick."

Late departure by 95 minutes.

* Signifies a corrected / modified time punch.

User "SandyD" added a "sick" day for 8 hours.

Summarized by pay code.

Time & Attendance – Exception Report



- List of all the employees whose attendance falls under the exception conditions defined for this report.
- A great tool for management to quickly address employee attendance issues.

Your Company, Inc. **Time & Attendance - Exception Report**
 Report Date: 07/07/2008 06/22/2008 - 07/05/2008 [14 days]
 Report Time: 2:58:12 PM

Date	Schedule	Paycode	In	Out	ABS	MP	TDY	ER	EO	LO	UOT
1001 [SMITH, JAN]											
Shift Number 1 [Fixed 0600-1700E]		Pay Policy 1 [Weekly Fined (weekly Ct)]		Holiday Rule 1 [Standard]							
Employee Status: A											
06/24/2008 Tue	8:00AM-5:00PM	0[WKHR]	8:05AM	5:04PM							5 min
06/25/2008 Wed	8:00AM-5:00PM	0[WKHR]	9:12AM	5:01PM							12 min
06/27/2008 Fri	12:00PM-5:00PM	0[WKHR]	7:55AM	[]							x
06/30/2008 Mon	8:00AM-5:00PM										x
07/02/2008 Wed	8:00AM-5:00PM	0[WKHR]	7:58AM	6:35PM							95 min - 1.50 hr
Total Count:					1	1	2				1
Total Amount:							17 min				95 min - 1.5 hr

Exceptions note. Some common exception codes are:

- Missed Punch
- Absent
- Early In
- Tardy
- Early Out
- Late Departure
- Unauthorized Overtime

Your Company, Inc. **Time & Attendance - Employee Timecard Report** Page 1
 Report Date: 07/07/2008 06/22/2008 - 07/05/2008
 Report Time: 07:09:10

1001 [SMITH, JAN]

Employee ID 1001	Card ID 12601	Job Title Administrator
Branch 100	Division 50	Department 21D
Policy # 1	Shift Number 1	Pay Type 003

TIME CARD	Pay Code	IN	IN Ex	OUT	OUT Ex	Reason	Schedule	Department	Shift/ Pay Expr	Reg Hours	OT-1	OT-2	Daily Total
06/23/2008 Mon		8:00		17:00			(08:00 - 17:00)	21D - Admin	00001%Mo	8.00			8.00
06/24/2008 Tue		8:05	T 5	17:04			(08:00 - 17:00)	21D - Admin	00001%Tu	8.00			8.00
06/25/2008 Wed		8:12	T 12	17:01			(08:00 - 17:00)	21D - Admin	00001%We	7.75			7.75
06/26/2008 Thu		7:59		17:02			(08:00 - 17:00)	21D - Admin	00001%Th	8.00			8.00
06/27/2008 Fri		7:55		[]			(08:00 - 17:00)	21D - Admin	00001%Fr	8.00			8.00
06/28/2008 Sat		8:00		17:00				21D - Admin	00001%Sa	0.25	8.75		9.00
06/29/2008 Mon		[]		[]			Absent (08:00 - 17:00)						
07/01/2008 Tue		7:59		17:05			(08:00 - 17:00)	21D - Admin	00001%Tu	8.00			8.00
07/02/2008 Wed		7:56		18:35	L 05		(08:00 - 17:00)	21D - Admin	00001%We	8.00	1.50		8.00
07/03/2008 Thu		7:56		17:02			(08:00 - 17:00)	10T - Sales	00001%Th	8.00			8.00
07/04/2008 Fri	1 [HOLI]							21D - Admin	00001	8.00			8.00
Employee: 1001 [SMITH, JAN] Totals:										72.00	8.75		80.75

A missing punch.

Absent during scheduled work hours.



Time & Attendance – Summary Report

- Summary of attendance hours for the selected date range.
- A great management tool for making labor-cost related decisions.

Your Company, Inc.
Report Date: 07/07/2008
Report Time: 7:16:02 PM

Summary Report - Time & Attendance
Primary Sort By: Department(3):Employee
16/22/2008 - 07/05/2008 [14 days]

Employee	SNH Number	Reg Hours	OT-1	OT-2	Work Hr Total	Holiday Hours	Vacation Hours	Sick Leave Hours	Total Hrs	Earn./Ded.	Total Pay
Department: 10T [Sales]											
MILLON, CHEYLA [1007]	00903	72.00			72.00	8.00			80.00		\$800.00
MOONEY, NANCY [1013]	00903	72.00			72.00	8.00			80.00		\$800.00
NOFFES, ALICIA [1054]	00903	72.00	4.50		76.50	3.00			84.50		\$867.50
10T [Sales] Total:		216.00	4.50	0.00	290.50	24.00	0.00	3.00	344.50	50.00	\$3,467.48
Head Count:											3
Department: 21D [Admin]											
SMITH, JAN [1001]	00901-51 00901-62	56.00	7.75		63.75	8.00		3.00	79.75		\$816.25
SMITH, PATRICIA [1003]	00903	56.00	7.50	1.00	64.50	3.00		3.00	80.50		\$852.50
STEVENS, KATRINA [1006]	00903	72.00	4.00		76.00	3.00			84.00		\$864.00
WES, REN [1010]	00903	72.00			72.00	8.00			80.00		\$800.00
21D [Admin] Total:		256.00	19.25	2.00	337.25	32.00	0.00	16.00	425.25	80.00	\$3,346.18
Head Count:											4
Department: 22C [Accounting]											
DAREY, KATRINA [1002]	00903	72.00	13.50		85.50	8.00			93.50		\$1,006.00
TERN, DEETER [1011]	00903	68.00	3.00		71.00	3.00			79.00		\$805.90
WRIGHT, JOHN [1014]	00903	72.00	6.75		78.75	3.00			86.75		\$883.95
22C [Accounting] Total:		212.00	23.25	0.00	235.25	34.00	0.00	3.00	279.25	80.00	\$3,776.84
Head Count:											3
Grand Total:		684.00	47.00	2.00	733.00	88.00	0.00	16.00	829.00	130.00	\$8,548.48
Head Count:											10

END OF REPORT
Summary Report - Time & Attendance

User definable group sorting. A different sort will generate a different report layout rationale. Sample displayed is sorted by "Department" & "Employee ID."

Department total – total work hours, earnings and deductions, and total pay (if hourly rates are available).

Department head count of 3 employees.

Sick Leave for 8 hours.

This sample is sorted by "Employee ID."

