

Software Report Sampler

time and attendance made simple



Time & Labor Management Solutions
www.timeamerica.com



Time America has an automated solution for every size business.

By offering TA100 PRO and GENESIS PRO/SQL, Time America offers a complete line of powerful solutions that automate time and attendance, workforce scheduling, benefit administration, payroll processing, shop floor data collection, and the management of labor resources. All of our systems feed this information directly into your existing payroll package. Time America's systems offer upward compatability, which means you can start with TA100 PRO, and upgrade to GENESIS PRO/SQL without re-keying data or losing history.

Our Solutions (available reports show logo)



Time America's [GENESIS PRO/SQL](#) helps you optimize productivity and better manage your bottom line by automating not only your time and attendance but also job costing, benefit administration, employee review processing, access control, bell ringing and data collection needs. In addition, GENESIS PRO/SQL can produce valuable management reports that help control overpayment of employees and distribution of labor.



[TA100 PRO](#) was designed to be a simple to use, cost effective solution that automates all of your time and attendance needs. It is self-installing and no prior computer experience is needed to get the solution up and running. TA100 PRO automatically calculates employee time and wages using your specific payroll policies and provides valuable management tools. These management tools help control overpayment of employees and ensure proper distribution of labor costs at both the department and job level.



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Time Card Report

Ordered by:

Code

Your Company Name

Thursday 01/29/2008

Date range:

01/12/2008 - 01/17/2008

TIME CARD REPORT

15:26:14

Page: 1

Code

Name

00001

Stanley, David

*** This employee has missing punches in the selected date range. ***

DATE	DAY	CTGY.	START	STOP	HOURS	REG	OT1	OT2	OT3	UNPAID	TOTAL	DOLLARS
01/12/2004	MON	WORK	08:00	17:00	9.00	8.00				1.00	9.00	
01/13/2004	TUE	WORK	08:05	18:15	10.25	9.25				1.00	10.25	
01/14/2004	WED	WORK	08:09	17:00	8.75	7.75				1.00	8.75	
01/15/2004	THU	WORK	07:28	17:14	9.50	8.50				1.00	9.50	
01/16/2004	FRI		08:00			0.00					0.00	
01/17/2004	SAT	WORK	08:01	13:02	5.00	0.00	5.00				5.00	
EMPLOYEE TOTALS												
						33.50	5.00	0.00	0.00	4.00	42.50	0.00

DEPARTMENT SUMMARY

NUMBER	NAME	HOURS
1	Shipping	33.50
2	Maintenance	5.00
		38.50

CATEGORY SUMMARY

CODE	REG	OT1	OT2	OT3	UNPAID	DOLLARS
WORK	33.50	5.00			4.00	

EMPLOYEE

SUPERVISOR

Missing Punch Flags

Attendance Flags

Optional Summaries

Optional Signature Line

Period Totals

The Time Card Report shows a basic summary of employee payroll and attendance data for the selected date range. This includes the date/day of week, the category of worked time, the actual start and stop punches, attendance codes associated with the punches, total hours worked, and a breakdown of the type of hours for each day.

The Time Card Report totals all this data and displays any absences and missing punches for the selected date range. The system allows several variations of this report. Examples include department and category summaries and added detail such as rounded verses actual punch times and labor distribution.

Alternate Time Card Report

Ordered by: Code
 Grouped by: Department
 Date range: 01/14/2004 - 01/16/2004

Your Company Name
TIME CARD REPORT

Thursday 01/22/2004
 12:41:14
 Page: 1

Department 2 Maintenance

Code Name
 00009 Jackson, George

DATE	DOW	IN	OL	IL	OUT	WORK		VAC		HOL		SICK		PERS		OTHER	
						REG	OT	REG	OT	REG	OT	REG	OT	REG	OT		
01/14/2004	WED	07:56	12:00	12:58	17:03	8.00											
01/15/2004	THU					0.00											
01/16/2004	FRI	07:45	11:54	12:25	16:28	7.50											
EMPLOYEE TOTALS						15.50	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00

Code Name
 00012 Smith, Paul

DATE	DOW	IN	OL	IL	OUT	WORK		VAC		HOL		SICK		PERS		OTHER	
						REG	OT	REG	OT	REG	OT	REG	OT	REG	OT		
01/14/2004	WED	08:00			17:00	8.00											
01/15/2004	THU					0.00						8.00					
01/16/2004	FRI					0.00						8.00					
EMPLOYEE TOTALS						8.00	0.00	0.00	0.00	0.00	0.00	16.00	0.00	0.00	0.00	0.00	0.00

DEPARTMENT TOTALS

23.50	0.00	0.00	0.00	0.00	0.00	16.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
-------	------	------	------	------	------	-------	------	------	------	------	------	------	------

Can be run for any time frame

Sorted by department

Attendance flags

Easy to read, one line per day format

Flags Absences, and Attendance Infractions

Totals by Division, Group and Department

Includes punch detail

Totals by pay type

The system allows you to print time cards in various formats. This condensed one line format shows punch detail and totals by category. This report can be generated by employee,

department, division, or group. This paper saving format is excellent for supervisors to verify the accuracy of hours and correct any exceptions.

* does not support OT3

Weekly Hours Report

Ordered by...: Code Your Company Name Thursday 01/22/2008
 Date range...: 01/12/2008 - 01/18/2008 15:15:46
 Page: 1

WEEKLY HOURS REPORT

Day of Week

Easy to read one line per week format

Code	Name	MON	TUE	WED	THU	FRI	SAT	SUN	REG	OT1	OT2	OT3	UNPAID	TOTAL
00001	Stanley, David	8.00	9.25	7.75	8.50		5.00		33.50	5.00	0.00	0.00	4.00	42.50
00002	Baines, Peter	8.00	8.00	8.00	8.00	8.00			40.00	0.00	0.00	0.00	5.00	45.00
00003	Anderson, Frank	8.25	7.75	7.75	8.00	8.00			39.75	0.00	0.00	0.00	5.00	44.75
00004	Jones, David	8.00	8.25	8.00	8.25	8.00			40.00	0.50	0.00	0.00	5.00	45.50
00005	Smith, John	8.00	8.00	8.00	7.75	7.75			39.50	0.00	0.00	0.00	5.00	44.50
00006	Allen, Jim	8.00	8.00	8.00	8.00	8.00			40.00	0.00	0.00	0.00	5.00	45.00
00007	Murphy, Jennifer	8.00	8.00	8.00	8.00	8.00			40.00	0.00	0.00	0.00	5.00	45.00
00008	Howard, Sandra	8.00	8.00	8.00	8.00	8.00			40.00	0.00	0.00	0.00	5.00	45.00
00009	Jackson, George	8.00		8.00		7.50			23.50	0.00	0.00	0.00	3.00	26.50
00012	Smith, Paul	8.00	8.00	8.00	8.00	8.00			40.00	0.00	0.00	0.00	3.00	43.00
TOTALS									376.25	5.50	0.00	0.00	45.00	426.75

Daily Hours

The Weekly Hours Report shows a summary of an employee's hours for the selected date range. The hours are

broken out by their respective classes (Regular and up to three levels of Overtime).



Department Summary Report

Date range: 01/14/2008 - 01/20/2008

Your Company Name

Thursday 01/22/2008

13:14:34

Page: 1

DEPARTMENT SUMMARY REPORT

Code	Name	REG	OT1	OT2	OT3	UNPAID	TOTAL
1	Shipping	73.82		0.00	0.00	9.00	82.82
2	Maintenance	187.05	4.00	0.00	0.00	23.00	214.05
3	Sales	35.38	0.50	0.00	0.00	4.00	39.88
4	Administration	80.00		0.00	0.00	10.00	90.00
TOTALS		376.25	4.50	0.00	0.00	46.00	426.75

Easy to read,
one line format

Breaks out overtime

The Department Summary Report summarizes the hours which have been applied to each "Department." The hours are broken out by their respective classes (Reg, OT1, OT2, OT3, and Unpaid).

