



**Complete Time Management  
for Today's Business Challenges**

## **JUPITER *Sample Reports***



- **Time/Attendance Reports**
- **Labor Reports**
- **Management Reports**
- **Human Resources Reports**
- **Exception Reports**
- **Accrual Reports**
- **Schedule Coverage Reports**
- **Payroll Reports**

## Features – Who's In/Out Board

Who's In/Out

Today: Friday August 9, 2002  
Last Update: 08/09/2002 13:49:02

Filter by:

Employee #  
Name  
Job  
Status  
Shift #  
All Employees

Report

All Employees as of Today: Sort By: In Date

Emp #	Name	Status	Date	IN	OUT	Job	Reason
201001	Christianson, Arlene	OUT	08/09/2002	07:27	13:11	Office	Back in 5 Min.
201003	Neichter, Linda	OUT	08/09/2002	11:30	13:20	Data Proc	Work Off-Site
201009	Gibson, Harry	IN	08/09/2002	07:42		Service	
201025	Hsu, Ray	IN	08/09/2002	07:27		Info Sys	
201026	Golez, Benjamin	IN	08/09/2002	07:54		Service	
201027	Wheaton, Stanley	OUT	08/09/2002	07:59	12:05	Data Proc	Business Lunch

Quit

REFRESH BOARD

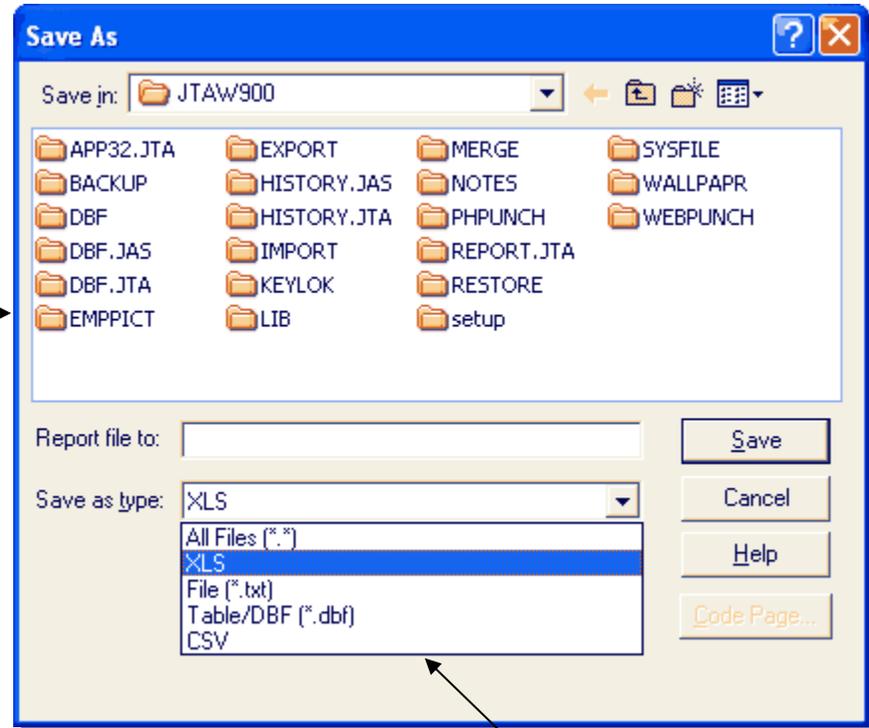
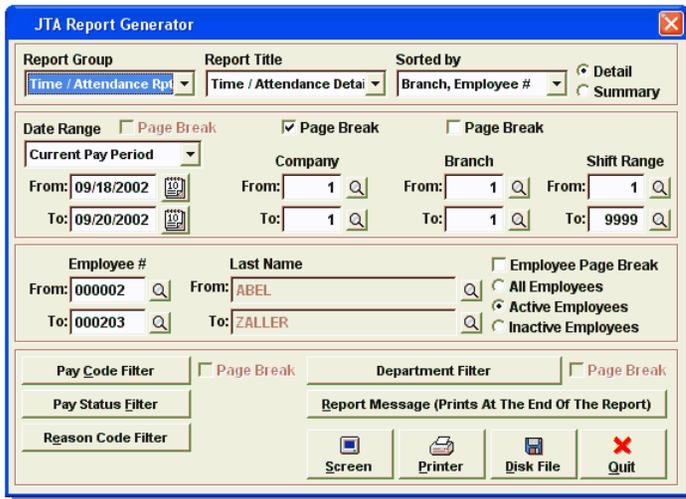
The display of employees can be filtered by name (partial or exact), employee ID, job, status or shift.

Colors showing status can be customized for each individual user.

This column contains comments indicating the reason why the employee is not present.

The one-click simplicity of the *Who's In/Out Board* allows viewing of the employees currently on premises (those that have clocked IN but have not yet clocked OUT)

## Features – Report Export Formats



The *Report Generator* is the interface which allows most reports to be run. Here, you specify date ranges, employee ranges, filters and other criteria.

Clicking on the *Disk File* button displays a *Save As* dialog box.

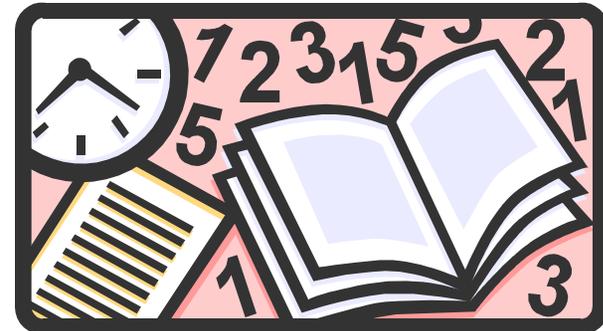
Available export formats are:  
**XLS** (Microsoft Excel)  
**File** (Generic ASCII Text)  
**Table/DBF** (dBASE Format)  
**CSV** (Comma Delimited File)

Report output may be viewed on the screen using the *Screen* button, printed using the *Printer* button, or output to a file on the disk using the *Disk File* button.

