

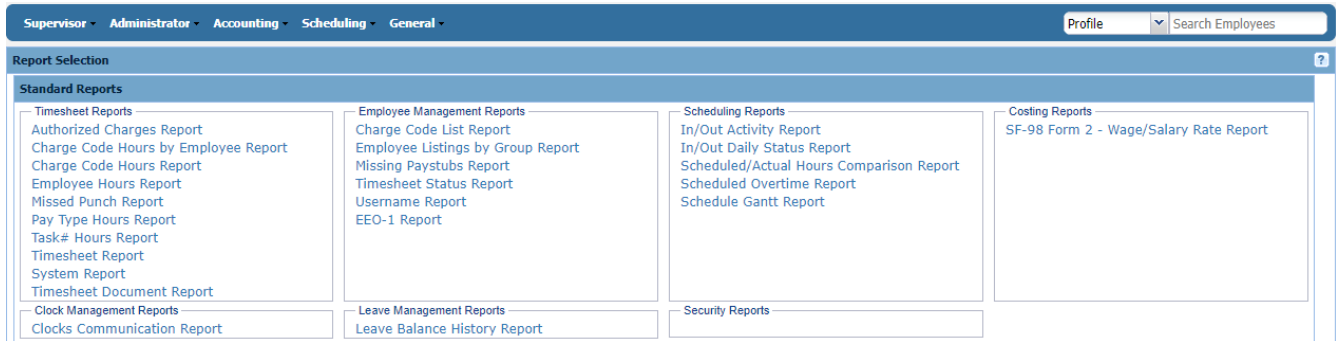


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Reports

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.



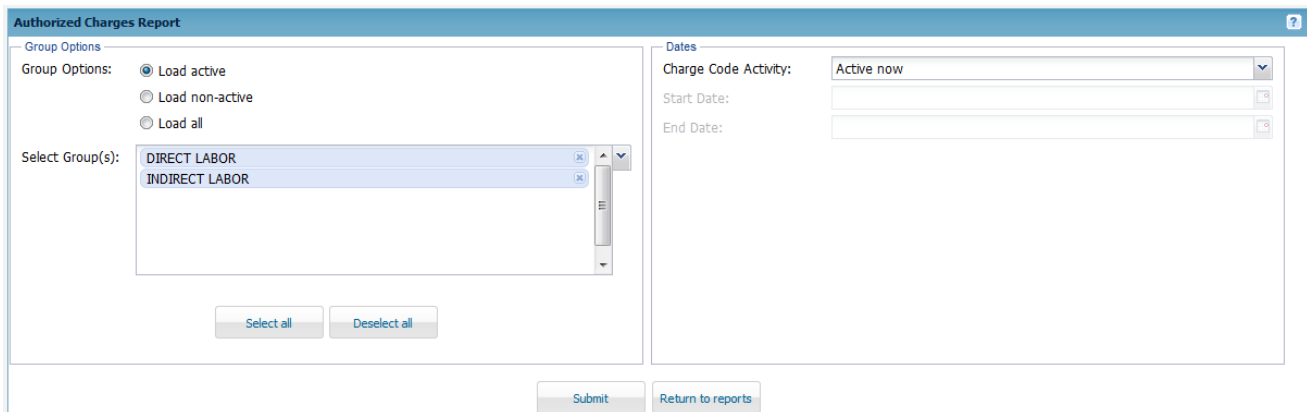
Report Selection

- 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
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 - 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**

Authorized Charges Report

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

Input:



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:

Charge Code Hours by Employee Report

Employee Options

Employee Options:

☒ Load active

☐ Load non-active

☐ Load all

Garibaldi, David

Charge Code Options

Charge Code Options:

☒ Load active

☐ Load non-active

☐ Load all

Select Charge Code(s):

- Direct Labor: direct labor:
- Direct Labor: marketing: marketing
- Direct Labor: performance: performance
- Direct Labor: pto: pto
- Direct Labor: holiday: holiday

Select all Deselect all

Dates

Start Date: 07/01/2023

End Date: 07/13/2023

Submit Return to reports

Output:

Charge Code Hours by Employee Report for 07/01/2023 to 07/13/2023								
Download Excel File	Download CSV File	Printer-friendly	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:

Charge Code Hours Report

Charge Code Options

Charge Code Options:

☒ Load active

☐ Load non-active

☐ Load all

Select Charge Code(s):

- direct labor:
- holiday: holiday
- marketing: marketing
- performance: performance
- pto: pto

Select all Deselect all

Org Options

Select Org(s):

- jdub:jdub
- enterprises

Select all Deselect all

Group Options

☐ Include SubGroups in Results

Group Options:

☒ Load active

☐ Load non-active

☐ Load all

Select Group(s):

- direct labor
- jive records
- leave
- mercury records

Select all Deselect all

Dates

Start Date: 07/01/2023

End Date: 07/14/2023

Submit Return to reports

Output:

Charge Code Hours Report for 07/01/2023 to 07/14/2023							
Download Excel File Download CSV File Printer-friendly Return to Reports							
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	
Total:						131.61	

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

Employee Hours Report

Requirements: Employees must have timesheet data.

