

Time and Labor Management Solutions



TA100 PRO Reports

Alternate Time Card Report

Ordered by: Code
 Grouped by: Department
 Date range: 01/14/2004 - 01/16/2004

Your Company Name
 Thursday 01/22/2004
 12:41:14
 Page: 1

TIME CARD REPORT

Department 2 Maintenance

Code Name
00009 Jackson, George

DATE	DOW	IN	OL	IL	OUT	WORK		VAC		HOL		SICK		PERS		OTHER	
						REG	OT	REG	OT	REG	OT	REG	OT	REG	OT		
01/14/2004	WED	07:56	12:00	12:58	17:03	8.00											
01/15/2004	THU					0.00											
01/16/2004	FRI	07:45	11:54	12:25	16:28	7.50											
EMPLOYEE TOTALS						15.50	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00

Code Name
00012 Smith, Paul

DATE	DOW	IN	OL	IL	OUT	WORK		VAC		HOL		SICK		PERS		OTHER	
						REG	OT	REG	OT	REG	OT	REG	OT	REG	OT		
01/14/2004	WED	08:00			17:00	8.00											
01/15/2004	THU					0.00						8.00					
01/16/2004	FRI					0.00						8.00					
EMPLOYEE TOTALS						8.00	0.00	0.00	0.00	0.00	0.00	16.00	0.00	0.00	0.00	0.00	0.00

DEPARTMENT TOTALS

23.50	0.00	0.00	0.00	0.00	0.00	16.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
-------	------	------	------	------	------	-------	------	------	------	------	------	------	------	------	------	------

Can be run for any time frame
Sorted by department

Attendance flags

Easy to read, one line per day format

The system allows you to print time cards in various formats. This condensed one line format shows punch detail and totals by category. This report can be generated by employee, department, division, or group. This paper saving format is excellent for supervisors to verify the accuracy of hours and correct any exceptions

Flags Absences, and Attendance Infractions

Totals by Division, Group and Department

Includes punch detail

Totals by pay type

Department Summary Report

Date range: 01/14/2008 - 01/20/2008

Your Company Name

Thursday 01/22/2008

13:14:34

DEPARTMENT SUMMARY REPORT

Page: 1

Code	Name	REG	OT1	OT2	OT3	UNPAID	TOTAL
1	Shipping	73.82		0.00	0.00	9.00	82.82
2	Maintenance	187.05	4.00	0.00	0.00	23.00	214.05
3	Sales	35.38	0.50	0.00	0.00	4.00	39.88
4	Administration	80.00		0.00	0.00	10.00	90.00
TOTALS		376.25	4.50	0.00	0.00	46.00	426.75

Easy to read,
one line format

Breaks out overtime

The Department Summary Report summarizes the hours which have been applied to each "Department." The hours are broken out by their respective classes (Reg, OT1, OT2, OT3, and Unpaid). "Departments" and "Jobs" are standard levels of Labor Distribution. Each employee can be assigned to a home department/job and then transfer to different departments and jobs throughout the day. Different wages can be assigned to an employee for each department and job. The flexible Time America system allows you to change the names of department and job to match your company's terminology.

Shift Summary Report

Ordered by: Code Optional Shift Forecasting

Your Company Name

Monday 01/19/2008

Date range: 01/11/2008 - 01/17/2008

SHIFT SUMMARY REPORT

14:49:04

Page: 1

Shift Group 001

Shift 1

Code	Name	HOURS	CUM HRS	REG	OT1	OT2	OT3	UNPAID	TOTAL
00001	Stanley, David	33.50	33.50	33.50	0.00	0.00	0.00	4.00	37.50
00002	Baines, Peter	40.00	73.50	40.00	0.00	0.00	0.00	5.00	45.00
00003	Anderson, Frank	39.75	113.25	39.75	0.00	0.00	0.00	5.00	44.75
00004	Jones, David	40.50	153.75	40.00	0.50	0.00	0.00	5.00	45.50
00005	Smith, John	39.50	193.25	39.50	0.00	0.00	0.00	5.00	44.50
00006	Allen, Jim	40.00	233.25	40.00	0.00	0.00	0.00	5.00	45.00
00009	Jackson, George	23.50	256.75	23.50	0.00	0.00	0.00	3.00	26.50
00012	Smith, Paul	40.00	296.75	40.00	0.00	0.00	0.00	3.00	43.00
8 Employees Processed		SHIFT TOTALS		296.75	296.25	0.50	0.00	35.00	331.75

Shift 2

Code	Name	HOURS	CUM HRS	REG	OT1	OT2	OT3	UNPAID	TOTAL
00007	Murphy, Jennifer	40.00	40.00	40.00	0.00	0.00	0.00	5.00	45.00
00008	Howard, Sandra	40.00	80.00	40.00	0.00	0.00	0.00	5.00	45.00
2 Employees Processed		SHIFT TOTALS		80.00	80.00	0.00	0.00	10.00	90.00

Shift 3

Code	Name	HOURS	CUM HRS	REG	OT1	OT2	OT3	UNPAID	TOTAL
00001	Stanley, David	5.00	5.00	0.00	5.00	0.00	0.00	0.00	5.00
1 Employee Processed		SHIFT TOTALS		5.00	5.00	0.00	0.00	0.00	5.00
SHIFT GROUP TOTALS			381.75	376.25	5.50	0.00	0.00	45.00	426.75

Breakdown of each Shift and shift group

Shows individual hours spent on each shift

Breaks out regular and overtime hours

The Shift Summary Report gives a summary of the hours worked in each shift for the select date range. The hours are shown as totals for each employee and also as a summary for the entire shift.

Used as the input to Payroll, the Category Summary Report breaks out the employee's hours into their respective pay class. In addition, the report also indicates on which day the category occurred making it easy to spot trends. For example, the employee has taken five sick days all on Fridays or Mondays.

