



EASY CLOCKING CLOUD SAMPLE REPORTS

Powerful Reporting and Analytics

Gain complete visibility with Easy Clocking reporting solutions which empower you with informed real time decision making capabilities so you can easily convert data into actionable, valuable information.

Instant access for managers and executives to reporting, query and analysis tools enables your organisation to proactively manage business needs, instead of just reacting to them.



Email, print and view

Easily convert all reports to Excel or PDF formats. You can e-mail, print or view any of the reports. Print or email a report for a single employee or an entire department or organisation.



Copyright © 2019 Easy Clocking Australia. All rights reserved.

TABLE OF CONTENTS

<u>General</u>	3	<u>Schedule (Scheduling)</u>	13
Employee List		Scheduling Overview	
User Information		Monthly Schedule	
Employee Job Detailed		Weekly Schedule	
Inactive Employees		Period Schedule	
User Fingerprints		User Schedule	
Birthdays		Actual vs Schedule Summary	
Anniversaries		Actual vs Schedule Detailed	
<u>Time Card</u>	5	<u>Miscellaneous</u>	17
Detailed		Absent	
Summary		Late Arrival & Early Departure	
Department Summary		Absent without Schedule	
Location Summary		Missing Punch	
User Location Summary		Breaks Taken	
Position Summary		Non-Breaks Taken	
Hours Only		Breaks Taken Detailed	
Weekly		No Lunch Taken	
Exceeding Hours Audit		Manual Punches	
Overtime Hours Approval		Daily Attendance	
Shift Detailed		Geo Punches	
Timelog Audit Trail		Out of Shift	
Timelog Audit Trail Detailed		Out of Shift Summary	
Earning Summary		Questionnaire	
Custom Report			
TimeCard Status History			
<u>Jobs (Job Costing)</u>	8	<u>Paid Time Off</u>	20
Job Costing Overview		Paid Time Off—Used	
Time Card		Paid Time Off—Available	
Detailed		Absence Type	
Summary		Absence Type Detailed	
Weekly		Absence Request History	
Daily Summary			



<u>Time Clocks</u>	22
Time Clock Admin Level	
Clocking Permissions	

Employee List: This report shows list of all users, active/inactive and terminated. You can filter the list of users by status. For example, if you would like to see your inactive employees versus your terminated employees. This report also includes the date of when the employee reached 60 days from hire & the date of when they reached 90 days from hire. (Refer to Figure 1 below.)

User Information: Personal Information, if any has been entered in their profile.


Employee Jobs Detailed: This report gives a detailed report as to what job codes each employee is assigned to. For every employee

Inactive Employees: List of only inactive employees. (Refer to Figure 2)

User Fingerprints: This report provides a count, per employee, of how many fingerprints they have in the software. (Refer to Figure 3)

Birthdays: A report that provides the birth dates for each employee.

Anniversaries: A report that provides hire date anniversaries.



User ID	Personal ID	Name	Hired Date	Type	60 Days	90 Days
1		Iast Scott	7/30/2014	Regular	9/28/2014	10/28/2014
2		Smith B Alex	7/16/2018	Regular	9/14/2018	10/14/2018
3		Christians L Amy	12/4/2013	Regular	2/2/2014	3/4/2014
4		Perez Kevin	4/28/2014	Regular	6/27/2014	7/27/2014
6		Alcivar Mark	3/19/2014	Regular	5/18/2014	6/17/2014
7		Hidalgo Landy	4/28/2014	Regular	6/27/2014	7/27/2014
8		Gonzalez Jose	2/1/2006	Regular	4/2/2006	5/2/2006
10		Morales Carlos	10/16/2013	Regular	12/15/2013	1/14/2014
11		Sanchez Eddy	7/27/2013	Regular	9/25/2013	10/25/2013
12		Jordan P Curtis	9/5/2013	Regular	11/4/2013	12/4/2013
13		Hidalgo Hordanel	3/7/2014	Regular	5/6/2014	6/5/2014
14		Jaili Samir	4/28/2014	Regular	6/27/2014	7/27/2014

Figure 1: Employee List

Inactive Employees

Company: Vinnie's

User ID	Name	Type	Hired Date	Inactive Date	Terminated Date	Department
5	Oschendorf Tammy	Regular	07/10/2014	12/23/2015		Warehouse
9	Granadillo M Joan	Regular	04/15/2013		02/21/2014	Engineering
25	Jalil Jamil	Regular	11/04/2013		11/04/2013	Engineering
26	Kreynin Denis	Regular	11/21/2013		08/11/2014	Technical Support
29	Botera Marcela	Regular	02/13/2014		02/13/2014	NOT dept.
35	Jimenez Heidy	Regular	05/19/2014		07/02/2014	Customer Service
39	Ferreiro Manuel	Regular	08/13/2015		11/05/2015	Engineering
42	Walton Scott	Regular	03/02/2015		03/02/2015	Sales
46	Chauvet Victor	Regular	06/09/2015		06/09/2015	Engineering
47	Cortina Andry	Regular	03/10/2015		03/10/2015	Warehouse
48	Bonhomme Eric	Regular	07/09/2015		07/09/2015	Admin
51	Ahmed Saara	Regular	07/13/2015		07/13/2015	Customer Service
54	Lee Apple	Regular	08/14/2015		08/14/2015	NOT dept.
200	Miret Roly	Regular	03/07/2014		03/07/2014	Admin

Figure 2: Inactive Employee Report



User Fingerprints

Company: Senseral LLC

User ID	Name	Fingerprints	Department
1	Paul Smith	1	Maintenance
3	Anthony Garcia	1	Customer Ser. Emp.
5	Kayce Starnes	2	Customer Ser. Emp.
10	Steven Panades	1	Engineering
11	Paul Smith	2	Customer Ser. Emp.
13	Jada Jalil	0	Students
20	Erika Perez	0	Customer Ser. Emp.
21	Janeth Smith	0	Customer Ser. Emp.
22	Jesse Ruiz	0	Customer Ser. Emp.
23	Noe Ramirez	0	Customer Ser. SUP-1

Figure 3: User Fingerprints

Detailed: This report is a copy of the actual employee time card. It includes individual time logs per day, along with daily and grand totals for the pay period. (Refer to Figure 1)

Summary: This report lists all users and their total hours for the pay period, sorted by: Regular, Overtime, Double-time, Break totals, Absence totals, and grand totals. (Refer to Figure 2)

Department Summary: This report is the same as our Summary report, sorted by department. You can click View without filtering a particular department, or filter out the department you would like to review.

Location Summary: This report is the same as our Summary report, sorted by location. You can click View without filtering a particular location, or filter out the location you would like to review.

User Location Summary: A summary of hours per user, sorted by their location.

Position Summary: A summary of hours per Position. This report provides a count of employees within the position.

Hours Only: The Hours only report excludes dollar amount data.

Weekly: Regardless of the company pay period setting, this report will break the cycle down by week.

Exceeding Hours Audit: This report will generate the hours worked over a custom, specified number of hours.

Overtime Hours Approval: This report works in conjunction with a time clock setting to provide audit information on which manager approved an employee to work beyond their shift. To find out how to configure the setting and use the feature, please contact our main support line.

