## T5 7500

#### REPORTS





Time Systems International Web Based Time & Attendance www.timesystemsint.com



# Web-based Time & Attendance

### Payroll Reports

123 Mai	ompany in Street ale, AZ 85256				Emplo	oyee Time Ca	ards					As of Ti		Septem Emp 01/2008 -	ploye	e# 420
Employ 420	ee Number	Name Stanle	ey, David												Т	otal
Code	Date	Day	Action	Start	Stop	Department	Group	N/A	N/A	N/A	Hours	Reg	OT1	OT2	Paid	Unpaid
	09/01/2004	Mon	Work	8:00 AM	5:00 PM	1	761				9.00	8.00			8.00	1.00
	09/02/2004	Tue	Work	8:05 AM	6:15 PM	1	761				10.25	9.25			9.25	1.00
	09/03/2004	Wed	Work	8:09 AM	5:00 PM	1	761				8.75	7.75			7.75	1.00
	09/04/2004	Thu	Work	7:28 AM	5:14 PM	1	761				9.50	8.50			8.50	1.00
MCO	09/05/2004 09/06/2004	Fri	10/	8:00 AM	4-02 DM	1	761 761				0.00		F 00		F 00	
	09/06/2004	Sat	Work	8:01 AM	1:02 PM	2	/01				5.00		5.00		5.00	
											Totals	33.50	5.00	3	38.50	4.00
Total S	ummary							Pay T	ype Su	ımmary					Ţ	otal
Name	<u>\</u>	Code		Hours					Pay T	уре	Req	OT1	OT2			Unpai
Shippir	_	1		33.50					Work		33.50	5.00		3	38.50	4.0
Mainter	nance	2		5.00												

The Time Card Report shows a basic summary of employee payroll and attendance data for the selected date range. This includes the date/day of week, the category of worked time, the actual start and stop punches, location/level time applied to, total hours worked, and a breakdown of the type of hours for each day. The Time Card Report totals all this data and displays any absences and missing punches (MCO) for the selected date range. The system allows several variations of this report. Examples include department and category summaries and added detail such as rounded verses actual punch times and labor distribution.



#### Payroll Reports

ABC Compar 123 Main Str Scottsdale, A	eet	5			Employee Time Cards with Notes		As of Th		/ September 29 Employe 13/2008 - 01/1	e#420
Employee N 420	umber	Name Stanle	e ey, David						1	Γotal
Date	Day	Action	Start	Start Note	Stop	Stop Note			Paid	Unpaid
01/14/2008 01/15/2008 01/16/2008	Mon Tue Wed	Work Lunch Work Work Lunch Work Lunch Work	8:00 AM 11:45 AM 12:45 PM 8:05 AM 11:45 AM 12:45 PM 8:09 AM 11:45 AM 12:45 PM	FlatTire	11:45 AM 12:45 PM 5:00 PM 11:45 AM 12:45 PM 6:15 PM 5:00 PM 12:45 PM 5:00 PM	Filled Customer 5654 - Priority Ord	er		3.75 4.25 3.75 5.50 3.50 4.25	1.00
				Free form notes	s field on every punch	Pay Type Summary         Req           Work         25.00	25.00 OT1	OT1		Unpai 4.00 otal Unpai 4.00

The system allows you to print time cards in various formats. This is a detailed time card report that shows the total number of punches, hours worked and other non-work pay type information. The notes option is available so supervisors are informed of any relevant communication from the employee about time used. Supervisors can also view paid and unpaid hours including a breakout of regular vs. overtime hours. Employee time card approval can be completed online or printed out for signature.



