

# TimeForce<sup>II</sup>



## Sample Reports

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Date Range: 10/10/2010 - 10/23/2010

ABC Company

**Exceptions**

Sorted By Employee Name

Employee Name: **Abernathy, Wilbur**

Name	Department	Date	Time	Error	Error Points
Abernathy, Wilbur	Administration	10/12/2010	17:30	Out Late	0.00
Abernathy, Wilbur	Administration	10/13/2010	16:30	Out Late	0.00
Abernathy, Wilbur	Administration	10/15/2010	07:30	In Early	0.00

Employee Name: **Abney, Cletus**

Name	Department	Date	Time	Error	Error Points
Abney, Cletus	Administration	10/12/2010	08:00	In Late	1.00
Abney, Cletus	Administration	10/13/2010	16:30	Out Late	0.00
Abney, Cletus	Administration	10/15/2010	12:30	Missed Punch	0.50
Abney, Cletus	Administration	10/15/2010	07:30	In Late	1.00

Employee Name: **Abney, Eileen**

Name	Department	Date	Time	Error	Error Points
Abney, Eileen	Accounting	10/12/2010	08:00	In Late	1.00
Abney, Eileen	Accounting	10/13/2010	16:30	Out Late	0.00
Abney, Eileen	Accounting	10/15/2010	17:00	Out Late	0.00
Abney, Eileen	Accounting	10/15/2010	07:30	In Late	1.00

Employee Name: **Abrahamson, Courtney**

Name	Department	Date	Time	Error	Error Points
Abrahamson, Courtney	Administration	10/12/2010	17:30	Out Late	0.00
Abrahamson, Courtney	Administration	10/13/2010	16:30	Out Early	1.00
Abrahamson, Courtney	Administration	10/13/2010	07:00	In Early	0.00
Abrahamson, Courtney	Administration	10/14/2010	18:00	Out Late	0.00
Abrahamson, Courtney	Administration	10/14/2010	09:00	In Late	1.00
Abrahamson, Courtney	Administration	10/15/2010	07:30	In Early	0.00

Date Range: 10/10/2010 - 10/23/2010  
ABC Company

# Exceptions Variance

Sorted By Employee Name

Employee Name: **Abernathy, Wilbur**

Name	Department	Date	Error	Scheduled	Actual	Variance
Abernathy, Wilbur	Administration	10/12/2010	Out Late	08:00	17:30	-09:30
Abernathy, Wilbur	Administration	10/13/2010	Out Late	07:00	16:30	-09:30
Abernathy, Wilbur	Administration	10/15/2010	In Early	08:00	07:30	00:30

Employee Name: **Abney, Cletus**

Name	Department	Date	Error	Scheduled	Actual	Variance
Abney, Cletus	Administration	10/12/2010	In Late	07:00	08:00	-01:00
Abney, Cletus	Administration	10/13/2010	Out Late	07:00	16:30	-09:30
Abney, Cletus	Administration	10/15/2010	In Late	07:00	07:30	-00:30

Employee Name: **Abney, Eileen**

Name	Department	Date	Error	Scheduled	Actual	Variance
Abney, Eileen	Accounting	10/12/2010	In Late	07:00	08:00	-01:00
Abney, Eileen	Accounting	10/13/2010	Out Late	07:00	16:30	-09:30
Abney, Eileen	Accounting	10/15/2010	Out Late	07:00	17:00	-10:00
Abney, Eileen	Accounting	10/15/2010	In Late	07:00	07:30	-00:30

