



IN THE BUSINESS OF YOUR SUCCESS®

EZLABORMANAGER®

Sample Reports Booklet

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Attendance Reports



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Attendance Report with Notes

- Used to quickly review employees' attendance for performance reviews and evaluations.
- Specifies each exception by date of occurrence, type, and amount along with any notes associated with the attendance record.

Attendance Report with Notes

Date Range: 01/27/201x - 02/09/201x Timeframe chosen for report

Company Code: ABC

Last Name	First Name	Employee	Tracking Code	Earnings Code	Exception	Hours	Occurrences	
Evers	Thomas	7006	ERLYIN		Clocked In Early	0.25	1.00	
				Subtotal		0.25	1.00	
Turner	Joshua	4006	LATOUT		Clocked Out Late	0.53	1.00	
			ERLYIN		Clocked In Early	0.25	1.00	
			SICK	SICK			8.00	1.00
				Subtotal		8.78	3.00	
Underwood	Brittany	7001	LATOUT		Clocked Out Late	0.33	1.00	
			ERLYIN		Clocked In Early	1.27	1.00	
		<i>Time Pair Notes:</i>		I was asked to come in early to help with overdue Work Order				
			LATOUT		Clocked Out Late	0.25	1.00	
		<i>Attendance Exception Notes:</i>		Approved for new Work Order				
			LATEIN		Clocked In Late	0.92	1.00	
	LATOUT		Clocked Out Late	0.50	1.00			
		Subtotal		3.27	5.00			
WINTERS			SICK			8.00	1.00	
			SICK			8.00	1.00	
			Subtotal		16.00	2.00		

REPORT BENEFITS:

- Supervisors/managers can easily spot attendance trends at a glance and review employees' attendance for performance reviews and evaluations.
- Your company can reward employees for perfect attendance or justify corrective action when necessary.

Employee Accumulator Balance Report

- Used to quickly review employees' accumulated total hours data.
- Provides accumulated hours for all earnings codes that are tracked.

Employee Accumulator Balance Report

Date Range: 01/01/201x - 07/15/201x Timeframe chosen for report

Company Code: XYZ

Easy-to-read employee information

Last Name	First Name	Employee	Accumulator	Transaction Type	Last Transaction Date	Amount
Reynolds	Bonnie	100000011	Year-To-Date Regular Hours(YTDReg)	Adjusted	07/01/201x	1,040.00
				Used	07/12/201x	32.75
				Total		1,072.75 Hours
			Year-To-Date Sick Hours(YTDSick)	Used	07/07/201x	8.00
				Total		8.00 Hours
Vincent	Catherine	100000002	Year-To-Date Regular Hours(YTDReg)	Adjusted	07/01/201x	1,000.00
				Used	07/12/201x	32.00
				Total		1,032.00 Hours
			Year-To-Date Vacation Hours(YTDVac)	Used	07/11/201x	8.00
				Total		8.00 Hours

REPORT BENEFITS:

- Supervisors/managers can easily review summarized attendance and hours information for performance reviews and evaluations.
- Your company can verify that benefit requirements are met.

Employee Accumulator Detail Report

- Used to review the details for the employee's accumulated total hours data.
- Provides accumulated hours for all earnings codes that are tracked.

REPORT BENEFITS:

- Supervisors/managers can easily review detailed attendance and hours information for performance reviews and evaluations.
- Your company can verify that benefit requirements are met.

Easy-to-read employee information

Employee Accumulator Detail Report

Date Range: 01/01/201x - 07/15/201x

Timeframe chosen for report

Company Code: XYZ

Last Name	First Name	Employee	Accumulator	Transaction Type	Transaction Date	Amount
Reynolds	Bonnie	100000011	Year-To-Date Regular Hours(YTDReg)	Adjusted	07/01/201x	1,040.00
				Used	07/06/201x	8.00
				Used	07/07/201x	9.00
				Used	07/10/201x	8.50
				Used	07/11/201x	7.25
				Provides totals by accumulator		Total 1,072.75 Hours
			Year-To-Date Sick Hours(YTDSick)	Used	07/07/201x	8.00
				Total		8.00 Hours
Vincent	Catherine	100000002	Year-To-Date Regular Hours(YTDReg)	Adjusted	07/01/201x	1,000.00
				Used	07/06/201x	8.00
				Used	07/07/201x	8.00
				Used	07/10/201x	8.00
				Used	07/12/201x	8.00
				Total		1,032.00 Hours
			Year-To-Date Vacation Hours(YTDVac)	Used	07/11/201x	8.00
				Total		8.00 Hours

Description of type of hours being accumulated for worked time

Provides the date and amount of hours for each transaction type

Description of type of hours being accumulated for non-worked time

Benefit Accrual Reports



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Accrual Report

- Used to verify benefit accrual balances for each employee.
- Provides the hours employees have earned, carried over and used, and the available balance.

Accrual Report						
Easy-to-read employee information			Date Range: 01/01/201x - 07/31/201x		Timeframe chosen for report	
Company Code: XYZ						
Last Name	First Name	Employee	Accrual	Transaction Type	Last Transaction Date	Amount
French	Kevin	1000000006	Sick(SICK)	Awarded	01/01/201x	40.00
				Used	04/14/201x	-16.00
				Total		24.00 Hours
			Vacation(VACATION)	Awarded	01/01/201x	80.00
				Used	07/14/201x	-80.00
				Total		0.00 Hours
Jones	Donna	1000000010	Sick(SICK)	Awarded	01/01/201x	40.00
				Used	03/10/201x	-8.00
				Total		32.00 Hours
			Vacation(VACATION)	Awarded	01/01/201x	80.00
				Cashed Out	06/12/201x	-40.00
				Used	07/11/201x	-8.00
				Total		32.00 Hours
		1000000009		Awarded	01/01/201x	40.00
				Total		40.00 Hours
				Awarded	01/01/201x	40.00
				Purchased	04/28/201x	40.00
				Used	07/21/201x	-80.00
				Total		0.00 Hours

Sick(SICK)
Vacation(VACATION)

Prints each accrual field tracked

Vacation(VACATION)

Prints the available balance of each accrual

REPORT BENEFITS:

- Supervisors/managers can quickly respond to employees' inquiries regarding benefit accrual balances.
- Your company can save money by preventing employees from being paid for time not earned.

Prints totals by transaction type adjusted (awarded, cashed out, purchased, used, carried over, etc.)

Awarded
Purchased
Used

Employee Accrual Detail Report

- Used to review and verify benefit accrual details for each employee.
- Provides the details on which date the accrual was awarded, taken, carried over, cashed out or purchased.

Employee Accrual Detail Report						
Easy-to-read employee information			Date Range: 01/01/201x - 07/31/201x		Timeframe chosen for report	
Company Code: XYZ						
Last Name	First Name	Employee	Accrual	Transaction Type	Transaction Date	Amount
Jones	Donna	100000010	Sick(SICK)	Awarded	01/01/201x	40.00
				Used	03/10/201x	-8.00
					Total	32.00 Hours
			Vacation(VACATION)	Awarded	01/01/201x	80.00
				Cashed Out	06/12/201x	-40.00
				Used	07/11/201x	-8.00
					Total	32.00 Hours
Note: Due to extenuating circumstances, Donna has been authorized to cash out a portion of her vacation pay.						
Smith	Ellen	100000009	Sick(SICK)	Awarded	01/01/201x	40.00
					Total	40.00 Hours
			Vacation(VACATION)	Awarded	01/01/201x	40.00
				Purchased	04/28/201x	40.00
				Used	07/10/201x	-8.00
				Used	07/11/201x	-8.00
				Used	07/12/201x	-8.00
				Used	07/13/201x	-8.00
				Used	07/14/201x	-8.00
				Used	07/17/201x	-8.00
				Used	07/18/201x	-8.00
				Used	07/19/201x	-8.00
				Used	07/20/201x	-8.00
				Used	07/21/201x	-8.00
					Total	0.00 Hours
Note: Ellen has been authorized to purchase additional vacation time to coincide with her planned trip to Australia this year.						

Error and Audit Report



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Edit Audit Report

- Used to highlight who made edits to employees' timecards.
- Provides an audit trail of all changes that were made to employees' timecards.

Edit Audit Report						
Date Range: 07/10/201x - 07/15/201x						
Employee ID	Last Name	First Name				
Action	Date of Change	Reason	Changed By (User ID)	Attribute	Old Value	New Value
2001	Andrews	Vanessa	002000	201	EST	
Timecard						
Modified	07/11/201x	EDIT	nlee	Time Out	07/10/201x 04:00 PM	07/10/201x 05:00 PM
Modified	07/11/201x	EDIT	nlee	Hours	8.00	9.03
Modified	07/11/201x	EDIT	nlee	Time In	07/12/201x 01:00 PM	07/12/201x 12:00 PM
Modified	07/11/201x	EDIT	nlee	Hours	2.00	3.00
Modified	07/11/201x	EDIT	nlee	Time In	07/12/201x 12:00 PM	07/12/201x 01:00 PM
Modified	07/11/201x	EDIT	nlee	Hours	3.00	2.00
Modified	07/11/201x	EDIT	nlee	Time In	07/12/201x 07:02 AM	07/12/201x 08:00 AM
Modified	07/11/201x	EDIT	nlee	Hours	6.00	5.00
Modified	07/11/201x	EDIT	nlee	Department	002000	006000
2002	Brown	Roberta	002000	202	EST	
Timecard						
Created	07/11/201x	EDIT	nlee	Time In		07/15/201x 12:00 AM
Created	07/11/201x	EDIT	nlee	Time Out		07/15/201x 08:15 AM
Created	07/11/201x	EDIT	nlee	Hours		8.25
Created	07/11/201x	EDIT	nlee	Division		CORP
Created	07/11/201x	EDIT	nlee	Department		002000
Created	07/11/201x	EDIT	nlee	Job		
Modified	07/11/201x	SYSTEM	nlee	Supervisor Approval Flag	F	
Modified	07/11/201x	EDIT	nlee	Job	202	
Modified	07/11/201x	EDIT	nlee	Earnings Code		

Prints the new information that was changed

Timeframe chosen for report

Prints the user ID of the person who made the change

Shows the original data

Provides a description of the type of data that was changed

Indicates if the information was newly created or modified

REPORT BENEFITS:

- Your company has a record of who is accessing the system and recording changes at any given time.