### T5 7500

#### **Payroll Reports**

#### Weekly Summary of Hours Report

Easy to read one line per week format

	treet	B Main Street  Ottsdale, AZ 85256  Weekly Summary of Hours Report						A3 01	fThursday September 25, 2008 All Employee 09/21/2008 - 09/27/2008			loyee	
Employee Number	Name	Sunday 9/21/2008	Monday 9/22/2008	Tuesday 9/23/2008	Wednesday 9/24/2008	Thursday 9/25/2008	Friday 9/26/2008	Saturday 9/27/2008	Req	OT1	OT2		otal Unpaid
00001	Stanley, David		8.00	9.25	7.75	8.50	2.00	5.00	33.50	5.00	0.00	38.50	4.00
00002 00003	Baines, Peter Anderson, Frank		8.00 8.25	8.00 7.75	8.00 7.75	8.00 8.00	8.00 8.00		40.00 39.75	0.00	0.00	40.00 39.75	5.00 5.00
00004	Jones, David		8.00	8.25	8.00	8.25	8.00		40.00	0.50	0.00	40.50	5.00
00005 00006	Smith, John Allen, Jim		8.00 8.00	8.00 8.00	8.00 8.00	7.75 8.00	7.75 8.00		39.50 40.00	0.00	0.00	39.50 40.00	5.00 5.00
00007	Murphy, Jennifer		8.00	8.00	8.00	8.00	8.00		40.00	0.00	0.00	40.00	5.00
80000	Howard Sandra		8.00	8.00	8.00	8.00	8.00		40.00	0.00	0.00	40.00	5.00
00009 00012	Jackson, George Smith Paul		8.00 8.00	8.00	8.00 8.00	8.00	7.50 8.00		23.50 40.00	0.00	0.00	23.50 40.00	3.00 3.00
			<b>^</b>				w	eekly Totals	376.25	5.50	0.00	381.75	45.00

The Weekly Hours Report shows a summary of an employee's hours for the selected date range. The hours are broken out by their respective classes (Regular and two levels of Overtime).

Daily Hours

#### **Payroll Reports**

ABC Compa 123 Main Str	reet	Labor Distrib Report	oution			As of Thu	•	loyee#420
Scottsdale, A	Name	Keport	Reg	OT1	OT2	Total Paid	09/21/2008 – Total Unpaid	Earnings
02 03	Shipping Maintenance Sales Administration		73.82 187.05 35.38 80.00	0.00 4.00 0.50 0.00	0.00 0.00 0.00 0.00	73.82 191.05 35.88 80.00	9.00 23.00 4.00 10.00	\$1,845.50 \$4,776.25 \$897.00 \$2,000.00
		Grand Totals	376.25	4.50	0.00	380.75	46.00	\$9,518.75

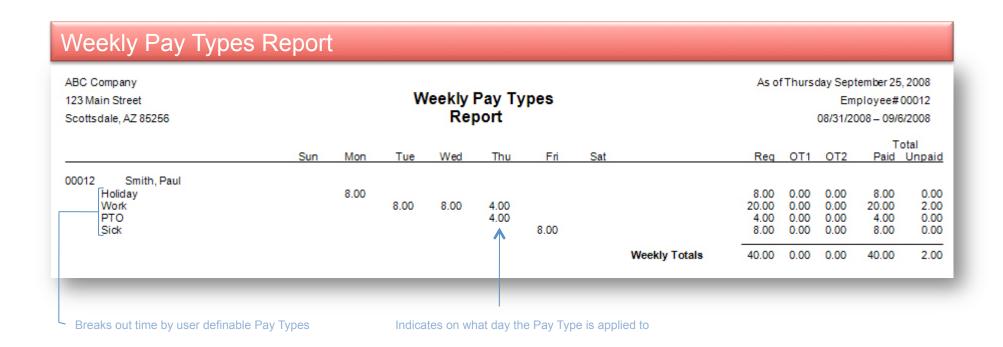
The Labor Distribution Report can be run as a Department Summary, summarizing the hours which have been applied to each "Department." The hours are broken out by their respective classes (Reg, OT1, OT2 and Unpaid). "Departments" are a standard level of Labor Distribution.

TSI-7500 supports up to fifteen (15) levels of Labor Distribution. Each employee can be assigned to a home department job and then transfer to different departments and jobs throughout the day.

An employee can receive a different wage for working in a particular department, on a job, in a step, for a operation, performing an individual task. The flexible Time America system allows you to change the names of each Labor Level (ex. department, job, step, operation, task, etc) to match your company's terminology.



