TSI 7500

REPORTS

Time Systems International
Web Based Time & Attendance
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Web-based
Time & Attendance

TSI 7500

Payroll Reports

Time Card Report

ABC Company

123 Main Street
Scottsdale, AZ 85256

As of Thursday September 25, 2008

Employee Time Cards

Employee# 420
09/01/2008 – 09/06/2008

Employee Number 420

Name Stanley, David

Total

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	Fri		8:00 AM		1	761				0.00					
	09/06/2004	Sat	Work	8:01 AM	1:02 PM	2	761				5.00		5.00		5.00	
										Totals		33.50	5.00		38.50	4.00

Total Summary

Name	Code	Hours
Shipping	1	33.50
Maintenance	2	5.00

Pay Type Summary

Total

Pay Type	Reg	OT1	OT2	Paid	Unpaid
Work	33.50	5.00		38.50	4.00

Department Summary   Pay Type Summary   Period Totals

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.

TSI 7500

Payroll Reports

Employee Time Cards with Notes Report

ABC Company

123 Main Street

Scottsdale, AZ 85256

As of Thursday September 25, 2008

**Employee Time Cards
with Notes**

Employee# 420

01/13/2008 – 01/16/2008

Employee Number 420		Name Stanley, David						Total	
Date	Day	Action	Start	Start Note	Stop	Stop Note		Paid	Unpaid
01/14/2008	Mon	Work	8:00 AM		11:45 AM			3.75	
		Lunch	11:45 AM		12:45 PM				1.00
		Work	12:45 PM		5:00 PM			4.25	
01/15/2008	Tue	Work	8:05 AM		11:45 AM			3.75	
		Lunch	11:45 AM		12:45 PM				1.00
		Work	12:45 PM		6:15 PM	Filled Customer 5654 - Priority Order		5.50	
01/16/2008	Wed	Work	8:09 AM	Flat Tire	5:00 PM			3.50	
		Lunch	11:45 AM		12:45 PM				1.00
		Work	12:45 PM		5:00 PM			4.25	

	Totals	Reg	OT1	OT2	Paid	Unpaid
		25.00			25.00	4.00

Pay Type Summary					Total	
Pay Type	Reg	OT1	OT2		Paid	Unpaid
Work	25.00				25.00	4.00

Free form notes field on every punch

Dates range can be set for any time frame

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.

TSI 7500 — Payroll Reports

Weekly Summary of Hours Report

ABC Company   As of Thursday September 25, 2008
123 Main Street   **Weekly Summary of**   All Employee
Scottsdale, AZ 85256   **Hours Report**   09/21/2008 – 09/27/2008

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	Reg	OT1	OT2	Total Paid	Total Unpaid
00001	Stanley, David		8.00	9.25	7.75	8.50		5.00	33.50	5.00	0.00	38.50	4.00
00002	Baines, Peter		8.00	8.00	8.00	8.00	8.00		40.00	0.00	0.00	40.00	5.00
00003	Anderson, Frank		8.25	7.75	7.75	8.00	8.00		39.75	0.00	0.00	39.75	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	Smith, John		8.00	8.00	8.00	7.75	7.75		39.50	0.00	0.00	39.50	5.00
00006	Allen, Jim		8.00	8.00	8.00	8.00	8.00		40.00	0.00	0.00	40.00	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
00008	Howard Sandra		8.00	8.00	8.00	8.00	8.00		40.00	0.00	0.00	40.00	5.00
00009	Jackson, George		8.00		8.00		7.50		23.50	0.00	0.00	23.50	3.00
00012	Smith Paul		8.00	8.00	8.00	8.00	8.00		40.00	0.00	0.00	40.00	3.00
	Weekly Totals								376.25	5.50	0.00	381.75	45.00

Easy to read one line per week format   Daily Hours

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).

