



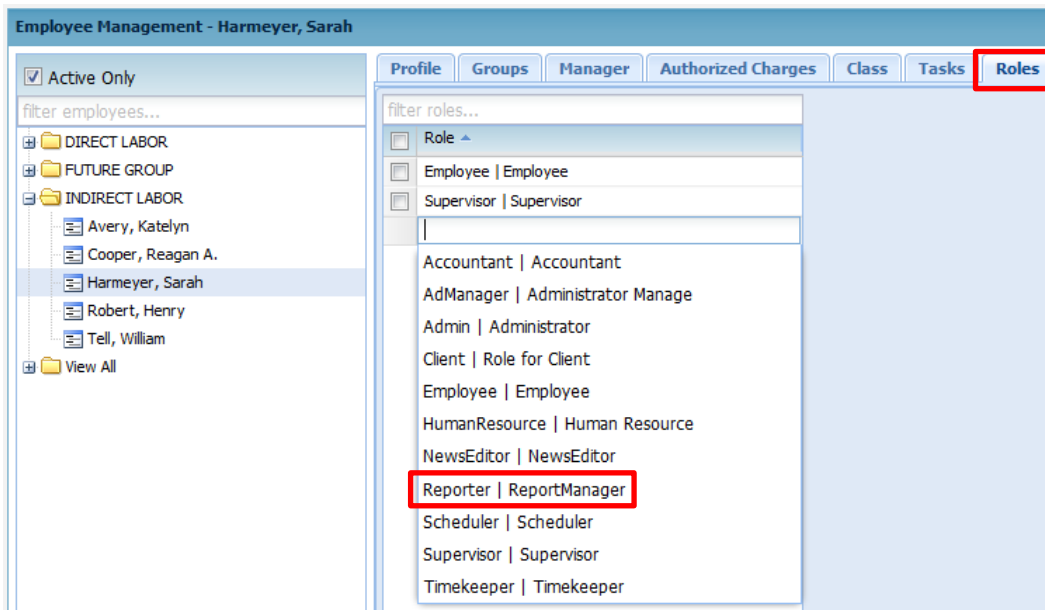
# Reporter Role User Guide

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Every TeamKeeper site comes with standard reports available to users with Administrator, AdManager or Reporter roles. If custom reports are purchased, they will be available beneath the list of standard reports.

## Assigning the Reporter Role

The standard reports can be accessed only through the Administrator, AdManager or Reporter role. To add the reporter role to a user, go to Employee Management and select the user by opening their group or the View All group. Under the “Roles” tab, click Reporter and “Save” at the bottom.



The user will have to log out and log back in for the change to take place. Once the role is assigned, the user will have the Administrator menu but only the Reporter link.

If a user is assigned as a reporter over a specific group, the user will only be able to view timesheet data based on that group. If the user is not assigned, they will have access to all groups when filtering for the reports.

## Administrator Reports

Standard reports are preloaded to the site and cover several categories of timesheet data. Custom reports are available – their fee is based on desired output format and complexity. Some reports are only available with the purchase of additional modules.

Supervisor Administrator Accounting Scheduling General Profile Search Employees

**Report Selection**

**Standard Reports**

- Timesheet Reports**
  - Authorized Charges Report
  - Charge Code Hours by Employee Report
  - Charge Code Hours Report
  - Employee Hours Report
  - Missed Punch Report
  - Pay Type Hours Report
  - Task# Hours Report
  - Timesheet Report
  - System Report
  - Timesheet Document Report
- Employee Management Reports**
  - Charge Code List Report
  - Employee Listings by Group Report
  - Missing Paystubs Report
  - Timesheet Status Report
  - Username Report
  - EEO-1 Report
- Scheduling Reports**
  - In/Out Activity Report
  - In/Out Daily Status Report
  - Scheduled/Actual Hours Comparison Report
  - Scheduled Overtime Report
  - Schedule Gantt Report
- Costing Reports**
  - SF-98 Form 2 - Wage/Salary Rate Report
- Clock Management Reports**
  - Clocks Communication Report
- Leave Management Reports**
  - Leave Balance History Report
- Security Reports**

## Timesheet Reports

### Authorized Charges Report

Requirements: Charges must be assigned to employees not just created in the group.

Input:

**Authorized Charges Report**

Group Options

Group Options:  Load active  
 Load non-active  
 Load all

Select Group(s): DIRECT LABOR  
 INDIRECT LABOR

Select all Deselect all

Dates

Charge Code Activity: Active now

Start Date:

End Date:

Submit Return to reports

Output:

**Authorized Charges Report**

Download Excel File Download CSV File Printer-friendly Return to Reports

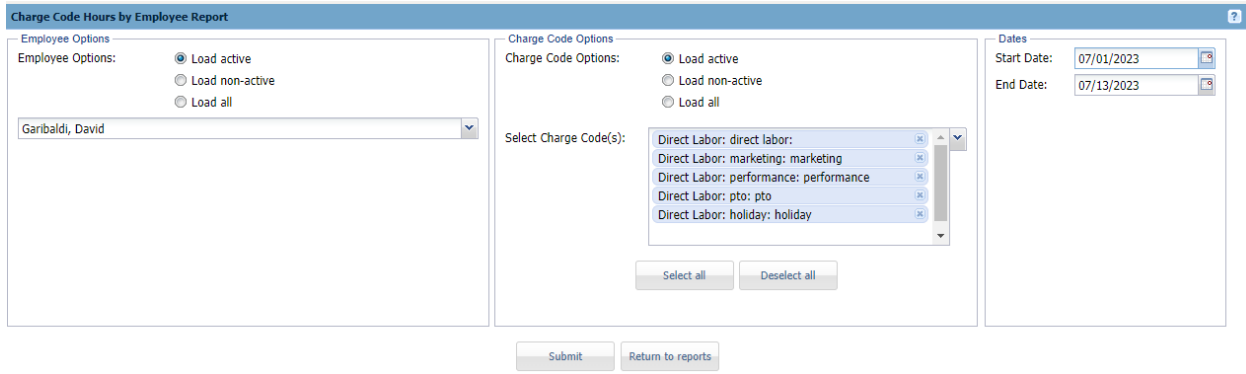
Group	Last name	First name	Username	WBS	Paytype
Direct Labor	Burrell	Stanley	Stanley.Burrell	Direct Labor	Regular Pay
Direct Labor	Burrell	Stanley	Stanley.Burrell	Marketing	Regular Pay
Direct Labor	Burrell	Stanley	Stanley.Burrell	Performance	PTO #2
Direct Labor	Garibaldi	David	DavidG	Direct Labor	PTO #2
Direct Labor	Garibaldi	David	DavidG	Direct Labor	Regular Pay
Direct Labor	Garibaldi	David	DavidG	Marketing	Regular Pay
Direct Labor	Garibaldi	David	DavidG	Performance	PTO #2
Direct Labor	Garibaldi	David	DavidG	Holiday	Holiday
Direct Labor	Garibaldi	David	DavidG	PTO	PTO