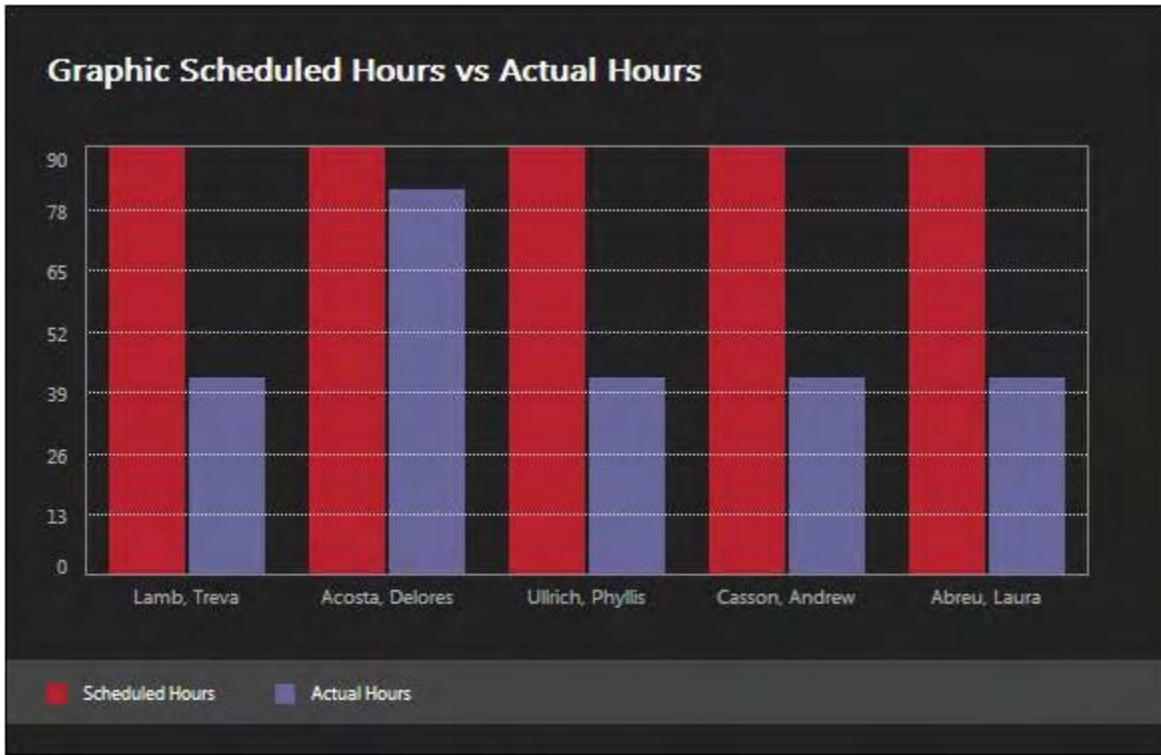
Employee Name: **Abrahamson, Courtney**

Name	Department	Date	Error	Scheduled	Actual	Variance
Abrahamson, Courtney	Administration	10/12/2010	Out Late	08:00	17:30	-09:30
Abrahamson, Courtney	Administration	10/13/2010	Out Early	08:00	16:30	-08:30
Abrahamson, Courtney	Administration	10/13/2010	In Early	08:00	07:00	01:00
Abrahamson, Courtney	Administration	10/14/2010	Out Late	08:00	18:00	-10:00
Abrahamson, Courtney	Administration	10/14/2010	In Late	08:00	09:00	-01:00
Abrahamson, Courtney	Administration	10/15/2010	In Early	08:00	07:30	00:30

Date Range: 10/10/2010 - 10/23/2010  
ABC Company

# Graphic Scheduled Hours vs Actual Hours

Sorted By Employee Name



## Absence History

Sorted By Employee Name

Employee Name: **Acosta, Delores**

Name	Id	Day	Absence Date	Absence Name	Absence Type	Notes	Worked Department	Hours
Acosta, Delores	15609	Fri	10/15/2010	Vacation	Paid	Taking the week off for my 15th anniversary in Hawaii.	Administration	8.00
Acosta, Delores	15609	Mon	10/18/2010	Vacation	Paid	Taking the week off for my 15th anniversary in Hawaii.	Administration	8.00
Acosta, Delores	15609	Tue	10/19/2010	Vacation	Paid	Taking the week off for my 15th anniversary in Hawaii.	Administration	8.00
Acosta, Delores	15609	Wed	10/20/2010	Vacation	Paid	Taking the week off for my 15th anniversary in Hawaii.	Administration	8.00
Acosta, Delores	15609	Thu	10/21/2010	Vacation	Paid	Taking the week off for my 15th anniversary in Hawaii.	Administration	8.00
Acosta, Delores	15609	Fri	10/22/2010	Vacation	Paid	Taking the week off for my 15th anniversary in Hawaii.	Administration	8.00

Employee Name: **Beckham, Kris**

Name	Id	Day	Absence Date	Absence Name	Absence Type	Notes	Worked Department	Hours
Beckham, Kris	697	Tue	10/12/2010	Vacation	Paid		Administration	8.00

Employee Name: **Hunter, Justina**

Name	Id	Day	Absence Date	Absence Name	Absence Type	Notes	Worked Department	Hours
Hunter, Justina	219	Fri	10/15/2010	Sick	Paid	Justina called in sick.	Tech Support	8.00

Employee Name: **Jablonski, Stephanie**

Name	Id	Day	Absence Date	Absence Name	Absence Type	Notes	Worked Department	Hours
Jablonski, Stephanie	21779	Mon	10/18/2010	Jury Duty	Paid	Stephanie is out on unpaid leave for Jury Duty.	Product Development	8.00
Jablonski, Stephanie	21779	Tue	10/19/2010	Jury Duty	Paid	Stephanie is out on unpaid leave for Jury Duty.	Product Development	8.00
Jablonski, Stephanie	21779	Wed	10/20/2010	Jury Duty	Paid	Stephanie is out on unpaid leave for Jury Duty.	Product Development	8.00

Employee Name: **Mathis, Denver**

Name	Id	Day	Absence Date	Absence Name	Absence Type	Notes	Worked Department	Hours
Mathis, Denver	13865	Mon	10/18/2010	Unexcused Unpaid Absence	Unpaid	No call, no show!	Accounting	8.00

# Accrual

Sorted By Department

Department: **Accounting**

Name	Department	Hire Date	Accrual	Last Calculated	Manually Adjusted	Awarded	Carry Over	Used	Expired	Available
Nesbit, Cheryl	Accounting	01/24/1992	Sick	01/01/2010	40.00					40.00
Nesbit, Cheryl	Accounting	01/24/1992	Vacation	10/10/2010	-24.00	193.85		152.00		17.85

Department: **Administration**

Name	Department	Hire Date	Accrual	Last Calculated	Manually Adjusted	Awarded	Carry Over	Used	Expired	Available
Acosta, Delores	Administration	05/17/2003	Sick	01/01/2010						0.00
Acosta, Delores	Administration	05/17/2003	Vacation	10/10/2010		193.85		48.00		145.85

Department: **Tech Support**

Name	Department	Hire Date	Accrual	Last Calculated	Manually Adjusted	Awarded	Carry Over	Used	Expired	Available
Hunter, Justina	Tech Support	03/30/1997	Sick	01/01/2010				8.00		-8.00
Hunter, Justina	Tech Support	03/30/1997	Vacation	10/10/2010	-40.00	193.85				153.85