Labor Management Reports



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Approaching Weekly Overtime Report

- Used to aid management in scheduling resources to reduce or eliminate weekly overtime.
- Includes all employees that have reached a user-specified threshold of worked hours.

Approaching Weekly Overtime						
Current Pay Period			Report only available for the current pay period			
Company Code: XYZ			Prints report grouping			
<u>Last Name</u>	<u>First Name</u>	<u>Employee</u>	Days Worked	Total Hours	Errors on Timecard	
Landers	George	1000000005	4	36.75		
Johnson	Kenneth	1000000007	4	36.50		
McGuire	Brian	1000000008	4	35.50		
Vincent	Catherine	1000000002	4	34.50		
Powell	Stephen	1000000003	4	34.25		
Harper	Laura	1000000004	4	31.50		
French	Kevin	1000000006	4	31.50		
Reynolds	Bonnie	1000000001	4	30.75	Yes	

Summarizes total hours worked within the specific report threshold for the current pay per period

Indicates number of days worked

Indicates whether errors exist on a timecard as it may effect the hours worked

REPORT BENEFITS:

- Supervisors/managers can manage and reduce overtime.
- Supervisors/managers can schedule employees more cost-effectively and spot work patterns.
- Your company saves money by reducing overtime costs.

Timecard Report

- Used to show a complete record of each employee's timecard.
- Includes time pair totals, as well as a summary total for the pay cycle.

Timecard Report

Date Range: 07/10/201x - 07/16/201x Timeframe chosen for report

Company Code: XYZ

Last Name		First Name		Employee	
Date In	Time In - Out	Hours	Earnings Code	Worked Department	
<i>Landers</i>		<i>George</i>		<i>9003</i>	
W Mon	07/10/201x 07:56 AM - 05:05 PM	9.00		006000	
W Tue	07/11/201x 07:58 AM - 05:04 PM	9.00		006000	
W Wed	07/12/201x 08:02 AM - 05:32 PM	9.50		006000	
W Thu	07/13/201x 08:00 AM - 10:02 AM	2.00		003000	
W Thu	07/13/201x 10:02 AM - 12:00 PM LP	2.00		003000	
W Thu	07/13/201x 12:30 PM - 05:01 PM	4.50		006000	
W Fri	07/14/201x 07:59 AM - 05:00 PM	9.00		006000	
Subtotal		45.00			
<i>Powell</i>		<i>Steven</i>		<i>9001</i>	
W Mon	07/10/201x 08:00 AM - 05:00 PM	9.00 SICK		001000	
W Tue	07/11/201x 08:59 AM - 05:16 PM	8.25		001000	
W Wed	07/12/201x 08:01 AM - 05:08 PM	9.25		001000	
W Thu	07/13/201x 07:55 AM - 02:00 PM LP	6.00		001000	
W Thu	07/13/201x 03:00 PM - 06:01 PM	3.00		003000	
W Fri	07/14/201x 08:15 AM - 05:28 PM	9.25		001000	
Subtotal		44.75			
Total for XYZ		89.75			
Grand Total		89.75			

REPORT BENEFITS:

- Payroll administrator reduces the amount of clerical time spent to prepare, review, and audit timecards.
- The report eliminates employees' inquiries to supervisors/managers and payroll regarding time they worked.
- Your company can save money by eliminating manual calculation errors.

Timecard Detail Report with Signature

- Used to obtain an employee's signature to attest to an accurate timecard.
- Includes the hours summary, timecard details, optional supplemental earnings summary and details along with a signature line.

Timecard Detail Report with Signature: **Barrow, Gary (1005)** — Easy to read employee information on top of each page

Company Code: ABC

Current Pay Period: **07/12/201x - 07/18/201x** — Timeframe chosen for report

General Information

Payroll ID: 1005

Supervisor: Austin, Karyn

Hours Summary

Earnings Code	Hours
Regular	20.50
Sick	8.00
Total	28.50

Shows a summary of hours by earnings code

Shows non-worked hours by earnings code

Timecard Details

Date In	Time In - Out	Hours	Daily Totals	Earnings Code	Out Type	Worked Department
Tue 07/13/201x	09:00 AM - 05:00 PM	8.00	8.00	SICK		
Wed 07/14/201x	08:00 AM - 12:00 PM	4.00				000150
Wed 07/14/201x	01:00 PM - 05:00 PM	4.00	8.00			000150
Thu 07/15/201x	08:00 AM - 12:00 PM	4.00	4.00			000160
Fri 07/16/201x	07:30 AM - 12:00 PM	4.50			Lunch Punch	000150
Fri 07/16/201x	01:00 PM - 05:00 PM	4.00	8.50			000150
Total		28.50				

Shows department transfer

Prints day/date and actual in and out times

Records the daily total hours

Supplemental Earnings Summary

Other Supplemental Earnings	Amount
Bonus(Type: Currency)	\$5.00

Shows a summary of all supplemental earnings

Supplemental Earnings Details

Pay Date	Entered Amount	Factor	Final Amount	Earnings Code	Worked Department
Mon 07/12/201x	5.0000	0	5.0000	Bonus(Type: Currency)	
Total	5.0000		5.0000		

Signature

Date

Signature

Date

Allows for an optional signature line for both the employee and manager

REPORT BENEFITS:

- Saves time by allowing a Supervisors/Managers to select a single report which prints out each employee's timecard.
- Supervisors/Managers and Employees can provide a written 'sign-off' on the timecard to verify accuracy.

Timecard Report with Notes

- Used to show a complete record of each employee's timecard, including employee notes.
- Includes time pair totals, as well as a summary total for the pay cycle.

Timecard Report with Notes

Date Range: 07/10/201x - 07/16/201x — Timeframe chosen for report

Company Code: XYZ

Easy-to-read employee information

<u>Last Name</u>		<u>First Name</u>		<u>Employee</u>	
Date In	Time In - Out	Hours	Earnings Code	Worked Department	
Landers		George		9003	
W Mon	07/10/201x 07:56 AM - 05:05 PM	9.00		006000	
W Tue	07/11/201x 07:58 AM - 05:04 PM	9.00		006000	
W Wed	07/12/201x 08:02 AM - 05:32 PM	9.50		006000	
W Thu	07/13/201x 08:00 AM - 10:02 AM	2.00		003000	
Note: Requested to assist in Department 3000 for two hours in the morning.					
W Thu	07/13/201x 10:02 AM - 12:00 PM LP	2.00		003000	
W Thu	07/13/201x 12:30 PM - 05:01 PM	4.50		006000	
W Fri	07/14/201x 07:59 AM - 05:00 PM	9.00		006000	
Subtotal		45.00			
Powell		Steven		9001	
W Mon	07/10/201x 08:00 AM - 05:00 PM	9.00	SICK	001000	
Note: Steven called in sick today. Not feeling well and going to the doctor.					
W Tue	07/11/201x 08:59 AM - 05:16 PM	8.25		001000	
W Wed	07/12/201x 08:01 AM - 05:08 PM	9.25		001000	
W Thu	07/13/201x 07:55 AM - 02:00 PM LP	6.00		001000	
W Thu	07/13/201x 03:00 PM - 06:01 PM	3.00		003000	
Note: Laura Harper called in sick so I worked in Department 3000 to fill in for her due to staff shortage.					
W Fri	07/14/201x 08:15 AM - 05:28 PM	9.25		001000	
Subtotal		44.75			
Total for XYZ		89.75			

REPORT BENEFITS:

- Payroll administrator reduces the amount of clerical time spent to prepare, review, and audit timecards.
- The report eliminates employees' inquiries to supervisors/managers and payroll regarding time they worked.
- The notes feature eliminates supervisor inquiries to the employee regarding employee transactions.
- Your company can save money by eliminating manual calculation errors.

Timecard with Payroll Report

- Used to show a complete record of each employee's timecard including the daily payroll totals.
- Includes actual time pair totals, daily payroll totals and the payroll summary on a single report.

Timecard with Payroll Report				
Easy-to-read employee information		Current Pay Period — Timeframe chosen for report Company Code: XYZ		
Last Name	First Name	Employee		
Date In	Time In - Out	Hours	Earnings Code	Worked Department
Reynolds	Bonnie	1000000001		
Pay Date: 03/27/201x — Prints the date of the times/hours on which the hours will be paid				
W Mon 03/27/201x	07:30 AM - 03:30 PM	8.00		
Totals		Hours	Rate	Dollars
REGLAR		8.00	\$8.2500	\$66.00
Pay Date: 03/28/201x — Prints the day and date				
W Tue 03/28/201x	07:01 AM - 12:06 PM	5.00		
W Tue 03/28/201x	12:30 PM - 06:45 PM	6.25		
Totals		Hours	Rate	Dollars
REGLAR		11.25	\$8.2500	\$92.81
Pay Date: 03/29/201x				
W Wed 03/29/201x	07:04 AM - 11:55 AM	5.00		
W Wed 03/29/201x	12:30 PM - 07:32 PM	7.00		
Totals		Hours	Rate	Dollars
REGLAR		12.00	\$8.2500	\$99.00
Pay Date: 03/30/201x				
W Thu 03/30/201x	07:01 AM - 05:06 PM	10.00		
Totals		Hours	Rate	Dollars
OVTIME		1.25	\$12.3760	\$15.47
REGLAR		8.75	\$8.2500	\$72.19
Breakdown of daily hours by earnings code				
Payroll Summary				
Earnings Code	Hours	Rate	Dollars	
OVTIME	1.25	\$0.00	\$15.47	
REGLAR	40.00	\$0.00	\$330.00	
Total for : 1000000001	41.25		\$345.47	

REPORT BENEFITS:

- Payroll administrator reduces the amount of clerical time spent to prepare, review, and audit timecards.
- Your company can save money by eliminating manual calculation errors.

