



Timekeeping Reports

2017- Summer Edition

User Guide - Table of Contents

[Overview](#)

[Use Case\(s\)](#)

[Employee Hours Report](#)

[Accessing the Report](#)

[Running the Report](#)

[View Report](#)

[Drill Down](#)

[Employee Hours Audit Report](#)

[Accessing the Report](#)

[Running the Report](#)

[View Report](#)

[Best Practices](#)

[FAQs](#)

Overview

In this guide, we will discuss the available reports to utilize when reporting on **Timekeeping** within the **Back Office System**. Specifically, we will discuss two reports, the **Employee Hours Report**, and the **Employee Hours Audit**.

Use Case(s)

- The Club needs to run a report on Employee Hours worked within a specific time frame.
- A General Manager needs to run a report to determine why an Employee's Timesheet was altered.

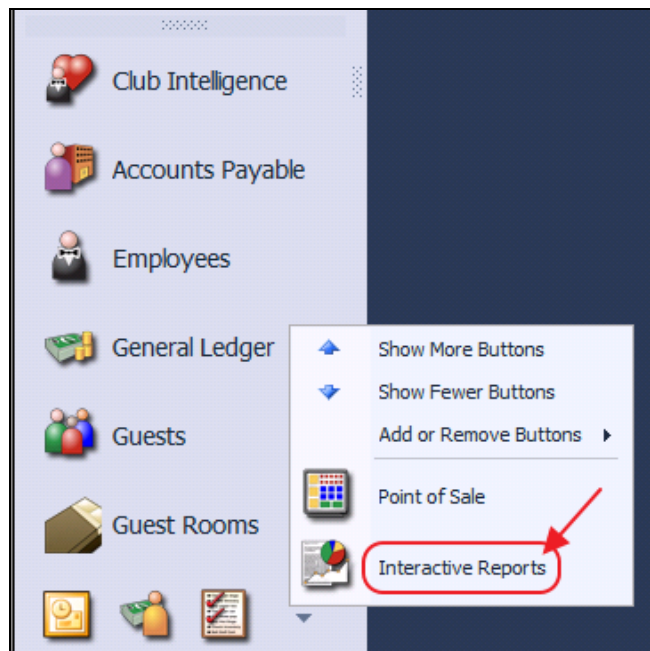
Employee Hours Report

The **Employee Hours Report** provides users the ability to report on Employee Hours worked within a specific time frame (most often their latest Pay Period). This report has various filtering options, all of which are discussed in this section.

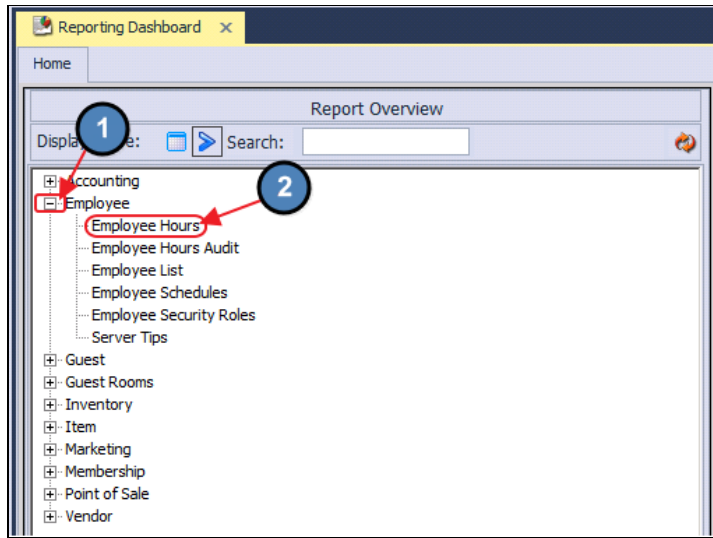
Accessing the Report

To access the **Employee Hours Report**:

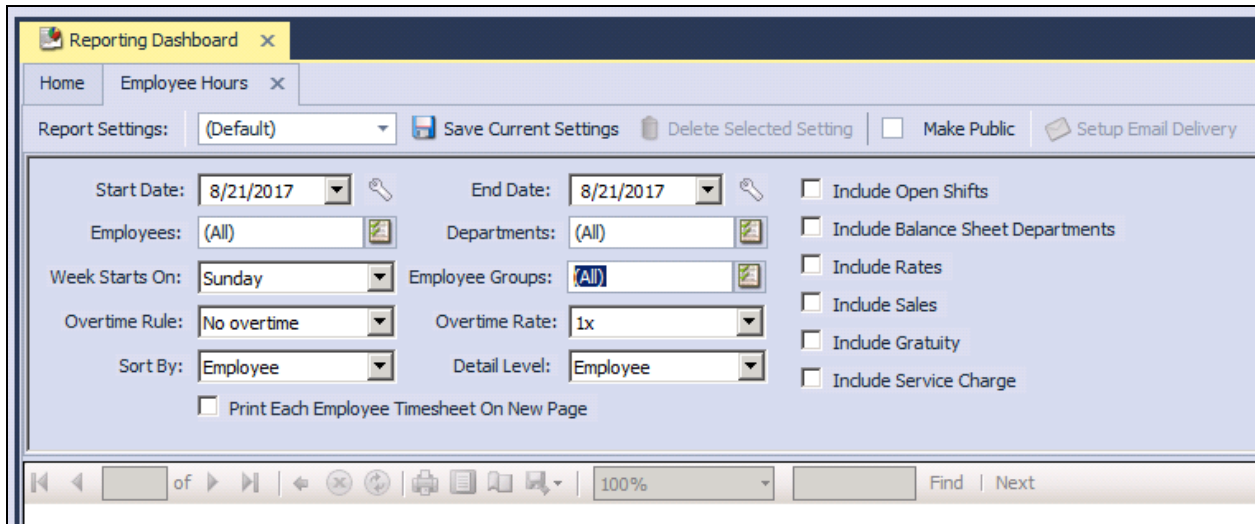
- 1) Navigate to the **Interactive Reports** module on the left user menu.



2) Expand **Employee** and select **Employee Hours**.



3) The **Employee Hours** Report will launch.



Running the Report

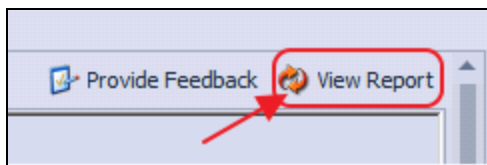
Please review each filtering option below:

- 1) **Start/End Date** - Select the **Date Parameters** for the Report (typically the Club's latest Pay Period).
- 2) **Employees** - Use the Lookup Value to select specific **Employees** to include in the report. If the report is being run for all Employees, leave the filter set to **All**.
- 3) **Departments** - Use the Lookup Value to select the applicable **Departments** to include in the report. If the report is being run for all Departments, leave the filter set to **All**.
- 4) **Week Starts On** - Select the day of the week in which the work week begins (defaults to Sunday).
- 5) **Employee Groups** - Use the Lookup Value to select the applicable **Employee Groups** to include in the report. If the report is being run for all Employee Groups, leave the filter set to **All**.
- 6) **Overtime Rule** - If using the Office System to report on Pay Rates, select the applicable **Overtime Rule** on this filter.
- 7) **Overtime Rate** - If using the Office System to report on Pay Rates, select the applicable **Overtime Rate** on this filter.
- 8) **Sort By** - Select how the Report should be sorted (defaults to Employee).
- 9) **Detail Level** - Select the drill down **Detail Level** of the Report.
- 10) **Print Each Employee Timesheet On New Page** - If checked, each Employee's Timesheet will be printed on a separate page.
- 11) **Include Open Shifts** - If checked, Employees with an **Open Shift** will be included on the Report.

- 12) **Include Balance Sheet Departments** - If checked, **Balance Sheet Departments** will be included on the Report.
- 13) **Include Rates** - If checked, the **Rates** applied to each Employee will be included on the Report.
- 14) **Include Sales** - If checked, the **Sales** figures related to the Employee's Timesheet will be totaled on the Report.
- 15) **Include Gratuity** - If checked, **Additional Gratuity** related to the Employee's Timesheet will be totaled on the Report.
- 16) **Include Service Charge** - If checked, any **Service Charge** related to the Employee's Timesheet will be totaled on the Report.

View Report


Once the desired filters are applied, select **View Report** on the top right corner of the screen.



The details of the **Report** will load.

