



NOVAtime 2000 Time Management Solution



Reports Booklet:

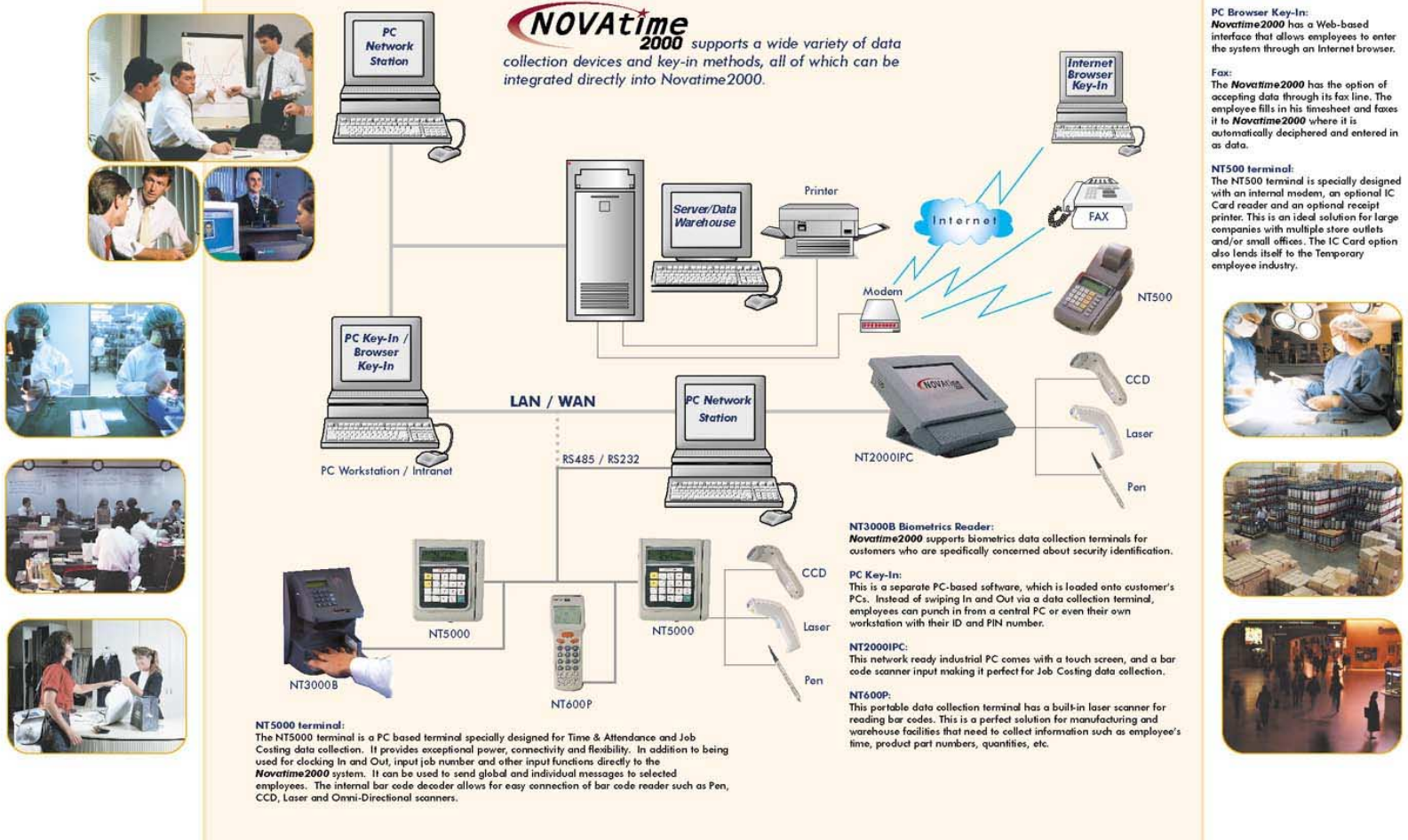
- **Time & Attendance Reports**
- **Management Reports**
- **Human Resource Reports**
- **Labor Cost Reports**
- **Schedule Reports**
- **Payroll Reports**
- **Accrual/Banking Reports**

A Complete Time Management Solution..... The Choice is Yours.

THE TIME IS NOW



NOVAtime 2000 supports a wide variety of data collection devices and key-in methods, all of which can be integrated directly into Novatime2000.



PC Browser Key-In:
Novatime2000 has a Web-based interface that allows employees to enter the system through an Internet browser.

Fax:
The Novatime2000 has the option of accepting data through its fax line. The employee fills in his timesheet and faxes it to Novatime2000 where it is automatically deciphered and entered in as data.

NT500 terminal:
The NT500 terminal is specially designed with an internal modem, an optional IC Card reader and an optional receipt printer. This is an ideal solution for large companies with multiple store outlets and/or small offices. The IC Card option also lends itself to the Temporary employee industry.

NT3000B Biometrics Reader:
Novatime2000 supports biometrics data collection terminals for customers who are specifically concerned about security identification.

PC Key-In:
This is a separate PC-based software, which is loaded onto customer's PCs. Instead of swiping In and Out via a data collection terminal, employees can punch in from a central PC or even their own workstation with their ID and PIN number.

NT2000IPC:
This network ready industrial PC comes with a touch screen, and a bar code scanner input making it perfect for Job Costing data collection.

NT600P:
This portable data collection terminal has a built-in laser scanner for reading bar codes. This is a perfect solution for manufacturing and warehouse facilities that need to collect information such as employee's time, product part numbers, quantities, etc.

NT5000 terminal:
The NT5000 terminal is a PC based terminal specially designed for Time & Attendance and Job Costing data collection. It provides exceptional power, connectivity and flexibility. In addition to being used for clocking In and Out, input job number and other input functions directly to the Novatime2000 system. It can be used to send global and individual messages to selected employees. The internal bar code decoder allows for easy connection of bar code reader such as Pen, CCD, Laser and Omni-Directional scanners.

NOVAtime 2000 Report Generator

Allows users to attach any text messages with the report.

Allows you to preview your report online before your print a report.

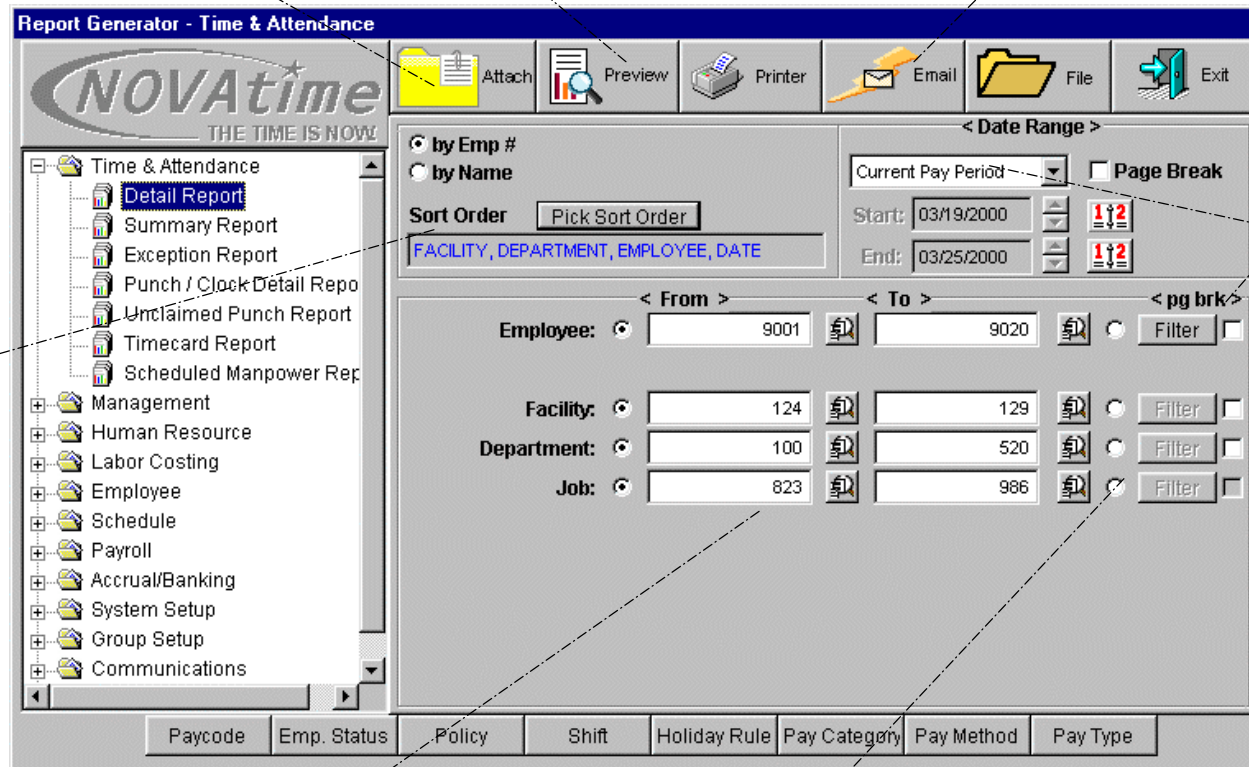
Allows you to email a report via your email application. Reports are attached in a HTML or PDF format.