Timecard Exception Report

- Used to highlight employees with exceptions to the schedules.
- Provides plain English descriptions of exceptions.

Timecard Exception Report

Date Range: 07/03/201x - 07/09/201x Timeframe chosen for report

Company Code: XYZ

Last Name	First Name	Employee	Exception Severity	Exception Noted	In Time	Out Time	Hours	Exception
Harper	Laura	9002	Message	No	07/07/201x 08:00 AM	07/07/201x 04:30 PM	8.50	Overtime related hours found
			Warning	No	07/07/201x 08:00 AM	07/07/201x 04:30 PM	8.50	Supervisor Approval Required
			Message	Yes	07/06/201x 08:00 AM	07/06/201x 04:30 PM	8.50	Worked different Department
Landers	George	9003	Message	No	07/03/201x 08:00 AM	07/03/201x 05:00 PM	9.00	Worked different Department
McGuire	Brian	9006	Warning	No	07/03/201x 06:00 AM	07/03/201x 04:00 PM	10.00	Did not take a Lunch
			Message	No	07/03/201x 06:00 AM	07/03/201x 04:00 PM	10.00	Worked more hours than scheduled
			Message	No	07/03/201x 06:00 AM	07/03/201x 04:00 PM	10.00	Clocked In Early
			Message	No	07/03/201x 06:00 AM	07/03/201x 04:00 PM	10.00	Clocked Out Late
			Message	No	07/03/201x 06:00 AM	07/03/201x 04:00 PM	10.00	Worked different Department
			Error	No	07/04/201x 07:00 AM		0.00	Missing Out Punch
			Warning	No	07/05/201x 07:09 AM	07/05/201x 11:46 AM	4.50	Left for Lunch late
			Message	No	07/05/201x 07:09 AM	07/05/201x 11:46 AM	4.50	Clocked In Late
			Warning	No	07/05/201x 07:09 AM	07/05/201x 11:46 AM	4.50	Supervisor Approval Required
			Message	No	07/05/201x 01:06 PM	07/05/201x 02:00 PM	1.00	Clocked back in late from lunch
					07/05/201x 01:06 PM	07/05/201x 02:00 PM	1.00	Worked fewer hours than scheduled
		07/05/201x 01:06 PM	07/05/201x 02:00 PM	1.00	Clocked Out Early			
		07/05/201x 01:06 PM	07/05/201x 02:00 PM	1.00	Supervisor Approval Required			

REPORT BENEFITS:

- Supervisors/managers gain tighter control over punch activity without having to review individual timecards.
- Payroll administrators/managers can easily identify punch exceptions and make adjustments or take corrective action.

Easy-to-read employee information

Shows whether an exception was noted (acknowledged) by a supervisor

Indicates the severity of the exceptions – errors must be corrected in order to process payroll

Prints the actual in and out times and total hours

Prints the type of exception

Projected Timecard Report

- Used to show a complete record of each employee's timecard.
- Includes actual time pair totals, projected schedule totals, and a summary total for the current pay cycle.

Projected Timecard Report

Current Pay Period
Company Code: XYZ

<u>Last Name</u>	<u>First Name</u>	<u>Employee</u>		
Date In	Time In - Out	Hours	Earnings Code	Worked Department
McGuire	Brian	100000008	Identifies individual employees	
P Thu 07/06/201x	08:59 AM - 05:32 PM	8.00	1000	Prints the day/date and actual in and out times
P Fri 07/07/201x	09:01 AM - 05:29 PM	8.00	1000	
P Sat 07/08/201x	08:00 AM - 12:00 PM	4.00	2000	
P Mon 07/10/201x	08:57 AM - 05:32 PM	8.00	1000	Records hours by worked department
PROJECTIONS STARTING ON - Tue 07/11/201x				
P Tue 07/11/201x	09:00 AM - 05:30 PM	8.00	1000	Projects scheduled information in advance
P Wed 07/12/201x	09:00 AM - 05:30 PM	8.00	1000	
Subtotal		44.00		

Total Projected for XYZ	16.00	Subtotals projected hours
Total (Actual + Projected) for XYZ	44.00	
Grand Total Projected	16.00	
Grand Total (Actual + Projected)	44.00	Summarizes totals for the current pay period

Provides status of punches to determine if they were processed without any errors or warnings

REPORT BENEFITS:

- Payroll administrator reduces the amount of clerical time spent to prepare, review, and audit timecards.
- The report eliminates employees' inquiries to supervisors/managers and payroll regarding time they worked.
- Your company can save money by eliminating manual calculation errors.

Projected Timecard Report with Notes

- Used to show a complete record of each employee's timecard, including notes.
- Includes actual time pair totals, projected schedule totals, and a summary total for the current pay cycle.

Projected Timecard Report with Notes

Current Pay Period
Company Code: XYZ

Last Name	First Name	Employee		
Date In	Time In - Out	Hours	Earnings Code	Worked Department
McGuire	Brian	100000008	Identifies individual employees	
P Thu 07/06/201x	08:59 AM - 05:32 PM	8.00	1000	Prints the day/date and actual in and out times
P Fri 07/07/201x	09:01 AM - 05:29 PM	8.00	1000	
P Sat 07/08/201x	08:00 AM - 12:00 PM	4.00	2000	Records hours by worked department
Note: Was asked to come in and help out with inventory				
P Mon 07/10/201x	08:57 AM - 05:32 PM	8.00	1000	Includes notes employees attach when filling out their timesheets
PROJECTIONS STARTING ON - Tue 07/11/201x				
P Tue 07/11/201x	09:00 AM - 05:30 PM	8.00	1000	Projects scheduled information in advance
P Wed 07/12/201x	09:00 AM - 05:30 PM	8.00	1000	
Subtotal		44.00		
Total Projected for XYZ		16.00	Subtotals projected hours	
Total (Actual + Projected) for XYZ		44.00		
Grand Total Projected		16.00		
Grand Total (Actual + Projected)		44.00	Summarizes totals for the current pay period	

Provides status of punches to determine if they were processed without any errors or warnings

REPORT BENEFITS:

- Payroll administrator reduces the amount of clerical time spent to prepare, review, and audit timecards.
- The report eliminates employees' inquiries to supervisors/managers and payroll regarding time they worked.
- Your company can save money by eliminating manual calculation errors.

Punch Source Report

- Used to identify the point of entry, including specific clock locations at which the employees clocked into work.
- Includes all employees who have clocked in at a particular timeclock, entered time via the Web timesheet, or recorded punches using a specific ezLaborManager Phone call-in number.

Punch Source Report

Date Range: 07/14/201x - 07/14/201x — Timeframe for "today" chosen for report
Clock In ID: WRHSE

Report is sorted by the point of entry, in this case the warehouse clock

Last Name	First Name	Employee	Date In	Time In - Out	Hours	Earnings Code	Clock In ID	Clock Out ID
French								
	Kevin	1000000006	E Fri 07/14/201x	08:05 AM -	0.00		WRHSE	
					Subtotal	0.00		
Jones								
	Donna	1000000010	E Fri 07/14/201x	07:55 AM -	0.00		WRHSE	
					Subtotal	0.00		
Total for WRHSE						0.00		

Identifies the name of the clock at which the employee clocked in

Prints the day, date, and time

Punch Source Report

Date Range: 07/14/201x - 07/14/201x
Clock In ID: 8005551212

Report is sorted by the point of entry, in this case the phone number.

Last Name	First Name	Employee	Date In	Time In - Out	Hours	Earnings Code	Clock In ID	Clock Out ID
Reynolds								
	Bonnie	1000000011	P Fri 07/14/201x	10:03 AM -	0.00		8005551212	
					Subtotal	0.00		
Smith								
	Ellen	1000000009	E Fri 07/14/201x	07:59 AM -	0.00		8005551212	
					Subtotal	0.00		
Total for 8005551212						0.00		

Identifies the phone number from which an employee called

REPORT BENEFITS:

- For companies utilizing time clocks or ezLaborManager Phone.
- Supervisors/managers can quickly determine which employees are working at a particular location.

Employee Daily Totals Report

- Provides a complete breakdown of employees' hours and dollars by earnings code on a daily basis.
- Shows subtotals for each employee for the chosen timeframe.

REPORT BENEFITS:

- Supervisors/managers can easily review employees' hours by earnings code on a day-to-day basis.

Employee Daily Totals Report						
Easy-to-read employee information		Date Range: 07/10/201x - 07/16/201x		Timeframe chosen for report		
Company Code: XYZ						
Last Name	First Name	Employee	Pay Date	Earnings Code	Hours	Dollars
French	Kevin	9004	Mon 07/10/201x	PTO-Paid Time Off	4.00	\$50.60
			Tue 07/11/201x	JURY-Jury Duty	4.00	\$50.60
			Wed 07/12/201x	REGLAR-Regular	4.00	\$50.60
			Thu 07/13/201x	REGLAR-Regular	4.00	\$50.60
			Fri 07/14/201x	REGLAR-Regular	4.00	\$50.60
			Shows employee subtotals			
Landers	George	9003	Mon 07/10/201x	REGLAR-Regular	9.00	\$167.04
			Tue 07/11/201x	REGLAR-Regular	9.00	\$167.04
			Wed 07/12/201x	REGLAR-Regular	9.50	\$176.32
			Thu 07/13/201x	REGLAR-Regular	8.50	\$157.76
			Fri 07/14/201x	OTWEEK-Weekly Overtime	5.00	\$139.20
			Fri 07/14/201x	REGLAR-Regular	4.00	\$74.24
Shows daily totals by earnings code broken out by hours and dollars				Subtotal	45.00	\$881.60
Total for: XYZ					65.00	\$1,134.60
Provides report totals of hours and dollars by earnings code for the chosen timeframe		Shows report totals by company code		JURY-Jury Duty	4.00	\$50.60
				OTWEEK-Weekly Overtime	5.00	\$139.20
				PTO-Paid Time Off	4.00	\$50.60
				REGLAR-Regular	52.00	\$894.20
				Total for Company Code: XYZ	65.00	\$1,134.60
Grand Total					65.00	\$1,134.60

Employee Total Hours Report

- Used to view employees' totals for the pay cycle.
- Provides a complete breakdown of employees' hours and estimated wages by department and earnings code.