Code		Name									Your Company Name				Friday 02/08/2008	
00008		Allen, Jim									CATEGORY SUMMARY REPORT				09:48:03	
00012		Smith, Paul													Page: 1	
Ordered by:	Code															
Date range:	01/12/2008 - 01/17/2008															
CAT	DESCRIPTION	TOTALS	SUN	MON	TUE	WED	THU	FRI	SAT	REG	OT1	OT2	OT3	UNPAID	DOLLARS	
EXPN	Expense Reimbursement	TOTALS	0	0	0	0	0	1	0						43.26	
WORK	Worked Time	TOTALS	0	1	1	1	1	1	0	40.00				5.00		
EMPLOYEE TOTALS										40.00	0.00	0.00	0.00	5.00	43.26	
CAT	DESCRIPTION	TOTALS	SUN	MON	TUE	WED	THU	FRI	SAT	REG	OT1	OT2	OT3	UNPAID	DOLLARS	
SICK	Sick - Paid	TOTALS	0	0	0	0	1	1	0	16.00						
TOOL	Tool Allowance	TOTALS	0	0	0	0	0	1	0						200.00	
WORK	Worked Time	TOTALS	0	1	1	1	0	0	0	24.00				3.00		
EMPLOYEE TOTALS										40.00	0.00	0.00	0.00	3.00	200.00	

Breaks out time by user-selectable pay classifications

Indicates on what day the category was applied

Shows both hours and dollars

Who's In / Not In Report

This Management Report allows the operator to show all the employees who are punched IN or OUT at a specific date and time. A unique feature of this report is the ability to also show any transactions or transfers that may have occurred after the IN punch. This is useful in tracking the employee's current location.

May be run for any day, time, and employee group/range

Ordered by:	Code	Your Company Name					Tuesday 02/03/2008	
Date:	01/14/2008						12:52:30	
Time:	12:51:00	WHO'S IN					Page: 1	
Code	Name	Date	Day	Time	Department	Clock	Last Action	
00001	Stanley, David	01/14/2008	WED	08:09:00	1	001	IN	
00002	Baines, Peter	01/14/2008	WED	07:00:00	2	002	IN	
00003	Anderson, Frank	01/14/2008	WED	07:15:38	3	001	IN	
00004	Jones, David	01/14/2008	WED	07:05:57	1	001	IN	
00005	Smith, John	01/14/2008	WED	10:08:27	1	001	CHANGE	
00006	Allen, Jim	01/14/2008	WED	07:55:17	2	001	IN	
00009	Jackson, George	01/14/2008	WED	12:00:04	2	003	OUT TO LUNCH	
00012	Smith, Paul	01/14/2008	WED	08:00:00	2	001	IN	
8 EMPLOYEES IN								

Total number of employees clocked in at the selected time

Date and time the employee started work

Shows the employee's default department number or the previous department number in the event of a "Change"

Shows the employee's last performed punch

May be run for any day, time, and employee group/range

Ordered by:	Code	Your Company Name					Monday 01/12/2008	
Date:	01/12/2008						12:54:20	
Time:	08:00:00	WHO'S NOT IN					Page: 1	
Code	Name	Department						
00001	Stanley, David	1						
00007	Murphy, Jennifer	4						
00008	Howard, Sandra	4						
00009	Jackson, George	2						
4 EMPLOYEES NOT IN								

Total number of employees clocked out at the selected time

Can be sorted by department

Attendance Code Report

Ordered by: Code
 Date range: 01/12/2008 - 01/16/2008
 Your Company Name
 ATTENDANCE CODE REPORT
 Tuesday 02/03/2008
 12:20:04
 Page: 1

Code	Name	Punched Date	Day	Time	Sched Time	Differ	Attendance Code	Name	Policy	Shift Group	Shift
00006	Allen, Jim L	01/12/2008	MON	08:17	08:00	00:17		IN LATE	001	001	001
		01/14/2008	WED	16:41	17:00	- 00:19	OE	OUT EARLY	001	001	001

Actual punch time

Variance

Exception description

Scheduled punch time

User defined attendance code as reported on time card

The Attendance Report shows employees with attendance infractions. The employee's scheduled start and stop time are shown in comparison to their actual punches, along with the attendance code and a description of the infraction. Attendance Codes correspond with transactions that fall within the defined time zones. For example, IL equals In Late and OE equals Out Early.

Used for employee review purposes, the Attendance Count Report is similar to the Attendance Report except that it provides the user with a tally of the various Attendance Codes that have occurred within the selected date range (i.e. the number of "IN LATE" infractions for the past month). This report also lists the number of absences with any date range the user selects.

Attendance Count Report

Flexible, user-defined reporting range

Ordered by: Code		Your Company Name		Thursday 02/05/2008		
Date range: 01/01/2008 - 01/23/2008		ATTENDANCE COUNT REPORT		12:37:26		
				Page: 1		
Code	Name	Absent	Attendance Code	Name	IN	OUT
00001	Stanley, David	0	ID	IN DOCKED	1	
			IL	IN LATE	1	
			OL	OUT LATE		2
00006	Allen, Jim	3	IL	IN LATE	1	

Number of occurrences during the selected period

attendance codes as reported on the time card

Specifies both IN and OUT

Annual Attendance Count Report

Ordered by: Name
Year: 2007
Your Company Name
ANNUAL ATTENDANCE CODE REPORT
Tuesday 02/06/2008
15:44:42
Page: 1

Code: 15570
Name: Brown, Christy

JANUARY			FEBRUARY			MARCH			APRIL		
IN/OUT	IN/OUT	IN/OUT	IN/OUT	IN/OUT	IN/OUT	IN/OUT	IN/OUT	IN/OUT	IN/OUT	IN/OUT	IN/OUT
1	11 IR OR	21	1	11 IE OE	21 IE OD	1	11 IL OL	21	1	11 IN/OUT	21
2	12 IE	22 IR OD	2	12	22 IE OE	2	12 IR OR	22 IR OR	2	12 IL OD	22
3	13 IR OR	23 IR OR	3	13 IE OR	23 IE OR	3	13 IR OR	23 IR OR	3	13 IL OE	23 IR OR
4	14 IR OR	24 IR OR	4	14 IE CL	24	4	14 IR OE	24	4	14 IR OD	24 IR OR
5	15	25 IE OE	5	15	25	5	15	25	5	15 ID OD	25 IR OR
6	16 IR OR	26 IE	6	16 IR OR	26 IL OD	6	16 IR	26 ID	6	16 IE OD	26 IR OR
7	17 IR OD	27	7	17 IE LS	27 IL OR	7	17 IR LL	27 IL	7	17 IE OE	27 IR OR
8	18 IR OR	28	8	18	28 IR OR	8	18 IR OR	28 ID OR	8	18 IR OR	28
9	19	29 IR OR	9	19 IE OR	29	9	19 IR OR	29 IR OR	9	19 IE OD	29
10	20	30 IR OR	10	20 IE OD	30	10	20 ID OR	30 IR OR	10	20 IE OD	30 IL OR
	31 IR OR						31				

