

BioTime & TotalTime Sample Reports Pack

ClockingSystems

Clockings & Hours (Weekly)

Start Date: 06/05/2024

Department: Sales

Employee 1 Lee McGann

Rounded Clockings	<u>Monday</u> 06/05/24	<u>Tuesday</u> 07/05/24	<u>Wednesday</u> 08/05/24	<u>Thursday</u> 09/05/24	<u>Friday</u> 10/05/24	<u>Saturday</u> 11/05/24	<u>Sunday</u> 12/05/24
	8:30	8:45	8:30	8:30	8:30	8:30	8:30
	12:00	12:00	12:00	12:00	12:00	16:30	12:00
	13:00	13:00	13:00	13:00	13:00		
	17:30	17:45	17:30	19:00	15:30		

Anomalies Late In this example it is setup so that normal hours are paid at rate A and overtime at rate B during the week.

Booked Absences

Daily Rate Breakdown	A	08:00	A	08:00	A	08:00	A	08:00	A	06:00	A	08:00	C	03:30
					B	01:30								

Daily Rate Totals	A	46Hr 0m	Total hours split into the various overtime rates setup in the software.		Sunday hours maybe at a different rate too, here expressed as rate C.	
	B	1Hr 30m				
	C	3Hr 30m				

Employee 2 Mark Voce

Rounded Clockings	<u>Monday</u> 06/05/24	<u>Tuesday</u> 07/05/24	<u>Wednesday</u> 08/05/24	<u>Thursday</u> 09/05/24	<u>Friday</u> 10/05/24	<u>Saturday</u> 11/05/24	<u>Sunday</u> 12/05/24
	8:30		8:30	8:45	8:30	8:30	
	12:00		12:00	12:00	12:00	13:30	
	13:00		13:00	13:00	13:00		
	17:30		18:00	18:00	15:30		

Anomalies Late

Booked Absences Hol

Daily Rate Breakdown	A	08:00	A	06:00	A	08:00	A	08:00	A	06:00	A	05:00	A	00:00
			B	00:30	B	00:15								

Daily Rate Totals	A	41Hr 0m
	B	45m

Employee 3 Andy Davenport

Rounded Clockings	<u>Monday</u> 06/05/24	<u>Tuesday</u> 07/05/24	<u>Wednesday</u> 08/05/24	<u>Thursday</u> 09/05/24	<u>Friday</u> 10/05/24	<u>Saturday</u> 11/05/24	<u>Sunday</u> 12/05/24
	8:45	8:30	8:30		8:45	8:30	8:00
	12:00	12:00	12:00		12:00	15:30	12:30
	13:00	13:00	13:00		13:00		
	17:30	19:00	19:30		19:30		

Anomalies Late Late

Booked Absences Hol

Daily Rate Breakdown	A	07:45	A	08:00	A	08:00	A	08:00	A	08:00	A	07:00	C	04:30
			B	01:30	B	02:00			B	01:45				

Daily Rate Totals	A	44Hr 45m	In this example when holiday is booked, it has added the hours to rate A.
	B	5Hr 15m	
	C	4Hr 30m	

Clockings & Hours (Weekly)

No	Employee Name	Shift Date	Time Worked	Absence Code	Rounded Clockings	Anomalies
1	Lee McGann	06/05/2024	A 8h0m		8:30 12:00 13:00 17:30	
		07/05/2024	A 8h0m		8:45 12:00 13:00 17:45	L
		08/05/2024	A 8h0m		8:30 12:00 13:00 17:30	
		09/05/2024	A 8h0m B 1h30m		8:30 12:00 13:00 19:00	
		10/05/2024	A 6h0m		8:30 12:00 13:00 15:30	
		11/05/2024	A 8h0m		8:30 16:30	
		12/05/2024	C 3h30m		8:30 12:00	
		13/05/2024	A 8h0m		8:30 12:00 13:00 17:30	
		14/05/2024	A 7h15m		8:45 12:00 13:00 17:00	L
		15/05/2024	A 8h0m B 0h30m		8:30 12:00 13:00 18:00	
		16/05/2024	A 8h0m B 1h30m		8:30 12:00 13:00 19:00	
		17/05/2024	A 5h45m		8:30 12:00 13:00 15:15	E
		18/05/2024	A 8h0m B 1h0m		8:30 17:30	
		19/05/2024				

