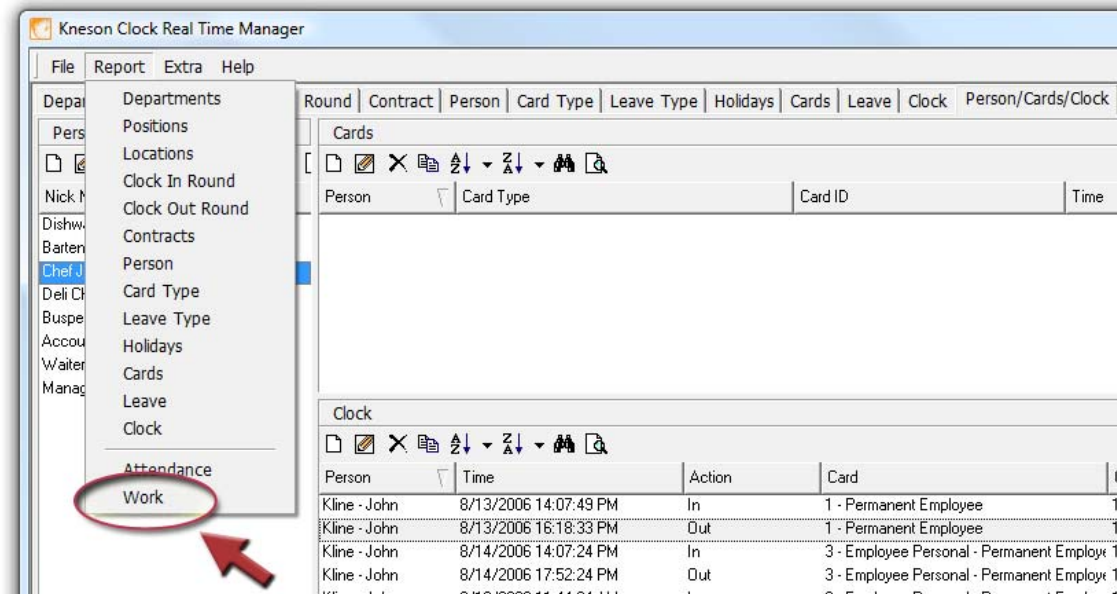


# Quick Reports

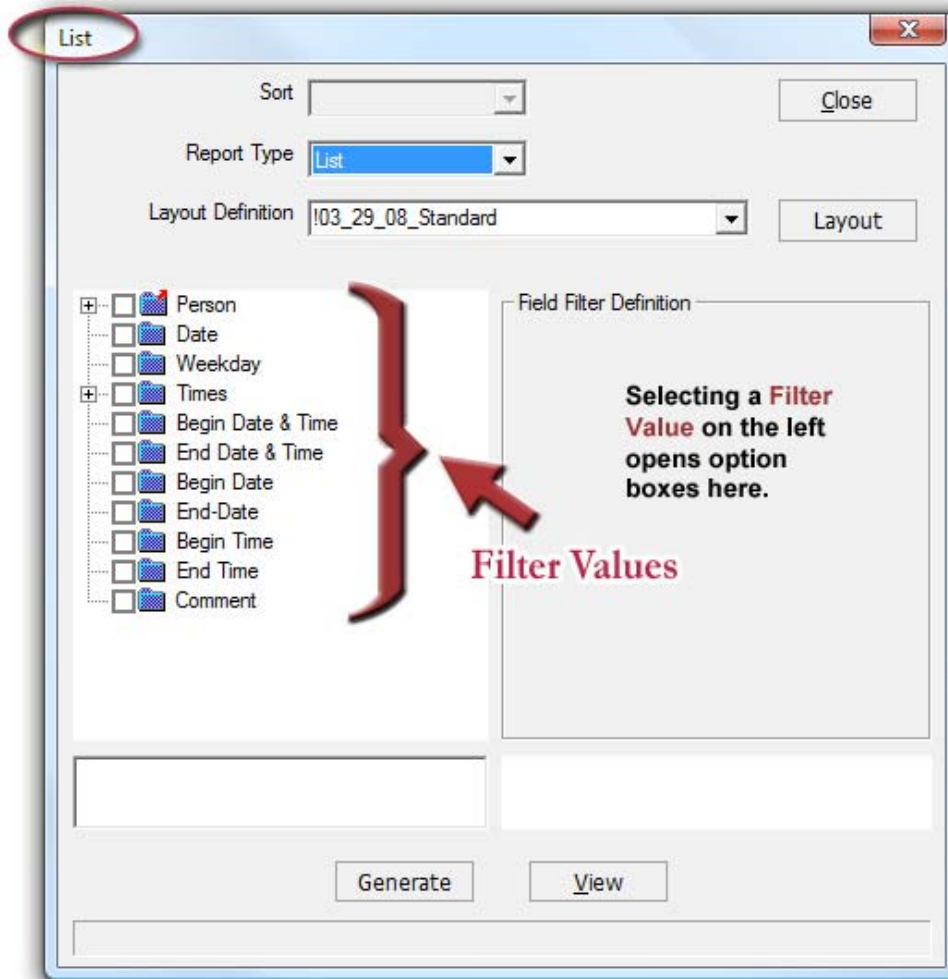
Clock Real Time by Kneson Software gives you immediate employee time transparency. This section discusses the Work Report that is included with Clock Real Time.<sup>2</sup>