Shift Detailed: This report is the same as our detailed report, broken down by Shift.

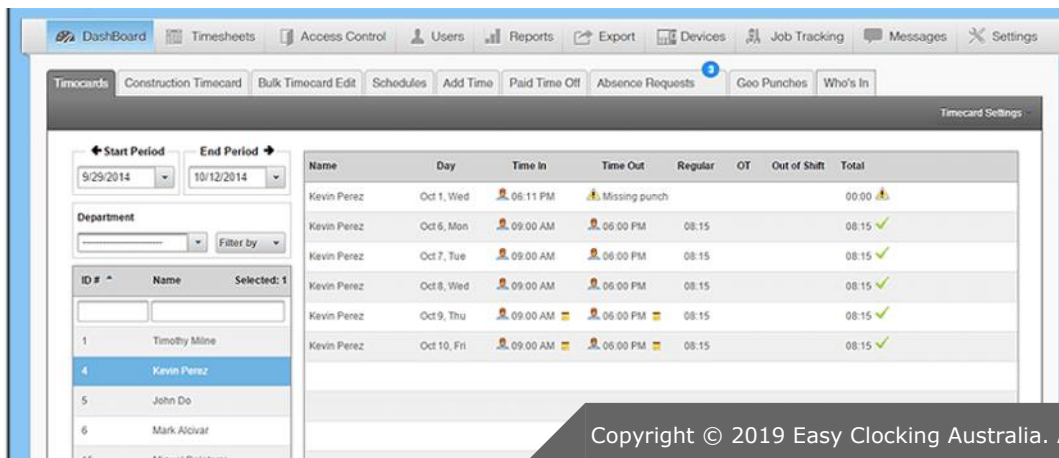
Timelog Audit Trail: A report to track Manager and Administrative edits.

Timelog Audit Trail Detailed: A more detailed version of the Audit Trail report. It provides the Project, Job and Reason for the edit (if any.)

Earnings Summary: Provides an information of employee of total regular hours with total amount.

Custom Report: A report that you can customize to only generate the columns and information that you want. You have one template, and can create as many different custom reports as you'd like. (Refer to Figure 3)

TimeCard Status History: Provides information per employee on what the status of their time card approval is. There are three status': Pending Approval, Reviewed and Approved (Refer to Figure 4)



Name	Day	Time In	Time Out	Regular	OT	Out of Shift	Total
Kevin Perez	Oct 1, Wed	06:11 PM	Missing punch				00:00
Kevin Perez	Oct 6, Mon	09:00 AM	06:00 PM	08:15			08:15 ✓
Kevin Perez	Oct 7, Tue	09:00 AM	06:00 PM	08:15			08:15 ✓
Kevin Perez	Oct 8, Wed	09:00 AM	06:00 PM	08:15			08:15 ✓
Kevin Perez	Oct 9, Thu	09:00 AM	06:00 PM	08:15			08:15 ✓
Kevin Perez	Oct 10, Fri	09:00 AM	06:00 PM	08:15			08:15 ✓

Easy Clocking Cloud Sample Reports

Time Card Reports



Detailed

Company: Vinnie's

From: 2/24/2019


To: 3/9/2019


User ID: 2

Name: Smith Alex B

Location: Miami

Department: FUFILLMENT

 Pending review

 Not reviewed by employee


Day	Time In	Time Out	Regular	OT	DT	Breaks	BP	CT	Total	Rate	Amount
Mon, Feb/25/2019	9:00 AM	6:00 PM	08:00	00:00	00:00	01:00	00:00	00:00	08:00	0.00	\$0.00
Tue, Feb/26/2019	9:00 AM	6:00 PM	08:00	00:00	00:00	01:00	00:00	00:00	08:00	0.00	\$0.00
Wed, Feb/27/2019	9:00 AM	6:00 PM	08:00	00:00	00:00	01:00	00:00	00:00	08:00	0.00	\$0.00
Thu, Feb/28/2019	9:00 AM	6:00 PM	08:00	00:00	00:00	01:00	00:00	00:00	08:00	0.00	\$0.00
Totals:			32:00	00:00	00:00	04:00	00:00	00:00	32:00	0.00	\$0.00
Vacation: 00:00			Holiday: 00:00			Sick: 00:00			Other: 00:00		


User ID: 3

Name: Christians Amy L

Location: Miami

Department: Sales

 Pending review

 Not reviewed by employee

Day	Time In	Time Out	Regular	OT	DT	Breaks	BP	CT	Total	Rate	Amount
Mon, Feb/25/2019	9:00 AM	Missing	00:00	00:00	00:00	00:00	00:00	00:00	00:00	0.00	\$0.00
Tue, Feb/26/2019	9:00 AM	6:00 PM	08:00	00:00	00:00	01:00	00:00	00:00	08:00	0.00	\$0.00
Wed, Feb/27/2019	9:00 AM	6:00 PM	08:00	00:00	00:00	01:00	00:00	00:00	08:00	0.00	\$0.00
Thu, Feb/28/2019	9:00 AM	6:00 PM	08:00	00:00	00:00	01:00	00:00	00:00	08:00	0.00	\$0.00
Totals:			24:00	00:00	00:00	03:00	00:00	00:00	24:00	0.00	\$0.00
Vacation: 00:00			Holiday: 00:00			Sick: 00:00			Other: 00:00		