# JTA-WIN Sample Reports

## *Time/Attendance Reports*

- Time/Attendance Detail
- Time/Attendance Summary
- Total Hours Detail
- Total Pay Detail
- Overtime Report



# Time/Attendance Reports – Time/Attendance Detail (before editing)

ABC Company  
 Report Date: 08/27/2002  
 Report Time: 10:32:14  
 Employee #: 201027 - 201027

**Time / Attendance Detail**  
**Report by Dept., Employee #**  
 08/04/2002 - 08/10/2002

Page 1  
 Division #: 1 - 11111  
 Dept. #: 1 - 11111  
 Shift #: 1 - 9999

Job	Date	IN	IN code	OUT	OUT reason code	Reg code	hours	Over Time 1	Over Time 2	Earnings	Deductions	Daily Total Hours
Division #: 1 ABC Company												
Dept. #: 1 Hollywood												
Emp #: <b>201027</b>		Name: <b>Wheaton, Stanley</b>						Shift: 1		Policy: 1		
Info Sys	08/05/2002	Mo	08:02	G 2	16:02		8.00					8.00
Data Proc	08/06/2002	Tu	07:58		16:00		8.00					8.00
Info Sys	08/07/2002	We	08:07	T 7	16:29		8.00	0.25				8.00
Data Proc	08/09/2002	Fr	07:59									0.00
<b>Employee Totals:</b>							24.00	0.00	0.00			24.00
<b>Dept. 1 -&gt; Hollywood Totals:</b>							24.00	0.00	0.00			24.00
<b>Division 1 -&gt; ABC Company Totals:</b>							24.00	0.00	0.00			24.00

Grace, Tardy, Early Departure or Missing Punch exceptions are highlighted.

No punches on Thursday (08/07/2002)

Employee holds two jobs within his department.

Late Departure (29 minutes)

Brackets indicate unauthorized overtime (optional feature).

# Time/Attendance Reports – Time/Attendance Detail (after editing)

ABC Company  
 Report Date: 08/27/2002  
 Report Time: 16:06:19  
 Employee #: 201027 - 201027

**Time / Attendance Detail**  
**Report by Dept., Employee #**  
 08/04/2002 - 08/10/2002

Page 1  
 Division #: 1 - 11111  
 Dept. #: 1 - 11111  
 Shift #: 1 - 9999

Job	Date	IN	IN code	OUT	OUT reason code	Reg hours	Over Time 1	Over Time 2	Earnings	Deductions	Daily Total Hours
-----	------	----	---------	-----	-----------------	-----------	-------------	-------------	----------	------------	-------------------

Division #: 1 ABC Company  
 Dept. #: 1 Hollywood

Earnings and Deductions include other pay items not calculated on an hourly basis such as tips, commissions, bonuses, benefit items, etc.

Emp #: **201027**      Name: **Wheaton, Stanley**      Shift: 1      Policy: 1

Info Sys	08/05/2002	Mo	08:02	G 2	16:02	8.00					8.00
Data Proc	08/06/2002	Tu	07:58		16:00	8.00					8.00
Info Sys	08/07/2002	We	08:07	T 7	16:29	8.00	0.25				8.25
Info Sys	08/08/2002	Th		S		8.00					8.00
Data Proc	08/09/2002	Fr	07:59		16:00*	8.00					8.00
*Earning*	08/10/2002	Sa		PB					\$ 251.15		0.00

**Employee Totals:**      40.00      0.25      0.00      \$ 251.15      40.25

**Dept. 1 -> Hollywood Totals:**      40.00      0.25      0.00      \$ 251.15      40.25

**Division 1 -> ABC Company Totals:**      40.00      0.25      0.00      \$ 251.15      40.25

Earning pay code "Project Bonus" added.

Sick pay added.

Missing punch filled in.

Totals are automatically updated.

Overtime has now been authorized.

# Time/Attendance Reports – Time/Attendance Summary (before editing)

ABC Company  
 Report Date: 08/20/2002  
 Report Time: 15:22:27  
 Employee #: 201001 - 201027

## Time / Attendance Summary Report by Dept., Employee #

08/04/2002 - 08/10/2002

Page 1  
 Division #: 1 - 99  
 Dept. #: 1 - 2  
 Shift #: 1 - 9999

Employee ID	Name	Reg hours	Over Time 1	Over Time 2	Earnings	Deductions	Daily Total Hours
		Division #: 1 ABC Company					
		Dept. #: 1 Hollywood					
201027	Wheaton, Stanley	28.00					28.00
		<b>Dept. 1 -&gt; Hollywood Totals:</b>	28.00	0.00	0.00		28.00
		Dept. #: 2 Burbank					
201003	Neichter, Linda	40.00					40.00
		<b>Dept. 2 -&gt; Burbank Totals:</b>	40.00	0.00	0.00		40.00
		<b>Division 1 -&gt; ABC Company Totals:</b>	68.00	0.00	0.00		68.00
		<b>Grand Total:</b>	68.00	0.00	0.00		68.00

Employees with paid hours in the range of time specified in the report options dialog appear in report output.

Unauthorized overtime is not displayed.

# Time/Attendance Reports – Total Hours Detail

ABC Company  
 Report Date: 08/20/2002  
 Report Time: 13:51:48  
 Employee #: 201001 - 201027

## Total Hours Detail Report by Dept., Employee #

08/04/2002 - 08/10/2002

Page 1  
 Division #: 1 - 99  
 Dept #: 1 - 2  
 Shift #: 1 - 9999

Emp. ID	Name	Shift	Reg Hours	Over Time 1	Over Time 2	Work Hr Total	Holiday Vacation	Sick	Others	Total Hours	Earnings	Deductions
Division #: 1 ABC Company												
Dept. #: 1 Hollywood												
201027	Wheaton, Stanley	1	28.00	2.00		30.00				30.00		
<b>Dept. 1 -&gt; Hollywood Totals:</b>			28.00	2.00		30.00				30.00		
Dept. #: 2 Burbank												
201003	Neichter, Linda	1	32.75	3.00		35.75		8.00		43.75		
<b>Dept. 2 -&gt; Burbank Totals:</b>			32.75	3.00		35.75		8.00		43.75		
<b>Division 1 -&gt; ABC Company Totals:</b>			60.75	5.00		65.75		8.00		73.75		
<b>Grand Total:</b>			60.75	5.00		65.75		8.00		73.75		

Output is sorted by Division (Level 1 grouping), then Department (Level 2 grouping).

Only authorized overtime will be counted.

The total number of hours the company will pay employees for in the specified range of time.

