

EMPLOYEE TIMECARD REPORT

TOTALPASS SMALL BUSINESS • PROXIMITY



The screenshot displays the 'ADD NEW PUNCH - Time Clock' window on the left and the 'TIMECARD REPORT' interface on the right. The report shows data for three employees: Bill Smith, Jose Becerra, and Luis Moreno. The interface includes a navigation menu, a date range selector, and a table of punch data with columns for DATE, TIME IN, DEPT, TIME OUT, LCH, ADJ, REG, OT1, OT2, HOL, TOTAL, and TIPS. A signature line is at the bottom.

DATE	TIME IN	DEPT	TIME OUT	LCH	ADJ	REG	OT1	OT2	HOL	TOTAL	TIPS
07/08/15	Wed 02:48p	W	Mon 09:50a	30min		8.00	16.00			24.00	HM
Totals: (Format: Hundredths)											
07/09/15	*Holiday	AV HOSPITAL							8.00	8.00	
Totals: (Format: Hundredths)											
07/08/15	Wed 02:43p	AV HOSPITAL	+Mon 09:51a	30min		8.00	16.00			24.00	2.50 HM
Totals: (Format: Hundredths)											\$2.50
07/08/15	Wed 02:07p	W	Fri 03:00a	30min		8.00	16.00			24.00	HM
Totals: (Format: Hundredths)											
Grand Total: (Format: Hundredths)						24.00	48.00		8.00	80.00	\$2.50

SAMPLE REPORT: EMPLOYEE TIMECARD

The TotalPass Small Business Premium Proximity Time Clock allows you to easily manage your company's employee time and attendance with several useful reporting tools. These include a detailed Employee Timecard, Employee Attendance Report, Timecard by Department, Department Report, Labor Distribution Reports and Create Report option for filtering tardy punches and more.

1. Displays selected date range
2. Allows add punch option for a missed employee punch
3. Tracks and calculates Non-Work for time worked off-site etc.
4. Notates original punches that have been edited by a supervisor with an 'E'
5. Summary timecard report option
6. Calculates total daily hours
7. Option to add a note by employee punch to explain reason for punch adjustment etc.
8. Option to calculate employee wages
9. Tracks department transfer and/or hours worked in a department
10. Auto-lunch deduction option by punch pair or hours worked in a day
11. Tracks and calculates regular hours worked daily, or grand total of employee's regular hours
12. Tracks and calculates two levels of overtime hours, if applicable
13. Tracks and calculate holiday hours
14. Tracks and calculates tips, job numbers, or piece counts
15. Displays grand total of employee hours worked for selected date range
16. Track employee timecard approval with signature line, when printed
17. Filter timecard to show hours exceptions. i.e. high hours, or low hours.
18. Employee punches recorded via the web are noted with a "W". In addition, you can view employees IP address and GPS location with Google Maps enabled on a smart device.