

Time Clock World

presents

NOVAtime 4000 Web Sample Reports



Time Clock World

888-534-5994





Web Report Generator Overview

Public – This area contains reports that have been published company-wide. Easily distribute reports throughout the company for execution as needed.

User Reports – This area of published reports contains report templates that you have saved or other users saved specifically for you.

Primary Filter – Select employees to display on a report. Most reports offer options to select All employees, use Group Filters, or by selecting individuals from the employee list.

Fields to Display – Select available “employee” data fields to display on a report such as Employee ID, Badge Number, Group fields, Pay Policy, Shift Number, etc.

Publish to – Allows users to setup company-wide or personal report templates for use at later times. Publishing, or saving, report templates allows for quick access of specific report configurations and saves time from future editing of individual settings. Any report may be modified with custom data sets, date range, data filters, etc. and then published for future access.

Output Format – Export reports to many file Formats, including PDF, Excel, HTML, and more!

Primary Sort – Select a report to be sorted using pre-defined group fields. For example:

- Branch (G1)
- Division (G2)
- Dept/Job (G3)
- Work Order (G4)
- Etc.

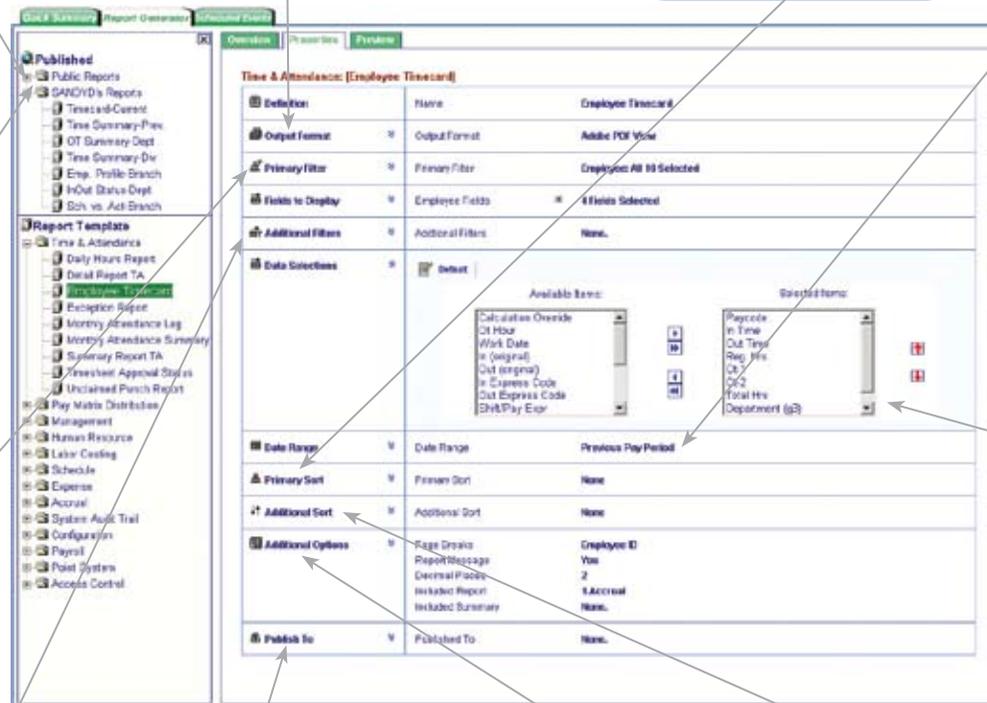
Date Range – Select a report date range. Available options are:

- Today
- Yesterday
- Current Pay Period
- Previous Pay Period
- Current Week
- Previous Week
- Current Month
- Previous Month
- Custom, which allows you to pick and choose any From Date and To Date.

Data Selections - Select report-specific data to display on a report. Based on timecard or labor costing report examples, data fields may include In/ Out Time, Regular Hours, Overtime Hours, Total Hours, Total Pay, Earnings / Deductions, Pay Codes, Accrual Hours, Head Count, etc.

Additional Sort – This feature allows for the secondary sort of data fields to accommodate specific reporting needs. For example, a primary sort could be by location with a secondary sort by department, job, Employee ID, Badge, etc.