MAY			JUNE			JULY			AUGUST		
IN/OUT	IN/OUT	IN/OUT	IN/OUT	IN/OUT	IN/OUT	IN/OUT	IN/OUT	IN/OUT	IN/OUT	IN/OUT	IN/OUT
1	11 IR OR	21 IR OR	1	11 ID OD	21 IR OE	21 ID OL	1	11 IR	21	11 ID OD	21 ID OD
2	12 IR OR	22 ID OD	2	12 IR OR	22 IR OR	2	12 IR CL	22	2	12 ID OD	22 ID OD
3	13 ID OL	23 ID OR	3	13 IE OD	23	3	13 IR	23 IR	3	13 IR CL	23 IR CL
4	14 IR OR	24 ID OL	4	14 IR OR	24	4	14	24 IR OD	4	14 ID OR	24
5	15	25	5	15 IR OD	25 IR OR	5	15 IE OE	25 IR OD	5	15 ID OE	25
6	16 ID OE	26	6	16 IR OD	26 IR OD	6	16 IR OR	26 IR OD	6	16 IE OL	26
7	17 ID OR	27	7	17 IR CL	27 IE OR	7	17 IE OR	27	7	17 ID OR	27
8	18 IR OR	28	8	18 IR OR	28 IR CL	8	18 IR OR	28	8	18	28 IR
9	19	29 IR OD	9	19 IR OR	29	9	19 IR OR	29	9	19 IL OR	29 ID OD
10	20	30 IL IR	10	20 IE OE	30	10	20 IR OD	30 IR OD	10	20 IE OD	30 CL
	31 IR OR						31 IR OD				31 IR OD

SEPTEMBER			OCTOBER			NOVEMBER			DECEMBER		
IN/OUT	IN/OUT	IN/OUT	IN/OUT	IN/OUT	IN/OUT	IN/OUT	IN/OUT	IN/OUT	IN/OUT	IN/OUT	IN/OUT
1	11 IR OD	21 IL OE	1	11 IL OL	21	1	11 IR CL	21	1	11 IR OR	21 IR OD
2	12 ID OD	22	2	12	22 ID OR	2	12 IR CL	22	2	12 IR OR	22
3	13 IL OL	23	3	13	23 ID OR	3	13 IR OD	23	3	13 IR OR	23
4	14 ID OR	24 ID OD	4	14 IR OR	24 IR OR	4	14 IR OD	24	4	14 IR OR	24 IR OE
5	15	25 IL OD	5	15 IR OD	25 ID CL	5	15 IR OD	25	5	15 IR OR	25
6	16 IR CL	26 IL OD	6	16 IR OD	26 ID	6	16 IR OD	26 IR OD	6	16 IR OR	26 IR OR
7	17 IR OD	27 ID CL	7	17 IR OR	27	7	17 IR OD	27 IR OD	7	17 IR OR	27 IR CL
8	18 ID OD	28	8	18 IR OR	28 IR OD	8	18 IR OD	28 ID OE	8	18 IR OR	28
9	19 IR OE	29	9	19 IR OR	29 IR OD	9	19 IR OD	29 ID OL	9	19 IR OR	29
10	20 IL CL	30	10	20	30 IR OD	10	20 IE OD	30	10	20 IR OR	30 IR OE
				31 IR OD							

Shows detail for each month and each day of the year

IN TOTALS		Description	OUT TOTALS	
ID IN DOCKED	51		OD OUT DOCKED	64
IE IN EARLY	30		OE OUT EARLY	25
IL IN LATE	26	Totals each attendance infraction	OL OUT LATE	30
IR IN ROUNDED	106		OR OUT ROUNDED	78

Attendance code as reported on Time Card

This easy to file report is a must for your employee records. With the Annual Attendance Code Report you can easily access information on the employee's attendance history from the number of specific user defined infractions, right down to the days on which they occurred.

Approaching Overtime Report

Never again will you pay overtime just because you needed to have an employee "fill in" for someone else. Just run the Approaching Overtime Report. This report lists all employees in the selected range and their hours worked up-to-the minute. The report allows managers to adjust employees' schedules in order to minimize over-time payouts.

Your Company Name		Thursday 02/12/2004						
Ordered by: Code		APPROACHING OVERTIME REPORT						
Code	Name	Date Range	Scheduled	Worked-to-Date Regular	Overtime	Additional Scheduled	Estimated Overtime	Total
00001	Stanley, David	02/08/2004 - 02/14/2004	40.00	28.75	0.00	8.0000	0.00	36.7500
00002	Baines, Peter	02/08/2004 - 02/14/2004	40.00	30.00	0.00	8.0000	0.00	38.0000
00003	Anderson, Frank	02/08/2004 - 02/14/2004	40.00	31.50	0.00	8.0000	0.00	39.5000
00004	Jones, David	02/08/2004 - 02/14/2004	40.00	32.00	0.00	8.0000	0.0000	40.0000
00005	Smith, John	02/08/2004 - 02/14/2004	40.00	32.00	0.00	8.0000	0.0000	40.0000
00006	Allen, Jim	02/08/2004 - 02/14/2004	40.00	36.00	0.00	8.0000	4.0000	44.0000
00007	Murphy, Jennifer	02/08/2004 - 02/14/2004	40.00	37.00	0.00	8.0000	5.0000	45.0000
00008	Howard, Sandra	02/08/2004 - 02/14/2004	40.00	36.00	0.00	8.0000	4.0000	44.0000
00009	Jackson, George	02/08/2004 - 02/14/2004	40.00	37.00	0.00	8.0000	5.0000	45.0000
00012	Smith, Paul	02/08/2004 - 02/14/2004	40.00	33.00	5.00	8.0000	1.0000	41.0000