Shift differential separated by time segment.*

Your Company, Inc.
Report Date: 07/07/2008
Report Time: 7:17:21 PM

Summary Report - Time & Attendance
Primary Sort By: Employee
16/22/2008 - 07/05/2008 [14 days]

Employee	SNH Number	Reg Hours	OT-1	OT-2	Work Hr Total	Holiday Hours	Vacation Hours	Sick Leave Hours	Total Hrs	Earn./Ded.	Total Pay
DAREY, KATRINA [1002]	00903	72.00	13.50		85.50	8.00			93.50		\$1,006.00
MILLON, CHEYLA [1007]	00903	72.00			72.00	8.00			80.00		\$800.00
MOONEY, NANCY [1013]	00903	72.00			72.00	8.00			80.00		\$800.00
NOFFES, ALICIA [1054]	00903	72.00	4.50		76.50	3.00			84.50		\$867.50
SMITH, JAN [1001]	00901-51 00901-52	56.00	7.75		63.75	8.00		3.00	79.75		\$816.25
SMITH, PATRICIA [1003]	00903	56.00	7.50	1.00	64.50	3.00		3.00	80.50		\$852.50
STEVENS, KATRINA [1006]	00903	72.00	4.00		76.00	3.00			84.00		\$864.00
TERN, DEETER [1011]	00903	68.00	3.00		71.00	3.00			79.00		\$805.90
WES, REN [1010]	00903	72.00			72.00	8.00			80.00		\$800.00
WRIGHT, JOHN [1014]	00903	72.00	6.75		78.75	3.00			86.75		\$883.95
Grand Total:		684.00	47.00	2.00	733.00	88.00	0.00	16.00	829.00	130.00	\$8,548.48
Head Count:											10

END OF REPORT
Summary Report - Time & Attendance

Time & Attendance – Payroll Detail / Summary Report

- This provides a detailed list of payroll data by pay code (Payroll - Detail Report), or summarized payroll data by pay code (Payroll - Summary Report).



Your Company, Inc. **Payroll - Detail Report** Page 1
 Report Date: 07/07/2008
 Report Time: 13:37:57
 Department: 1 - MGT Date: 06/22/2008 - 07/05/2008
 Employee: Filtered 06/22/2008 - 07/05/2008

Pay Code	Department	Shift/ Pay Expr	Reg Hours	OT-1	OT-2	Total	Earnings	Deductions
Department: 10T [Sales]								
1007 [MILLION, CHERYL]								
1 [HOLI]	10T - Sales	00003	72.00			72.00		
	10T - Sales	00003	8.00			8.00		
Employee: 1007 [MILLION, CHERYL] Totals:			80.00	0.00	0.00	80.00	\$ 0.00	\$ 0.00
Premium Totals:			0.00	0.00	0.00	0.00		
Department: 10T [Sales] Totals:			80.00	0.00	0.00	80.00	\$ 0.00	\$ 0.00
Premium Totals:			0.00	0.00	0.00	0.00		
Department: 21D [Admin]								
1001 [SMITH, JAN]								
21D - Admin	00001		8.00			8.00		
21D - Admin	00001		32.00			32.00		
1QT - Sales	00001-S1		8.00			8.00		
21D - Admin	00001-S1		16.00	7.75		23.75		
21D - Admin	00001-S2			1.00		1.00		
1 [HOLI]	21D - Admin	00001	8.00			8.00		
3 [SICK]	21D - Admin	00001	8.00			8.00		
4 [COMP]	21D - Admin	AC-004	-8.00			-8.00		
Employee: 1001 [SMITH, JAN] Totals:			80.00	8.75		88.75		
Premium Totals:			0.00	0.00		0.00		
Department: 21D [Admin] Totals:			80.00	8.75		88.75		
Premium Totals:			0.00	0.00		0.00		
Grand Totals:			160.00	8.75		168.75		
Premium Totals:			0.00	0.00		0.00		

END OF REPORT (Page 1)
Payroll - Detail Report

Summary of hours by department.

Shift differential separated by time segment

Summary of hours by pay code.

Your Company, Inc. **Payroll - Summary Report**
 Report Date: 07/07/2008
 Report Time: 5:03:06 PM
 Primary Sort By: Department(3);Employee
 06/22/2008 - 07/05/2008 (14 days)

Employee	Shift/Pay Expr	Reg. Hrs	OT-1	OT-2	Work Hr Total	Holiday	Vacation	Sick	Other Paycodes	Total Hrs	Earnings/ Deductions	Total Pay
Department: 10T [Sales]												
1004 [NORRIS, ALICIA]	00003	72.00	4.50		76.50	8.00				84.50		\$867.50
1007 [MILLION, CHERYL]	00003	72.00			72.00	8.00				80.00		\$800.00
1013 [MOONEY, NANCY]	00003	72.00			72.00	8.00				80.00		\$800.00
Department Totals:		216.00	4.50	0.00	220.50	24.00	0.00	0.00	0.00	244.50	\$0.00	\$2,467.49
Department Premium Totals:		0.00	0.00	0.00	0.00	24.00	0.00	0.00	0.00	244.50	\$0.00	\$2,467.49
Department: 21D [Admin]												
1001 [SMITH, JAN]	00001	40.00			40.00	8.00		8.00		56.00		\$480.00
1001 [SMITH, JAN]	00001-S1	24.00	7.75		31.75					31.75		\$356.25
1001 [SMITH, JAN]	00001-S2		1.00		1.00					1.00		\$15.30
1001 [SMITH, JAN]	AC-004								-8.00	-8.00		
1003 [SMITH, PATRICIA]	00003	56.00	7.50	1.00	64.50	8.00		8.00		90.50		\$852.50
1006 [STEVENS, KATRINA]	00003	72.00	4.00		76.00	8.00				84.00	\$25.00	\$781.20
1010 [AEB, KEN]	00003					8.00				8.00	\$25.00	\$80.00
Department Totals:		264.00	20.25	1.00	285.25	32.00	0.00	16.00	-8.00	325.25	\$50.00	\$3,365.24



Management – Approaching Overtime Report

- List of all employees who have worked greater than or equal to the threshold work hours, or for employees who are very likely to end up with overtime for the current pay period.
- A proactive tool to better manage labor costs, ensuring employees work within their work period.
- A great tool to manage overtime spending and cost-driven resource scheduling.

User definable threshold hours (72 for a bi-weekly pay period in this example).