Input:

Employee Hours Report

Employee Options:

☒ Load active
☐ Load non-active
☐ Load all

Select employee(s):

Admin, System
Anderson, David
Benterman, Willa
Blanchflower, Marilyn
Brown, Kevin
Crackel, Carlos

Select all Deselect all

Org Options

Select Org(s):

teamkeeper:teamkeeper
acct ok:accounts ok
acct tx:account tx

Select all Deselect all

Group Options

☐ Include SubGroups in Results

Group Options:

☒ Load active
☐ Load non-active
☐ Load all

Select Group(s):

Direct Labor
Indirect Labor

Select all Deselect all

Dates

Start Date: 11/16/2022

End Date: 09/26/2024

Submit Return to reports

Output:

Employee Hours Report for 07/01/2023 to 07/14/2023						
Download Excel File Download CSV File Printer-friendly Return to Reports						
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	
Total:					131.61	

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:

Missed Punch Report

Group Options

Select Group(s):

Direct Labor
Indirect Labor

Select all Deselect all

Get Employees

Employee Options

Select Employee(s):

Anderson, David
Brown, Kevin

Select all Deselect all

Dates

Start Date: 02/18/2024
End Date: 02/24/2024
Time frame:

Submit
Return to reports

Output:

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

Missed Punch Report for 02/18/2024 to 02/24/2024						
Download Excel File Download CSV File Printer-friendly Return to Reports						
Employee Name	Sun 02/18/24	Mon 02/19/24	Tue 02/20/24	Wed 02/21/24	Thu 02/22/24	Fri 02/23/24 Sat 02/24/24
David Anderson			In: Out:11:30a	In:7:00a Out:		In:7:00a Out:

Pay Type Hours Report

Requirements: Timesheet data must be created

Input:

Pay Type Hours Report

Pay Type Options

Pay Type Options:

☒ Load active
 ☐ Load non-active
 ☐ Load all

reg:regular

ot:overtime

hol:holiday

pto:pto

vac:vacation

sick:sick leave

Select all

Deselect all

Org Options

Select Org(s):

teamkeeper:teamkeeper

acct ok:accounts ok

acct tx:account tx

Select all

Deselect all

GroupOptions

☐ Include SubGroups in Results

Group Options:

☒ Load active
 ☐ Load non-active
 ☐ Load all

Select Group(s):

direct labor

indirect labor

Select all

Deselect all

Dates

Start Date:

01/01/2024

End Date:

05/31/2024

Submit

Return to reports

Output:

Pay Type Hours Report for 07/01/2023 to 07/17/2023						
Download Excel File Download CSV File Printer-friendly Return to Reports						
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	
Total:					155.61	

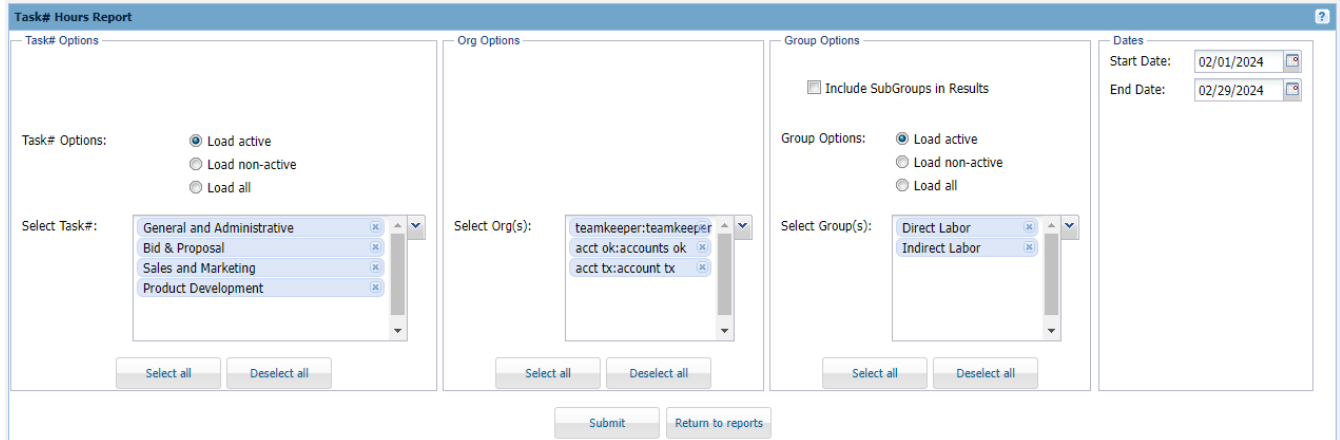
Export Options: Download to Excel, Download to CSV or Printer Friendly