"Departments" are a standard level of Labor Distribution. TA100 PRO and GENESIS PRO/SQL also include one additional standard level called Job. Each employee can be assigned to a home department job and then transfer to different departments and jobs throughout the day.

Different wages can be assigned to an employee for each department and job. With the addition of the GENESIS PRO/SQL Job Costing module, an employee can receive a different wage for working in a particular department, on a particular job, in a particular step, for a particular operation performing an individual task. The flexible Time America system allows you to change the names of department, job, step, operation, and task to match your company's terminology.

Shift Summary Report

Ordered by: Code Optional Shift Forecasting

Your Company Name

Monday 01/19/2008

Date range: 01/11/2008 - 01/17/2008

SHIFT SUMMARY REPORT

14:49:04

Page: 1

Shift Group 001

Shift 1

Code	Name	HOURS	CUM HRS	REG	OT1	OT2	OT3	UNPAID	TOTAL
00001	Stanley, David	33.50	33.50	33.50	0.00	0.00	0.00	4.00	37.50
00002	Baines, Peter	40.00	73.50	40.00	0.00	0.00	0.00	5.00	45.00
00003	Anderson, Frank	39.75	113.25	39.75	0.00	0.00	0.00	5.00	44.75
00004	Jones, David	40.50	153.75	40.00	0.50	0.00	0.00	5.00	45.50
00005	Smith, John	39.50	193.25	39.50	0.00	0.00	0.00	5.00	44.50
00006	Allen, Jim	40.00	233.25	40.00	0.00	0.00	0.00	5.00	45.00
00009	Jackson, George	23.50	256.75	23.50	0.00	0.00	0.00	3.00	26.50
00012	Smith, Paul	40.00	296.75	40.00	0.00	0.00	0.00	3.00	43.00

8 Employees Processed

SHIFT TOTALS

296.75 296.25 0.50 0.00 0.00 35.00 331.75

Shift 2

Code	Name	HOURS	CUM HRS	REG	OT1	OT2	OT3	UNPAID	TOTAL
00007	Murphy, Jennifer	40.00	40.00	40.00	0.00	0.00	0.00	5.00	45.00
00008	Howard, Sandra	40.00	80.00	40.00	0.00	0.00	0.00	5.00	45.00

2 Employees Processed

SHIFT TOTALS

80.00 80.00 0.00 0.00 0.00 10.00 90.00

Shift 3

Code	Name	HOURS	CUM HRS	REG	OT1	OT2	OT3	UNPAID	TOTAL
00001	Stanley, David	5.00	5.00	0.00	5.00	0.00	0.00	0.00	5.00

1 Employee Processed

SHIFT TOTALS

5.00 0.00 5.00 0.00 0.00 0.00 5.00

SHIFT GROUP TOTALS

381.75 376.25 5.50 0.00 0.00 45.00 426.75

Breakdown of each
Shift and shift group

Shows individual hours
spent on each shift

Breaks out regular
and overtime hours

The Shift Summary Report gives a summary of the hours worked in each shift for the selected date range. The hours are shown as totals for each employee and also as a summary for the entire shift. The TA100 PRO and GENESIS PRO/SQL

Forecasting option allows you to forecast shift totals including potential overtime based on hours worked and scheduled hours still to work during the selected date range.



Category Summary Report

Ordered by: Code
 Date range: 01/12/2008 - 01/17/2008
 Your Company Name
CATEGORY SUMMARY REPORT
 Friday 02/06/2008
 09:48:03
 Page: 1

Code	Name														
00006	Allen, Jim														
CAT	DESCRIPTION	TOTALS	SUN	MON	TUE	WED	THU	FRI	SAT	REG	OT1	OT2	OT3	UNPAID	DOLLARS
EXPN	Expense Reimbursement	TOTALS	0	0	0	0	0	1	0						43.26
WORK	Worked Time	TOTALS	0	1	1	1	1	1	0	40.00				5.00	
EMPLOYEE TOTALS										40.00	0.00	0.00	0.00	5.00	43.26
00012	Smith, Paul														
CAT	DESCRIPTION	TOTALS	SUN	MON	TUE	WED	THU	FRI	SAT	REG	OT1	OT2	OT3	UNPAID	DOLLARS
SICK	Sick - Paid	TOTALS	0	0	0	0	1	1	0	16.00					
TOOL	Tool Allowance	TOTALS	0	0	0	0	0	1	0						200.00
WORK	Worked Time	TOTALS	0	1	1	1	0	0	0	24.00				3.00	
EMPLOYEE TOTALS										40.00	0.00	0.00	0.00	3.00	200.00

Breaks out time
by user-selectable pay classifications

Indicates on what day
the category was applied

Shows both
hours and dollars

Used as the input to Payroll, the **Category Summary Report** breaks out the employee's hours into their respective pay class. In addition, the report also indicates on which day

the category occurred making it easy to spot trends. For example, the employee has taken five sick days all on Fridays or Mondays.

Who's In/Not In Report

May be run for any day, time, and employee group/range

Ordered by: Code Your Company Name Tuesday 02/03/2008
 Date: 01/14/2008 12:52:30
 Time: 12:51:00 **WHO'S IN** Page: 1

Code	Name	Date	Day	Time	Department	Clock	Last Action
00001	Stanley, David	01/14/2008	WED	08:09:00	1	001	IN
00002	Baines, Peter	01/14/2008	WED	07:00:00	2	002	IN
00003	Anderson, Frank	01/14/2008	WED	07:15:38	3	001	IN
00004	Jones, David	01/14/2008	WED	07:05:57	1	001	IN
00005	Smith, John	01/14/2008	WED	10:08:27	1	001	CHANGE
00006	Allen, Jim	01/14/2008	WED	07:55:17	2	001	IN
00009	Jackson, George	01/14/2008	WED	12:00:04	2	003	OUT TO LUNCH
00012	Smith, Paul	01/14/2008	WED	08:00:00	2	001	IN

Total number of employees clocked in at the selected time

8 EMPLOYEES IN

Date and time the employee started work

Shows the employee's default department number or the previous department number in the event of a "Change"

Shows the employee's last performed punch

May be run for any day, time, and employee group/range

Ordered by: Code Your Company Name Monday 01/12/2008
 Date: 01/12/2008 12:54:20
 Time: 08:00:00 **WHO'S NOT IN** Page: 1

Code	Name	Department
00001	Stanley, David	1
00007	Murphy, Jennifer	4
00008	Howard, Sandra	4
00009	Jackson, George	2

4 EMPLOYEES NOT IN

Total number of employees clocked out at the selected time

Can be sorted by department

This Management Report allows the operator to show all the employees who are punched IN or OUT at a specific date and time. A unique feature of this report is the ability

to also show any transactions or transfers that may have occurred after the IN punch. This is useful in tracking the employee's current location.