Your Company, Inc.
Report Date: 07/03/2008
Report Time: 6:05:48 PM

Management - Approaching Overtime Report

Primary Sort By: Employee

06/22/2008 - 07/03/2008 [12 days]

Threshold Hours: 72

Employee	Reg. Hrs	OT Hour	UOT Hour	Total Hrs	Hrs. Over Threshold	Pay Over Threshold
DAILEY, KATRINA [1002]	72.00	13.50		85.50	13.50	\$141.25
NORRIS, ALICIA [1004]	72.00	4.50		76.50	4.50	\$46.32
SMITH, JAN [1001]	72.00	8.75	1.50	82.25	10.25	\$99.01
SMITH, PATRICIA [1003]	64.00	8.50		72.50	0.50	\$5.33
STEVENS, KATRINA [1006]	72.00	4.00		76.00	4.00	\$41.12
WRIGHT, JOHN [1014]	72.00	6.75		78.75	6.75	\$70.62
Grand Total:	424.00	46.00	1.50	471.50	39.50	\$403.65

END OF REPORT

Management - Approaching Overtime Report

Hours over the threshold.

Pay over the threshold (if hourly rates are available).



Management – Overtime Summary Report

- Summary of employee overtime, including authorized and unauthorized overtime.
- Flexible sorting to offer a cost analysis in terms of overtime spending (authorized and unauthorized) for each functional area, such as department or branch.
- A great tool to assist your supervisors and managers to control against their budgets.

Your Company, Inc. **Management - Overtime Summary**
 Report Date: 07/07/2008 Primary Sort By: Department(03); Employee
 Report Time: 12:18:30 PM 06/22/2008 - 07/06/2008 (14 days)

Employee	Authorized Overtime				Un-Auth. Overtime			
	OT-1	OT-2	OT Hour	OT Cost	UOT-1	UOT-2	UOT Hour	UOT Cost
Department: 10T [Sales]								
NORRIS, ALICIA (1004)	4.50		4.50	\$67.50				
10T [Sales] Total:	4.50	0.00	4.50	\$67.50	0.00	0.00	0.00	\$0.00
Department: 21D [Admin]								
SMITH, JAN (1001)	6.75		6.75	\$101.25	1.50		1.50	\$22.50
SMITH, PATRICIA (1003)	7.50	1.00	8.50	\$127.50				
STEVENS, KATRINA (1005)	4.00		4.00	\$60.00				
21D [Admin] Total:	18.25	1.00	19.25	\$288.75	1.50	0.00	1.50	\$37.50
Department: 22C [Accounting]								
DALEY, KATRINA (1002)	13.00		13.00	\$195.00				
TERN, DEXTER (1011)	3.00		3.00	\$45.00				
WRIGHT, JOHN (1014)	6.75		6.75	\$101.25				
22C [Accounting] Total:	22.75	0.00	22.75	\$341.25	0.00	0.00	0.00	\$0.00
Grand Totals:	45.50	1.00	46.50	\$704.25	1.50	0.00	1.50	\$60.00

END OF REPORT
Management - Overtime Summary

Management – Missing Time Summary Report

- Summary of missing time based on the following categories: Grace, Tardy, Long Meal, and Early Out.
- Used for identifying which employee missed time from work, and for how long.
- Designed to identify employees with attendance performance issues.

Your Company, Inc. **Management - Missing Time Detail**
 Report Date: 07/07/2008 Primary Sort By: Department(03); Employee
 Report Time: 12:24:26 PM 06/22/2008 - 07/06/2008 (14 days)

Employee	Grace	Tardy	Early Departure	Long Meal
Department: 10T [Sales]				
MILLION, CHERYL (1007)		4 Hr		
10T [Sales] Total:		4 Hr		
Department: 21D [Admin]				
SMITH, JAN (1001)		12 Min		
21D [Admin] Total:		12 Min		
Grand Total:		4 Hr 12 Min		

END OF REPORT
Management - Missing Time Detail



Management – Performance Analysis Report

- An excellent tool to assist management in reviewing employee performance based on attendance, by listing time missed from work.
- Define specific thresholds each time you run this report.

Your Company, Inc. Management - Performance Analysis Report Page 1
 Report Date: 07/07/2008
 Report Time: 09:41:45
 Sorted by Department & Employee

Department: 1 - MGT
 Employee: Filtered 06/22/2008 - 07/05/2008

Threshold Work Hours: 72
 Threshold Tardy Minutes: 10 Threshold Long Meal Minutes: 10 Threshold Early Out Minutes: 10

Department: 10T [Sales]

Employee: 1004 [NORRIS, ALICIA] Policy: 1 Shift: 3 Holiday: 1 Active:

Scheduled Vs. Working Hours			Missing Time			
Description	Hours	%	Description	Mins	%	Cnt
Scheduled Hours	8.00	100.00	Tardy			
Working Hours	78.50	956.25	Long Meals			
Absentee Hours			Early Departures			
Over Scheduled Hours	68.50	856.25	Total Missed Time			

Department: 21D [Admin]

Employee: 1001 [SMITH, JAN] Policy: 1 Shift: 1 Holiday: 1 Active:

Scheduled Vs. Working Hours			Missing Time			
Description	Hours	%	Description	Mins	%	Cnt
Scheduled Hours	80.00	100.00	Tardy	12	0.25	1
Working Hours	72.75	90.93	Long Meals			
Absentee Hours			Early Departures			
Over Scheduled Hours			Total Missed Time	12	0.25	

Department: 22C [Accounting]

Employee: 1002 [DAILEY, KATRINA] Policy: 1 Shift: 1 Holiday: 1 Active:

Scheduled Vs. Working Hours			Missing Time			
Description	Hours	%	Description	Mins	%	Cnt
Scheduled Hours	8.00	100.00	Tardy	435	90.62	1
Working Hours	85.50	1088.75	Long Meals	15	3.12	1
Absentee Hours			Early Departures			
Over Scheduled Hours	77.50	988.75	Total Missed Time	450	93.75	

Allows user to set various threshold minutes/hours.

Summary of scheduled hours vs. actual worked hours.

Breakdown by time (Hours/Minutes), percentage, and total occurrences.



Management – Monthly Staffing Report

- For each shift, the report lists actual work coverage by employee based on the days of a month.
- A great tool to manage work schedules and employee coverage to ensure proper personnel coverage for each work schedule / shift. Crucial resource for many industries, such as restaurants and nursing homes.

Group by shift differential segment.