REPORT BENEFITS:

- Supervisors/managers can easily review employees' hours and approximate gross payroll by earnings code and worked department.

Easy-to-read employee information

Employee Total Hours Report

Date Range: 07/10/201x - 07/16/201x

Timeframe chosen for report

Company Code: ABC

Last Name	First Name	Employee	Worked Department	Earnings Code	Hours	Dollars
Brown	Roberta	2002				
			002000	PTO-Paid Time Off	7.50	\$75.00
			002000	REGLAR-Regular	15.00	\$150.00
			003000	SH2-Shift 2 Premium	15.00	\$3.75
Subtotal					37.50	\$228.75
Butler	James	7005				
			007000	REGLAR-Regular	44.00	\$440.00
Subtotal					44.00	\$440.00
Conti	Patricia	1003				
			001000	OVTIME-Overtime	2.50	\$37.50
			001000	REGLAR-Regular	40.00	\$400.00
Subtotal					42.50	\$437.50
Crane	Sandy	5003				
			005000	REGLAR-Regular	8.00	\$80.00
			005000	VACATION-Vacation	32.00	\$320.00
Subtotal					40.00	\$400.00
Total for: ABC					164.00	\$1,506.25

Separates hours by worked department and earnings codes

Shows a breakdown of employee's hours and dollars by earnings code

Provides employee's subtotals of hours and estimated wages

Provides report totals by earnings code

Provides totals by company code

JURY-Jury Duty	4.00	\$50.60
OTWEEK-Weekly Overtime	5.00	\$139.20
PTO-Paid Time Off	4.00	\$50.60
REGLAR-Regular	52.00	\$894.20
Total for Company Code: XYZ	65.00	\$1,134.60

Department Detail Report

- Used to analyze labor costs within each specific department.
- Provides a department breakdown of employees' hours and estimated gross wages by earnings code.

REPORT BENEFITS:

- Supervisors/managers can quickly review department labor costs at the employee level.

Department Detail Report						
Easy-to-read employee information		Current Pay Period		Timeframe chosen for report		
		Worked Department: 006000		Provides information by worked department		
Last Name	First Name	Employee	Worked Department	Earnings Code	Hours	Dollars
Harper	Laura	9002	006000	PERSONAL-Personal Time	8.50	\$154.79
			006000	REGLAR-Regular	25.50	\$464.36
			006000	SICK-Sick	8.50	\$154.79
			Summarizes employee total hours and estimated gross wage			Subtotal
Landers	George	9003	006000	REGLAR-Regular	36.00	\$668.16
			006000	VACATION-Vacation	9.00	\$167.04
						Subtotal
Powell	Steven	9001	Totals employee hours by earnings code and calculates estimated gross wages			
			006000	OTWEEK-Weekly Overtime	1.50	\$28.69
			006000	REGLAR-Regular	40.00	\$510.00
			Subtotal	41.50	\$538.69	
Total for: 006000					129.00	\$2,147.83
Provides a breakdown of department overtime labor costs			OTWEEK-Weekly Overtime		1.50	\$28.69
			PERSONAL-Personal Time		8.50	\$154.79
			REGLAR-Regular		101.50	\$1,642.52
			SICK-Sick		8.50	\$154.79
			VACATION-Vacation		9.00	\$167.04
Provides a summary of total costs for the entire department			Total for Worked Department: 006000		129.00	\$2,147.83

Department Summary Report

- Used to analyze labor costs by department.
- Provides totals and estimated gross wages by earnings code for each department.

REPORT BENEFITS:

- Supervisors/managers can quickly review labor costs by department.
- Payroll administrator no longer has to manually compute gross payroll by department for reporting.

Department Summary Report

From 07/10/201x - 07/16/201x

Timeframe chosen for report

Company Code: XYZ

	Worked Department	Earnings Code	Hours	Dollars	
Provides totals and estimated gross wages by earnings code for each department	001000	OVTIME	4.75	\$55.50	
	001000	PERSNL	8.00	\$0.00	
	001000	REGLAR	120.00	\$924.00	
	001000	SICK	8.00	\$60.00	
	001000	VACTON	8.00	\$64.00	
	Total for: 001000		148.75	\$1,103.50	
Provides subtotals of hours and associated labor costs for each department	002000	OVTIME	4.25	\$49.97	
	002000	REGLAR	214.00	\$1,727.50	
	002000	VACTON	16.00	\$100.00	
		Total for: 002000		234.25	\$1,877.47
	003000	OVTIME	18.50	\$228.24	
	003000	REGLAR	123.50	\$951.00	
		Total for: 003000		142.00	\$1,179.24
	004000	OVTIME	1.00	\$12.00	
	004000	REGLAR	16.00	\$128.00	
		Total for: 004000		17.00	\$140.00
	005000	REGLAR	8.00	\$64.00	
		Total for: 005000		8.00	\$64.00
	006000	OVTIME	1.00	\$15.00	
	006000	REGLAR	28.50	\$285.00	
		Total for: 006000		29.50	\$300.00
007000	OVTIME	3.25	\$31.69		
007000	REGLAR	80.00	\$520.00		
	Total for: 007000		83.25	\$551.69	
008000	OVTIME	2.50	\$28.13		
008000	REGLAR	90.00	\$692.50		
	Total for: 008000		92.50	\$720.63	
	Total for: XYZ		755.25	\$5,936.53	
	Provides totals for selected company code				
	Grand Total		755.25	\$5,936.53	

Tip Report

- Provides a daily breakdown of each employee's reported tips.
- Shows subtotals for each employee for the chosen timeframe.

<div style="display: flex; justify-content: space-between; align-items: center;"> <div style="color: red; font-size: small;">Easy-to-read employee information</div> <div style="text-align: center;"> <h2>Tip Report</h2> <div style="border: 2px solid red; border-radius: 15px; padding: 2px 10px; display: inline-block;">Current Pay Period</div> Timeframe chosen for report </div> </div>										
Company Code: XYZ										
Last Name	First Name	Employee	Pay Date	Earnings Code	Amount	Hours	Dollars			
DIMONTE	GIOVANNI	001251	Mon 07/17/201x	TIPS-Tips (\$)			\$200.00			
			Tue 07/18/201x	TIPS-Tips (\$)			\$215.00			
			Wed 07/19/201x	TIPS-Tips (\$)			\$225.00			
			Thu 07/20/201x	TIPS-Tips (\$)			\$155.00			
			Fri 07/21/201x	TIPS-Tips (\$)			\$275.00			
			Shows employee subtotals				Supplemental Earnings Subtotal		0.00	\$1,070.00
							Gross Payroll		0.00	\$1,070.00
SMITH	JEFFREY	001253	Mon 07/17/201x	TIPS-Tips (\$)			\$100.00			
			Tue 07/18/201x	TIPS-Tips (\$)			\$125.00			
			Wed 07/19/201x	TIPS-Tips (\$)			\$130.00			
			Thu 07/20/201x	TIPS-Tips (\$)			\$145.00			
			Fri 07/21/201x	TIPS-Tips (\$)			\$150.00			
							Supplemental Earnings Subtotal		0.00	\$650.00
							Gross Payroll		0.00	\$650.00
Shows report totals by company code						Total for: XYZ	0.00	\$1,720.00		

REPORT BENEFITS:

- Supervisors/managers can easily review employee's reported tips on a day-to-day basis.

Tips and Gross Receipt Report

- Provides a daily breakdown of each employee's reported tips and recorded gross sales receipts.
- Shows subtotals for each employee for the chosen timeframe.
- Separates gross sales receipts from employee's tips for payroll.

Tips and Gross Receipt Report						
Current Pay Period						
Company Code: XYZ						
Last Name	First Name	Employee	Pay Date	Earnings Code	Amount	Dollars
SMITH	JEFFREY	001253	Mon 07/17/201x	TIPS-Tips (\$)		\$100.00
			Tue 07/18/201x	TIPS-Tips (\$)		\$125.00
			Wed 07/19/201x	TIPS-Tips (\$)		\$130.00
			Thu 07/20/201x	TIPS-Tips (\$)		\$145.00
			Fri 07/21/201x	TIPS-Tips (\$)		\$150.00
Shows employee subtotals				Supplemental Earnings Subtotal	0.00	\$650.00
					Gross Payroll	0.00
					Total for: XYZ	\$1,720.00
Other Supplemental Earnings						
			Mon 07/17/201x	GRRCPTS-Gross Receipts (\$) (Type: Currency)	\$500.00	
			Tue 07/18/201x	GRRCPTS-Gross Receipts (\$) (Type: Currency)	\$625.00	
			Wed 07/19/201x	GRRCPTS-Gross Receipts (\$) (Type: Currency)	\$650.00	
			Thu 07/20/201x	GRRCPTS-Gross Receipts (\$) (Type: Currency)	\$725.00	
			Fri 07/21/201x	GRRCPTS-Gross Receipts (\$) (Type: Currency)	\$750.00	
					Total for: XYZ	0.00

Easy-to-read employee information

Shows daily reported tips

Separates gross receipts from employee's payroll totals

Shows report totals by company code only for amounts that will transfer to payroll

Shows daily recorded gross sales receipts

REPORT BENEFITS:

- Supervisors/managers can easily review employee's reported tips and gross sales receipts on a day-to-day basis.

Total Paid Hours Summary Report

- Provides a concise summary of average weekly and monthly total paid hours for each employee.
- Includes projected schedule hours for future reported dates within the selected timeframe.
- User-configurable thresholds and earnings codes allow companies to tailor the report to their specific needs.