To *quickly* generate a work time report you can use to pay payroll, from the Clock Real Time Manager, click the Reports menu, then Work at the bottom:

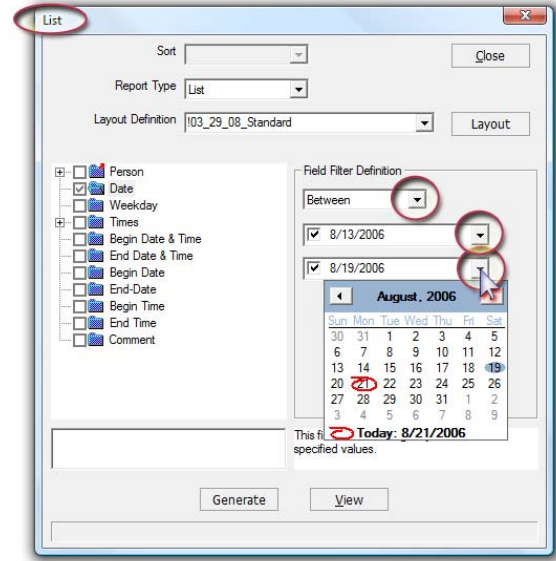
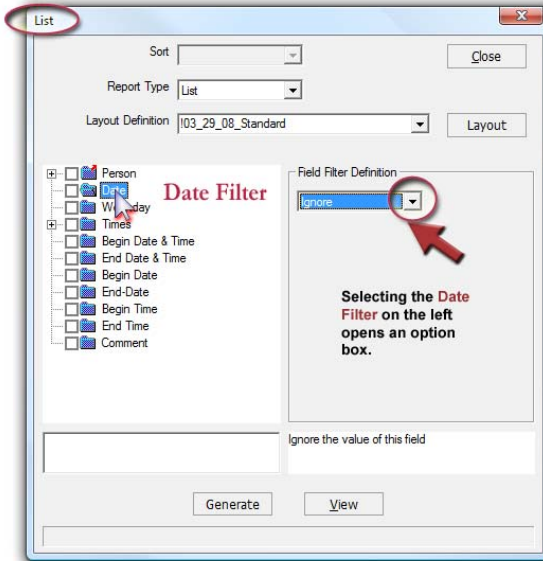



<sup>2</sup> Other reports may be available and custom reports can be created by our designers by contacting us to discuss your custom report need and obtain a quotation for the cost of our services. See our components page for further ordering information at <http://www.clockrealtime.com/order.html>.


This opens the *Filter List* box:



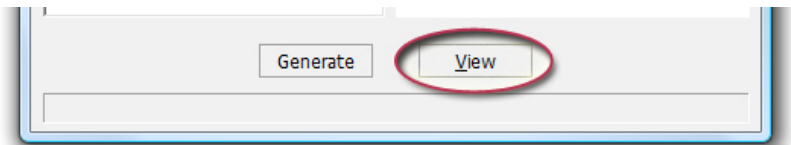
You must select a value to filter or the report will generate all data in the database. **For example:** normally you will want to generate a report for a specific pay period. This is done by selecting the Date filter as shown below:



**Select the Date filter on the left.** This opens a box on the right in the Field Filter Definition section that provides you with various options depending on which filter you choose. Click the Black  Down arrow next to Ignore in the red circle.

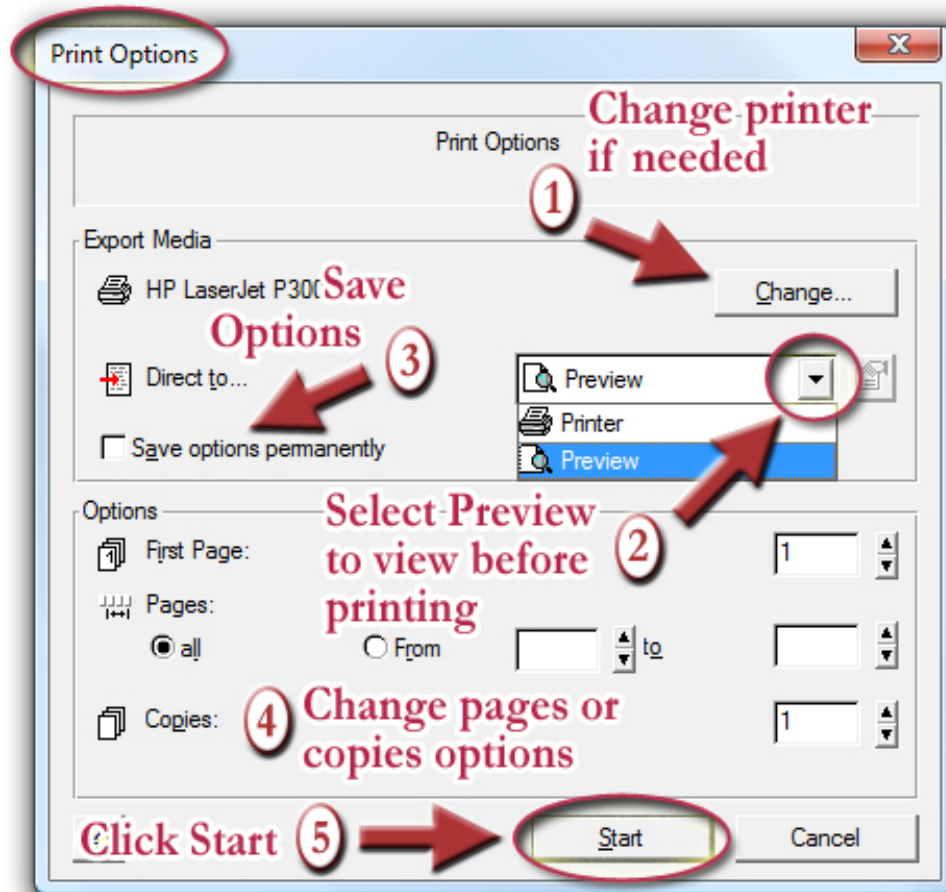
**Select the date range of the pay period.** Choose Between instead of ignore. Two date boxes appear. Select the date range either clicking the Black  Down arrow to use the calendar or typing the values.