Your Company, Inc. Management - Monthly Staffing Report Detail Page 1
 Report Date: 07/07/2008
 Report Time: 06:56:09
 Sorted by Month/Year/Shift & Employee
 06/01/08 - 06/30/08

June 2008 : 00002-S1

Employee Name	Su Mo Tu We Th Fr Sa							Su Mo Tu We Th Fr Sa							Su Mo Tu We Th Fr Sa							Su Mo Tu We Th Fr Sa												
	01	02	03	04	05	06	07	08	09	10	11	12	13	14	15	16	17	18	19	20	21	22	23	24	25	26	27	28	29	30	Tot			
1001 [SMITH, JANE]	8.00	8.00	8.00	8.00	8.00	8.00		40.00		8.00	8.00	7.75	3.00	4.00	5.00	35.75	8.00	8.00	8.00	8.00	8.00		40.00		8.00	7.75	8.00	8.00	8.00	8.00	47.75			
Shift 002-S1 Total	8.00	8.00	8.00	8.00	8.00	8.00		40.00		8.00	8.00	7.75	3.00	4.00	5.00	35.75	8.00	8.00	8.00	8.00	8.00		40.00		8.00	7.75	8.00	8.00	8.00	8.00	47.75			

June 2008 : 00002-S2

Employee Name	Su Mo Tu We Th Fr Sa							Su Mo Tu We Th Fr Sa							Su Mo Tu We Th Fr Sa							Su Mo Tu We Th Fr Sa											
	01	02	03	04	05	06	07	08	09	10	11	12	13	14	15	16	17	18	19	20	21	22	23	24	25	26	27	28	29	30	Tot		
1001 [SMITH, JANE]	1.88		1.50		0.25		3.63						5.50	0.50	6.00			0.25				0.25											
Shift 002-S2 Total	1.88		1.50		0.25		3.63						5.50	0.50	6.00			0.25				0.25											

June 2008 : 00002-S3

Employee Name	Su Mo Tu We Th Fr Sa							Su Mo Tu We Th Fr Sa							Su Mo Tu We Th Fr Sa							Su Mo Tu We Th Fr Sa											
	01	02	03	04	05	06	07	08	09	10	11	12	13	14	15	16	17	18	19	20	21	22	23	24	25	26	27	28	29	30	Tot		
1001 [SMITH, JANE]							2.00					5.00		5.00																			
Shift 002-S3 Total							2.00					5.00		5.00																			

June 2008 : 00003

Employee Name	Su Mo Tu We Th Fr Sa							Su Mo Tu We Th Fr Sa							Su Mo Tu We Th Fr Sa							Su Mo Tu We Th Fr Sa											
	01	02	03	04	05	06	07	08	09	10	11	12	13	14	15	16	17	18	19	20	21	22	23	24	25	26	27	28	29	30	Tot		
1002 [DAILEY,]	8.00	8.00	8.00	8.00	8.00	8.00	48.00	8.00	8.00	8.00	8.00	8.00	8.00	56.00	8.00	8.00	8.00	8.00	8.00	8.00	8.00	56.00	8.00	8.00	8.00	8.00	8.00	8.00	8.00	56.00	8.00	8.00	16.00
1003 [SMITH, PATRICIA]	8.00	8.00	8.00	8.00	8.00	8.00	48.00	8.00	8.00	8.00	8.00	8.00	8.00	56.00	8.00	8.00	8.00	8.00	8.00	8.00	8.00	56.00	8.00	8.00	8.00	8.00	8.00	8.00	8.00	56.00	8.00	8.00	16.00
Shift 00003 Total	16.00	16.00	16.00	16.00	16.00	16.00	96.00	16.00	16.00	16.00	16.00	16.00	16.00	112.00	16.00	16.00	16.00	16.00	16.00	16.00	16.00	112.00	16.00	16.00	16.00	16.00	16.00	16.00	16.00	112.00	16.00	16.00	32.00



Management – IN/OUT Status Report

- A printed version of the IN/OUT board, sorted by date / time or employee.
- Answers the question of who is IN, who is OUT, who is on Meal Break, and who is on Vacation, etc.

Your Company, Inc. **Management - In/Out Status Report by Date/Time** Page 1
 Report Date: 07/07/2008
 Report Time: 08:58:27
 Time: 00:00 - 23:59
 07/06/2008 - 07/07/2008
 Sorted by Time

Time	Employee	IN	Status	OUT
07/06/2008 18:23	1011 [TERN, DEXTER]			[X]
07/07/2008 00:00	1006 [STEVENS, KATRINA]	VACA		
07/07/2008 08:15	1014 [WRIGHT, JOHN]	[X]		
07/07/2008 07:02	1001 [SMITH, JAN]	[X]		
07/07/2008 07:53	1002 [DAILEY, KATRINA]	[X]		
07/07/2008 07:54	1010 [WES, KEN]	[X]		
07/07/2008 08:05	1013 [MOONEY, NANCY]	[X]		
07/07/2008 08:21	1007 [MILLION, CHERYL]	[X]		
07/07/2008 10:52	1003 [SMITH, PATRICIA]			[X]
07/07/2008 11:05	1004 [NORRIS, ALICIA]			[X]
Total Count:		6		3

END OF REPORT (Page 1)
 Management - In/Out Status Report by Date/Time

Last IN / OUT even if the employee is on vacation, sick, or meal break, etc.

Total number of employees that clocked in, and total number of employees clocked out.

Last IN / OUT punch sorted by date and time. Optional listing by Employee ID or Employee name.

IN / OUT Status Report sorted by Branch, Division and Employee.

Your Company, Inc. **Management - In/Out Status Report by Employee** Page 1
 Report Date: 07/07/2008
 Report Time: 08:59:24
 Branch: 100 - 312
 Division: 50 - 600
 Employee: 1001 - 1089
 07/06/2008 - 07/07/2008
 Sorted by Branch, Division & Employee

Employee	Last Punch Time	IN	Status	OUT
Branch: 100 [Los Angeles]				
Division: 50 [Corporate Business]				
1001 [SMITH, JAN]	07/07/2008 07:02	[X]		
1002 [DAILEY, KATRINA]	07/07/2008 07:53	[X]		
1003 [SMITH, PATRICIA]	07/07/2008 10:52			[X]
1004 [NORRIS, ALICIA]	07/07/2008 11:05			[X]
1006 [STEVENS, KATRINA]	07/07/2008 00:00	VACA		
1007 [MILLION, CHERYL]	07/07/2008 08:21	[X]		
1010 [WES, KEN]	07/07/2008 07:54	[X]		
1011 [TERN, DEXTER]	07/06/2008 18:23			[X]
1013 [MOONEY, NANCY]	07/07/2008 08:05	[X]		
1014 [WRIGHT, JOHN]	07/07/2008 08:15	[X]		
Division: 50 [Corporate Business] Totals:		6		3
Branch: 100 [Los Angeles] Totals:		6		3
Total Count:		6		3

END OF REPORT (Page 1)
 Management - In/Out Status Report by Employee

Schedule – Schedule Detail Report



- Can be scheduled by exception, day of the week (every day can be unique), or a full calendar schedule.