Allows you to page break a report for ease of report distribution. Page breaks are optional.

Allows a report to be sorted by any combinations listed below:

- Facility(Group1)
- Department (Group2)
- Job (Group3)
- ... Up to Group 8 level
- Employee
- Date

~ and many more ~



Allows you to selectively choose groups of employees to be on a report Defaults to all employees.

Additional filters are available. This option allows you to selectively choose and exclude employees based on the reporting field selected.

Defines your reporting date range, available options are:

- Yesterday
- Today
- Current Pay Period
- Last Day Period
- Current Week
- Last Week
- Custom Date Range (allows you to pick and choose the reporting dates)



Time & Attendance Reports



Time & Attendance - Detail Report
 Sorted by Facility, Department, Employee & Date

08/01/1999 – 08/07/1999

Facility: 100 - 100
 Department: 100 - 100
 Employee: 9001 - 9001

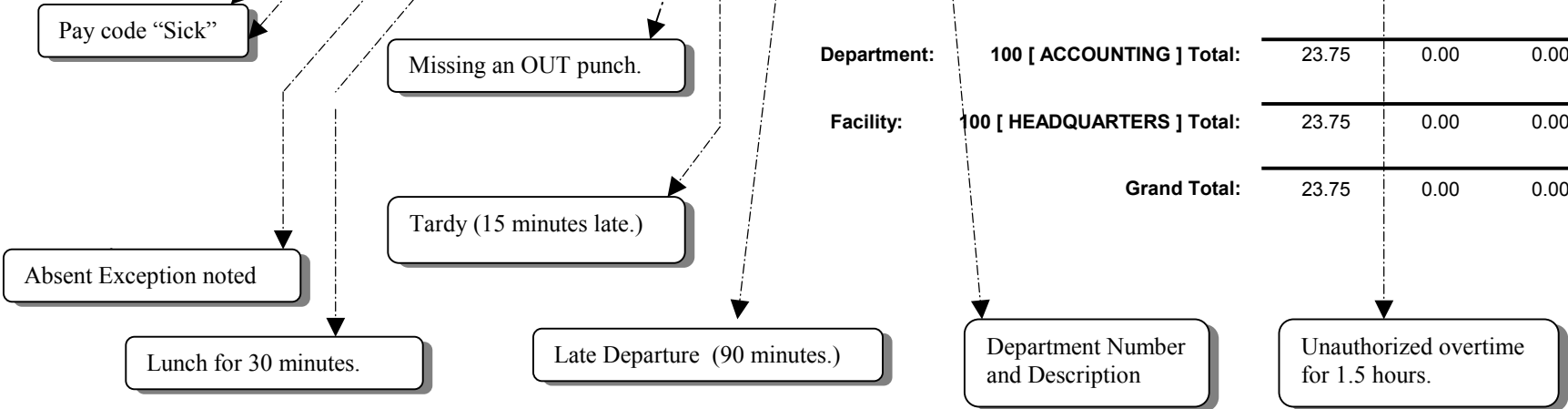
Date	Pay Code	IN	IN Ex	OUT	OUT Ex	Reason	Department	Shift	Reg Hours	Over Time-1	Over Time-2	Daily Total
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Facility: 100 [HEADQUARTERS]
Department: 100 [ACCOUNTING]

Employee: **9001 [MURPHY, MARY]** Policy: 2 Shift: 4 Holiday: 1 Active: X

08/02/1999 Mon		08:45 AM	T15	12:00 PM			100 - ACCOUNT	400	3.25			
		01:00 PM	M30	05:30 PM			100 - ACCOUNT	400	4.50			7.75
08/03/1999 Tue		08:30 AM		07:00 PM	L90		100 - ACCOUNT	400	8.00	[1.50]		8.00
08/04/1999 Wed	3		SICK				100 - ACCOUNT		8.00			8.00
08/05/1999 Thu		08:25 AM		[]			210 - ADMIN	400				0.00
08/06/1999 Fri		Absent (08:30 AM - 05:30 PM) /										0.00

Employee:	9001 [MURPHY, MARY] Total:	23.75	0.00	0.00	23.75
Department:	100 [ACCOUNTING] Total:	23.75	0.00	0.00	23.75
Facility:	100 [HEADQUARTERS] Total:	23.75	0.00	0.00	23.75
	Grand Total:	23.75	0.00	0.00	23.75



This report lists all the detail IN and OUT punches for employees selected. You can define your report sort, to include or exclude pay codes, also to select the employees to be on the report. Page breaks can be inserted to facilitate report distribution. Additional report filters are available.

Time & Attendance - Summary Report

Sorted by Facility, Department, Employee

08/01/1999 – 08/07/1999

Facility: 100 - 100
 Department: 100 - 210
 Employee: 9001 - 9009

Employee	Shift	Reg Hours	Over Time-1	Over Time-2	Work Hr Total	Holiday	Vacation	Sick	Other Pay Codes	Total Hours	Earnings / Deductions	Total Pay
Facility: 100 [HEADQUARTERS]												
Department: 100 [ACCOUNTING]												
9001 [MURPHY, MARY]	400	23.75			23.75			8.00		31.75		\$ 317.50
9004 [LEE, RICHARD]	400	32.00			32.00		8.00			40.00		\$ 400.00
9006 [VILLA, JULIE]	400	40.00	6.00		46.00					46.00		\$ 490.00
Department: 100 [ACCOUNT] Total:		95.75	6.00	0.00	101.75	0.00	8.00	8.00	0.00	117.75	\$ 0.00	\$ 1207.50
Department: 210 [ADMINISTRATION]												
9008 [GOSE, MIKE]	310	36.00			36.00				PERS 8.00	44.00		\$ 440.00
9009 [JOHNSON, ANNA]	310	40.00	8.00		48.00					48.00		\$ 480.00
Department: 100 [ADMIN] Total:		76.00	8.00	0.00	84.00	0.00	0.00	0.00	8.00	92.00	\$ 0.00	\$ 920.00
Facility: 100 [HEADQUARTERS] Total:		171.75	14.00	0.00	185.75	0.00	0.00	8.00	8.00	209.75	\$ 0.00	\$ 2127.50
Grand Total:		171.75	14.00	0.00	185.75	0.00	0.00	8.00	8.00	209.75	\$ 0.00	\$ 2127.50

Personal Leave (8hrs)

This report summarizes the IN and OUT punches for employees selected. You can define your report sort, to include or exclude pay codes, also to select the employees to be on the report. Page breaks can be inserted to facilitate report distribution. Additional report filters are available.