#### **Payroll Reports**



Used as the input to Payroll, the Category Summary Report breaks out the employee's hours into their respective pay class. In addition, the report also indicates on which day the category occurred making it easy to spot trends. For example, the employee has taken five sick days all on Fridays or Mondays.

#### **Attendance Reports**

ABC Company 123 Main Street Scottsdale, AZ 85256			Statu	ıs Board		As of Thursday September 25, 2008 All Employees
Employee Name	Out	Working	At Lunch	On Break	Last Transaction Time	Notes
Stanley, David		•			9/25/2008 6:55 AM	
Baines, Peter		•			9/25/2008 7:20 AM	FlatTire
Anderson, Frank					9/25/2008 11:59 AM	
Jones, David		•			9/25/2008 6:47 AM	
Smith, John					9/25/2008 6:55 AM	
Allen, Jim		•			9/25/2008 7:00 AM	
Murphy, Jennifer					9/25/2008 12:03 PM	
Howard, Sandra	•				9/25/2008 12:55 PM	Dr. Appointment
Jackson, George	•				9/24/2008 5:04 PM	
Smith, Paul		•			9/25/2008 6:58 AM	
Fotals:	Out 2	Working 5	At Lunch	On Break 0		

This report provides a real-time view of where a given set of employees are at any point in the work day. Supervisors can view any employee groups that they have rights to view. Administrators are able to view the entire workforce at any time which aids in events when it is critical to know where everyone is, such as a fire alarm or other emergency.





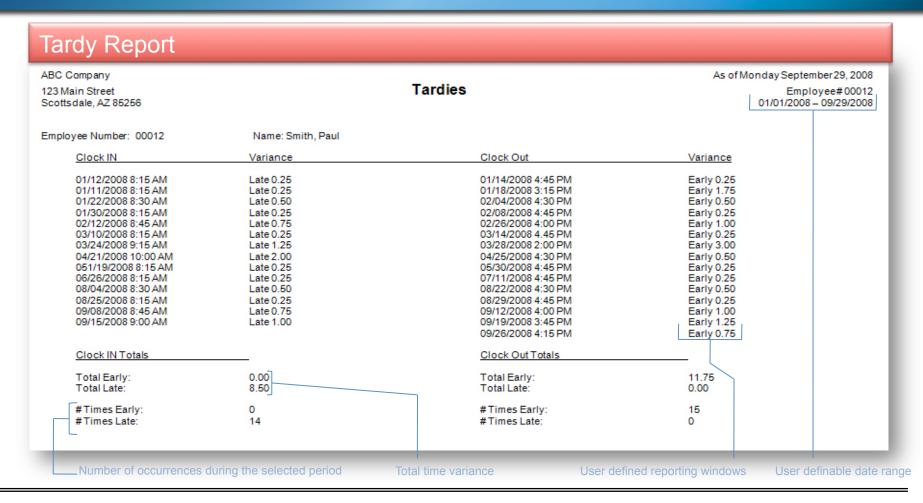
#### **Attendance Reports**

#### Scheduled Work Absence Report ABC Company As of Thursday October 2, 2008 Scheduled Work 123 Main Street All Employees Absence Scottsdale, AZ 85256 01/01/2008 - 09/30/2008 EmployeeNumber: 0001 EmployeeName: David Stanley Scheduled Start Time Scheduled End Time Status Tuesday 1/8/2008 8:00 AM Tuesday 1/8/2008 5:00 PM Absent Thursday 1/24/2008 8:00 AM Thursday 1/24/2008 5:00 PM Absent Friday 1/25/2008 8:00 AM Tuesday 1/25/2008 5:00 PM Absent Monday 2/18/2008 8:00 AM Monday 2/18/2008 5:00 PM Absent Monday 3/31/2008 8:00 AM Monday 3/31/2008 5:00 PM Absent Tuesday 4/8/2008 8:00 AM Tuesday 4/8/2008 5:00 PM Absent Friday 6/13/2008 8:00 AM Friday 6/13/2008 5:00 PM Absent Wednesday 7/9/2008 8:00 AM Wednesday 7/9/2008 5:00 PM Absent Monday 8/4/2008 5:00 PM Monday 8/4/2008 8:00 AM Absent Friday 8/22/2008 8:00 AM Friday 8/22/2008 5:00 PM Absent Monday 9/29/2008 8:00 AM Monday 9/29/2008 5:00 PM Absent Monday 9/30/2008 8:00 AM Monday 9/30/2008 5:00 PM Absent Total Days Absent in Period: 12 Displays employees schedule Total number of absences

Great for employee reviews, this report can be run for any time frame, for example year-to-date (YTD), and provides a quick summary of an employee's unauthorized absences.