Flexible shift:

- With a weekly work cycle – define the day start and end time, and workdays (not limited to Monday through Friday).

Fixed shift:

- Defines which days are considered to be workdays (i.e. Sunday and Saturday off).
- For each workday, you may define different work hours (e.g. Monday 8am - 5pm, Tuesday 9am - 6pm).

Dynamic shift:

- User definable up to 676 (26x26) dynamic shift levels.
- System will use a combination of IN punch time reference and associated group level (i.e. dept., job, facility, etc.) to determine proper shift. Used in environments that have highly dynamic start times and varying job and/or other variables.

Shift cycles:
Weekly or any number of fixed days (i.e. 4 days on and 4 days off).

Show each employee's work schedule.

Planned absences (such as vacation) may be scheduled. (Not supported in NOVAtime 1000)

Your Company, Inc. Schedule - Detail Report Page 1							
Report Date: 05/20/2008							
Report Time: 09:51:23							
Sorted by Weekly & Employee							
Beginning week: 06/22/2008 Sun - 06/28/2008 Sat							
Ending week: 06/22/2008 Sun - 06/28/2008 Sat							
Employee Filtered							
Employee	Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
Weekly: 06/22/2008 Sun - 06/28/2008 Sat							
	06/22/2008 Sun	06/23/2008 Mon	06/24/2008 Tue	06/25/2008 Wed	06/26/2008 Thu	06/27/2008 Fri	06/28/2008 Sat
1001 [SMITH, JAN] 21D [Admin]		08:00 - 17:00 Lunch 60 minutes	08:00 - 17:00 Lunch 60 minutes	08:00 - 17:00 Lunch 60 minutes	08:00 - 17:00 Lunch 60 minutes	08:00 - 17:00 Lunch 60 minutes	
1003 [SMITH, PATRICIA] 21D [Admin]		08:00 - 16:30 Lunch 30 minutes	08:00 - 16:30 Lunch 30 minutes	08:00 - 16:30 Lunch 30 minutes	08:00 - 16:30 Lunch 30 minutes	08:00 - 16:30 Lunch 30 minutes	
1004 [NORRIS, ALICIA] 22i [Production]		VACA-[\$ 0.00]	08:00 - 16:30 Lunch 30 minutes	08:00 - 16:30 Lunch 30 minutes	08:00 - 16:30 Lunch 30 minutes	08:00 - 16:30 Lunch 30 minutes	
1006 [STEVENS, KATRINA] 21D [Admin]		08:00 - 17:00 Lunch 60 minutes	08:00 - 17:00 Lunch 60 minutes	08:00 - 17:00 Lunch 60 minutes	08:00 - 17:00 Lunch 60 minutes	08:00 - 17:00 Lunch 60 minutes	
1007 [MILLION, CHERYL] 10T [Sales]		08:00 - 17:00 Lunch 60 minutes	08:00 - 17:00 Lunch 60 minutes	08:00 - 17:00 Lunch 60 minutes	08:00 - 17:00 Lunch 60 minutes	08:00 - 17:00 Lunch 60 minutes	
Hours:	0:00	40:00	40:00	40:00	40:00	40:00	0:00
Pay Amount:	\$ 0.00	\$ 400.00	\$ 400.00	\$ 400.00	\$ 400.00	\$ 400.00	\$ 0.00
Head Count:	0	4	5	5	5	5	0
Grand Totals:	Hours: 0:00	40:00	40:00	40:00	40:00	40:00	0:00
	Pay Amount: \$ 0.00	\$ 400.00	\$ 400.00	\$ 400.00	\$ 400.00	\$ 400.00	\$ 0.00
	Head Count: 0	4	5	5	5	5	0

Subtotals of work hours, dollars, and head count provided on a daily basis.



Human Resource – Employee Profile Report

- List of all the personnel information recorded in the system about an employee.
- These printouts are perfect additions to your human resource employee profiles / folders.

Your Company, Inc. **Human Resource - Employee Profile**
 Report Date: 07/11/2008
 Report Time: 8:44:44 AM
 Sort by Employee

General Information			
Employee ID	1001	Badge Number	12501
Full Name	Smith, Jan	Employee Status	A
Personal Information			
Address Field 1	1855 West Woodward Ave	Address Field 2	Apt. B
State	Ca	Zip Code	91204
Phone # 1	(323)555-1212	Phone # 2	(323)555-1212
Emergency Phone	(323)555-1212	Contact Person	Robert Smith
S.S.N.	***-**-****	Marital Status	S
		City	Los Angeles
		Country	USA
		Email Address	Jsmith@company.net
		Relationship	Spouse
		Gender	F
Group Assignments			
Branch(G1)	100 [Los Angeles]	Division(G2)	50 [Corporate Business]
Work Order(G4)	1 [No Work Order]	Customer(G5)	1 [No Customer]
		Department(G3)	21d [Admin]
		Cost Center(G6)	100 [Overhead]
Pay Rule Assignments			
Job Title	Administrator	Shift Number	1 [Fixed 0600-1700/50]
Pay Policy	1 [Weekly Period (weekly OI)]	Pay Method	1 [Hourly]
Pay Category	1 [Full Time]	Pay Type	3 [Non-Exempt]
Holiday Rule	1 [Standard]	Charge Rate	125.0000
Holiday Pay Rate	10.0000	Normal Working Hours	8.00
Pay Period Hours	40.00	FTE %	100
Federal Exempt	3	State Exempt	3
Rate/Salary Information			
Effective Date	01/10/2008	Hourly Rate #1	\$10.00
Hourly Rate #4		Hourly Rate #5	
Hourly Rate #8		Hourly Rate #9	
		Hourly Rate #2	\$12.00
		Hourly Rate #6	
		Hourly Rate #10	
		Hourly Rate #3	\$15.00
		Hourly Rate #7	
Date Information			
Hire Date	11/01/1999	Adjusted Hire Date	
Raise Date	01/06/2008	Last Review Date	01/04/2008
Title Change Date	02/02/2003	Termination Date	
		Birthdate	10/10/1972
Probation Information			
Under Probation?	No	Probation Start Date	
		# Probation Days	0
Security Assignments			
Assign To	1099 [Delgado, Sandra]	Access Group	Employee Access
		Schedule Requests To	Sandyd [Sandra Delgado]
User Defined Information			
Valid Thru	02/02/2009	Renewed On	01/30/2008
License #	Na12345	Class	A
UserField5		UserField6	
		Insur Eff.	02/01/2000
		UserField3	
		UserField7	
		401K Eff.	01/01/2001
		UserField4	
		UserField8	

Accepts employee photo in various formats, such as jpeg and bmp.