Figure 1: Detailed Report

Summary

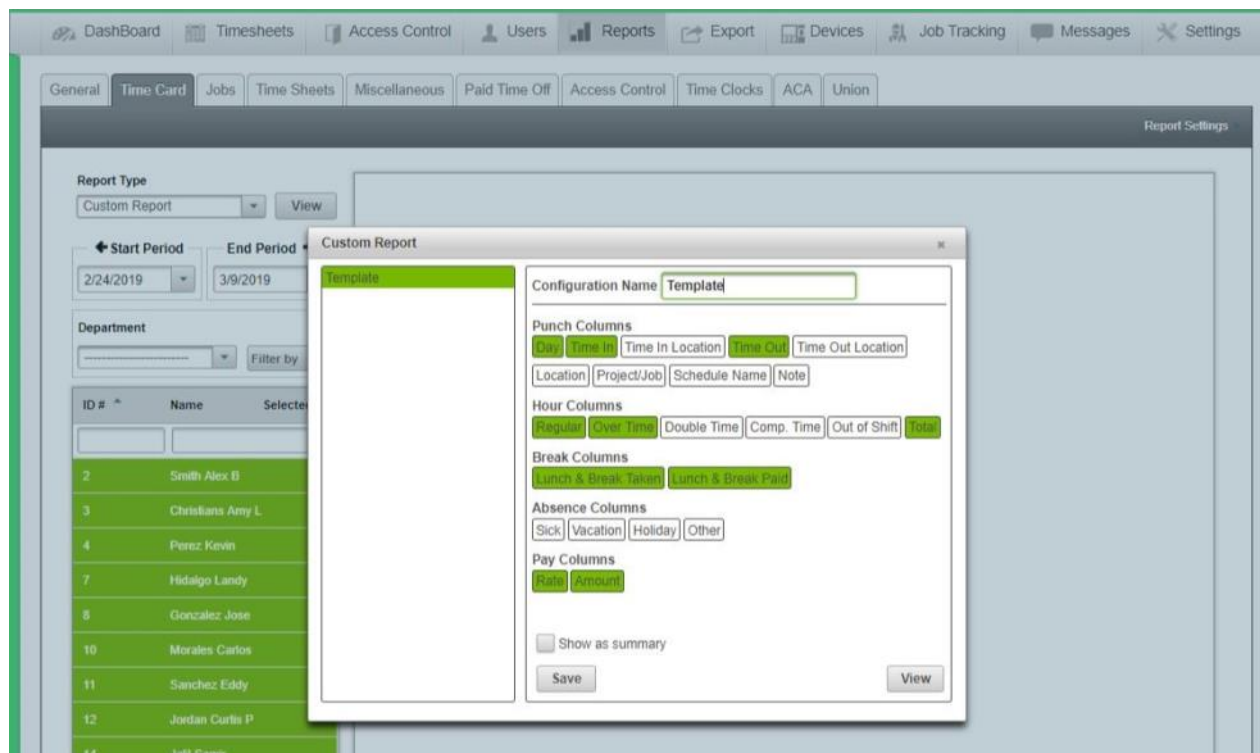
Company: Vinnie's

From: 2/24/2019

To: 3/9/2019

ID	Employee	Regular	OT	DT	Breaks	BP	Sick	Vacation	Holiday	Other	CT	Total	Amount
2	Smith Alex B	32:00	00:00	00:00	04:00	00:00	00:00	00:00	00:00	00:00	00:00	32:00	\$0.00
3	Christians Amy L	24:00	00:00	00:00	03:00	00:00	00:00	00:00	00:00	00:00	00:00	24:00	\$0.00
4	Perez Kevin	32:00	00:00	00:00	04:00	00:00	00:00	00:00	00:00	00:00	00:00	32:00	\$320.00
7	Hidalgo Landy	24:00	00:00	00:00	03:00	00:00	00:00	00:00	00:00	00:00	00:00	24:00	\$800.00
8	Gonzalez Jose	64:00	00:00	00:00	03:00	00:00	00:00	00:00	00:00	00:00	00:00	64:00	\$0.00
10	Morales Carlos	32:00	00:00	00:00	04:00	00:00	00:00	00:00	00:00	00:00	00:00	32:00	\$480.00
11	Sanchez Eddy	32:00	00:00	00:00	04:00	00:00	00:00	00:00	00:00	00:00	00:00	32:00	\$640.00
12	Jordan Curtis P	24:00	00:00	00:00	03:00	00:00	00:00	00:00	00:00	00:00	00:00	24:00	\$240.00
14	Jalil Samir	32:00	00:00	00:00	04:00	00:00	00:00	00:00	00:00	00:00	00:00	32:00	\$0.00
15	Delatorre Miguel	32:00	04:00	00:00	00:00	00:00	00:00	00:00	00:00	00:00	00:00	36:00	\$760.00
16	Panades Chris	32:00	04:00	00:00	00:00	00:00	00:00	00:00	00:00	00:00	00:00	36:00	\$532.00

Figure 2: Summary Report



The screenshot displays the 'Custom Report' configuration window in the Easy Clocking Cloud application. The window is titled 'Custom Report' and contains several sections for selecting report columns:

- Punch Columns:** Includes 'Day', 'Time In', 'Time In Location', 'Time Out', 'Time Out Location', 'Location', 'Project/Job', 'Schedule Name', and 'Note'.
- Hour Columns:** Includes 'Regular', 'Over Time', 'Double Time', 'Comp. Time', 'Out of Shift', and 'Total'.
- Break Columns:** Includes 'Lunch & Break Taken' and 'Lunch & Break Paid'.
- Absence Columns:** Includes 'Sick', 'Vacation', 'Holiday', and 'Other'.
- Pay Columns:** Includes 'Rate' and 'Amount'.

At the bottom of the window, there is a checkbox for 'Show as summary' and buttons for 'Save' and 'View'. The background interface shows a sidebar with tabs like 'Dashboard', 'Timesheets', 'Access Control', 'Users', 'Reports', 'Export', 'Devices', 'Job Tracking', 'Messages', and 'Settings'. The 'Reports' tab is active, and the 'Time Card' sub-tab is selected. A list of employees is visible on the left side of the main panel.

Figure 3: Custom Report—A report that you can customize to only generate the columns and information that you want. You have one template and can create as many different custom reports as you'd like.

Approval Status

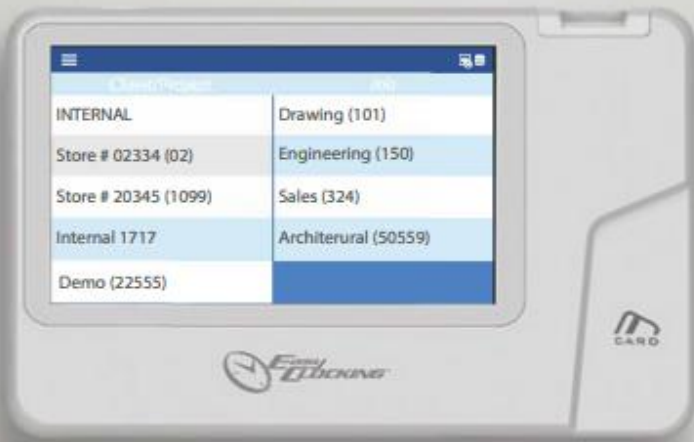
Company: **Creative Edge**

From: 7/6/2015

To: 7/19/2015

ID	Employee	Manager Status	Employee Status
382	Michael Carriker	Pending review	Not reviewed by employee
714	Cassandra White	Approved by manager	Not reviewed by employee
829	Ellen Bowen	Approved by manager	Not reviewed by employee
1755	Anthony Frank	Approved by manager	Not reviewed by employee
2530	Christopher Siegrist	Approved by manager	Not reviewed by employee
2882	Kang Hsia	Pending review	Not reviewed by employee
2976	Alex Connelly	Approved by manager	Not reviewed by employee
4194	Curt Schuchman	Pending review	Not reviewed by employee
4440	Debra Bayers	Approved by manager	Not reviewed by employee
5163	Kevin Thornburg	Pending review	Not reviewed by employee
5211	William Dickinson	Pending review	Not reviewed by employee
6921	Jeff Fitzsimmons	Approved by manager	Not reviewed by employee
7197	Dwayne Regur	Approved by manager	Not reviewed by employee
8201	Jim Singer	Approved by manager	Not reviewed by employee
8241	Norma Taylor	Pending review	Not reviewed by employee
8394	Daniel Ponce	Approved by manager	Not reviewed by employee
8924	Anthony Fisher	Pending review	Not reviewed by employee
8979	Vonda White	Approved by manager	Not reviewed by employee

Figure 4: Timecard Status History



Gaining insights into your production cost and time has never been easier. Easy Clocking's job costing feature puts a great wealth of knowledge at your fingertips. With the ability to easily keep track of material, labour and overhead costs for specific job.