## Time/Attendance Reports – Total Pay Detail (after editing)

ABC Company	<b>Total Pay Detail</b>										Page	1
Report Date: 08/20/2002	<b>Report by Dept., Employee #</b>										Division #:	1 - 99
Report Time: 14:21:08	08/04/2002 - 08/10/2002										Dept. #:	1 - 2
Employee #: 201001 - 201027	08/04/2002 - 08/10/2002										Shift #:	1 - 9999
Emp. ID	Name	Reg Pay	O.T.1 Pay	O.T.2 Pay	Work Hr Pay	Holiday	Vacation	Sick	Others	Total Pay	Earnings	Deductions
Division #: 1 ABC Company												
Dept. #: 1 Hollywood												
201027	Wheaton, Stanley	\$336.00	\$36.00		\$372.00					\$372.00		
<b>Dept. 1 -&gt; Hollywood Totals:</b>		\$336.00	\$36.00		\$372.00					\$372.00		
Dept. #: 2 Burbank												
201003	Neichter, Linda	\$320.00	\$56.25		\$376.25			\$80.00		\$456.25		
<b>Dept. 2 -&gt; Burbank Totals:</b>		\$320.00	\$56.25		\$376.25			\$80.00		\$456.25		
<b>Division 1 -&gt; ABC Company Totals:</b>		\$656.00	\$92.25		\$748.25			\$80.00		\$828.25		
<b>Grand Total:</b>		\$656.00	\$92.25		\$748.25			\$80.00		\$828.25		

Output is sorted by Division (Level 1 grouping), then Department (Level 2 grouping).

Overtime hours are multiplied by specified factors and then applied to the employee's hourly wage rate.

The total amount (in dollars) the company will pay employees for in the specified range of time.

## Time/Attendance Reports – Overtime Report (while editing)

ABC Company  
 Report Date: 08/20/2002  
 Report Time: 16:27:11  
 Employee #: 201003 - 201003

**Overtime Report DETAIL**  
**Report by Dept., Employee #**  
 08/04/2002 - 08/10/2002

Page 1  
 Division #: 1 - 99  
 Dept. #: 1 - 2  
 Shift #: 1 - 9999

Date	[ AUTHORIZED ]		[ UNAUTHORIZED ]						
	OT 1	OT 2	OT 1	OT 2					
Division #: 1 ABC Company									
Dept. #: 2 Burbank									
<table border="1" style="width: 100%; border-collapse: collapse;"> <tr> <td style="width: 20%;">Emp #: 201003</td> <td style="width: 40%;">Name: Neichter, Linda</td> <td style="width: 10%;">Shift: 1</td> <td style="width: 10%;">Policy: 1</td> <td style="width: 10%;"></td> </tr> </table>					Emp #: 201003	Name: Neichter, Linda	Shift: 1	Policy: 1	
Emp #: 201003	Name: Neichter, Linda	Shift: 1	Policy: 1						
Monday 08/05/2002	0.75								
Tuesday 08/06/2002			2.00						
Wednesda 08/07/2002	1.00								
<b>Employee Totals:</b>	1.75	0.00	2.00	0.00					
<b>Dept. 2 -&gt; Burbank Totals:</b>									
	1.75	0.00	2.00	0.00					
<b>Division 1 -&gt; ABC Company Totals:</b>									
	1.75	0.00	2.00	0.00					
<b>Grand Total:</b>									
	1.75	0.00	2.00	0.00					

Overtime hours for this employee on Tuesday (08/06/2002) have not been authorized in the timecard screen.

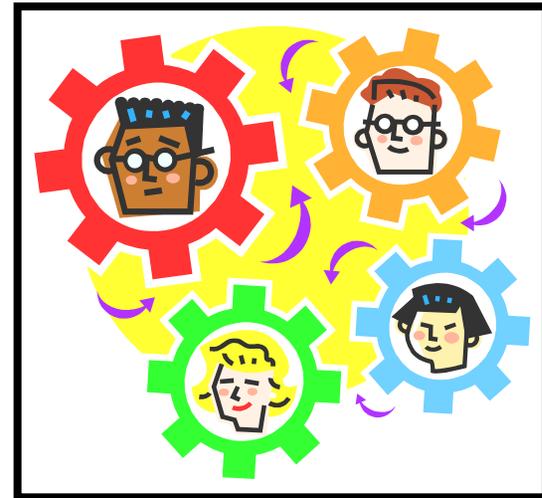
Authorized overtime 1 and 2 totals.

Totals of overtime 1 and 2 that have not been authorized.

# JTA-WIN Sample Reports

## *Labor Reports*

- Labor Cost Report
- Labor vs. Budget  
Distribution Report



## Labor Reports – Labor Cost Report

ABC Company  
 Report Date: 08/21/2002  
 Report Time: 08:58:34

### Labor Cost Report Detail Report by Division, Job (Summary) 08/04/2002 - 08/10/2002

Page 1  
 Division #: 1- 99  
 Dept. #: 1- 2  
 Shift #: 1- 9999

Job	Reg	O.T.1	O.T.2	Total Hours	Total Pay
Division #: 1 ABC Company					
1 -- Info Sys	56.00	1.75		57.75	\$618.25
2 -- Data Proc	12.00	2.00		14.00	\$180.00
3 -- Service	40.00	1.00		41.00	\$456.50
4 -- Office	40.00	1.00		41.00	\$456.50
<b>Division 1 -&gt; ABC Company Totals:</b>	148.00	5.75		153.75	\$1,254.75
Grand Total:					
	148.00	5.75		153.75	\$1,254.75

Any Job (Level 3 grouping) to which active employees are assigned in the range of time specified will appear in report output.

The *Labor Cost Report* allows management to easily track labor expenditures per Division (Level 1 Grouping) and Job (Level 3 Grouping).

# Labor Reports – Labor vs. Budget Distribution Report

ABC Company  
 Report Date: 08/21/2002  
 Report Time: 08:58:53

## Labor vs. Budget Dist Report Detail

### Report by Division, Job

08/04/2002 - 08/10/2002

Page 1  
 Division #: 1 - 99  
 Dept. #: 1 - 2  
 Shift #: 1 - 9999

Job	Labor Hours			Labor Earnings		
	Actual	Budget	% Diff	Actual	Budget	% Diff
Division #: 1 ABC Company						
1 -- Info Sys	57.75	40.00	44.37	\$618.25	\$480.00	28.80
2 -- Data Proc	14.00	40.00	-65.00	\$180.00	\$400.00	-55.00
3 -- Service	41.00	40.00	2.50	\$0.00	\$0.00	0.00
4 -- Office	41.00	40.00	2.50	\$456.50	\$440.00	3.75
<b>Division 1 -&gt; ABC Company Totals:</b>	<b>153.75</b>	<b>160.00</b>	<b>-3.90</b>	<b>\$1,254.75</b>	<b>\$1,320.00</b>	<b>-4.94</b>
<b>Grand Total:</b>	<b>153.75</b>	<b>160.00</b>	<b>-3.90</b>	<b>\$1,254.75</b>	<b>\$1,320.00</b>	<b>-4.94</b>

Any Job (Level 3 grouping) to which active employees are assigned in the range of time specified will appear in report output.