Date Range: 9/1/2010 - 10/23/2010

Pay Period: Bi-Weekly

ABC Company

**Accrual Audit**

Sorted By Department

Name: Nesbit, Cheryl Id: 18224 Department: **Accounting****Accrual: Sick**

Date	Type	Awarded	Manually Adjusted	Carry Over	Expired	Used	Available	User	Modified Date
10/11/2010	Manually Adjusted		40.00				40.00	abc	10/11/2010
Totals		0.00	40.00	0.00	0.00	0.00	40.00		

**Accrual: Vacation**

Date	Type	Awarded	Manually Adjusted	Carry Over	Expired	Used	Available	User	Modified Date
09/12/2010	Accrued	9.23					175.38	abc	10/11/2010
09/26/2010	Accrued	9.23					184.62	abc	10/11/2010
10/10/2010	Accrued	9.23					193.85	abc	10/11/2010
10/11/2010	Manually Adjusted		-24.00				169.85	abc	10/11/2010
10/18/2010	Used					8.00	161.85	abc	10/11/2010
10/19/2010	Used					8.00	153.85	abc	10/11/2010
10/20/2010	Used					8.00	145.85	abc	10/11/2010
10/21/2010	Used					8.00	137.85	abc	10/11/2010
10/22/2010	Used					8.00	129.85	abc	10/11/2010
Totals		27.69	-24.00	0.00	0.00	40.00	129.85		

**Anniversary/Birthday**

Sorted By Department

Department: **Customer Service**

Name	Id	Department	Birthday	Age	Hire Date	Years of Service
Mccurdy, Neva	637	Customer Service	10/21/1949	60 Years, 11 Months, 25 Days	10/03/2006	4 Years, 0 Months, 12 Days
Turley, Lolita	1217	Customer Service	10/12/1979	60 Years, 11 Months, 25 Days	11/20/2008	4 Years, 0 Months, 12 Days

Department: **Marketing**

Name	Id	Department	Birthday	Age	Hire Date	Years of Service
Broussard, Bradford	934	Marketng	10/24/1975	34 Years, 11 Months, 22 Days	09/23/2002	8 Years, 0 Months, 23 Days
Cleaves, Ola	1169	Marketng	10/18/1941	34 Years, 11 Months, 22 Days	03/12/1992	8 Years, 0 Months, 23 Days
Hebert, Dara	1232	Marketng	10/20/1955	34 Years, 11 Months, 22 Days	02/28/1993	8 Years, 0 Months, 23 Days
Lozoya, Laura	156	Marketng	10/18/1960	34 Years, 11 Months, 22 Days	10/14/2004	8 Years, 0 Months, 23 Days
Schaller, Rhea	814	Marketng	10/07/1969	34 Years, 11 Months, 22 Days	04/02/2005	8 Years, 0 Months, 23 Days
Webster, Pat	870	Marketng	10/24/1975	34 Years, 11 Months, 22 Days	09/23/2002	8 Years, 0 Months, 23 Days












Department: **Payroll**

Name	Id	Department	Birthday	Age	Hire Date	Years of Service
Estep, Rosanne	229	Payroll	10/21/1958	51 Years, 11 Months, 25 Days	03/02/1994	16 Years, 7 Months, 13 Days
Fant, Alonso	690	Payroll	10/20/1971	51 Years, 11 Months, 25 Days	09/30/2000	16 Years, 7 Months, 13 Days















# Employee Info

Sorted By Employee Name

Name	Id	Barcode	Address	Contact Information	Hire Date	Pay Rate
Duenas, Isaias	5471		20 West Little Panda Swale Wichita Falls Texas , 66024	Work Phone: (487)280-3457 Home Phone: (383)968-7622 Email: isaias.duenas@abc-company.com	07/08/1993	Non Exempt Salary \$4,204.50
Gainer, Judy	498		82 River Knoll Apt. 95 Rockford Illinois , 93182	Work Phone: (831)863-1772 Home Phone: (535)950-3802 Email: judy.gainer@abc-company.com	04/10/1994	Hourly \$15.24
Holsinger, Ken	61		21 North Foggy Elk Canyon Suite 29 Clearwater Florida , 99927	Work Phone: (898)665-7237 Home Phone: (398)355-3539 Email: ken.holsinger@abc-company.com	05/08/1994	Hourly \$9.45
Logsdon, Bert	793		7512 Grove Orchard Apt. 92 Brownsville Texas , 46887	Work Phone: (322)327-4045 Home Phone: (430)216-8210 Email: bert.logsdon@abc-company.com	05/02/1994	Non Exempt Salary \$4,439.30
Maier, Violet	280		8840 Noble Forest Acres Pompano Beach Florida , 54767	Work Phone: (336)962-0707 Home Phone: (402)339-6754 Email: violet.maier@abc-company.com	10/19/1993	Hourly \$9.42
Prill, Darrin	132		36 Indian Horse Vista Provo Utah , 30360	Work Phone: (820)806-3447 Home Phone: (402)462-1031 Email: darrin.prill@abc-company.com	08/06/2005	Hourly \$27.87
Quinton, Toni	1250		646 Deer Valley Suite 91 Elizabeth New Jersey , 29532	Work Phone: (479)942-4556 Home Phone: (266)783-7866 Email: toni.quinton@abc-company.com	06/28/1999	Hourly \$31.32
Rivers, Silvia	1558		601 Barn Valley Apt. 25 West Jordan Utah , 45053	Work Phone: (331)371-3307 Home Phone: (610)335-9354 Email: silvia.rivers@abc-company.com	04/02/2006	Exempt Salary \$2,707.42
Sloan, Gavin	18225		9608 West Indian Mountain Manor Suite 60 Laredo Texas , 54031	Work Phone: (306)312-3846 Home Phone: (414)201-8012 Email: gavin.sloan@abc-company.com	04/01/1994	Non Exempt Salary \$4,360.28
Starkey, Damien	261		1129 Emerald Spring Trace Cary North Carolina , 52999	Work Phone: (616)246-7122 Home Phone: (232)599-1207 Email: damien.starkey@abc-company.com	08/07/2002	Hourly \$13.38
Willams, Luke	76		668 Elk View Suite 93 Chicago Illinois , 31661	Work Phone: (665)486-0301 Home Phone: (861)696-5067 Email: luke.willams@abc-company.com	11/15/2006	Hourly \$7.58