#### **Attendance Reports**



This is another example of a report that is perfect for employee review purposes. The Tardy report allows you to define a window around the employee's scheduled start/stop times. The report then displays any employee that has punched in earlier or later than the window. This report may be run for a specific department, group or employee as needed for counseling purposes. Totals allow you to compare employees individual performances.



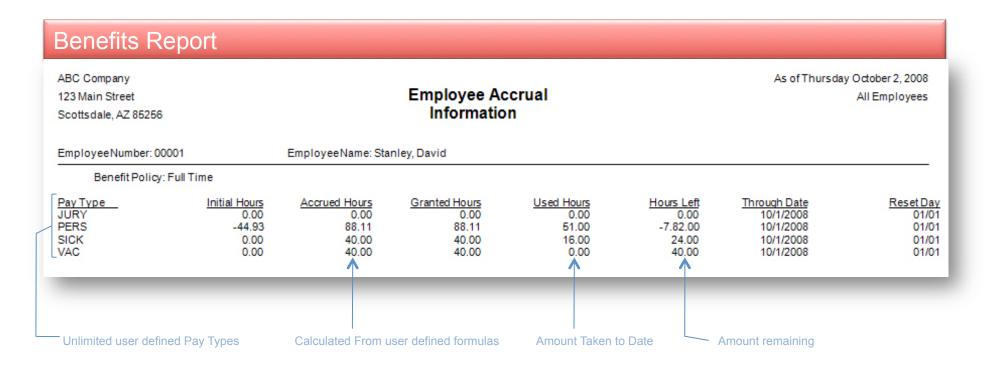
#### **Human Resource Reports**

ABC Company 123 Main Street Scottsdale, AZ 85256		Approac	hing We	ekly Overt	time		ursday October 4, 20 All Employe 1/01/2008 – 09/29/20
Employee	Scheduled	Total Paid	OT1	ОТ2	Remaining Scheduled	Estimated OT	Estimated Total Time
Allen, Jim Anderson, Frank Baines, Peter Howard Sandra Jackson, George Jones, David Murphy, Jennifer Smith, John Smith Paul Stanley, David	40.00 40.00 40.00 40.00 40.00 40.00 40.00 40.00 40.00	28.75 30.00 31.50 32.00 32.00 36.00 37.00 36.00 37.00 33.00	0.00 0.00 0.00 0.00 0.00 0.00 0.00 0.0	0.00 0.00 0.00 0.00 0.00 0.00 0.00 0.0	8.00 8.00 8.00 8.00 8.00 8.00 8.00 8.00	0.00 0.00 0.00 0.00 0.00 4.00 5.00 4.00 5.00	36.75 38.00 39.50 40.00 40.00 44.00 45.00 44.00 45.00 41.00

Never again will you pay overtime just because you needed to have an employee "fill in" for someone else. Just run the Approaching Overtime Report. This report lists all employees in the selected range and their hours worked up-to-the minute. The report allows managers to adjust employee's schedules in order to minimize over-time payouts.