Our job costing feature makes keeping track of project costs a breeze.

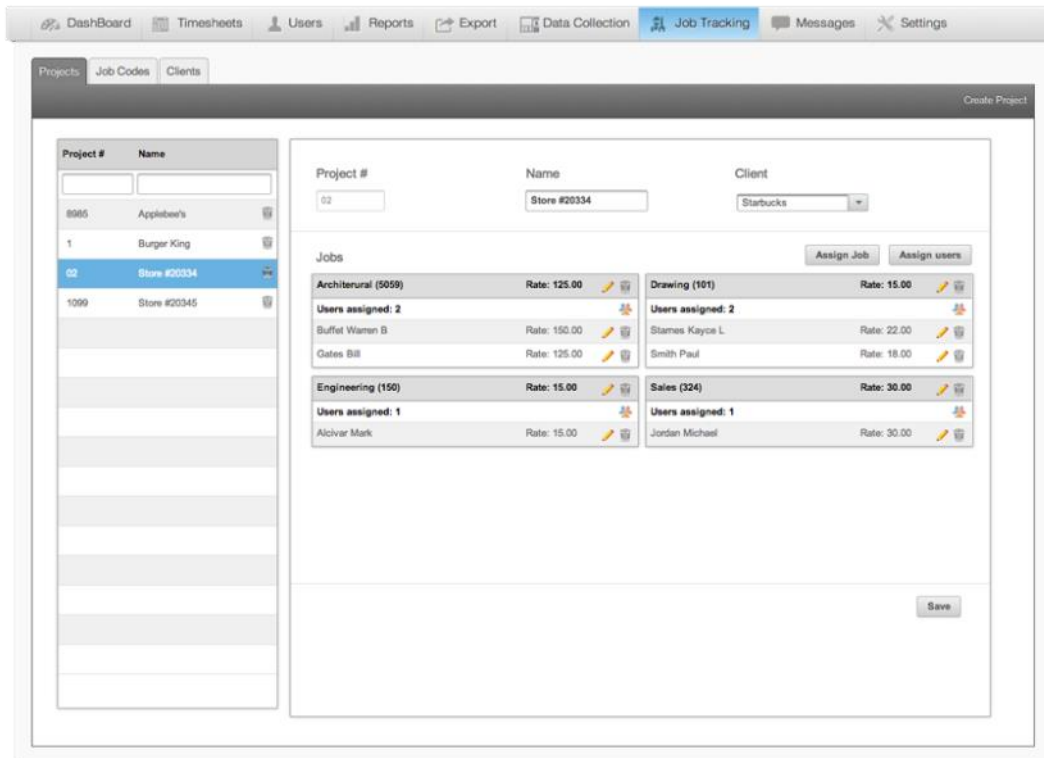
Multiple pay rate settings per job—Easily assign pay rates to a user according to the job or project.

Mobile Job Costing—Easily keep track of production cost and times from anywhere. Our Mobile Job Costing App allows for use anywhere there is an internet connection.

Invalid Job Notifications—Notify administrators when employees are not working on the correct tasks or at the correct location.

Job Costing Reports—Create easy to read job costing reports which allow you to convert your information into actionable data.

Export—Easily export collected data to most third party applications.

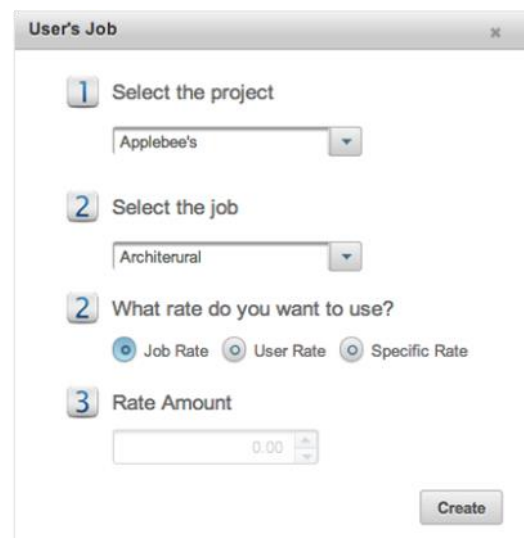


Job tracking
made simple

Our job costing feature will give you the ability to manage your jobs and projects in an easy way, allowing you to identify labour costs attributed to projects or jobs by employee, department, and task-type

Flexible pay rate settings per job

- Easily assign pay rates to a user according to the job or project.
- Assign pay rates by job, user or specific rate.
- Dashboard displays key information about the users pay settings.
- Easily edit or delete jobs directly from the dashboard.



Project Name	Job Code #	Job Code Name	Use Job Rate	Use User Rate	Use Specific Rate	Rate Amount	Create
Applebee's	5059	Architerural	No	No	Yes	135.00	 
Burger King	101	Drawing	No	No	Yes	110.00	 
Store #20334	5059	Architerural	Yes	No	No	125.00	 

Enter time anytime & anywhere



EasyClocking provides you with advanced methods to easily collect, track and manage employee time.

- Restrict when & where employees can clock in or out from.
- Employee can easily enter the job at the time clock when clocking in/out.
- Employees can clock in or out on a time clock, by mobile or online.
- Track and restrict where an employee can clock in by geo locations.


Invalid job notifications

Easily see exemptions on the time card dash board identifying invalid job by employees.

Name	Day	Time In	Time Out	Regular	OT	Out of Shift	Job Code	Rate	Total
Gates Bill	May 5, Mon	09:00 AM	06:00 PM	08:00			10	75.00	08:00 ✓
Gates Bill	May 6, Tue	09:00 AM	06:00 PM	08:00			10	75.00	08:00 ✓
Gates Bill	May 7, Wed	09:00 AM	06:00 PM	08:00			07	10.00	08:00 ✓

Generate reports easily

Create various types of job tracking reports that allow you to identify labour costs attributed to projects or jobs by employee, department, and task-type. Reports can be exported in PDF, excel, and CSV formats.



Your Company

Company: Your Company


Job Code: 07 Software Q&A

From: 4/30/2014

To: 5/13/2014

ID	Employee	Regular	OT	DT	Breaks Paid	Total	Amount
1000	Gates Bill	08:00	00:00	00:00	00:00	08:00	\$400.00
1004	Walters Barbara	10:00	00:00	00:00	00:00	10:00	\$500.00
1005	Banderas Antonio	20:00	00:00	00:00	00:00	20:00	\$1,000.00
Count: 3 Subtotal:		38:00	00:00	00:00	00:00	38:00	\$1,900.00

Detailed



Your Company

Company:
Your Company

From:
4/30/2014

To:
5/13/2014

Summary

Job Name	Regular	OT	DT	Breaks Paid	Total	Amount
07 Software Q&A	38:00	00:00	00:00	00:00	38:00	\$1,900.00
10 Software Development	46:00	00:00	00:00	00:00	46:00	\$3,750.00
Count: 3	Subtotal: 84:00	00:00	00:00	00:00	84:00	\$5,650.00

Time Card: This report generates a basic timecard, but for specific jobs that are assigned to employees.

Detailed: The detailed job code report will display the employee list with hours worked for each employee in a specific job. This report will also group the employees and summarize all the hours worked for each job. (Refer to Figure 1 below.)