Additional Options – Depending on the report, various optional features are available. In this example, The Employee Timecard Report offers options such as Page Breaks, Report Message, and sub-reports. Sub-Reports may include Timesheet Notes, Audit Trail, Accrual, and Summary.





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 Hrs	Reg Pay	Overtime Pay	OT Pay	OT Tot
5 [WORK]	1 [T] (Admin)	8.00		8.00	\$10.00	\$50.00	\$60.00	\$60.00
1 [HOL]	2 [D] (Admin)	8.00	8.75	8.75	\$10.00	\$56.00	\$66.00	\$66.00
3 [SICK]	2 [D] (Admin)	8.00		8.00	\$10.00	\$80.00	\$90.00	\$90.00
TOTALS		80.00	8.75	88.75	\$800.00	\$131.55	\$931.55	\$931.55

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

Class	Notes
86252800 Add	SANDYD Jan has late due to having a company award

Tardy for 5 minutes.
Punch exceptions are:

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

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.

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(G1): 100		Division(G2): 50		Department(G3): 21D		Pay Type: 3	
Pay Policy: 1		Shift Number: 1					

Date	Pay Code	IN	In Ex	OUT	Out Ex	Reason	Schedule	Department	StkPay Ex	Reg Hrs	OT Hrs	Daily Total
06/23/2008 Mon		8:00AM		5:00PM			(8:00AM-5:00PM)	21D	00001%Mo	8.00		8.00
06/24/2008 Tue		8:05AM	T 5	5:04PM			(8:00AM-5:00PM)	21D	00001%Tu	8.00		8.00
06/25/2008 Wed		8:12AM	T 12	5:31PM			(8:00AM-5:00PM)	21D	00001%We	7.75		7.75
06/26/2008 Thu		7:59AM		5:02PM			(8:00AM-5:00PM)	21D	00001%Th	8.00		8.00
06/27/2008 Fri		7:55AM		5:33PM*			(8:00AM-5:00PM)	21D	00001%Fr	8.00		8.00
06/28/2008 Sat	3 [SICK]	8:00AM		5:00PM			(8:00AM-5:00PM)	21D	00001%Sa	0.25	8.75	9.00
06/30/2008 Mon								21D	00001	8.00		8.00
07/01/2008 Tue		7:59AM		5:05PM			(8:00AM-5:00PM)	21D	00001%Tu	8.00		8.00
07/02/2008 Wed		7:58AM		6:35PM	L 95		(8:00AM-5:00PM)	21D	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]							21D	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 (Before)	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
5 [WORK]	10T [Sales]	8.00		8.00		\$10.00	\$80.00		\$80.00
1 [HOL]	21D [Admin]	8.00	8.75	8.75		\$10.00	\$56.00	\$131.55	\$86.55
3 [SICK]	21D [Admin]	8.00		8.00		\$10.00	\$80.00		\$80.00
TOTALS		80.00	8.75	88.75			\$800.00	\$131.55	\$931.55

I CERTIFY THE ABOVE INFORMATION TO BE CORRECT

X

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.

A flexible end of report text area for signatures and messages/greetings.

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.
Report Date: 07/07/2008
Report Time: 2:58:12 PM

06/22/2008 - 07/05/2008 (14 days)

1001 [SMITH, JAN]

Date	Schedule	Paycode	In	Out	ABS	MP	TDY	ER	EO	LO	UDT
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	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

A missing punch.

Absent during scheduled work hours.

Electronic Workflow Dashboard Exception Summary Gadget (NOVAtime4000).

Exception Summary

Pay Policy Group: 1
Selected Pay Period 6/22/2008 - 7/5/2008

Exception	Emp. Count
Absent	1
Missed Punch	1
Unclaimed Punch	2
1	

Displays exceptions that require attention for assigned employees. Select an exception and automatically navigate to the timesheet for corrections for employees with that exception.

Displays the count of each displayed exception.

Your Company, Inc.
Report Date: 07/07/2008
Report Time: 07:09:10

06/22/2008 - 07/05/2008

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		7:56*		[]			(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
06/30/2008 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		16:35	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

Unauthorized overtime (with brackets).