Attendance Code Report

Ordered by: Code
Date range: 01/12/2008 - 01/16/2008

Your Company Name

Tuesday 02/03/2008 12:20:04
Page: 1

ATTENDANCE CODE REPORT

Code	Name	Punched Date	Day	Time	Sched Time	Differ	Attendance Code	Name	Policy	Shift Group	Shift
00006	Allen, Jim L	01/12/2008	MON	08:17	08:00	00:17		IN LATE	001	001	001
		01/14/2008	WED	16:41	17:00	- 00:19	OE	OUT EARLY	001	001	001
		01/16/2008	FRI	13:15	13:00	- 00:15	LL	LUNCH - LONG	001	001	001

Actual punch time

Variance

Exception description

Scheduled punch time

User defined attendance code as reported on time card

The Attendance Report shows employees with attendance infractions. The employee's scheduled start and stop time are shown in comparison to their actual punches, along with the attendance code and a description of the infraction. Attendance Codes are user-defined codes that correspond

with transactions that fall within the defined time zones. For example, IL equals In Late and OE equals Out Early. GENESIS PRO/SQL allows the user to create an unlimited number of Codes to report on a wide range of attendance infractions.

* Unlimited user defined attendance codes

** IE, IR IG IL, OE, ID O R, OG, OL, OD

Attendance Count Report

Flexible,
user-defined
reporting
range

Ordered by: Code
Date range: 01/01/2008 - 01/23/2008

Your Company Name
Thursday 02/05/2008
12:37:26
Page: 1

Code	Name	Absent	Attendance Code	Name	IN	OUT
00001	Stanley, David	0	ID	IN DOCKED	1	
			IL	IN LATE	1	
			OL	OUT LATE		2
00003	Anderson, Frank	0	LL	LUNCH - LONG		1
00006	Allen, Jim	3	IL	IN LATE	1	
			LL	LUNCH - LONG		1

Number of
occurrences
during the
selected period

User defined
attendance
codes as
reported
on the
time card

Specifies
both
IN and OUT

Used for employee review purposes, the Attendance Count Report is similar to the Attendance Report except that it provides the user with a tally of the various Attendance Codes that have occurred within the selected date range

(i.e. the number of "IN LATE" infractions for the past month). This report also lists the number of absences with any date range the user selects.



Annual Attendance Code Report

Ordered by: Name		Your Company Name		Tuesday 02/06/2008	
Year: 2007		ANNUAL ATTENDANCE CODE REPORT		15:44:42	
Page: 1					

Code		Name	
15570		Brown, Christy	

JANUARY			FEBRUARY			MARCH			APRIL		
IN/OUT	IN/OUT	IN/OUT	IN/OUT	IN/OUT	IN/OUT	IN/OUT	IN/OUT	IN/OUT	IN/OUT	IN/OUT	IN/OUT
1 ID OR	11 IR OR	21 IN/OUT	1 IE OE	11 IN/OUT	21 IE OD	1 IL OL	11 IN/OUT	21 IL OD	1 IN/OUT	11 IR OR	21 IN/OUT
2 ID OR	12 IE	22 IR OD	2	12	22 IE OE	2	12 IR OR	22 IR OR	2 IL OD	12 IE LL	22
3 IR OR	13	23 IR OR	3	13 IE OR	23 IE OR	3	13 IR LL	23 IR LL	3 IL OE	13	23 IR OR
4 ID OR	14	24 IR OR	4	14 IE OL	24	4	14 IR OE	24	4 IR OD	14	24 IR OR
5	15	25 IE OE	5 IR	15 IE OE	25	5 IL LL	15	25	5 ID OD	15	25 ID OR
6	16 IR OR	26 IE LL	6 IR OR	16	26 IL OD	6 ID OD	16 IR	26 ID LL	6 IE OE	16 IR OD	26 IR OR
7	17 IR OD	27	7 IE LS	17	27 IL OR	7 IR LL	17	27 IL LL	7	17 IR OR	27 ID OR
8 IL OR	18 IR OD	28	8 IE OE	18	28 IR OR	8 IR OR	18	28 ID OR	8	18 IR OR	28
9 IR OR	19	29 IR OR	9 IE OR	19	29	9 IR OR	19 IL OD	29 IR OD	9 IE OD	19	29
10 IR OE	20	30 IR OR	10	20 IE OD		10	20 ID OR	30 IR OR	10 IE OD	20	30 IL OR
	31 IR OR						31				

MAY			JUNE			JULY			AUGUST		
IN/OUT	IN/OUT	IN/OUT	IN/OUT	IN/OUT	IN/OUT	IN/OUT	IN/OUT	IN/OUT	IN/OUT	IN/OUT	IN/OUT
1 IR OR	11	21 IR OR	1 ID OD	11 IR OE	21 ID OL	1	11 ID LL	21	1 IR LL	11	21 ID OD
2 ID OR	12	22 ID OD	2	12 IL OR	22 IR OR	2 IR OD	12 IR OL	22	2 ID OL	12	22 ID OD
3 ID OL	13	23 ID OR	3	13 IE OD	23	3 IR OR	13	23 IR LL	3 IR OR	13 ID OR	23 IR OL
4 ID OR	14 ID OD	24 ID OL	4 ID OD	14 IR OR	24	4	14	24 IR OD	4	14 ID OR	24
5	15	25	5 IR OD	15 IR LL	25 IR OR	5 IE OE	15	25 IR OD	5	15 ID OE	25
6	16 ID OE	26	6 IR OD	16	26 IR OD	6 IR OR	16 IR OD	26 ID OL	6 IR LL	16 IE OL	26
7 ID OR	17	27	7 IR OL	17	27 IE OR	7	17 IE OR	27	7 ID OR	17 IR OD	27
8 IL OD	18 IR OE	28	8	18 IE OR	28 IR OL	8	18 IE OR	28	8 OD	18	28 IR
9 ID OR	19	29 IR OD	9	19 IR OR	29	9 ID OR	19 IR OL	29	9 IL OL	19	29 ID OD
10 ID OR	20	30 IL LL	10	20 IE OE	30	10 OR	20 IR OD	30 IR OD	10	20 IE OD	30 OL
	31 ID OR						31 IR OD			31	31 IR OD

SEPTEMBER			OCTOBER			NOVEMBER			DECEMBER		
IN/OUT	IN/OUT	IN/OUT	IN/OUT	IN/OUT	IN/OUT	IN/OUT	IN/OUT	IN/OUT	IN/OUT	IN/OUT	IN/OUT
1	11 IR OD	21 IL OE	1	11 IL OL	21	1 IR OL	11	21	1	11 IR OL	21 IR OD
2	12 ID OD	22	2	12	22 ID OR	2 IR OE	12 IE OD	22	2	12 IR OR	22
3	13 IL OL	23	3	13	23 ID OR	3	13 IR OD	23	3 IR OR	13 IR OL	23
4 IL	14 ID OR	24 ID OD	4 IR OL	14	24 IR OR	4	14 IR OD	24	4 OR	14	24 IR OE
5 IL OR	15	25 IL OD	5 IR OE	15 ID OD	25 ID OL	5 IR OD	15 IR OL	25	5 IR OR	15	25
6 IR OL	16	26 IL OD	6	16 IR OE	26	6 IR OD	16 IR OE	26 IR OD	6 IR OR	16	26 IE OR
7	17 IR OD	27 ID OL	7	17 IR OE	27	7 IR OD	17	27 IR OD	7 IR OR	17 IR OR	27 IR OL
8	18 ID OD	28	8 IL OR	18 ID OL	28	8 IL OL	18	28 ID OE	8	18 IR OR	28
9	19 IR OE	29	9 ID LL	19 ID OE	29 IR OD	9	19 IR OD	29 ID OL	9	19 IR OD	29
10 IL OD	20 IL OL	30	10 ID LL	20	30 IR OD	10	20 IE OD	30	10 IR OR	20 IR OR	30
				31 IR OD							31 IR OE

IN TOTALS		Description	OUT TOTALS	
ID IN DOCKED	51		LL LUNCH - LONG	16
IE IN EARLY	30	Totals each attendance infraction	LS LUNCH - SHORT	1
IL IN LATE	26		OD OUT DOCKED	64
IR IN ROUNDED	108		OE OUT EARLY	25
			OL OUT LATE	30
			OR OUT ROUNDED	78

Shows detail for each month and each day of the year

Attendance code as reported on Time Card

This easy to file report is a must for your employee records. With the Annual Attendance Code Report you can easily access information on the employee's attendance history from

the number of specific user defined infractions, right down to the days on which they occurred.