Clubessential Office: Club at Grand Key

Employee Hours Worked Report
From 6/29/2014 To 7/12/2014
Employee: <All>
Department: <All>



 THE SEA ISLAND CLUB AT
GRAND KEY

* Net Time Worked = Total Minutes Worked / 60
** Wages = (Time Worked * Rate) + Gratuity If Shown

Employee	⌵	Clock In	Clock Out	Total Time Worked	Deducted Time	*Net Time Worked	Hrs/Mins Worked	Overtime Worked	Rate	Add Grat	Svc Chg	**Wages	Sales
<input type="checkbox"/> Area, Pool				79.73	0	79.73	79.44	0.00		\$0.00	\$0.00	\$996.83	\$14,028.50
<input type="checkbox"/> Catolos, Aloy				30.80	0	30.80	30.48	0.00		\$0.00	\$0.00	\$481.99	\$4,172.25
<input type="checkbox"/> Chua, Ramon				38.02	0	38.02	38.01	0.00		\$0.00	\$138.80	\$540.27	\$3,971.50
<input type="checkbox"/> Chung, Peter				185.08	0	185.08	185.05	0.00		\$0.00	\$0.00	\$0.00	\$300.00
<input type="checkbox"/> Chuulum, Eric				7.19	0	7.19	7.11	0.00		\$0.00	\$0.00	\$0.00	\$1,881.75

Drill Down

Use the (+) to the left of the Employee to Drill Down for more details. Detail Levels include **Week, Job Code, and Shift.**

From 6/29/2014 To 7/12/2014												
Employee: <All>												
Department: <All>												
		* Net Time Worked = Total Minutes Worked / 60 ** Wages = (Time Worked * Rate) + Gratuity If Shown										
Employee	Clock In	Clock Out	Total Time Worked	Deducted Time	*Net Time Worked	Hrs/Mins Worked	Overtime Worked	Rate	Add Grat	Svc Chg	**Wages	Sales
Area, Pool			79.73	0	79.73	79.44	0.00		\$0.00	\$0.00	\$996.63	\$14,028.50
Catolos, Aloy												\$4,172.25
6/29/2014												\$1,738.20
Server												
	6/29/2014 11:34AM	6/29/2014 2:33PM	2.98	0	2.98	2.59		15.0000	\$0.00	\$0.00		\$378.95
	6/29/2014 6:13PM	6/29/2014 8:41PM	2.46	0	2.46	2.28		15.0000	\$0.00	\$0.00		\$616.25
	7/3/2014 12:22PM	7/3/2014 5:57PM	5.58	0	5.58	5.35		15.0000	\$0.00	\$0.00		\$195.25
	7/3/2014 6:03PM	7/3/2014 9:47PM	3.73	0	3.73	3.44		15.0000	\$0.00	\$0.00		\$547.75
Job Code Totals			14.76	0	14.76	14.45			\$0.00	\$0.00		\$1,738.20
Work Week Totals			14.76	0	14.76	14.45	0.00		\$0.00	\$0.00	\$221.33	\$1,738.20
7/6/2014			16.04	0	16.04	16.03	0.00		\$0.00	\$0.00	\$240.66	\$2,434.05
Employee Totals			30.80	0	30.80	30.48	0.00		\$0.00	\$0.00	\$461.99	\$4,172.25

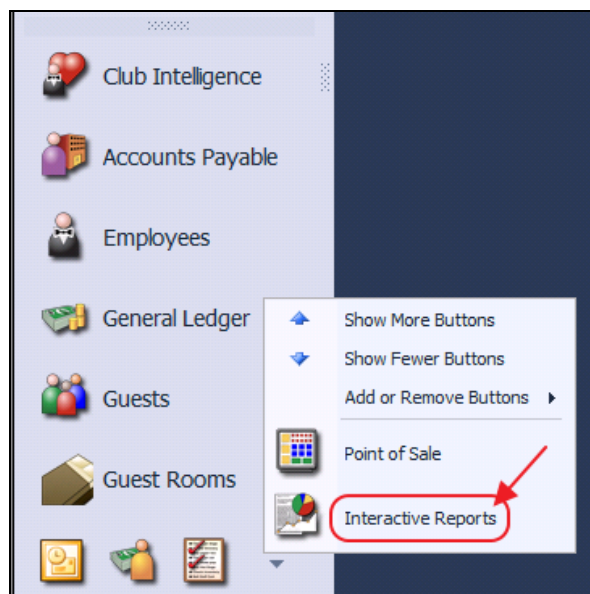
Employee Hours Audit Report

The **Employee Hours Audit** report provides users the ability to run an audit trail relevant to changes made to their Employee’s Timesheets. This report is broken down to include the Employee who made the change to a Timesheet, as well as what the old and new values include.

