

EMPLOYEE TIMECARD REPORT TOTALPASS SMALL BUSINESS • BIOMETRIC



Add New Punch - Time Clock

ADD NEW PUNCH

Employee:

Type:

Date:

Time:

Department:

Note:

TIMECARD REPORT

From: 12/30/13 Thru: 01/11/14 Add Punch Add Non-Work Export Summary · Signature · Daily · Notes · Labor · Exceptions · Refresh

DATE	TIME IN	DEPT	TIME OUT	LCH	ADJ	REG	OT1	OT2	HOL	TOTAL	TIPS
12/30/13	Mon 04:00p	Server	Mon 12:30a	30min		8.00				8.00	52.00
12/31/13	Tue 04:25p	Server	Tue 12:30a	30min		8.00	0.08			8.08	100.00
01/01/14	*Holiday		Server	Wed 01:00a E		8.00	0.08		8.00	8.00	
01/02/14	+NOTE: Forgot to clock IN										
01/03/14	Fri 03:39p	Host	Sat 12:36a	30min		7.87	0.45			8.45	\$12.00
Totals: (Format: Hundredths)						31.87	0.53		8.00	40.40	\$301.36

Signature: _____

SAMPLE REPORT: EMPLOYEE TIMECARD

The TotalPass Small Business Premium Biometric Time Clock allows you to easily manage your company's employee time and attendance with several useful reporting tools, available at no additional cost. These include detail Employee Timecard, Employee Attendance Report, Timecard by Department, Department Report, 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. Option to export timecard to QuickBooks (PRO, Premier, Enterprise), Paychex Online Payroll Export, CSV and ADP
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