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	Shift 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]											
MILKON, CHERYL [1007]	00903	72.00			72.00	9.90			81.90		\$800.00
MOONEY, NANCY [1013]	00903	72.00			72.00	9.90			81.90		\$800.00
NORRIS, ALICIA [1004]	00903	72.00	4.50		76.50	9.90			86.40		\$867.50
10T [Sales] Total:		216.00	4.50	0.00	220.50	29.70	0.00	9.90	244.50	50.00	\$2,467.49
Head Count:											3
Department: 21D [Admin]											
SMITH, JAN [1001]	00901-51 00901-62	56.00	7.75		63.75	9.90		9.30	79.75		\$816.25
SMITH, PATRICIA [1003]	00903	56.00	7.50	1.00	64.50	9.90		9.30	80.50		\$852.50
STEVENS, KATRINA [1000]	00903	72.00	4.00		76.00	9.90			84.00		\$841.20
WES, KEN [1010]	00903	72.00			72.00	9.90			81.90		\$800.00
21D [Admin] Total:		256.00	19.25	2.00	277.25	32.60	0.00	18.60	328.25	90.00	\$3,345.15
Head Count:											3
Department: 22C [Accounting]											
DARLEY, KATRINA [1002]	00903	72.00	13.50		85.50	9.90			95.40		\$1,006.00
TERN, DEXTER [1011]	00903	68.00	3.00		71.00	9.90			79.90		\$805.90
WRIGHT, JOHN [1014]	00903	72.00	6.75		78.75	9.90			86.75		\$803.95
22C [Accounting] Total:		212.00	23.25	0.00	235.25	29.70	0.00	9.90	259.25	90.00	\$2,715.84
Head Count:											3
Grand Total:		684.00	47.00	2.00	733.00	89.90	0.00	18.60	829.50	90.00	\$8,548.48
Head Count:											9

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	Shift Number	Reg Hours	OT-1	OT-2	Work Hr Total	Holiday Hours	Vacation Hours	Sick Leave Hours	Total Hrs	Earn./Ded.	Total Pay
DARLEY, KATRINA [1002]	00903	72.00	13.50		85.50	9.90	8.00		93.30		\$1,006.00
MILKON, CHERYL [1007]	00903	72.00			72.00	9.90	8.00		80.90		\$800.00
MOONEY, NANCY [1013]	00903	72.00			72.00	9.90	8.00		80.90		\$800.00
NORRIS, ALICIA [1004]	00903	72.00	4.50		76.50	9.90	8.00		84.30		\$867.50
SMITH, JAN [1001]	00901-51 00901-52	56.00	7.75		63.75	9.90		8.00	79.75		\$816.25
SMITH, PATRICIA [1003]	00903	56.00	7.50	1.00	64.50	9.90		8.00	80.50		\$852.50
STEVENS, KATRINA [1000]	00903	72.00	4.00		76.00	9.90			84.00		\$841.20
TERN, DEXTER [1011]	00903	68.00	3.00		71.00	9.90			79.90		\$805.90
WES, KEN [1010]	00903	72.00			72.00	9.90			81.90		\$800.00
WRIGHT, JOHN [1014]	00903	72.00	6.75		78.75	9.90			86.75		\$803.95
Grand Total:		684.00	47.00	2.00	733.00	89.90	0.00	18.00	829.50	90.00	\$8,548.48
Head Count:											9

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		
10T - 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	\$0.00	\$867.50
1007 [MILLION, CHERYL]	00003	72.00			72.00	8.00				80.00	\$0.00	\$800.00
1013 [MOONEY, NANCY]	00003	72.00			72.00	8.00				80.00	\$0.00	\$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	24.00	\$0.00	\$2,467.49
Department: 21D [Admin]												
1001 [SMITH, JAN]	00001	40.00			40.00	8.00		8.00		56.00	\$0.00	\$480.00
1001 [SMITH, JAN]	00001-S1	24.00	7.75		31.75					31.75	\$356.25	\$356.25
1001 [SMITH, JAN]	00001-S2		1.00		1.00					1.00	\$15.30	\$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	\$852.50
1006 [STEVENS, KATRINA]	00003	72.00	4.00		76.00	8.00				84.00	\$25.00	\$781.20
1010 [AHS, 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	\$33.75
Department: 22C [Accounting]								
DALEY, KATRINA [1002]	13.00		13.00	\$195.00				
TERR, 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	\$33.75