# Department Info

Sorted By Department Structure

Name	Department Number	Barcode	Status	Export Code
Accounting	10		Active	ACC
Administration	20		Active	ADM
Customer Service	30		Active	CUS
Executive	40		Active	EXE
HR	50		Active	HR
IT	60		Active	IT
Marketing	70		Active	MAR
Payroll	80		Active	PR
Product Development	90		Active	PD
Production	100		Active	PRO
Shipping	110		Active	SHP
Tech Support	120		Active	TS

Date: 10/15/2010  
ABC Company

# FMLA Qualified Employee

Sorted By Department

Department: Administration

Name	Id	Department	Hire Date	Email	Qualified Hours	FMLA Days	FMLA Hours
Abernathy, Wilbur	1590	Administration	07/25/1991	wilbur.abernathy@abc-company.com	1,533.50	5	40.00

Department: Accounting

Name	Id	Department	Hire Date	Email	Qualified Hours	FMLA Days	FMLA Hours
Embry, Jeffrey	7456	Accounting	04/25/1997	jeffry.embry@abc-company.com	1,665.50	0	0.00
Leveille, Tracy	9294	Accounting	09/19/1998	tracy.leveille@abc-company.com	1,526.50	0	0.00
Marcum, Darius	2346	Accounting	10/05/1999	darius.marcum@abc-company.com	1,754.50	0	0.00

Date: 10/15/2010  
ABC Company

# FMLA Leave Detail

Sorted By Employee Id

Name: Abernathy, Wilbur    Id: <b>1590</b> Department: Administration    Hire Date: 07/25/1991		
Date	Hours	Notes
10/04/2010	8.00	
10/05/2010	8.00	
10/06/2010	8.00	
10/07/2010	8.00	Wilbur has used all of his accrued hours, so this will be unpaid.
10/08/2010	8.00	This will be unpaid FMLA.

FMLA Days:**5**    FMLA Hours:**40.00**    Remaining FMLA Days:**55**

Date Range: 10/24/2001 - 11/6/2010  
ABC Company

# Assigned Property

Sorted By Department

Department: Accounting

Name	Id	Department	Item	Assigned Date	Property Group	Serial #	Returned Date
Paynter, Richie	8499	Accounting	Dell Latitude E4500	01/17/2006	Computer Hardware	234RJ211	11/06/2007

Department: HR

Name	Id	Department	Item	Assigned Date	Property Group	Serial #	Returned Date
Leach, Joan	877	HR	Dell Presario	02/02/2009	Computer Hardware	122-253422	

Department: IT

Name	Id	Department	Item	Assigned Date	Property Group	Serial #	Returned Date
Barthel, Fred	5029	IT	Blackberry	01/12/2008	Cell Phones	124-3214469	
Barthel, Fred	5029	IT	Dell Latitude E5500	01/12/2008	Computer Hardware	45R45JJ1	
Barthel, Fred	5029	IT	Treo	01/07/2005	Cell Phones	213-41665	01/12/2008

# Certification

Sorted By Department

Department: **IT**

Name	Id	Department	Name	Certification Type	Certification Date	Expiration Date
Barthel, Fred	5029	IT	A+ Hardware	A+	01/05/2004	12/31/2010
Barthel, Fred	5029	IT	MSDE	Microsoft Business	02/25/2007	12/31/2012

# Course

Sorted By Employee Name

Employee Name: **Barthel, Fred**

<b>Id</b>	<b>Department</b>	<b>Supervisor</b>	<b>Course</b>	<b>Status</b>	<b>Hours</b>	<b>Completed Date</b>
5029	IT	No Supervisor	Sexual Harassment	Pass	4.00	02/15/2006
5029	IT	No Supervisor	Radical Service	Pass	4.00	05/28/2009

Employee Name: **Leach, Joan**

<b>Id</b>	<b>Department</b>	<b>Supervisor</b>	<b>Course</b>	<b>Status</b>	<b>Hours</b>	<b>Completed Date</b>
877	HR	No Supervisor	Sexual Harassment	Pass	4.00	02/19/2009
877	HR	No Supervisor	Radical Service	Pass	4.00	07/15/2010

Employee Name: **Paynter, Richie**

<b>Id</b>	<b>Department</b>	<b>Supervisor</b>	<b>Course</b>	<b>Status</b>	<b>Hours</b>	<b>Completed Date</b>
8499	Accounting	No Supervisor	Sexual Harassment	Pass	4.00	10/26/2006
8499	Accounting	No Supervisor	Sexual Harassment	Pass	4.00	06/08/2007

# Education

Sorted By Department

Department: **Accounting**

Name	Id	Department	School	Major	Degree	Graduation Date
Paynter, Richie	8499	Accounting	Salt Lake Community College	Accounting	2 year Associate	05/25/2006