### T5 7500

#### **Human Resource Reports**

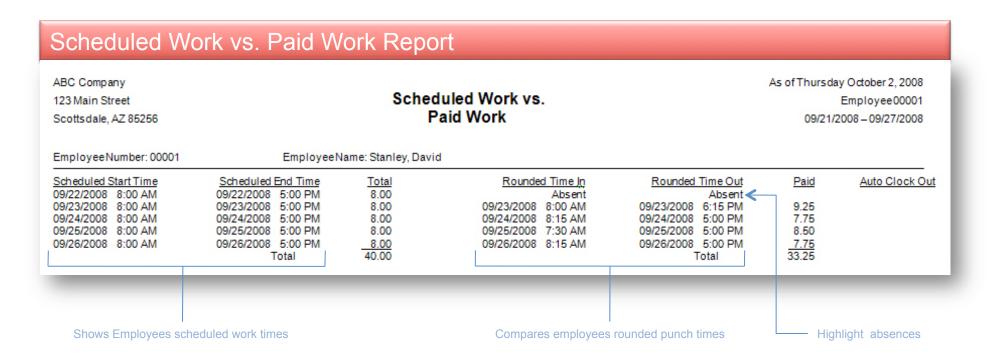


This report is used to track employee's use of company benefits. Accrued Hours balances are automatically updated utilizing your company's benefit accrual formulas. The report provides real-time snapshots of all employee's, by group or individual accrued pay type hours. It can display multiple Accrual Types such as Sick, PTO, Vacation and many others. Benefit accrual time may be tracked as it is taken or entered at a later date and then transferred over to payroll for processing and updates as required.





#### **Human Resource Reports**

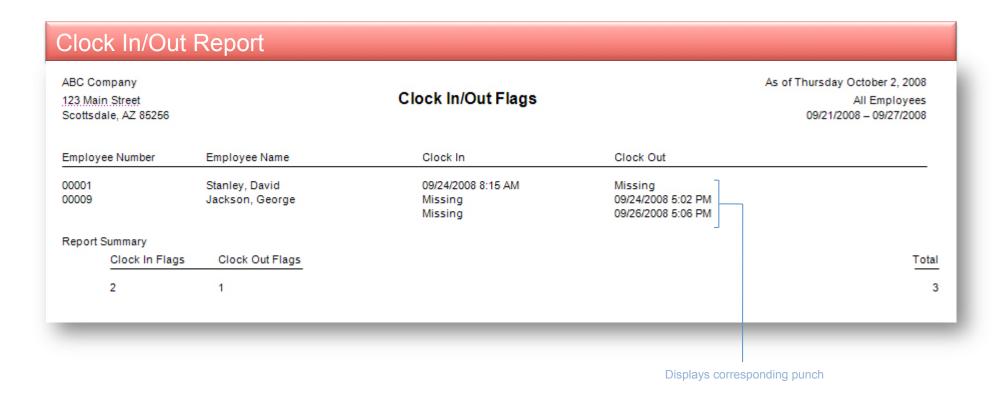


This valuable management tool compares scheduled hours with those that were actually worked. This report gives supervisors a view of employee's scheduled versus actual time worked, allowing supervisors to verify if employee's are abiding by the schedule and identify potential issues such as missing punches and unauthorized absences.





#### **Exceptions Reports**



The Missing Punch Report will show any missing transactions that have occurred during the selected date range. Missing punches occur when an employee punches in for the day but does not punch out at the end of the day, or an employee punches out for the day but has not punched in at the beginning of the day. The same also applies to lunches. This report provides an effective means of catching punch errors before they become payroll errors.



### **Exceptions Reports**

ABC Company 123 Main Street Scottsdale, AZ 85256			Time Card Approved by				September 25, 2008 All Employees 1/2008 - 09/27/2008
EmployeeNumber	EmployeeName			EmployeeNumber	EmployeeName		
00001 90006	Stanley, David Allen, Jim			00002 00008	Baines, Peter Howard, Sandra		
00012	Smith, Paul						
ABC Company 123 Main Street	Smith, Paul		Superviso	or Notes		•	All Employees
ABC Company 123 Main Street Scottsdale, AZ 85256	Smith, Paul	Date	Superviso Clock In Notes		sk Out Notes	•	All Employees 1/2008 – 09/27/2008
ABC Company 123 Main Street Scottsdale, AZ 85256 EmployeeNumber		Date 09/22/2008		Cloc	:k Out Notes - Filled Customer 5654 - Pr	09/2	September 25, 2008 All Employees 1/2008 – 09/27/2008 Approved By Trevor Misina

The Time Cards Not Approved report can show either employees who have not approved their time cards or time cards that have not been approved by the specified group supervisor. The Supervisor Notes Report shows any punches that have notes that need to be approved by Supervisors. Once a supervisor approves the punch, the supervisors name is displayed.