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. Page 1
 Report Date: 07/07/2008
 Report Time: 06:56:09

Management - Monthly Staffing Report Detail
 Sorted by Month/Year/Shift & Employee

06/01/08 - 06/30/08

June 2008 : 00002-S1																																				
	Su	Mo	Tu	We	Th	Fr	Sa	Tot	Su	Mo	Tu	We	Th	Fr	Sa	Tot	Su	Mo	Tu	We	Th	Fr	Sa	Tot	Su	Mo	Tu	We	Th	Fr	Sa	Tot	Su	Mo	Tot	
Employee Name	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		
1001 [SMITH, JAN]		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		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																																					
	Su	Mo	Tu	We	Th	Fr	Sa	Tot	Su	Mo	Tu	We	Th	Fr	Sa	Tot	Su	Mo	Tu	We	Th	Fr	Sa	Tot	Su	Mo	Tu	We	Th	Fr	Sa	Tot	Su	Mo	Tot		
Employee Name	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			
1001 [SMITH, JAN]		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																																				
	Su	Mo	Tu	We	Th	Fr	Sa	Tot	Su	Mo	Tu	We	Th	Fr	Sa	Tot	Su	Mo	Tu	We	Th	Fr	Sa	Tot	Su	Mo	Tu	We	Th	Fr	Sa	Tot	Su	Mo	Tot	
Employee Name	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		
1001 [SMITH, JAN]								2.00					5.00			5.00																				
Shift 002-S3 Total								2.00					5.00			5.00																				

June 2008 : 00003																																				
	Su	Mo	Tu	We	Th	Fr	Sa	Tot	Su	Mo	Tu	We	Th	Fr	Sa	Tot	Su	Mo	Tu	We	Th	Fr	Sa	Tot	Su	Mo	Tu	We	Th	Fr	Sa	Tot	Su	Mo	Tot	
Employee Name	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		
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	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	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	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. Page 1
 Report Date: 07/07/2008
 Report Time: 08:58:27
 Time: 00:00 - 23:59

Management - In/Out Status Report by Date/Time
 Sorted by Time

07/06/2008 - 07/07/2008

Time	Employee	Status	
		IN	OUT
07/06/2008 18:23	1011 [TERN, DEXTER]		[X]
07/07/2008 00:00	1006 [STEVENS, KATRINA]	VACA	
07/07/2008 06:15	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. Page 1
 Report Date: 07/07/2008
 Report Time: 08:59:24
 Branch: 100 - 312
 Division: 50 - 600
 Employee: 1001 - 1069
 07/06/2008 - 07/07/2008

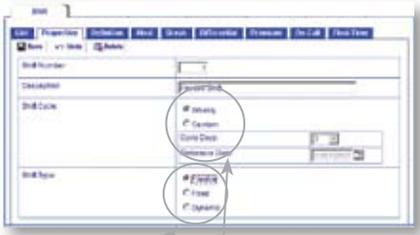
Management - In/Out Status Report by Employee
 Sorted by Branch, Division & Employee

Employee	Last Punch Time	Status	
		IN	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 06:15	[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

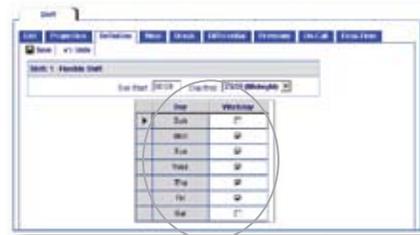
Management – Employee Schedule

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



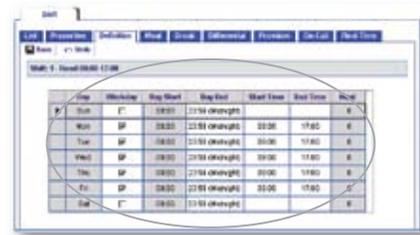
Shift types:

- Flexible
- Fixed
- Dynamic



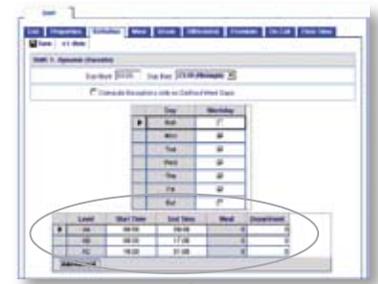
Flexible shift:

- 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.
Report Date: 06/20/2008
Report Time: 09:51:23

Schedule - Detail Report
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		Sched 46.00					
1003 [SMITH, PATRICIA] 21D [Admin]	08:00 - 16:30 Lunch 30 minutes		Sched 46.00					
1004 [NORRIS, ALICIA] 22i [Production]	VACA - [8.00]	08:00 - 16:30 Lunch 30 minutes		Sched 32.00				
1006 [STEVENS, KATRINA] 21D [Admin]	08:00 - 17:00 Lunch 60 minutes		Sched 46.00					
1007 [MILLION, CHERYL] 10T [Sales]	08:00 - 17:00 Lunch 60 minutes		Sched 46.00					
Hours:	0.00	40.00	40.00	40.00	40.00	40.00	0.00	200.00
Pay Amount:	\$ 0.00	\$ 400.00	\$ 400.00	\$ 400.00	\$ 400.00	\$ 400.00	\$ 0.00	\$ 2,000.00
Head Count:	0	4	5	5	5	5	0	24
Grand Totals:	Hours: 0.00	40.00	40.00	40.00	40.00	40.00	0.00	200.00
	Pay Amount: \$ 0.00	\$ 400.00	\$ 400.00	\$ 400.00	\$ 400.00	\$ 400.00	\$ 0.00	\$ 2,000.00
	Head Count: 0	4	5	5	5	5	0	24

END OF REPORT (Page 1)
Schedule - Detail Report

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

Grand totals of hours, pay amounts (if hourly rates are available), and head counts.



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.
Report Date: 07/11/2008
Report Time: 8:44:44 AM

Human Resource - Employee Profile

Sort by Employee

General Information			
Employee ID	1001	Badge Number	12601
Full Name	Smith, Jan	Employee Status	A

Personal Information			
Address Field 1	1865 West Woodward Ave	Address Field 2	Apt. B
State	Ca	Zip Code	91204
Phone # 1	(323)655-1212	Phone # 2	(323)655-1212
Emergency Phone	(323)655-1212	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 0800-1700/60]
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 #1		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
Job Title	Administrator	Pay Type	3 [Non-Exempt]
Shift Number	1 [Fixed 0600-1700:00]	Holiday Rule	1 [Standard]

By Month	1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	21
January 2008																					
February 2008																					
March 2008																					
April 2008																					
May 2008																					
June 2008																					

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			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 [JDTY]											1	8 hrs			1	8 hrs
Long Meal +			2	-6 min	3	-10 min	2	-7 min	5	22 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



Timesheet Summary page displays pay code activity (work, vac, etc...). NOVAtime 3000/4000

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

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

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
- Holiday
- Early arrival on a workday.



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.

<input type="checkbox"/> Display Rule
<input type="checkbox"/> Employee Evaluation
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.
<input type="checkbox"/> Pay Rate
<input type="checkbox"/> Miscellaneous
<input type="checkbox"/> Group Linkage



Human Resource – Employee Probation Report

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

Your Company, Inc. **Human Resource - Employee Probation Report**
 Report Date: 07/07/2008 Primary Sort By: Department(G3)
 Report Time: 2:16:37 PM 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.

Probation information, can be personalized for each employee: Probation (checked if applicable), Start Date, and Duration Days.

Employee Detail View for TRACY KING

Name: TRACY KING | Department: 21D | Pay Policy: 1 | Shift Number: 1 | Pay Category: 1 | Holiday Rule: 1

Hire Date: 04/15/2008 | Adj. Hire Date: | Last Reviewed: 07/06/2008 | Last Name: KING | Title Changed: 04/15/2008 | Shiftday: 19841912

Probation: | Duration: 90 | Start Date: 04/20/2008

File No.	Review Date	Description	Notes	Reviewed By



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 Date: 06/22/2008 - 07/05/2008
 Employee: Filtered