A 91Hr 0m
B 4Hr 30m
C 3Hr 30m
Total 99Hr 0m

Anomaly Key: Absent = A, Late = L, Early Out = E, Forgotten Clocking = F, Exceeded Break = B

Demo & Co Ltd

Pay Period: 06-May-2024

<u>Employee No</u>	<u>Employee Name</u>	<u>A</u>	<u>B</u>	<u>C</u>	<u>Total</u>
1	Lee McGann	40:00	7:30	3:30	51:00
2	Mark Voce	40:00	1:45		41:45
3	Andy Davenport	40:00	10:00	4:30	54:30
4	Chris Kilsby	40:00	6:30	3:30	50:00
5	Paul Turner	40:00	9:00	9:00	58:00
6	Nick Jones	40:00	6:45	4:30	51:15
7	Rosemary Bassett	40:00	9:15	4:30	53:45
8	Angela Chapman	40:00	7:00	7:15	54:15
9	Jayne Rapier	40:00	6:45	3:30	50:15
10	Gary White	40:00	5:30	4:30	50:00
<u>Grand Totals</u>		400:00	70:00	44:45	514:45

Please ensure that data has been calculated for the relevant pay period for the selected employees for accurate results.

Hours Summary Report (Date Range)

Date Range Selected: 06/05/2024 to 02/06/2024

No	Employee Name	Time Worked
1	Lee McGann	A 184Hr 45m B 8Hr 30m C 3Hr 30m Total 196Hr 45m
2	Mark Voce	A 174Hr 30m B 31Hr 0m C 12Hr 30m Total 218Hr 0m
3	Andy Davenport	A 178Hr 15m B 7Hr 30m C 13Hr 30m Total 199Hr 15m
4	Chris Kilsby	A 185Hr 15m B 5Hr 45m C 11Hr 30m Total 202Hr 30m
5	Paul Turner	A 185Hr 45m B 6Hr 0m C 16Hr 0m Total 207Hr 45m
6	Nick Jones	A 175Hr 45m B 0Hr 30m C 8Hr 30m Total 184Hr 45m
7	Rosemary Bassett	A 189Hr 15m B 3Hr 0m C 11Hr 30m Total 203Hr 45m
8	Angela Chapman	A 171Hr 0m B 3Hr 0m C 15Hr 15m Total 189Hr 15m

Daily Hours Report

Date Range: 06/05/2024 to 12/05/2024

Departments Selected: Sales

<u>Emp No</u>	<u>Employee Name</u>	<u>Shift Date</u>	<u>Rate Breakdown</u>		
1	Lee McGann		A		Total
		06/05/2024	8.00		8.00
			A		Total
		07/05/2024	8.00		8.00
			A		Total
		08/05/2024	8.00		8.00
			A	B	Total
		09/05/2024	8.00	1.50	9.50
	A		Total		
10/05/2024	6.00		6.00		
	A		Total		
11/05/2024	8.00		8.00		
	C		Total		
12/05/2024	3.50		3.50		
	Total	A	B	C	Total
		46.00	1.50	3.50	51.00

2	Mark Voce		A		Total
		06/05/2024	8.00		8.00
			A		Total
		07/05/2024	6.00		6.00
			A	B	Total
		08/05/2024	8.00	0.50	8.50
			A	B	Total
		09/05/2024	8.00	0.25	8.25
	A		Total		
10/05/2024	6.00		6.00		
	A		Total		
11/05/2024	5.00		5.00		
	A		Total		
12/05/2024	0.00		0.00		
	Total	A	B	Total	
		41.00	0.75	41.75	