The company as a whole is under budgeted hours by 3.90%

Labor earnings for the company are under budget by 4.94%

# JTA-WIN Sample Reports

## *Management Reports*

- **Absentee Report**
- **Attendance Report**
- **Tardy/Early Report**
- **Approaching Overtime Report**
- **Current Attendance Report**



# Management Reports – Absentee Report

ABC Company  
 Report Date: 08/22/2002  
 Report Time: 16:05:56  
 Employee #: 201027 - 201027

**Absentee Report**  
**Report by Dept., Employee #**  
 08/04/2002 - 08/10/2002

Page 1  
 Division #: 1- 11111  
 Dept. #: 1- 11111  
 Shift #: 1- 9999

Division #: 1 ABC Company

Dept. #: 1 Hollywood

Emp # **201027**      Name: **Wheaton, Stanley**      Shift: 1      Policy: 1

Month/Year	01	02	03	04	05	06	07	08	09	10	11	12	13	14	15	16	17	18	19	20	21	22	23	24	25	26	27	28	29	30	31	Tot
Aug 2002								*																								1

**Employee Totals**

Days:	Sun	Mon	Tue	Wed	Thu	Fri	Sat
Days:					1		
Hours:							1

1 -> Hollywood

**Dept. Totals**

Days:	Sun	Mon	Tue	Wed	Thu	Fri	Sat
Days:					1		
Hours:							1

This employee was absent on Thursday (08/08/2002) as indicated by the asterisk (\*).

The total number of days and hours for Department (Level 2 Grouping) and Division (Level 1 Grouping), as well as grand totals are displayed after the individual employee reports.

The employee was absent only once during the range of time specified in report output options.

# Management Reports – Attendance Report

ABC Company  
 Report Date: 08/22/2002  
 Report Time: 16:50:27  
 Employee #: 201027 - 201027

**Attendance Report**  
**Report by Dept., Employee #**  
 08/04/2002 - 08/10/2002

Page 1  
 Division #: 1 - 11111  
 Dept. #: 1 - 11111  
 Shift #: 1 - 9999

Division #: 1 ABC Company

Dept. #: 1 Hollywood

Emp #: **201027**      Name: **Wheaton, Stanley**      Shift: 1      Policy: 1

Month/Year	01	02	03	04	05	06	07	08	09	10	11	12	13	14	15	16	17	18	19	20	21	22	23	24	25	26	27	28	29	30	31	Tot
Aug 2002				*	*	*			*																							4

**Employee Totals**

	Sun	Mon	Tue	Wed	Thu	Fri	Sat	
Days:		1	1	1		1		4
Hours:		8.00	10.00	8.00		4.00		30.00

1 -> Hollywood

**Dept. Totals**

	Sun	Mon	Tue	Wed	Thu	Fri	Sat	
Days:		1	1	1		1		4
Hours:		8.00	10.00	8.00		4.00		30.00

Days this employee was present in the specified date range are indicated by the asterisk (\*).

The employee's totals for number of times present on each week day and total number of hours clocked in on those occurrences are displayed.

Totals for the number of days and hours for Department (Level 2 Grouping) and Division (Level 1 Grouping), as well as grand totals are displayed after the individual employee reports.

The employee was present for four days within the range of the of time specified in report output options.

## Management Reports – Tardy/Early Report

ABC Company	<b>Tardy/Early Report</b>	Page 1
Report Date: 08/23/2002	<b>Report by Dept., Employee #</b>	Division #: 1- 11111
Report Time: 08:26:37		Dept. #: 1- 11111
Employee #:	08/04/2002 - 08/10/2002	Shift #: 1 - 9999

	Date	Tardy	Accumulated Totals		Grace
			Long Lunch	Early Departure	
Division #: 1 ABC Company			_____		
Dept. #: 1 Hollywood			_____		

Emp #: <b>201001</b>	Name: <b>Christianson, Arlene</b>	Shift: 1	Policy: 1
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Tue 08/06/2002 1 min

**Employee Totals:** 1 min

This employee left 1 minute early on Tuesday (08/06/2002).

**Dept. 1 -> Hollywood Totals:** 1 min

Dept. #: 2 Burbank

Emp #: <b>201003</b>	Name: <b>Neichter, Linda</b>	Shift: 1	Policy: 1
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Mon 08/05/2002 5 min

Tue 08/06/2002 5 min

Wed 08/07/2002 7 min 5 min

Thu 08/08/2002 5 min

**Employee Totals:** 7 min 15 min

The *Tardy/Early Report* allows management to track and view patterns of employee time theft. Common occurrences include tardies, long lunches, and early departures.

# Management Reports – Approaching Overtime Report

ABC Company  
 Report Date: 08/23/2002  
 Report Time: 08:31:10  
 Employee #: 201001 - 201003

**Approaching Overtime Rpt**  
**Report by Dept., Employee #**  
 08/04/2002 - 08/10/2002

Page 1  
 Division #: 1 - 11111  
 Dept. #: 1 - 11111  
 Shift #: 1 - 9999

Threshold Hours: 38.00

Employee ID	Name	Dept.	Total Hours	Over Hours
		Division #: 1 ABC Company		
		Dept. #: 1 Hollywood		
201001	Christianson, Arlene	1 -> Hollywood	40.00	2.00
<b>Dept. 1 -&gt; Hollywood Totals:</b>			40.00	2.00
		Dept. #: 2 Burbank		
201003	Neichter, Linda	2 -> Burbank	42.00	4.00
<b>Dept. 2 -&gt; Burbank Totals:</b>			42.00	4.00
<b>Division 1 -&gt; ABC Company Totals:</b>			82.00	6.00
<b>Grand Total:</b>			82.00	6.00

When the report is run, the user is prompted to enter a threshold for the number hours to consider overtime for the range of time specified in report options. Only employees with hours exceeding that value.