* Only available in
GENESIS PRO/SQL
with the Occurrence
Ratings module

Employee Attendance Detail Report

System maintains complete history to support each notice

Your Company Name

Monday 02/02/2008

EMPLOYEE ATTENDANCE DETAIL

15:34

Page: 1

Code 00003

Hire Date 12/26/2007

Name Anderson, Frank

Fiscal Date 12/26/2007

Occurrences Details

Date	Time	Code	Name	Amount
01/25/2008	16:00:00	OE	OUT EARLY	1.00
01/24/2008	16:00:00	OE	OUT EARLY	1.00
01/23/2008	16:00:00	OE	OUT EARLY	1.00
01/22/2008	16:00:00	OE	OUT EARLY	1.00
01/18/2008	16:01:58	OE	OUT EARLY	1.00
01/17/2008	16:04:42	OE	OUT EARLY	1.00
01/16/2008	16:04:03	OE	OUT EARLY	1.00
01/15/2008	16:00:40	OE	OUT EARLY	1.00
01/15/2008	13:33:11	LL	LUNCH - LONG	1.50
01/14/2008	16:15:27	OE	OUT EARLY	1.00
OCCURRENCES TOTAL				10.50

Individual
Occurrences

Rating Level

Point value for
the occurrence

Great for employee reviews and tracking disciplinary action, the GENESIS PRO/SQL Occurrence Ratings Module maintains an occurrence history of all employee attendance infractions such as tardy, long lunch, early departure, etc. The system has user configurable tables that allow these infractions to be assigned a point value. You can then define employee attendance rating levels such as a warning, on notice, and mandatory termination.

This module rates employee's attendance versus company standards as well as other employees. When an employee reaches one of your predefined occurrence rating levels the system has the ability to issue an attendance notice (shown on the next page), including employee infraction history.



Employee Attendance Notice Report

Easy to file document format

Your Company Name
EMPLOYEE ATTENDANCE NOTICE

02/02/2008

14:55

Code **00003**

Name **Anderson, Frank**

On _____ it is being brought to your attention that you are in violation of this company's Attendance Program. You are receiving the following attendance discipline due to this violation.

User
definable
text

No 8.00 Occurrence - 2nd Warning

Rating Level

This session is deemed to have put you on notice that your Attendance Record must improve, or further disciplinary action, up to and including termination, may result. This document is maintained in your personnel file.

Comments:

Comments field
for additional
explanation,
feedback,
or results of
a discussion

Employee Supervisor _____ Date _____

Personnel Representative _____ Date _____

Union Representative _____ Date _____

Employee _____ Date _____

Signature
lines for
all parties
involved

Along with the Employee Attendance Detail Report the Occurrence Ratings module for GENESIS PRO/SQL also has the ability to automatically print out warning notices when defined

infraction levels are reached. Each notice has a user definable text section, listing of the infraction and signature lines for both the employee and the supervisor.

Approaching Overtime Report

Your Company Name						Thursday 02/12/2004		
Ordered by: Code						16:26:48		
APPROACHING OVERTIME REPORT								
Code	Name	Date Range	Scheduled	Worked-to-Date Regular	Overtime	Additional Scheduled	Estimated Overtime	Total
00001	Stanley, David	02/08/2004 - 02/14/2004	40.00	28.75	0.00	8.0000	0.00	36.7500
00002	Baines, Peter	02/08/2004 - 02/14/2004	40.00	30.00	0.00	8.0000	0.00	38.0000
00003	Anderson, Frank	02/08/2004 - 02/14/2004	40.00	31.50	0.00	8.0000	0.00	39.5000
00004	Jones, David	02/08/2004 - 02/14/2004	40.00	32.00	0.00	8.0000	0.0000	40.0000
00005	Smith, John	02/08/2004 - 02/14/2004	40.00	32.00	0.00	8.0000	0.0000	40.0000
00006	Allen, Jim	02/08/2004 - 02/14/2004	40.00	36.00	0.00	8.0000	4.0000	44.0000
00007	Murphy, Jennifer	02/08/2004 - 02/14/2004	40.00	37.00	0.00	8.0000	5.0000	45.0000
00008	Howard, Sandra	02/08/2004 - 02/14/2004	40.00	36.00	0.00	8.0000	4.0000	44.0000
00009	Jackson, George	02/08/2004 - 02/14/2004	40.00	37.00	0.00	8.0000	5.0000	45.0000
00012	Smith, Paul	02/08/2004 - 02/14/2004	40.00	33.00	5.00	8.0000	1.0000	41.0000
10 Employees Processed								

Estimates overtime based on
hours worked-to-date and
additional scheduled time

Employees
least likely
to earn
overtime

Never again will you pay overtime just because you needed to have an employee "fill in" for someone else. Just run the Approaching Overtime Report. This report lists all employees

in the selected range and their hours worked up-to-the minute. The report allows managers to adjust employees' schedules in order to minimize over-time payouts.



Seniority Report

Ordered by: Date, Code Your Company Name Thursday 02/14/2002
 Grouped by: Department **SENIORITY REPORT** 16:58:51
 Page: 1

Code	Name	Hire Date	Length of Service			Total Days
			Years	Months	Days	
00002	Baines, Peter	04/11/1968	33	10	03	12362
00001	Stanley, David	11/14/1973	28	03	00	10319
00006	Allen, Jim	01/13/1976	26	01	01	9529
00009	Jackson, George	08/09/1981	20	06	05	7494
00004	Jones, David	12/20/1989	12	01	25	4439
00007	Murphy, Jennifer	06/15/1994	07	07	30	2801
00005	Smith, John	02/02/1995	07	00	12	2569
00003	Anderson, Frank	09/17/1996	05	04	28	1976
00012	Smith, Paul	06/22/2000	01	07	23	602
00008	Howard, Sandra	05/09/2001	00	09	05	281

10 Employees Processed

Seniority shown
in years/months
and number of days

This report allows you to easily qualify employees for Benefit Entitlement. When running this report you can select to only show those employees that have reached a specific length of service.

By selecting to show only those employees in their 11th month, the Seniority Report can be used to notify you of upcoming anniversaries.

Employee Benefits Report

Ordered by: CODE		Your Company Name				Friday 02/15/2008 11:33						
Show inactives: YES		EMPLOYEE BENEFITS LIST									Page : 1	
Code	Name	Fiscal Date	Hire Date	Last Post Date	Days of Service	Cat	Allowed	Taken	Pending	Left	Count	
00001	Stanley,David	12/26/2001	06/14/1995	NONE	2438	JURY	0.00	0.00	0.00	0.00	0	
						PERS	8.00	0.00	0.00	8.00	0	
						SICK	40.00	16.00	0.00	24.00	2	
						VAC	40.00	0.00	24.00	16.00	3	
00002	Baines,Peter	12/26/2001	12/13/1992	NONE	14309	JURY	0.00	16.00	0.00	-16.00	2	
						PERS	8.00	0.00	0.00	8.00	0	
						SICK	40.00	16.00	0.00	24.00	2	
						VAC	80.00	8.00	32.00	40.00	5	
2 Employees listed												

Unlimited user defined categories

maximum an employee can take

Amount taken to date

Amount Remaining

Unlimited user defined categories

maximum an employee can take

Amount taken to date

Amount Remaining

How many entries applied toward the amount taken

Tracks & reports complete detail of adjustments to the balances including system generated accrual calculations.

