

Time Clock World

presents

NOVAtime 1000 SBE Sample Reports



Time Clock World

888-534-5994





NOVAtime 1000 SBE Report Generator Overview

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

Preview – Allows users to preview reports online before printing thereport

Email – Allows users to email a report via an 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.

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

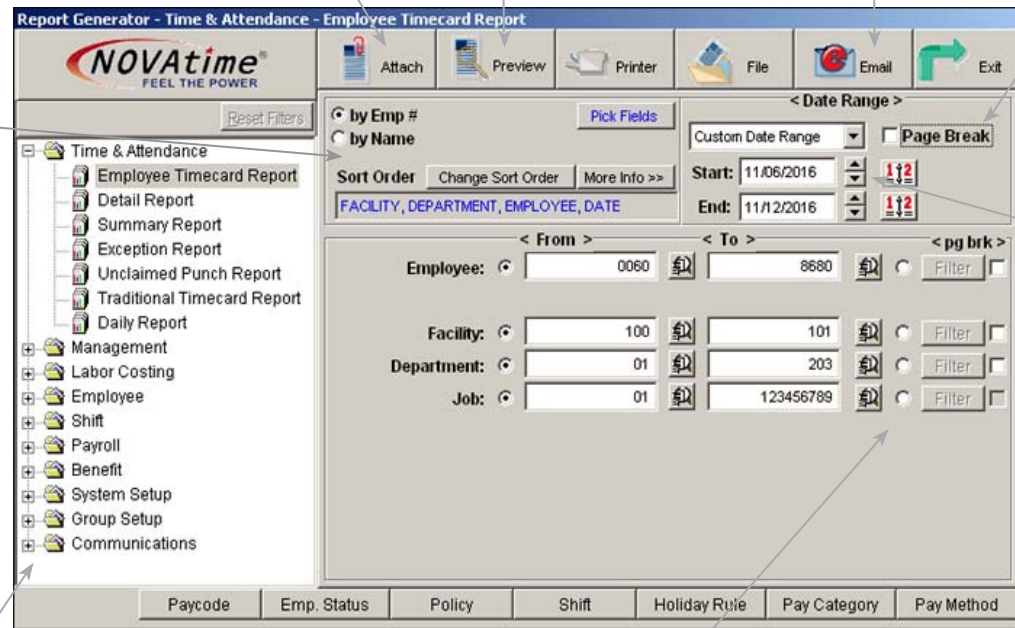
- Today
- Yesterday
- Current Pay Period
- Previous Pay Period
- Current Week
- Previous Week
- Current Month
- Previous Month
- Custom, pick and choose any From Date and To Date

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

- Facility (Group 1)
- Department (Group 2)
- Job Task (Group 3)
- Employee
- Date ...and more

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.





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	Reg Pay	OT Pay	Total Pay
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		\$192.00	\$0.00	\$192.00

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"

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(O1): 100	Division(O2): 50	Department(O3): 210
Pay Policy: 1	Shift Number: 1	Pay Type: 3

Date	Pay Code	IN	In Ex	OUT	Out Ex	Reason	Schedule	Department	ShiPay 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

Audit Trail - 1001 [SMITH, JAN]

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. Ccd	Reg Pay Rate	Reg Pay	OT1 - OT-2 Pay	Total Pay
3 [SICK]	210 [Admin]	8.00		8.00		\$10.00	\$80.00	\$0.00	\$80.00
1 [HOL]	210 [Admin]	8.00		8.00		\$10.00	\$80.00	\$0.00	\$80.00
2 [SICK]	210 [Admin]	8.00		8.00		\$10.00	\$80.00	\$0.00	\$80.00
TOTALS		24.00	8.75	32.75		\$10.00	\$192.00	\$131.55	\$323.55

I CERTIFY THE ABOVE INFORMATION TO BE CORRECT

X _____ 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.

User "SandyD" Corrected a missing punch.

Summarized by department transfer.

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]

Time & Attendance - Exception Report

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				
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.
Report Date: 07/07/2008
Report Time: 07:09:10

06/22/2008 - 07/05/2008

Time & Attendance - Employee Timecard Report

Page 1

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		9.50
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	230.50	24.00	0.00	3.00	264.50	50.00	\$2,467.48
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	277.25	32.00	0.00	16.00	325.25	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		\$806.90
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	259.25	80.00	\$2,776.84
Head Count:									3		
Grand Total:		884.00	47.00	2.00	933.00	88.00	0.00	16.00	1,029.00	160.00	\$10,548.48
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 00901-62	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
TERN, DEETER [1011]	00903	68.00	3.00		71.00	3.00			79.00		\$806.90
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:		884.00	47.00	2.00	933.00	88.00	0.00	16.00	1,029.00	160.00	\$10,548.48
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. Page 1
 Report Date: 07/07/2008
 Report Time: 13:37:57
 Department: 1 - MGT
 Employee: Filtered
 Date: 06/22/2008 - 07/05/2008

Payroll - Detail Report
 Sorted by Department, Employee & Date

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			23.75		
21D - Admin	00001-S2			7.75		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	7.75		87.75		
Premium Totals:			0.00	0.00		0.00		
Department: 21D [Admin] Totals:			80.00	7.75		87.75		
Premium Totals:			0.00	0.00		0.00		
Grand Totals:			160.00	7.75		167.75		
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.
 Report Date: 07/07/2008
 Report Time: 5:03:06 PM

Payroll - Summary Report
 Primary Sort By: Department(S);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	
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		80.50	\$852.50	
1006 [STEVENS, KATRINA]	00003	72.00	4.00		76.00	8.00				84.00	\$25.00	\$781.20
1010 [AES, 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	\$56.00	\$3,365.24



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 – 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: 06:58:27
 Time: 00:00 - 23:59

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

07/06/2008 - 07/07/2008

Time	Employee	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 09:21	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 - 1099

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

07/06/2008 - 07/07/2008

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



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
City	Los Angeles	Country	USA
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
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		Hourly Rate #3	\$15.00
Hourly Rate #6		Hourly Rate #7	
Hourly Rate #10			
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	401K Eff.	01/01/2001
UserField3		UserField4	
UserField7		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, 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 3 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



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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