

Employee Tracker Reports Overview Page 1 of 18

Reports

Note:

- Radio Button (only one option selectable at a time)
  ✓ Check Box (Multiple options selectable at the same time)



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Menu Item	Sub Menu Item	Options	Features
Master Information	Time Calculation	Time Calc. Rules Selectable individually or ALL	Summarized details of Time Calc. Rules as defined by user
	Rules		Exportable to Clipboard for inclusion in outsource reports
	Status Codes	Status Codes Selectable individually or ALL	Lists Status Codes & Descriptions
			Exportable to Clipboard for inclusion in outsource reports
	Attendance	Attendance Exception Codes Selectable individually	Lists Absent Code, Description, Export Code, Exception Code
		or ALL	(Y/N)
	D		Exportable to Clipboard for inclusion in outsource reports
	Departments	Department Codes Selectable individually or ALL	Lists Department Code & Description
			Lists Earning Codes broken down by wage rates (Reg., 1.5, 2.0)
			Lists General Ledger Account Number (if applicable) broken
			down by wage rates (Reg., 1.5, 2.0)
	01.10		Exportable to Clipboard for inclusion in outsource reports
	Shifts	Shift Codes Selectable individually or ALL	Lists Shift Code, Name, Start Time, Stop Time & Rule Number
			Exportable to Clipboard for inclusion in outsource reports
	Positions	Selectable within a "Positional Rates as of" Range	Lists Position Code, Description & Rate
		Position Codes Selectable individually or ALL	Exportable to Clipboard for inclusion in outsource reports
	Scan Fields	Selectable by; Absent, Position or Department Codes	Prints/Previews Code, Description & Bar Code
		Scan Field Codes Selectable individually or ALL	Exportable to Clipboard for inclusion in outsource reports
Employee	Employee List	Bucket (Available/Selected) Selectivity by:	Sort Order by:
Information		Supervisor	Employee Code
		Department	Employee Name
		📼 Status	Employee Badge
		⊨ Shift	• Employee Home Department (with <i>checkable</i> Page Break on
		(Yields List of Employees)	New Department)
		Cardex Search for Selections	• Birth Date (with Editable Date Range)
			In Ascending/Descending Order
			Checkable Print Employee Rates option Includes Dant Shift Start Data & Redge #
			includes Dept., Sint, Start Date & Bauge #
			Exportable to Clipboard for inclusion in outsource reports



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Menu Item	Sub Menu Item	Options	Features
Menu Item Employee Information	Sub Menu Item Employee Master List	Options Bucket (Available/Selected) Selectivity by: Bucket (Available/Selected) Selectivity by: Department Status Shift (Yields List of Employees) Cardex Search for Selections	Features         Sort by:         • Employee Code         • Employee Name         • Hire Date         • In Ascending/Descending Order         Include:         ✓ Main         ✓ Address         ✓ Dates         ✓ Notes         ✓ Schedule         ✓ Statistical         ✓ Time Bank         ✓ Payroll         ✓ User Defined Fields         ✓ Position
	Rate History	Bucket (Available/Selected) Selectivity by: Supervisor Department Status Shift (Yields List of Employees) Cardex Search for Selections	<ul> <li>New Page for Each Employee</li> <li>Exportable to Clipboard for inclusion in outsource reports</li> <li>User editable From/To Date Range</li> <li>Sort by:         <ul> <li>Employee Code</li> <li>Department/Employee Code</li> </ul> </li> </ul>
	Employee Positions	Bucket (Available/Selected) Selectivity by: Department Status Shift (Yields List of Employees) Cardex Search for Selections	<ul> <li>Options:         <ul> <li>Employee Positions Analysis</li> <li>Positional Analysis</li> <li>Position Training Analysis (with From/To date range) Sort by:                 <ul> <li>Employee Code</li> <li>Department / Employee Code</li> <li>Department / Employee Code</li> <li>Positions (user defined) Selectable individually or ALL</li> <li>Help Menu</li> <li>Exportable to Clipboard for inclusion in outsource reports</li> </ul> </li> </ul> </li> </ul>