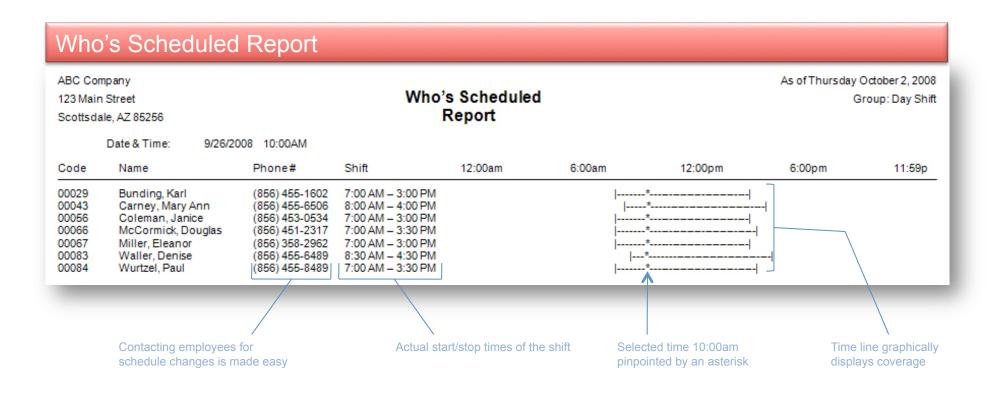
### **Scheduling Reports**

ABC Compa 123 Main St Scottsdale,	reet			y Schedules eport				ursday Octobe All Em /21/2008 - 09/	ployees
Employee Number	Name	Sunday 9/21/2008	Monday 9/22/2008	Tuesday 9/23/2008	Wednesday 9/24/2008	Thursday 9/25/2008	Friday 9/26/2008	Saturday 9/27/2008	Hours
00078 00084 00091 00099 00107 00121 00128 00131	Boston, Darlene Jackson, George Camey, Mary Ann Coleman, Janice McCormick, Douglas Miller, Eleanor Waller, Denise Wurtzel, Paul		8:00A - 5:00P 8:00A - 5:00P	8:00A - 5:00P 8:00A - 5:00P	8:00A - 5:00P 8:00A - 5:00P	8:00A - 5:00P 8:00A - 5:00P 8:00A - 5:00P 8:00A - 5:00P 8:00A - 5:00P 8:00A - 5:00P 8:00A - 5:00P	8:00A - 5:00P 8:00A - 5:00P		40.00 40.00 40.00 40.00 40.00 40.00 40.00
Daily Totals	:	0.00	64.00	64.00	64.00	64.00	64.00	0.00	320.00

This report displays a list of weekly schedules for a group of employee's assigned to a supervisor. This quick printout can be used to post employee schedules for the week.



#### Scheduling Reports

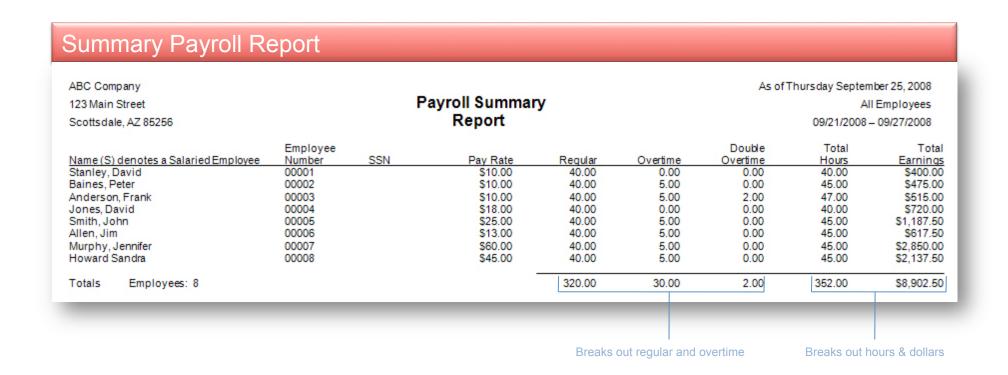


The Who's Scheduled Report can be printed in a coverage form which provides a graphical representation of your employee's schedules. This report shows voids in scheduling and where the day may be over or understaffed. Besides the normal reporting selections, this report can graphically depict Scheduled, Not Scheduled, Both, or Off Today.