Report criteria is listed at the top of the report for easy reference.

Total Paid Hours Summary Report

Date Range: 05/06/201x - 07/31/201x

Includes Projected Schedule Hours as of 07/15/201x

The report automatically includes projected schedule hours for future dates.

Projected Average Weekly Total Paid Hours based on Start Day of the Week=Monday; Threshold >= 30.00
 Projected Average Monthly Total Paid Hours based on Start Date of the Month=1st; Threshold >= 130.00
 Paid Earnings Codes: HOLIDAY, PERSONAL, REGULAR, SICK, VACATION

Last Name, First Name (ID)	Pay Class	Department	Actual Total Paid Hours	Actual Average Weekly Paid Hours	Actual Average Monthly Paid Hours	Projected Schedule Total Paid Hours	Actual + Projected Schedule Total Paid Hours	Projected Average Weekly Paid Hours	Projected Average Monthly Paid Hours
Duncan, Heather(XYZ091802)	PTTIME	202255	319.00	31.89	319.00	88.00	407.00	31.91	138.38
Johnson, Kenneth(XYZ009841)	HOURLY	202255	310.75	30.81	310.75	88.00	398.75	31.02	139.13
Macgill, Mary(XYZ001008)	PTTIME	202255	316.00	31.56	316.00	88.00	404.00	31.64	139.50

Count of employees : 3

- REPORT BENEFITS:**
- Enhanced visibility enables tighter labor cost control and improved reporting.
 - Facilitates more timely adjustment of employee schedules based on business demand.
 - Simplifies tracking of average total paid hours based on the Affordable Care Act (ACA) mandate for U.S. organizations.

Total Paid Hours Detail Report

- Provides a detailed summary of average weekly and monthly total paid hours as well as projected scheduled hours for each employee.
- Includes projected schedule hours for future reported dates within the selected timeframe.
- User-configurable thresholds and earnings codes allow companies to tailor the report to their specific needs.

Total Paid Hours Detail Report
Date Range: 05/06/201x - 07/31/201x
Includes Projected Schedule Hours as of 07/15/201x

Total paid hours and average total paid hours marked with an asterisk (*) include projected hours.

Projected Average Weekly Total Paid Hours based on Start Day of the Week=Monday; Threshold >= 30.00
 Projected Average Monthly Total Paid Hours based on Start Date of the Month=1st; Threshold >= 130.00
 Paid Earnings Codes: HOLIDAY, OVERTIME, PERSONAL, REGULAR, SICK, VACATION

Last Name, First Name (ID)	Pay Class	Department	Month	Week 1	Week 2	Week 3	Week 4	Week 5	Monthly
Duncan,Heather(XYZ091802)	PTTIME	202255	2013 May		32.00	32.25	32.50	33.50	130.25
			Jun		32.00	30.50	29.00	30.75	122.25
			Jul	33.50	33.00	32.00*	32.00*	24.00*	154.50*
			Total Paid Hours for Duncan,Heather = 407.00*						
			Average Total Paid Hours for Duncan,Heather :		Weekly = 31.91*		Monthly = 138.38*		
Johnson,Kenneth(XYZ009841)	HOURLY	202255	2013 May		33.50	30.50	32.50	24.00	120.50
			Jun		32.00	32.50	33.00	32.00	129.50
			Jul	28.00	32.75	32.00*	32.00*	24.00*	148.75*
			Total Paid Hours for Johnson,Kenneth = 398.75*						
			Average Total Paid Hours for Johnson,Kenneth :		Weekly = 31.23*		Monthly = 139.13*		
Macgill,Mary(XYZ001008)	PTTIME	202255	2013 May		32.00	29.00	32.00	32.00	125.00
			Jun		31.00	31.50	30.50	32.25	125.25
			Jul	34.00	31.75	32.00*	32.00*	24.00*	153.75*
			Total Paid Hours for Macgill,Mary = 404.00*						
			Average Total Paid Hours for Macgill,Mary :		Weekly = 31.66*		Monthly = 139.50*		
			Count of employees : 3						

The total paid hours and the average monthly total paid hours are listed for each employee.

The number of employees who meet or exceed the thresholds is listed at the bottom of the report

REPORT BENEFITS:

- Enhanced visibility enables tighter labor cost control and improved reporting.
- Facilitates more timely adjustment of employee schedules based on business demand.
- Simplifies tracking of average total paid hours based on the Affordable Care Act (ACA) mandate for U.S. organizations.

Employee's Timecard - Printable View

- Used by employees to print a complete record of their timecard.
- A signature line is available for those companies that require it.

REPORT BENEFITS:

- Employees can quickly and easily verify and print their timecard information for their own records.
- Supervisors / Managers will no longer have to run "one-off" reports for a specific employee's request for timecard information saving time and money.

Timecard View for Ventura, Paul (6001)

Tuesday, June 24, 201x 02:13 PM

Timecard Date Range: Current Pay Period (05/05/201x - 05/11/201x)

Supervisor: Albright, Anthony

Payroll ID: 001690

Company Code: BV9

Timeframe chosen for report

Hours Summary

Earnings Code	Hours
Regular	34.25
Jury Duty	8.00
Total:	42.25

Provides a breakdown of hours by earning code and total hours

Timecard Details

Date	Time	Hours	Daily Totals	Out Type	Earnings Code	Department
05/05/201x	08:00 AM - 04:00 PM	8.00	8.00		JURY	001000
05/06/201x	08:02 AM - 11:50 AM	3.75				001000
05/06/201x	12:22 PM - 04:59 PM	4.75	8.50			001000
05/07/201x	07:56 AM - 11:59 AM	4.00				001000
05/07/201x	12:30 PM - 05:01 PM	4.50	8.50			001000
05/08/201x	08:01 AM - 12:02 PM	4.00				001000
05/08/201x	12:30 PM - 05:10 PM	4.75	8.75			001000
05/09/201x	07:57 AM - 12:01 PM	4.00				001000
05/09/201x	12:33 PM - 05:00 PM	4.50	8.50			001000
Total:		42.25				

All timecard entries displayed including non-worked hours

Provides a complete record of employee's time including date, in/out times and daily totals

Signatures

Signature _____ Date _____ Signature _____ Date _____

Signature line available

Supervisor Approval Status Report

- Used to show Administrators which Supervisors need to approve time cards.
- Provides a list, by Supervisor, of employees with approved and unapproved time cards.

Supervisor Approval Status Report		
Current Pay Period Company Code: ABC		
<i>Supervisor (ID)</i>		
Employee (ID)	Approval Status	Department
Ryder, Charles (1000)		
Adler, Bruce (1001)	Approved	001000
Harper, Carl (1006)	Approved	001000
Meyers, Lisa (1008)	Approved	001000
<i>Approved Employee Count</i>		3
Barbato, Samuel (1002)		
Falcon, Mike (1005)	Unapproved	001000
<i>Unapproved Employee Count</i>		2
<i>Total Employee Count</i>		5
Ward, Joann (5000)		
Barrow, Gary (5001)	Approved	005000
Carne, Dale (5002)	Approved	005000
Doyle, Joseph (5004)	Approved	005000
Fisher, John (5005)	Approved	005000
Nelson, Gloria (5006)	Approved	005000
<i>Total Employee Count</i>		5
Crane, Sandy (5003)	Unapproved	005000
<i>Unapproved Employee Count</i>		1
<i>Total Employee Count</i>		6

REPORT BENEFITS:

- Administrators can quickly and easily view employees whose time cards needs to be approved.
- Provides a list, by Supervisor, of employees who have unapproved time.

Schedule Reports



IN THE BUSINESS OF YOUR SUCCESS®

Daily Schedule Report

- Used to show each employee's daily schedule.
- Provides employee-level schedule detail, including in and out times by date, scheduled hours, and scheduled job and department detail.

Easy-to-read employee information

Daily Schedule Report

Date Range: 07/10/201x - 07/16/201x — Timeframe chosen for report

Last Name	First Name	Employee ID	TimeZone	Job	Department		
In Time	Out Time	Hours	Earnings Code	Scheduled Job	Scheduled Department	Lunch Rule	Pre-Paid Date
Adler							
	<i>Bruce</i>	<i>1001</i>	<i>EST</i>				<i>001000</i>
07/10/201x 07:00 AM	07/10/201x 03:00 PM	7.50	100	010000			
07/11/201x 07:00 AM	07/11/201x 03:00 PM	7.50	100	010000			
07/12/201x 07:00 AM	07/12/201x 03:00 PM	7.50	100	010000			
07/13/201x 07:00 AM	07/13/201x 03:00 PM	7.50	201	010000			
07/14/201x 07:00 AM	07/14/201x 03:00 PM	7.50	201	010000			
Carson							
	<i>Michael</i>	<i>4002</i>	<i>EST</i>				<i>004000</i>
07/10/201x 08:30 AM	07/10/201x 04:00 PM	7.00		003000		30AUTO	
07/11/201x 08:30 AM	07/11/201x 04:00 PM	7.00		003000		30AUTO	
07/12/201x 08:30 AM	07/12/201x 04:00 PM	7.00		003000		30AUTO	
07/13/201x 08:30 AM	07/13/201x 04:00 PM	7.00		003000		30AUTO	
07/14/201x 08:30 AM	07/14/201x 04:00 PM	7.00		003000		30AUTO	
Falcon							
	<i>Mike</i>	<i>1005</i>	<i>EST</i>				<i>001000</i>
07/10/201x 07:00 AM	07/10/201x 03:00 PM	7.50	100	010000			
07/12/201x 07:00 AM	07/12/201x 03:00 PM	7.50	100	010000			
07/14/201x 07:00 AM	07/14/201x 03:00 PM	7.50	100	010000			
Landers							
	<i>George</i>	<i>9003</i>	<i>EST</i>				<i>001000</i>
07/10/201x 08:00 AM	07/10/201x 04:00 PM	8.00	VACATION	006000		60AUTO	
07/11/201x 08:00 AM	07/11/201x 04:00 PM	8.00	VACATION	006000			
07/12/201x 08:00 AM	07/12/201x 04:00 PM	8.00	VACATION	006000			
07/13/201x 08:00 AM	07/13/201x 04:00 PM	8.00	VACATION	006000			
07/14/201x 08:00 AM	07/14/201x 04:00 PM	8.00	VACATION	006000			

REPORT BENEFITS:

- Supervisors/managers can easily review daily schedules.
- Your company can ensure that departments are adequately staffed for the day.