Department: **HR**

Name	Id	Department	School	Major	Degree	Graduation Date
Leach, Joan	877	HR	University of Phoenix	Public Relations	Bachelors	05/08/2008

Department: **IT**

Name	Id	Department	School	Major	Degree	Graduation Date
Barthel, Fred	5029	IT	University of Utah	Computer Engineering	Bachelors	05/20/2004



Date Range: 10/24/2001 - 11/6/2010  
ABC Company

# Incident

Sorted By Employee Name

Employee Name: **Barthel, Fred**

Name	Id	Department	Date	Reported By	Incident Type	Incident Rating	Action Taken	Follow-Up Date	Attachments
Barthel, Fred	5029	IT	12/12/2006	abc	Insubordination	Moderate	Verbal Warning	01/19/2007	No
Comments: Fred had a bad day, and ended up yelling at the CEO about company policy. He seemed really stressed out. He began crying after he realized what he did. We sent him home or the rest of the day.									
Barthel, Fred	5029	IT	01/19/2007	abc	Follow-Up	N/A	None		No
Comments: Reviewed the past incident with Fred. He was going through a nasty divorce and the stress lead up to the incident.									

Employee Name: **Paynter, Richie**

Name	Id	Department	Date	Reported By	Incident Type	Incident Rating	Action Taken	Follow-Up Date	Attachments
Paynter, Richie	8499	Accounting	01/30/2007	abc	Sexual Harassment	Moderate	Probation	04/27/2007	No
Comments: Richie patted a co-worker on her rear-end as she walked by his cubicle. This made the co-worker uncomfortable and action was immediately taken. Richie has been placed on probation for 3 months.									
Paynter, Richie	8499	Accounting	04/27/2007	abc	Follow-Up	N/A	None		No
Comments: No incident has occurred during Richie's 3 month probation. He has been taken off of probation.									
Paynter, Richie	8499	Accounting	11/06/2007	abc	Sexual Harassment	Severe	Termination		No
Comments: Richie made advances to a co-worker which included touching her inappropriately. This was his 2nd sexual harassment incident in a 12 month period. As a result he has been terminated.									

# Review

Sorted By Employee Name

Employee Name: **Barthel, Fred**

Name	Id	Department	Completed Date	Reported By	Review Type	Review Rating	Next Review Date	Attachments
Barthel, Fred	5029	IT	04/06/2007	abc	Annual	Good	04/11/2008	No
Comments: Fred has been a great employee. During Q4 of 2006 Fred was going through a divorce which impacted his effectiveness and efficiency. But over all a great employee.								
Barthel, Fred	5029	IT	04/11/2008	abc	Annual	Above Average	04/17/2009	No
Comments: Fred has gone above and beyond this year. Customers have all positive feed back when they have worked with Fred, and he is eager to help his fellow employees. He's been a happy employee this year.								
Barthel, Fred	5029	IT	04/17/2009	abc	Annual	Above Average	04/09/2010	No
Comments: Fred continues to do great work! He took on the responsibility of training our new employees this year. The newbies got uyp to speed very quickly. Its a pleasure to work with Fred.								
Barthel, Fred	5029	IT	04/09/2010	abc	Merit	Excellent	04/15/2011	No
Comments: Fred is by far the best employee in our department. He is always on time. He does twice the work as everyone else. He is always willing to put in extra time to help our department hit our goals.								

Employee Name: **Leach, Joan**

Name	Id	Department	Completed Date	Reported By	Review Type	Review Rating	Next Review Date	Attachments
Leach, Joan	877	HR	04/16/2009	abc	Merit	Good	04/22/2010	No
Comments: Joan is a great HR representative. She is very good with the employees, and is very clear and concise with her job duties and responsibilities.								

# Training Skill

Sorted By Department

Department: **Accounting**

Name	Id	Department	Skill Type	Skill Level	Description
Paynter, Richie	8499	Accounting	MS Office Proficient	Average	MS Word nd Excel proficient

Department: **HR**

Name	Id	Department	Skill Type	Skill Level	Description
Leach, Joan	877	HR	MS Office Proficient	Advanced	Proficient in all Microsoft tools
Leach, Joan	877	HR	Multilingual - Spanish	Advanced	Speaks fluent spanish

Department: **IT**

Name	Id	Department	Skill Type	Skill Level	Description
Barthel, Fred	5029	IT	MS Office Proficient	Advanced	Proficient in all Microsoft Tools
Barthel, Fred	5029	IT	Multilingual - Spanish	Average	Speaks Spanish