Time & Attendance - Exception Report

Sorted by Facility, Department, Employee & Date

08/01/1999 – 08/07/1999

Facility: 100 - 100
 Department: 100 - 100
 Employee: 9001 - 9001

Date	Pay Code	IN	IN Ex	OUT	OUT Ex	Shift	Reg Hours	Over Time-1	Over Time-2	Exceptions Detail
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Facility: 100 [HEADQUARTERS]

Department: 100 [ACCOUNTING]

Employee:	9001 [MURPHY, MARY]	Policy: 2	Shift: 4	Holiday: 1	Active: X
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08/02/1999 Mon	08:45 AM	T15	12:00 PM	400	3.25				Tardy (15 minutes)
08/03/1999 Tue	01:00 PM	M30	05:30 PM	400	4.50				
	08:30 AM		07:00 PM	L90	400		8.00	[1.50]	Late OUT (90 minutes) Unauthorized OT
08/05/1999 Thu	08:25 AM		[]	400					Missed Punch OUT
08/06/1999 Fri	Absent (08:30 AM – 05:30 PM)								Absent (08:30 AM – 05:30 PM)

Supervisor: _____ Date: _____
 Please edit missed punch and unauthorized overtime.

Allows you to create an end-of-report text such as a signature area and post script messages.

- Possible exceptions are:
- Absent
 - Early In
 - Late
 - Long Meal Out
 - Missed Punch Out
 - Tardy
 - Unauthorized Overtime
- ~ and many more ~

Exception noted

The Exception Report lists all the employees whose attendance falls under the exception conditions defined for this report. This report assists management control costs and employee time.

Time & Attendance - Punch / Clock Detail Report

Sorted by Facility, Department, Employee & Date

08/01/1999 – 08/07/1999

Facility: 100 - 100
 Department: 100 - 100
 Employee: 9001 - 9001

Date	Pay Code	IN	IN Ex	OUT	OUT Ex	Reg Hours	Over Time-1	Over Time-2	Daily Total	Site / Clock ID	
										IN	OUT

Facility: 100 [HEADQUARTERS]

Department: 100 [ACCOUNTING]

Employee: 9001 [MURPHY, MARY]

Policy: 2

Shift: 4

Holiday: 1

Active: X

08/02/1999 Mon	08:45 AM	T15		12:00 PM		3.25				0001-001	0001-001
	01:00 PM	M30		05:30 PM		4.50			7.75	0001-001	0001-002
08/03/1999 Tue	08:30 AM			07:00 PM	L90	8.00	1.50		8.00	0002-001	0002-001
08/05/1999 Thu	08:25 AM			05:30 PM		8.00			8.00	0001-002	0001-001

Employee: 9001 [MURPHY, MARY] Total: 23.75 1.50 0.00 23.75

Department: 100 [ACCOUNTING] Total: 23.75 1.50 0.00 23.75

Facility: 100 [HEADQUARTERS] Total: 23.75 1.50 0.00 23.75

Grand Total: 23.75 1.50 0.00 23.75

Identifies the site ID and the clock number for these particular IN / OUT punches.

This report lists all detail employee IN / OUT punches for the selected clocks. It identifies which clocks are used to punch IN and which clocks are used for punching OUT by each employee. You can define your report sort, select employees to be on this report, as well as defining various page breaks for ease of report distribution. Additional report filters are available. Primarily this report is used in locations with multiple clocks setup to allow employees to punch IN on one clock and punch OUT on the other.

Branch: 01 - 06
 Week of: 01/31/2000 - 02/14/2000

Employee: 99998 - 000599S
 Date: 01/31/2000 - 02/20/2000

Branch: 01 [OTHER]

Week of: 02/07/2000 Mon - 02/13/2000 Sun

DAVE WHITE ID # 99998 02/07/2000 - 02/13/2000			
	In	Out	Hours
Mon 02-07	07:59a	04:30p	7.50
*Tue 02-08	08:02a	05:03p	8.00
Wed 02-09	08:02a	07:28p	10.50
Thu 02-10	07:57a	05:03p	8.00
Fri 02-11	07:45a	05:44p	9.00
Sat 02-12			
Sun 02-13			
Total Hours:			40.00
O.T. Hours:			3.00

X _____
 Employee Signature

ABRAHAM, SALLYMOLE ID # 000568M 02/07/2000 - 02/13/2000			
	In	Out	Hours
Mon 02-07	7:57p	05:01p	8.00
Tue 02-08	08:01a	12:00p	4.00
Wed 02-09	V		8.00
Thu 02-10	V		8.00
Fri 02-11	V		8.00
Sat 02-12			
Sun 02-13			
Total Hours:			36.00
O.T. Hours:			0.00

X _____
 Employee Signature

ACEVEDO, KAREN ID # 000575M 02/07/2000 - 02/13/2000			
	In	Out	Hours
Mon 02-07	8:02a	5:00p	8.00
*Tue 02-08	8:00a	5:00p	8.00
Wed 02-09	7:58a	5:01p	8.00
Thu 02-10	8:01a	4:58p	8.00
Fri 02-11	8:00a	5:04p	8.00
Sat 02-12			
Sun 02-13			
Total Hours:			40.00
O.T. Hours:			0.00

X _____
 Employee Signature

ADOLPHUS, ANGELA ID # 000578S 02/07/2000 - 02/13/2000			
	In	Out	Hours
*Mon 02-07	8:00a	5:00p	8.00
*Tue 02-08	8:00a	5:00p	8.00
Wed 02-09			
*Thu 02-10	8:43p	5:15p	7.50
Fri 02-11	S		8.00
Sat 02-12			
Sun 02-13			
Total Hours:			31.75
O.T. Hours:			0.00

X _____
 Employee Signature

AGRUSA, FRANK ID # 000589S 02/07/2000 - 02/13/2000			
	In	Out	Hours
Mon 02-07	07:59a	05:03p	8.00
Tue 02-08			
Wed 02-09	07:59a		
Thu 02-10	07:59a	05:03p	8.00
Fri 02-11	08:01a	05:03p	8.00
Sat 02-12	08:01a	05:03p	8.00
Sun 02-13	12:32p	05:00p	4.50
Total Hours:			36.50
O.T. Hours:			0.00

X _____
 Employee Signature

AGUILAR, REYNA ID # 000599S 02/07/2000 - 02/13/2000			
	In	Out	Hours
Mon 02-07	07:59a	05:01p	8.00
Tue 02-08	08:01a	05:01p	8.00
Wed 02-09	08:01a	11:00p	3.00
Thu 02-10	08:01a	05:01p	8.00
Fri 02-11			
Sat 02-12	3:00P	05:01p	8.00
Sun 02-13	3:00P	05:01p	8.00
Total Hours:			40.00
O.T. Hours:			3.00

X _____
 Employee Signature

* Signifies that this day the employee had more than 2 punches (e.g. In & Out for lunch, department change etc..)

This report allows you to view employee attendance in a Time Card format. By selecting the date range you can list more than one week.



Management Reports



Management - Overtime Detail Report
 Sorted by Facility, Department, Employee & Date

08/01/1999 – 08/07/1999

Facility: 100 - 100
 Department: 100 - 100
 Employee: 9001 - 9009

Date	Department	Authorized Overtime					Unauthorized Overtime				
		Overtime-1	Overtime-2	Overtime-3	Overtime-4	Overtime-5	Overtime-1	Overtime-2	Overtime-3	Overtime-4	Overtime-5
		Facility: 100 [HEADQUARTERS]									
		Department: 100 [ACCOUNTING]									
Employee: 9001 [MURPHY, MARY]		Policy: 2			Shift: 4		Holiday: 1		Active: X		
08/02/1999 Mon	100 – ACCOUNT	1.50									
Employee: 9001 [MURPHY] Total:		0.00	0.00	0.00	0.00	0.00	1.50	0.00	0.00	0.00	0.00
Employee: 9006 [VILLA, JULIE]		Policy: 2			Shift: 4		Holiday: 1		Active: X		
08/02/1999 Mon	100 – ACCOUNT	6.00									
Employee: 9001 [VILLA] Total:		6.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
Department: 100 [ACCOUNT] Total:		6.00	0.00	0.00	0.00	0.00	1.50	0.00	0.00	0.00	0.00
Facility: 100 [HEADQUARTERS] Total:		6.00	0.00	0.00	0.00	0.00	1.50	0.00	0.00	0.00	0.00
Grand Total:		6.00	0.00	0.00	0.00	0.00	1.50	0.00	0.00	0.00	0.00

This report lists in detail employee overtime entries, including authorized overtime and unauthorized ones. Similar to the other NOVAtime reports, you can define the report sort, select employees to be on this report, as well as defining various page breaks for ease of report distribution. Additional report filters are available.