**Click the View Button.** Once you have the pay period date range input, click the View button.



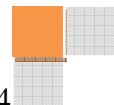
## Print Options

**Select Print Options, Preview and Print.** Clock Real Time provides you with power printing and previewing capabilities. Clicking the View button brings up the following PRINT OPTIONS dialog box:



### Print Options Steps:

- 1 **Change the printer if necessary.** Clock Real Time automatically chooses the *default* or the printer you have told your computer you use most often. To select a different printer, click the Change button.
- 2 Preview your report before printing. Select the Black  Down arrow to select Preview if it is not already selected. Skip this step when you know you are ready to print.
- 3 **Save options permanently.** If you want your options in this dialog box to remain as you set them permanently, select this box.
- 4 **Select Pages or Copies options.** To print a portion of the resulting pages or more than one copy of the report, select the appropriate option in the bottom of this dialog box.



5

**Click Start.** Clicking the Start button with Print selected will send your report with the options you selected to the selected printer. Clicking the Start button with Preview selected will generate a preview of your time report similar to the one below:

Day	Date	Total Hours	Pause	Normal Hours	Absent	Sick	Vacation	Comp Time	Special	Mon-Fri	Saturday	Sunday	Begin Time	End Time	Comments
Sun	8/13/2006	2:10			-2:10							2:10	14:07:49 PM	16:18:33 PM	
Mon	8/14/2006	5:45		6:00	0:15			2:00		-0:15			14:07:24 PM	17:52:24 PM	
Tue	8/15/2006	6:00		6:00		6:00							0:00:00 AM	0:00:00 AM	
Wed	8/16/2006	6:40		6:00	-0:40					0:40			11:44:24 AM	18:24:36 PM	
Thu	8/17/2006	6:00		6:00			6:00						0:00:00 AM	0:00:00 AM	
Fri	8/18/2006	8:14		6:00	-2:14					2:14			11:02:14 AM	19:16:15 PM	
Sat	8/19/2006	6:26		6:00	-0:26						0:26		11:44:01 AM	18:10:42 PM	
		29:16		36:00	6:43	6:00	6:00	2:00		2:39	0:26	2:10			

## Work Time Report Columns

The Work Time Report that comes with Clock Real Time provides a complete snapshot of each employees time and attendance for the date period selected.

COLUMN	EXPLANATION
<b>Day</b>	Day of the week of work.
<b>Date</b>	Date of work.
<b>Total Hours</b>	Total hours worked, minus absent hours. Absent hours are a compilation of Sick, Vacation, Overtime and Comp Time taken. See 'Absent' below.
<b>Pause</b>	Break time recorded by CONTRACT. See the CONTRACT Tab beginning on page 67.

<b>COLUMN</b>	<b>EXPLANATION</b>
<b>Normal Hours</b>	Hours allowed by CONTRACT. See the CONTRACT Tab beginning on page 67.
<b>Absent</b>	Negative values in this column mean the employee worked overtime beyond scheduled work time, positive values mean the employee was not at work during scheduled work time.
<b>Sick</b>	<p>All values in these columns add up to the totals in the Absent column. These columns show where the absent time has been allocated.</p> <p><i>In this example, John Kline came in Sunday August 13 to do special, unscheduled work, then showed up 2 hours late Monday August 14 and used that Comp Time as if he had been there on time. He was then sick on Tuesday August 15 and took a vacation day on Thursday August 17.</i></p>
<b>Vacation</b>	
<b>Comp Time</b>	
<b>Special</b>	
<b>Mon-Fri.</b>	
<b>Saturday</b>	
<b>Sunday</b>	
<b>Begin Time</b>	Beginning time of day when the employee clocked in and began work.
<b>End Time</b>	End time when the employee clocked out and stopped work.
<b>Comments</b>	Comments from the clock record are inserted here.