Summary: The summary job code report will display the total amount of hours recorded for all jobs worked during the selected period. (Refer to Figure 2)

Weekly: The weekly job code report will display the total amount of hours recorded for each job for each day of the week on the selected period.

Daily Summary: This report generates a list jobs worked in a certain pay period, and the totals for those jobs.

Job List: The Job List report is a report that will show high level information for your jobs. In this report you will find basic information like the job code, the job name, and the job rate. You are able to filter the job lists based on the projects that they are assigned to. (Refer to Figure 3)



Detailed

Company: **Easy Clocking**

From: 11/11/2013

To: 11/24/2013

Job Code: 102 Sensor Packaging

ID	Employee	Regular	OT	DT	Breaks Paid	Sick	Vacation	Holiday	Other	Total	Amount
3	Ernesto Ruiz	03:09	00:00	00:00	00:00	00:00	00:00	00:00	00:00	03:09	\$126.00
7	Landy Hidalgo	35:55	00:00	00:00	00:00	00:00	00:00	00:00	00:00	35:55	\$897.92
Count: 2		Subtotal:	39:04	00:00	00:00	00:00	00:00	00:00	00:00	39:04	\$1,023.92

Job Code: 25 Board Test

ID	Employee	Regular	OT	DT	Breaks Paid	Sick	Vacation	Holiday	Other	Total	Amount
3	Ernesto Ruiz	12:52	00:00	00:00	00:00	00:00	00:00	00:00	00:00	12:52	\$514.67
4	Kevin Perez	08:00	00:00	00:00	00:00	00:00	00:00	00:00	00:00	08:00	\$80.00
6	Mark Alcivar	31:58	00:00	00:00	00:00	00:00	00:00	00:00	00:00	31:58	\$0.00
Count: 3		Subtotal:	52:50	00:00	00:00	00:00	00:00	00:00	00:00	52:50	\$594.67

Job Code: 26 Focus Test

ID	Employee	Regular	OT	DT	Breaks Paid	Sick	Vacation	Holiday	Other	Total	Amount
4	Kevin Perez	08:00	00:00	00:00	00:00	00:00	00:00	00:00	00:00	08:00	\$80.00
Count: 1		Subtotal:	08:00	00:00	00:00	00:00	00:00	00:00	00:00	08:00	\$80.00

Figure 1: Detailed Report

Easy Clocking Cloud Sample Reports

Jobs Reports



Summary

Company: Easy Clocking

From: 3/30/2015

To: 4/10/2015

Project: Internal

User ID: 37

Name: Steven Panades

Department: Technical Support

Day	Graphic design	Sensor Assembly	Sensor Testing	Total
Tuesday		08:00		08:00
Monday		03:00		03:00
Wednesday			06:38	06:38
Monday			05:00	05:00
Monday	08:00			08:00
Thursday	08:00			08:00
Friday	08:00			08:00
Tuesday	08:00			08:00
Wednesday	08:00			08:00
Thursday	08:00			08:00
Friday	08:00			08:00
Subtotal:	56:00	11:00	11:38	78:38
Project Totals:	56:00	11:00	11:38	78:38

Figure 2: Summary Report

Job List

Company: Easy Clocking

Project: Internal

Job Code	Job Name	Job Rate	Project Rate
25	Graphic design	8.00	
102	Sensor Packaging	20.00	
500010	FRONT DESK SUP.	0.00	

Count: 3

Count: 3

Figure 3: Job List Report

Project Name	Job Code #	Job Code Name	Use Job Rate	Use User Rate	Use Specific Rate	Rate Amount	Create
Applebee's	5059	Architerural	No	No	Yes	135.00	 
Burger King	101	Drawing	No	No	Yes	110.00	 
Store #20334	5059	Architerural	Yes	No	No	125.00	 

Scheduling

Intelligently designed and built in the USA

Easy Clocking provides for simple scheduling creation, manage your employee schedules all from one intuitive easy to use platform. Gain the added flexibility to assign daily, weekly or monthly schedules by person, job or department. Review and modify your employee schedules to your standards with customisable shift creation, shift differential rates and pay rate assignment.

Setting up your employee schedules takes only a few minutes with our intuitive interface. Our guided step by step setup process will make it a breeze to keep your staff organised and informed. Gain the added bonus of importing employee lists already created via CSV formatting.

Nothing to Install

Easy Clocking's software is web-based, meaning we've done all the back end labour so you don't have to. No need to worry about lengthy installs, simply open your web browser and go straight to creating and assigning employee schedules.

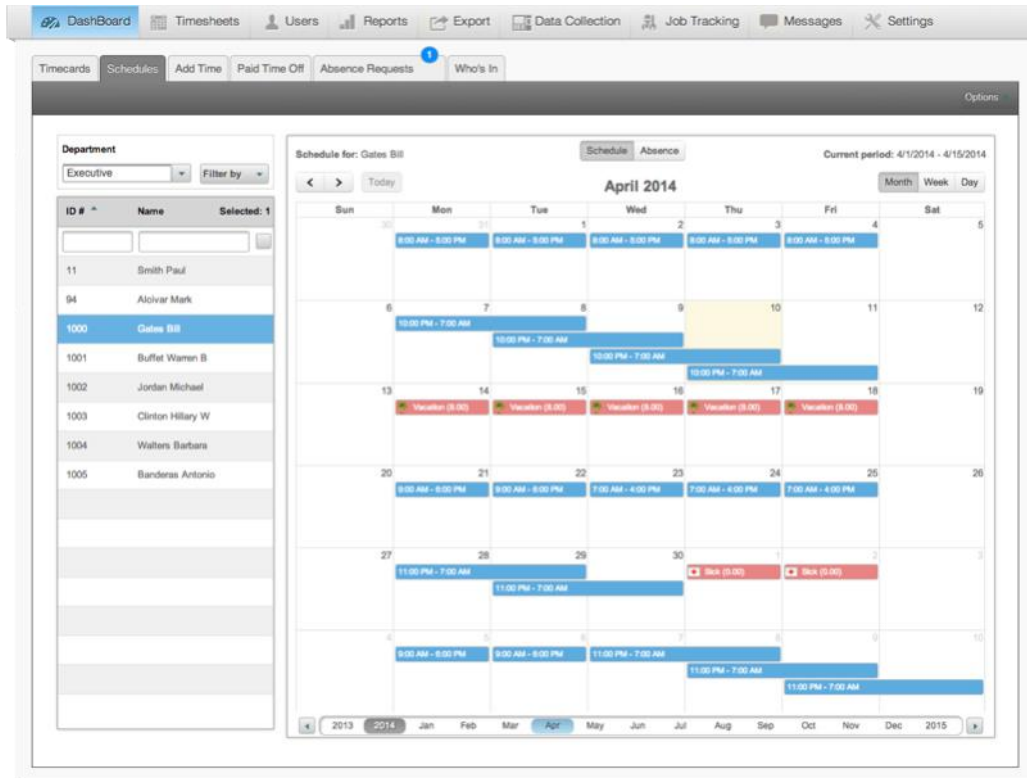
Avoid Scheduling Conflicts

Make your schedule run smoother by viewing each employee's availability and preferences, as you build the schedule for your workforce. Avoid the pitfalls of scheduling and easily modify your schedules to fit employee availability.