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: 1 Shift: 1 Holiday: 1 Active <input type="checkbox"/>													
21D [Admin]		06/23/2008 Mon	8:00		17:00			00001%Mo	8.00			8.00	
21D [Admin]		06/24/2008 Tue	8:05	T 5	17:04			00001%Tu	8.00			8.00	
21D [Admin]		06/25/2008 Wed	8:12	T 12	17:01			00001%We	7.75			7.75	
21D [Admin]		06/26/2008 Thu	7:59		17:02			00001%Th	8.00			8.00	
21D [Admin]		06/27/2008 Fri	7:55		17:03			00001	8.00			8.00	
21D [Admin]		06/28/2008 Sat	8:00		17:00			00001%Sa	0.25	8.75		9.00	
21D [Admin]	3 [SICK]	06/30/2008 Mon						00001	8.00			8.00	
21D [Admin]		07/01/2008 Tue	7:59		17:05			00001%Tu	8.00			8.00	
21D [Admin]		07/02/2008 Wed	7:58		18:35	L 95		00001%We	8.00	[1.50]		8.00	
10T [Sales]		07/03/2008 Thu	7:56*		17:02			00001%Th	8.00			8.00	
21D [Admin]	1 [HOLI]	07/04/2008 Fri						00001	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 Report & Work Order Listing

- 9• 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	\$80.25	\$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	\$87.33			\$87.33
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

END OF REPORT
Labor Costing - Summary Report

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 (Unit Descr):
No Work Order		[Barcode]
Work AG-419F		[Barcode]
Case Display AG-100T		[Barcode]
Case Display - Custom AG-101		[Barcode]
Case Display AG-102		[Barcode]
Cargo Container R-1089		[Barcode]
Case Display DR-100CD		[Barcode]
Double Insulated Cargo AG-121D		[Barcode]
Custom Display AG-123R		[Barcode]

Sort by employee for each work order (G5).

Work order totals.

Your Company, Inc.
Report Date: 07/15/2002
Report Time: 10:30:00

Job Cost/Labor Tracking - Work Order Detail Form

Work Order: 200 PRODUCTION Customer #: 1000 [SHAFFER MANUFACTURING]
1000 [SHAFFER MANUFACTURING]

Scheduled Start: 06/23/2008 Actual Start: 06/23/2008
Completed: 07/03/2008 Completed: 07/02/2008
Billable Hrs: 35.00 Labor Hrs: 30.00
Chg. Rate: \$25.00 Labor Pay: \$560.00

Validate Work Order Details?

AG-100 [CASE DISPLAY 16]	01 [SWEEPING]	10 [AUTOMATED D-PRESS]	1000-A16 [CORRUGATED]
[Barcode]	[Barcode]	[Barcode]	[Barcode]
Qty/Hrly? Hourly	Unit Cnt: 10.00	Unit Caption: Cleaner	Emp. Rate: \$ 15.00 Charge Rate:
AG-109 [CASE DISPLAY 26]	02 [SETUP]	11 [D-PRESS #2]	1000-A18 [100" X 1/4" OVAL]
[Barcode]	[Barcode]	[Barcode]	[Barcode]
Qty/Hrly? Hourly	Unit Cnt: 10.00	Unit Caption: Setup	Emp. Rate: \$ 15.00 Charge Rate:
AG-112 [CASE DISPLAY -	03 [CLEANUP]	20 [MANUAL MILL #1]	1000-A28 [4' X 8' 30ML]
[Barcode]	[Barcode]	[Barcode]	[Barcode]
Qty/Hrly? Hourly	Unit Cnt: 10.00	Unit Caption: Cleaner	Emp. Rate: \$ 18.00 Charge Rate:

END OF WORK ORDER: 200 FOR CUSTOMER #: 1000. Total Job Count: 3

Bar code printing is optional.



Labor Costing / Tracking – Condensed Summary Report

- Lists the labor costing information for each customer's work orders (G5).
- Determines labor costs for a customer's completed or partial orders.
- Summary Report is an ideal tool for updating hours quoted and amounts billed to customers.
- The Condensed Summary Report is designed for a quick review, accounting for hours and wages for each work order.