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Task# Hours Report

Requirements: Tasks must be assigned and chosen on the timesheets

Input:



Task# Hours Report

Task# Options

Task# Options: ☒ Load active ☐ Load non-active ☐ Load all

Select Task#:
 General and Administrative
 Bid & Proposal
 Sales and Marketing
 Product Development

Select all Deselect all

Org Options

Select Org(s):
 teamkeeper:teamkeeper
 acct ok:accounts ok
 acct tx:account tx

Select all Deselect all

Group Options

☐ Include SubGroups in Results

Group Options: ☒ Load active ☐ Load non-active ☐ Load all

Select Group(s):
 Direct Labor
 Indirect Labor

Select all Deselect all

Dates

Start Date: 02/01/2024
 End Date: 02/29/2024

Submit Return to reports

Output:

Task# Hours Report for 02/01/2024 to 02/29/2024

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

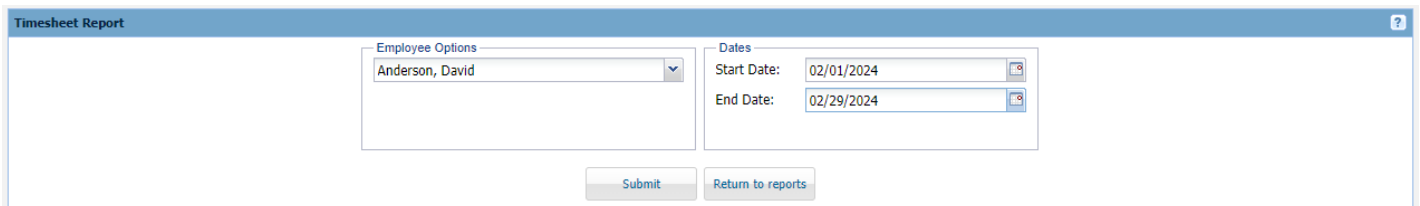
Group	Employee	Charge Code	Pay Type	Task#	Hours
Direct Labor	Anderson, David	Direct Labor: Job 2	REG	Bid & Proposal	24.00
Sub-Total:					24.00
Direct Labor	Anderson, David	Direct Labor: Job 1	REG	General and Administrative	16.00
Sub-Total:					16.00
Direct Labor	Anderson, David	Direct Labor: Job 1	REG	Product Development	16.00
Sub-Total:					16.00
Direct Labor	Anderson, David	Direct Labor: Job 2	REG	Sales and Marketing	16.00
Sub-Total:					16.00
Total:					72.00

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:



Timesheet Report

Employee Options

Anderson, David

Dates

Start Date: 02/01/2024
 End Date: 02/29/2024

Submit Return to reports

Output:

Timesheet Report for 02/01/2024 to 02/29/2024														
Download Excel File		Download CSV File		Printer-friendly	Return to Reports									
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
21	Anderson	David	null	02/18/2024	0	Direct Labor	REG	0.00	8.00	8.00	8.00	0.00	0.00	0.00
21	Anderson	David	null	02/18/2024	0	Direct Labo...	REG	0.00	8.00	0.00	0.00	8.00	0.00	0.00
21	Anderson	David	null	02/18/2024	0	Direct Labo...	REG	8.00	0.00	8.00	8.00	0.00	0.00	0.00
21	Anderson	David	null	02/25/2024	0	Direct Labo...	REG	4.00	1.75	0.00	4.00	0.00	0.00	0.00
21	Anderson	David	null	02/25/2024	0	Direct Labo...	REG	4.00	1.75	0.00	4.00	0.00	0.00	0.00
21	Anderson	David	null	03/03/2024	0	Direct Labo...	REG	0.00	8.00	8.00	0.00	0.00	0.00	0.00
21	Anderson	David	null	03/03/2024	0	Direct Labo...	REG	8.00	0.00	0.00	8.00	8.00	0.00	0.00