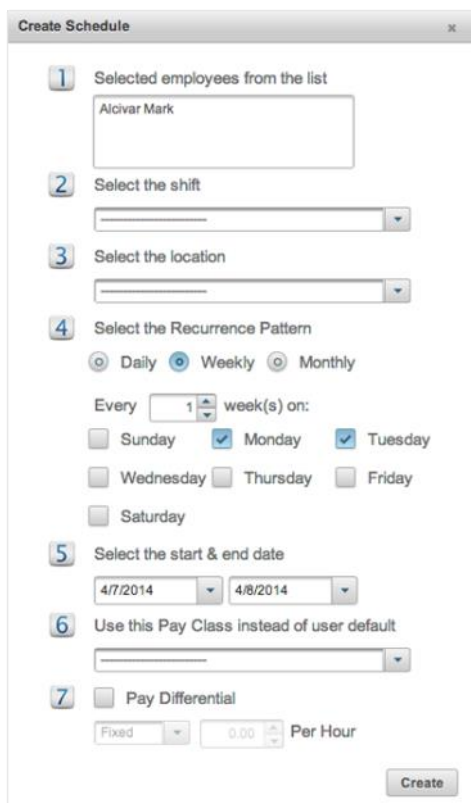
See Who's Working Now

Easy Clocking's Who's in Dashboard allows for knowledge of your employee whereabouts all at a glance. The Dashboard provides for real time insights on employee schedules allowing you to filter by department, location, job or employee status.

Schedule smarter & faster



- View one or multiple employees
- Easily see paid time off
- Day, week or month view
- Filter by department, location & jobs



Schedule Wizard

Its never been easier to setup schedules within the software with our interactive schedule assistant. This wizard style interface will lead you step by step to create the schedule rules in a prescribed order so you are never lost.

- Create schedules for 1 or multiple employees
- Create schedules by departments, location, and jobs
- Multiple schedules per day
- Create multiple day shifts up to 72 hours
- Add company locations to individual shifts
- Create daily, weekly or monthly recurring schedules
- Ability to create schedules for 1 year
- Flexibility to add pay rules to a shift
- Add premium pay to shift
- Easily edit one or multiple schedules at a time

Monthly Schedule: This report will display the schedule assigned for one single month at a time, and can be used for single or multiple user selection. It is useful when you wish to generate a report with schedules assigned to a group or department, as it will display all the users in a single page. (Refer to Figure 1 below.)

Weekly Schedule: Generate a Weekly Schedule Report that will include the location, time and job that the Employee has been specified to work under.

Period Schedule: This report will display the schedule assigned for the current period, and can be used for single or multiple selection. It is useful when you wish to generate a report with schedules assigned to a group or department, as it will display all the users in a single page. (Refer to Figure 2)

User Schedule: This report will display the schedule for an employee at a time.

Actual vs Schedule Summary: This report will display the actual hours worked VS the employee's scheduled hours assigned. This report is only relevant if you use scheduling. (Refer to Figure 3 below.)

Actual vs Schedule Detailed: This report will display the actual hours worked VS the employee's scheduled hours assigned on a day by day basis. This report is only relevant if you use scheduling.

Monthly Schedule

Company: Easy Clocking

From: 3/1/2015

To: 3/31/2015

Employee	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday	Sunday
	2	3	4	5	6	7	8
Alejandra Monch	09:00 AM - 06:00 PM	09:00 AM - 06:00 PM	09:00 AM - 06:00 PM	09:00 AM - 06:00 PM	09:00 AM - 06:00 PM		
Arllem Aruca	Vacation (8.00) 09:00 AM - 06:00 PM Miami	Vacation (8.00) 09:00 AM - 06:00 PM Miami	Vacation (8.00) 09:00 AM - 06:00 PM Miami	Vacation (8.00) 09:00 AM - 06:00 PM Miami	Vacation (8.00) 09:00 AM - 06:00 PM Miami		
Carlos Morales	09:00 AM - 06:00 PM Miami	09:00 AM - 06:00 PM Miami	09:00 AM - 06:00 PM Miami	09:00 AM - 06:00 PM Miami	09:00 AM - 06:00 PM Miami		
Carolina Jaime	09:00 AM - 07:06 PM	09:00 AM - 06:00 PM	Vacation (8.00) 09:00 AM - 07:00 PM	Vacation (4.00) 09:00 AM - 06:00 PM	09:00 AM - 06:00 PM		
	9	10	11	12	13	14	15
Alejandra Monch	09:00 AM - 06:00 PM	09:00 AM - 06:00 PM	09:00 AM - 06:00 PM	09:00 AM - 06:00 PM	09:00 AM - 06:31 PM		
Arllem Aruca	09:00 AM - 07:07 PM Miami	09:00 AM - 07:01 PM Miami	09:00 AM - 07:00 PM Miami	09:00 AM - 07:00 PM Miami	09:00 AM - 06:00 PM Miami		
Carlos Morales	Jury Duty (8.00) 09:00 AM - 06:00 PM Miami	09:00 AM - 06:00 PM Miami	09:00 AM - 06:00 PM Miami	09:00 AM - 06:00 PM Miami	09:00 AM - 06:00 PM Miami		
Carolina Jaime	09:00 AM - 06:00 PM	09:00 AM - 06:00 PM	Vacation (8.00) 09:00 AM - 06:00 PM	Vacation (8.00) 09:00 AM - 06:00 PM	Vacation (8.00) 09:00 AM - 06:00 PM		
	16	17	18	19	20	21	22
Alejandra Monch	09:00 AM - 06:00 PM Miami	09:00 AM - 06:00 PM Miami	09:00 AM - 07:05 PM Miami	09:00 AM - 06:00 PM Miami	09:00 AM - 06:00 PM Miami		
Arllem Aruca	09:00 AM - 07:00 PM Miami	09:00 AM - 07:06 PM Miami	09:00 AM - 07:02 PM Miami	09:00 AM - 07:03 PM Miami	09:00 AM - 06:02 PM Miami		
Carlos Morales	08:30 AM - 07:03 PM Miami	09:00 AM - 06:00 PM Miami	09:00 AM - 06:00 PM Miami	09:00 AM - 06:00 PM Miami	09:00 AM - 06:00 PM Miami		
Carolina Jaime	09:00 AM - 06:00 PM Miami	09:00 AM - 06:00 PM Miami	09:00 AM - 06:00 PM Miami	09:00 AM - 06:00 PM Miami	09:00 AM - 06:00 PM Miami		
	23	24	25	26	27	28	29
Alejandra Monch	09:00 AM - 06:00 PM Miami	09:00 AM - 06:00 PM Miami	09:00 AM - 06:00 PM Miami	09:00 AM - 06:00 PM Miami	09:00 AM - 06:00 PM Miami		
Arllem Aruca	09:00 AM - 07:04 PM Miami	09:00 AM - 07:00 PM Miami	09:00 AM - 07:03 PM Miami	09:00 AM - 07:01 PM Miami	09:00 AM - 06:10 PM Miami		
Carlos Morales	09:00 AM - 06:00 PM Miami	09:00 AM - 06:00 PM Miami	09:00 AM - 06:00 PM Miami	09:00 AM - 06:00 PM Miami	09:00 AM - 06:00 PM Miami		