#### Wage / Charge Reports



The Payroll Summary provides a complete breakdown of hours and wages per employee. This report may be used to provide supervisors the total hours their employee's have worked and the gross wages earned. This report can also be used as a comparison to the payroll journal.



#### Wage / Charge Reports

23 Main	pany Street e, AZ 85256		Labor Distribu Report	ution			As of Thu	All Employees 09/21/2008 – 09/27/2008		
lumber	Name			Reg	OT1	OT2	Total Paid	Total Unpaid	Earnings	
1	Shipping									
		00001 00002	Stanley, David Baines, Peter	33.50 40.32	0.00 0.00	0.00 0.00	33.50 40.32	4.00 5.00	\$925.00 \$920.50	
_			Total for Shipping	73.82	0.00	0.00	73.82	9.00	\$1,845.50	
2	Maintenance	00003 00004	Anderson, Frank Jones, David	39.75 40.00	0.00 0.00	0.00 0.00	39.75 40.00	5.00 5.00	\$987.50 \$1,076.00	
		00005 00007 00012	Smith, John Murphy, Jennifer Smith Paul	39.50 40.00 27.80	0.00 4.00 0.00	0.00 0.00 0.00	39.50 44.00 27.80	5.00 5.00 3.00	\$925.00 \$1,120.50 \$667.25	
_			Total for Maintenance	187.05	4.00	0.00	191.05	23.00	\$4,776.25	
3	Sales	00006	Allen, Jim	35.38	0.50	0.00	35.88	4.00	\$897.00	
4	Administration		Total for Sales	35.38	0.50	0.00	35.88	4.00	\$897.00	
		00008 00009	Howard Sandra Jackson, George	40.00 40.00	0.00 0.00	0.00 0.00	40.00 40.00	5.00 5.00	\$1,000.00 \$1,000.00	
			Total for Administration	80.00	0.00	0.00	80.00	10.00	\$2,000.00	
			Grand Totals	376.25	4.50	0.00	380.75	46.00	\$9,518.75	

The Labor Distribution Report summarizes total time by up to fifteen selectable levels of distribution (employee, department, job, step, operation, task, etc). In addition, you can select the hierarchy order in which you want the totals to be reported. The report shown represents jobs and employee's who worked them.



### T500

### **Job Costing Reports**

BC Comp 23 Main S cottsdale	•	Labor Distributio Report	on			As of Thu	rsday Septemb All E 09/21/2008 –	Employees
lumber	Name		Reg	OT1	OT2	Total Paid	Total Unpaid	Earning
1300	Manhattan Auto							
	02101 02102	Water Pump, R&R Heater Core. R&R	3.50 0.32	0.00	0.00	3.50 0.32	0.00	\$77.0 \$17.0
		Total for Manhattan Auto	3.82	0.00	0.00	3.82	0.00	\$94.0
6892	Tempe Car Company							
	06503	Breaks, Front Pads	1.75	0.00	0.00	1.75	0.00	\$38.5
	06504	Breaks, Rear Pads	1.00	0.00	0.00	1.00	0.00	\$22.0
	06505	Breaks, Master Cylinder	1.50	0.00	0.00	1.50	0.00	\$33.0
	06507 03312	Breaks, Purge Tire, Rotate/Balance	1.00 0.80	0.00	0.00	1.00 0.80	0.00 0.00	\$22.0 \$17.6
		Total for Tempe Car Company	6.05	0.00	0.00	6.05	0.00	\$133.1
1097	Motor City 01006	Battery, R&R	0.50	0.00	0.00	0.50	0.00	\$7.5
		Motor City	0.50	0.00	0.00	0.50	0.00	\$7.5
2908	Pensacola Motor Works 07922	46.6 B8B	2.00	0.00	0.00	2.00	0.00	650.0
	00009	AC Compressor, R&R AC, Charge	2.00 .50	0.00	0.00 0.00	2.00 0.50	0.00 0.00	\$56.0 \$14.0
		Total for Pensacola Motor Works	2.50	0.00	0.00	2.50	00.00	\$70.0
		Grand Totals	12.87	0.00	0.00	12.87	0.00	\$304.6

The flexibility of the Labor Distribution Report along with the fact that it calculates the employee's wages associated with the hours makes it perfect for Job Costing. This version of the report represents customers and the jobs that were performed for them.