# Employee Schedule

Sorted By Department

Department: **Administration**

Name	Department	10/10 (Sun)	10/11 (Mon)	10/12 (Tue)	10/13 (Wed)	10/14 (Thu)	10/15 (Fri)	10/16 (Sat)
Abernathy, Wilbur	Administration			08:00 AM - 05:00 PM	07:00 AM - 04:00 PM	09:00 AM - 06:00 PM	08:00 AM - 05:00 PM	
Abney, Cletus	Administration			07:00 AM - 04:00 PM	07:00 AM - 04:00 PM	07:00 AM - 04:00 PM	07:00 AM - 04:00 PM	
Abrahamson, Courtney	Administration			08:00 AM - 05:00 PM	08:00 AM - 05:00 PM	08:00 AM - 05:00 PM	08:00 AM - 05:00 PM	
Acosta, Delores	Administration			08:00 AM - 05:00 PM	07:00 AM - 04:00 PM	09:00 AM - 06:00 PM	08:00 AM - 05:00 PM	
Addis, Margret	Administration			08:00 AM - 05:00 PM	07:00 AM - 04:00 PM	09:00 AM - 06:00 PM	08:00 AM - 05:00 PM	
Ahmed, Marty	Administration			08:00 AM - 05:00 PM	07:00 AM - 04:00 PM	09:00 AM - 06:00 PM	08:00 AM - 05:00 PM	
Akin, Josef	Administration			09:00 AM - 06:00 PM	09:00 AM - 06:00 PM	09:00 AM - 06:00 PM	09:00 AM - 06:00 PM	
Akin, Marion	Administration			08:00 AM - 05:00 PM	07:00 AM - 04:00 PM	09:00 AM - 06:00 PM	08:00 AM - 05:00 PM	
Albro, Eva	Administration			08:00 AM - 05:00 PM	07:00 AM - 04:00 PM	09:00 AM - 06:00 PM	08:00 AM - 05:00 PM	
Amey, Kelley	Administration			08:00 AM - 05:00 PM	07:00 AM - 04:00 PM	09:00 AM - 06:00 PM	08:00 AM - 05:00 PM	
Amezquita, Micheal	Administration			08:00 AM - 05:00 PM	07:00 AM - 04:00 PM	09:00 AM - 06:00 PM	08:00 AM - 05:00 PM	
Auguste, Kirk	Administration			08:00 AM - 05:00 PM	07:00 AM - 04:00 PM	09:00 AM - 06:00 PM	08:00 AM - 05:00 PM	
Averill, Margarito	Administration			08:00 AM - 05:00 PM	07:00 AM - 04:00 PM	09:00 AM - 06:00 PM	08:00 AM - 05:00 PM	
		10/10 (Sun)	10/11 (Mon)	10/12 (Tue)	10/13 (Wed)	10/14 (Thu)	10/15 (Fri)	10/16 (Sat)
Totals		0	0	13	13	13	13	0

Date Range: 10/10/2010 - 10/16/2010  
 ABC Company

## Schedule

Sorted By Department

Name	Id	Department	Time	10/10 (Sun)	10/11 (Mon)	10/12 (Tue)	10/13 (Wed)	10/14 (Thu)	10/15 (Fri)	10/16 (Sat)
Abernathy, Wilbur	1590	Administration	07:00 AM - 04:00 PM		H		✓			
Abernathy, Wilbur	1590	Administration	08:00 AM - 05:00 PM		H	✓			✓	
Abernathy, Wilbur	1590	Administration	09:00 AM - 06:00 PM		H			✓		
Abney, Cletus	7223	Administration	07:00 AM - 04:00 PM		H	✓	✓	✓	✓	
Abrahamson, Courtney	7617	Administration	08:00 AM - 05:00 PM		H	✓	✓	✓	✓	
Acosta, Delores	15609	Administration	07:00 AM - 04:00 PM		H		✓			
Acosta, Delores	15609	Administration	08:00 AM - 05:00 PM		H	✓			✓	
Acosta, Delores	15609	Administration	09:00 AM - 06:00 PM		H			✓		
Addis, Margret	8096	Administration	07:00 AM - 04:00 PM		H		✓			
Addis, Margret	8096	Administration	08:00 AM - 05:00 PM		H	✓			✓	
Addis, Margret	8096	Administration	09:00 AM - 06:00 PM		H			✓		
Ahmed, Marty	1327	Administration	07:00 AM - 04:00 PM		H		✓			
Ahmed, Marty	1327	Administration	08:00 AM - 05:00 PM		H	✓			✓	
Ahmed, Marty	1327	Administration	09:00 AM - 06:00 PM		H			✓		
Aitken, Seymour	12019	Administration	07:00 AM - 04:00 PM		H		✓			
Aitken, Seymour	12019	Administration	08:00 AM - 05:00 PM		H	✓			✓	
Aitken, Seymour	12019	Administration	09:00 AM - 06:00 PM		H			✓		
Akin, Josef	13922	Administration	09:00 AM - 06:00 PM		H	✓	✓	✓	✓	
				10/10 (Sun)	10/11 (Mon)	10/12 (Tue)	10/13 (Wed)	10/14 (Thu)	10/15 (Fri)	10/16 (Sat)
Totals				0	0	8	8	8	8	0

Date Range: 10/10/2010 - 10/16/2010  
 ABC Company

## Hours Detail

Sorted By Employee Name

Employee Name: **Acosta, Delores**

Name	Id	Worked Department	Date	Pay Code	Hours	Pay
Acosta, Delores	15609	Administration	10/11/2010	Hol	8.00	\$92.56
Acosta, Delores	15609	Administration	10/12/2010	Wkd	4.00	\$46.28
Acosta, Delores	15609	Administration	10/12/2010	Wkd	4.00	\$46.28
Acosta, Delores	15609	Administration	10/12/2010	Wkd > OT	0.50	\$8.68
Acosta, Delores	15609	Administration	10/13/2010	Wkd	5.00	\$57.85
Acosta, Delores	15609	Administration	10/13/2010	Wkd	3.00	\$34.71
Acosta, Delores	15609	Administration	10/13/2010	Wkd > OT	0.50	\$8.68
Acosta, Delores	15609	Administration	10/14/2010	Wkd	3.50	\$40.50
Acosta, Delores	15609	Administration	10/14/2010	Wkd	4.50	\$52.06
Acosta, Delores	15609	Administration	10/15/2010	Abs	8.00	\$92.56

Pay Codes	Hours
Hol	8.00
Wkd	24.00
Wkd > OT	1.00
Abs	8.00
<b>Grand Total</b>	<b>41.00</b>