Weekly Schedule Report

- Shows weekly scheduled in and out times for each employee.
- Can be posted on a wall so employees can see when they are scheduled to work.

Weekly Schedule Report

Date Range: 07/10/201x - 07/16/201x Timeframe chosen for report

Includes only those employees assigned to the supervisor running the report

Employee Name	Employee ID	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday	Sunday
French, Kevin	9004	08:00 AM-12:00 PM	08:00 AM-12:00 PM	08:00 AM-12:00 PM	08:00 AM-12:00 PM	08:00 AM-12:00 PM		
Harper, Laura	9002	08:00 AM-05:00 PM	08:00 AM-05:00 PM	08:00 AM-04:30 PM VACATION	08:00 AM-04:30 PM VACATION	08:00 AM-05:00 PM		
Johnson, Kenneth	9005	07:30 AM-04:30 PM		07:30 AM-04:30 PM		07:30 AM-04:30 PM	07:30 AM-04:30 PM	07:30 AM-04:30 PM
Landers, George	9003	08:00 AM-05:00 PM	08:00 AM-05:00 PM	08:00 AM-05:00 PM	08:00 AM-04:30 PM JURY	08:00 AM-05:00 PM		
McGuire, Brian	9006	07:00 AM-03:00 PM	07:00 AM-03:00 PM	07:00 AM-03:00 PM	07:00 AM-03:00 PM	07:00 AM-03:00 PM		
Powell, Steven	9001	11:00 PM-07:00 AM	11:00 AM-07:00 AM	11:00 PM-07:00 AM	11:00 PM-07:00 AM	11:00 PM-07:00 AM		

Prints each employee's scheduled in and out times for the selected week

Prints scheduled non-worked time

Prints scheduled worked time associated with an earnings code

REPORT BENEFITS:

- Supervisors/managers can easily review schedules for an entire week.
- Your company can ensure that departments are staffed adequately for the week.

Actual vs. Scheduled Hours Report – Employee Summary

- Used to quickly spot variations between actual hours and scheduled hours.
- Provides employee totals for actual hours, scheduled hours, and any variance for the selected time frame.

Actual vs. Scheduled Hours Report - Employee Summary

Employee Summary

Current Pay Period — Timeframe chosen for report

Company Code: XYZ

Prints employee name and ID

Last Name	First Name	Employee	Actual Hours (rounded)	Scheduled Hours (rounded)	Variance
Carr	Stephen	6002	30.00	40.00	-10.00
Collins	Mary	6008	0.00	45.00	-45.00
Duncan	Heather	6003	24.00	37.50	-13.50
Hahn	Brenda	6004	12.25	20.00	-7.75
Jones	Mary	6005	0.00	24.00	-24.00
Sawyer	Sandra	6006	18.75	42.50	-23.75
Stephens	Michael	6007	0.00	45.00	-45.00
Venturo	Paul	6001	24.00	37.50	-13.50
Total for XYZ			109.00	291.50	-182.50
Grand Total			109.00	291.50	-182.50

Prints the rounded totals of actual and scheduled hours

Indicates whether errors on the timecard exist

Time Pair Errors

Prints the difference between the actual and scheduled hours

Prints report totals by company code

REPORT BENEFITS:

- Supervisors/managers can easily compare employees' actual hours to their scheduled hours.
- Supervisors/managers can reallocate resources to prevent unnecessary overtime.
- Your company saves time and money by reducing overtime costs.

Actual vs. Scheduled Hours Report – Employee Detail

- Used to spot daily variations between actual time and scheduled time for individual employees.
- Provides daily details of the variance between the actual hours and scheduled hours for each employee by earnings code.

Actual vs. Scheduled Hours Report - Employee Detail

Employee Detail

Date Range: 06/11/201x - 06/13/201x

Timeframe chosen for report

Company Code: ABC

Last Name	First Name	Employee	Pay Date	Actual Hours (rounded)	Earnings Code	Scheduled Hours (rounded)	Earnings Code	Variance
Venturo	Paul	4000	Mon 06/11/201x	6.00		9.00		-3.00
				2.00	PTO			2.00
				8.00		9.00		-1.00
				Payroll				
				2.00	PTO			
				6.00	REGLAR			
			Tue 06/12/201x	5.00		4.00		1.00
				4.00	PTO	4.00	PTO	0.00
				9.00		8.00		1.00
				Payroll				
				4.00	PTO			
				5.00	REGLAR			
			Wed 06/13/201x	8.00	VACTON	8.00	VACTON	0.00
				8.00		8.00		0.00
				Payroll				
				8.00	VACTON			
				Total		25.00		0.00
				Total for ABC		25.00		0.00
				Grand Total		25.00		0.00

REPORT BENEFITS:

- Supervisors/managers can easily analyze each employee's actual hours to their scheduled hours.
- Supervisors/managers can reallocate resources to prevent unnecessary overtime.
- Your company saves time and money by reducing overtime costs.

Prints employee name and ID

Prints employee totals

Prints the daily rounded totals of actual and scheduled hours

Breakdown of daily actual hours by earnings code

Prints daily rounded total of actual and scheduled non-worked time

Time Pair Errors

Time Pair Errors

Indicates whether errors on the timecard exist

Time Pair Errors

Time Pair Errors

Prints the difference between actual and scheduled hours

Actual vs. Scheduled Hours Report – Worked/Non-Worked Summary

- Used to quickly spot variations between worked and non-worked actual time and scheduled time.
- Provides actual, scheduled, and variance totals by worked and non-worked earnings code.

Actual vs. Scheduled Hours Report - Worked / Non-Worked Summary
Worked / Non-Worked Summary
Current Pay Period — Timeframe chosen for report
Company Code: ABC

	Actual Hours (rounded)	Earnings Code	Scheduled Hours (rounded)	Earnings Code	Variance
Worked Time					
	[Not Specified]		1,113.50	2,819.00	-1,705.50
	MAKEUP		2.00	0.00	2.00
	TRAIN		16.00	16.00	0.00
Subtotal	1,131.50		2,835.00		-1,703.50
Non-Worked Time					
	JURY		7.50	16.00	-8.50
	PERSNL		17.00	0.00	17.00
	PTO		31.00	15.00	16.00
	SICK		36.03	0.00	36.03
	VACTON		162.50	0.00	162.50
Subtotal	254.03		31.00		223.03
Total for ABC	1,385.53		2,866.00		-1,480.47

Summarizes system-calculated worked time, such as regular and overtime

Prints the rounded total of actual and scheduled hours

Indicates whether errors on the timecard exist

Summarizes worked time by earnings code

Time Pair Errors

- REPORT BENEFITS:**
- Supervisors/managers can quickly analyze schedule variances by worked and non-worked time.
 - Supervisors/managers can reallocate resources to adjust for productive and non-productive time.
 - Your company saves time and money by reducing costs associated with non-productive time.

Summarizes non-worked time by earnings code

Prints the difference between actual and scheduled hours

Prints report totals by company code

List Reports



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Company Profile Report

- Used to quickly verify the list of department IDs and descriptions.
- Indicates the active status of each department.

Company Profile Report						
Date Range: ALL						
Department						
Department	Description	Start Date	End Date	Supervisor	Active?	
000000	Department 000000 - Management				Yes	
001000	Department 001000 - Electronics				Yes	
002000	Department 002000 - Computers				Yes	
003000	Department 003000 - Help Desk				Yes	
004000	Department 004000 - Receiving				Yes	
005000	Department 005000 - Shipping				Yes	
006000	Department 006000 - Accounting				Yes	
007000	Department 007000 - Sales F/T				Yes	
008000	Department 008000 - Sales P/T				Yes	
009000	Department 009000 - Service				Yes	
010000	Department 010000 - Training				Yes	
Provides a count for the total number of departments in the list.						Department - Total Records: 11

REPORT BENEFITS:

- Administrators can quickly verify company setup information such as active department numbers to ensure that time is correctly charged.
- Additional profile lists are available to ensure proper configuration and setup: Earning Codes, Holidays, and Recurring Schedules

Employee Badge Report

- Used to show assigned employee badge numbers and status.
- Provides a listing of the assigned employee badges in badge order sequence, including employee name and employee ID.

Employee Badge Report

Badge	Employee Name	Employee	Emp. Transfer to Payroll	Status
00000001	CAVALLO, FRANK	XYZ001110	Yes	Active
00000002	EVERS, THOMAS	XYZ001004	Yes	Active
00000003	ACKERSON, ELLEN	XYZ001299	Yes	Active
00000004	MACGILL, MARY	XYZ001008	Yes	Active
00000005	DEXTER, JOHN	XYZ001012	Yes	Active
00000006	SMITH, ALEX	XYZ001199	Yes	Active
00000007	DUNCAN, HEATHER	XYZ005570	No	Active
00000008	HARRISON, FRANCES	XYZ009000	Yes	Active

Identifies employee's status

Identifies whether employee's pay data information will be transferred to payroll

Lists employees' badge numbers in sequential order

Provides employee's name and employee ID

Total No. of Employees: 8

REPORT BENEFITS:

- Payroll administrators and supervisors/managers can easily identify badge numbers already in use.

Employee List Report

- Used to show a list of employees in alphabetical sequence.
- Provides employees' master file information.

