

# Time Card Report

The Time Card report will show a listing of employee time card entries and totals for the period specified. You can choose to run the report for all employees or a specific employee and by the reporting interval you chose.

The report can be run in **detail mode** and will list:

**Employee** -Name of employee.

**Date, Day, Time**- Date, Day, Time status changed by clocking in or out

**Status**-Whether the employee is clocked-in or clocked-out.

**Hours** -Will be listed on clock-out and will be a total of hours the employee was clocked in for that period since last clock-in.

**Up to 8 Hrs**- Will display at clock-out and is all hours up to 8 hours for that period since last clock-in.

**Over 8 Hrs**- Will display at clock-out and is all hours over 8 hours for that period since last clock-in.

**Work Type**- Based on work type assigned in the employee profile by your business (e.g., Management, Regular Hours).

**Clock-Out Reason**- Based on table set up by your business (e.g., Lunch, Break, end of day).

**Totals**- by Employee and Day are totaled then broken down by work type totals.

**Grand Totals** broken down by employee then broken down by work type totals.

The report also can be run in **Summary mode** and will display:

**Employee** -Name of employee.

**Date, Day, Time**- Date, Day, Time status changed by clocking in or out.



**Hours** -Will be listed on clock-out and will be a total of hours the employee was clocked in for that period since last clock-in.

**Up to 8 Hrs-** Will display at clock-out and is all hours up to 8 hours for that period since last clock-in.

**Over 8 Hrs-** Will display at clock-out and is all hours over 8 hours for that period since last clock-in.

**Totals-** by Employee and Day are totaled then broken down by work type totals.

**Grand Totals** broken down by employee then broken down by work type totals.