Employee Name: **Bartel, Faith**

Name	Id	Worked Department	Date	Pay Code	Hours	Pay
Bartel, Faith	2483	Accounting	10/11/2010	Hol	8.00	\$187.84
Bartel, Faith	2483	Accounting	10/12/2010	Wkd	4.00	\$93.92
Bartel, Faith	2483	Accounting	10/12/2010	Wkd	4.00	\$93.92
Bartel, Faith	2483	Accounting	10/12/2010	Wkd > OT	0.50	\$17.61
Bartel, Faith	2483	Accounting	10/13/2010	Wkd	5.00	\$117.40
Bartel, Faith	2483	Accounting	10/13/2010	Wkd	3.00	\$70.44
Bartel, Faith	2483	Accounting	10/13/2010	Wkd > OT	0.50	\$17.61
Bartel, Faith	2483	Accounting	10/14/2010	Wkd	3.50	\$82.18
Bartel, Faith	2483	Accounting	10/14/2010	Wkd	4.50	\$105.66
Bartel, Faith	2483	Accounting	10/15/2010	Wkd	4.00	\$93.92
Bartel, Faith	2483	Accounting	10/15/2010	Wkd	4.00	\$93.92
Bartel, Faith	2483	Accounting	10/15/2010	Wkd > OT	0.50	\$17.61

Pay Codes	Hours
Hol	8.00
Wkd	32.00
Wkd > OT	1.50
<b>Grand Total</b>	<b>41.50</b>

Grand Total	Hours	Pay
	82.50	\$1,472.19

Date Range: 10/10/2010 - 10/23/2010  
 ABC Company

# Hours Summary

Sorted By Department

Department: Administration

Name	Id	Department	Pay Code	Hours	Pay
Abernathy, Wilbur	1590	Administration	Hol	8.00	\$57.04
Abernathy, Wilbur	1590	Administration	Wkd	32.00	\$228.16
Abernathy, Wilbur	1590	Administration	Wkd > OT	1.50	\$16.05
Acosta, Delores	15609	Administration	Hol	8.00	\$92.56
Acosta, Delores	15609	Administration	Wkd	24.00	\$277.68
Acosta, Delores	15609	Administration	Wkd > OT	1.00	\$17.36
Acosta, Delores	15609	Administration	Abs	48.00	\$555.36
Amey, Kelley	5125	Administration	Hol	8.00	\$200.80
Amey, Kelley	5125	Administration	Wkd	32.00	\$803.20
Amey, Kelley	5125	Administration	Wkd > OT	1.50	\$56.46
Aponte, James	278	Administration	Hol	8.00	\$252.96
Aponte, James	278	Administration	Wkd	32.00	\$1011.84
Aponte, James	278	Administration	Wkd > OT	1.50	\$71.16
Backus, Alecia	1009	Administration	Hol	8.00	\$70.24
Backus, Alecia	1009	Administration	Wkd	32.00	\$280.96
Backus, Alecia	1009	Administration	Wkd > OT	1.50	\$19.74
Battista, Jackie	6264	Administration	Hol	8.00	\$219.20
Battista, Jackie	6264	Administration	Wkd	32.00	\$876.80
Battista, Jackie	6264	Administration	Wkd > OT	1.50	\$61.65
Curiel, Fran	890	Administration	Hol	8.00	\$180.16
Curiel, Fran	890	Administration	Wkd	32.00	\$720.64
Curiel, Fran	890	Administration	Wkd > OT	1.50	\$50.67
Hersh, Brice	948	Administration	Hol	8.00	\$68.32
Hersh, Brice	948	Administration	Wkd	32.00	\$273.28
Hersh, Brice	948	Administration	Wkd > OT	1.50	\$19.20
Martell, Denver	693	Administration	Hol	8.00	\$209.52
Martell, Denver	693	Administration	Wkd	32.00	\$838.08
Martell, Denver	693	Administration	Wkd > OT	1.50	\$58.92
Pilcher, Cherry	808	Administration	Hol	8.00	\$228.72
Pilcher, Cherry	808	Administration	Wkd	32.00	\$914.88
Pilcher, Cherry	808	Administration	Wkd > OT	1.50	\$64.32
Tomko, Kendall	59	Administration	Hol	8.00	\$82.00
Tomko, Kendall	59	Administration	Wkd	32.00	\$328.00
Tomko, Kendall	59	Administration	Wkd > OT	1.50	\$23.07
Worthen, Basil	148	Administration	Hol	8.00	\$214.00
Worthen, Basil	148	Administration	Wkd	32.00	\$856.00
Worthen, Basil	148	Administration	Wkd > OT	1.50	\$60.18
Totals				537.50	\$10,359.18

Grand Total	Hours	Pay
	537.50	\$10,359.18

Date Range: 10/10/2010 - 10/23/2010

Threshold Hours: 41.75

ABC Company

# Over Hours

Sorted By Department

Department: Accounting

Name	Id	Department	Hours
Mathis, Denver	13865	Accounting	49.50
Nesbit, Cheryl	18224	Accounting	81.50

Department: Administration

Name	Id	Department	Hours
Acosta, Delores	15609	Administration	81.00
Beckham, Kris	697	Administration	49.50

