

EMPLOYEE TIMECARD REPORT

TOTALPASS SMALL BUSINESS • BIOMETRIC



Add New Punch - Time Clock

ADD NEW PUNCH

Employee: 023-Bill Smith

Type: In

Date: 01/17/14

Time: 11:34a

Department: Server

Note:

Submit Cancel

The screenshot shows the 'TIMECARD REPORT' for employee 023-Bill Smith from 01/11/14 to 01/17/14. The report table includes columns for DATE, TIME IN, DEPT, TIME OUT, LCH, ADJ, REG, OT1, OT2, HOL, TOTAL, and TIPS. Callouts 1-16 point to various features: 1 (date range), 2 (Add Punch), 3 (Non-Work), 4 (Export), 5 (Summary), 6 (Total hours), 7 (Notes), 8 (Wages), 9 (Department), 10 (Lunch deduction), 11 (Regular hours), 12 (Overtime), 13 (Holiday), 14 (Tips), 15 (Grand total), and 16 (Signature line).

SAMPLE REPORT: EMPLOYEE TIMECARD

The TotalPass Small Business Premium Biometric Time Clock allows you to easily manage your company's employee time and attendance with several useful reporting tools, available at no additional cost. These include detail Employee Timecard, Employee Attendance Report, Timecard by Department, Department Report, and Create Report option for filtering tardy punches and more.

1. Displays selected date range
2. Allows add punch option for a missed employee punch
3. Tracks and calculates Non-Work for time worked off-site etc.
4. Option to export timecard to QuickBooks (PRO, Premier, Enterprise), Paychex Online Payroll Export, CSV and ADP
5. Summary timecard report option
6. Calculates total daily hours
7. Option to add a note by employee punch to explain reason for punch adjustment etc.
8. Option to calculate employee wages
9. Tracks department transfer and/or hours worked in a department
10. Auto-lunch deduction option by punch pair or hours worked in a day
11. Tracks and calculates regular hours worked daily, or grand total of employee's regular hours
12. Tracks and calculates two levels of overtime hours, if applicable
13. Tracks and calculate holiday hours
14. Tracks and calculates tips, job numbers, or piece counts
15. Displays grand total of employee hours worked for selected date range
16. Track employee timecard approval with signature line, when printed