

Time Reports

The default reports for each category can be modified to fit company needs. You can add and remove columns, sort and filter criteria, and save report settings.

Time Report Categories

There are many categories of Time reports. Some of the more popular categories are described below.

| Category | Description | Example | Audience |
|-----------------|--|---|--|
| Time Allocation | These reports generally show the raw time entries on timesheets. These are useful for identifying when employees clocked in and out. They also provide insight into the reliability of staff through exception and absence reporting. | Detailed Hours Report: Displays the start time and end time for every employee punch. | These reports are most commonly used by managers and HR staff to manage employees. |
| Calculated Time | These reports display timesheet hours after pay rules are applied. These can be used in addition to the Review Results step in the Time Prep checklist to ensure hours are correct prior to exporting or syncing to payroll. They can also be used to identify the number of hours spent against cost centers and the type of hours spent based on counters. | Calculated Time Summary Report: Displays the calculated hours for each counter included in the report for the filtered date range. | Administrators use these reports most often to aid in analyzing labor costs. |
| Audit Trail | These reports show who did what within the system. These reports can be used to track items like who made edits on a timesheet or who approved a time off request and when. | Approve Time Entries Access Report: Displays approved time entries. | Administrators often use these reports to verify who made changes in the system. |
| Adjustment Pay | These reports display data entered on the Extra Pay & Counter Adjustment tab in the timesheet. They are used to report adjustment pay entries. | Detailed Adjustment Pay Report : Shows a detailed summary of adjustments made to employees' pay. | HR staff and Payroll Administrators use these reports to verify pay data. |

Access Time Reports

Access Time Reports from the Team tab of the menu. You can also access Time Reports from the My Reports section of the My Info tab.

1. Select **Menu**.
2. Select **Team**.
3. Select **Time**.
4. Select **Reports**.