Export Options: Download to Excel, Download to CSV or Printer Friendly

## Charge Code Hours by Employee Report

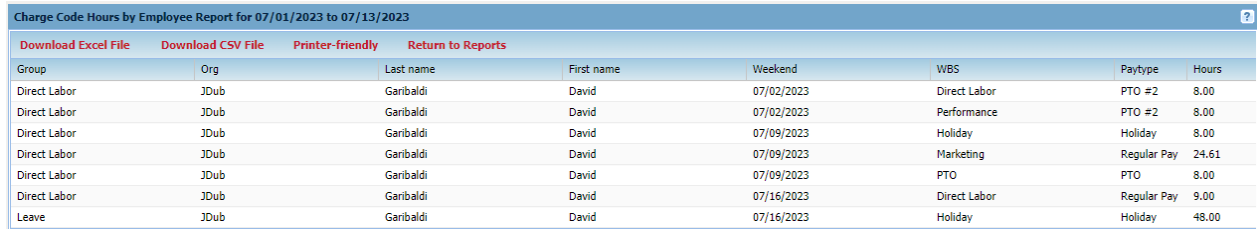
Requirements: Employees must have timesheet data

Input:



The screenshot shows the input form for the 'Charge Code Hours by Employee Report'. It is divided into three main sections: Employee Options, Charge Code Options, and Dates. In the Employee Options section, 'Load active' is selected, and the employee 'Garibaldi, David' is chosen from a dropdown. The Charge Code Options section has 'Load active' selected, and a list of charge codes is shown: 'Direct Labor: direct labor', 'Direct Labor: marketing: marketing', 'Direct Labor: performance: performance', 'Direct Labor: pto: pto', and 'Direct Labor: holiday: holiday'. The Dates section shows a start date of 07/01/2023 and an end date of 07/13/2023. At the bottom, there are 'Submit' and 'Return to reports' buttons.

Output:



The screenshot shows the output table for the report. It has a header row with columns: Group, Org, Last name, First name, Weekend, WBS, Paytype, and Hours. Below the header, there are 8 rows of data for employee David Garibaldi. The first row shows Direct Labor on 07/02/2023 with PTO #2 (8.00 hours). The second row shows Direct Labor on 07/02/2023 with Performance (8.00 hours). The third row shows Direct Labor on 07/09/2023 with Holiday (8.00 hours). The fourth row shows Direct Labor on 07/09/2023 with Marketing (24.61 hours). The fifth row shows Direct Labor on 07/09/2023 with PTO (8.00 hours). The sixth row shows Direct Labor on 07/16/2023 with Direct Labor (9.00 hours). The seventh row shows Leave on 07/16/2023 with Holiday (48.00 hours). Above the table, there are links for 'Download Excel File', 'Download CSV File', 'Printer-friendly', and 'Return to Reports'.

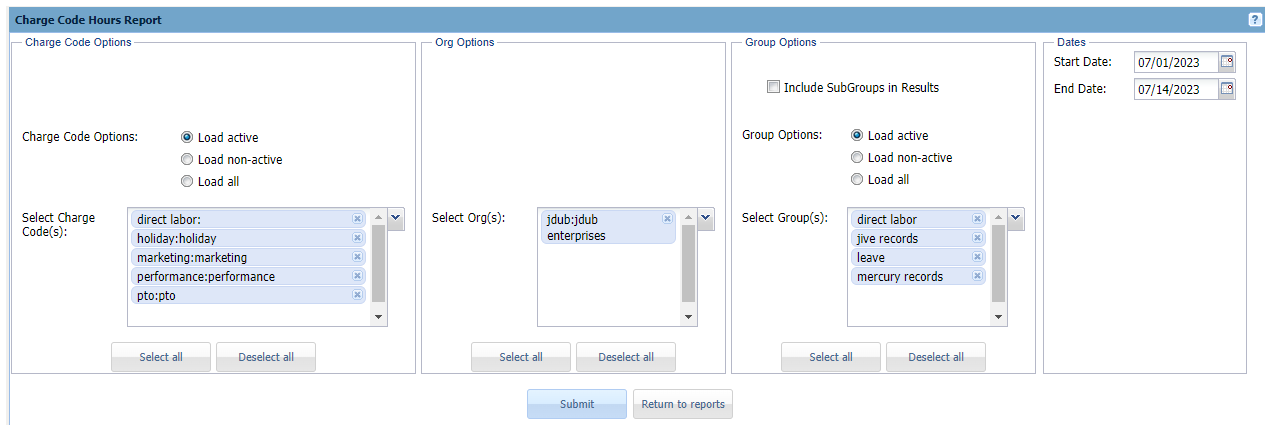
Group	Org	Last name	First name	Weekend	WBS	Paytype	Hours
Direct Labor	JDub	Garibaldi	David	07/02/2023	Direct Labor	PTO #2	8.00
Direct Labor	JDub	Garibaldi	David	07/02/2023	Performance	PTO #2	8.00
Direct Labor	JDub	Garibaldi	David	07/09/2023	Holiday	Holiday	8.00
Direct Labor	JDub	Garibaldi	David	07/09/2023	Marketing	Regular Pay	24.61
Direct Labor	JDub	Garibaldi	David	07/09/2023	PTO	PTO	8.00
Direct Labor	JDub	Garibaldi	David	07/16/2023	Direct Labor	Regular Pay	9.00
Leave	JDub	Garibaldi	David	07/16/2023	Holiday	Holiday	48.00

Export Options: Download to Excel, Download to CSV or Printer Friendly

## Charge Code Hours Report

Requirements: Employees must have timesheet data

Input:



The screenshot shows the input form for the 'Charge Code Hours Report'. It is divided into four main sections: Charge Code Options, Org Options, Group Options, and Dates. In the Charge Code Options section, 'Load active' is selected, and a list of charge codes is shown: 'direct labor', 'holiday: holiday', 'marketing: marketing', 'performance: performance', and 'pto: pto'. In the Org Options section, 'jdup:jdup' and 'enterprises' are selected. In the Group Options section, 'Include SubGroups in Results' is checked, 'Load active' is selected, and a list of groups is shown: 'direct labor', 'jive records', 'leave', and 'mercury records'. The Dates section shows a start date of 07/01/2023 and an end date of 07/14/2023. At the bottom, there are 'Submit' and 'Return to reports' buttons.