These reports are used to track employees use of company benefits. Both reports may be run by employee (shown above) which shows the employee and their benefits taken, or by benefit, showing the amount taken by each employee. You may also select to show only those employees who have

exceeded the maximum amount of benefit time, or have under a specified amount remaining. By utilizing the TA100 PRO or GENESIS PRO/SQL benefit accruals module, allowed balances can be automatically updated utilizing your company's benefit accrual formulas.



Actual vs. Budgeted Wage Report

Date range: 01/01/2008 - 01/31/2008 Your Company Name Monday 02/02/2008
 Ordered by: Code 11:49:11
 ACTUAL VS BUDGETED WAGE REPORT Page: 1

JOB		REG	OT1	OT2	OT3	ACTUAL TOTAL	BUDGETED TOTAL	ACTUAL VS BUDGETED
Code	Name							
00001100	Manhattan Auto							
	HOURS	71.783	3.583			75.366	72.000	(3.367)
	DOLLARS	1109.448	82.453			1191.900	1100.000	(91.900)
29718526	Tempe Car Company							
	HOURS	11.433				11.433	12.000	0.567
	DOLLARS	179.470				179.470	200.000	20.530
33683822	Motor City							
	HOURS	43.850	3.500			47.350	50.000	2.650
	DOLLARS	700.512	80.535			781.047	700.000	(81.047)
74328931	Cars-R-Us							
	HOURS	3.617				3.617	5.000	1.383
	DOLLARS	55.480				55.480	100.000	44.520
83621789	Pensicola Motor Works							
	HOURS	19.117				19.117	20.000	0.883
	DOLLARS	301.185				301.185	320.000	18.815
TOTAL HOURS		149.80	7.08	0.00	0.00	156.88	159.00	2.12
TOTAL DOLLARS		2346.09	162.99	0.00	0.00	2509.08	2420.00	(89.08)

Over budget hours/wages appear in parentheses

Totals by Job










Breaks out overtime hours/dollars

In GENESIS PRO/SQL, budgeted hours and wages are calculated from the daily costs you input

This valuable management tool compares budgeted hours and wages with those that were actually worked. In addition, this report also compares hours and wages based on scheduled work times. The Actual vs Budgeted report can show you the individual employee detail, so you can compare efficiencies of employees working on the same task. By breaking out time by regular, three

different overtimes, and any miscellaneous costs, the system gives you a concise illustration of where your time/dollars are being squandered. By using the Forecasting feature of the GENESIS PRO/SQL software, the system can be used to project budgets and anticipate cost overruns. This report can be run by pay period or any special time frame.

Badge Generator Report

 <p>0006</p> <p>Murphey, Jennifer Marketing</p>  	 <p>0003</p> <p>Jones, David Mail Room</p>  
 <p>0008</p> <p>Johnson, Anita Vice President</p>  	 <p>0001</p> <p>Baines, Peter President</p>  


The GENESIS PRO/SQL integrated badge maker gives you the power to print barcode badges directly to a laser printer. The integrated report editor allows you to drop in your own corporate logo along with any additional formatting you desire.

Employee pictures are pulled directly from the employee's master record. In addition, GENESIS PRO/SQL prints job costing barcodes for transfer sheets.



Absence and Missing Punch Report

Ordered by: Code	Your Company Name	Monday 01/26/2008 16:05:17
Date range: 01/14/2008 - 01/20/2008	ABSENCE AND MISSING PUNCH REPORT	Page: 1

Code	Name	BADGE	DATE	DAY	PUNCH	CLOCK	FUNCTION	REASON
00001	Stanley, David	00001	01/14/2008	Wed	08:00:00	001	CLOCKED IN	Bad Sequence
00009	Jackson, George	00009	01/15/2008	Thu	08:00:00	001	CLOCKED IN	Bad Sequence
			01/16/2008	Fri	08:00:00			Scheduled - No Punches

3 Missing punches on file

Corresponding
Punch

Description of Missing Punch

The Missing Punch Report will show any missing transactions that have occurred during the selected date range. Two instances where a missing punch may be generated are:

1. When an employee punches in for the day but does not punch out at the end of the day, or

2. if an employee was scheduled to work on a given day but does not punch on that day. Used in conjunction with the Auto Process feature, this report provides an effective means of catching punch errors before they become payroll errors.

* Does not allow for electronic supervisor approval. Signature line is available

Overtime Hours Exceptions Report

Ordered by: Code Your Company Name Monday 01/19/2008 07:58:56
 Date range: 01/12/2008 - 01/17/2008 **OVERTIME HOURS EXCEPTIONS** Page: 1

Code	Name	Day	Date	Reg	Overtime Worked	Overtime Approved	Supervisor Approval
00001	Stanley, David	Sat	01/17/2008	0.00	5.00	0.00	*** 5.00 UNAPPROVED ***
00004	Jones, David	Sat	01/17/2008	0.00	4.00	3.00	*** 1.00 UNAPPROVED ***

2 Exceptions found

Shows overtime hours worked versus overtime hours approved

Alerts you to unapproved overtime. Approval can be made at the PC or the clock

The Overtime Hours Exceptions Report is a valuable tool used to control overtime. This report will show any employee's overtime hours that exceed the value defined in the employee's policy. When used in conjunction with the overtime approval functions, supervisors can be required to approve unauthorized overtime.

This report will show you how many hours the supervisor approved, which supervisor approved the overtime, and any overtime worked in excess of the approved amount. A signature line is also available for supervisor use.

Hours Exceptions Report

Ordered by:	Code	Your Company Name						Wednesday		02/25/2008
Date range:	01/12/2008 - 01/16/2008		DAILY HOURS EXCEPTIONS						07:42:31	
Page: 1										
01/13/20										
Code	Name	Date	DOW	Policy	Under	Over	Hours Worked		Variance	
00001	Stanley, David	01/13/2008	SUN	001	7.50	9.00	9.25	8.00	0.25	
00003	Anderson, Frank	01/13/2008	SUN	001	7.50	9.00	7.25	.25	(0.25)	
00009	Jackson, George	01/13/2008	SUN	001	7.50	9.00	6.75	7.75	(0.75)	
3 Exceptions found										

Ordered by:	Code	Your Company Name				Friday	02/26/2008
Date range:	01/12/2008 - 01/16/2008		PERIOD HOURS EXCEPTIONS			07:43:10	Page: 1
Code	Name	Policy	Under	Over	Hours Worked	Variance	
00001	Stanley, David	001	39.00	41.00	41.50	0.50	
00009	Jackson, George	001	39.00	41.00	22.75	(16.25)	
2 Exceptions found							

Ordered by: Code		Your Company Name				Wednesday 1/21/2008	
Date range: 01/14/2008 - 01/18/2008		CONSECUTIVE HOURS EXCEPTIONS				07:44:47 Page: 1	
Code	Name	Day	Date	End Time	Consecutive Hours	Base Hours	Variance
00001	Stanley, David	TUE	01/15/2008	18:15:53	10.25	10.00	0.25
1 Election fund							

User defined ranges

Shows Variance

The Hours Exceptions Report allows you to easily flag employees with total hours that fall outside your pay policies acceptable range. Inside the employee's pay policy you define ranges for both daily and period hours. In addition, you can

also define a maximum number of consecutive hours (gross hours) an employee may be on-the-clock. If the employee's total hours fall outside the defined range they will be flagged on one of these reports. The report will also show the variance from your defined range.