Management - Overtime Summary Report

Sorted by Facility, Department, Employee

08/01/1999 – 08/07/1999

Facility: 100 - 100
 Department: 100 - 210
 Employee: 9001 - 9009

Employee	Authorized Overtime					Unauthorized Overtime				
	Overtime-1	Overtime-2	Overtime-3	Overtime-4	Overtime-5	Overtime-1	Overtime-2	Overtime-3	Overtime-4	Overtime-5
Facility: 100 [HEADQUARTERS]										
Department: 100 [ACCOUNTING]										
9001 [MURPHY, MARY]						1.50				
9006 [VILLA, JULIE]	6.00									
Department: 100 [ACCOUNT] Total:	6.00	0.00	0.00	0.00	0.00	1.50	0.00	0.00	0.00	0.00
Department: 210 [ADMINISTRATION]										
9009 [JOHNSON, ANNA]	8.00									
Department: 210 [ADMIN] Total:	8.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
Facility: 100 [HEADQUARTERS] Total:	14.00	0.00	0.00	0.00	0.00	1.50	0.00	0.00	0.00	0.00
Grand Total:	14.00	0.00	0.00	0.00	0.00	1.50	0.00	0.00	0.00	0.00

This report summarizes employee overtime, including authorized overtime and unauthorized ones. Similar to the other NOVAtime reports, you can define the report sort, select employees to be on this report, as well as defining various page breaks for ease of report distribution. Additional report filters are available.

Management - Missing Time Detail Report

Sorted by Facility, Department, Employee & Date

04/01/1999 – 06/30/1999

Facility: 100 - 100
 Department: 100 - 100
 Employee: 9001 - 9001

Date	Grace	Tardy	Long Lunch	Early Departure
Facility: 100 [HEADQUARTERS]				
Department: 100 [ACCOUNTING]				
Employee: 9001 [MURPHY, MARY] Policy: 2 Shift: 4 Holiday: 1 Active: X				
04/02/1999 Fri		17 minutes		
04/12/1999 Mon		18 minutes		
04/19/1999 Mon			8 minutes	
04/27/1999 Tue	7 minutes			
05/07/1999 Fri				27 minutes
05/24/1999 Mon		19 minutes		
05/26/1999 Wed		32 minutes		
06/04/1999 Fri			13 minutes	
06/15/1999 Tue				19 minutes
06/16/1999 Wed		23 minutes		
Employee: 9001 [MURPHY] Total:	7 minutes	1 hours 49 minutes	21 minutes	46 minutes
Department: 100 [ACCOUNT] Total:	7 minutes	1 hours 49 minutes	21 minutes	46 minutes
Facility: 100 [HEADQUARTERS] Total:	7 minutes	1 hours 49 minutes	21 minutes	46 minutes
Grand Total:	7 minutes	1 hours 49 minutes	21 minutes	46 minutes

This report provides a detail list of **Absent time** based on the following categories: Grace, Tardy, Long Lunch, and Early Departure. This is a great tool to manage your employee attendance and monitor their attendance patterns. At one glance, you will be able to identify which days an employee is absent.

Management - Missing Time Summary Report

Sorted by Facility, Department, Employee

04/01/1999 – 06/30/1999

Facility: 100 - 100
 Department: 100 - 210
 Employee: 9001 - 9009

Employee	Grace	Tardy	Long Lunch	Early Departure
<hr/>				
Facility: 100 [HEADQUARTERS]				
<hr/>				
Department: 100 [ACCOUNTING]				
<hr/>				
9001 [MURPHY, MARY]	7 minutes	1 hours 49 minutes	21 minutes	46 minutes
9006 [VILLA, JULIE]		18 minutes	1 hours 12 minutes	23 minutes
Department: 100 [ACCOUNT] Total:	7 minutes	2 hours 07 minutes	1 hours 33 minutes	1 hours 09 minutes
<hr/>				
Department: 210 [ADMINISTRATION]				
<hr/>				
9002 [DAVIS, MICHAEL]		57 minutes		22 minutes
9005 [BALISTRERI, JOE]	2 minutes	1 hour 18 minutes		
9009 [JOHNSON, ANNA]		23 minutes	8 minutes	
Department: 210 [ADMIN] Total:	2 minutes	2 hours 38 minutes	8 minutes	22 minutes
<hr/>				
Facility: 100 [HEADQUARTERS] Total:	9 minutes	4 hours 45 minutes	1 hours 41 minutes	1 hours 31 minutes
<hr/>				
Grand Total:	9 minutes	4 hours 45 minutes	1 hours 41 minutes	1 hours 31 minutes

This report summarizes **absent time** of your employees based on the following categories (one employee per report entry): Grace, Tardy, Long Lunch, and Early Departure. This is a great tool to manage your employee attendance and monitor their attendance patterns. At one glance, you will be able to identify which employees were absent and for how long.

Management - Approaching Overtime Report

Sorted by Facility, Department, Employee

Facility: 100 - 100
 Department: 100 - 210
 Employee: 9001 - 9009

Threshold Hours: 40
 08/01/1999 @ 08:00 – 08/07/1999 @ 17:00

Employee	Regular Hrs	<---- OT Hours ---->		Total Hours	Hours Over Threshold	Average Pay Rate	Pay Over Threshold
		Auth.	UnAuth.				
Facility: 100 [HEADQUARTERS]							
Department: 100 [ACCOUNTING]							
9001 [MURPHY, MARY]	64.00	6.50		70.50	30.50	\$12.00	\$366.00
9006 [VILLA, JULIE]	56.00	16.00		72.00	32.00	\$10.00	\$320.00
Department: 100 [ACCOUNT] Total:	120.00	22.50	0.00	142.50	62.50		\$686.00
Department: 210 [ADMINISTRATION]							
9009 [JOHNSON, ANNA]	48.00	10.00		58.00	18.00	\$10.00	\$180.00
Department: 210 [ADMIN] Total:	48.00	10.00	0.00	58.00	18.00	0.00	\$180.00
Facility: 100 [HEADQUARTERS] Total:	168.00	32.50	0.00	200.00	80.50		\$866.00
Grand Total:	168.00	32.50	0.00	200.00	80.50		\$866.00

Users can set their own threshold hours

This report is a great tool to manage your labor costs by controlling overtime. It provides a detail list of all employees approaching overtime based on the threshold hours defined for this report. You may define a different threshold each time you run this report. You have options of defining the report sort, select employees to be on this report, as well as defining various page breaks for ease of report distribution. Additional report filters are available.