Figure 1: Monthly Schedule Report

Period Schedule

Company: Easy Clocking

From: 2/16/2015

To: 3/1/2015

Employee	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday	Sunday
	16	17	18	19	20	21	22
Alejandra Monch	09:00 AM - 06:00 PM	09:00 AM - 06:00 PM	09:00 AM - 06:00 PM	09:00 AM - 06:00 PM	09:00 AM - 06:00 PM		
Arllem Aruca	09:00 AM - 06:00 PM	09:00 AM - 06:00 PM	09:00 AM - 06:00 PM	09:00 AM - 06:00 PM	09:00 AM - 06:00 PM		
Carlos Morales	09:00 AM - 06:00 PM	09:00 AM - 06:00 PM	09:00 AM - 06:00 PM	09:00 AM - 06:00 PM	09:00 AM - 06:00 PM		
Carolina Jaime	09:00 AM - 07:00 PM	09:00 AM - 07:00 PM	09:00 AM - 06:00 PM	09:00 AM - 06:00 PM	09:00 AM - 06:00 PM		
	23	24	25	26	27	28	1
Alejandra Monch	09:00 AM - 06:00 PM	09:00 AM - 06:00 PM	09:00 AM - 06:00 PM	09:00 AM - 06:00 PM	09:00 AM - 06:00 PM		
Arllem Aruca	09:00 AM - 06:00 PM	09:00 AM - 06:00 PM	09:00 AM - 06:00 PM	09:00 AM - 06:00 PM	09:00 AM - 06:00 PM		
Carlos Morales	09:00 AM - 06:00 PM	09:00 AM - 06:00 PM	09:00 AM - 06:00 PM	09:00 AM - 06:00 PM	09:00 AM - 06:00 PM		
Carolina Jaime	09:00 AM - 07:02 PM	09:00 AM - 07:03 PM	09:00 AM - 06:00 PM	09:00 AM - 06:00 PM	09:00 AM - 06:00 PM		

Figure 2: Period Schedule Report

Actual vs Schedule Summary

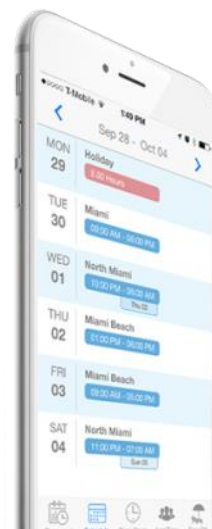
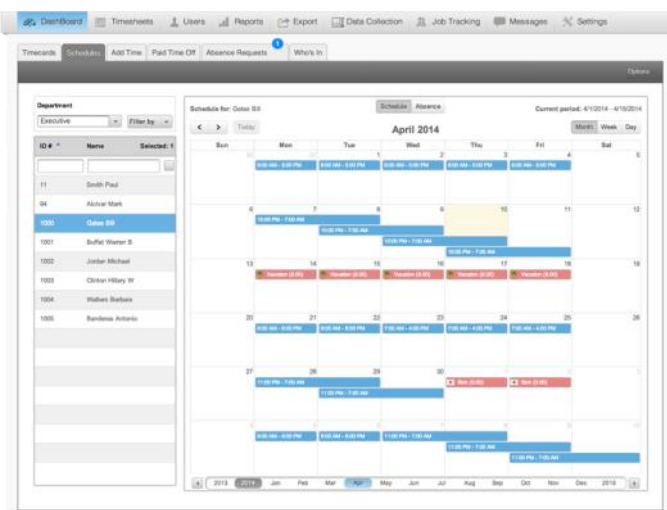
Company: Easy Clocking

From: 5/16/2014

To: 5/30/2014

ID	Employee	Actual		Scheduled		%
		Hours	Amount	Hours	Amount	
10	Morales Carlos	71:11	0.00	96:00	0.00	74.15 %
11	Sanchez Eddy	79:57	1599.00	96:00	1920.00	83.28 %
13	Hidalgo Hordanel	79:59	799.83	96:00	960.00	83.32 %
14	Jalil Samir	56:00	1120.00	96:00	1920.00	58.33 %
15	Delatorre Miguel	79:38	1592.67	96:00	1920.00	82.95 %
16	Panades Chris	79:52	798.67	96:00	960.00	83.19 %

Figure 3: Actual vs Scheduled Summary Report



Absent: The Absent report will give you detailed information on the days specific employees have been absent. This report will only work if you have scheduling enabled, and have applied shifts to the proper days.

Late Arrival & Early Departure: This report will give you detailed information on the days specific employees have been started late or finish early. This report will only work if you have scheduling enabled, and have applied shifts to the proper days.

Absent without schedule: This report will generate absences when an employee does not clock in or out for the day. It does not require schedules to determine if the employee was absent.

Missing Punch: Generates users that have a missing punch, or more than one missing punch, in the pay period. (Refer to Figure 1 below.)

Breaks Taken: A report of employees that have taken the break.

Non-Breaks Taken: A report of employees that have not taken their break.

Breaks Taken Detailed: A detailed report of employees that have taken the break.

No Lunch Taken: A list of employees who have not taken their lunch. (Refer to Figure 2)

Manual Punches: Punches that have been added to the pay period by Administrators and/or Managers. (Refer to Figure 3)

Daily Attendance: This report will generate the attendance status of all employees on a daily basis. If Present the system will generate the first punch of the day in the report. If Absent due to a lack of time, the system will show the user as absent. If there is Paid Time Off that is being taken, the system will display the type of leave on that day.

Geo Punches: A report generating the time logs and addresses of each entry per user. (Refer to Figure 4)

Out of Shift: This report will give you detailed information if employee worked extra for any particular day. (Refer to Figure 5)

Out of Shift Summary: This report will give you summary of extra work throughout the selected period.

Questionnaire: This report will generate each question, along with all of the users that answered it and their answers.