Total number of hours and hours over the threshold per employee, Department (Level 2 Grouping) and Division (Level 1 Grouping), as well as grand totals are shown.

# Management Reports – Current Attendance Report

ABC Company  
 Report Date: 08/09/2002  
 Report Time: 08:34:58  
 Employee #: 201001 - 201027

**Current Attendance Report**  
**Report by Dept., Employee #**  
 08/09/2002

Page 1  
 Division #: 1 - 11111  
 Dept. #: 1 - 11111  
 Shift #: 1 - 9999

Employee ID	Name	Dept.	Last In
Division #: 1 ABC Company			
Dept. #: 1 Hollywood			
201001	Christianson, Arlene	1 -> Hollywood	07:54
201009	Gibson, Harry	1 -> Hollywood	07:42
201027	Wheaton, Stanley	1 -> Hollywood	12:48
<b>Dept. 1 -&gt; Hollywood Totals:</b>			<b>3</b>
<b>Division 1 -&gt; ABC Company Totals:</b>			<b>3</b>
<b>Grand Total:</b>			<b>3</b>

Employees who are IN (have not yet clocked out) are displayed.

Employees who are IN are displayed, then totals for Department (Level 2 Grouping), Division (Level 1 Grouping), and grand totals are displayed after the individual employees.

This task is also accomplished easily with the In/Out Board.



Who's In/Out

Today: Friday August 9, 2002  
 Last Update: 08/09/2002 13:49:02

Filter by: All Employees as of Today      Sort By: In Date

Employee #	Emp #	Name	Status	Date	IN	OUT	Job	Reason
	201001	Christianson, Arlene	OUT	08/09/2002	07:27	13:11	Office	Back in 5 Min.
	201003	Neichter, Linda	OUT	08/09/2002	11:30	13:20	Data Proc	Work Off-Site
	201009	Gibson, Harry	IN	08/09/2002	07:42		Service	
	201025	Hsu, Ray	IN	08/09/2002	07:27		Info Sys	
	201026	Golez, Benjamin	IN	08/09/2002	07:54		Service	
	201027	Wheaton, Stanley	OUT	08/09/2002	07:59	12:05	Data Proc	Business Lunch

Report      Quit

# JTA-WIN Sample Reports

## *Human Resources Reports*

- Probation Report
- Evaluation Report



# Human Resources Reports – Probation Report

ABC Company  
 Report Date: 08/23/2002  
 Report Time: 15:51:09  
 Employee #: 201001 - 201027

**Probation Report**  
**Report by Dept., Employee #**  
 08/10/2002 - 08/23/2002

Page 1  
 Division #: 1 - 11111  
 Dept. #: 1 - 11111  
 Shift #: 1 - 9999

Employee ID	Name	Dept.	First Date	Last Date	Duration
		Division #: 1 ABC Company			
		Dept. #: 1 Hollywood			
201001	Christianson, Arlene	1 -> Hollywood	07/16/2002	10/13/2002	90
<b>Dept. 1 -&gt; Hollywood Totals:</b>					1
		Dept. #: 2 Burbank			
201003	Neichter, Linda	2 -> Burbank	06/09/2002	09/06/2002	90
<b>Dept. 2 -&gt; Burbank Totals:</b>					1
<b>Division 1 -&gt; ABC Company Totals:</b>					2
<b>Grand Total:</b>					2

Output is sorted by Division (Level 1 grouping), then Department (Level 2 grouping).

Starting and ending dates, as well as the duration of the probationary period employees are on are shown here.

A total of two employees are on probation for the range of time specified in report options.

# Human Resources Reports – Evaluation Report

ABC Company  
 Report Date: 08/23/2002  
 Report Time: 16:05:34  
 Employee #: 201001 - 201027

**Evaluation Report**  
**Report by Dept., Employee #**  
 08/01/2002 - 08/01/2003

Page 1  
 Division #: 1- 11111  
 Dept. #: 1- 11111  
 Shift #: 1 - 9999

Employee ID	Name	Dept.	Hiredate	Evaluation
Division #: 1 ABC Company				
Dept. #: 1 Hollywood				
201001	Christianson, Arlene	1 -> Hollywood	05/24/2002	08/24/2002
		3 months since date of hire ←	Probation Review	
201009	Gibson, Harry	1 -> Hollywood	03/23/1997	03/23/2003
		Every year since date of hire ←	Annual Review	
201027	Wheaton, Stanley	1 -> Hollywood	09/17/1999	09/17/2002
		Every year since date of hire		
<b>Dept. 1 -&gt; Hollywood Totals:</b>				3
Dept. #: 2 Burbank				
201003	Neichter, Linda	2 -> Burbank	06/24/1998	06/24/2003
		Every year since date of hire		
<b>Dept. 2 -&gt; Burbank Totals:</b>				1
<b>Division 1 -&gt; ABC Company Totals:</b>				4
<b>Grand Total:</b>				4

3 months since date of hire ←

Probation Review

Every year since date of hire ←

Annual Review

The respective hire dates and upcoming evaluation dates remind management of when employee salary review and evaluations are due.

Output is sorted by Division (Level 1 grouping), then Department (Level 2 grouping).

# JTA-WIN Sample Reports

## *Exception Report*

- **Missing Punch**
- **Absent (Schedule/Shift)**
- **Early/Tardy Arrival**
- **Early/Late Departure**
- **Unauthorized Overtime**
- **Short (Lunch/IN & OUT/Work Hours)**
- **Out of Schedule/Shift**
- **Invalid (Job/Dept)**