Management - Employee IN/OUT Status Report

Sorted by Facility, Department, Employee

08/01/1999 – 08/08/1999

Facility: 100 - 100
 Department: 100 - 210
 Employee: 9001 - 9009

Employee	Last Punch Time	Status	
		IN	OUT
<hr/>			
Facility: 100 [HEADQUARTERS]		<hr/>	
Department: 100 [ACCOUNTING]		<hr/>	
9001 [MURPHY, MARY]	08/08/1999 08:45 AM	[X]	
9006 [VILLA, JULIE]	08/06/1999 05:30 PM		[X]
Department: 100 [ACCOUNT] Total:		1	1
<hr/>			
Department: 210 [ADMINISTRATION]		<hr/>	
9002 [DAVIS, MICHAEL]	08/06/1999 05:35 PM		[X]
9005 [BALISTRERI, JOE]	08/08/1999 08:08 AM	[X]	
9009 [JOHNSON, ANNA]	05/08/1999 07:55 AM	[X]	
Department: 210 [ADMIN] Total:		2	1
Facility: 100 [HEADQUARTERS] Total:		3	2
Grand Total:		3	2

Users can track total in & out of employees in each department

Similar to an IN/OUT board, this report answers the questions of who is in and who is out. You can define the report sort, select which employees appear on this report, as well as defining various page breaks for ease of report distribution. Additional report filters are available.

Management - Performance Analysis Report
 Sorted by Facility, Department, Employee & Month/Year

01/01/1999 – 03/31/1999

Threshold Tardy Minutes: 0	Threshold Work Hours: 0 Threshold Long Meal Minutes: 0	Threshold Early Out Minutes: 0
_____	Facility: 100 [HEADQUARTERS]	_____
_____	Department: 100 [ACCOUNTING]	_____

Employee: 9001 [MURPHY, MARY]	Policy: 2	Shift: 4	Holiday: 1	Active: X	
Scheduled Vs. Working Hours			Missing Time		
Description	Hours	%	Description	Mins	Count
Scheduled Hours	520.00	100.00	Tardy	75	3
Working Hours	495.75	95.34	Long Meals		
Absent Hours	24.25	4.66	Early Out	15	1
Over Scheduled Hours			Total Missed Time	90	

Employee: 9004 [LEE, RICHARD]	Policy: 2	Shift: 4	Holiday: 1	Active: X	
Scheduled Vs. Working Hours			Missing Time		
Description	Hours	%	Description	Mins	Count
Scheduled Hours	520.00	100.00	Tardy	15	1
Working Hours	538.50	103.46	Long Meals		
Absent Hours			Early Out	15	1
Over Scheduled Hours	38.50	3.46	Total Missed Time	30	

This report is an excellent tool to assist management in reviewing employee performance based on the attendance records, by listing time missed from work. You can define the report sort, select employees to be on this report, as well as defining various page breaks for ease of report distribution. Additional report filters are available.



Human Resource Reports




Employee Profile

Sorted by Employee

Facility: 100 - 100
 Department: 100 - 100
 Employee: 9001 - 9001

Employee ID	Card Number	Name	Social Security Number	Employee Status
9001	9001	MURPHY, MARY	555-55-1212	Active

<p>Job Title: ACCOUNTING MANAGER</p> <p>Pay Category: FULL TIME [1] Pay Method: Salaried Pay Type: Exempt Hire Date: 08/10/1992 Birth Date: 12/04/1965 Sex (M/F): F Marital status: M Federal Exempt: 2 Sate Exempt: 2</p> <div style="text-align: center;">  <p>Picture Location: F:\Novatime\Data\Pictures\Murphy.bmp</p> </div>	<p style="text-align: center;">Employee Groups</p> <table> <tr> <td>Facility:</td> <td>100</td> <td>Headquarters</td> </tr> <tr> <td>Department:</td> <td>100</td> <td>Accounting</td> </tr> <tr> <td>Job:</td> <td>100</td> <td>Office Staff</td> </tr> <tr> <td>Job Group 1:</td> <td>1024</td> <td>Staff 1024</td> </tr> <tr> <td>Job Group 2:</td> <td>2024</td> <td>Staff 2024</td> </tr> <tr> <td>Job Group 3:</td> <td>3024</td> <td>Staff 3024</td> </tr> </table>	Facility:	100	Headquarters	Department:	100	Accounting	Job:	100	Office Staff	Job Group 1:	1024	Staff 1024	Job Group 2:	2024	Staff 2024	Job Group 3:	3024	Staff 3024
Facility:	100	Headquarters																	
Department:	100	Accounting																	
Job:	100	Office Staff																	
Job Group 1:	1024	Staff 1024																	
Job Group 2:	2024	Staff 2024																	
Job Group 3:	3024	Staff 3024																	
<p style="text-align: center;">Personal Information</p> <p>Phone # 1: (562) 948-1234 Phone # 2: (562) 948-5678 Emergency #: (562) 948-9000 Contact Person: JOSEPH MURPHY Relationship: Husband E-mail Address: Murphym@novatime.com Address 1: 1234 Tree Park Ave. Address 2: City: Los Angeles State: CA Zip Code: 90001 Country: USA</p>	<p style="text-align: center;">Setup Information</p> <p>Pay Policy: 2 WEEKLY 5/40 ROUNDING Shift: 4 WEEKLY 0830-1730 60-MEAL Holiday Pay Rules: 1 STANDARD HOLIDAY PAY RULE</p> <p>Charge Rate: \$10.00 Holiday Pay Rate: \$10.00 FTE %: 85.000% Normal Working Hours: 40.000 Pay Period Hours: 40.000</p>																		

This report lists all the personnel information recorded in the system about an employee. It does not list his or her attendance information.

Employee Listing

Sorted by Facility, Department, Employee

Facility: 100 - 100
 Department: 100 - 210
 Employee: 9001 - 9009

Employee	Job Title	Pay Method	Hire Date	Title Change Date	Last Review Date	Raise Date
Facility: 100 [HEADQUARTERS]						
Department: 100 [ACCOUNTING]						
9001 [MURPHY, MARY]	ACCOUNTING MANAGER	Salaried	08/10/1992	08/10/1995	08/10/1998	08/10/1998
9003 [CISNEROS, JOHN]	ACCOUNTING PAYABLE	Hourly	05/10/1999	05/10/1999		
9004 [SALDIVAR, BOB]	ACCONNTING RECEIVABLE	Hourly	06/24/1999	06/24/1999		
9006 [VILLA, JULIE]	ACCOUNTING SUPERVISOR	Salaried	08/08/1994	08/08/1996	08/08/1998	08/08/1998
Department: 210 [ADMINISTRATION]						
9002 [DAVIS, MICHAEL]	ADMINISTRATION MANAGER	Salaried	08/07/1995	08/07/1995	08/07/1998	08/07/1998
9005 [BALISTRERI, JOE]	PURCHASING SUPERVISOR	Salaried	08/05/1996	08/05/1998	08/05/1998	08/05/1998
9006 [BOWLING, JENNIFER]	HUMAN RESOURCE CLERK	Hourly	07/13/1999	07/13/1999		
9007 [GOODMAN, EDWARD]	PURCHASING CLERK	Hourly	05/26/1999	05/26/1999		
9008 [REILLY, JENNY]	ADMINISTRATION ASISTANT	Hourly	06/18/1999	06/18/1999		
9009 [JOHNSON, ANNA]	RECEPTION	Hourly	05/10/1999	05/10/1999		

Employee Listing may be filtered based on the following attributes:

- **Job Title**
- **Pay Method**
- **Hire Date**
- **Title Change Date**
- **Last Review Date**
- **Raise Date**
- ~ and many more ~

This report provides a listing of all employees based on all the Employee Personnel Fields. This information can be sorted and listed in any order and any number as the user defines. You can select various page breaks for ease of report distribution.