Lateness Report

Date range: 06/05/2024 to 02/06/2024

Departments Selected: Sales

Employee No	Name	Date/Time of Lateness
1	Lee McGann	07/05/2024 08:34:00
		14/05/2024 08:37:00
		23/05/2024 08:35:00
		28/05/2024 08:45:00
		Number of times Late 4
2	Mark Voce	09/05/2024 08:35:00
		30/05/2024 08:35:00
		Number of times Late 2
3	Andy Davenport	06/05/2024 08:35:00
		10/05/2024 08:35:00
		15/05/2024 08:37:00
		21/05/2024 08:40:00
		31/05/2024 08:35:00
		Number of times Late 5
4	Chris Kilsby	Number of times Late 0
5	Paul Turner	29/05/2024 08:35:00
		Number of times Late 1
6	Nick Jones	08/05/2024 08:40:00
		Number of times Late 1
7	Rosemary Bassett	09/05/2024 08:38:00
		30/05/2024 08:35:00
		Number of times Late 2
8	Angela Chapman	08/05/2024 08:35:00
		Number of times Late 1

Please note. This report is produced from rounded and actual clockings. Any clocking times printed are the actual time that employee clocked. Please ensure the relevant period data has been correctly calculated.

Exception & Anomaly Report

Date range: 06/05/2024 to 02/06/2024

Anomalies Selected: Forgotten,Absent,Exceeded, Early out, Late

Departments Selected: Sales

Employee No **Employee Name**

1 Lee McGann

Anomaly Type

Details

Late 07/05/2024 08:34:00
 Late 14/05/2024 08:37:00
 Early Out 17/05/2024 15:25:00
 Late 23/05/2024 08:35:00
 Late 28/05/2024 08:45:00

Number of times Late 4
 Number Of Forgotten Clockings 0
 Number Of Times Early Out 1
 Number Of Times Absent 0
 Number Of Times Clocked Break Exceeded 0

Employee No **Employee Name**

2 Mark Voce

Anomaly Type

Details

Late 09/05/2024 08:35:00
 Absent 24/05/2024
 Late 30/05/2024 08:35:00

Number of times Late 2
 Number Of Forgotten Clockings 0
 Number Of Times Early Out 0
 Number Of Times Absent 1
 Number Of Times Clocked Break Exceeded 0

Employee No **Employee Name**

3 Andy Davenport

Anomaly Type

Details

Late 06/05/2024 08:35:00
 Late 10/05/2024 08:35:00
 Late 15/05/2024 08:37:00
 Late 21/05/2024 08:40:00
 Late 31/05/2024 08:35:00

Number of times Late 5
 Number Of Forgotten Clockings 0
 Number Of Times Early Out 0
 Number Of Times Absent 0
 Number Of Times Clocked Break Exceeded 0

Employee No **Employee Name**

4 Chris Kilsby

Anomaly Type

Details

Early Out 10/05/2024 15:25:00

Number of times Late 0
 Number Of Forgotten Clockings 0
 Number Of Times Early Out 1
 Number Of Times Absent 0
 Number Of Times Clocked Break Exceeded 0

Absence Report

Date range: 01/01/2024 to 23/07/2024

Departments Selected: Sales

<u>Employee Number</u>	<u>Employee Name</u>	<u>Holiday Entitlement</u>	<u>Holidays Left</u>	<u>Start Date</u>	<u>End Date</u>	<u>Absence Type</u>	<u>Half Days</u>	<u>Full Days</u>
1	Lee McGann	20.00	18.00	15-Apr-2024	15-Apr-2024	Sick	0	1
				20-Feb-2024	20-Feb-2024	Sick	0	1
				28-Mar-2024	28-Mar-2024	Sick	0	1
				06-Jun-2024	07-Jun-2024	Paid Holiday	0	2
				18-Jun-2024	18-Jun-2024	Training	0	1
				21-Jun-2024	21-Jun-2024	Hospital Appt	0	0
2	Mark Voce	20.00	19.00	07-May-2024	07-May-2024	Paid Holiday	0	1
				27-May-2024	30-May-2024	Training	0	4
				19-Mar-2024	19-Mar-2024	Sick	0	1
3	Andy Davenport	20.00	14.00	09-May-2024	09-May-2024	Paid Holiday	0	1
				24-Apr-2024	24-Apr-2024	Sick	0	1
				11-Mar-2024	15-Mar-2024	Paid Holiday	0	5
6	Nick Jones	20.00	15.00	26-Mar-2024	26-Mar-2024	Hospital Appt	0	0
				01-Apr-2024	05-Apr-2024	Paid Holiday	0	5
7	Rosemary Bassett	20.00	20.00	22-Feb-2024	22-Feb-2024	Sick	0	1
8	Angela Chapman	20.00	15.00	20-May-2024	24-May-2024	Paid Holiday	0	5