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

System Report

Requirements: Employees must have timesheet data

Input:

System Report

Employee Options:

☒ Load active
☐ Load non-active
☐ Load all

Select employee(s):

Anderson, David

Brown, Kevin

Select all Deselect all

Org Options

Select Org(s):

teamkeeper:teamkeeper

acct ok:accounts ok

acct tx:account tx

Select all Deselect all

Group Options

☐ Include SubGroups in Results

Group Options:

☒ Load active
☐ Load non-active
☐ Load all

Select Group(s):

Direct Labor

Indirect Labor

Select all Deselect all

Dates

Start Date: 02/01/2024

End Date: 02/29/2024

Submit Return to reports

Output:

System Hours Report for 02/01/2024 to 02/29/2024																							?
Download Excel File	Download CSV File	Printer-friendly	Return to Reports																				
Employee	02/01/24	02/02/24	02/03/24	02/04/24	02/05/24	02/06/24	02/07/24	02/08/24	02/09/24	02/10/24	02/11/24	02/12/24	02/13/24	02/14/24	02/15/24	02/16/24	02/17/24	02/18/24	02/19/24	02/20/24	02/21/24	02/22/24	
Anderson, David	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	8.00	16.00	16.00	16.00	8.00	0.00	0.00	8.00	3.50	0.00	8.00	
Brown, Kevin	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	8.00	9.00	9.00	7.00	7.00	0.00	0.00	9.00	9.00	9.00	0.00	
Total:	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	16.00	25.00	25.00	23.00	15.00	0.00	0.00	17.00	12.50	9.00	8.00	
<div><div></div></div>																							

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

Timesheet Document Report

Requirements: Employees must have timesheet documents

Input:

Timesheet Document Report

Criteria

Group Options

☐ Include SubGroups

Group Options:

☒ Load active
 ☐ Load non-active
 ☐ Load all

Select Group(s):

Direct Labor

Select All

Deselect All

Dates

First End Date:

02/01/2024

Last End Date:

02/29/2024

Submit

Return to reports

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
21	Anderson	David	Direct Labor	2024/02/25	3	Jury Duty 1.txt Jury Duty 2.txt Jury Duty 3.txt

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

Charge Code List Report

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

Input:

Charge Code List Report

Org Options

Select Org(s):

teamkeeper:teamkeeper
acct ok:accounts ok
acct tx:account tx

Select all
Deselect all

Group Options

☐ Include SubGroups in Results

Group Options:

☒ Load active
☐ Load non-active
☐ Load all

Select Group(s):

Direct Labor
Indirect Labor

Select all
Deselect all

Submit
Return to reports

Output:

Charge Code Hours Report for 11/01/2023 to 03/01/2024							
Download Excel File Download CSV File Printer-friendly Return to Reports							
Group	Employee #	Employee	Charge Code	Pay Type	Task#	Hours	
Direct Labor	21	Anderson, David	Direct Labor	REG	-	140.00	
Direct Labor	28	Brown, Kevin	Direct Labor	REG	-	120.00	
Direct Labor	22	Johnson, Paul	Direct Labor	REG	-	120.00	
Direct Labor	24	King, Brian	Direct Labor	REG	-	120.00	
Direct Labor	3	Smith, John	Direct Labor	REG	-	120.00	
Direct Labor	26	Williams, Mary	Direct Labor	REG	-	120.00	
Sub-Total:						740.00	
Direct Labor	21	Anderson, David	Direct Labor: Job 1	REG	General and Administrat...	16.00	
Direct Labor	21	Anderson, David	Direct Labor: Job 1	REG	Product Development	16.00	
Sub-Total:						32.00	
Total:						772.00	

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:

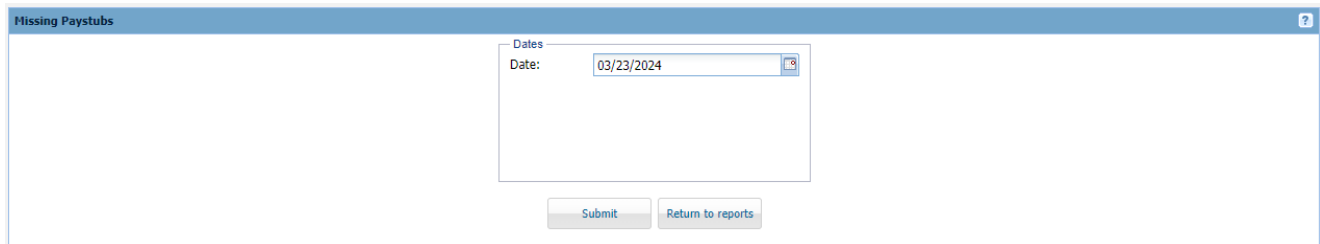
Employee List by Group Report				
Download Excel File Download CSV File Printer-friendly Return to Reports				
Group	Last Name	First Name	Office Phone	E-Mail
Direct Labor	Smith	John		jsmith@webnode.com
Direct Labor	Anderson	David		danderson@auda.com.au
Direct Labor	Johnson	Paul		pjohnson@newsvine.com
Direct Labor	King	Brian		bking@i2i.jp
Direct Labor	Williams	Mary		mwilliams@etsy.com
Direct Labor	Blanchflower	Marlyn		mblanchflower@ed.gov
Direct Labor	Brown	Kevin		kbrown@comsenz.com
Indirect Labor	Smith	John		jsmith@webnode.com

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: 03/23/2024

Submit Return to reports

Output:



Missing Paystubs Results for 03/30/2024

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

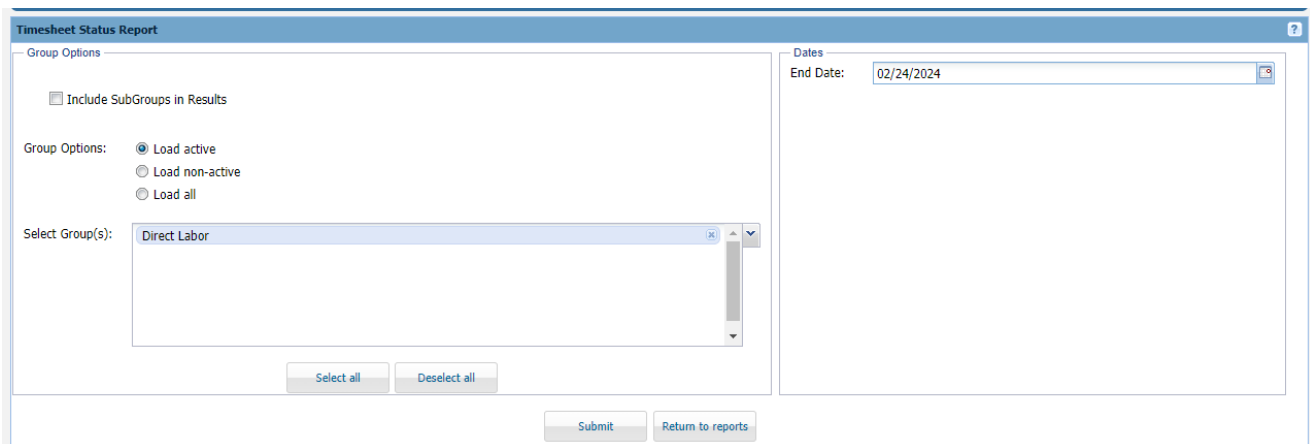
Employee ID	Last Name	First Name
10	Heifer	Biron
11	Sodeau	Mathe
12	Gerardin	Quint
13	Benterman	Willa
14	McAvin	Rois
15	Garcia	Maria
16	Neaverson	Hildegard
17	Rosettini	Cissie

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

Timesheet Status Report

Requirements: none

Input:



Timesheet Status Report

Group Options

☐ Include SubGroups in Results

Group Options: ☒ Load active ☐ Load non-active ☐ Load all

Select Group(s): Direct Labor

Select all Deselect all

Dates
End Date: 02/24/2024

Submit Return to reports

Output:

Timesheet Status Report				
Download Excel File	Download CSV File	Printer-friendly	Return to Reports	
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:

Username Report

Org Options

Select Org(s):

teamkeeper:teamkeeper
acct ok:accounts ok
acct tx:account tx

Select all
Deselect all

Group Options

☐ Include Sub Groups in Results

Group Options:

☐ Load active
☐ Load non-active
☒ Load all

Select Group(s):

Direct Labor

Select all
Deselect all

Submit
Return to reports

Output:

Username Report				
Download Excel File	Download CSV File	Printer-friendly	Return to Reports	
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:

EEO-1 Report

Criteria

Start Date: 08/28/2023
End Date: 09/03/2023
Submit

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	

Output:

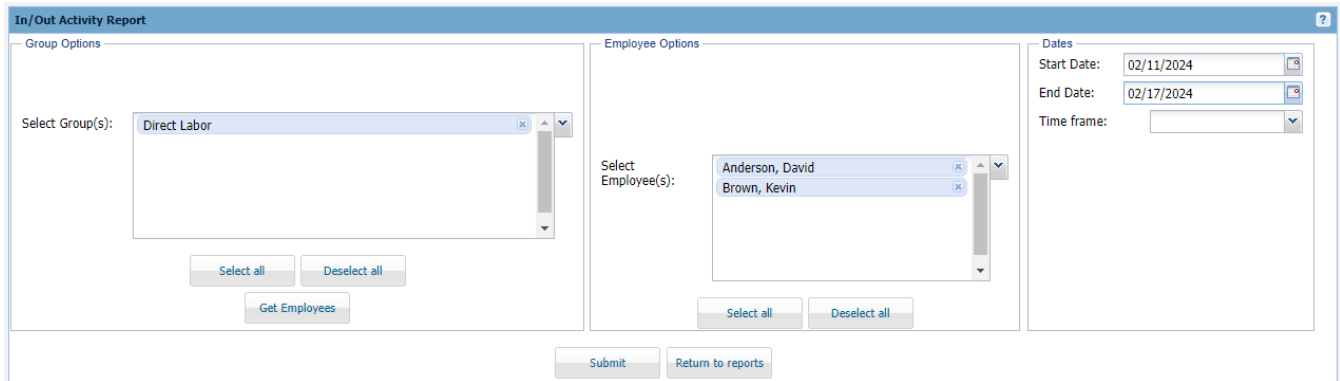
EEO-1 Report																
Criteria	Export to Excel Export to CSV Printer Friendly Return to Reports															
	Job Category	Hispanic or Latino		Non-Hispanic or Latino										Overall Totals		
		Male	Female	Male							Female					
				White	Black or African American	Native Hawaiian or Pacific 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	0	1	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	0	1	0	0	0	1
Manager	0	0	0	0	0	0	0	0	0	0	0	0	1	0	0	1
Totals:	1	0	0	1	0	0	0	0	0	1	0	1	1	0	0	5

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

In/Out Activity Report

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

Input:

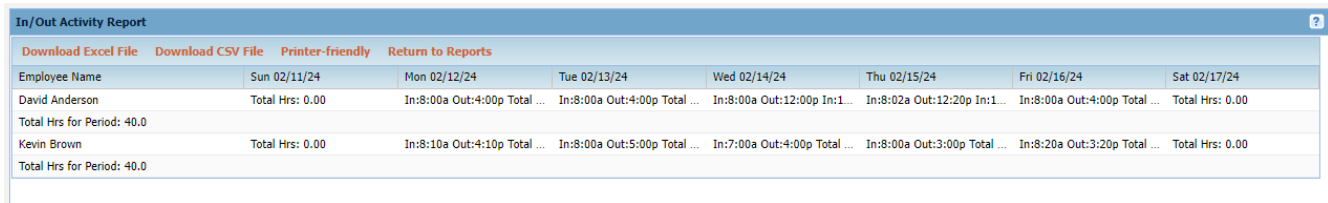


The input form is titled "In/Out Activity Report" and contains three main sections:

- Group Options:** A dropdown menu labeled "Select Group(s):" with "Direct Labor" selected. Below the dropdown are buttons for "Select all", "Deselect all", and "Get Employees".
- Employee Options:** A list box labeled "Select Employee(s):" showing "Anderson, David" and "Brown, Kevin". Below the list are buttons for "Select all" and "Deselect all".
- Dates:** Two date pickers for "Start Date" (02/11/2024) and "End Date" (02/17/2024), and a "Time frame" dropdown menu.

At the bottom of the form are "Submit" and "Return to reports" buttons.

Output:



The output is a table titled "In/Out Activity Report" with the following structure:

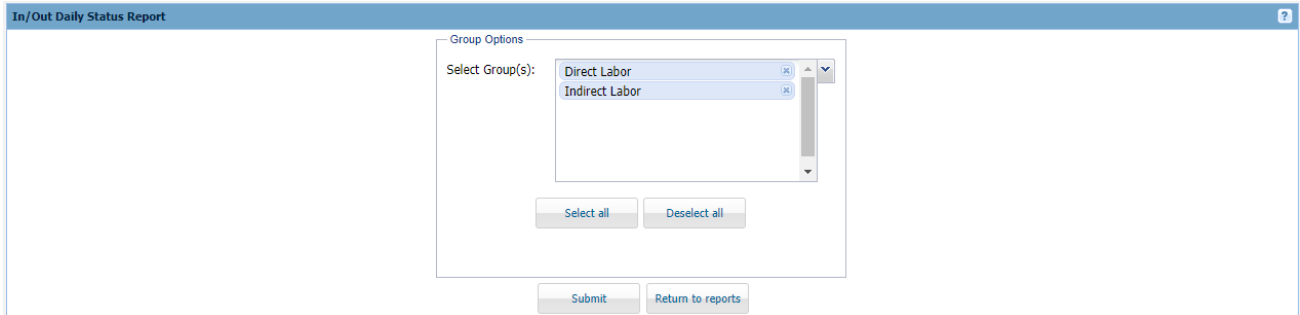
Employee Name	Sun 02/11/24	Mon 02/12/24	Tue 02/13/24	Wed 02/14/24	Thu 02/15/24	Fri 02/16/24	Sat 02/17/24
David Anderson	Total Hrs: 0.00	In:8:00a Out:4:00p Total ...	In:8:00a Out:4:00p Total ...	In:8:00a Out:12:00p In:1...	In:8:02a Out:12:20p In:1...	In:8:00a Out:4:00p Total ...	Total Hrs: 0.00
Total 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:



The screenshot shows the 'In/Out Daily Status Report' window. It features a 'Group Options' section with a 'Select Group(s):' dropdown menu containing 'Direct Labor' and 'Indirect Labor'. Below the dropdown are 'Select all' and 'Deselect all' buttons. At the bottom of the window are 'Submit' and 'Return to reports' buttons.

Output:



The screenshot shows the 'In/Out Daily Status Report (04/02/2024)' window. It includes navigation links: 'Previous Day', 'Next Day', 'Download Excel File', 'Download CSV File', 'Printer-friendly', and 'Return to Reports'. Below these is a table with the following data:

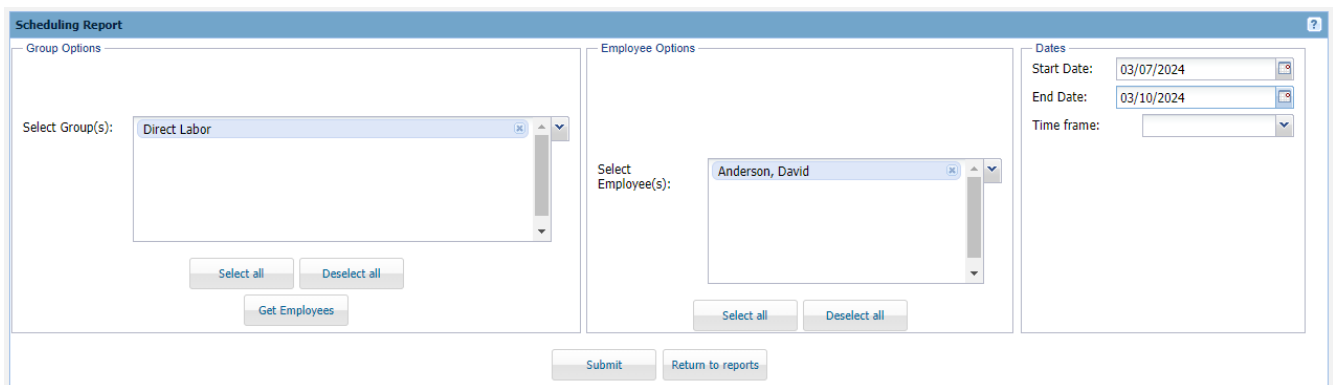
Employee	Employee Name	Status	Time	Scheduled Status
21	Anderson, David	In	8:00a	On Time
27	Blanchflower, Marilyn			Not Scheduled
28	Brown, Kevin	In	8:10a	10 minute(s) late

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

Scheduled/Actual Hours Comparison Report

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

Input:



The screenshot shows the 'Scheduling Report' window. It is divided into three main sections: 'Group Options', 'Employee Options', and 'Dates'.
 - 'Group Options' has a 'Select Group(s):' dropdown with 'Direct Labor' selected, and 'Select all', 'Deselect all', and 'Get Employees' buttons.
 - 'Employee Options' has a 'Select Employee(s):' dropdown with 'Anderson, David' selected, and 'Select all' and 'Deselect all' buttons.
 - 'Dates' has 'Start Date' (03/07/2024), 'End Date' (03/10/2024), and 'Time frame' dropdown.
 At the bottom are 'Submit' and 'Return to reports' buttons.