Your Company, Inc.
Report Date: 07/11/2008
Report Time: 8:50:07 AM

Labor Costing - Summary Report
Primary Sort By: Customer(G5)/Work Order(G4)
06/22/2008 - 07/05/2008 (14 days)

Work Order (G4)	Reg. Hrs	OT-1	OT-2	Total Hrs	Reg. Pay	OT1 Pay	OT2 Pay	Total Pay
Customer: 101 [Shaffer Manufacturing]								
100 [Case Display AG-100T]	8.00			8.00	\$80.00			\$80.00
101 [Case Display - Custom AG-101]	8.58			8.58	\$65.83			\$65.83
101 [Shaffer Manufacturing] Total:	16.58	0.00	0.00	16.58	\$145.83	\$0.00	\$0.00	\$145.83
Customer: 102 [Barry Avenue Metal Works]								
102 [Case Display AG-102]	8.00			8.00	\$80.00			\$80.00
109 [Case Display DR-109CD]	8.00			8.00	\$80.00			\$80.00
102 [Barry Avenue Metal Works] Total:	16.00	0.00	0.00	16.00	\$160.00	\$0.00	\$0.00	\$160.00
Customer: 103 [Advanced Paper Company]								
103 [Cargo Container R-108S]	8.00	3.00		11.00	\$80.00	\$45.90		\$125.90
126 [Double Insulated Cargo AG-126D]	6.62			6.62	\$66.17			\$66.17
103 [Advanced Paper Company] Total:	14.62	3.00	0.00	17.62	\$146.17	\$45.90	\$0.00	\$192.07
Customer: 104 [Nelson Fabricated Steel]								
102 [Case Display AG-102]	10.03			10.03	\$100.33			\$100.33
109 [Case Display DR-109CD]	8.00			8.00	\$80.00			\$80.00
104 [Nelson Fabricated Steel] Total:	18.03	0.00	0.00	18.03	\$180.33	\$0.00	\$0.00	\$180.33
Grand Totals:	65.23	3.00	0.00	68.23	\$652.33	\$45.90	\$0.00	\$698.23

END OF REPORT
Labor Costing - Summary Report

Information for each customer's work order.

Employee hours and dollars for each work order.

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]								
DALEY, KATRINA (100)	8.00	3.75		11.75	\$80.25	\$57.38		\$137.63
TERN, DEXTER (101)	13.08			13.08	\$130.83			\$130.83
WES, KEN (110)	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]								
DALEY, KATRINA (100)	8.73			8.73	\$67.33			\$67.33
SARTH, PATRICK (100)	72.00	7.50	1.00	80.50	\$720.00	\$112.50	\$20.00	\$852.50
STEVENS, KATRINA (100)	80.00	4.00		84.00	\$800.00	\$61.20		\$861.20
TERN, DEXTER (101)	8.73			8.73	\$67.33			\$67.33
WES, KEN (110)	8.58			8.58	\$68.63			\$68.63
101 [Case Display - Custom AG-101] Total:	176.04	11.50	1.00	188.54	\$1,760.40	\$173.70	\$20.00	\$1,954.10
Work Order: 102 [Case Display AG-102]								
DALEY, KATRINA (100)	5.57			5.57	\$55.67			\$55.67
TERN, DEXTER (101)	9.88			9.88	\$98.83			\$98.83
WES, KEN (110)	16.33			16.33	\$163.33			\$163.33
102 [Case Display AG-102] Total:	31.78	0.00	0.00	31.78	\$318.83	\$0.00	\$0.00	\$318.83
Work Order: 109 [Case Display DR-109CD]								
MILLON, CHERYL (100)	17.27			17.27	\$172.67			\$172.67
MERRIS, ALICIA (100)	18.53	1.00		19.53	\$185.33	\$15.60		\$200.93
SARTH, JAY (100)	32.00			32.00	\$320.00			\$320.00
WES, KEN (110)	16.00			16.00	\$160.00			\$160.00
109 [Case Display DR-109CD] Total:	83.80	1.00	0.00	84.80	\$838.00	\$15.60	\$0.00	\$853.60
Grand Totals:	329.83	16.25	1.00	347.07	\$3,226.44	\$246.67	\$20.00	\$3,493.11

END OF REPORT
Labor Costing - Summary Report



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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