Human Resource - Attendance Review Report
 Sorted by Facility, Department, Employee & Month/Year

Facility: 100 - 100
 Department: 100 - 210
 Employee: 9001 - 9009

01/01/1999 – 01/31/1999

Facility: 100 [HEADQUARTERS]

Department: 100 [ACCOUNTING]

Employee:	9001 [MURPHY, MARY]		Policy: 2	Shift: 4	Holiday: 1	Active: X																										
By Month	1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	21	22	23	24	25	26	27	28	29	30	31	Totals
January 1999				W	W	W	W	W			W	(W)		!W	W			W	W	W	W	W										14
	H																															1
																									V	V	V	V	V			5
												S																			1	
By Category	Monday		Tuesday		Wednesday		Thursday		Friday		Saturday		Sunday		Totals																	
	Count	Hrs/Min	Count	Hrs/Min	Count	Hrs/Min	Count	Hrs/Min	Count	Hrs/Min	Count	Hrs/Min	Count	Hrs/Min	Count	Hrs/Min																
Wkhr [0]	3	24 Hrs	3	24 Hrs	2	16 Hrs	3	24 Hrs	3	24 Hrs					14	112 Hrs																
Holi [1]									1	8 Hrs					1	8 Hrs																
Vaca [2]	1	8 Hrs	1	8 Hrs	1	8 Hrs	1	8 Hrs	1	8 Hrs					5	40 Hrs																
Sick [3]					1	8 Hrs									1	8 Hrs																
Tardy !							1	28 Mins							1	28 Mins																
Early ()			1	42 Mins											1	42 Mins																

This report provides a detail list of attendance records for your employees. You have options in selecting the exception codes to display on this report, such as Work Hours, Sick Pay, Vacation, Tardy, Early Leaving, etc. You can define the report sort, select employees to be on this report, as well as defining various page breaks for ease of report distribution. Additional report filters are available.

Human Resource - Employee Evaluation Report

Sorted by Facility, Department, Employee

Facility: 100 - 100
 Department: 100 - 210
 Employee: 9001 - 9009

08/08/1999 – 08/14/1999

Employee	Hire Date	Evaluation Date	Seniority
Facility: 100 [HEADQUARTERS]			
Department: 100 [ACCOUNTING]			
9001 [MURPHY, MARY]	08/10/1992	08/10/1999	7 Years
9006 [VILLA, JULIE]	08/08/1994	08/08/1999	5 Years
Department: 100 [ACCOUNT] Total:			2
Department: 210 [ADMINISTRATION]			
9002 [DAVIS, MICHAEL]	08/07/1995	08/07/1999	4 Years
9005 [BALISTRERI, JOE]	08/05/1996	08/05/1999	3 Years
9009 [JOHNSON, ANNA]	05/10/1999	08/10/1999	3 Months
Department: 210 [ADMIN] Total:			3
Facility: 100 [HEADQUARTERS] Total:			5
Grand Total:			5

By selecting a date range, the report shows all employees whose evaluation date fall within that date range.

This report summarizes attendance information for your employees (one employee per entry). You have the option of selecting exception codes to display on this report, such as Work Hours, Sick Pay, Vacation, Tardy, Early Leaving, etc. You can define the report sort, select employees to be on this report, as well as defining various page breaks for ease of report distribution. Additional report filters are available.

Human Resource - Employee Probation Report

Sorted by Facility, Department, Employee

08/08/1999 – 08/08/1999

Facility: 100 - 100
 Department: 100 - 210
 Employee: 9001 - 9009

Employee	Hire Date	Starting Date	Ending Date	Duration
Facility: 100 [HEADQUARTERS]				
Department: 100 [ACCOUNTING]				
9003 [CISNEROS, JOHN]	05/10/1999	05/10/1999	08/10/1999	2 Days
9004 [SALDIVAR, BOB]	06/24/1999	06/24/1999	09/24/1999	47 Days
Department: 100 [ACCOUNT] Total:				2
Department: 210 [ADMINISTRATION]				
9006 [BOWLING, JENNIFER]	07/13/1999	07/13/1999	10/13/1999	66 Days
9007 [GOODMAN, EDWARD]	05/26/1999	05/26/1999	08/26/1999	18 Days
9008 [REILLY, JENNY]	06/18/1999	06/18/1999	09/18/1999	41 Days
Department: 210 [ADMIN] Total:				3
Facility: 100 [HEADQUARTERS] Total:				5
Grand Total:				5

Ending date of probation, and
 balance of days until that date.

Total number of employees on probation
 in each department/Facility

This report lists the employees who are currently on probation as of the reporting date. It also displays the number of days remaining before an employee is out of probation.



Labor Cost Reports



NOVAtime Technology
 Report Date: 08/08/1999
 Report time: 09:10:30

Labor Cost - Manager Report
 Sorted by Facility, Department, Employee & Date
 08/01/1999 – 08/07/1999

Facility: 100 - 100
 Department: 100 - 100
 Employee: 9001 - 9001

Department	Pay Code	Date	IN	IN Ex	OUT	OUT Ex	Reason	Shift	Reg Hours	Over Time-1	Over Time-2	Daily Total	Earnings	Deductions
Facility: 100 [HEADQUARTERS]														
Department: 100 [ACCOUNTING]														

Employee:	9001 [MURPHY, MARY]	Policy:	2	Shift:	4	Holiday:	1	Active:	X
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100 – ACCO		08/02/1999 Mon	08:45 AM	T15	12:00 PM			400	3.25					
100 – ACCO			01:00 PM	M30	05:30 PM			400	4.50			7.75		
100 – ACCO		08/03/1999 Tue	08:30 AM		07:00 PM	L90		400	8.00	1.50		9.50		
100 – ACCO	3 [SICK]	08/04/1999 Wed		SICK					8.00			8.00		
210 – ADMI		08/05/1999 Thu	08:25 AM		05:29 PM			400	8.00			8.00		
100 – ACCO		08/06/1999 Fri	08:32 AM		05:35 PM			400	8.00			8.00		

Summarizes total hrs by pay code

Pay Code	Regular Pay	OT1 Pay	OT2 Pay	Total Pay	Reg Hours	Over Time-1	Over Time-2	Daily Total	Earnings	Deductions
0 [WKHR]	\$317.50	\$22.50		\$340.00	31.75	1.50		33.25		
3 [SICK]	\$80.00			\$80.00	8.00			8.00		

Department	Pay Code	Regular Pay	OT1 Pay	OT2 Pay	Total Pay	Reg Hours	Over Time-1	Over Time-2	Daily Total	Earnings	Deductions
100 – ACCO	0 [WKHR]	\$237.50	\$22.50		\$260.00	23.75	1.50		25.25		
100 – ACCO	3 [SICK]	\$80.00			\$80.00	8.00			8.00		
210 – ADMI	0 [WKHR]	\$80.00			\$80.00	8.00			8.00		

Breaks down the hrs. between departments then by pay code

This report shows the breakdown of labor and associated cost between departments/jobs



Schedule Reports



Schedule - Detail Report
 Sorted by Week & Employee

Beginning week: 08/01/1999 Sun – 08/07/1999 Sat
 Ending week: 08/01/1999 Sun – 08/07/1999 Sat