Daily Exceptions Report

Ordered by: Code		Your Company Name						Wednesday 01/21/2008			
Date range: 01/14/2008 - 01/20/2008		DAILY EXCEPTION REPORT						10:40:24			
								Page: 1			
Employee	Name	Date	Start	Stop	Department Category/Job	Paid	Unpaid	REG	OT	Paid Total	
00001	Stanley, David	01/14/2008	Scheduled: 08:00	17:00	WORK 1 563725	8.00	1.00	8.00		8.00	
			Rounded: 08:00	17:00				Scheduled Total:		8.00	
			Actual: 08:00	17:00				Variance:			
		01/15/2008	Scheduled: 08:00	17:00	WORK 1 563725	9.25	1.00	9.25		9.25	
			Rounded: 08:00	18:15 OL				Scheduled Total:		8.00	
			Actual: 08:05	18:15				Variance:		1.25	
		01/16/2008	Scheduled: 08:00	17:00	WORK 1 563725	7.75	1.00	7.75		7.75	
			Rounded: 08:15 ID	17:00				Scheduled Total:		8.00	
			Actual: 08:09	17:00				Variance:		(0.25)	
		01/17/2008	Scheduled: 08:00	17:00	WORK 1 563725	8.50	1.00	8.50		8.50	
			Rounded: 07:30 IE	17:00				Scheduled Total:		8.00	
			Actual: 07:28	17:14				Variance:		0.50	
		01/18/2008	Scheduled: 08:00	17:00	WORK 1 563725	8.00	1.00	6.50	1.50	8.00	
			Rounded: 08:00	17:00				Scheduled Total:		8.00	
			Actual: 08:00	17:02				Variance:			
01/19/2008	Scheduled:		WORK 1 563725	5.00	0.00	0.00	5.00	5.00			
	Rounded: 08:00	13:00 OL				Scheduled Total:					
	Actual: 08:01	13:02				Variance:		5.00			
Totals:								40.00	6.50	46.50	

Shows scheduled,
rounded and actual
punch times

Reports Attendance
Exceptions

Work Location

Breaks out regular
and overtime

Calculates
variance to
schedule

The Daily Exception Report is used by managers to track employees adherence to schedules. The report compares actual work time with the employee's scheduled work time and reports variances between the two.

By showing the attendance exceptions codes, supervisors can easily spot days where the employees deviated from their scheduled work time.



Individual Schedule Report

Date range: 03/01/2008 - 03/31/2008

Your Company Name

Friday 02/27/2008

07:42:52

Page: 1

INDIVIDUAL SCHEDULE REPORT

Employee **Name**
00001 Stanley, David

	Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
Feb 2008	29 OFF	1 001/1 Full Time - Day 08:00 - 17:00	2 001/1 Full Time - Day 08:00 - 17:00	3 001/1 Full Time - Day 08:00 - 17:00	4 001/1 Full Time - Day 08:00 - 17:00	5 001/1 Full Time - Day 08:00 - 17:00	6 OFF
Mar 2008	7 OFF	8 001/1 Full Time - Day 08:00 - 17:00	9 001/1 Full Time - Day 08:00 - 17:00	10 001/1 Full Time - Day 08:00 - 17:00	11 001/1 Full Time - Day 08:00 - 17:00	12 001/1 Full Time - Day 08:00 - 17:00	13 OFF
Mar 2008	14 OFF	15 001/1 Full Time - Day 08:00 - 17:00	16 001/1 Full Time - Day 08:00 - 17:00	17 001/1 Full Time - Day 08:00 - 17:00	18 001/1 Full Time - Day 08:00 - 17:00	19 001/1 Full Time - Day 08:00 - 17:00	20 OFF
Mar 2008	21 OFF	22 001/1 Full Time - Day 08:00 - 17:00	23 001/1 Full Time - Day 08:00 - 17:00	24 001/1 Full Time - Day 08:00 - 17:00	25 001/1 Full Time - Day 08:00 - 17:00	26 001/1 Full Time - Day 08:00 - 17:00	27 OFF
Mar 2008	28 OFF	29 001/1 Full Time - Day 08:00 - 17:00	30 001/1 Full Time - Day 08:00 - 17:00	31 001/1 Full Time - Day 08:00 - 17:00	1 001/1 Full Time - Day 08:00 - 17:00	2 001/1 Full Time - Day 08:00 - 17:00	3 OFF

Shift Group and
number plus name

Shift start/stop time

The Individual Employee Schedule Report shift group, individual shift number, shift name, and daily start/stop times assigned to the selected employees for the selected date range.

This report may be handed out to employees indicating the employee's upcoming work schedule.

Shift Coverage Report

Date range: 02/01/2008 - 01/14/2008

Your Company Name

Tuesday 01/27/2008

09:14:34

Page: 1

SHIFT COVERAGE REPORT

Shift Group	Name		Shift	Start - Stop			
050	Jail Line Officers Roll Call		1	08:00 - 16:00			
	Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
Feb 1	2	3	4	5	6	7	
2008	22 EMPLOYEES	34 EMPLOYEES	37 EMPLOYEES	36 EMPLOYEES	35 EMPLOYEES	35 EMPLOYEES	25 EMPLOYEES
Feb 8	9	10	11	12	13	14	
2008	21 EMPLOYEES	25 EMPLOYEES	27 EMPLOYEES	26 EMPLOYEES	24 EMPLOYEES	24 EMPLOYEES	22 EMPLOYEES

Useful and easy-to-read calendar format

Shift start/stop time

Shift Group	Name		Shift	Start - Stop			
050	Jail Line Officers Roll Call		2	16:00 - 00:00			
	Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
Feb 1	2	3	4	5	6	7	
2008	20 EMPLOYEES	24 EMPLOYEES	26 EMPLOYEES	25 EMPLOYEES	25 EMPLOYEES	24 EMPLOYEES	21 EMPLOYEES
Feb 8	9	10	11	12	13	14	
2008	19 EMPLOYEES	22 EMPLOYEES	23 EMPLOYEES	22 EMPLOYEES	22 EMPLOYEES	22 EMPLOYEES	20 EMPLOYEES

Shift Group	Name		Shift	Start - Stop			
050	Jail Line Officers Roll Call		3	00:00 - 08:00			
	Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
Feb 1		2	3	4	5	6	7
2008	23 EMPLOYEES	20 EMPLOYEES	24 EMPLOYEES	26 EMPLOYEES	25 EMPLOYEES	21 EMPLOYEES	22 EMPLOYEES
Feb 8		9	10	11	12	13	14
2008	23 EMPLOYEES	20 EMPLOYEES	21 EMPLOYEES	23 EMPLOYEES	22 EMPLOYEES	18 EMPLOYEES	19 EMPLOYEES

Number of employees scheduled to work 00:00-08:00 on February 9, 2008

The Shift Coverage Report is a management tool used for scheduling daily workloads. This report will show the number of employees scheduled for each shift, on each day of

the pay period, for the selected date range in calendar format. The report breaks out each shift and shows the shift start/stop times for quick reference.