**Output:**

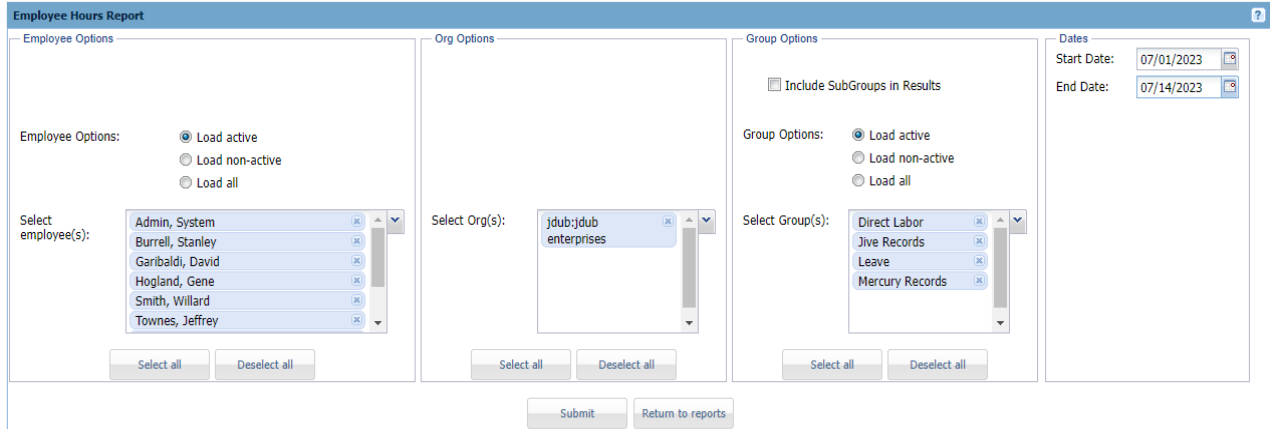
Charge Code Hours Report for 07/01/2023 to 07/14/2023							
<a href="#">Download Excel File</a> <a href="#">Download CSV File</a> <a href="#">Printer-friendly</a> <a href="#">Return to Reports</a>							
Group	Employee #	Employee	Charge Code	Pay Type	Task#	Hours	
Direct Labor	02112	Garibaldi, David	Direct Labor	PTO #2	Recording	8.00	
Direct Labor	02112	Garibaldi, David	Direct Labor	Regular Pay	Tracking	9.00	
Sub-Total:						17.00	
Direct Labor	02112	Garibaldi, David	Holiday	Holiday	-	8.00	
Sub-Total:						8.00	
Direct Labor	02112	Garibaldi, David	Marketing	Regular Pay	Tracking	24.61	
Sub-Total:						24.61	
Direct Labor	02112	Garibaldi, David	Performance	PTO #2	Headliner	8.00	
Sub-Total:						8.00	
Direct Labor	02112	Garibaldi, David	PTO	PTO	-	8.00	
Sub-Total:						8.00	
Leave	02112	Garibaldi, David	Holiday	Holiday	Holiday	48.00	
Sub-Total:						48.00	
Mercury Records	01	Walker, Kurtis	Direct Labor	PTO #2	-	8.00	
Mercury Records	01	Walker, Kurtis	Direct Labor	Regular Pay	-	8.00	
Mercury Records	01	Walker, Kurtis	Direct Labor	Regular Pay	Recording	2.00	
Sub-Total:						18.00	
<b>Total:</b>						<b>131.61</b>	

Export Options: Download to Excel, Download to CSV or Printer Friendly

## Employee Hours Report

Requirements: Employees must have timesheet data.

Input:



Output:

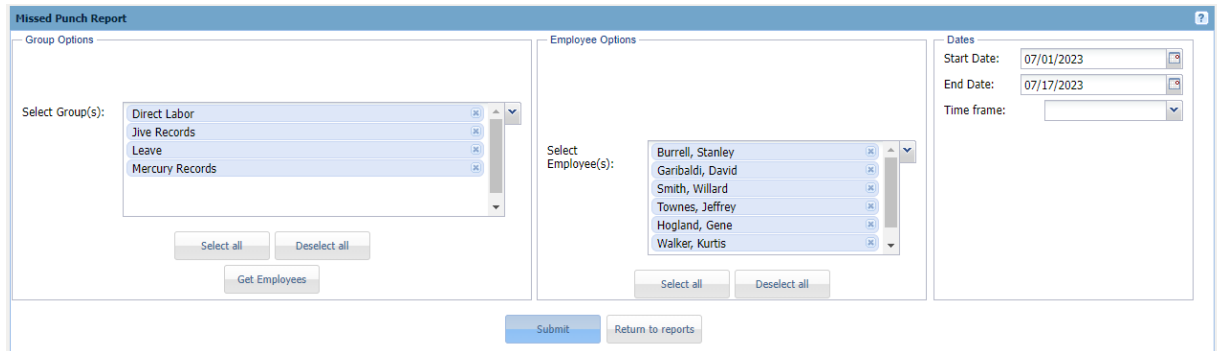
Employee Hours Report for 07/01/2023 to 07/14/2023						
<a href="#">Download Excel File</a> <a href="#">Download CSV File</a> <a href="#">Printer-friendly</a> <a href="#">Return to Reports</a>						
Group	Employee	Charge Code	Pay Type	Task#	Hours	
Direct Labor	Garibaldi, David	Direct Labor	PTO #2	Recording	8.00	
Direct Labor	Garibaldi, David	Direct Labor	Regular Pay	Tracking	9.00	
Direct Labor	Garibaldi, David	Holiday	Holiday	-	8.00	
Direct Labor	Garibaldi, David	Marketing	Regular Pay	Tracking	24.61	
Direct Labor	Garibaldi, David	Performance	PTO #2	Headliner	8.00	
Direct Labor	Garibaldi, David	PTO	PTO	-	8.00	
Sub-Total:					65.61	
Leave	Garibaldi, David	Holiday	Holiday	Holiday	48.00	
Sub-Total:					48.00	
Mercury Records	Walker, Kurtis	Direct Labor	PTO #2	-	8.00	
Mercury Records	Walker, Kurtis	Direct Labor	Regular Pay	-	8.00	
Mercury Records	Walker, Kurtis	Direct Labor	Regular Pay	Recording	2.00	
Sub-Total:					18.00	
<b>Total:</b>					<b>131.61</b>	

Export Options: Download to Excel, Download to CSV or Printer Friendly

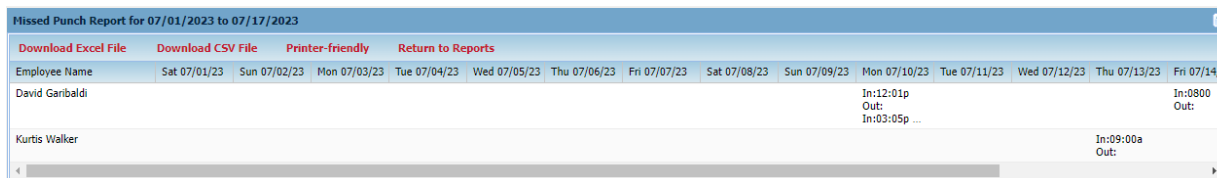
## Missed Punch Report (For use with clocks or in/out times)

Requirements: In/Outs must be used on the timesheet (either manual or web/physical clock entry)

Input:



Output:



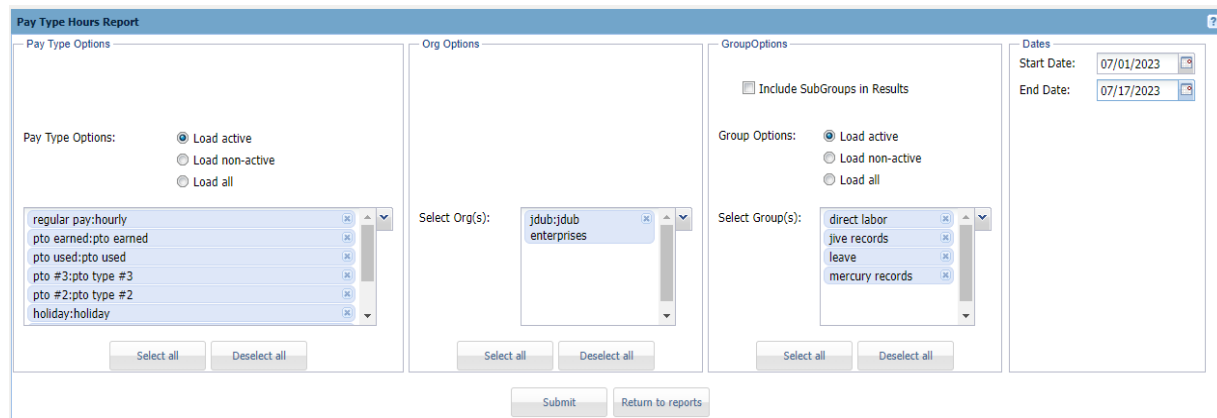
Employee Name	Sat 07/01/23	Sun 07/02/23	Mon 07/03/23	Tue 07/04/23	Wed 07/05/23	Thu 07/06/23	Fri 07/07/23	Sat 07/08/23	Sun 07/09/23	Mon 07/10/23	Tue 07/11/23	Wed 07/12/23	Thu 07/13/23	Fri 07/14/23
David Garibaldi										In:12:01p Out:				In:0800 Out:
Kurtis Walker										In:03:05p ...				In:09:00a Out:

Export Options: Download to Excel, Download to CSV or Printer Friendly

## Pay Type Hours Report

Requirements: Timesheet data must be created

Input:





Output:

Pay Type Hours Report for 07/01/2023 to 07/17/2023							
<a href="#">Download Excel File</a> <a href="#">Download CSV File</a> <a href="#">Printer-friendly</a> <a href="#">Return to Reports</a>							
Group	Employee	Charge Code	Pay Type	Task#	Hours		
Direct Labor	Garibaldi, David	Holiday	Holiday	-	8.00		
Sub-Total:					8.00		
Direct Labor	Garibaldi, David	PTO	PTO	-	8.00		
Sub-Total:					8.00		
Direct Labor	Garibaldi, David	Direct Labor	PTO #2	Recording	8.00		
Direct Labor	Garibaldi, David	Performance	PTO #2	Headliner	8.00		
Sub-Total:					16.00		
Direct Labor	Garibaldi, David	Direct Labor	Regular Pay	Tracking	9.00		
Direct Labor	Garibaldi, David	Marketing	Regular Pay	Tracking	24.61		
Direct Labor	Hogland, Gene	Direct Labor	Regular Pay	-	24.00		
Sub-Total:					57.61		
Leave	Garibaldi, David	Holiday	Holiday	Holiday	48.00		
Sub-Total:					48.00		
Mercury Records	Walker, Kurtis	Direct Labor	PTO #2	-	8.00		
Sub-Total:					8.00		
Mercury Records	Walker, Kurtis	Direct Labor	Regular Pay	-	8.00		
Mercury Records	Walker, Kurtis	Direct Labor	Regular Pay	Recording	2.00		
Sub-Total:					10.00		
<b>Total:</b>					<b>155.61</b>		

Export Options: Download to Excel, Download to CSV or Printer Friendly

## Task# Hours Report

Requirements: Tasks must be assigned and chosen on the timesheets

Input:

**Task# Options**

Task# Options:

Load active

Load non-active

Load all

Select Task#:

- Songwriting [X]
- Arranging [X]
- Tracking [X]
- Recording [X]
- Editing [X]
- Mixing [X]

Select all   Deselect all

**Org Options**

Select Org(s):

jclub:dub enterprises [X]

Select all   Deselect all

**Group Options**

Include SubGroups in Results

Group Options:

Load active

Load non-active

Load all

Select Group(s):

- Direct Labor [X]
- Jive Records [X]
- Leave [X]
- Mercury Records [X]

Select all   Deselect all

**Dates**

Start Date: 07/01/2023 [X]

End Date: 07/17/2023 [X]

Submit   Return to reports

Output:

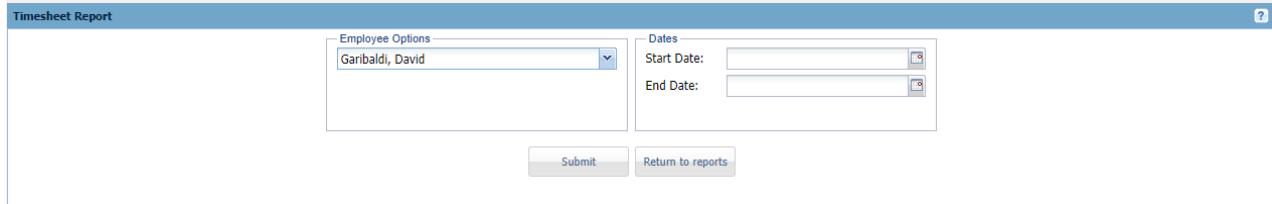
Task# Hours Report for 07/01/2023 to 07/17/2023							
<a href="#">Download Excel File</a> <a href="#">Download CSV File</a> <a href="#">Printer-friendly</a> <a href="#">Return to Reports</a>							
Group	Employee	Charge Code	Pay Type	Task#	Hours		
Direct Labor	Garibaldi, David	Performance	PTO #2	Headliner	8.00		
Sub-Total:					8.00		
Direct Labor	Garibaldi, David	Direct Labor	PTO #2	Recording	8.00		
Sub-Total:					8.00		
Direct Labor	Garibaldi, David	Direct Labor	Regular Pay	Tracking	9.00		
Direct Labor	Garibaldi, David	Marketing	Regular Pay	Tracking	24.61		
Sub-Total:					33.61		
Leave	Garibaldi, David	Holiday	Holiday	Holiday	48.00		
Sub-Total:					48.00		
Mercury Records	Walker, Kurtis	Direct Labor	Regular Pay	Recording	2.00		
Sub-Total:					2.00		
<b>Total:</b>					<b>99.61</b>		

Export Options: Download to Excel, Download to CSV or Printer Friendly

## Timesheet Report

Requirements: Employee chosen must have a timesheet for the selected dates

Input:



The screenshot shows the 'Timesheet Report' input form. It includes a dropdown menu for 'Employee Options' with 'Garibaldi, David' selected. To the right, there are 'Start Date' and 'End Date' input fields. At the bottom, there are 'Submit' and 'Return to reports' buttons.

Output:



The screenshot shows the 'Timesheet Report for 07/01/2023 to 07/17/2023' output table. It includes a header row with columns for 'Emp ID', 'Last name', 'First name', 'Middle Initial', 'Week Ending Date', 'Revision', 'WBS', 'Paytype', and seven days (Day 1 to Day 7). Below the header is a table with 14 rows of data.