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Menu Item	Sub Menu Item	Options	Features
Employee	User Defined Fields	ONLY AVAILABLE WHEN DEFINED BY USER	Selectable individually or ALL
Information		Bucket (Available/Selected) Selectivity by:	
		Supervisor	Sort by:
		Department	Employee Code
		📼 Status	Department/Employee Code
		⊨ Shift	Employee Name
		(Yields List of Employees)	Supervisor/Employee Code
		Cardex Search for Selections	
			Displays User Defined Field Name, Employee # and name,
			Supervisor, Dept. & Status
			Exportable to Clipboard for inclusion in outsource reports
	Employee Badges	Bucket (Available/Selected) Selectivity by:	Employee Badge Layout - User Defined selection
		Supervisor	Badge Sheet Layout – User Defined selection
		Department	
		📼 Status	<b>Help</b> Menu
		⊨ Shift	
		(Yields List of Employees)	Exportable to Clipboard for inclusion in outsource reports
		Cardex Search for Selections	



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Menu Item	Sub Menu Item	Options	Features
Employee Information	Note Type Analysis	Bucket (Available/Selected) Selectivity by: Supervisor Department Status Shift (Yields List of Employees) Cardex Search for Selections	<ul> <li>From/To Date Range</li> <li>No Date Sensititvity</li> <li>Action</li> <li>Memo</li> <li>Note Types: Selectivity – Individually/None/All</li> <li>Options: Selectivity – Individually/None/All</li> <li>✓ Memo Date</li> <li>✓ Memo Notes</li> <li>✓ Action Date</li> <li>✓ Action Notes</li> <li>✓ Related Document List</li> <li>✓ Related Document Details</li> <li>Order by: (Ascending or Descending Order)</li> <li>Employee Code</li> <li>Supervisor</li> <li>Home Department</li> <li>Default Position</li> <li>Seniority Date</li> </ul>



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Menu Item	Sub Menu Item	Options	Features
Time Analysis	Time and	Bucket (Available/Selected) Selectivity by:	From/To Date Range
	Attendance	Supervisor	
	Transactions	Department	Records:
		E Status	✓ Premium
		Shift (Violda List of Employees)	V Time
		(Tields List of Employees)	✓ Absent
		Cardex Search for Selections	$\checkmark$ Error
			✓ Holiday
			✓ Piece
			Report Selection:
			• Time Transactions Analysis (with <i>checkable</i> Detailed/Dept. Summary option)
			• Time Transaction Summary (with <i>checkable</i> Department
			Summary option)
			Daily Reconciliation
			Advanced Options
			✓ Include Dollars
			✓ Times As Decimal
			✓ Daily Totals
			✓ Weekly Totals
			<ul> <li>Truncate Record Notes as Anomalies</li> <li>Time Cord Ecosimila</li> </ul>
			<ul> <li>Induda Notas &amp; Print on Logal Papar</li> </ul>
			(Certain Options May activate or <i>Grev Out</i> depending <b>Report</b>
			and <b>Report Selection</b> options)
			Sort Order:
			Employee Code
			Employee Name
			Department/Employee Code
			Department/Employee Name
			Supervisor/Employee Code
			Supervisor/Employee Name
			Department/Shift/Employee Code
			Department/Shift/Employee Name
			(with New Page on New Department/Supervisor option)



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Menu Item	Sub Menu Item	Options	Features
Time Analysis	Original Swipe List	Bucket (Available/Selected) Selectivity by:	From/To Date Range
		Supervisor	
		Department	Lists Employee Code, Name, Date, Time and In/Out (type of
		📼 Status	Swipe)
		📼 Shift	
		(Yields List of Employees)	Exportable to Clipboard for inclusion in outsource reports
		Cardex Search for Selections	



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Menu Item	Sub Menu Item	Options	Features
	Hours Worked	Bucket (Available/Selected) Selectivity by:	Checkable Options:
	Analysis	Supervisor	✓ As Dollars <b>OR</b> Ignore Premiums
		Department	✓ Worked Department Summary
		📼 Status	✓ Show Schedule
		📼 Shift	✓ No Extra Spaces
		(Yields List of Employees)	Sort Order:
		Cardex Search for Selections	Employee Code
			Employee Name
			Department/Employee Code
			Department/Employee Name
			Supervisor/Employee Code
			Supervisor/Employee Name
			• Total Hours (Ascending)
			• Total Hours (Descending)
			• Department/Total Hours (Ascending)
			• Department/Total Hours (Descending)
			• Supervisor/Total Hours (Ascending)
			Supervisor/Total Hours (Descending)
			(with New Page on New Department/Supervisor option)
			Payroll Checkable Options:
			✓ Regular Time
			$\checkmark$ Time and a Half
			✓ Double Time
			✓ Work Without Pay
			✓ Holiday
			✓ Other
			✓ Vac (User defined/Selectable Option)
			<ul> <li>Sick (User defined/Selectable Option)</li> <li>DTO (User defined/Selectable Option)</li> </ul>
			• PIO (User defined/Selectable Option)
			From/To Date Range
			<b>From/To</b> Hour Range <b>OR</b> All Hour <i>checkable</i> option