Who's Scheduled Report

Ordered by: Name
 Grouped by: Department
 Date & time: 03/27/2008 10:00:00

Your Company Name
WHO'S SCHEDULED REPORT

Saturday 03/27/2008
 09:52:09
 Page: 1

Code	Name	Phone #	Shift	12:00am	6:00am	12:00pm	6:00pm	11:59pm
00078	Boston,Darlene	(856)455-5696	08:30 - 16:30			-- * - - - - -		
00084	Bunting,Karl	(856)455-1602	07:00 - 15:00			- - - - * - - - -		
00071	Carney,Mary Ann	(856)455-6506	08:00 - 16:00			- - - * - - - - -		
00086	Coleman,Janice	(856)453-0534	07:00 - 15:00			- - - - * - - - -		
00081	McCormick,Dougla	(856)451-2317	07:00 - 15:30			- - - - * - - - -		
00067	Miller,Eleanor	(856)358-2962	07:00 - 15:00			- - - - * - - - -		
00083	Waller,Denise	(856)455-9137	08:30 - 16:30			- - * - - - - -		
00064	Wurtzel,Paul	(856)455-8489	07:00 - 15:30			- - - - * - - - -		

8 EMPLOYEES

Time line graphically displays coverage

Contacting employees for schedule changes is made easy

Actual start/stop times of the shift

Selected time (10:00 a.m.) pinpointed by an asterik

The Who's Scheduled Report can be printed in a coverage form which provides a graphical representation of your employee's schedules. This report shows voids in scheduling

and where the day may be over or understaffed. Besides the normal reporting selections, this report can graphically depict Scheduled, Not Scheduled, Both, or Off Today.

Multiple Schedule Report

Week 01/24/2008
 Group ALL GROUPS
 Division ALL DIVISIONS

Your Company Name
 Wednesday 01/21/2008
 18:05:25
 Page: 1

Multiple Schedule Report

Code	Name	Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday	Total Scheduled
00001	Stanley,David	OFF	0800-1700	0800-1700	0800-1700	0800-1700	0800-1700	OFF	40.00
00002	Baines,Peter	OFF	0800-1700	0800-1700	0800-1700	0800-1700	0800-1700	OFF	40.00
00003	Anderson, Frank	OFF	0800-1700	0800-1700	0800-1700	0800-1700	0800-1700	OFF	40.00
00004	Jones,David	OFF	0800-1700	0800-1700	0800-1700	0800-1700	0800-1700	OFF	40.00
00005	Smith,John	OFF	0800-1700	0800-1700	0800-1700	0800-1700	0800-1700	OFF	40.00
00006	Allen,Jim	OFF	0800-1700	0800-1700	0800-1700	0800-1700	0800-1700	OFF	40.00
00007	Murphy,Jennifer	OFF	1700-0200	1700-0200	1700-0200	1700-0200	1700-0200	OFF	40.00
00008	Howard,Sandra	OFF	1700-0200	1700-0200	1700-0200	1700-0200	1700-0200	OFF	40.00
00009	Jackson,George	OFF	0800-1700	0800-1700	0800-1700	0800-1700	0800-1700	OFF	40.00
00012	Smith,Paul	OFF	0800-1700	0800-1700	0800-1700	0800-1700	0800-1700	OFF	40.00
Totals		0.00	80.00	80.00	80.00	80.00	80.00	0.00	400.00
10 EMPLOYEES LISTED									

Easy to read
one line format

Total hours
scheduled
for Monday

Individual
start/stop time

Totals for
the week

The Multiple Schedule Report is a printout of the Multiple Schedule Adjuster found in GENESIS PRO/SQL. The adjuster provides a single input point for all your employee schedules. Its easy to use one-line format makes quick work of tedious

schedule fine-tuning. You can easily pick which group of employees you want to look at and adjust. When you are done, this quick printout can be used to post employee schedules for the week.



Employee Wage Report

Date range: 12/01/2008 - 12/14/2008 Your Company Name Tuesday 03/02/2008
 Ordered by: Name 10:49:35
 Grouped by: None **EMPLOYEE WAGE (CATEGORY) REPORT** Page: 1

Code	Name	Category	Policy Wage	REG	OT1	OT2	OT3	PAID	UNPAID	TOTAL	
00620	Brewster, Sharon	HOL	011 HOURS	32.000				32.000		32.000	
			15.8764 DOLLARS	508.045				508.045		508.045	
		SICK	011 HOURS	8.000				8.000		8.000	
			15.8764 DOLLARS	127.011				127.011		127.011	
		WORK	011 HOURS	3.250				3.250		3.250	
			15.9264 DOLLARS	51.761				51.761		51.761	
		WORK	011 HOURS	36.750	4.500			41.250		41.250	
			15.9764 DOLLARS	587.133	107.841			694.973		694.973	
		TOTAL HOURS			80.00	4.50	0.00	0.00	84.50	0.00	84.50
		TOTAL DOLLARS			1273.95	107.84			1381.79		1381.79

Optional breakouts
by pay category

Breaks out
multiple day
rates for same
pay category

Total Dollars

Total Hours

This report provides a complete breakdown of hours and wages per employee sorted by group. This report may be used to provide supervisors the total hours their employees have

worked and the gross wages earned. This report can also be used as a comparison to the payroll journal.

Department Wage Report

Date range: 12/01/20038 - 12/14/2008
Ordered by: Name

Your Company Name

Tuesday 03/02/2008

11:25:12

Page: 1

DEPARTMENT WAGE REPORT

Totals for all
employees in each
department

Code	Name		REG	OT1	OT2	OT3	TOTAL
705100	Finance	HOURS	1199.750	1.000			1200.750
		DOLLARS	11963.728	21.530			11985.258
706100	Data Processing	HOURS	289.500	14.000			303.500
		DOLLARS	4051.643	407.726			4459.369
746100	Customer Service	HOURS	1508.500	115.250	26.750		1650.500
		DOLLARS	18470.324	2020.255	665.327		21155.906
747100	Emergency Management	HOURS	131.750	13.750			145.500
		DOLLARS	1333.597	271.274			1604.871
747662	Emergency Mgt. Rerp Grant	HOURS	4.000				4.000
		DOLLARS	52.548				52.548
758101	Production	HOURS	2021.500	231.250	16.250		2269.000
		DOLLARS	23775.349	4331.328	403.008		28509.686
TOTAL HOURS			5155.00	375.25	43.00	0.00	5573.25
TOTAL DOLLARS			59647.19	7052.11	1068.34	0.00	67767.64

Total
Hours

Breaks out regular
and overtime pay

Totals Dollars

The Department Wage Report provides a complete breakdown of wages for the period attributed to each

department. This report can be used for General Ledger posting or budget versus actual analysis.



Group Wage Report

Ordered by: Name Your Company Name Tuesday 03/02/2008
 Date range: 12/01/2008 - 12/14/2008 11:32:14

GROUP WAGE REPORT

Page: 1

Code	Name		REG	OT1	OT2	OT3	TOTAL
001	Medical	HOURS	27694.000	2880.500	58.750		30633.250
		DOLLARS	236839.716	55290.160	1438.065		293567.940
005	Nursing	HOURS	5410.000	183.500	140.750		5734.250
		DOLLARS	64297.140	3823.739	3349.405		71470.283
006	Dietary	HOURS	1465.500	34.000			1499.500
		DOLLARS	13980.101	480.929			14461.029
007	Hskp / Laundry	HOURS	998.750	21.000			1019.750
		DOLLARS	10358.142	351.882			10710.024
008	Administration	HOURS	191.258				191.258
		DOLLARS	2139.353				2139.353
009	Clerical	HOURS	550.500	2.500			553.000
		DOLLARS	7511.711	51.609			7563.321
010	Maintenance / B&G	HOURS	540.250	33.750			574.000
		DOLLARS	5833.012	595.744			6428.757
012	Social Services	HOURS	42.000				42.000
		DOLLARS	691.702				691.702
013	Personnel	HOURS	56.000				56.000
		DOLLARS	919.940				919.940
014	Activities	HOURS	361.750	0.250			362.000
		DOLLARS	3752.459	4.553			3757.012
		TOTAL HOURS	37310.01	3155.50	199.50	0.00	40665.01
		TOTAL DOLLARS	346323.28	60598.61	4787.47	0.00	411709.36

Totals for all employees in each group or division

Breaks out regular and overtime pay

Total Dollars

Total Hours

The Group and Division wage reports break down the labor dollars spent by Supervisory group (Group) and corporate location (Division).

