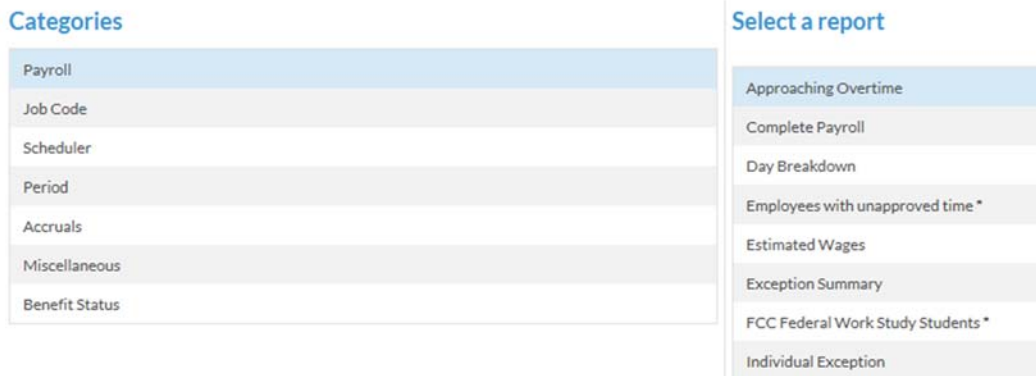# TimeClock Plus: Generating Reports

On the task bar, click on "Report" and then "Period Reports".

Click on the Category you want to pull a report form. Select a report from within that category.

They are A LOT of reports that can be run. Here are just a few that you may find helpful:

Report	Function
Payroll --> Complete Payroll	Serves as a timesheet. Shows all punches, hours worked, job code used, approvals, etc.
Payroll --> Day Breakdown	Verify who clocked in/out on a Saturday, Sunday and/or Holiday.
Payroll --> Employees with unapproved time	Generates the total number of segments each employee has not approved.
Payroll --> Overtime	Gives results of who has overtime by either going over 8 hours/day or 40 hours/week.
Payroll --> Weekly Punch	Shows the actual and rounded punch in/out times.
Payroll --> Weekly Summary**	Allows you to see total hours worked for a week (Sunday - Saturday).
Jobe Code --> Job Code Analysis Detail	Shows the position number that hours are entered under for each employee.
Miscellaneous --> Punch Location	Reveals the IP address (location) where each employee clocked in/out from.

**Please also ensure no one is working more than 6 hours straight without a 30-minute unpaid lunch break. You can view shift length times in many reports.

You can filter what you want included/excluded from reports by selecting "Settings" to the right of the reports. You can also either Download, Preview, Print or Create Saved Reports.

Download

Settings

Preview

Print

Create Saved Report
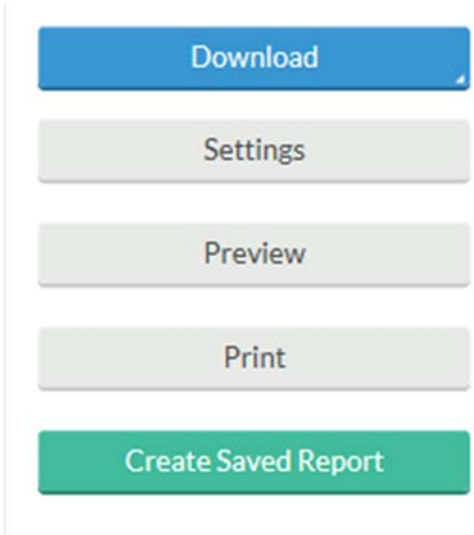
Create Saved Report

"Create Saved Report" will allow you save customized reports for future retrieval. First select the report you want to save and then click the "Create Saved Report". Either enter a new Category name or select an existing category. This is the section that this report will be filed under when viewing your saved reports. Type in what you would like your report to be named in the Report Title box.

Saved Report

Base report name   Day Breakdown
Category   Payroll
Report title   [   ]

Filter the report how you would like with the options available.

− **Filters**

☐ Make report visible to all users   ☐ Save employee filter   Employee Filter

☐ Save options   Options   ☐ Save job code filter   Job Code Filter
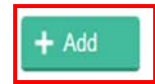
I highly suggest utilizing the Report Automation feature. This allows the report to generate for the specific time frame you set up. To do so, select "+ Add" and type in a description.

Report Automation

+ Add

Showing 0 records of 0

Delete	Edit	Description	Created By	User To Run Automation
No records found				

Report Automation

General

Description [   ]

Created by AY003

User to run automation AY003   ☐ Run as multiple users

☑ Active

Select the Period length of time.

Reporting period Floating period ⓘ

Period TimeClock Week

Period start offset Plus ▼ 0 days

Period stop offset Plus ▼ 0 days

Further select your report options in Output Options.

Output Options

⦿ Generate a single report that contains all employee information

◯ Generate a personalized report for each employee

Report Format   ☐ Create report even when no data is found ⓘ

☑ PDF   ☑ Create exception log with report ⓘ

☐ HTML

☐ OpenXML

You can choose to "Finish" as this point or select "Next". The Next screen will allow you have the report emailed to you (and/or other recipients). Type in the email address(es) and select "Add".

Message Recipients

[   ]   Add   ☐ Add as SMS address

Delete	Address Type	Recipient
⊘	Email	amy.yocupicio@fresnocitycollege.eu

If you click "Next", you can enter text to the body of the email.   "Next" again allows you have the reports sent to you in an email at any reoccurring times that you choose. Select "Add"

Report Automation

Task Scheduling

+ Add

Showing 1 records of 1

Edit   Description↑

Select the days/times you want the report to be emailed to you (and/or other recipients). Click "Save" and "Finish".

Schedule Task Rule   ?   Feedback

Execute Every X Days ⌄

7   days at 08:00 AM 🕐

from 3/3/2017 📅 to ☐ 3/10/2017 📅

Cancel   Save

Besides being emailed on the days/times you selected, you can access this newly created saved report anytime. Click on the category you selected in Reports and select the report name you created.