# Exception Report – Exception Report

JANTEK ELECTRONICS, INC.  
 04/25/2007 11:21:51  
 Employee #: 000001  
 000001

## Exception Report Report by Branch, Department, 04/02/2007 - 04/16/2007

Page 1  
 Branch #: 10 - 30  
 Department #: 10 - 330  
 Shift #: 1 - 9999

Job	Date	IN	IN code	OUT	OUT code	Reg hours	Over Time 1	Over Time 2	Description
Branch #: 10 Jantek									
Department #: 320 MANAGEMENT									
Emp #: 000001		Name: Doe, John				Shift: 12 Policy: 10			
320	04/02/2007	8:00a*							No OUT Short Work Hours
	04/03/2007	Tue	( 8:00a	- 5:00p )					Absent shift
320	04/04/2007	7:00a*	E 60	4:00p*	E 60	8.00			Early Arrival ( 60 Min) Early Departure ( 60 Min)
320	04/05/2007	8:15a*	T 15	5:45p*	L 45	8.00	0.50		Tardy ( 15 Min) Late Departure ( 45 Min) Unauthorized O.T.
320	04/06/2007	8:00a*		12:00p*		4.00			Short Lunch (15)
320		12:45p*	L 45	5:00p*		4.00			Out of shift
320	04/07/2007	8:00a*	*OSFT	12:00p*		4.00			Out of shift
320	04/09/2007	8:00a*		12:00p*	E 300	4.00			Early Departure ( 300 Min)
100	04/10/2007	8:00a		5:00p		8.00			Invalid Job [100]
320	04/11/2007	8:00a		5:00p		8.00			Invalid Department [200]
	04/12/2007	Thu	( 8:00a	- 5:00p )					Absent schedule
320	04/13/2007	8:00a*	*OSCH	5:00p*		8.00			Out of schedule
320	04/16/2007	8:00a*		8:03a*	E 537				Short IN/OUT (0 min) Early Departure ( 537 Min) Short Work Hours

All reports allow users to configure end-of-report messages.

Supervisor: \_\_\_\_\_ Date: \_\_\_\_\_  
 Note: Please return to payroll before 04/20/2007 1:00 PM

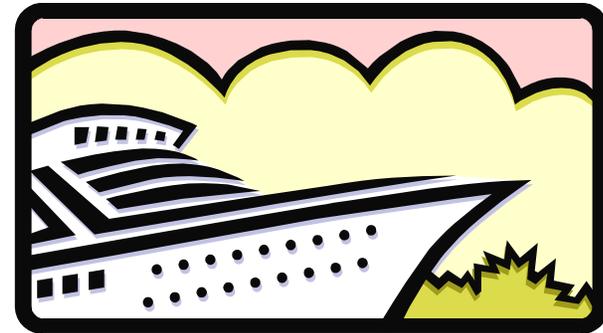
Users can select which exceptions to display, including: missing punches, absences (based on schedule), early/tardy arrivals, early/late departure and unauthorized overtime.

Exceptions selected in report options are noted.

# JTA-WIN Sample Reports

## *Accrual Reports\**

- **Accrual History Detail**
- **Accrual History Summary**
- **Accrual Code Management**



\* available if optional accrual module is purchased

## Accrual Reports – Accrual History Detail

ABC Company  
 Report Date: 08/20/2002  
 Report Time: 13:54:17  
 Employee #: 000001 - 000001

**Accrual History Detail Report**  
**Report by Employee #**  
 08/05/2002 - 08/18/2002

Page 1  
 Branch #: 10 - 20  
 Department #: 10 - 30  
 Shift #: 1 - 9999

* CODE	DATE	CARRY	ACCRUAL	USED	ADJUST	EARNED	AVAIL	COMMENT
			Branch #: 20 Jantek					

Emp # <b>000001</b>	Name: <b>Doe, John</b>	Hire Date 05/26/2002	Job Date 05/26/2002	Seniority Date / /
---------------------	------------------------	-------------------------	------------------------	-----------------------

		Paycode: <b>1</b>	⇒	<b>HOLIDAY</b>		
A	HOLIDAY	08/06/2002	32.00	8.00	40.00	Accrual Hours
A	HOLIDAY	08/13/2002	40.00	8.00	48.00	Accrual Hours
		Paycode: <b>2</b>	⇒	<b>SICK PAY</b>		
E	SICKALPH	08/15/2002		8.00	8.00	Edit Time Card
		Paycode: <b>5</b>	⇒	<b>VACATION</b>		
A	VAC	08/11/2002	3.08	0.77	3.85	Accrual Hours

**A** = Accrued (Update Accrual to Current)  
**E** = Edit Time Card

Used Sick Hours

Employee's available benefit hours (Holiday, Sick, Vacation, etc.)

The *Accrual History Detail Report* allows management to track the accumulation of employee benefit hours (e.g. sick time, vacation, holiday, etc.).

# Accrual Reports – Accrual History Summary

ABC Company  
 Report Date: 08/26/2002  
 Report Time: 15:11:08  
 Employee #: 000001 - 000002

## Accrual History Summary Report Report by Employee # 08/05/2002 - 08/18/2002

Page 1  
 Branch #: 10 - 20  
 Department #: 10 - 30  
 Shift #: 1 - 9999

* PAY CODE	CODE	DATE	CARRY	ACCRUAL	USED	ADJUST	EARNED	AVAIL
Branch #: 20 Jantek								

Emp # <b>000001</b>	Name: <b>Doe, John</b>	Hire Date 05/26/2002	Job Date 05/26/2002	Seniority Date / /
---------------------	------------------------	-------------------------	------------------------	-----------------------

A	1	⇒	HOLIDAYHOLIDAY	08/13/2002	40.00	8.00		48.00
E	2	⇒	SICK PAYSICKALPH	08/15/2002		8.00		8.00
A	5	⇒	VACATIONVAC	08/11/2002	3.08	0.77		3.85

**A** = Accrued (Update Accrual to Current)  
**E** = Edit Time Card

Used Sick Hours

Employee's available benefit hours (Holiday, Sick, Vacation, etc.)

The totals of each accrual code (as opposed to each occurrence) are shown in the *Accrual History Summary Report*. This is a more compact way of viewing the accumulation of employee benefit hours (e.g. sick time, vacation, holiday, etc.).