Missing Punch







Company: Easy Clocking		From: 3/30/2015	To: 4/12/2015	
User ID	Name:	Day	Time In	Time Out
35	Heidy Jimenez	Fri, Apr/10/2015	 9:05 AM	 Missing punch
4	Kevin Perez	Fri, Apr/10/2015	 8:46 AM	 Missing punch
34	Ricardo Collada	Tue, Apr/7/2015	 6:07 PM	 Missing punch
Total:		3		

Figure 1: Missing Punch Report

No Lunch Taken

Company: Easy Clocking

From: 3/30/2015

To: 4/12/2015

Day	User ID	Name:	Breaks
Mon, Mar/30/2015	6	Mark Alcivar	0
	1000	Sino Jos	0
	31	Arlem Aruca	0
	38	Michael Seoane	0
	11	Eddy Sanchez	0
	18	Narciso Ocegüera	0
	34	Ricardo Collada	0
	8	Jose Gonzalez	0
	15	Miguel Delatorre	0
	22	Juan Echeverri	0
	27	Claudia Varsailles	0
	32	Anthony Granizo	0
	42	Scott Walton	0
	21	Olga Gonzalez	0

Figure 2: No Lunch Taken Report

Manual Punches

Company: Easy Clocking

From: 3/16/2015

To: 3/29/2015

ID	Employee	Punch	Modified By	Modified	Note	Location
10	Carlos Morales	3/27/2015 6:00 PM	Support Team	3/30/2015 12:50 PM		MIAMI
10	Carlos Morales	3/20/2015 6:00 PM	Support Team	3/30/2015 12:50 PM		MIAMI
10	Carlos Morales	3/16/2015 8:30 AM	Support Team	3/24/2015 1:17 PM		MIAMI
16	Chris Panades	3/24/2015 1:11 PM	Support Team	3/30/2015 12:51 PM		MIAMI
24	Saji Devasia	3/17/2015 6:00 PM	sdevasia	3/23/2015 2:15 PM		MIAMI
27	Claudia Varsailles	3/16/2015 6:00 PM	sdevasia	3/23/2015 2:16 PM		MIAMI
28	Carolina Jaime	3/27/2015 6:00 PM	Support Team	3/30/2015 12:46 PM		MIAMI
28	Carolina Jaime	3/20/2015 6:00 PM	Support Team	3/30/2015 12:45 PM		MIAMI

Figure 3: Manual Punches Report

Geo Punches

Company: **Easy Clocking**

From: 4/27/2015

To: 5/10/2015

ID	Employee	Punch	Address	Location
14	Samir Jalil	4/27/2015 3:16 PM	3141 Commerce Parkway, Miramar, FL 33025, USA	MIAMI
14	Samir Jalil	4/27/2015 3:13 PM	3141 Commerce Parkway, Miramar, FL 33025, USA	MIAMI

Figure 4: Geo Punches Report

Out of Shift

Company: **Easy Clocking**

From: 4/13/2015

To: 4/26/2015

ID	Employee	Punch	Out of Shift	Location
31	Arllem Aruca	4/24/2015 1:04 PM	00:10	Miami
31	Arllem Aruca	4/23/2015 1:57 PM	01:08	Miami
31	Arllem Aruca	4/22/2015 1:57 PM	01:02	Miami
31	Arllem Aruca	4/21/2015 1:56 PM	01:04	Miami
31	Arllem Aruca	4/20/2015 2:03 PM	01:15	Miami
31	Arllem Aruca	4/17/2015 11:01 AM	00:03	Miami
31	Arllem Aruca	4/16/2015 11:54 AM	01:04	Miami
31	Arllem Aruca	4/15/2015 12:55 PM	01:02	Miami
31	Arllem Aruca	4/14/2015 1:59 PM	01:07	Miami
31	Arllem Aruca	4/13/2015 8:51 AM	00:09	Miami
Count: 10		Grand Total:		08:04

Figure 5: Out of Shift Report

Paid Time Off – Used: The Paid Time Off – Used report is used when you need to determine the amount of PTO hours that have been used by an employee during a certain pay period. This report will break the hours according to the absence type (Holiday, Sick, etc.) any absences types that are customized will be reflected under the other column in the report. (Refer to Figure 1 below.)

Paid Time Off – Available: The Paid Time Off – Available report is used when you need to determine the amount of PTO hours that an employee has available according to the bank of hours that they have accrued. This report will break the hours according to the absence type (Holiday, Sick, etc.) any absences types that are customized will be reflected under the other column in the report. (Refer to Figure 2)

Absence Type: This report is a summarized report that will generate both the used PTO hours and available PTO per employee for a certain pay period. On this report, it will generate a list of all of your Absence Types that you have enabled for your employees.

Absence Type Detailed: The Absence Type – Detailed report will generate information per employee of the each of the absences that have been used by that employee within a certain pay period. (Refer to Figure 3)

Absence Request History: This report is used to determine the PTO requests that have been approved by an Administrator. This report will only be relevant is the absence was created through the Absence Request approval process.

Paid Time Off - Used

Company: Easy Clocking		From: 12/22/2014		To: 1/3/2015			
ID	Employee	Sick	Holiday	Vacation	Other	Total Hours	Total Cost
3	Ernesto Ruiz	00:00	32:00	00:00	00:00	32:00	\$1,280.00
4	Kevin Perez	00:00	32:00	00:00	00:00	32:00	\$320.00
10	Carlos Morales	00:00	32:00	00:00	00:00	32:00	\$480.00
11	Eddy Sanchez	00:00	32:00	00:00	00:00	32:00	\$640.00
16	Chris Panades	00:00	32:00	00:00	00:00	32:00	\$448.00
17	Oscar Castillo	00:00	32:00	00:00	00:00	32:00	\$960.00
Count:	6	Grand Total:	00:00	192:00	00:00	00:00	192:00 \$4,128.00

Figure 1: Paid Time Off—Used Report

Paid Time Off - Available

Company: Easy Clocking

ID	Employee	Sick	Holiday	Vacation	Other	Total Hours	Total Cost	
11	Eddy Sanchez	00:00	-75:07	578:00	00:00	502:52	\$10,057.67	
Count:	1	Grand Total:	00:00	-75:07	578:00	00:00	502:52	\$10,057.67

Figure 2: Paid Time Off—Available Report

Absence Type Detailed

Company: Easy Clocking

From: 12/22/2014

To: 1/3/2015

ID	Employee	Absence Type	Date	Hours	Note
6	Mark Alcivar	Holiday	01/01/15	08:00	
6	Mark Alcivar	Holiday	12/31/14	08:00	
6	Mark Alcivar	Holiday	12/25/14	08:00	
6	Mark Alcivar	Holiday	12/24/14	08:00	
Total absences count:			4	Totals hours in period:	32:00
Total absences count:			4	Totals hours in period:	32:00

Figure 3: Absence Type Detailed Report

Time Clock Admin Level: A report that tells you the role of each user on the time clock, whether the user is an Employee, Manager or Administrator. (Refer to Figure 1 below.)

Clocking Permissions: This report will tell you the devices that an employee has been assigned to. (Refer to Figure 2 below.)

Time Clock Admin Level

Clock: YoandyTest

ID	Employee	Role	Department	Location
7	Benzema Karim	Employee	Ambulance	Seattle
77	King Michelle	Administrator	Basketball Basketball	Miami
2929	Lozano Natalie	Administrator	Cash-Ops	Colorado
45654	Santiago Eric	Employee	Cash-Ops	Hollywood
447944	Armas Maria	Employee	Cash-Ops	Hollywood
2345987	Empanada Steven	Employee	EasyWorkforce	Miami
Count: 6				

Figure 1: Time Clock Admin Level Report

Clocking Permissions

Employee: Lozano Natalie

Serials	Devices	Locations	Status
65001642	Device 1	Aftercare	Online
Count: 1			

Employee: Armas Maria

Serials	Devices	Locations	Status
65001642	Device 1	Aftercare	Online
Count: 1			

Employee: Empanada Steven

Serials	Devices	Locations	Status
65001642	Device 1	Aftercare	Online
Count: 1			

Figure 2: Clocking Permissions Report