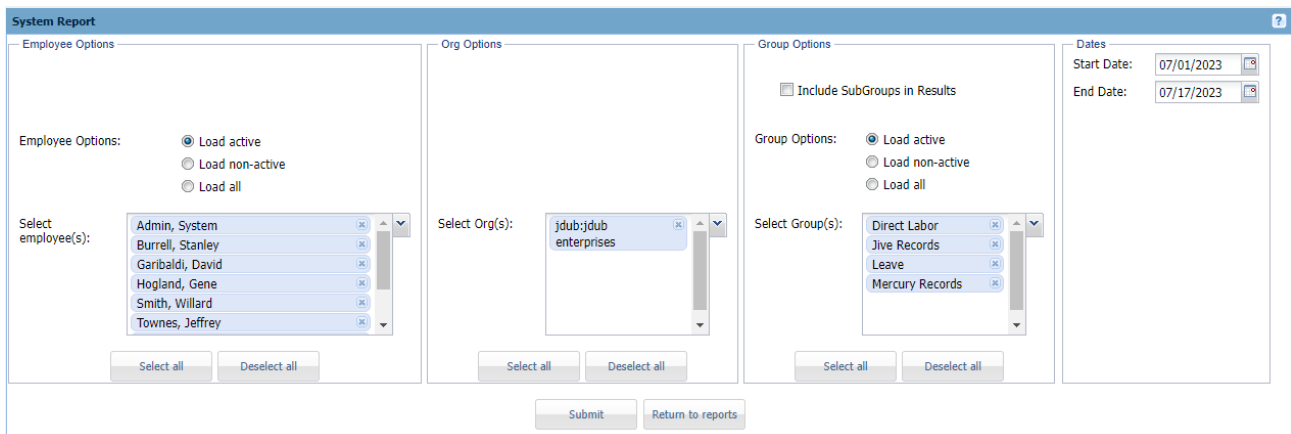
Emp ID	Last name	First name	Middle Initial	Week Ending Date	Revision	WBS	Paytype	Day 1	Day 2	Day 3	Day 4	Day 5	Day 6	Day 7
02112	Garibaldi	David	null	07/02/2023	0	Direct Labor	PTO #2	0.00	0.00	0.00	0.00	0.00	8.00	0.00
02112	Garibaldi	David	null	07/02/2023	0	Performance	PTO #2	0.00	0.00	0.00	0.00	0.00	0.00	8.00
02112	Garibaldi	David	null	07/09/2023	0	Holiday	Holiday	0.00	0.00	0.00	0.00	8.00	0.00	0.00
02112	Garibaldi	David	null	07/09/2023	0	Marketing	Regular Pay	0.00	7.97	8.81	7.83	0.00	0.00	0.00
02112	Garibaldi	David	null	07/09/2023	0	PTO	PTO	8.00	0.00	0.00	0.00	0.00	0.00	0.00
02112	Garibaldi	David	null	07/09/2023	1	Holiday	Holiday	0.00	0.00	0.00	0.00	8.00	0.00	0.00
02112	Garibaldi	David	null	07/09/2023	1	Marketing	Regular Pay	0.00	7.97	8.81	7.83	0.00	0.00	0.00
02112	Garibaldi	David	null	07/09/2023	1	PTO	PTO	8.00	0.00	0.00	0.00	0.00	0.00	0.00
02112	Garibaldi	David	null	07/16/2023	0	Direct Labor	Regular Pay	9.00	0.00	0.00	0.00	0.00	0.00	0.00
02112	Garibaldi	David	null	07/16/2023	0	Holiday	Holiday	0.00	24.00	24.00	0.00	0.00	0.00	0.00

Export Options: Download to Excel, Download to CSV or Printer Friendly

## System Report

Requirements: Employees must have timesheet data

Input:



The screenshot shows the 'System Report' input form. It is divided into four main sections: 'Employee Options', 'Org Options', 'Group Options', and 'Dates'. The 'Employee Options' section has radio buttons for 'Load active', 'Load non-active', and 'Load all', and a list of employees including 'Admin, System', 'Burrell, Stanley', 'Garibaldi, David', 'Hogland, Gene', 'Smith, Willard', and 'Townes, Jeffrey'. The 'Org Options' section has a dropdown for 'jdup:jdup enterprises'. The 'Group Options' section has radio buttons for 'Load active', 'Load non-active', and 'Load all', and a list of groups including 'Direct Labor', 'Jive Records', 'Leave', and 'Mercury Records'. The 'Dates' section has 'Start Date' (07/01/2023) and 'End Date' (07/17/2023) fields. At the bottom, there are 'Submit' and 'Return to reports' buttons.

System Hours Report for 07/01/2023 to 07/17/2023

[Download Excel File](#)   [Download CSV File](#)   [Printer-friendly](#)   [Return to Reports](#)

Employee	07/01/23	07/02/23	07/03/23	07/04/23	07/05/23	07/06/23	07/07/23	07/08/23	07/09/23	07/10/23	07/11/23	07/12/23	07/13/23	07/14/23	07/15/23	07/16/23	07/17/23	Total Hours
Garibaldi, David	8.00	8.00	8.00	7.97	8.81	7.83	8.00	0.00	0.00	9.00	24.00	24.00	0.00	0.00	0.00	0.00	0.00	113.61
Hogland, Gene	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	8.00	8.00	8.00	0.00	0.00	0.00	0.00	24.00
Walker, Kurtis	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	8.00	2.00	8.00	0.00	0.00	0.00	0.00	0.00	18.00
<b>Total:</b>	8.00	8.00	8.00	7.97	8.81	7.83	8.00	0.00	0.00	17.00	34.00	40.00	8.00	0.00	0.00	0.00	0.00	155.61

Export Options: Download to Excel, Download to CSV or Printer Friendly

## Employee Management Reports

### Charge Code List Report

Requirements: Orgs and groups selected must have codes assigned to them

Input:

Timesheet Document Report

[Download Excel File](#)   [Download CSV File](#)   [Printer-friendly](#)   [Return to Reports](#)

**Criteria**

Group Options

Include SubGroups

Group Options:

Load active  
 Load non-active  
 Load all

Select Group(s):

- Direct Labor
- Jive Records
- Leave
- Mercury Records

Dates

First End Date: 07/01/2023

Last End Date: 07/17/2023

Output:

Timesheet Document Report

[Download Excel File](#)   [Download CSV File](#)   [Printer-friendly](#)   [Back to Reports](#)

Timesheet Document Report Results

Employee Number	Last Name	First Name	Group	Timesheet End Date	Total Numbers of Documents	Document Names
02112	Garibaldi	David	Leave	2023/07/16	1	document.png
02112	Garibaldi	David	Jive Records	2023/07/16	1	document.png
02112	Garibaldi	David	Direct Labor	2023/07/16	1	document.png

Export Options: Download to Excel, Download to CSV or Printer Friendly

### Employee Listings by Group Report

Requirements: Employee(s) must be assigned to group(s)

Input: there is no input selection required

Output:

Employee List by Group Report				
Group	Last Name	First Name	Office Phone	E-Mail
Direct Labor	Burrell	Stanley		
Direct Labor	Garibaldi	David		
Jive Records	Townes	Jeffrey		
Jive Records	Smith	Willard		
Leave	Garibaldi	David		
Leave	Hogland	Gene		
Mercury Records	Walker	Kurtis		

Export Options: Download to Excel, Download to CSV or Printer Friendly

### Missing Paystubs Report

Requirements: Pay Stub feature must be turned on and stubs loaded

Input:

Missing Paystubs

Dates

Date:

Output:

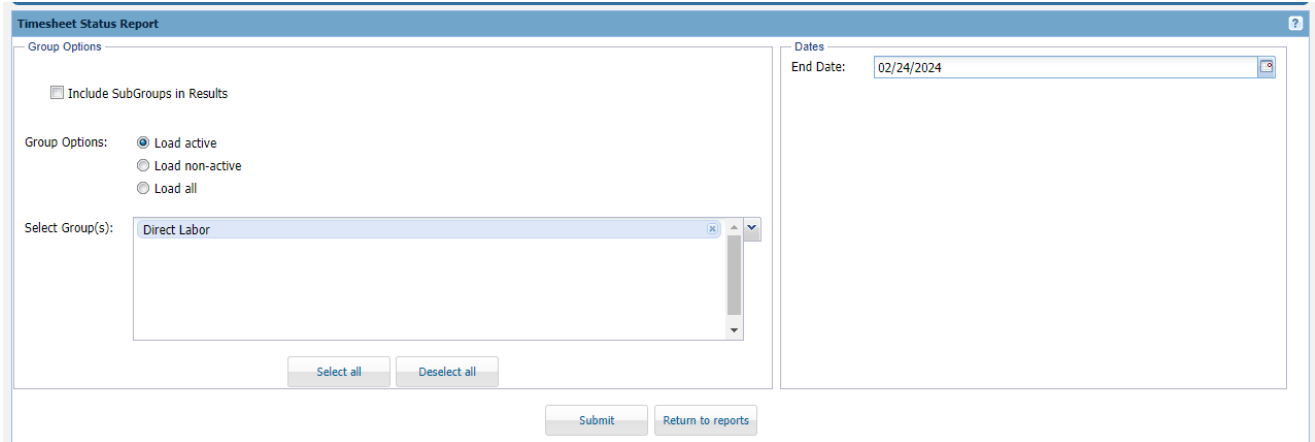
Missing Paystubs Results for 04/07/2018		
Employee ID	Last Name	First Name
00	Admin	System
000	Admin	Super
hh	Harmeyer	Sarah
hrh	Robert	Henry
johnjacobjinglehei	Avery	Katelyn
rc	Cooper	Reagan
wt	Tell	William

Export Options: Download to Excel, Download to CSV or Printer Friendly

## Timesheet Status Report

Requirements: none

Input:



Output:



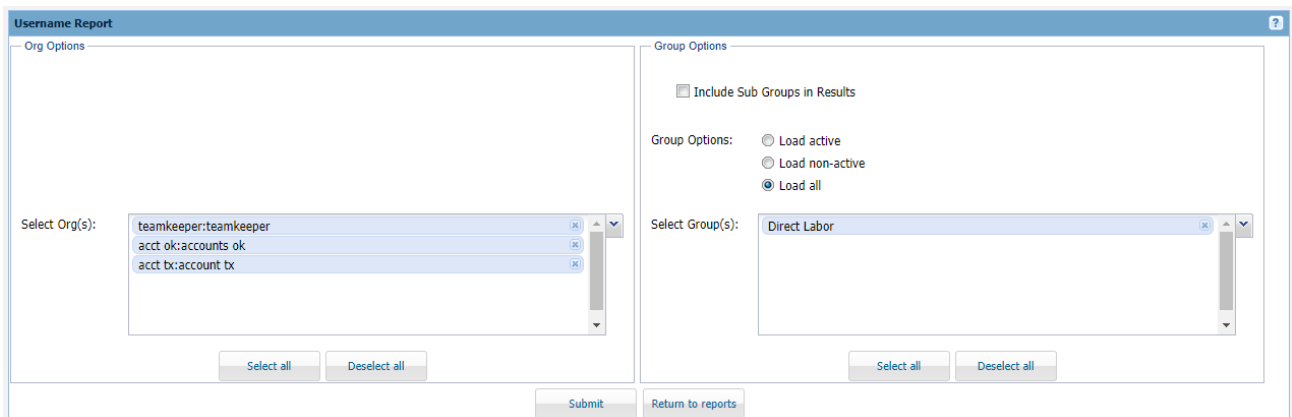
Group	Employee ID	Last Name	First Name	Timesheet Status
Direct Labor	21	Anderson	David	Approved w/o sign
Direct Labor	28	Brown	Kevin	Approved
Direct Labor	22	Johnson	Paul	No Timesheet

Export Options: Download to Excel, Download to CSV or Printer Friendly

## Username Report

Requirements: Employee profile must have Org selected for their name to appear

Input:



Output:

Username Report				
Group	Org	Last Name	First Name	Username
Direct Labor	TeamKeeper	Anderson	David	danderson
Direct Labor	ACCT OK	Johnson	Paul	pjohnson
Direct Labor	ACCT TX	King	Brian	bking
Direct Labor	TeamKeeper	Blanchflower	Marlyn	mblanchflowerq
Direct Labor	TeamKeeper	Brown	Kevin	kbrown

Export Options: Download to Excel, Download to CSV or Printer Friendly

### EEO-1 Report

Requirements: Human Resources must be turned on, profile fields filled out and EEOC Category must be selected under the profile Compensation tab

Input:

Criteria		Export to Excel	Export to CSV	Printer Friendly	Return to Reports													
Job Categ	Hispanic or Latino		Non-Hispanic or Latino						Overall Totals									
	Male	Female	Male					Female										
			White	Black or African American	Native Hawaiian or Pacific Islander	Asian	American Indian or Alaskan Native	Two or More Races		White	Black or African American	Native Hawaiian or Pacific Islander	Asian	American Indian or Alaskan Native	Two or More Races			
Start Date:	08/28/2023																	
End Date:	09/03/2023																	
Submit																		

Output:

Criteria		Export to Excel	Export to CSV	Printer Friendly	Return to Reports											
Job Category	Hispanic or Latino		Non-Hispanic or Latino						Overall Totals							
	Male	Female	Male					Female								
			White	Black or African American	Native Hawaiian or Pacific Islander	Asian	American Indian or Alaskan Native	Two or More Races		White	Black or African American	Native Hawaiian or Pacific Islander	Asian	American Indian or Alaskan Native	Two or More Races	
Chief Executive Officer	0	0	0	0	0	0	0	0	1	0	0	0	0	0	0	1
Farm Labor Contractors	1	0	0	0	0	0	0	0	0	0	0	0	0	0	0	1
Financial Analysts	0	0	0	1	0	0	0	0	0	0	0	0	0	0	0	1
General Operations Manager	0	0	0	0	0	0	0	0	0	0	1	0	0	0	0	1
Manager	0	0	0	0	0	0	0	0	0	0	0	1	0	0	0	1
Totals:	1	0	0	1	0	0	0	0	1	0	1	1	0	0	0	5

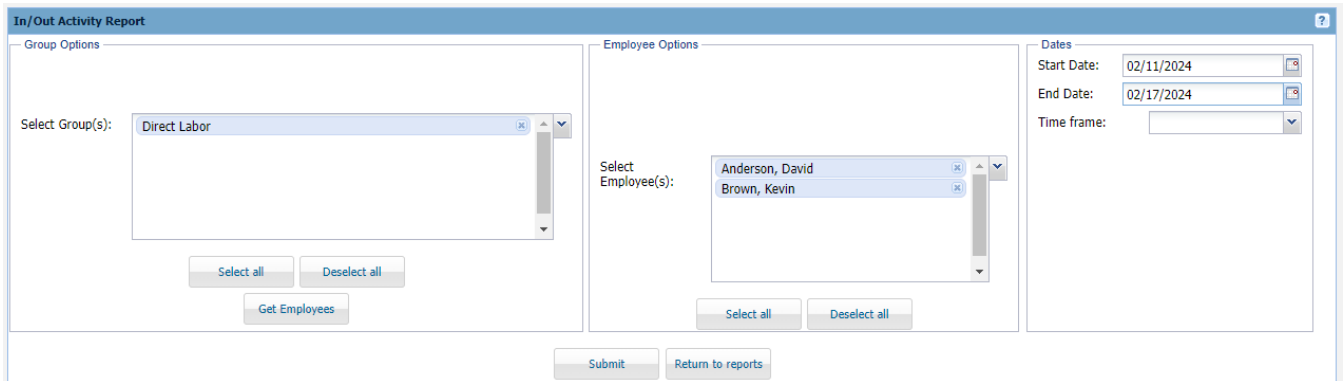
Export Options: Download to Excel, Download to CSV or Printer Friendly