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Menu Item	Sub Menu Item	Options	Features
Time Analysis	Overtime Analysis	Bucket (Available/Selected) Selectivity by: Supervisor Department Status Shift (Yields List of Employees) Cardex Search for Selections	Sort Order:         • Employee Code         • Department/Employee Code         • Department/Employee Name         • Supervisor/Employee Name         • Total Hours (Ascending)         • Total Hours (Descending)         • Department/Total Hours (Ascending)         • Department/Total Hours (Ascending)         • Department/Total Hours (Ascending)         • Department/Total Hours (Ascending)         • Supervisor/Total Hours (Descending)         (with New Page on New Department/Supervisor option)         Checkable Options:         • Express Hours as Minutes         • Include Regular Hours         • Express as Dollars OR         • Ignore Premiums         • Department Summary         From/To Date Range         From/To Hour Range OR All Hour checkable option         List Employee #, Name, Department, 1.5, 2.0 rates and OT total         Help Menu
			Exportable to Clipboard for inclusion in outsource reports



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Menu Item	Sub Menu Item	Options	Features
Time Analysis	Notes Analysis	Bucket (Available/Selected) Selectivity by: Supervisor Department	From/To Date Range Options:
		= Status	✓ Time
		□ Shift	✓ Absent
		(Yields List of Employees)	✓ Piece
		Cardex Search for Selections	✓ Error
			✓ Holiday
			✓ Premium
			✓ Break
			✓ Dollars
	Earning Code	Bucket (Available/Selected) Selectivity by:	From/To Date Range
	Analysis	Supervisor	
		Department	Employee Summary
		📼 Status	Department Summary
		⊨ Shift	Earning Code Summary
		(Yields List of Employees)	Employees' Worked Department Summary
		Cardex Search for Selections	
			Display Values As:
			• Decimal
			• Dollars
			Sort by:
			Employee Code
			Employee Name
			Department/Employee Code
			Department/Employee Name
			Paper Source:
			• Legal <b>OR</b> Letter
			Portrait <b>OR</b> Landscape
			Exportable to Clipboard for inclusion in outsource reports



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Menu Item	Sub Menu Item	Options	Features
Time Analysis	General Ledger	Bucket (Available/Selected) Selectivity by:	From/To Date Range
	Account Analysis	Supervisor	
		Department	Employee Summary
		E Status	Department Summary
		⊨ Shift	• G.L. Acct. No. Summary
		(Yields List of Employees) Cardex Search for Selections	• Employees' Worked Department Summary
			Display Values As:
			• Decimal
			• Dollars
			Sort by:
			Employee Code
			Employee Name
			Department/Employee Code
			Department/Employee Name
			Paper Source
			• Legal <b>OR</b> Letter
			<ul> <li>Portrait OR Landscape</li> </ul>
			Exportable to Clipboard for inclusion in outsource reports
	Job Reference	Bucket (Available/Selected) Selectivity by:	From/10 Date Range
	Analysis	Supervisor	Detailed <b>OD</b> Summers
		Department	Detailed <b>OK</b> Summary
		Status Status	Job Reference selectable individually or A LL
		(Yields List of Employees)	too reference selectude marriadany of relation
		Cardex Search for Selections	Exportable to Clipboard for inclusion in outsource reports
Time Banking	Time Banks	Time Banks Selectable individually or ALL	Lists Start Date, Stop Date, Open/Closed, Allow Negative (Y/N)
0			Exportable to Clipboard for inclusion in outsource reports



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Menu Item	Sub Menu Item	Options	Features
	Employee Time	Bucket (Available/Selected) Selectivity by:	Help Menu
	Banks	Supervisor	
		Department	Time Banks selectable individually or ALL
		📼 Status	
		⊨ Shift	Lists Employee #, Name, Time Bank #, Rate, Balance and Total
		(Yields List of Employees)	
		Cardex Search for Selections	Exportable to Clipboard for inclusion in outsource reports
Time Banking	Time Bank Audit	Bucket (Available/Selected) Selectivity by:	From/To Date Range
		■ Supervisor	
		Department	Time Banks selectable individually or ALL
		■ Status	
		⊨ Shift	
		(Yields List of Employees)	
		Cardex Search for Selections	