TSI 7500

Payroll Reports

Department Summary

ABC Company
123 Main Street
Scottsdale, AZ 85256

Labor Distribution Report

As of Thursday September 25, 2008
Employee # 420
09/21/2008 – 09/27/2008

Number	Name	Reg	OT1	OT2	Total Paid	Total Unpaid	Earnings
01	Shipping	73.82	0.00	0.00	73.82	9.00	$1,845.50
02	Maintenance	187.05	4.00	0.00	191.05	23.00	$4,776.25
03	Sales	35.38	0.50	0.00	35.88	4.00	$897.00
04	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

Breaks out overtime

Calculate labor costs based on employee wages

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.

TSI 7500 — Payroll Reports

Weekly Pay Types Report

ABC Company
123 Main Street
Scottsdale, AZ 85256

As of Thursday September 25, 2008
Employee# 00012
08/31/2008 – 09/6/2008

Weekly Pay Types Report

	Sun	Mon	Tue	Wed	Thu	Fri	Sat	Reg	OT1	OT2	Total Paid	Unpaid
00012 Smith, Paul												
Holiday		8.00						8.00	0.00	0.00	8.00	0.00
Work			8.00	8.00	4.00			20.00	0.00	0.00	20.00	2.00
PTO					4.00			4.00	0.00	0.00	4.00	0.00
Sick						8.00		8.00	0.00	0.00	8.00	0.00
Weekly Totals								40.00	0.00	0.00	40.00	2.00

Breaks out time by user definable Pay Types

Indicates on what day the Pay Type is applied to

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.

TSI 7500

Attendance Reports

Status Board Report

ABC Company					As of Thursday September 25, 2008	
123 Main Street			**Status Board**		All Employees	
Scottsdale, AZ 85256						

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	Flat Tire
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	

	Out	Working	At Lunch	On Break		
Totals:	2	5	3	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.

TSI 7500 — Attendance Reports

Scheduled Work Absence Report

ABC Company
123 Main Street
Scottsdale, AZ 85256

As of Thursday October 2, 2008
All Employees
01/01/2008 – 09/30/2008

Scheduled Work Absence

Employee Number: 0001
Employee Name: 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 8:00 AM	Monday 8/4/2008 5:00 PM	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.

TSI 7500
Attendance Reports

Tardy Report

ABC Company
123 Main Street
Scottsdale, AZ 85256

Tardies

As of Monday September 29, 2008
Employee# 00012
01/01/2008 – 09/29/2008

Employee Number: 00012   Name: Smith, Paul

Clock IN	Variance	Clock Out	Variance
01/12/2008 8:15 AM	Late 0.25	01/14/2008 4:45 PM	Early 0.25
01/11/2008 8:15 AM	Late 0.25	01/18/2008 3:15 PM	Early 1.75
01/22/2008 8:30 AM	Late 0.50	02/04/2008 4:30 PM	Early 0.50
01/30/2008 8:15 AM	Late 0.25	02/08/2008 4:45 PM	Early 0.25
02/12/2008 8:45 AM	Late 0.75	02/26/2008 4:00 PM	Early 1.00
03/10/2008 8:15 AM	Late 0.25	03/14/2008 4.45 PM	Early 0.25
03/24/2008 9:15 AM	Late 1.25	03/28/2008 2:00 PM	Early 3.00
04/21/2008 10:00 AM	Late 2.00	04/25/2008 4:30 PM	Early 0.50
051/19/2008 8:15 AM	Late 0.25	05/30/2008 4:45 PM	Early 0.25
06/26/2008 8:15 AM	Late 0.25	07/11/2008 4:45 PM	Early 0.25
08/04/2008 8:30 AM	Late 0.50	08/22/2008 4:30 PM	Early 0.50
08/25/2008 8:15 AM	Late 0.25	08/29/2008 4:45 PM	Early 0.25
09/08/2008 8:45 AM	Late 0.75	09/12/2008 4:00 PM	Early 1.00
09/15/2008 9:00 AM	Late 1.00	09/19/2008 3:45 PM	Early 1.25
		09/26/2008 4:15 PM	Early 0.75

Clock IN Totals		Clock Out Totals	
Total Early:	0.00	Total Early:	11.75
Total Late:	8.50	Total Late:	0.00
# Times Early:	0	# Times Early:	15
# Times Late:	14	# Times Late:	0

Number of occurrences during the selected period   Total time variance   User defined reporting windows   User definable date range

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.