Output:

Scheduled vs. Actual Hours Comparison Report (03/07/2024 - 03/10/2024)				
Download Excel File Download CSV File Printer-friendly Return to Reports				
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	Total	8.0	16.0	

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

Scheduled Overtime Report

Requirements: Employee must have a schedule

Input:

Scheduling Report

Group Options

Select Group(s):

Direct Labor

Select all
Deselect all

Get Employees

Employee Options

Select Employee(s):

Anderson, David

Select all
Deselect all

Dates

Start Date:
03/25/2024

End Date:
03/29/2024

Time frame:

Submit
Return to reports

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 Overtime Hrs: 8.0				

Supervisor Signature: _____

Date: _____

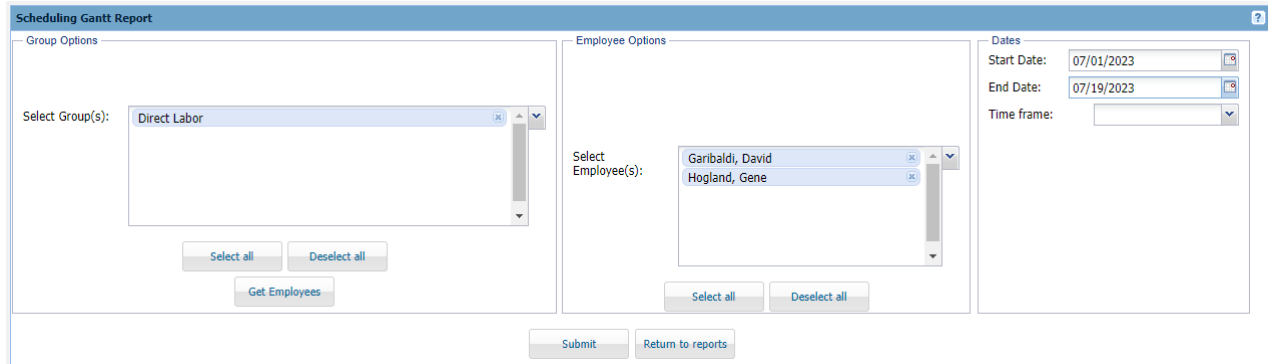
Privacy Act Information "This information is subject to the Privacy Act of 1974, (Title 5, USC 522a)"

Export Options: none

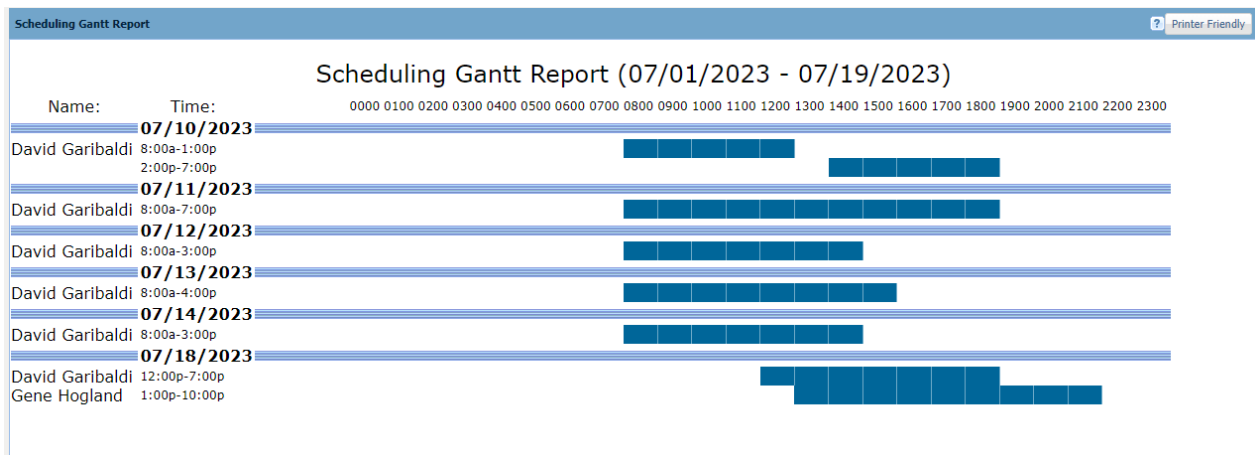
Schedule Gantt Report

Requirements: Employee must have a schedule

Input:



Output:



Export Options: Printer Friendly

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

Criteria

Group: ☒
☐ Include SubGroups
Date:

[Export to Excel](#) [Export to CSV](#) [Printer Friendly](#) [Return to Reports](#)

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					
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
					2

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