Employee List Report							
Company Code: XYZ							
Employee Name	Employee	Badge	Department	Pay Group	Pay Cycle	Emp. Transfer to Payroll	Status
ACKERSON, ELLEN	XYZ001299	000000003	011000	FTHRS2	BIWKL2	Yes	Active
CAVALLO, FRANK	XYZ001110	000000001	202255	SALTIM	BIWKLY	Yes	Active
DEXTER, JOHN	XYZ001012	000000005	202255	SALTIM	BIWKLY	Yes	Active
DUNCAN, HEATHER	XYZ005570	000000007	202255	ENTHRS	BIWKLY	No	Active
EVERS, THOMAS	XYZ001004	000000002	202255	FTHRS	BIWKLY	Yes	Active
HARRISON, FRANCES	XYZ009000	000000008	202255	FTABS	BIWKLY	Yes	Active
MACGILL, MARY	XYZ001008	000000004	202255	PTTIME	WEEKLY	Yes	Active
SMITH, ALEX	XYZ001199	000000006	202255	FTTIMW	WEEKLY	Yes	Active
						No. of Employees for XYZ	8
						Total No. of Employees:	8

Lists the pay group and pay cycle to which the employee is assigned

Identifies employee's status

Lists employee's home department

Identifies whether employee's pay data will be transferred to payroll

Lists employees alphabetically

Lists employee's ID and badge number

REPORT BENEFITS:

- Payroll administrators and supervisors/managers can review detailed information on each employee in an easy-to-view format.

Employee Rates Report

- Used to show employees' effective base wage rates.
- Provides a record of employees' base wage rate progression by effective date.

Employee Rates Report Company Code: XYZ

Last Name	First Name	Employee	Date	Description	Rate
French	Kevin	9004			
			01/01/201x	Base Wage Rate	\$12.6500
			01/01/201x	Base Wage Rate	\$14.5025
Harper	Laura	9002			
			01/01/201x	Base Wage Rate	\$18.2100
Johnson	Kenneth	9005			
			01/01/201x	Base Wage Rate	\$16.9900
Landers	George	9003			
			01/01/201x	Base Wage Rate	\$18.5600
			06/01/201x	Base Wage Rate	\$19.2500
Powell	Steven	9001			
			01/01/201x	Base Wage Rate	\$10.0000
			01/01/201x	Base Wage Rate	\$11.5000
			01/01/201x	Base Wage Rate	\$12.7500

Provides employee's effective base wage rate

Provides employee's base wage rate progression by effective date

REPORT BENEFITS:

- Payroll administrators and supervisors/managers can easily review a snapshot of employees' effective base wage rates.

Employee Timeclock Report

- Used to quickly verify at which clocks each employee is assigned.
- Provides the individual and group clock names to which each employee is assigned along with applicable schedule restriction windows.

Employee Timeclock Report							
Easy-to-read employee information				Company Code: BV9			
Employee ID	Employee Name	Badge	Pay Group	Timeclock Restriction Group	Timeclock Schedule Restriction Window	Timeclock Group	Timeclock
6000	Albright, Anthony	6000	PHOURS			AllWarehouseClocks contains	DeliveryEntrance1 Warehouse1 Warehouse2
6001	Venturo, Paul	6001	PCLOCK	30MINbefore10MI Nafter	30MINB4INand10 MINOUT - In time:0 Hours 30 Minutes Out time:0 Hours 10 Minutes		
				Indicates the amount of time before and after a scheduled shift the employee is allowed to record time			Identifies the individual clocks that are included in a clock group to which the employee is assigned
						<Not Assigned> AllMainOfficeClocks contains	DeliveryEntrance1 MainOffice1 MainOffice2
6002	Carr, Stephen	6002	PHOURS	1HOURB4andAFT ER	1HOURB4INandO UT - In time:1 Hours 0 Minutes Out time:1 Hours 0 Minutes		
						<Not Assigned>	BackDoor1 FrontDoor1
			PTIME			<Not Assigned>	MainOffice1
			PCLOCK			<Not Assigned>	MainOffice2 Warehouse2
			PHOURS			<Not Assigned>	BackDoor1 FrontDoor1 MainOffice1
6006	Sawyer, Sandra	6006	PTIME				

REPORT BENEFITS:

- Administrators can quickly verify employee clock assignments.
- Supervisors /managers are assured that employees can only record time from assigned locations.
- Your company saves time and money by reducing overtime costs.

Employee Timeclock Report - Timeclock

- Used to quickly identify which specific clocks employees are allowed to record time.
- Provides the name of the clock and all employees assigned to that clock along with the schedule restriction windows.

Employee Timeclock Report - Timeclock

Identifies each employee assigned to a specific timeclock

Company Code: BV9

Timeclock	Employee ID	Employee Name	Badge	Pay Group	Timeclock Restriction Group	Timeclock Schedule Restriction Window	Status
BackDoor1	6002	Carr, Stephen	6002	PHOURS	1HOURB4andAFT ER	1HOURB4INandOUT - In time:1 Hours 0 Minutes Out time:1 Hours 0 Minutes	Active
	6005	Jones, Mary	6005	PHOURS			Active
Employees Assigned: 2							
DeliveryEntrance1	6000	Albright, Anthony	6000	PHOURS			Active
	6001	Venturo, Paul	6001	PCLOCK	30MINbefore10MI Nafter	30MINB4INand10MI NOUT - In time:0 Hours 30 Minutes Out time:0 Hours 10 Minutes	Active
Employees Assigned: 2							
FrontDoor1	6002	Carr, Stephen	6002	PHOURS	1HOURB4andAFT ER		
	6005	Jones, Mary	6005	PHOURS			
Employees Assigned: 2							
MainOffice1	6001	Venturo, Paul	6001	PCLOCK	30MINbefore10MI Nafter		
	6003	Duncan, Heather	6003	PTIME			Active
	6005	Jones, Mary	6005	PHOURS			Active
Employees Assigned: 3							

REPORT BENEFITS:

- Administrators can quickly verify employee clock assignments.
- Supervisors /managers are assured that employees can only record time from assigned locations.
- Your company saves time and money by reducing overtime costs.

Provides a count of total number of employees assigned to each timeclock

Employee Timeclock Report - Timeclock Group

- Used to quickly identify which group of clocks employees are allowed to record time.
- Provides the name of the clock group, the names of all clocks included within each clock group, and all employees assigned to that clock group along with the schedule restriction windows.

Indicates the timeclocks that are not assigned to a timeclock group

Employee Timeclock Report - Timeclock Group

Company Code: BV9

Timeclock Group	Timeclock	Employee ID	Employee Name	Badge	Pay Group	Timeclock Restriction Group	Timeclock Schedule Restriction Window
<Not Assigned>	BackDoor1	6002	Carr, Stephen	6002	PHOURS	1HOURB4andAFTER	1HOURB4INandOUT - In time:1 Hours 0 Minutes Out time:1 Hours 0 Minutes
	DeliveryEntrance1	6001	Venturo, Paul	6001	PCLOCK	30MINbefore10MINafter	30MINB4INand10MINOUT - In time:0 Hours 30 Minutes Out time:0 Hours 10 Minutes
	FrontDoor1	6002	Carr, Stephen	6002	PHOURS	1HOURB4andAFTER	1HOURB4INandOUT - In time:1 Hours 0 Minutes Out time:1 Hours 0 Minutes
	MainOffice1	6003	Duncan, Heather	6003	PTIME		
Employees Assigned: 3							
AllMainOfficeClocks	MainOffice1 MainOffice2	6001	Venturo, Paul	6001	PCLOCK		
Employees Assigned: 1							
AllWarehouseClocks	DeliveryEntrance1 Warehouse1 Warehouse2	6000	Albright, Anthony	6000	PHOURS		
Employees Assigned: 1							

Indicates the amount of time before and after a scheduled shift the employee is allowed to record time

REPORT BENEFITS:

- Administrators can quickly verify employee clock assignments.
- Supervisors /managers are assured that employees can only record time from assigned locations.
- Your company saves time and money by reducing overtime costs.

Security Group Report

- Used to verify employee assignments to Supervisors to ensure that Supervisors can view, edit and approve timecards for the employees for which they have responsibility.
- Verify the security setup of a new hire.

Security Group Report

Security Group Assignments as of 06/25/201x — Timeframe for chosen report

Company Code: ABC

User(Type) can see employees in	Security Group (ID)	Company Code
Employee Name (ID)	Employee's Supervisor's Name (ID)	
Morgan, John (Supervisor)	Finance (400)	ABC
Venturo, Paul (4000)	Venturo, Paul (4000)	ABC
Displays Name and Position (Supervisor or Administrator) Employees in Finance (400)		1
Morgan, John (Supervisor) Receivables (4000)	ABC	
Baltasar, Belinda (4001)	Venturo, Paul (4000)	ABC
Carson, Michael (4002)	Venturo, Paul (4000)	ABC
Damaska, Henry (4003)	Venturo, Paul (4000)	ABC
Franklin, David (4004)	Venturo, Paul (4000)	ABC
Mangold, Jake (4005)	Venturo, Paul (4000)	ABC
Turner, Joshua (4006)	Venturo, Paul (4000)	ABC
Employees in Receivables (4000)		6
Employees assigned to Morgan, John		7
Nightton, Fran (Supervisor)	Home Healthcare (2000)	ABC
Andrews, Vanessa (2001)	Paterno, Jennifer (2000)	ABC
Brown, Roberta (2002)	Paterno, Jennifer (2000)	ABC

REPORT BENEFITS:

- Payroll Administrators can quickly verify the security setup of a new hire to ensure their timecard is managed properly.

User List Report

- Used to show a list of users who have access to log onto ezLaborManager.
- Provides a detailed record of system users and the level of access provided.