TSI 7500

Human Resource Reports

Approaching Overtime Report

ABC Company

123 Main Street
Scottsdale, AZ 85256

Approaching Weekly Overtime

As of Thursday October 4, 2008

All Employees
01/01/2008 – 09/29/2008

Employee	Scheduled	Total Paid	OT1	OT2	Remaining Scheduled	Estimated OT	Estimated Total Time
Allen, Jim	40.00	28.75	0.00	0.00	8.00	0.00	36.75
Anderson, Frank	40.00	30.00	0.00	0.00	8.00	0.00	38.00
Baines, Peter	40.00	31.50	0.00	0.00	8.00	0.00	39.50
Howard Sandra	40.00	32.00	0.00	0.00	8.00	0.00	40.00
Jackson, George	40.00	32.00	0.00	0.00	8.00	0.00	40.00
Jones, David	40.00	36.00	0.00	0.00	8.00	4.00	44.00
Murphy, Jennifer	40.00	37.00	0.00	0.00	8.00	5.00	45.00
Smith, John	40.00	36.00	0.00	0.00	8.00	4.00	44.00
Smith Paul	40.00	37.00	0.00	0.00	8.00	5.00	45.00
Stanley, David	40.00	33.00	5.00	0.00	8.00	1.00	41.00

Estimates overtime based on hours worked-to-date and additional scheduled time

Employees least likely to earn overtime

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.

TSI 7500 — Human Resource Reports

Benefits Report

ABC Company
123 Main Street
Scottsdale, AZ 85256

As of Thursday October 2, 2008
All Employees

Employee Accrual Information

EmployeeNumber: 00001   EmployeeName: Stanley, David

Benefit Policy: Full Time

Pay Type	Initial Hours	Accrued Hours	Granted Hours	Used Hours	Hours Left	Through Date	Reset Day
JURY	0.00	0.00	0.00	0.00	0.00	10/1/2008	01/01
PERS	-44.93	88.11	88.11	51.00	-7.82.00	10/1/2008	01/01
SICK	0.00	40.00	40.00	16.00	24.00	10/1/2008	01/01
VAC	0.00	40.00	40.00	0.00	40.00	10/1/2008	01/01

Unlimited user defined Pay Types   Calculated From user defined formulas   Amount Taken to Date   Amount remaining

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.

Time Systems International TSI

TSI 7500 — Human Resource Reports

Scheduled Work vs. Paid Work Report

ABC Company
123 Main Street
Scottsdale, AZ 85256

Scheduled Work vs. Paid Work

As of Thursday October 2, 2008
Employee00001
09/21/2008 – 09/27/2008

EmployeeNumber: 00001   EmployeeName: Stanley, David

Scheduled Start Time	Scheduled End Time	Total	Rounded Time In	Rounded Time Out	Paid	Auto Clock Out
09/22/2008 8:00 AM	09/22/2008 5:00 PM	8.00	Absent	Absent		
09/23/2008 8:00 AM	09/23/2008 5:00 PM	8.00	09/23/2008 8:00 AM	09/23/2008 6:15 PM	9.25	
09/24/2008 8:00 AM	09/24/2008 5:00 PM	8.00	09/24/2008 8:15 AM	09/24/2008 5:00 PM	7.75	
09/25/2008 8:00 AM	09/25/2008 5:00 PM	8.00	09/25/2008 7:30 AM	09/25/2008 5:00 PM	8.50	
09/26/2008 8:00 AM	09/26/2008 5:00 PM	8.00	09/26/2008 8:15 AM	09/26/2008 5:00 PM	7.75	
	Total	40.00		Total	33.25	

Shows Employees scheduled work times   Compares employees rounded punch times   Highlight absences

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.