Department: Product Development

Name	Id	Department	Hours
Jablonski, Stephanie	21779	Product Development	65.50



Date Range: 10/10/2010 - 10/23/2010  
ABC Company

## Punch Detail

Sorted By Date

Name	Card	Created By	Punch Date Time	Created	Type	Source	Clock	IP Address	Status
Cabral, Ed	16970		10/12/2010 08:00 AM	10/11/2010 06:02 PM	Normal	Clock	1		Active
Cabral, Ed	16970		10/12/2010 12:00 PM	10/11/2010 06:10 PM	Lunch	Clock	1		Active
Cabral, Ed	16970		10/12/2010 01:00 PM	10/11/2010 06:33 PM	Lunch	Clock	1		Active
Cabral, Ed	16970		10/12/2010 05:30 PM	10/11/2010 06:40 PM	Normal	Clock	1		Active
Cabral, Ed	16970		10/13/2010 07:00 AM	10/11/2010 06:48 PM	Normal	Clock	1		Active
Cabral, Ed	16970		10/13/2010 12:00 PM	10/11/2010 06:57 PM	Lunch	Clock	1		Active
Cabral, Ed	16970		10/13/2010 01:00 PM	10/11/2010 07:07 PM	Lunch	Clock	1		Active
Cabral, Ed	16970		10/13/2010 04:30 PM	10/11/2010 07:18 PM	Normal	Clock	1		Active
Cabral, Ed	16970		10/14/2010 09:00 AM	10/11/2010 07:33 PM	Normal	Clock	1		Active
Cabral, Ed	16970		10/14/2010 12:30 PM	10/11/2010 07:42 PM	Lunch	Clock	1		Active
Cabral, Ed	16970		10/14/2010 01:30 PM	10/11/2010 07:53 PM	Lunch	Clock	1		Active
Cabral, Ed	16970		10/14/2010 06:00 PM	10/11/2010 08:05 PM	Normal	Clock	1		Active
Cabral, Ed	16970		10/15/2010 07:30 AM	10/11/2010 08:18 PM	Normal	Clock	1		Active
Cabral, Ed	16970		10/15/2010 11:30 AM	10/11/2010 08:28 PM	Lunch	Clock	1		Active
Cabral, Ed	16970		10/15/2010 12:30 PM	10/11/2010 08:40 PM	Lunch	Clock	1		Active
Cabral, Ed	16970		10/15/2010 05:00 PM	10/11/2010 08:54 PM	Normal	Clock	1		Active
Cabral, Ed	16970	abc	10/18/2010 07:00 AM	10/15/2010 12:00 PM	Normal	Manual		10.0.7.112	Active
Cabral, Ed	16970	abc	10/18/2010 04:00 PM	10/15/2010 12:01 PM	Normal	Manual		10.0.7.112	Active

Name: Acosta, Delores

Id: 15609 Department: Administration SSN: 583-83-0913 Pay Type: Hourly					
Date	Day	In	Out	Hours	Pay Code
10/11/2010	Mon			8.00	Hol
Daily Total				8.00	
10/12/2010	Tue	08:00 AM	12:00 PM	4.00	Wkd
10/12/2010		01:00 PM	05:30 PM	4.00	Wkd
10/12/2010				0.50	Wkd > OT
Daily Total				8.50	
10/13/2010	Wed	07:00 AM	12:00 PM	5.00	Wkd
10/13/2010		01:00 PM	04:30 PM	3.00	Wkd
10/13/2010				0.50	Wkd > OT
Daily Total				8.50	
10/14/2010	Thu	09:00 AM	12:30 PM	3.50	Wkd
10/14/2010		01:30 PM	06:00 PM	4.50	Wkd
Daily Total				8.00	
10/15/2010	Fri			8.00	Abs
Daily Total				8.00	
10/18/2010	Mon			8.00	Abs
Daily Total				8.00	
10/19/2010	Tue			8.00	Abs
Daily Total				8.00	
10/20/2010	Wed			8.00	Abs
Daily Total				8.00	
10/21/2010	Thu			8.00	Abs
Daily Total				8.00	
10/22/2010	Fri			8.00	Abs
Daily Total				8.00	

Pay Code	Hours
Hol	8.00
Wkd	24.00
Wkd > OT	1.00
Abs	48.00
<b>Grand Total</b>	<b>81.00</b>

I certify that the above time card is correct.

Employee Signature: \_\_\_\_\_

Date: \_\_\_\_\_

Supervisor Signature: \_\_\_\_\_

Date: \_\_\_\_\_

Date: 10/15/2010  
ABC Company

# Whos In

Sorted By Employee Name

Name	Id	Shift	Status	Last Punch	Absence
Abernathy, Wilbur	1590	08:00 - 17:00	Out	05:00 PM	N/A
Abney, Cletus	7223	07:00 - 16:00	Out On Lunch	12:30 PM	N/A
Abrahamson, Courtney	7617	08:00 - 17:00	Out	05:00 PM	N/A
Acosta, Delores	15609	08:00 - 17:00	Scheduled Absence	N/A	Vacation
Addis, Margret	8096	08:00 - 17:00	Out	05:00 PM	N/A
Ahmed, Marty	1327	08:00 - 17:00	In	07:30 AM	N/A
Aitken, Seymour	12019	08:00 - 17:00	Out	05:00 PM	N/A
Akin, Josef	13922	09:00 - 18:00	Out On Lunch	11:30 AM	N/A
Akin, Marion	2329	08:00 - 17:00	Out	05:00 PM	N/A
Albro, Eva	19673	08:00 - 17:00	Out	05:00 PM	N/A
Aldrich, Nora	518	08:00 - 17:00	Out	05:00 PM	N/A
Almaraz, Morgan	7217	08:00 - 17:00	Out On Break	10:30 AM	N/A
Amey, Jeremiah	17783	08:00 - 17:00	Out	05:00 PM	N/A
Amey, Kelley	5125	08:00 - 17:00	Out	05:00 PM	N/A