10 Employees Processed

Estimates overtime based on hours worked-to-date and additional scheduled time

Employees least likely to earn overtime

Seniority Report

Ordered by: Date, Code Your Company Name Thursday 02/14/2002
 Grouped by: Department SENIORITY REPORT 16:58:51
 Page: 1

Code	Name	Hire Date	Length of Service			Total Days
			Years	Months	Days	
00002	Baines, Peter	04/11/1968	33	10	03	12362
00001	Starley, David	11/14/1973	28	03	00	10319
00006	Allen, Jim	01/13/1976	26	01	01	9529
00009	Jackson, George	08/09/1981	20	06	05	7494
00004	Jones, David	12/20/1989	12	01	25	4439
00007	Murphy, Jennifer	06/15/1994	07	07	30	2801
00005	Smith, John	02/02/1995	07	00	12	2569
00003	Anderson, Frank	09/17/1996	05	04	28	1976
00012	Smith, Paul	08/22/2000	01	07	23	602
00008	Howard, Sandra	05/09/2001	00	09	05	281

10 Employees Processed

Seniority shown
in years/months
and number of days

This report allows you to easily qualify employees for Benefit Entitlement. When running this report you can select to only show those employees that have reached a specific length of service. By selecting to show only those employees in their 11th month, the Seniority Report can be used to notify you of upcoming anniversaries.

Employee Benefits Report

Ordered by: CODE Your Company Name Friday 02/15/2008
 Show Inactives: YES EMPLOYEE BENEFITS LIST 11:33
 Page : 1

Code	Name	Fiscal Date	Hire Date	Last Post Date	Days of Service	Cat	Allowed	Taken	Pending	Left	Count
00001	Stanley,David	12/26/2001	06/14/1995	NONE	2438	JURY	0.00	0.00	0.00	0.00	0
						PERS	8.00	0.00	0.00	8.00	0
						SICK	40.00	16.00	0.00	24.00	2
						VAC	40.00	0.00	24.00	16.00	3
00002	Baines,Peter	12/26/2001	12/13/1992	NONE	14309	JURY	0.00	16.00	0.00	-16.00	2
						PERS	8.00	0.00	0.00	8.00	0
						SICK	40.00	16.00	0.00	24.00	2
						VAC	80.00	8.00	32.00	40.00	5

2 Employees listed

Unlimited user defined categories maximum an employee can take Amount taken to date Amount Remaining How many entries applied toward the amount taken

Your Company Name Friday 02/13/2008
 EMPLOYEE BENEFITS DETAIL LIST 10:53
 Page : 1

Code	Name	Date and Time	Amount	Balance	Category	Type	Archived
00001	Stanley,David	Wed 01/28/2008 09:58:59	-8.000000	24.000000	SICK	Misc. Entry	NO
		Tue 01/27/2008 09:58:59	-8.000000	32.000000	SICK	Misc. Entry	NO
		Tue 02/03/2008 08:24:47	40.000000	40.000000	SICK	Hours Adj.	NO

Tracks & reports complete detail of adjustments to the balances including system generated accrual calculations.

These reports are used to track employees use of company benefits. Both reports may be run by employee (shown above) which shows the employee and their benefits taken, or by benefit, showing the amount taken by each employee. You may also select to show only those employees who have exceeded the maximum amount of benefit time, or have under a specified amount remaining. By utilizing the Benefit Accruals Module, allowed balances can be automatically updated utilizing your company's benefit accrual formulas.

Actual vs. Budgeted Wage Report

Date range: 01/01/2008 - 01/31/2008
 Ordered by: Code
 Your Company Name
 Monday 02/02/2008 11:49:11
 Page: 1

JOB		REG	OT1	OT2	OT3	ACTUAL TOTAL	BUDGETED TOTAL	ACTUAL VS BUDGETED
00001100	Manhattan Auto							
	HOURS	71.783	3.583			75.366	72.000	(3.367)
	DOLLARS	1109.448	82.453			1191.900	1100.000	(91.900)
29718526	Tempe Car Company							
	HOURS	11.433				11.433	12.000	0.567
	DOLLARS	179.470				179.470	200.000	20.530
33683822	Motor City							
	HOURS	43.850	3.500			47.350	50.000	2.650
	DOLLARS	700.512	80.535			781.047	700.000	(81.047)
74328931	Cars-R-Us							
	HOURS	3.617				3.617	5.000	1.383
	DOLLARS	55.480				55.480	100.000	44.520
83621789	Pensicola Motor Works							
	HOURS	19.117				19.117	20.000	0.883
	DOLLARS	301.185				301.185	320.000	18.815
TOTAL HOURS		149.80	7.08	0.00	0.00	156.88	159.00	2.12
TOTAL DOLLARS		2346.09	162.99	0.00	0.00	2509.08	2420.00	(89.08)

Over budget hours/wages appear in parentheses

Totals by Job

Breaks out overtime hours/dollars

budgeted hours and wages are calculated from the daily costs you input

This valuable management tool compares budgeted hours and wages with those that were actually worked. In addition, this report also compares hours and wages based on scheduled work times. The Actual vs Budgeted report can show you the individual employee detail, so you can compare efficiencies of employees working on the same task. By breaking out time by regular, three different overtimes, and any miscellaneous costs, the system gives you a concise illustration of where your time/dollars are being squandered.

The Missing Punch Report will show any missing transactions that have occurred during the selected date range. Two instances where a missing punch may be generated are:

1. When an employee punches in for the day but does not punch out at the end of the day, or

2. If an employee was scheduled to work on a given day but does not punch on that day. Used in conjunction with the Auto Process feature, this report provides an effective means of catching punch errors before they become payroll errors.

Absence and Missing Punch Report

Code	Name	BADGE	DATE	DAY	PUNCH	CLOCK	FUNCTION	REASON
00001	Starley, David	00001	01/14/2008	Wed	08:00:00	001	CLOCKED IN	Bad Sequence
00009	Jackson, George	00009	01/15/2008	Thu	08:00:00	001	CLOCKED IN	Bad Sequence
			01/16/2008	Fri	08:00:00			Scheduled - No Punches

3 Missing punches on file

Corresponding Punch

Description of Missing Punch

The Overtime Hours Exceptions Report is a valuable tool used to control overtime. This report will show any employee's overtime hours that exceed the value defined in the employee's policy. A signature line is also available for supervisor use.