TSI 7500

Exceptions Reports

Clock In/Out Report

ABC Company
123 Main Street
Scottsdale, AZ 85256

Clock In/Out Flags

As of Thursday October 2, 2008
All Employees
09/21/2008 – 09/27/2008

Employee Number	Employee Name	Clock In	Clock Out
00001	Stanley, David	09/24/2008 8:15 AM	Missing
00009	Jackson, George	Missing	09/24/2008 5:02 PM
		Missing	09/26/2008 5:06 PM

Report Summary

Clock In Flags	Clock Out Flags		Total
2	1		3

Displays corresponding punch

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.

TSI 7500 — Exceptions Reports

Time Card Not Approved by Supervisor Report

ABC Company
123 Main Street
Scottsdale, AZ 85256

**Time Cards Not
Approved by Employee**

As of Thursday September 25, 2008
All Employees
09/21/2008 – 09/27/2008

EmployeeNumber	EmployeeName	EmployeeNumber	EmployeeName
00001	Stanley, David	00002	Baines, Peter
00006	Allen, Jim	00008	Howard, Sandra
00012	Smith, Paul		

ABC Company
123 Main Street
Scottsdale, AZ 85256

Supervisor Notes

As of Thursday September 25, 2008
All Employees
09/21/2008 – 09/27/2008

EmployeeNumber	EmployeeName	Date	Clock In Notes	Clock Out Notes	Approved By
00007	Murphy, Jennifer	09/22/2008		OT - Filled Customer 5654 - Priority Order	Trevor Misina
00008	Howard, Sandra	09/26/2008	Late - Dr. Appointment		Trevor Misina

Can be used to show approved by Employee or Supervisor

Notes as they appear on the timecard

Supervisor's electronic approval signature

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.

TSI 7500 — Scheduling Reports

Weekly Schedules Report

ABC Company
123 Main Street
Scottsdale, AZ 85256

Weekly Schedules Report

As of Thursday October 2, 2008
All Employees
09/21/2008 - 09/27/2008

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	Boston, Darlene		8:00A – 5:00P	8:00A – 5:00P	8:00A – 5:00P	8:00A – 5:00P	8:00A – 5:00P		40.00
00084	Jackson, George		8:00A – 5:00P	8:00A – 5:00P	8:00A – 5:00P	8:00A – 5:00P	8:00A – 5:00P		40.00
00091	Carney, Mary Ann		8:00A – 5:00P	8:00A – 5:00P	8:00A – 5:00P	8:00A – 5:00P	8:00A – 5:00P		40.00
00099	Coleman, Janice		8:00A – 5:00P	8:00A – 5:00P	8:00A – 5:00P	8:00A – 5:00P	8:00A – 5:00P		40.00
00107	McCormick, Douglas		8:00A – 5:00P	8:00A – 5:00P	8:00A – 5:00P	8:00A – 5:00P	8:00A – 5:00P		40.00
00121	Miller, Eleanor		8:00A – 5:00P	8:00A – 5:00P	8:00A – 5:00P	8:00A – 5:00P	8:00A – 5:00P		40.00
00128	Waller, Denise		8:00A – 5:00P	8:00A – 5:00P	8:00A – 5:00P	8:00A – 5:00P	8:00A – 5:00P		40.00
00131	Wurtzel, Paul		8:00A – 5:00P	8:00A – 5:00P	8:00A – 5:00P	8:00A – 5:00P	8:00A – 5:00P		40.00
Daily Totals:		0.00	64.00	64.00	64.00	64.00	64.00	0.00	320.00

Total hours scheduled for Monday   Individual start/stop times   Totals for the week

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.