Employee Details (Summary)

Departments Selected: Sales

Employees Selected: Andy Davenport, Lee McGann, Chris Kilsby, Mark Voce

<u>Employee Name</u>	Lee McGann	<u>Employee Number</u>	1	<u>Card Number</u>	1
<u>Department</u>	Sales	<u>Company</u>	Demo & Co Ltd		
<u>Job Description</u>	Sales Manager	<u>Holiday Entitlement</u>	20.0	<u>Holidays Left</u>	20.0
<u>Telephone</u>	0113 2587856	<u>Email</u>	lee@timepg.com		
<u>Mobile</u>	07584147285				

<u>Employee Name</u>	Mark Voce	<u>Employee Number</u>	2	<u>Card Number</u>	2
<u>Department</u>	Sales	<u>Company</u>	Demo & Co Ltd		
<u>Job Description</u>	Sales Representative	<u>Holiday Entitlement</u>	20.0	<u>Holidays Left</u>	19.0
<u>Telephone</u>	0113 2587856	<u>Email</u>	markv@timepg.com		
<u>Mobile</u>	07897 124567				

<u>Employee Name</u>	Andy Davenport	<u>Employee Number</u>	3	<u>Card Number</u>	3
<u>Department</u>	Sales	<u>Company</u>	Demo & Co Ltd		
<u>Job Description</u>	Sales Representative	<u>Holiday Entitlement</u>	20.0	<u>Holidays Left</u>	14.0
<u>Telephone</u>		<u>Email</u>	AndyD@timepg.com		
<u>Mobile</u>					

<u>Employee Name</u>	Chris Kilsby	<u>Employee Number</u>	4	<u>Card Number</u>	4
<u>Department</u>	Sales	<u>Company</u>	Demo & Co Ltd		
<u>Job Description</u>	Sales Representative	<u>Holiday Entitlement</u>	20.0	<u>Holidays Left</u>	20.0
<u>Telephone</u>	0113 2587665	<u>Email</u>	chrisc@timepg.com		
<u>Mobile</u>	07889 654889				

Multi Pay Period Hours Report

Departments Selected: Sales

<u>Emp No</u>	<u>Employee Name</u>	<u>Reference Date</u>	<u>Rate Breakdown</u>			<u>Total</u>
1	Lee McGann		A	B	C	
		06/05/2024	40.00	7.50	3.50	51.00
		13/05/2024	40.00	8.00		48.00
		20/05/2024	40.00	9.00		49.00
		27/05/2024	40.00	8.75		48.75
			A	B	C	Total
			160.00	33.25	3.50	196.75
2	Mark Voce		A	B		
		06/05/2024	40.00	1.75		41.75
		13/05/2024	40.00	7.50		47.50
		20/05/2024	40.00	3.50	3.50	47.00
		27/05/2024	40.00	32.75	9.00	81.75
			A	B	C	Total
			160.00	45.50	12.50	218.00
3	Andy Davenport		A	B	C	
		06/05/2024	40.00	10.00	4.50	54.50
		13/05/2024	40.00	3.00	4.00	47.00
		20/05/2024	40.00	6.25		46.25
		27/05/2024	40.00	6.50	5.00	51.50
			A	B	C	Total
			160.00	25.75	13.50	199.25

Employees who are currently clocked in.

The following is a list of all employees who are currently clocked in

*This list will not include people who are working nights

Employee Name	Department	Company
Mark Voce	Sales	Demo & Co Ltd
Andy Davenport	Sales	Demo & Co Ltd
Chris Kilsby	Sales	Demo & Co Ltd
Paul Turner	Sales	Demo & Co Ltd
Nick Jones	Sales	Demo & Co Ltd
Gary White	Workshop	Demo & Co Ltd

Employees who have not clocked in.

The following is a list of all employees who did not clock on the 22/07/2024
*This list will include people who are on holiday

True

Employee Name

Department

Company

Rosemary Bassett
Angela Chapman
Jayne Rapier

Sales
Sales
Workshop

Demo & Co Ltd
Demo & Co Ltd
Demo & Co Ltd