Overtime Hours Exceptions

Ordered by: Code		Your Company Name				Monday 01/19/2008	
Date range: 01/12/2008 - 01/17/2008		OVERTIME HOURS EXCEPTIONS				07:58:56	
						Page: 1	
Code	Name	Day	Date	Reg	Overtime Worked	Approved	Supervisor Approval
00001	Stanley, David	Sat	01/17/2008	0.00	5.00	0.00	*** 5.00 UNAPPROVED ***
00004	Jones, David	Sat	01/17/2008	0.00	4.00	0.00	*** 4.00 UNAPPROVED ***
2 Exceptions found							

Alerts you to unapproved overtime.

Hours Exceptions Report

Ordered by:	Code	Your Company Name					Wednesday	02/25/2008
Date range:	01/12/2008 - 01/16/2008	DAILY HOURS EXCEPTIONS					07:42:31	Page: 1
01/13/20								
Code	Name	Date	DOW	Policy	Under	Over	Hours Worked	Variance
00001	Stanley, David	01/13/2008	SUN	001	7.50	9.00	9.25 8.00	0.25
00003	Anderson, Frank	01/13/2008	SUN	001	7.50	9.00	7.25 .25	(0.25)
00009	Jackson, George	01/13/2008	SUN	001	7.50	9.00	6.75 7.75	(0.75)
3 Exceptions found								

Ordered by:	Code	Your Company Name					Friday	02/26/2008
Date range:	01/12/2008 - 01/16/2008	PERIOD HOURS EXCEPTIONS					07:43:10	Page: 1
Code	Name	Policy	Under	Over	Hours Worked	Variance		
00001	Stanley, David	001	39.00	41.00	41.50	0.50		
00009	Jackson, George	001	39.00	41.00	22.75	(16.25)		
2 Exceptions found								

Ordered by:	Code	Your Company Name					Wednesday	1/21/2008
Date range:	01/14/2008 - 01/18/2008	CONSECUTIVE HOURS EXCEPTIONS					07:44:47	Page: 1
Code	Name	Day	Date	End Time	Consecutive Hours	Base Hours	Variance	
00001	Stanley, David	TUE	01/15/2008	18:15:53	10.25	10.00	0.25	
1 Exception found								

User defined ranges

Shows Variance

The Hours Exceptions Report allows you to easily flag employees with total hours that fall outside your pay policies acceptable range. Inside the employee's pay policy you define ranges for both daily and period hours. In addition, you can also define a maximum number of consecutive hours (gross hours) an employee may be on-the-clock. If the employee's total hours fall outside the defined range they will be flagged on one of these reports. The report will also show the variance from your defined range.

Individual Schedule Report

Date range: 03/01/2008 - 03/31/2008

Your Company Name

Friday 02/27/2008

07:42:52

Page: 1

INDIVIDUAL SCHEDULE REPORT

Employee Name
00001 Stanley, David

	Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
Feb 2008	29 OFF	1 001/1 Full Time - Day 08:00 - 17:00	2 001/1 Full Time - Day 08:00 - 17:00	3 001/1 Full Time - Day 08:00 - 17:00	4 001/1 Full Time - Day 08:00 - 17:00	5 001/1 Full Time - Day 08:00 - 17:00	6 OFF
Mar 2008	7 OFF	8 001/1 Full Time - Day 08:00 - 17:00	9 001/1 Full Time - Day 08:00 - 17:00	10 001/1 Full Time - Day 08:00 - 17:00	11 001/1 Full Time - Day 08:00 - 17:00	12 001/1 Full Time - Day 08:00 - 17:00	13 OFF
Mar 2008	14 OFF	15 001/1 Full Time - Day 08:00 - 17:00	16 001/1 Full Time - Day 08:00 - 17:00	17 001/1 Full Time - Day 08:00 - 17:00	18 001/1 Full Time - Day 08:00 - 17:00	19 001/1 Full Time - Day 08:00 - 17:00	20 OFF
Mar 2008	21 OFF	22 001/1 Full Time - Day 08:00 - 17:00	23 001/1 Full Time - Day 08:00 - 17:00	24 001/1 Full Time - Day 08:00 - 17:00	25 001/1 Full Time - Day 08:00 - 17:00	26 001/1 Full Time - Day 08:00 - 17:00	27 OFF
Mar 2008	28 OFF	29 001/1 Full Time - Day 08:00 - 17:00	30 001/1 Full Time - Day 08:00 - 17:00	31 001/1 Full Time - Day 08:00 - 17:00	1 001/1 Full Time - Day 08:00 - 17:00	2 001/1 Full Time - Day 08:00 - 17:00	3 OFF

Shift Group and number plus name

Shift start/stop time

The Individual Employee Schedule Report shift group, individual shift number, shift name, and daily start/stop times assigned to the selected employees for the selected date range. This report may be handed out to employees indicating the employee's upcoming work schedule.

Shift Coverage Report

Date range: 02/01/2008 - 02/14/2008

Your Company Name

Tuesday 01/27/2008

09:14:34

SHIFT COVERAGE REPORT

Page: 1

Shift Group	Name	Shift	Start - Stop
050	Jail Line Officers Roll Call	1	08:00 - 16:00

	Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
Feb 1 2008	22 EMPLOYEES	34 EMPLOYEES	37 EMPLOYEES	36 EMPLOYEES	35 EMPLOYEES	35 EMPLOYEES	25 EMPLOYEES
Feb 8 2008	21 EMPLOYEES	25 EMPLOYEES	27 EMPLOYEES	26 EMPLOYEES	24 EMPLOYEES	24 EMPLOYEES	22 EMPLOYEES

Shift start/stop time

Useful and easy-to-read calendar format

Shift Group	Name	Shift	Start - Stop
050	Jail Line Officers Roll Call	2	16:00 - 00:00

	Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
Feb 1 2008	20 EMPLOYEES	24 EMPLOYEES	26 EMPLOYEES	25 EMPLOYEES	25 EMPLOYEES	24 EMPLOYEES	21 EMPLOYEES
Feb 8 2008	19 EMPLOYEES	22 EMPLOYEES	23 EMPLOYEES	22 EMPLOYEES	22 EMPLOYEES	22 EMPLOYEES	20 EMPLOYEES

