

The Time Worked Report allows managers to view the actual time worked for employees based on their clock ins/outs each week. These times are also used to calculate each employee's wage if you've set an hourly rate for the employee.

Viewing the Time Worked Report

To access the Time Worked Report:

1. From the Management Console, navigate to **Schedules** and choose **Time Worked**:

Employee Time Worked
(10/07/2019 09:00 AM - 10/14/2019 08:59 AM)

Business Hours: 09:00 — 08:59

Employee	Total Hours	Total Wage	Monday 10/07/2019	Tuesday 10/08/2019	Wednesday 10/09/2019	Thursday 10/10/2019	Friday 10/11/2019	Saturday 10/12/2019	Sunday 10/13/2019
Eorogarrd, Verriusor	40.00	-	09:00 - 17:00	09:00 - 17:00	09:00 - 17:00	09:00 - 17:00	09:00 - 17:00	-	-
Fitel, Caesarus	40.00	-	09:00 - 17:00	09:00 - 17:00	09:00 - 17:00	09:00 - 17:00	09:00 - 17:00	-	-
Folcca, Varronus	40.00	960.00	09:00 - 17:00	09:00 - 17:00	09:00 - 17:00	09:00 - 17:00	09:00 - 17:00	-	-
Folclds, Catulu	40.00	1640.00	09:00 - 17:00	09:00 - 17:00	09:00 - 17:00	09:00 - 17:00	09:00 - 17:00	-	-
Heardredela, Caecuuus	40.00	2760.00	09:00 - 17:00	09:00 - 17:00	09:00 - 17:00	09:00 - 17:00	09:00 - 17:00	-	-
Helman, Vipsalo	40.00	3480.00	09:00 - 17:00	09:00 - 17:00	09:00 - 17:00	09:00 - 17:00	09:00 - 17:00	-	-
Herein, Corvinalis	40.00	-	09:00 - 17:00	09:00 - 17:00	09:00 - 17:00	09:00 - 17:00	09:00 - 17:00	-	-
Hruntre, Albinuciabo	40.00	-	09:00 - 17:00	09:00 - 17:00	09:00 - 17:00	09:00 - 17:00	09:00 - 17:00	-	-
Merewioiund, Vergiusus	40.00	-	09:00 - 17:00	09:00 - 17:00	09:00 - 17:00	09:00 - 17:00	09:00 - 17:00	-	-
Unfermod, Peraio	40.00	3160.00	09:00 - 17:00	09:00 - 17:00	09:00 - 17:00	09:00 - 17:00	09:00 - 17:00	-	-

Time Worked Key:
- Overtime
- Doubletime
- Auto clocked out
🕒 - Open Shifts

Labor Cost % Key:
- Labor Cost % ≤ Labor Cost Goal
- Labor Cost % > Labor Cost Goal; difference within 1 %
- Labor Cost % > Labor Cost Goal; difference over 1 %

Break key:
- Paid break
- Unpaid break

Report Generated on 10/11/2019 10:51 AM

2. Using the filters at the top to get the data you need:

All Roles	Allows filtering the Time Worked report for specific roles or departments.
Time Format	Choose to display data either in hours worked using decimal, (e.g. 3.5 hours) or HH:MM (03:30).

Date Range	By default, the Time Worked report will be broken down weekly. If you want to change the week, click the box and select the week you wish to view.
Show All	Displays all employees, both inactive and active employees.
Hide Empty	Hides any employees with zero hours worked
Total Wages	Displays a new column indicating employee's total wage based on hours worked.
Display Roles	Displays the roles of each employee and how long they were clocked in and out for each role.
Export	Select if you would like to keep a file on your computer as a PDF or CSV file.

3. Choose your view of the Report using one of the four options including:

- **Shifts:** Displays the shifts the employees clocked in and out. For example, it will show 07:00 – 15:00.
- **Hours:** Displays the exact amount of hours worked as oppose to the shift time worked.
- **Wage/Forecasting:** Displays at the bottom wage totals vs actual sales for each day.
 - **Labor Cost % Goal**, which can be set at the top right. For this example, the labor goal is set to 20%, this means the wage totals should not exceed 20% of the actual sales. If the labor cost is below 20% of sales, the color is green. If the labor cost is more than 20% of total sales, the color will be either orange or red.
 - Orange = Labor Cost % > Labor Cost Goal; difference within [X%]
 - Red = Labor Cost % > Labor Cost Goal; difference over [X%]
 - You can set the rule for minimum and maximum labor costs at the bottom of the screen by indicating how big the difference is from the labor goal. For example, if the labor cost is 10% more than the labor cost goal, it will be red.
- **Breaks:** Displays all breaks for the employee.

Manually Adjusting Time Worked

There may be times you will need to adjust your employee's hours, whether they forgot to clock in or out for the day or for lunches and/or breaks. Employees hours can be adjusted using the Time Worked report. To do so, use the steps below:

1. From the Time Worked report, click on the box for the time worked you need to edit; be sure to choose the appropriate employee:

Business Hours: 09:00 — 08:59 Export: PDF - CSV Shifts Hours Wage/Forecasting Breaks

Employee	Total Hours	Total Wage	Monday 10/07/2019	Tuesday 10/08/2019	Wednesday 10/09/2019	Thursday 10/10/2019	Friday 10/11/2019	Saturday 10/12/2019	Sunday 10/13/2019
<input type="checkbox"/> Eorogarred, Verriusor	40.00	-	09:00 - 17:00	09:00 - 17:00	09:00 - 17:00	09:00 - 17:00	09:00 - 17:00	-	-
<input type="checkbox"/> Fitel, Caesarus	40.00	-	09:00 - 17:00	09:00 - 17:00	09:00 - 17:00	09:00 - 17:00	09:00 - 17:00	-	-
<input type="checkbox"/> Folcca, Varronus	40.00	960.00	09:00 - 17:00	09:00 - 17:00	09:00 - 17:00	09:00 - 17:00	09:00 - 17:00	-	-
<input type="checkbox"/> Folcnds, Catulu	40.00	1640.00	09:00 - 17:00	09:00 - 17:00	09:00 - 17:00	09:00 - 17:00	09:00 - 17:00	-	-
<input type="checkbox"/> Heardredela, Caecus	40.00	2760.00	09:00 - 17:00	09:00 - 17:00	09:00 - 17:00	09:00 - 17:00	09:00 - 17:00	-	-
<input type="checkbox"/> Helman, Vinselo	40.00	3480.00	09:00 - 17:00	09:00 - 17:00	09:00 - 17:00	09:00 - 17:00	09:00 - 17:00	-	-

2. A separate window will appear for you to make adjustments to your employees time.

- If modifying an existing time, change the HH:MM under the appropriate section, add a remark, and select save.
- Select "Add New" if adding new hours
 - Input the start time, end time, end status (break or clock out), role, and the remark

Eorogarred, Verriusor | 10/07/2019

Start Time (HH:MM)	End Time (HH:MM)	End status	Role	Department	Wage	Remarks	Actions
09:00	12:00	Clock Out	Employee		0.00	Lunch	delete
13:00	17:00	Clock Out	Employee		-	Lunch	delete

Add New

Business Hours: 09:00 — 08:59

Cancel
Save

3. Press **Save** when finished.