TSI 7500

Scheduling Reports

Who's Scheduled Report

ABC Company
123 Main Street
Scottsdale, AZ 85256

As of Thursday October 2, 2008
Group: Day Shift

Who's Scheduled Report

Date & Time: 9/26/2008   10:00AM

Code	Name	Phone#	Shift	12:00am	6:00am	12:00pm	6:00pm	11:59p
00029	Bunding, Karl	(856) 455-1602	7:00 AM – 3:00 PM			|-------*------------------|		
00043	Carney, Mary Ann	(856) 455-6506	8:00 AM – 4:00 PM			|-----*-------------------|		
00056	Coleman, Janice	(856) 453-0534	7:00 AM – 3:00 PM			|-------*------------------|		
00066	McCormick, Douglas	(856) 451-2317	7:00 AM – 3:30 PM			|-------*--------------------|		
00067	Miller, Eleanor	(856) 358-2962	7:00 AM – 3:00 PM			|-------*------------------|		
00083	Waller, Denise	(856) 455-6489	8:30 AM – 4:30 PM			|---*-------------------|		
00084	Wurtzel, Paul	(856) 455-8489	7:00 AM – 3:30 PM			|-------*--------------------|		

Contacting employees for schedule changes is made easy

Actual start/stop times of the shift

Selected time 10:00am pinpointed by an asterisk

Time line graphically displays coverage

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.

TSI 7500

Wage / Charge Reports

Summary Payroll Report

ABC Company   As of Thursday September 25, 2008
123 Main Street   **Payroll Summary**   All Employees
Scottsdale, AZ 85256   **Report**   09/21/2008 – 09/27/2008

Name (S) denotes a Salaried Employee	Employee Number	SSN	Pay Rate	Regular	Overtime	Double Overtime	Total Hours	Total Earnings
Stanley, David	00001		$10.00	40.00	0.00	0.00	40.00	$400.00
Baines, Peter	00002		$10.00	40.00	5.00	0.00	45.00	$475.00
Anderson, Frank	00003		$10.00	40.00	5.00	2.00	47.00	$515.00
Jones, David	00004		$18.00	40.00	0.00	0.00	40.00	$720.00
Smith, John	00005		$25.00	40.00	5.00	0.00	45.00	$1,187.50
Allen, Jim	00006		$13.00	40.00	5.00	0.00	45.00	$617.50
Murphy, Jennifer	00007		$60.00	40.00	5.00	0.00	45.00	$2,850.00
Howard Sandra	00008		$45.00	40.00	5.00	0.00	45.00	$2,137.50
Totals Employees: 8				320.00	30.00	2.00	352.00	$8,902.50

Breaks out regular and overtime   Breaks out hours & dollars

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.

TSI 7500

Wage / Charge Reports

Labor Distribution Report

ABC Company							As of Thursday September 25, 2008
123 Main Street							All Employees
Scottsdale, AZ 85256		**Labor Distribution Report**					09/21/2008 – 09/27/2008

Number	Name			Reg	OT1	OT2	Total Paid	Total Unpaid	Earnings
01	Shipping								
		00001	Stanley, David	33.50	0.00	0.00	33.50	4.00	$925.00
		00002	Baines, Peter	40.32	0.00	0.00	40.32	5.00	$920.50
			Total for Shipping	73.82	0.00	0.00	73.82	9.00	$1,845.50
02	Maintenance								
		00003	Anderson, Frank	39.75	0.00	0.00	39.75	5.00	$987.50
		00004	Jones, David	40.00	0.00	0.00	40.00	5.00	$1,076.00
		00005	Smith, John	39.50	0.00	0.00	39.50	5.00	$925.00
		00007	Murphy, Jennifer	40.00	4.00	0.00	44.00	5.00	$1,120.50
		00012	Smith Paul	27.80	0.00	0.00	27.80	3.00	$667.25
			Total for Maintenance	187.05	4.00	0.00	191.05	23.00	$4,776.25
03	Sales								
		00006	Allen, Jim	35.38	0.50	0.00	35.88	4.00	$897.00
			Total for Sales	35.38	0.50	0.00	35.88	4.00	$897.00
04	Administration								
		00008	Howard Sandra	40.00	0.00	0.00	40.00	5.00	$1,000.00
		00009	Jackson, George	40.00	0.00	0.00	40.00	5.00	$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

Pick the order you want to see the report sorted in. Up to 15 user defined sort criteria are available.