Employee: 9001 - 9009

Employee	Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
Week: 08/01/1999 Sun – 08/07/1999 Sat							
	08/01/1999 Sun	08/02/1999 Mon	08/03/1999 Tue	08/04/1999 Wed	08/05/1999 Thu	08/06/1999 Fri	08/07/1999 Sat
9001 [MURPHY, MARY] 100 [Payroll Clerk]	11:00am-09:00pm Meal 60 Minutes	12:00am-10:00pm Meal 60 Minutes	11:00am-10:00pm Meal 60 Minutes	11:00am-10:00pm Meal 60 Minutes			
200 [Admin. Asst]						11:00am-11:00pm Meal 60 Minutes	11:00am-11:00pm Meal 60 Minutes
9004 [LEE, RICHARD] 220 [Acct]	11:00am-09:00pm Meal 60 Minutes		11:00am-10:00pm Meal 60 Minutes	11:00am-10:00pm Meal 60 Minutes	11:00am-10:00pm Meal 60 Minutes	11:00am-11:00pm Meal 60 Minutes	11:00am-11:00pm Meal 60 Minutes
9006 [VILLA, JULIE] 220 [Acct]	11:00am-09:00pm Meal 60 Minutes	12:00am-10:00pm Meal 60 Minutes		11:00am-10:00pm Meal 60 Minutes	11:00am-10:00pm Meal 60 Minutes		
200 [Admin. Asst]						11:00am-11:00pm Meal 60 Minutes	11:00am-11:00pm Meal 60 Minutes
9011 [JOHNSON, ANNA] 205 [H.R.]	11:00am-09:00pm Meal 60 Minutes		11:00am-10:00pm Meal 60 Minutes	11:00am-10:00pm Meal 60 Minutes	11:00am-10:00pm Meal 60 Minutes	11:00am-11:00pm Meal 60 Minutes	11:00am-11:00pm Meal 60 Minutes
9012 [GOSE, MIKE] 205 [H.R.]		12:00am-10:00pm Meal 60 Minutes	11:00am-10:00pm Meal 60 Minutes		11:00am-10:00pm Meal 60 Minutes	11:00am-11:00pm Meal 60 Minutes	11:00am-11:00pm Meal 60 Minutes
Hours:	40	30	44	44	44	60	60
Pay Amount:							
Head Count:	4	3	4	4	4	5	5
Grand Total Hours:	40	30	44	44	44	60	60
Grand Total Pay Amount:							
Grand Total Head Count:	4	3	4	4	4	5	5

Total hours scheduled on a certain day within a certain week

Total number of people scheduled on a certain day

Employee Mary Murphy has 2 jobs scheduled for the week

This report provides a detailed list of work schedules for your employees.

NOVAtime Restaurant
 Report Date: 08/08/1999
 Report time: 09:10:30

Schedule - Summary Report
 Sorted by Week

Beginning week: 08/01/1999 Sun – 08/07/1999 Sat
 Ending week: 08/08/1999 Sun – 08/14/1999 Sat

	Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
Week: 08/01/1999 Sun – 08/07/1999 Sat							
	08/01/1999 Sun	08/02/1999 Mon	08/03/1999 Tue	08/04/1999 Wed	08/05/1999 Thu	08/06/1999 Fri	08/07/1999 Sat
Hours:	40	30	44	44	44	60	60
Pay Amount:							
Head Count:	4	3	4	4	4	5	5
Week: 08/08/1999 Sun – 08/14/1999 Sat							
	08/08/1999 Sun	08/09/1999 Mon	08/10/1999 Tue	08/11/1999 Wed	08/12/1999 Thu	08/13/1999 Fri	08/14/1999 Sat
Hours:	40	30	44	44	44	60	60
Pay Amount:							
Head Count:	4	3	4	4	4	5	5
Grand Total							
Hours:	40	30	44	44	44	60	60
Pay Amount:							
Head Count:	4	3	4	4	4	5	5

This report summarizes your employee work schedules, as well as listing the numbers of “planned” work hours for each day (Sunday, Monday, ..., Saturday).

Schedule - Posting Report
 Sorted by Week & Employee

Beginning week: 08/01/1999 Sun – 08/07/1999 Sat
 Ending week: 08/01/1999 Sun – 08/07/1999 Sat

Employee: 9001 - 9009

Employee	Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
Week: 08/01/1999 Sun – 08/07/1999 Sat							
	08/01/1999 Sun	08/02/1999 Mon	08/03/1999 Tue	08/04/1999 Wed	08/05/1999 Thu	08/06/1999 Fri	08/07/1999 Sat
9001 [MURPHY, MARY] 100 [Payroll Clerk]	11:00am-09:00pm Meal 60 Minutes	12:00am-10:00pm Meal 60 Minutes	11:00am-10:00pm Meal 60 Minutes	11:00am-10:00pm Meal 60 Minutes			
212 [Admin. Asst.]						11:00am-11:00pm Meal 60 Minutes	11:00am-11:00pm Meal 60 Minutes
9004 [LEE, RICHARD] 120 [Acct.]	11:00am-09:00pm Meal 60 Minutes		11:00am-10:00pm Meal 60 Minutes	11:00am-10:00pm Meal 60 Minutes	11:00am-10:00pm Meal 60 Minutes	11:00am-11:00pm Meal 60 Minutes	11:00am-11:00pm Meal 60 Minutes
9006 [VILLA, JULIE] 120 [Acct]	11:00am-09:00pm Meal 60 Minutes	12:00am-10:00pm Meal 60 Minutes		11:00am-10:00pm Meal 60 Minutes	11:00am-10:00pm Meal 60 Minutes		
212 [Admin. Asst.]						11:00am-11:00pm Meal 60 Minutes	11:00am-11:00pm Meal 60 Minutes
9011 [JOHNSON, ANNA] 205 [H.R.]	11:00am-09:00pm Meal 60 Minutes		11:00am-10:00pm Meal 60 Minutes	11:00am-10:00pm Meal 60 Minutes	11:00am-10:00pm Meal 60 Minutes	11:00am-11:00pm Meal 60 Minutes	11:00am-11:00pm Meal 60 Minutes
9012 [GOSE, MIKE] 205 [H.R.]		12:00am-10:00pm Meal 60 Minutes	11:00am-10:00pm Meal 60 Minutes		11:00am-10:00pm Meal 60 Minutes	11:00am-11:00pm Meal 60 Minutes	11:00am-11:00pm Meal 60 Minutes
Week: 08/08/1999 Sun – 08/14/1999 Sat							
	08/08/1999 Sun	08/09/1999 Mon	08/10/1999 Tue	08/11/1999 Wed	08/12/1999 Thu	08/13/1999 Fri	08/14/1999 Sat
9001 [MURPHY, MARY] 100 [Payroll Clerk]	11:00am-09:00pm Meal 60 Minutes	12:00am-10:00pm Meal 60 Minutes	11:00am-10:00pm Meal 60 Minutes	11:00am-10:00pm Meal 60 Minutes			
9004 [LEE, RICHARD] 120 [Acct.]	11:00am-09:00pm Meal 60 Minutes		11:00am-10:00pm Meal 60 Minutes	11:00am-10:00pm Meal 60 Minutes	11:00am-10:00pm Meal 60 Minutes	11:00am-11:00pm Meal 60 Minutes	11:00am-11:00pm Meal 60 Minutes
9006 [VILLA, JULIE] 120 [Acct]	11:00am-09:00pm Meal 60 Minutes	12:00am-10:00pm Meal 60 Minutes		11:00am-10:00pm Meal 60 Minutes	11:00am-10:00pm Meal 60 Minutes		
9011 [JOHNSON, ANNA] 205 [H.R.]	11:00am-09:00pm Meal 60 Minutes		11:00am-10:00pm Meal 60 Minutes	11:00am-10:00pm Meal 60 Minutes	11:00am-10:00pm Meal 60 Minutes	11:00am-11:00pm Meal 60 Minutes	11:00am-11:00pm Meal 60 Minutes
9012 [GOSE, MIKE] 205 [H.R.]		12:00am-10:00pm Meal 60 Minutes	11:00am-10:00pm Meal 60 Minutes		11:00am-10:00pm Meal 60 Minutes	11:00am-11:00pm Meal 60 Minutes	11:00am-11:00pm Meal 60 Minutes

This report provides a detailed listing of employees' work schedules.