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Menu Item	Sub Menu Item	Options	Features
Attendance	Attendance	Bucket (Available/Selected) Selectivity by:	Checkable Options:
Exception	Exception Analysis	Supervisor	✓ On-Time IN
		Department	✓ On-Time OUT
		📼 Status	✓ On Premises
		📼 Shift	✓ Early IN
		(Yields List of Employees)	✓ Late IN
		Cardex Search for Selections	✓ Early OUT
			✓ Late OUT
			From/To Date Range
			Sort Codes:
			Employee Code
			Employee Name
			Home Department/Employee Code
			Home Department/Employee Name
			Supervisor/Employee Code
			Supervisor/Employee Name
			Home Department/Home Shift/Employee Code
			Home Department/Home Shift/Employee Name
			Summarize Codes:
			Employee Summary
			Worked Department Absenteeism Summary
			Absenteeism Reason Summary By Worked Deparatment
			Absent Codes selectable individually or ALL, excludable, or includable with summary



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Menu Item	Sub Menu Item	Options	Features
Attendance	Points Analysis	Bucket (Available/Selected) Selectivity by:	From/To Date Range
Exception		Supervisor	
		Department	Sort Order:
		■ Status	Employee Code
		⊨ Shift	Employee Name
		(Yields List of Employees)	Department/Employee Code
		Cardex Search for Selections	Department/Employee Name
			Supervisor/Employee Code
			Supervisor/Employee Name
			Department/Shift/Employee Code
			Department/Shift/Employee Name
			• Detailed <b>OR</b> Summary
			Options:
			$\checkmark$ Shift Start
			✓ Lunch Start
			✓ Shift End
			✓ Lunch End
			✓ Absent
	Perfect Attendance	Bucket (Available/Selected) Selectivity by:	From/To Date Range
	Analysis	■ Supervisor	
		Department     Status	Sort Order:
		E Status	• Employee Code
		Shilt (Violds List of Employage)	• Employee Name
		Cardex Search for Selections	• Department/Employee Code
		Cardex Search for Selections	Department/Employee Name
			• Supervisor/Employee Code
			• Supervisor/Employee Name
			Department/Shift/Employee Code
			Department/Shift/Employee Name



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Menu Item	Sub Menu Item	Options	Features
Attendance	Weekly Attendance	Bucket (Available/Selected) Selectivity by:	Selectable Date
Specialty	Analysis	Supervisor	
		Department	Options:
		📼 Status	✓ Include Legends
		📼 Shift	✓ Do Not Include Overtime
		(Yields List of Employees)	
		Cardex Search for Selections	

Attendance	Monthly Attendance	Bucket (Available/Selected) Selectivity by:	Selectable Fiscal Month
Specialty	Analysis	■ Supervisor	
		Department	Selectable From/To Date Range
		📼 Status	
		📼 Shift	Options:
		(Yields List of Employees)	✓ Include Legends
		Cardex Search for Selections	✓ Do Not Include Overtime
	Yearly Attendance	Bucket (Available/Selected) Selectivity by:	Selectable Month and Year
	Analysis	Supervisor	
		Department	Options:
		📼 Status	✓ Include Legends
		⊨ Shift	✓ Do Not Include Overtime
		(Yields List of Employees)	$\checkmark$ Dollars
		Cardex Search for Selections	
	Annual Absentee	Bucket (Available/Selected) Selectivity by:	Selectable User Defined Absentee Reason
	Analysis	Supervisor	
		Department	Selectable Year
		📼 Status	
		⊨ Shift	
		(Yields List of Employees)	
		Cardex Search for Selections	