## Accrual Reports – Accrual Code Management

ABC Company  
 Report Date: 08/26/2002  
 Report Time: 15:04:43

### Accrual Code Mgt Report Report by Code

Page: 1

**Accrual Code:** VAC ⇨ VACATION

**Apply to Pay Code:** 5 ⇨ VACATION

**Apply to Pay Status:** 1

**Active**  
**Effective Date:** 08/26/2002  
**Termination Date:** / /

**Accrual Method:** Hire Date

**Posting Frequency:** Bi-Weekly ⇨ **Reference Date:** 08/26/2002

**Allow Negative Balance Hours**

**Available Until Annually**

**Apply Level 1 until Time Span has passed**

**Work hour requirement:** Must Satisfy Minimum Work Hours To Apply Accrual

Service Level	Time Span (Months)	One-Time Bonus Hours	Accrual Hours	Minimum Work Hours	Maximum Carry Over	Maximum Accrual Balance
1	3		1.50			160.00
2	51		3.00			240.00

**Pay codes applied to Minimum Work hour requirement:**

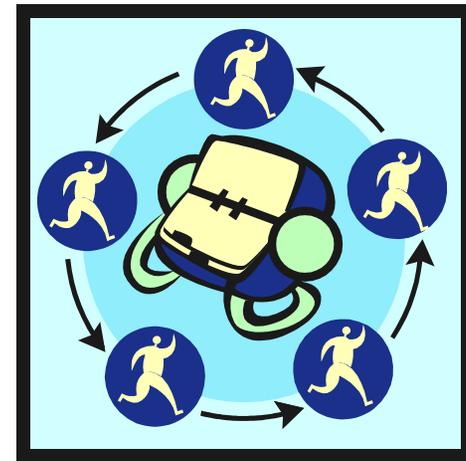
0

A summary of each accrual code set up in the system can be viewed by running the *Accrual Code Management Report*, including the start and end dates, method, frequency and details of the hours employees within each level would accrue.

# JTA-WIN Sample Reports

## *Schedule Reports*

- **Schedule/Actual Coverage**
- **Schedule Coverage Report**
- **Schedule Posting Report**
- **Schedule Reports by Level 3**



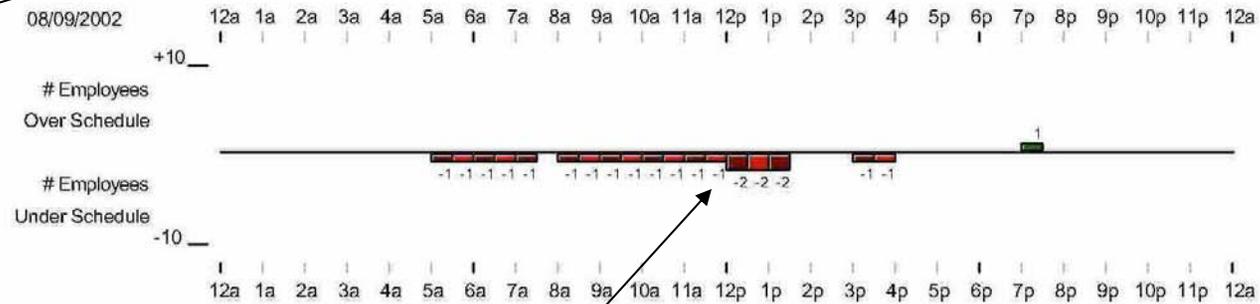
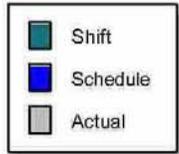
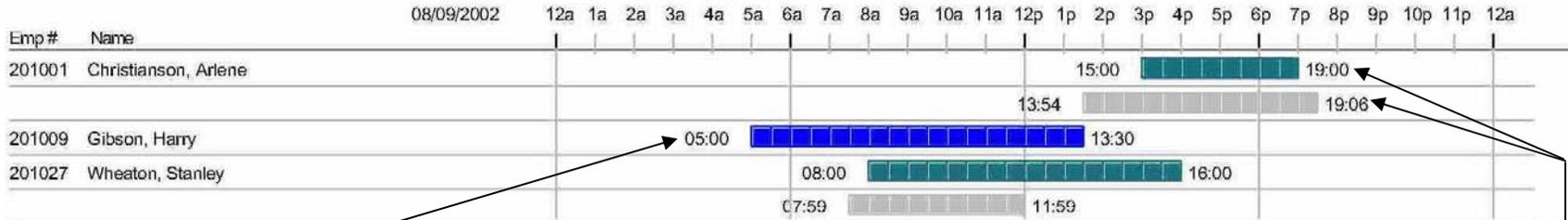


# Schedule Reports – Schedule vs. Actual Coverage

Report Date: 08/26/2002  
Report Time: 08:06:42

## Actual vs. Scheduled Daily Coverage Report

Page Number: 1



The graph below indicates coverage, or how many employees were present versus those scheduled to be present in each half-hour period.

As indicated by the legend, the blue line represents an employee with a special schedule assigned, versus those working a standard shift (teal line).

The first line shows the time the employee was scheduled to work, and the second (gray) line indicates the actual range of time between first IN punch and last OUT punch.

## Schedule Reports – Schedule Posting Report

ABC Company  
 Report Date: 08/26/2002  
 Report Time: 09:01:40  
 Employee #: 201001 - 201027

**Schedule Posting Reports**  
**Report by Employee #, Date**  
 For The Week of: **2002/08/04 - 2002/08/10**  
 from 2002/08/04 - 2002/08/10  
 through 2002/08/04 - 2002/08/10

Page 1  
 Division #: 1- 11111  
 Dept. #: 1- 11111

Emp #	Name	Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
<b>Division #: 1 ABC Company</b>								
201009	Gibson, Harry	08/04/02	08/05/02 3 Service 05:00 - 13:30 Lunch 60	08/06/02 3 Service 05:00 - 13:30 Lunch 60	08/07/02	08/08/02 3 Service 05:00 - 13:30 Lunch 60	08/09/02 3 Service 05:00 - 13:30 Lunch 60	08/10/02 3 Service 05:00 - 13:30 Lunch 60
201025	Hsu, Ray	08/04/02	08/05/02 3 Service 08:00 - 16:00 Lunch 60	08/06/02 3 Service 08:00 - 16:00 Lunch 60	08/07/02 3 Service 08:00 - 16:00 Lunch 60	08/08/02 3 Service 08:00 - 16:00 Lunch 60	08/09/02 3 Service 08:00 - 16:00 Lunch 60	08/10/02
201026	Golez, Benjamin	08/04/02 3 Service 07:30 - 15:30 Lunch 60	08/05/02 3 Service 07:30 - 15:30 Lunch 60	08/06/02 3 Service 07:30 - 15:30 Lunch 60	08/07/02 3 Service 07:30 - 15:30 Lunch 60	08/08/02 3 Service 07:30 - 15:30 Lunch 60	08/09/02	08/10/02

The *Schedule Posting Report* shows employees with schedules (as opposed to those only on standard shifts) with their default Job (Level 3 Grouping) and defined lunch period.