## Scheduling Reports

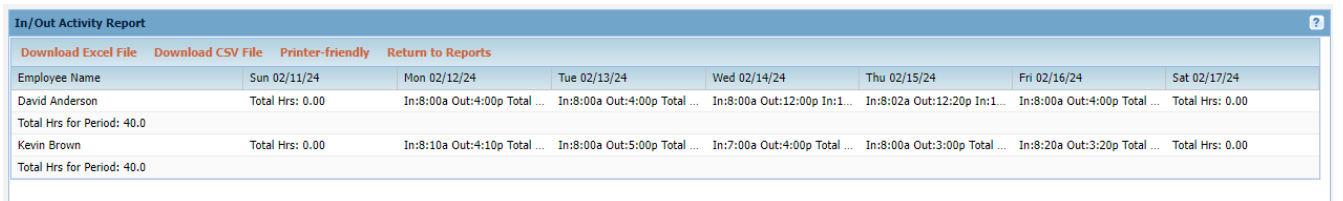
### In/Out Activity Report

Requirements: In/Outs must be used on the timesheet (either manual or web/physical clock entry)

Input:



Output:



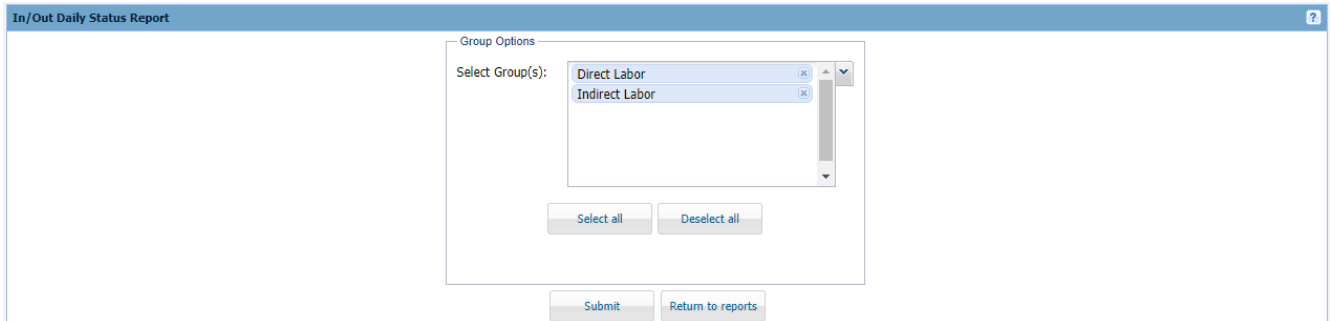
Employee Name	Sun 02/11/24	Mon 02/12/24	Tue 02/13/24	Wed 02/14/24	Thu 02/15/24	Fri 02/16/24	Sat 02/17/24
David Anderson	Total Hrs: 0.00	In:8:00a Out:4:00p Total ...	In:8:00a Out:4:00p Total ...	In:8:00a Out:12:00p In:1...	In:8:02a Out:12:20p In:1...	In:8:00a Out:4:00p Total ...	Total Hrs: 0.00
Total Hrs for Period: 40.0							
Kevin Brown	Total Hrs: 0.00	In:8:10a Out:4:10p Total ...	In:8:00a Out:5:00p Total ...	In:7:00a Out:4:00p Total ...	In:8:00a Out:3:00p Total ...	In:8:20a Out:3:20p Total ...	Total Hrs: 0.00
Total Hrs for Period: 40.0							

Export Options: Download to Excel, Download to CSV or Printer Friendly

## In/Out Daily Status Report

Requirements: none

Input:



In/Out Daily Status Report

Group Options

Select Group(s):

- Direct Labor
- Indirect Labor

Select all Deselect all

Submit Return to reports

Output:



In/Out Daily Status Report (04/02/2024)

Previous Day Next Day Download Excel File Download CSV File Printer-friendly Return to Reports

Employee	Employee Name	Status	Time	Scheduled Status
21	Anderson, David	In	8:00a	On Time
27	Blanchflower, Marlyn			Not Scheduled
28	Brown, Kevin	In	8:10a	10 minute(s) late

Export Options: Download to Excel, Download to CSV or Printer Friendly



## Scheduled/Actual Hours Comparison Report

Requirements: Employee must have a schedule and in/out on the timesheet

Input:

**Scheduling Report**
?

Group Options

Select Group(s): Direct Labor

Employee Options

Select Employee(s): Anderson, David

Dates

Start Date: 03/07/2024

End Date: 03/10/2024

Time frame: ▼

Output:

Scheduled vs. Actual Hours Comparison Report (03/07/2024 - 03/10/2024)			
Employee	Date	Scheduled	Actual
Anderson David	Thu 03/07/24	Total Hrs: 0.0	Total Hrs: 0.0
Anderson David	Fri 03/08/24	In:8:00a Out:4:00p Charge Code : Task : Total Hrs: 8.0	In:08:00a Out:04:00p Charge Code : Task : Total Hrs: 8.0
Anderson David	Sat 03/09/24	Total Hrs: 0.0	In:08:10a Out:04:10p Charge Code : Task : Total Hrs: 8.0
Anderson David	Sun 03/10/24	Total Hrs: 0.0	Total Hrs: 0.0
Anderson David	<b>Total</b>	8.0	16.0

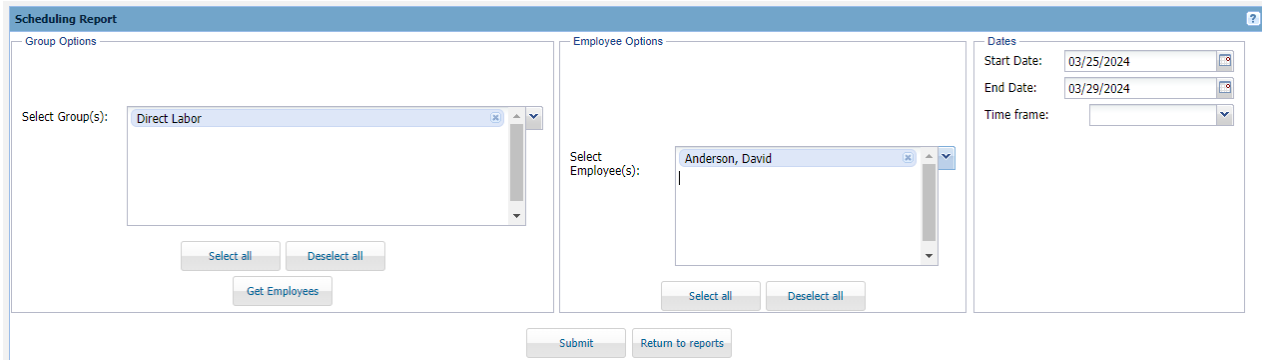
Export Options: Download to Excel, Download to CSV or Printer Friendly