Up to 8 user-definable groups for hours allocation and report sorting purposes. This sample shows three groups:
 • Branch (G1)
 • Division (G2)
 • Department (G3)
 • and more...

Up to 8 user-definable fields. In this sample, two fields are used (License # and Class), and the other user definable fields are not used.

Up to 4 user-definable dates. In this sample, four dates are used Valid Thru Date, Renewed On Date, Insur. Eff. Date, and 401K Eff. Date.



Human Resource – Employee Listing Report

- List of all employees stored in the Employee database.
- Optional custom employee listing, personalized.
 - Select the reporting fields to be shown on this report.
 - Can be sorted and listed in any order.
 - Page breaks can be inserted for ease of report distribution.

Your Company, Inc. Human Resource - Employee Listing Page 1
 Report Date: 07/07/2008
 Report Time: 08:41:29
 Hire Date: 07/15/1990 - 07/07/2008

Sorted by Hire Date

Hire Date	Employee ID	Full Name	Job Title
11/16/1998	1003	PATRICIA SMITH	Sales Representative
07/16/1999	1004	ALICIA NORRIS	Service Manager
11/01/1999	1001	JAN SMITH	Administrator
06/01/2001	1010	KEN WES	Accounts Payable
02/16/2002	1002	KATRINA DAILEY	Accounting Manager
03/16/2002	1007	CHERYL MILLION	Sales Representative
10/14/2002	1006	KATRINA STEVENS	Service Representative
07/01/2004	1011	DEXTER TERN	Service Representative
07/16/2004	1014	JOHN WRIGHT	Sales Manager

Total Count: 9

END OF REPORT (Page 1)

Human Resource - Employee Listing

Any employee fields can be used for sorting, such as Employee ID or name, Social Security Number, all dates (Hire Date, Title Change Date, etc.) and Zip Code.

Select any reporting fields to be displayed on this report, including:

- All groups (up to 8 reporting groups)
- All dates (Hire Date, Last Review Date, etc.)
- All setup information (Pay Policy, Shift, etc.)
- All personal information (Address, Phone #, etc.)
- All user defined fields and dates
- Job Title
- Job Rate
- Plus many more



Human Resource – Attendance Review Report

- Summary of attendance information for your employees. At one glance, view which days an employee is absent.
- A great tool for managing and monitoring employee attendance patterns.
- Flexibility in selecting report date range to cover employee review time frame, such as quarterly, semi-annually, and annually.

Your Company, Inc.
Report Date: 07/07/2008
Report Time: 11:56:41 AM

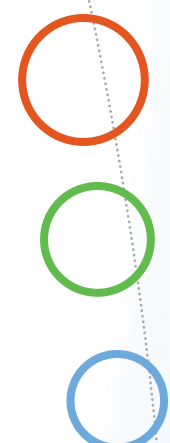
Human Resource - Attendance Review
01/01/2008 - 06/30/2008 (182 days)

1001 [SMITH, JAN]		
Employee ID: 1001	Badge Number: 12501	Full Name: Smith, Jan
Job Title: Administrator	Pay Type: 3 [Non-Exempt]	Pay Policy: 1 [Weekly Period (weekly OI)]
Shift Number: 1 [Fixed 0800-1700:00]	Holiday Rule: 1 [Standard]	Employee Status: A

By Month	1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	21	22	23	24	25	26	27	28	29	30	31	Totals
January 2008																																22
																																1
February 2008																																21
																																1
March 2008																																17
																																3
																																1
April 2008																																21
																																1
May 2008																																20
																																1
June 2008																																21
																																1

By Category	Sunday		Monday		Tuesday		Wednesday		Thursday		Friday		Saturday		Totals	
	Count	Hrs/Min	Count	Hrs/Min	Count	Hrs/Min	Count	Hrs/Min	Count	Hrs/Min	Count	Hrs/Min	Count	Hrs/Min	Count	Hrs/Min
0 [WKHR]	1	5 hrs 30	19	153 hrs	25	203 hrs	25	199 hrs	25	204 hrs	25	216 hrs	2	13 hrs 45	122	996 hrs
1 [HOLI]			1	8 hrs	1	8 hrs									2	16 hrs
2 [VACA]			2	16 hrs			1	8 hrs	1	8 hrs					4	32 hrs
3 [SICK]					2	16 hrs									2	16 hrs
6 [JCTY]											1	8 hrs			1	8 hrs
Long Meal +			2	-6 min	3	-10 min	2	-7 min	5	22 min			7	54 min	19	53 min
Tardy I			7	1 hr 3 min	3	20 min	2	22 min							12	1 hr 45 min
Early Out ()			1	7 min	1	5 min	1	8 min	2	53 min	5	56 min			10	2 hr 9 min

END OF REPORT
Human Resource - Attendance Review



Specify any date range to cover your special review time frame, such as in this example, a semi-annual review period.

Review is based on pay code (work hours, sick, vacation, etc.) and exception codes (grace period, tardy, long meal, early out, etc.).

Workday

Sick

Tardy on a workday.

Vacation

Early arrival on a workday.

Holiday

Summary of total occurrences and durations for each pay code and exception code.



Human Resource – Employee Evaluation Report

- Simplifies the employee evaluation and seniority information gathering processes.
- Selects all employees whose evaluation dates fall within the selected reporting date range.

Your Company, Inc. Page 1
 Report Date: 07/07/2008
 Report Time: 10:41:27
 Branch: 100 - 312
 Employee: Filtered

07/01/2008 - 07/31/2008

Employee	Hire Date	Evaluation Date	Seniority
Branch: 100 [Los Angeles]			
1003 [SMITH, PATRICIA]	07/16/1998 Thu	07/16/2008 Wed	10 Years
1006 [STEVENS, KATRINA]	07/14/2002 Sun	07/14/2008 Mon	6 Years
1011 [TERN, DEXTER]	07/01/2004 Thu	07/01/2008 Tue	4 Years
1027 [SAMDER, FRANK]	07/01/2002 Mon	07/01/2008 Tue	6 Years
Branch: 100 [Los Angeles] Count:			4
Total Count:			4

END OF REPORT (Page 1)
 Human Resource - Employee Evaluation Report

List of all employees whose evaluation dates fall within the selected reporting date range.

Allows you to define the company-wide evaluation period.