### T5 7500

#### **Job Costing Reports**

ABC Company 123 Main Street		Cost vs. Charg	е		As of Thursday S	eptember 25, 2008 All Employees
Scottsdale, AZ 85256		Report			09/21/2	2008 – 09/27/2008
Number	Name (S) denotes a Salarie	d Employee	Paid Hours	Pay Total	Charge Rate	Charge Total
Shipping						
00001	Stanley, David		33.50	\$925.00	\$35.00	\$1,172.50
00002	Baines, Peter		40.32	\$920.50	\$35.00	\$1,411.20
		Total for Shipping	73.82	\$1,845.50		\$2,583.70
Maintenance						
00003	Anderson, Frank		39.75	\$987.50	\$55.00	\$2,186.25
00004	Jones, David		40.00	\$1,076.00	\$55.00	\$2,200.00
00005	Smith, John		39.50	\$925.00	\$55.00	\$2,172.50
00007	Murphy, Jennifer		44.00	\$1120.50	\$55.00	\$2,420.00
00012	Smith Paul		27.80	\$667.25	\$55.00	\$1,529.00
		Total for Maintenance	191.05	\$4,776.25		\$10,507.75
Sales						
00006	Allen, Jim		35.88	\$897.00	\$87.00	\$3,121.56
		Total for Sales	35.88	\$897.00		\$3,121.56
Administration 00008	Howard Sandra		40.00	\$1,000.00	\$50.00	\$2,000.00
00009	Jackson, George		40.00	\$1,000.00	\$50.00	\$2,000.00
		Total for Administration	80.00	\$2,000.00		\$4,000.00
		-	380.75	\$9,518.75		\$20,213.01

This valuable management tool compares user input charge rates with those that were actually worked. The Cost vs. Charge Report can show you the individual employee detail, so you can compare the efficiency of employee's working on the same task. By giving you a concise illustration of where your time/dollars are being spent you can easily project budgets and anticipate cost overruns. This report can be run by pay period or over any special time frame.



#### **Job Costing Reports**

ABC Company 123 Main Street Scottsdale, AZ 85256		Projected Wages Report			7 September 25, 200 All employe 21/2008 - 09/27/200
EmployeeNumber	EmployeeName	Time		Earnings	;
00001	Stanley, David	Regular Overtime Double Overtime	53.00 0.00 0.00	Regular Overtime Double Overtime	\$636.00 \$0.00 \$0.00
00002	Baines, Peter	Regular Overtime Double Overtime	83.00 4.00 0.00	Regular Overtime Double Overtime	\$1,356.00 \$132.00 \$0.00
00003	Anderson, Frank	Regular Overtime Double Overtime	66.00 4.00 1.00	Regular Overtime Double Overtime	\$945.00 \$76.00 \$28.50
_	Grand Total	Regular Overtime Double Overtime	202.00 8.00 1.00	Regular Overtime Double Overtime	\$2,937.00 \$208.00 \$28.50
		Calculates projected hour selected period based on worked to date and hours to work	actual hours	Wages are calculated of actual assigned pay rat	

The Projected Wages report allows you to immediately see if you are on schedule for the completion of any job, step, operation, task, etc. The Projected Wages Report takes into consideration the hours worked and dollars spent to date, along with the scheduled hours still to work, to come up with forecasted totals for any of the up to 15 levels in the system. This forecasting functionality can tell you if you will be over or under budget prior to the completion of a job. This allows you to adjust schedules to meet future requirements and avoid overpaying employee's.