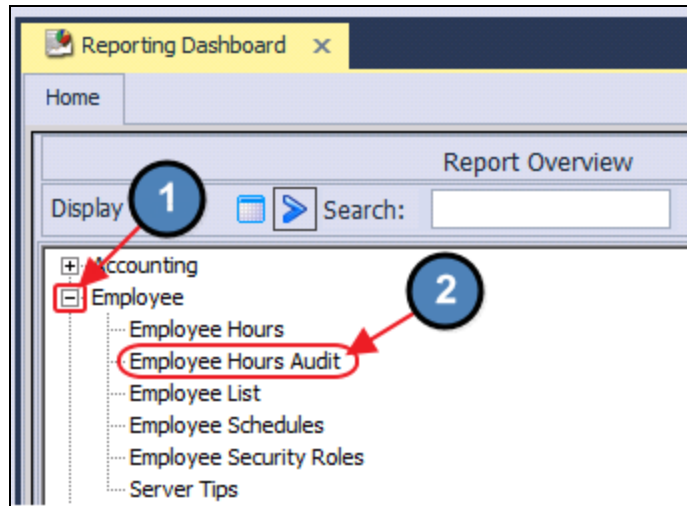
Accessing the Report

To access the **Employee Hours Audit Report**:

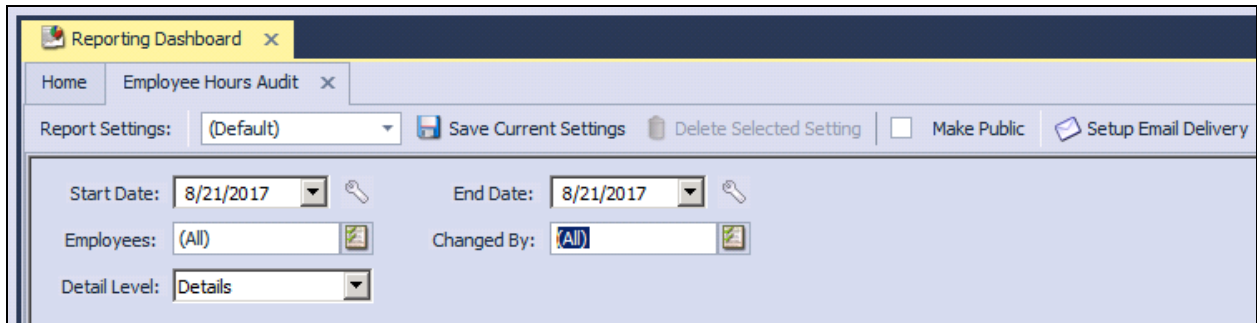
- 1) Navigate to the **Interactive Reports Module** on the left user menu.



2) Expand **Employee** and select **Employee Hours Audit**.

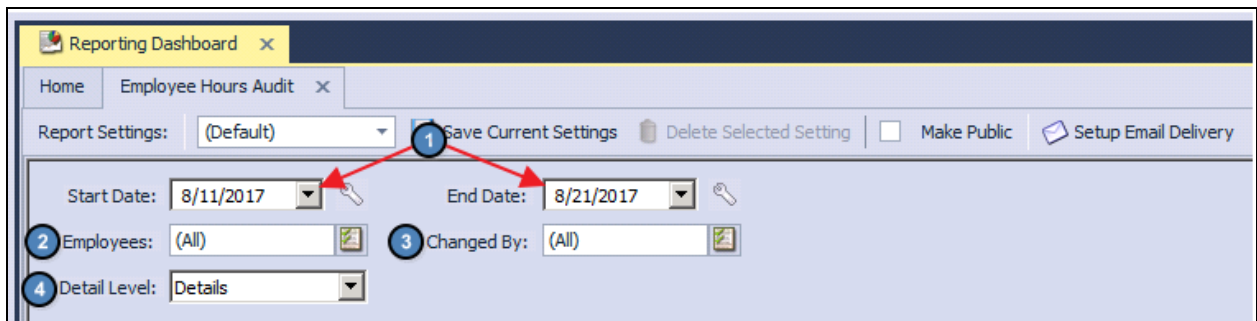


3) The **Employee Hours Audit Report** will launch.



Running the Report

Please review each filtering option below:

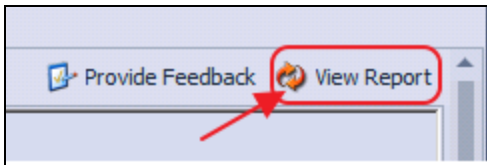


1) **Start/ End Date** - Select the **Date Parameters** for the Report.

- 2) **Employees** - Use the Lookup Value to select the applicable **Employees** to include in the report. If the report is being run for all Employees, leave the filter set to **All**.
- 3) **Changed By** - Utilize this filter to run the report based on changes made by one or multiple Employees. If the report is being run for all Employees, leave the filter set to **All**.
- 4) **Detail Level** - Select the drill down **Detail Level** of the Report (defaults to Details).