Within the First Year	
1st evaluation:	<input type="text" value="3"/> months after hire date
2nd evaluation:	<input type="text" value="6"/> months after hire date
3rd evaluation:	<input type="text" value="12"/> months after hire date
After the First Year	
Evaluate every:	<input type="text" value="12"/> months.



Human Resource – Employee Probation Report

- Report of all employees who are currently on probation as of the reporting date.

Your Company, Inc.
Report Date: 07/07/2008
Report Time: 2:16:37 PM

Human Resource - Employee Probation Report
Primary Sort By: Department(G3)
07/06/2008 - 07/19/2008 [14 days]

Employee ID	Hire Date	Starting Date	Ending Date	Duration
Department: 21D [Admin]				
1006 [STEVENS, KATRINA]	04/14/2008 Mon	04/20/2008 Sun	07/19/2008 Sat	90 Days
1036 [ISEREZ, DEBRA]	04/01/2008 Tue	04/25/2008 Fri	07/24/2008 Thu	90 Days
1066 [KING, TRACY]	04/15/2008 Tue	04/18/2008 Fri	07/17/2008 Thu	90 Days
21D [Admin] Total:	3			
Total Count:	3			

END OF REPORT
Human Resource - Employee Probation Report

Total number of employees on probation for each department.

List probation end date and number of days in probation.



Labor Costing / Tracking – Manager Report

- Provides a detailed list of actual time worked in each department.
- Summarizes hours and associated costs by pay codes, followed by a cost center summary for each employee.
- Great tool for managing labor cost and cost distribution.

Your Company, Inc. Page 1
 Report Date: 07/07/2008
 Report Time: 07:16:29
 Branch: 100 - 312
 Employee: Filtered Date: 06/23/2008 - 07/05/2008

Labor Costing - Manager Report
 Sorted by Branch, Employee & Date

Department	Pay Code	Date	IN	IN Ex	OUT	OUT Ex	Reason	Shift/ Pay Expr	Reg Hours	OT-1	OT-2	Daily Total	Earnings
Branch: 100 [Los Angeles]													
1001 [SMITH, JAN]													
Policy: ↑ Shift: ↑ Holiday: ↑ Active: <input type="checkbox"/>													
21D [Admin]		06/23/2008 Mon	8:00		17:00			00001%Mo	8.00			8.00	8.00
21D [Admin]		06/24/2008 Tue	8:05	T 5	17:04			00001%Tu	8.00			8.00	8.00
21D [Admin]		06/25/2008 Wed	8:12	T 12	17:01			00001%We	7.75			7.75	7.75
21D [Admin]		06/26/2008 Thu	7:59		17:02			00001%Th	8.00			8.00	8.00
21D [Admin]		06/27/2008 Fri	7:55		17:03			00001	8.00			8.00	8.00
21D [Admin]		06/28/2008 Sat	8:00		17:00			00001%Sa	0.25	8.75		9.00	9.00
21D [Admin]	3 [SICK]	06/30/2008 Mon						00001	8.00			8.00	8.00
21D [Admin]		07/01/2008 Tue	7:59		17:05			00001%Tu	8.00			8.00	8.00
21D [Admin]		07/02/2008 Wed	7:58		18:35	L 95		00001%We	8.00	[1.50]		8.00	8.00
10T [Sales]		07/03/2008 Thu	7:55*		17:02			00001%Th	8.00			8.00	8.00
21D [Admin]	1 [HOLI]	07/04/2008 Fri						00001	8.00			8.00	8.00

	Pay Code		Regular Pay	OT-1 Pay	OT-2 Pay	Total Pay	Reg Hours	OT-1 Hours	OT-2 Hrs	Total Hours	Earnings		
	0 [WKHR]		\$ 640.00	\$ 131.55		\$ 771.55	64.00	8.75		72.75			
	3 [SICK]						8.00			8.00			
	1 [HOLI]		\$ 80.00			\$ 80.00	8.00			8.00			

Department	Pay Code	Regular Pay	OT-1 Pay	OT-2 Pay	Total Pay	Reg Hours	OT-1 Hours	OT-2 Hrs	Total Hours	Earnings			
10T [Sales]	0 [WKHR]	\$ 80.00			\$ 80.00	8.00			8.00				
21D [Admin]	3 [SICK]					8.00			8.00				
21D [Admin]	0 [WKHR]	\$ 560.00	\$ 131.55		\$ 691.55	56.00	8.75		64.75				
21D [Admin]	1 [HOLI]	\$ 80.00			\$ 80.00	8.00			8.00				
Employee: 1001 [SMITH, JAN] Totals:			\$ 720.00	\$ 131.55	\$ 0.00	\$ 851.55	80.00	8.75	0.00	88.75	\$ 0.00		
Branch: 100 [Los Angeles] Totals:			\$ 720.00	\$ 131.55	\$ 0.00	\$ 851.55	80.00	8.75	0.00	88.75	\$ 0.00		

Summary by department for each employee.

Summary by pay code for each employee.



Labor Costing / Tracking – Summary Reports

- Lists the labor costs based on Group-level group 5 (G5) such as in this example, “Work Order”. Whatever you name group-level 5 in System Setup is what you will see on this report.
- Perfect statement to determine labor costs for an order.
- Generates details representing all work orders and their associated steps / procedures.

Your Company, Inc.
Report Date: 07/11/2008
Report Time: 7:22:56 AM

Labor Costing - Summary Report
Primary Sort By: Work Order(G4):Employee
06/22/2008 - 07/05/2008 [14 days]

Employee	Reg. Hrs	OT-1	OT-2	Total Hrs	Reg. Pay	OT1 Pay	OT2 Pay	Total Pay
Work Order: 100 [Case Display AG-100T]								
DAILEY, KATRINA [1002]	8.00	3.75		11.75	\$90.25	\$57.38		\$137.63
TERN, DEXTER [1011]	13.08			13.08	\$130.83			\$130.83
WES, KEN [1010]	8.00			8.00	\$80.00			\$80.00
100 [Case Display AG-100T] Total:	29.08	3.75	0.00	32.83	\$291.08	\$57.38	\$0.00	\$348.46
Work Order: 101 [Case Display - Custom]								
DAILEY, KATRINA [1002]	8.73			8.73	\$67.33			\$67.33
TERN, DEXTER [1011]	6.73			6.73	\$67.33			\$67.33
WES, KEN [1010]	8.58			8.58	\$85.83			\$85.83
101 [Case Display - Custom AG-101] Total:	24.05	0.00	0.00	24.05	\$240.50	\$0.00	\$0.00	\$240.50
Work Order: 102 [Case Display AG-102]								
DAILEY, KATRINA [1002]	5.97			5.97	\$59.67			\$59.67
TERN, DEXTER [1011]	9.68			9.68	\$96.83			\$96.83
WES, KEN [1010]	18.03			18.03	\$180.33			\$180.33
102 [Case Display AG-102] Total:	33.68	0.00	0.00	33.68	\$336.83	\$0.00	\$0.00	\$336.83
Grand Totals:	86.82	3.75	0.00	90.57	\$868.41	\$57.38	\$0.00	\$925.79