**NOTE: This report can also be accessed from Scheduling > Schedule Report.**

## Scheduled Overtime Report

Requirements: Employee must have a schedule

Input:



Output:

### Scheduled Overtime Report (03/25/2024 - 03/29/2024)

David Anderson								
Mon 03/25/24	Tue 03/26/24	Wed 03/27/24	Thu 03/28/24	Fri 03/29/24	Total	Reg	OT	DNE
Scheduled	Scheduled	Scheduled	Scheduled	Scheduled	Hours	Hours	Hours	Hours
In:7:00a Out:5:00p	In:7:00a Out:5:00p	In:7:00a Out:5:00p	In:7:00a Out:5:00p	In:8:00a Out:4:00p				
Break Time:0.0	Break Time:0.0	Break Time:0.0	Break Time:0.0	Break Time:0.0	48.0	40.0	8.0	40.0
Total Hrs: 10.0	Total Hrs: 10.0	Total Hrs: 10.0	Total Hrs: 10.0	Total Hrs: 8.0 <b>Overtime Hrs: 8.0</b>				

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

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

Privacy Act Information "This information is subject to the Privacy Act of 1974, (Title 5, USC 522a)"

Export Options: none

## Schedule Gantt Report

Requirements: Employee must have a schedule

Input:

Scheduling Gantt Report
?

Group Options

Select Group(s):

- Direct Labor
- Jive Records
- Leave
- Mercury Records

Employee Options

Select Employee(s):

- Burrell, Stanley
- Garibaldi, David
- Smith, Willard
- Townes, Jeffrey
- Hogland, Gene
- Walker, Kurtis

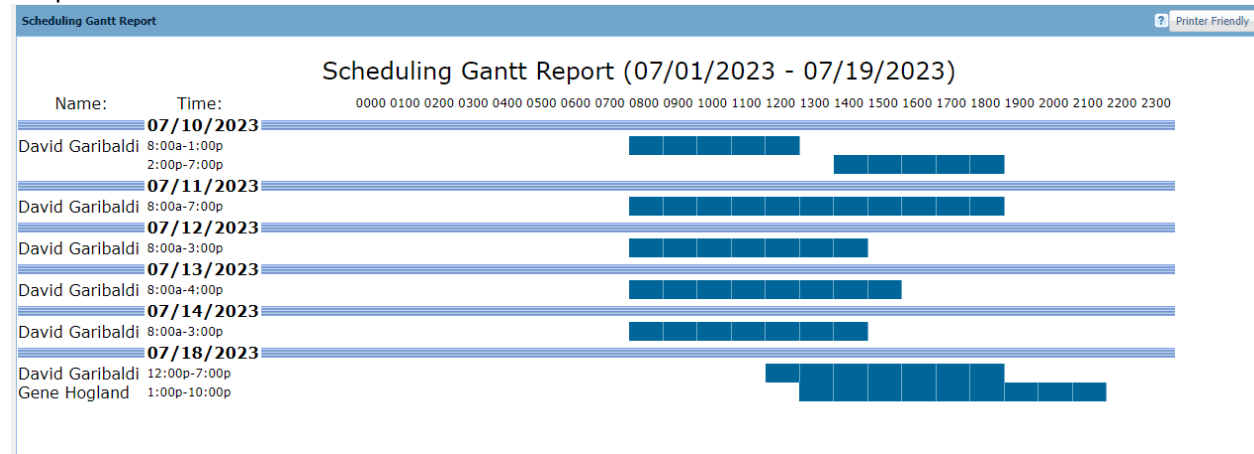
Dates

Start Date:

End Date:

Time frame:

Output:



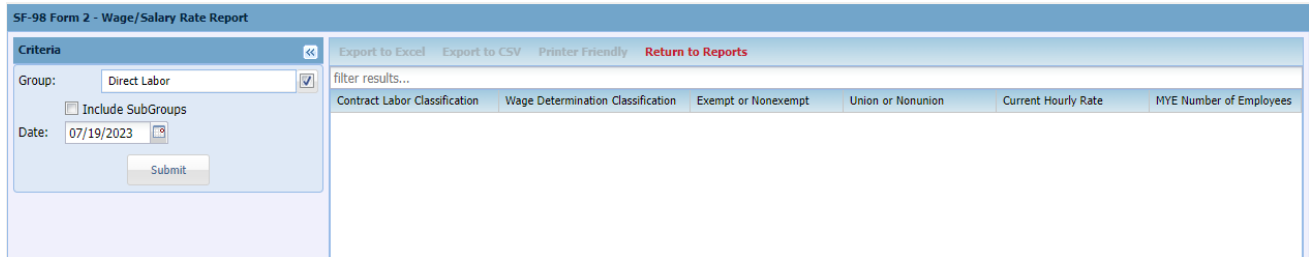
Export Options: Printer Friendly

## Costing Reports

### SF-98 Form 2 - Wage/Salary Rate Report

Requirements: Profile fields (union, exempt and compensation) must be filled out

Input:



SF-98 Form 2 - Wage/Salary Rate Report

Export to Excel Export to CSV Printer Friendly Return to Reports

Criteria

Group: Direct Labor

Include SubGroups

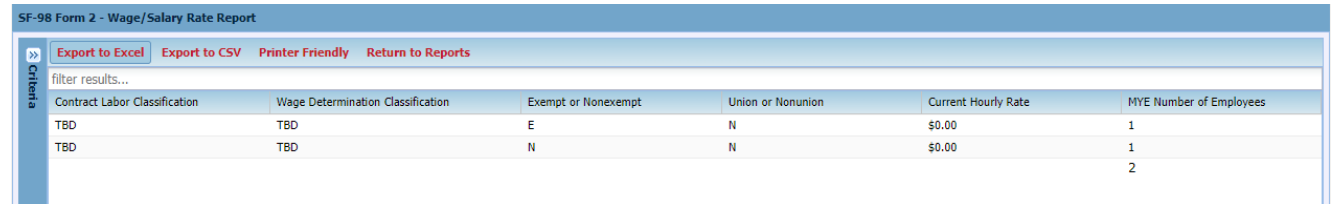
Date: 07/19/2023

Submit

filter results...

Contract Labor Classification	Wage Determination Classification	Exempt or Nonexempt	Union or Nonunion	Current Hourly Rate	MYE Number of Employees
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Output:



SF-98 Form 2 - Wage/Salary Rate Report

Export to Excel Export to CSV Printer Friendly Return to Reports

Criteria

filter results...

Contract Labor Classification	Wage Determination Classification	Exempt or Nonexempt	Union or Nonunion	Current Hourly Rate	MYE Number of Employees
TBD	TBD	E	N	\$0.00	1
TBD	TBD	N	N	\$0.00	1

Export Options: Download to Excel, Download to CSV or Printer Friendly