Shift Group	Name	Shift	Start - Stop
050	Jail Line Officers Roll Call	3	00:00 - 08:00

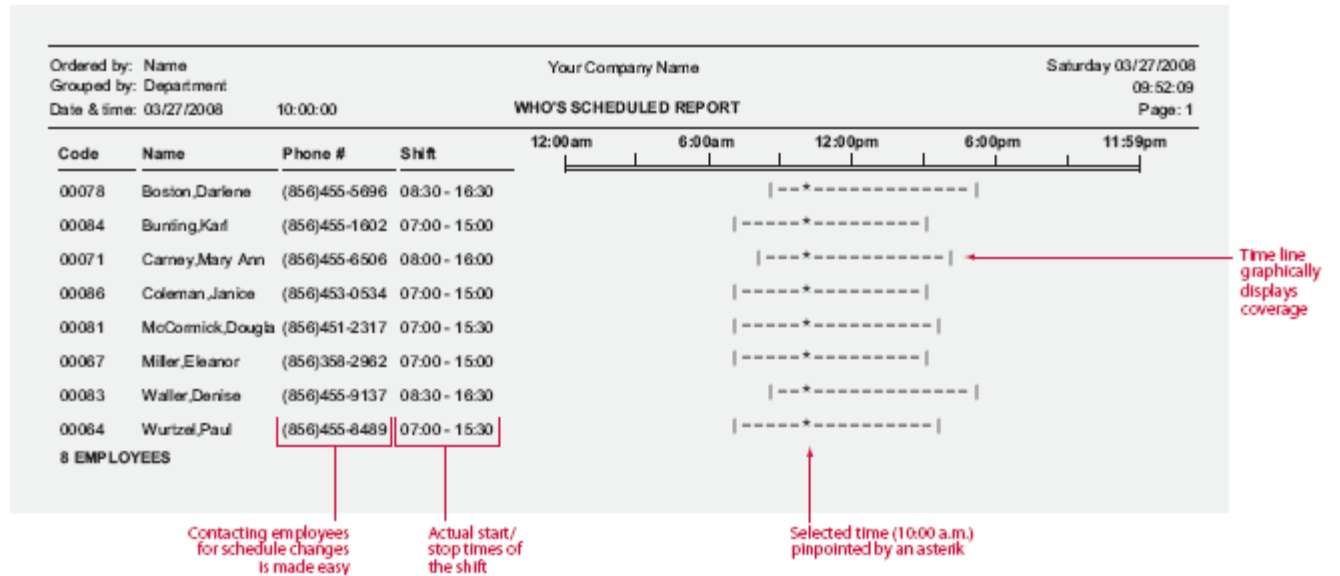
	Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
Feb 1 2008	23 EMPLOYEES	20 EMPLOYEES	24 EMPLOYEES	26 EMPLOYEES	25 EMPLOYEES	21 EMPLOYEES	22 EMPLOYEES
Feb 8 2008	23 EMPLOYEES	20 EMPLOYEES	21 EMPLOYEES	23 EMPLOYEES	22 EMPLOYEES	18 EMPLOYEES	19 EMPLOYEES

Number of employees scheduled to work 00:00-08:00 on February 9, 2008

The Shift Coverage Report is a management tool used for scheduling daily workloads. This report will show the number of employees scheduled for each shift, on each day of the pay period, for the selected date range in calendar format. The report breaks out each shift and shows the shift start/stop times for quick reference.

Who's Scheduled Report

The Who's Scheduled Report can be printed in a coverage form which provides a graphical representation of your employee's schedules. This report shows voids in scheduling and where the day may be over or understaffed. Besides the normal reporting selections, this report can graphically depict Scheduled, Not Scheduled, Both, or Off Today.



Employee Wage Report

Date range: 12/01/2008 - 12/14/2008 Your Company Name Tuesday 03/02/2008
 Ordered by: Name 10:49:35
 Grouped by: None EMPLOYEE WAGE (CATEGORY) REPORT Page: 1

Code	Name	Category	Policy Wage	REG	OT1	OT2	OT3	PAID	UNPAID	TOTAL	
00620	Brewster, Sharon	HOL	011 HOURS	32.000				32.000		32.000	
			15.8764 DOLLARS	508.045				508.045		508.045	
		SICK	011 HOURS	8.000				8.000		8.000	
			15.8764 DOLLARS	127.011				127.011		127.011	
		WORK	011 HOURS	3.250				3.250		3.250	
			15.9264 DOLLARS	51.761				51.761		51.761	
		WORK	011 HOURS	36.750	4.500			41.250		41.250	
			15.9764 DOLLARS	587.133	107.841			694.973		694.973	
			TOTAL HOURS		80.00	4.50	0.00	0.00	84.50	0.00	84.50
			TOTAL DOLLARS		1273.95	107.84			1381.79		1381.79

Optional breakouts by pay category

Breaks out multiple day rates for same pay category

Total Dollars

Total Hours

This report provides a complete breakdown of hours and wages per employee sorted by group. This report may be used to provide supervisors the total hours their employees have worked and the gross wages earned. This report can also be used as a comparison to the payroll journal.

Department Wage Report

Date range: 12/01/20038 - 12/14/208 Your Company Name Tuesday 03/02/2008
 Ordered by: Name Page: 1

DEPARTMENT WAGE REPORT

Totals for all employees in each department

Code	Name		REG	OT1	OT2	OT3	TOTAL
705100	Finance	HOURS	1199.750	1.000			1200.750
		DOLLARS	11963.728	21.530			11985.258
706100	Data Processing	HOURS	289.500	14.000			303.500
		DOLLARS	4051.643	407.726			4459.369
746100	Customer Service	HOURS	1508.500	115.250	26.750		1650.500
		DOLLARS	18470.324	2020.255	665.327		21155.906
747100	Emergency Management	HOURS	131.750	13.750			145.500
		DOLLARS	1333.597	271.274			1604.871
747662	Emergency Mgt. Rerp Grant	HOURS	4.000				4.000
		DOLLARS	52.548				52.548
758101	Production	HOURS	2021.500	231.250	16.250		2269.000
		DOLLARS	23775.349	4331.328	403.008		28509.686
		TOTAL HOURS	5155.00	375.25	43.00	0.00	5573.25
		TOTAL DOLLARS	59647.19	7052.11	1068.34	0.00	67767.64

Total Hours

Breaks out regular and overtime pay

Totals Dollars

The Department Wage Report provides a complete breakdown of wages for the period attributed to each department. This report can be used for General Ledger posting or budget versus actual analysis.

