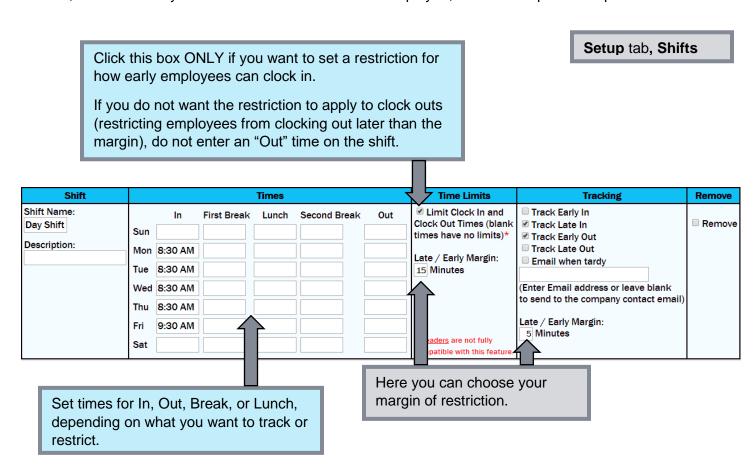
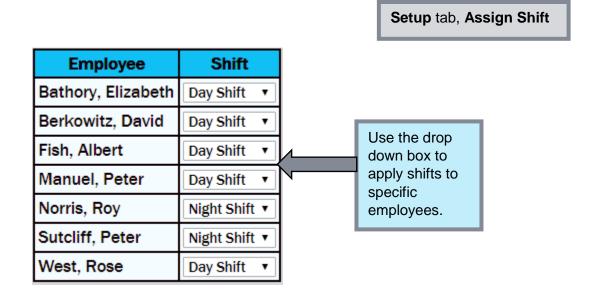


Easy Time Clock offers a quick, easy way to track early and late time punches. You can choose what you'd like to track, view how many occurrences there are for each employee, and even export the report to Excel.







Viewing Reports

Reports tab, Summary

View totals and export.

Date Filter		People Filter	Hours Filter	Export	
Pay Period 7/29/2018 - 8/11/2018 • 14 Days, 10 Weekdays	7/29/2018 - 8/11/2018 Change Date	Location Busico ▼ Dept. Group All ▼	Hours All Thous Carlotte All Tho	Print Report Export to Excel Export to Excel (CSV) Export Tardies (CSV) Export to Sage Peachtree	

Employee	Pay Period	Payroll	Tardies		
Norris, Roy			Tardy In 4 Early Out 3 Total 7		

\mathcal{A}	Α	В	С	D	Е	F	
1	Employee	Early In	Tardy In	Early Out	Tardy Out	Total Tardy	
2	Norris, Roy		4	3		7	
3							

Reports tab, Detailed

Late punches (tardies) indicated with a "T"

Early punches indicated with an "E"

Employee		Date	In	Out		
Norris, Roy	Mon	7/30/2018	(T) 8:34 AM	5:56 PM		
Norris, Roy	Tue	7/31/2018	8:02 AM	5:45 PM		
Norris, Roy	Wed	8/1/2018	(T) 8:16 AM	(E) 5:12 PM		
Norris, Roy	Thu	8/2/2018	(T) 8:22 AM	5:52 PM		
Norris, Roy	Fri	8/3/2018	(T) 8:58 AM	(E) 5:32 PM		
Norris, Roy	Mon	8/6/2018	8:03 AM	(E) 5:17 PM		



Reports tab, Time Punch Conflict

View all early and late punches, as well as missed clock outs.

Employee		Date	In	Out	Hours	Туре	Action
Norris, Roy	Mon	7/30/2018	(T) 8:34 AM				<u>Edit</u>
Norris, Roy	Wed	8/1/2018	(T) 8:16 AM	(E) 5:12 PM	8 h 56 m	Work	<u>Edit</u>
Norris, Roy	Thu	8/2/2018	(T) 8:22 AM				<u>Edit</u>
Norris, Roy	Fri	8/3/2018	(T) 8:58 AM	(E) 5:32 PM	8 h 34 m	Work	<u>Edit</u>
Norris, Roy	Mon	8/6/2018		(E) 5:17 PM	9 h 14 m	Work	<u>Edit</u>
Norris, Roy	Wed	8/8/2018	8:01 AM		0 h 0 m	Work	<u>Edit</u>

Reports tab, Shift Comparison

Compare punch times to shift times and find the shift differential.

Pay Period: 7/29/2018 - 8/11/2018

Name: Norris, Roy Employee #: 4

Tardies: Tardy In 4, Early Out 3Total 7

	Date	In	Out	Hours	Туре	Time Card Hours	Shift Name	Shift Start	Shift End	Shift Hours	Total Shift Difference	Hours Within Shift
Sun	7/29						Day Shift					
Mon	7/30	(T) 8:34 AM	5:56 PM	9 h 22 m	Work	9 h 22 m Wrk	Day Shift	8:00 AM	5:45 PM	9 h 45 m	- 0 h 23 m	9 h 11 m
Tue	7/31	8:02 AM	5:45 PM	9 h 43 m	Work	9 h 43 m Wrk	Day Shift	8:00 AM	5:45 PM	9 h 45 m	- 0 h 2 m	9 h 43 m
Wed	8/1	(T) 8:16 AM	(E) 5:12 PM	8 h 56 m	Work	8h 56m Wrk	Day Shift	8:00 AM	5:45 PM	9 h 45 m	- 0 h 49 m	8 h 56 m
Thu	8/2	(T) 8:22 AM	5:52 PM	9 h 30 m	Work	9 h 30 m Wrk	Day Shift	8:00 AM	5:45 PM	9 h 45 m	- 0 h 15 m	9 h 23 m
Fri	8/3	(T) 8:58 AM	(E) 5:32 PM	8 h 34 m	Work	2h 29m Wrk 6h 5m 0T 8h 34m Total	Day Shift	8:00 AM	5:45 PM	9 h 45 m	- 1 h 11 m	8 h 34 m
Sat	8/4						Day Shift					
Weel	k 1 Totals					40h 0m Wrk 6h 5m 0T 46h 5m Total				48 h 45 m	- 2 h 40 m	45 h 47 m