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Attendance	Employee	Bucket (Available/Selected) Selectivity by:	From/To Date Range
Specialty	Absenteeism	■ Supervisor	
~ [	Calendar	<ul> <li>Department</li> </ul>	Pattern Assignments
		status	• Black, White, Horizontal Line, Vertical Line, Upward
		─ Shift	Diagonal Line, Downward Diagonal Line, Cross or Diagonal
		(Yields List of Employees)	Cross
		Cardex Search for Selections	• Available/Selected selectable individually or ALL
			Sorting Options
			Employee Code
			Employee Name
			Home Department/Employee Code
			Home Department/Employee Name
			• Supervisor/Employee Code
			Supervisor/Employee Name
			Home Department/Home Shift/Employee Code
			Home Department/Home Shift/Employee Name
			Home Department/Supervisor/Employee Code
			Home Department/Supervisor/ Employee Code
			• Home Department/supervisor/Employee Name With <i>checkable</i> , new page on new department/supervisor option
			with checkable new page on new department/supervisor option
			Print only the employee's name
	Summarized	Bucket (Available/Selected) Selectivity by:	From/To Date Range
	Weekly Attendance	= Supervisor	
		Department	Absent Breakdown for WCB, LOA, SL each allowing selectable
		■ Status	user defined absent code
		⊨ Shift	
		(Yields List of Employees)	
		Cardex Search for Selections	
	Employee Incentive	Bucket (Available/Selected) Selectivity by:	Selectable Start Date
	Program	Supervisor	– editable by Year
		Department	<ul> <li>range periods selectable by week <b>OR</b> month</li> </ul>
		📼 Status	- for weeks options - Range of weeks to show selectable from
		📼 Shift	1 - 4
		(Yields List of Employees)	– User Define Payout Amount
		Cardex Search for Selections	
Schedule Reports	Schedule Patterns	Available/Selected selectable individually or ALL	Exportable to Clipboard for inclusion in outsource reports
	Employee	Available/Selected selectable individually or ALL	Exportable to Clipboard for inclusion in outsource reports
	Availability Patterns		



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rugerrerre			
	Budget Patterns		
Schedule Reports	Employee Schedules	Bucket (Available/Selected) Selectivity by: Supervisor Department Status Shift (Yields List of Employees) Cardex Search for Selections	From/To Date Range Options: • Calendar • Spreadsheet • Crewing • Summary
			Include: ✓ Substitutions ✓ Absentees ✓ Holidays
	Master Schedules	Available/Selected <i>user defined</i> selectable individually or ALL <b>From/To</b> Date Range	<ul> <li>Layout:</li> <li>2 Weeks Per Page Using Letter Paper</li> <li>1 Month Per Page Using Letter Paper</li> <li>1 Year Per Page Using Letter Paper</li> <li>Blank Page – 1 Year Per Page Using Letter Paper</li> <li>✓ Only Un-Assigned Schedules</li> <li>1<sup>st</sup> Line – Shift OR Department</li> <li>Help Menu</li> </ul>
	Employee Availability	Bucket (Available/Selected) Selectivity by: Supervisor Department Status Shift (Yields List of Employees) Cardex Search for Selections	<ul> <li>From/To Date Range</li> <li>Sort by: <ul> <li>Employee/Department/Date</li> <li>Department/Employee/Date</li> </ul> </li> <li>Include: <ul> <li>✓ Available</li> <li>✓ Not Available</li> </ul> </li> <li>Help Menu</li> </ul>



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Schedule Reports	Schedule	Bucket (Available/Selected) Selectivity by:	From/To Date Range
Senedule Reports	Substitution	- Supervisor	
	Substitution	$\square$ Department	User Defined Reason Code Available/Selected selectable
		Status	individually or ALI
		E Status Shift	Individually of ALL
		(Violds List of Employees)	Sorthy
		(Tields List of Employees) Carday Saarah for Salactions	Soft by. Employee/Department
		Caldex Search for Selections	Department/Employee
			Department/Employee
			HelpMenu
	Schedule versus	Bucket (Available/Selected) Selectivity by:	From/To Date Range
	Actual	■ Supervisor	
		Department	Options:
		📼 Status	• All Days
		■ Shift	Variance Only
		(Yields List of Employees)	
		Cardex Search for Selections	Sort by:
			Employee Code/Department
			Employee Name/Department
			Denartment/Employee Code
			• Department/Employee Code
			Base On:
			• Shift Date
			Worked Date
			Help Menu
Advanced	Action Analysis	Bucket (Available/Selected) Selectivity by:	From/To Date Range
		■ Supervisor	
		Department	Sort Order:
		📼 Status	• Employee Code / Date
		■ Shift	• Date / Employee Code
		(Yields List of Employees)	······································
		Cardex Search for Selections	