Payroll Reports



Payroll - Detail Report
 Sorted by Facility, Department & Employee
 08/01/1999 – 08/07/1999

Facility: 100 - 100
 Department: 100 - 100
 Employee: 9001 - 9009

Pay Code	Department	Rate	Shift	Reg Hours	Over Time-1	Over Time-2	Total	Earnings	Deductions
Facility: 100 [HEADQUARTERS]									
Department: 100 [ACCOUNTING]									
<hr/>									
Employee: 9001 [MURPHY, MARY] Policy: 2 Shift: 4 Holiday: 1 Active: X									
0 [WKHR]	100 – ACCOUNT	\$10.00	400	15.75	1.50		17.25		
0 [WKHR]	210 – ADMIN	\$10.00	400	8.00			8.00		
3 [SICK]	100 – ACCOUNT	\$10.00		16.00			16.00		
Employee: 9001 [MURPHY, MARY] Total:				39.75	1.50	0.00	41.25	\$420.00	\$0.00
<hr/>									
Employee: 9004 [LEE, RICHARD]									
0 [WKHR]	100 – ACCOUNT	\$10.00	400	32.00			32.00		
2 [VACA]	100 – ACCOUNT	\$10.00		8.00			8.00		
Employee: 9004 [LEE, RICHARD] Total:				40.00	0.00	0.00	40.00	\$400.00	\$0.00
Department: 100 [ACCOUNTING] Total:				79.75	1.50	0.00	81.25	\$820.00	\$0.00
Facility: 100 [HEADQUARTERS] Total:				79.75	1.50	0.00	81.25	\$820.00	\$0.00
Grand Total:				79.75	1.50	0.00	81.25	\$820.00	\$0.00

This report provides in detail all payroll data by pay code.

Shows all the applicable pay code, department and rate for each employee

NOVAtime Technology
 Report Date: 08/08/1999
 Report time: 09:10:30

Payroll - Summary Report
 Sorted by Facility, Department, Employee
 08/01/1999 – 08/07/1999

Facility: 100 - 100
 Department: 100 - 210
 Employee: 9001 - 9009

Employee	Shift	Reg Hours	Over Time-1	Over Time-2	Work Hr Total	Holiday	Vacation	Sick	Other Pay Codes	Total Hours	Earnings / Deductions	Total Pay
<hr/>												
		Facility: 1000 [HEADQUARTERS]										
		Department: 100 [ACCOUNTING]										
<hr/>												
9001 [MURPHY, MARY]	400	39.75	1.50		41.25					41.25		\$ 420.00
9004 [LEE, RICHARD]	400	32.00			32.00		8.00			40.00		\$ 400.00
Department: 100 [ACCOUNT] Total:		71.75	1.50	0.00	73.25	0.00	8.00	0.00	0.00	81.25	\$ 0.00	\$ 820.00
<hr/>												
		Department: 200 [HUMAN RESOURSE]										
9011 [JOHNSON, ANNA]	310	40.00			40.00					40.00		\$ 400.00
9012 [GOSE, MIKE]	310	36.00			36.00				PERS 8.00	44.00		\$ 440.00
Department: 200 [H.R.] Total:		76.00	0.00	0.00	76.00	0.00	0.00	0.00	8.00	84.00	\$ 0.00	\$ 840.00
Facility: 1000 [HEADQUARTERS] Total:		147.75	1.50	0.00	149.25	0.00	8.00	16.00	8.00	165.25	\$ 0.00	\$ 1660.00
Grand Total:		147.75	1.50	0.00	149.25	0.00	8.00	16.00	8.00	165.25	\$ 0.00	\$ 1660.00

This report summarizes payroll information, one record per employee.



Accrual/Banking Report



NOVAtime Technology
 Report Date: 08/08/1999
 Report time: 09:10:30

Accrual/Banking - History Report
 Sorted by Facility, Department, Employee, Pay Code & Date

Facility: 100 - 100
 Department: 100 - 100
 Employee: 9001 - 9009

01/01/1999 – 03/31/1999

Pay Code	Date	Accrual Code	Post Type	Accrual Hours	Carry Over Hours	Used Hours	Adjust Hours	Earned Hours	Available Hours	Notes
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Facility: 100 [HEADQUARTERS]

Department: 100 [ACCOUNTING]

Employee: **9001 [MURPHY, MARY]**

Pay Category: **1**

Hire day: **08/10/1992**

2 [VACA]	01/01/1999	1	S	6.67					6.67	
2 [VACA]	01/05/1999	1	U	68.00	6.67				74.67	Carry Over from Last Year
2 [VACA]	02/01/1999	1	S	6.67	74.67				81.34	
2 [VACA]	02/01/1999	1	S		81.34				80.00	Over Maximum Balance
2 [VACA]	02/18/1999	1	T			8.00			72.00	
2 [VACA]	03/01/1999	1	S	6.67					78.67	
3 [SICK]	01/01/1999	3	S	40.00					40.00	
3 [SICK]	02/01/1999	3	T	8.00	40.00	8.00			32.00	

Employee: **9004 [LEE, RICHARD]**

Pay Category: **2**

Hire day: **08/08/1994**

2 [VACA]	01/01/1999	1	S	6.67					6.67	
2 [VACA]	01/05/1999	1	U	29.00	6.67				35.67	Carry Over from Last Year
2 [VACA]	01/25/1999	1	T		35.67	8.00			27.67	
2 [VACA]	02/01/1999	1	S	6.67	27.67				34.34	
2 [VACA]	03/01/1999	1	S	6.67	34.34				41.01	

This report tracks employees' used and available benefit hours (Vacation, Sick Pay, etc..) This is a great tool for managing employee benefits.

Accrual Banking - Balance Report by Employee

Sorted by Facility, Department, Employee & Pay Code

Up to 03/31/1999

Facility: 100 - 100
 Department: 100 - 210
 Employee: 9001 - 9009

Employee	Pay Code	Last Post Date	Accrual Code	Last Post Type	Available Balance
Facility: 100 [HEADQUARTERS]					
Department: 100 [ACCOUNTING]					
9003 [CISNEROS, JOHN]	2 [VACA]	03/01/1999	2	S	29.68
	3 [SICK]	02/11/1999	4	T	32.00
9004 [SALDIVAR, BOB]	2 [VACA]	03/01/1999	1	S	41.01
	3 [SICK]	01/01/1999	3	S	40.00
Department: 210 [ADMINISTRATION]					
9006 [BOWLING, JENNIFER]	2 [VACA]	03/16/1999	1	T	55.18
	3 [SICK]	01/01/1999	3	S	40.00
9007 [GOODMAN, EDWARD]	2 [VACA]	03/23/1999	2	T	66.17
	3 [SICK]	01/13/1999	4	T	24.00
9008 [REILLY, JENNY]	2 [VACA]	03/01/1999	1	S	12.04
	3 [SICK]	01/01/1999	3	S	40.00

The last Post Type Code signifies the different ways the information was posted.
 Type "S" was posted by the system
 Type "T" was a time sheet edit posting
 Type "U" was a user posting

This report provides a listing of benefit hours by accrual code for each selected employee.

Accrual Banking - Balance Report by Pay Code

Sorted by Facility, Department, Pay Code & Employee

Up to 03/31/1999

Facility: 100 - 100
 Department: 100 - 210
 Employee: 9001 - 9009

Pay Code	Employee	Last Post Date	Accrual Code	Last Post Type	Available Balance
<hr/>					
		Facility:	100 [HEADQUARTERS]	<hr/>	
		Department:	100 [ACCOUNTING]	<hr/>	
2 [VACA]	9003 [CISNEROS, JOHN]	03/01/1999	2	S	29.68
	9004 [SALDIVAR, BOB]	03/01/1999	1	S	41.01
3 [SICK]	9003 [CISNEROS, JOHN]	02/11/1999	4	T	32.00
	9004 [SALDIVAR, BOB]	01/01/1999	3	S	40.00
<hr/>					
		Department:	210 [ADMINISTRATION]	<hr/>	
2 [VACA]	9006 [BOWLING, JENNIFER]	03/16/1999	1	T	55.18
	9007 [GOODMAN, EDWARD]	03/23/1999	2	T	66.17
	9008 [REILLY, JENNY]	03/01/1999	1	S	12.04
3 [SICK]	9006 [BOWLING, JENNIFER]	01/01/1999	3	S	40.00
	9007 [GOODMAN, EDWARD]	01/13/1999	4	T	24.00
	9008 [REILLY, JENNY]	01/01/1999	3	S	40.00

This report provides a listing of employee benefit hours by pay code, such as sick pay and vacation.