User List Report							
User ID	Employee	Last Name	First Name	Supervisor Flag	Administrator	User Status	User Group ID
asmith	XYZ001199	SMITH	ALEX	No	No	Active	EMPL
fcavallo01	XYZ001110	CAVALLO	FRANK	No	No	Inactive	EMPL
hduncan	XYZ005570	DUNCAN	HEATHER	No	No	Active	EMPL
jdexter01	XYZ001012	DEXTER	JOHN	Yes	Yes	Active	ADMIN
mmacgill01	XYZ001008	MACGILL	MARY	No	No	Active	EMPL
tvers01	XYZ001004	EVERS	THOMAS	Yes	No	Active	SUPVSR
							Total No. of Users: 8

Shows current status of user account

Identifies employee's user group

Lists users alphabetically by user ID

Prints user's employee ID and name

Identifies whether or not user is a supervisor

Identifies whether or not user is an administrator of the system

REPORT BENEFITS:

- Payroll administrator can quickly verify the status and level of access of each user.

Payroll Reports



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Payroll Detail Report

- Used to verify employees' hours and supplemental earnings before sending to payroll.
- Used to call in payroll.
- Provides a complete breakdown of employees' hours by earnings code for the pay cycle.

Easy-to-read employee information			Payroll Detail Report						
			Current Pay Period		Timeframe chosen for report				
			Company Code: XYZ						
Last Name	First Name	Employee	Earnings Code	Pay Rate	Amount	Hours	Dollars		
DIMONTE	GIOVANNI	001251	OVTIME-Overtime	\$11.2500		2.00	\$22.50		
			REGLAR-Regular	\$7.5000		72.00	\$540.00		
			SICK-Sick	\$7.5000		8.00	\$60.00		
			Earnings Subtotal					82.00	\$622.50
			Gross Payroll					82.00	\$622.50
GONZALEZ	MARIA	001252	OVTIME-Overtime	\$12.0000		11.75	\$141.00		
			REGLAR-Regular	\$8.0000		64.00	\$512.00		
			VACTON-Vacation	\$8.0000		8.00	\$64.00		
			Earnings Subtotal					83.75	\$717.00
			BONUS-Bonus (\$)						\$150.00
MILEAGE-Mileage (\$)						\$37.00			
Supplemental Earnings Subtotal					0.00	\$187.00			
Gross Payroll					83.75	\$904.00			
Total for: XYZ						165.75	\$1,526.50		

REPORT BENEFITS:

- Payroll administrator can verify employees' pay data totals before sending to payroll.

Payroll Detail Report with Department

- Used to verify employees' hours by department before sending to payroll.
- Used to call in payroll.
- Provides a complete breakdown of employees' hours by earnings code and department for the pay cycle.

Payroll Detail Report with Dept							
Easy-to-read employee information		Date Range: 07/10/201x - 07/16/201x			Timeframe chosen for report		
Company Code: XYZ							
Last Name	First Name	Employee	Earnings Code	Worked Department	Pay Rate	Hours	Dollars
French	Kevin	9004	JURY-Jury Duty	001000	\$12.6500	4.00	\$50.60
			PTO-Paid Time Off	001000	\$12.6500	4.00	\$50.60
			REGLAR-Regular	001000	\$12.6500	12.00	\$151.80
			Subtotal			20.00	\$253.00
Landers	George	9003	OTWEEK-Weekly Overtime	006000	\$27.8400	5.00	\$139.20
			REGLAR-Regular	003000	\$18.5600	4.00	\$74.24
			REGLAR-Regular	006000	\$18.5600	36.00	\$668.16
			Subtotal			45.00	\$881.60
Powell	Steven	9001	REGLAR-Regular	001000	\$12.7500	32.75	\$417.56
			REGLAR-Regular	003000	\$12.7500	3.00	\$38.25
			SICK-Sick	001000	\$12.7500	9.00	\$114.75
			Subtotal			44.75	\$570.56
Provides total hours and gross payroll for each company code					Total for: XYZ	109.75	\$1,705.16

REPORT BENEFITS:

- Payroll administrator can verify employees' pay data totals by department before sending to payroll.

Payroll Summary Report

- Used to verify totals when sending data to ADP payroll.

Payroll Summary

Current Pay Period

Timeframe chosen for report

Company Code: XYZ

Shows a breakdown of hours and dollars by earnings code for the pay cycle

Earnings Code	Amount	Hours	Dollars
OVTIME-Overtime		13.75	\$163.50
REGLAR-Regular		136.00	\$1,052.00
SICK-Sick		8.00	\$60.00
VACTON-Vacation		8.00	\$64.00
Earnings Subtotal		165.75	\$1,339.50

Separate supplemental earnings amounts

BONUS-Bonus (\$)			\$150.00
MILEAGE-Mileage (\$)			\$37.00
Supplemental Earnings Subtotal		0.00	\$187.00

Gross Payroll 165.75 \$1,526.50

Total for: XYZ 165.75 \$1,526.50

Shows a grand total of hours and dollars for the company

Grand Total 165.75 \$1,526.50

REPORT BENEFITS:

- Payroll administrator can quickly verify batch totals imported into ADP payroll.

Projected Payroll Detail Report

- Used to verify employees' hours before sending to payroll.
- Provides a breakdown of employees' hours, including projected scheduled hours for the current pay cycle.

Projected Payroll Detail Report							
Current Pay Period							
Company Code: XYZ							
Last Name	First Name	Employee	Earnings Code	Pay Rate	Hours	Dollars	
McGuire	Brian	100000008	REGLAR-Regular	\$8.5000	28.00	\$238.00	
PROJECTIONS STARTING ON - Tue 07/11/201x							
	Projects scheduled hours for the remainder of the pay cycle		OVTIME-Overtime	\$12.7500	4.00	\$51.00	
			REGLAR-Regular	\$8.5000	12.00	\$102.00	
			Subtotal		44.00	\$391.00	
Reynolds	Bonnie	100000011	REGLAR-Regular	\$10.5000	24.25	\$254.63	
PROJECTIONS STARTING ON - Tue 07/11/201x							
	Provides total hours and computes estimated gross payroll for each employee		OVTIME-Overtime	\$15.7500	0.25	\$3.94	
			REGLAR-Regular	\$10.5000	15.75	\$165.38	
			Subtotal		40.25	\$423.95	
Vincent	Catherine	100000002	REGLAR-Regular	\$12.2500	24.00	\$294.00	
PROJECTIONS STARTING ON - Tue 07/11/201x							
			REGLAR-Regular	\$12.2500	16.00	\$196.00	
			Subtotal		40.00	\$490.00	
REPORT BENEFITS:							
<ul style="list-style-type: none"> • Payroll administrators can verify employees' pay data totals for the current pay cycle before sending to payroll. 					Totals worked and projected hours and calculates gross dollars for the current pay cycle		
					Total Projected for: XYZ	48.00	\$518.31
					Total (Actual + Projected) for: XYZ	124.25	\$1,304.95

Projected Payroll Summary Report

- Used to verify totals for the current pay cycle when sending data to ADP payroll.

Projected Payroll Summary Report			
Current Pay Cycle			
Company Code: XYZ			
Shows a breakdown of actual hours and gross dollars by earnings code for the pay cycle	Earnings Code	Hours	Dollars
	Overtime	8.00	\$84.00
	PERSNL	8.00	\$0.00
	REGLAR	165.25	\$1,168.38
	SICK	9.00	\$58.50
	VACTON	8.00	\$64.00
	Sub Total	198.25	\$1,374.88
Projected			
Shows a breakdown of projected hours and gross dollars by earnings code for the pay cycle	Overtime	7.00	\$72.00
	REGLAR	47.00	\$339.00
	Sub Total	54.00	\$411.00
	Total Projected for: XYZ	54.00	\$411.00
	Total (Actual + Projected) for: XYZ	252.25	\$1,785.88
Shows a grand total of actual and projected hours and gross payroll for the current pay cycle	Grand Total Projected	54.00	\$411.00
	Grand Total (Actual + Projected)	252.25	\$1,785.88

REPORT BENEFITS:

- Payroll administrators can quickly verify current pay cycle batch totals imported into ADP payroll.
- Payroll administrator can easily review projected payroll expenses.

Reconciliation Report

- Used to show the differences between each employee’s projected schedule hours and what he or she actually worked for the previous pay cycle.
- Provides an employee- and summary-level comparison of actual versus projected hours based on earnings code.

Easy-to-read employee information

Reconciliation Report

Previous Pay Period (Thu 07/06/201x - Wed 07/12/201x)
Pay Cycle: WEEKLY

Last Name	First Name	Employee	Pay Date	Earnings Code	Payroll Type	Hours	Dollars	Adjustments	Review Status
								Hours	Dollars
McGuire	Brian	100000008							
Wed 07/12/201x	OVTIME-Overtime	Projected	4.00	\$51.00	-4.00	-\$51.00	Accepted		
	REGLAR-Regular	Projected	4.00	\$34.00	-4.00	-\$34.00			
	VACTON-Vacation	Actual	8.00	\$68.00	8.00	\$68.00			
		Total	0.00	-\$17.00					
Reynolds	Bonnie	100000011							
Tue 07/11/201x	REGLAR-Regular	Projected	8.00	\$84.00	-8.00	-\$84.00	Rejected		
	REGLAR-Regular	Actual	9.00	\$94.50	9.00	\$94.50			
Wed 07/12/201x	REGLAR-Regular	Projected	8.00	\$84.00	-8.00	-\$84.00	Incomplete		
	REGLAR-Regular	Actual	7.25	\$76.13	7.25	\$76.13			
		Total	0.25	\$2.63					
Vincent	Catherine	100000002							
Tue 07/11/201x	REGLAR-Regular	Projected	8.00	\$98.00	-8.00	-\$98.00	Accepted		
	VACTON-Vacation	Actual	8.00	\$98.00	8.00	\$98.00			
		Total	0.00	\$0.00					
REPORT BENEFITS:									
						Total for: WEEKLY	0.25	-\$14.38	

• Enables payroll administrators who process payroll in advance to review and reconcile previous period actual versus projected hours and earnings calculations.

Shows daily breakdown of projected versus actual hours by earnings code

Shows total adjusted hours and gross dollars

Shows the status of the reconciliation

Shows total adjusted hours and dollars for the pay cycle

Notes



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