Your Company, Inc.
Report Date: 07/11/2008
Report Time: 7:40:36 AM

Group Setup - Work Order Listing
Sort by Work Order

Work Order Filter	Group Description	Bar Code (Low Density)
No Work Order		[Barcode]
Work Order 4191		[Barcode]
Case Display AG-100T		[Barcode]
Case Display - Custom AG-101		[Barcode]
Case Display AG-102		[Barcode]
Cargo Container R-1009		[Barcode]
Case Display DR-100CD		[Barcode]
Double Insulated Cargo AG-120D		[Barcode]
Custom Display AG-120H		[Barcode]

Your Company, Inc.
Report Date: 07/07/2008
Report Time: 3:28:55 PM

Labor Costing - Condensed Summary Report
Primary Sort By: Work Order(G4):Employee
06/22/2008 - 07/05/2008 [14 days]

Employee	Reg. Hrs	OT-1	OT-2	Total Hrs	Reg. Pay	OT1 Pay	OT2 Pay	Total Pay
Work Order: 100 [Case Display AG-100T]								
DAILEY, KATRINA [1002]	8.00	3.75		11.75	\$90.25	\$57.38		\$137.63
TERN, DEXTER [1011]	13.08			13.08	\$130.83			\$130.83
WES, KEN [1010]	8.00			8.00	\$80.00			\$80.00
100 [Case Display AG-100T] Total:	29.08	3.75	0.00	32.83	\$291.08	\$57.38	\$0.00	\$348.46
Work Order: 101 [Case Display - Custom]								
DAILEY, KATRINA [1002]	8.73			8.73	\$67.33			\$67.33
SARTH, PATRICIA [1003]	72.00	7.50	8.00	87.50	\$720.00	\$112.50	\$28.00	\$860.50
STEVENS, KATRINA [1005]	80.00	4.00		84.00	\$800.00	\$61.20		\$861.20
TERN, DEXTER [1011]	6.73			6.73	\$67.33			\$67.33
WES, KEN [1010]	8.58			8.58	\$85.83			\$85.83
101 [Case Display - Custom AG-101] Total:	176.04	11.50	8.00	195.54	\$1,760.40	\$173.70	\$28.00	\$1,962.10
Work Order: 102 [Case Display AG-102]								
DAILEY, KATRINA [1002]	5.97			5.97	\$59.67			\$59.67
TERN, DEXTER [1011]	9.68			9.68	\$96.83			\$96.83
WES, KEN [1010]	18.03			18.03	\$180.33			\$180.33
102 [Case Display AG-102] Total:	33.68	0.00	0.00	33.68	\$336.83	\$0.00	\$0.00	\$336.83
Work Order: 109 [Case Display DR-109CD]								
MILLICH, CHERYL [1007]	17.27			17.27	\$172.67			\$172.67
NEWMAN, ALICIA [1004]	18.53	1.00		19.53	\$180.33	\$15.60		\$200.33
SARTH, JERRY [1003]	32.00			32.00	\$320.00			\$320.00
WES, KEN [1010]	16.00			16.00	\$160.00			\$160.00
109 [Case Display DR-109CD] Total:	83.80	1.00	0.00	84.80	\$836.00	\$15.60	\$0.00	\$851.60
Grand Totals:	325.62	14.25	8.00	347.87	\$3,236.44	\$246.67	\$28.00	\$3,491.11

Sort by employee for each work order (G5).

Work order totals.

Employee hours and dollars for each work order.

Bar code printing is optional.



Labor Costing / Tracking – Labor Distribution Report

- Report determines labor costs for each cost center.
- A must-have summary for management. Typically acts as a daily profit and loss (P&L) statement, commonly used in the Hospitality Industry, as well as others.

Your Company, Inc. Page 1

Report Date: 07/07/2008
 Report Time: 08:18:30

Cost Center: Filtered
 Employee: Filtered

06/22/2008 - 07/05/2008

Labor Costing - Labor Distribution Report
Sorted by Cost Center, Employee & Department

Department	Pay Code	Reg Hours	OT-1	OT-2	Total Hours	Regular Pay Rate	Regular Pay	OT-1 Pay	OT-2 Pay	Earnings	Deductions	Total Pay
Cost Center: 100 [Overhead]												
1010 [WES, KEN]												
Policy: 1 Shift: 1 Holiday: 1 Active: <input type="checkbox"/>												
22E [Assembly]		0.88			0.88	\$ 10.00	\$ 8.83					\$ 8.83
22I [Production]		27.95			27.95	\$ 10.00	\$ 279.49					\$ 279.49
Employee: 1010 [WES, KEN] Totals:		28.83	0.00	0.00	28.83		\$ 288.33	\$ 0.00	\$ 0.00	\$ 0.00	\$ 0.00	\$ 288.33
1011 [TERN, DEXTER]												
Policy: 1 Shift: 1 Holiday: 1 Active: <input type="checkbox"/>												
21D [Admin]		4.91			4.91	\$ 10.00	\$ 49.16					\$ 49.16
22E [Assembly]		16.25			16.25	\$ 10.00	\$ 162.49					\$ 162.49
32A [Processing]		1.26			1.26	\$ 10.00	\$ 12.66					\$ 12.66
Employee: 1011 [TERN, DEXTER] Totals:		22.43	0.00	0.00	22.43		\$ 224.33	\$ 0.00	\$ 0.00	\$ 0.00	\$ 0.00	\$ 224.33
Cost Center: 100 [Overhead] Totals:		51.26	0.00	0.00	51.26		\$ 512.66	\$ 0.00	\$ 0.00	\$ 0.00	\$ 0.00	\$ 512.66
Grand Totals:		51.26	0.00	0.00	51.26		\$ 512.66	\$ 0.00	\$ 0.00	\$ 0.00	\$ 0.00	\$ 512.66

END OF REPORT (Page 1)
Labor Costing - Labor Distribution Report

Department summary information.

Cost center total.



TIME CLOCK WORLD

Time Clock World

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NOVAtime 2000