View Report

Once the desired filters are applied, select **View Report** on the top right corner of the screen.



The details of the Report will load.

Change Date	Changed By	Orig. ClockIn	New ClockIn	Orig. ClockOut	New ClockOut	Diff / Hr	Orig. JobCode	New JobCode
<input type="checkbox"/> Administrative User								
8/17/2017 2:38:57 PM	Administrative User	8/17/2017 2:33:24 PM	8/18/2017 8:00:00 AM	8/17/2017 2:36:53 PM	8/17/2017 12:00:00 PM	27.95	F&B Mgt	F&B Mgt
	Reason: TEST							
8/17/2017 2:39:54 PM	Administrative User	8/16/2017 8:00:00 AM	8/16/2017 8:00:00 AM	8/17/2017 12:00:00 PM	8/16/2017 12:00:00 PM	-24.00	F&B Mgt	F&B Mgt
	Reason: TEST							
*8/17/2017 2:40:46 PM	Administrative User	8/17/2017 2:36:58 PM	8/16/2017 1:00:00 PM		8/16/2017 5:00:00 PM	25.60	F&B Mgt	F&B Mgt
	Reason: TEST							
*8/18/2017 9:05:36 AM	Administrative User	8/16/2017 1:00:00 PM	8/16/2017 1:00:00 PM	8/16/2017 5:00:00 PM	8/16/2017 4:00:00 PM	-1.00	F&B Mgt	F&B Mgt
	Reason: Did Not Clock Out at the Correct Time.							
*8/18/2017 9:06:44 AM	Administrative User	8/16/2017 1:00:00 PM	8/16/2017 1:00:00 PM	8/16/2017 4:00:00 PM	8/16/2017 4:00:00 PM	0.00	F&B Mgt	F&B Mgt
	Reason: TEST							

As previously mentioned, this Report is broken down to include the Employee who made the change to a Timesheet, as well as the old and new values. In addition, the **Reason** the Employee entered for altering the Timesheet is included.

Clubessential Office: Club at Grand Key
 Employee Hours Audit Report
 August 11, 2017 Thru August 21, 2017
 Employee: <All>
 Changed By: <All>


 THE SEA ISLAND CLUB AT
GRAND KEY

* indicates a deleted record

Change Date	Changed By	Orig. ClockIn	New ClockIn	Orig. ClockOut	New ClockOut	Diff / Hr	Orig. JobCode	New JobCode
<input type="checkbox"/> Administrative User								
8/17/2017 2:38:57 PM	Administrative User	8/17/2017 2:33:24 PM	8/16/2017 8:00:00 AM	8/17/2017 2:38:53 PM	8/17/2017 12:00:00 PM	27.95	F&B Mgt	F&B Mgt
	Reason: TEST							
8/17/2017 2:39:54 PM	Administrative User	8/16/2017 8:00:00 AM	8/16/2017 8:00:00 AM	8/17/2017 12:00:00 PM	8/16/2017 12:00:00 PM	-24.00	F&B Mgt	F&B Mgt
	Reason: TEST							
*8/17/2017 2:40:48 PM	Administrative User	8/17/2017 2:38:58 PM	8/16/2017 1:00:00 PM		8/16/2017 5:00:00 PM	25.80	F&B Mgt	F&B Mgt
	Reason: TEST							
*8/18/2017 9:05:36 AM	Administrative User	8/16/2017 1:00:00 PM	8/16/2017 1:00:00 PM	8/16/2017 5:00:00 PM	8/16/2017 4:00:00 PM	-1.00	F&B Mgt	F&B Mgt
	Reason: Did Not Clock Out at the Correct Time.							
*8/18/2017 9:05:36 AM	Administrative User	8/16/2017 1:00:00 PM	8/16/2017 1:00:00 PM	8/16/2017 4:00:00 PM	8/16/2017 4:00:00 PM	0.00	F&B Mgt	F&B Mgt
	Reason: TEST							

Best Practices

1. Utilize the drill down option to more effectively view timesheet information.
2. Run the Audit Log to ensure reason codes are being entered, and are appropriate.

FAQs

Q: Can we standardize reason codes to use for altering the Time Sheets?

A: At this time, reasons for altering time sheets need to be manually entered due to the variation in reasons. As a reminder, it is possible to standardize reason codes for Comps and Discounts in the POS. See **System - Areas - Global Reason Codes** [here](#) for more info.