## Schedule Reports – Schedule Report by Level 3

ABC Company  
 Report Date: 08/26/2002  
 Report Time: 11:51:53  
 Employee #: 201001 - 201027

**Schedule Reports by Job**  
**Report by Job, Employee #**  
 from 2002/08/04 - 2002/08/10  
 through 2002/08/04 - 2002/08/10

Page 1  
 Division #: 1- 11111  
 Dept. #: 1- 11111

Emp ID#	Name	Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
		Division #: 1 ABC Company						
		Job #: 3 Service						
For The Week of: 2002/08/04 - 2002/08/10		08/04/02	08/05/02	08/06/02	08/07/02	08/08/02	08/09/02	08/10/02
201009	Gibson, Harry		05:00 - 13:30	05:00 - 13:30		05:00 - 13:30	05:00 - 13:30	05:00 - 13:30
201025	Hsu, Ray		08:00 - 16:00	08:00 - 16:00	08:00 - 16:00	08:00 - 16:00	08:00 - 16:00	
201026	Golez, Benjamin	07:30 - 16:30	07:30 - 16:30	07:30 - 16:30	07:30 - 16:30	07:30 - 16:30		
	<b># Hours:</b>	<b>8.0000</b>	<b>23.5000</b>	<b>23.5000</b>	<b>15.5000</b>	<b>23.5000</b>	<b>15.5000</b>	<b>8.0000</b>
	<b># Employees:</b>	<b>1</b>	<b>3</b>	<b>3</b>	<b>2</b>	<b>3</b>	<b>2</b>	<b>1</b>
	<b>Pay Amount:</b>	<b>\$92.00</b>	<b>\$273.25</b>	<b>\$273.25</b>	<b>\$193.25</b>	<b>\$273.25</b>	<b>\$181.25</b>	<b>\$80.00</b>
<b>Total Weekly Scheduled Hours:</b>		<b>117.50</b>				<b>Total Weekly Pay Amount:</b>		<b>\$1366.25</b>

The *Schedule Report by Level 3* (e.g. Job) shows employees with schedules (as opposed to those only on standard shifts), the total number of scheduled hours per day and optionally the amount the company would pay these employees based on the schedule.

# JTA-WIN Sample Reports

## *Payroll Reports*

- **Payroll Detail Report**
- **Payroll Total Hours**
- **Payroll Total Summary**



## Payroll Reports – Payroll Detail

ABC Company  
 Report Date:08/26/02  
 Report Time:11:19:44

### Payroll Detail Report

**Sort By:Employee #**

Employee #: 201001 - 201003

07/27/02-08/09/02

Division: 1 - 11111  
 Dept.: 1 - 11111  
 Shift #: 1 - 9999

Pay Code	Job	Shift # Type	REG	OT1	OT2	Earnings	Deductions
----------	-----	--------------	-----	-----	-----	----------	------------

Employee #: <b>201001</b>	Name: <b>Christianson,Arlene</b>	Shift #:	3 1	Policy #:	1
---------------------------	----------------------------------	----------	-----	-----------	---

0	Office	3 1	21.25	1.00			
5 VACATION	Office	3 1	16.00				
8 JURY DUTY	Office	3 1	40.00				

	<b>Employee Total:</b>		77.25	1.00			
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Employee #: <b>201003</b>	Name: <b>Neichter,Linda</b>	Shift #:	2 1	Policy #:	1
---------------------------	-----------------------------	----------	-----	-----------	---

0	Info Sys	2 1	56.00	2.00			
2 SICK PAY	Info Sys	2 1	8.00				
9 PTO PAY	Info Sys	2 1	8.00				
0	Info Sys	9999	8.00	0.25			

	<b>Employee Total:</b>		80.00	2.25			
--	------------------------	--	-------	------	--	--	--

Any hours showing on the *Payroll Detail Report* will be paid to employees via manual payroll or using the Payroll Interface, connecting to all popular payroll software packages.

# Payroll Reports – Payroll Total Hours

ABC Company  
 Report Date: 08/26/02  
 Report Time: 11:20:20  
 Employee #: 201001 -201027

**Payroll Total Hours Detail Report**  
**Sort By:Employee #**  
 07/27/02-08/09/02

Division: 1 -11111  
 Dept.: 1 -11111  
 Shift #: 1 -9999

Emp #	Name	Shift	Reg Hours	Over Time1	Over Time2	Work Hr Total	Holiday	Vacation	Sick	Others	Total Hours	Earnings	Deductions
201001	Christianson,Arlene	3 1	21.25	1.00		22.25		16.00		JURY 40.00	78.25		
201003	Neichter,Linda	2 1 9999 1	56.00 8.00	2.00 0.25		58.00 8.25			8.00	PTO 8.00	74.00 8.25		
201009	Gibson,Harry	1 1 9999 1	24.00 8.00	0.75		24.75 8.00					24.75 8.00		
201027	Wheaton,Stanley	1 1	68.00	3.25		71.25					71.25		
<b>Grand Total:</b>			185.25	7.25		192.50		16.00	8.00	48.00	264.50		

Pay code "Personal Time Off," 8 hours

Pay code "Jury Duty," 40 hours

Paid hours besides regular, holiday, vacation and sick hours are displayed in this column.

## Payroll Reports – Payroll Total Summary

ABC Company  
 Report Date: 08/26/02  
 Report Time: 11:20:41  
 Employee #: 201001 -201027

### Payroll Total Hours Summary Report

**Sort By:Employee #**

07/27/02-08/09/02

Division: 1 -11111  
 Dept.: 1 -11111  
 Shift #: 1 -9999

Emp #	Name	Shift	Reg Hours	Absent Pay	Total Reg	Over Time1	Over Time2	Holiday	Vacation	Personal	Others	Grand Total
201001	Christianson,Arlene	3 1	21.25		21.25	1.00			16.00		40.00	78.25
201003	Neichter,Linda	2 1	56.00		56.00	2.00					16.00	74.00
201003	Neichter,Linda	9999 1	8.00		8.00	0.25						8.25
201009	Gibson,Harry	1 1	24.00		24.00	0.75						24.75
201009	Gibson,Harry	9999 1	8.00		8.00							8.00
201027	Wheaton,Stanley	1 1	68.00		68.00	3.25						71.25
<b>Grand Total:</b>			185.25		185.25	7.25			16.00		56.00	264.50

The totals of each pay type are shown in the *Payroll Total Summary Report*. A separate line will be generated for each shift the employee worked during the time range specified.