Breaks out overtime

Totals for each sort are shown along with the grand total

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.

Job Costing Report

ABC Company
123 Main Street
Scottsdale, AZ 85256

Labor Distribution Report

As of Thursday September 25, 2008
All Employees
09/21/2008 – 09/27/2008

Number	Name			Reg	OT1	OT2	Total Paid	Total Unpaid	Earnings
01300	Manhattan Auto								
		02101	Water Pump, R&R	3.50	0.00	0.00	3.50	0.00	$77.00
		02102	Heater Core, R&R	0.32	0.00	0.00	0.32	0.00	$17.04
			Total for Manhattan Auto	3.82	0.00	0.00	3.82	0.00	$94.04
26892	Tempe Car Company								
		06503	Breaks, Front Pads	1.75	0.00	0.00	1.75	0.00	$38.50
		06504	Breaks, Rear Pads	1.00	0.00	0.00	1.00	0.00	$22.00
		06505	Breaks, Master Cylinder	1.50	0.00	0.00	1.50	0.00	$33.00
		06507	Breaks, Purge	1.00	0.00	0.00	1.00	0.00	$22.00
		03312	Tire, Rotate/Balance	0.80	0.00	0.00	0.80	0.00	$17.60
			Total for Tempe Car Company	6.05	0.00	0.00	6.05	0.00	$133.10
31097	Motor City								
		01006	Battery, R&R	0.50	0.00	0.00	0.50	0.00	$7.50
			Motor City	0.50	0.00	0.00	0.50	0.00	$7.50
42908	Pensacola Motor Works								
		07922	AC Compressor, R&R	2.00	0.00	0.00	2.00	0.00	$56.00
		00009	AC, Charge	.50	0.00	0.00	0.50	0.00	$14.00
			Total for Pensacola Motor Works	2.50	0.00	0.00	2.50	00.00	$70.00
			Grand Totals	12.87	0.00	0.00	12.87	0.00	$304.64

Up to 15 user defined levels of breakdown

Spot if overtime is being applied to certain jobs

Labor dollars spent

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.

Time Systems International **TSI**

TSI 7500

Job Costing Reports

Department Cost vs. Charge Report

ABC Company   As of Thursday September 25, 2008
123 Main Street   **Cost vs. Charge**   All Employees
Scottsdale, AZ 85256   **Report**   09/21/2008 – 09/27/2008

Number	Name (S) denotes a Salaried 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

Totals By Department

Pay Total includes overtime calculations

Charge amounts are calculated from cost you input

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.

TSI 7500 — Job Costing Reports

Projected Wages Report

ABC Company
123 Main Street
Scottsdale, AZ 85256

As of Thursday September 25, 2008
All employees
09/21/2008 – 09/27/2008

Projected Wages Report

EmployeeNumber	EmployeeName	Time		Earnings	
00001	Stanley, David	Regular	53.00	Regular	$636.00
		Overtime	0.00	Overtime	$0.00
		Double Overtime	0.00	Double Overtime	$0.00
00002	Baines, Peter	Regular	83.00	Regular	$1,356.00
		Overtime	4.00	Overtime	$132.00
		Double Overtime	0.00	Double Overtime	$0.00
00003	Anderson, Frank	Regular	66.00	Regular	$945.00
		Overtime	4.00	Overtime	$76.00
		Double Overtime	1.00	Double Overtime	$28.50
	Grand Total	Regular	202.00	Regular	$2,937.00
		Overtime	8.00	Overtime	$208.00
		Double Overtime	1.00	Double Overtime	$28.50

Calculates projected hours for the selected period based on actual hours worked to date and hours still scheduled to work

Wages are calculated off the employees actual assigned pay rate

User definable period

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.