Job Code List

Ordered by: NAME		Your Company Name			Friday 01/02/2008	
Show inactives: Yes		JOB LIST			09:10	
					Page: 1	
Code	Name	Active	Budgeted Hours	Budgeted DOLLARS	Hourly Use	Wage
74328931	Cars-R-U's	NO	87323.00	22380884.9800	YES	15.9600
00001100	Manhattan Auto	YES	500.00	1068000.0000	YES	15.3400
33683822	Motor City	YES	932.00	30411.3600	YES	16.0300
83621789	Pensicola Motor Work	YES	8932.00	22740872.0000	YES	15.7800
29718528	Tempe Car Company	YES	1200.00	2943600.0000	YES	15.3400
5 Jobs listed						

Allows user to default a wage by job worked. Can be used to calculate overhead costs (overhead factor)

The Job Cost List is a detailed listing of all the jobs numbers entered into the system. This list contains information such as the job name and number, the active/inactive status of the job, the number of budgeted hours and dollars, and wages assigned to the job.

Labor Level Distribution Report

Date range: 01/04/2008 - 01/10/2008
 Grouped by: Employee, Job
 Your Company Name
 Friday 01/16/2008
 10:00:13
 Page: 1

		HOURS	CUM HRS	REG	OT1	OT2	OT3	UNPAID	TOTAL
036594	Newbury, Darrell								
00001100	Manhattan Auto	63.35	63.35	59.77	3.58			2.50	65.85
29718526	Tempe Car Company	5.52	68.87	5.52				0.50	6.02
33683822	Motor City	6.98	75.85	3.48	3.50			1.00	7.98
74328931	Cars-R-U's	3.62	79.47	3.62				0.50	4.12
83621789	Pensicola Motor Works	7.62	87.08	7.62				0.50	8.12
EMPLOYEE 036594 TOTALS		87.08		80.00	7.08	0.00	0.00	5.00	92.08

You pick the order you want to see the report sorted in. Up to 8 different user-defined sort criteria are available

Date range: 01/04/2008 - 01/10/2008
 Grouped by: Job, Employee
 Your Company Name
 Friday 01/16/2008
 10:02:13
 Page: 1

		HOURS	CUM HRS	REG	OT1	OT2	OT3	UNPAID	TOTAL
00001100	Manhattan Auto								
036594	Newbury, Darrell	63.35	63.35	59.77	3.58			2.50	65.85
037071	Johnson, Carl	12.02	75.37	12.02				1.00	13.02
JOB 00001100 TOTALS		75.37		71.78	3.58	0.00	0.00	3.50	78.87
33683822	Motor City								
036594	Newbury, Darrell	6.98	6.98	3.48	3.50			1.00	7.98
037071	Johnson, Carl	40.37	47.35	40.37				1.20	41.57
JOB 33683822 TOTALS		47.35		43.85	3.50	0.00	0.00	2.20	49.55

Breaks out up to 3 levels of overtime

Totals for each sort are shown along with grand total

The Labor Distribution Report summarizes total time by up to eight user selectable groupings of distribution (employee, shift, department, job, and pay category). In addition you can also select the hierarchy order in which you want the totals to be reported. The two reports shown represent two groupings (employee/job) sorted opposite ways.

Labor Level Wage Distribution Report

Date range: 01/04/2008 - 01/18/2008		Your Company Name					Friday 01/10/2008	
Grouped by: Employee_Job		WAGE DISTRIBUTION REPORT					11:18:30	
							Page: 1	
			REG	OT1	OT2	OT3	DOLLARS	TOTALS
036594	Newbury, Darrell							
00001100	Manhattan Auto	HOURS	59.767	3.583				63.350
		DOLLARS	916.621	62.453				979.073
29718528	Tempe Car Company	HOURS	5.517					5.517
		DOLLARS	84.626					84.626
33683622	Motor City	HOURS	3.483	3.500				6.983
		DOLLARS	53.434	80.535				133.969
74328931	Cars-R-Us	HOURS	3.617					3.617
		DOLLARS	55.480					55.480
83621789	Pensacola Motor Works	HOURS	7.617					7.617
		DOLLARS	116.840					116.840
EMPLOYEE 036594 TOTALS		TOTAL HOURS	80.00	7.08	0.00	0.00		87.08
		TOTAL DOLLARS	1227.20	162.99	0.00	0.00	0.00	1390.19
GRAND TOTALS		TOTAL HOURS	80.00	7.08	0.00	0.00		87.08
		TOTAL DOLLARS	1227.20	162.99	0.00	0.00	0.00	1390.19

Date range: 01/04/2008 - 01/18/2008		Your Company Name					Friday 01/10/2008	
Grouped by: Department_Job		WAGE DISTRIBUTION REPORT					11:11:53	
							Page: 1	
			REG	OT1	OT2	OT3	DOLLARS	TOTALS
01300	Maintenance Yard							
00001100	Manhattan Auto	HOURS	84.600	2.617				87.217
		DOLLARS	1306.056	60.210			427.920	1794.185
29718528	Tempe Car Company	HOURS	5.917					5.917
		DOLLARS	94.844					94.844
33683622	Motor City	HOURS	40.367					40.367
		DOLLARS	647.078					647.078
83621789	Pensacola Motor Works	HOURS	11.500					11.500
		DOLLARS	184.345					184.345
DEPARTMENT 01300 TOTALS		TOTAL HOURS	142.38	2.62	0.00	0.00		145.00
		TOTAL DOLLARS	2232.32	60.21	0.00	0.00	427.92	2720.45
GRAND TOTALS		TOTAL HOURS	142.38	2.62	0.00	0.00		145.00
		TOTAL DOLLARS	2232.32	60.21	0.00	0.00	427.92	2720.45

Wages are broken out and calculated on up to 3 user-defined levels of overtime

Miscellaneous dollar expenditures are also reported

The Wage Distribution Report is similar to the Labor Distribution Report in that it summarizes total time by up to eight groupings of distribution. However, the Wage Distribution Report also shows dollars spent. Also, employees may have multiple wages per job or any user defined level. The system allows you to change wages mid-pay period. In addition, you can also select the hierarchy order in which you want the totals to be reported. The two reports shown represent two groupings (employee/job and department/job).

