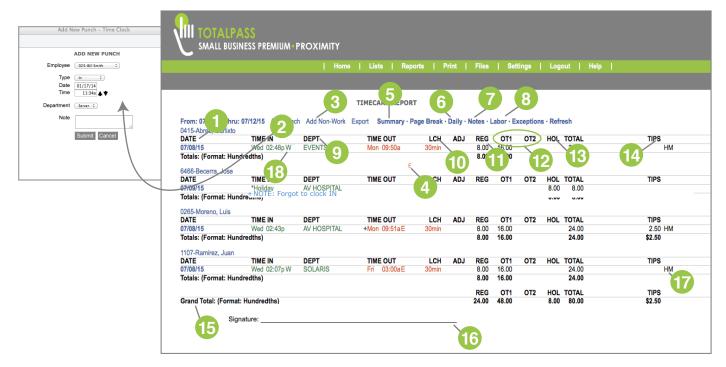
## EMPLOYEE TIMECARD REPORT TOTALPASS SMALL BUSINESS • PROXIMITY





## 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.
- 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
- 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.