This valuable management tool compares budgeted hours and wages with those that were actually worked. In addition, this report can also compare scheduled work times. The Actual vs Budgeted Wage Report can show you the individual employee detail, so you can compare the efficiency of employees working on the same task. By breaking out time by regular and three different overtimes, the system gives you a concise illustration of where your time/dollars are being squandered. By using the Forecasting feature of the software, the system can be used to project budgets and anticipate cost overruns. This report can be run by pay period or over any special time frame.

Actual vs. Budgeted Wage Report

Date range: 12/01/2008 - 12/31/2008		Your Company Name				Friday 03/12/2008		
Ordered by: Code						11:49:11		
		ACTUAL VS BUDGETED WAGE REPORT				Page: 1		
JOB								
Code	Name	REG	OT1	OT2	OT3	ACTUAL TOTAL	BUDGETED TOTAL	ACTUAL VS BUDGETED
00001100	Manhattan Auto	HOURS	71,783	3,583				(3,367)
		DOLLARS	1109,448	82,453				(91,900)
29718526	Tempe Car Company	HOURS	11,433			11,433	12,000	0,567
		DOLLARS	179,470			179,470	200,000	20,530
33683822	Motor City	HOURS	43,850	3,500				2,650
		DOLLARS	700,512	80,535				(81,047)
74328931	Cars-R-Us	HOURS	3,817			3,817	5,000	1,383
		DOLLARS	55,480			55,480	100,000	44,520
83621789	Pensicola Motor Works	HOURS	19,117			19,117	20,000	0,883
		DOLLARS	301,185			301,185	320,000	18,815
		TOTAL HOURS	149,80	7,08		156,88	159,00	2,12
		TOTAL DOLLARS	2346,09	162,99	0,00	0,00	2509,08	2420,00 (89,08)

Over budget hours appear in parentheses

Totals by department or job

Budgeted hours and wages are calculated from costs you input

TA100 PRO

TA100 PRO Integrated Modules



TA100 PRO

Bell Control Module



Bell Schedule List

Ordered by: NAME City of Phx - Water Services Friday 09/12/2008
 Show inactives: NO BELL SCHEDULE LIST 09:44
 Page : 1

Number	Name	Active	Time	Duration	Sun	Mon	Tue	Wed	Thu	Fri	Sat
1	Day Shift Start	YES	07:00	2.0	NO	YES	YES	YES	YES	YES	NO
		YES	11:00	2.0	NO	YES	YES	YES	YES	YES	NO
		YES	12:00	2.0	NO	YES	YES	YES	YES	YES	NO
		YES	16:00	2.0	NO	YES	YES	YES	YES	YES	NO

The data collection terminal uses this schedule to activate a user supplied bell, alarm, or other audible signaling device. Each terminal can be programmed with a different schedule.

A Bell Schedule contains up to 48 bells. Each bell consists of time of day to ring, which days of the week to ring, and duration of the ring.

This means each data collection terminal can be programmed to ring up to 336 individual bells per week.

Benefits & Accruals Module



Benefits Detail List

City of Phx - Water Services

Friday 09/12/2008

09:51

EMPLOYEE BENEFITS DETAIL LIST

Page : 1

Code	Name	Date and Time	Amount	Balance	Category	Type	Archived
0001	Stanley,David	Fri 08/15/2008 00:00:01	10.000000	112.000000	VAC	Given Hours	NO
		Tue 07/15/2008 00:00:01	10.000000	102.000000	VAC	Given Hours	NO
		Sun 06/15/2008 00:00:01	10.000000	92.000000	VAC	Given Hours	NO
		Tue 06/10/2008 07:00:00	-8.000000	82.000000	VAC	Misc. Entry	NO
		Thu 05/15/2008 00:00:01	10.000000	90.000000	VAC	Given Hours	NO
		Tue 04/15/2008 00:00:01	10.000000	80.000000	VAC	Given Hours	NO
		Sat 03/15/2008 00:00:01	10.000000	70.000000	VAC	Given Hours	NO
		Fri 02/15/2008 00:00:01	10.000000	60.000000	VAC	Given Hours	NO
		Tue 01/15/2008 00:00:01	10.000000	50.000000	VAC	Given Hours	NO
		Tue 01/15/2008 00:00:00	40.000000	40.000000	VAC	Carry Over	NO
		Sat 12/15/2007 00:00:01	10.000000	160.000000	VAC	Given Hours	NO
		Thu 11/15/2007 00:00:01	10.000000	150.000000	VAC	Given Hours	NO
		Mon 10/15/2007 00:00:01	10.000000	140.000000	VAC	Given Hours	NO
		Sat 09/15/2007 00:00:01	10.000000	130.000000	VAC	Given Hours	NO
		Wed 08/15/2007 00:00:01	10.000000	120.000000	VAC	Given Hours	NO
		Sun 07/15/2007 00:00:01	10.000000	110.000000	VAC	Given Hours	NO
		Fri 06/15/2007 00:00:01	10.000000	100.000000	VAC	Given Hours	NO
		Tue 05/15/2007 00:00:01	10.000000	90.000000	VAC	Given Hours	NO
		Sun 04/15/2007 00:00:01	10.000000	80.000000	VAC	Given Hours	NO
		Thu 03/15/2007 00:00:01	10.000000	70.000000	VAC	Given Hours	NO

Benefit Administration is a powerful tool for preventing unauthorized leave time. Also, Workforce Accruals is flexible enough to facilitate complex leave and benefits policies and transform them into easy to understand and enforce daily practices. Benefit Administration is completely integrated with Time & Labor calculations of employee leave balances and enforcement of leave policies occurs automatically without rekeying of data. Benefit Administration is also integrated with Workforce Scheduling providing managers the convenience of pre scheduling leave.