By utilizing these reports, supervisors and facility managers can easily track labor costs and spot preventable overtime charges.





Job Costing Reports

TA100 PRO and GENESIS PRO/SQL come standard with the ability for employees to transfer between up to two levels of labor distribution (department, job). This is in addition to the ability to sort reports by division, group, full-time/part-time, temporary/permanent, hourly/ salaried. The GENESIS PRO/SQL optional Job Costing Module provides three additional labor distribution levels employees can transfer between (step, operation, task). Both systems have the ability to report on labor hours and dollars, actual and budgeted.

Employees may use a badge, keypad, optional bar code wand or gun to input job costing data directly at the data collection terminals. In addition, job costing data can be input through PC clock, Web Clock or Time America's Telepunch systems. The GENESIS PRO/SQL optional Job Costing Module allows you to define tables of valid transfer numbers through any of the data collection options. This prevents employees from transferring into invalid departments, jobs, steps, operations, or tasks.

Reports may contain up to eight user definable levels of totals including: shift, division, group, department, job, step, operation, and task. The Job Costing Module will also track quantities accepted and rejected and allows you to apply piece rates on quantities produced.

The forecasting option in TA100 PRO and GENESIS PRO/SQL allows you to immediately verify if you are on-schedule for the completion of any job. In addition, GENESIS PRO/SQL allows you to verify completion of any step, operation or task within the system. Forecasting takes into consideration the hours worked and dollars spent to date, along with the scheduled hours still to work, to come up with forecasted totals for any department, job, step, operation and task in the system. Combined with Budgeting, Forecasting can tell you if you will be over or under budget prior to the completion of a job. This allows you to adjust schedules to meet future requirements and avoid overpaying employees.

* Job standard, step, operation, task available with the optional job costing module

** Job only, does not include piece rates



Job Cost List

Ordered by: NAME

Your Company Name

Friday 01/02/2008

Show inactives: Yes

JOB LIST

09:10

Page: 1

Code	Name	Active	Budgeted Hours	Budgeted DOLLARS	Hourly Use	Wage	Piece Use	Wage	Validate
74328931	Cars-R-Us	NO	87323.00	22380884.9800	YES	15.9600	NO	0.0000	NO
00001100	Manhattan Auto	YES	500.00	1068000.0000	YES	15.3400	NO	0.0000	YES
33683822	Motor City	YES	932.00	30411.3600	YES	16.0300	YES	2.3564	YES
83621789	Pensicola Motor Work	YES	8932.00	22740872.0000	YES	15.7800	NO	0.0000	YES
29718526	Tempe Car Company	YES	1200.00	2943600.0000	YES	15.3400	YES	0.1500	YES
5 Jobs listed									

Allows user to default a wage by job worked. Can be used to calculate overhead costs (overhead factor)

By using accepted and rejected quantities, piece rates can be calculated

The validation option validates any entered number and optionally displays the name. This virtually eliminates the possibility of mis-entered data

The Job Cost List is a detailed listing of all the job, step, operation, and task numbers entered into GENESIS PRO/SQL. This list contains information such as the job name and number, the active/inactive status of the job, the number of

budgeted hours and dollars, and wages assigned to the job. The list will also indicate whether or not the job number will appear in the validation table.

Employee Job Cost List

Ordered by: CODE Your Company Name Tuesday 03/09/2008
 Show inactives: NO
EMPLOYEE JOB COST LIST 15:31
 Page: 1

Code	Name	Day	Date	Work	Department	Cost Cntr.	Step	Operation	Task
036594	Newbury, Darrell	Sunday	01/11/2008	NO	01300	01379	00001100	89323	00002398730844
		Monday	01/12/2008	YES	01300	01379	00001100	89323	00002398730844
		Tuesday	01/13/2008	YES	01300	01379	00001100	89323	00002398730844
		Wednesday	01/14/2008	YES	01300	01379	00001100	89323	00002398730844
		Thursday	01/15/2008	YES	01300	01379	00001100	89323	00002398730844
		Friday	01/16/2008	YES	01300	01379	00001100	89323	00002398730844
		Saturday	01/17/2008	NO	01300	01379	00001100	89323	00002398730844

1 Employee listed

Shows default assignment for each day of the week

User definable job costing level names

* Step, operation, and tasks available with optional Job Costing module

** Department and Job only

The Employee Job Cost List shows job cost level scheduling for selected employees in the selected date range.

Employees may be scheduled for up to five levels of time tracking.

* Step, operation, and tasks available with optional Job Costing module

** Department and Job only

You pick the order you want to see the report sorted in. Up to 8 different user-defined sort criteria are available

Labor Distribution Report

Date range: 01/04/2008 - 01/10/2008
Grouped by: Employee,Job

Your Company Name

Friday 01/16/2008

10:00:13

Page: 1

LABOR DISTRIBUTION REPORT

		HOURS	CUM HRS	REG	OT1	OT2	OT3	UNPAID	TOTAL
036594	Newbury,Darrell								
00001100	Manhattan Auto	63.35	63.35	59.77	3.58			2.50	65.85
29718526	Tempe Car Company	5.52	68.87	5.52				0.50	6.02
33683822	Motor City	6.98	75.85	3.48	3.50			1.00	7.98
74328931	Cars-R-Us	3.62	79.47	3.62				0.50	4.12
83621789	Pensicola Motor Works	7.62	87.08	7.62				0.50	8.12
EMPLOYEE 036594 TOTALS		87.08		80.00	7.08	0.00	0.00	5.00	92.08

Date range: 01/04/2008 - 01/10/2008
Grouped by: Job,Employee

Your Company Name

Friday 01/16/2008

10:02:13

Page: 1

LABOR DISTRIBUTION REPORT

		HOURS	CUM HRS	REG	OT1	OT2	OT3	UNPAID	TOTAL
00001100	Manhattan Auto								
036594	Newbury,Darrell	63.35	63.35	59.77	3.58			2.50	65.85
037071	Johnson,Carl	12.02	75.37	12.02				1.00	13.02
JOB 00001100 TOTALS		75.37		71.78	3.58	0.00	0.00	3.50	78.87
33683822	Motor City								
036594	Newbury,Darrell	6.98	6.98	3.48	3.50			1.00	7.98
037071	Johnson,Carl	40.37	47.35	40.37				1.20	41.57
JOB 33683822 TOTALS		47.35		43.85	3.50	0.00	0.00	2.20	49.55

Breaks out up to 3 levels of overtime

Totals for each sort are shown along with grand total

The Labor Distribution Report summarizes total time by up to eight user selectable groupings of distribution (employee, shift, department, job, step, operation, task, and pay category).

In addition you can also select the hierarchy order in which you want the totals to be reported. The two reports shown represent two groupings (employee/job) sorted opposite ways.



Wage Distribution Report

Date range: 01/04/2008 - 01/16/2008

Grouped by: Employee,Job

Your Company Name

Friday 01/10/2008

11:16:30

Page: 1

WAGE DISTRIBUTION REPORT

		REG		OT1		OT2		OT3		DOLLARS		TOTALS	
036594	Newbury,Darrell												
00001100	Manhattan Auto	HOURS	59.767		3.583								63.350
		DOLLARS	916.821		82.453								999.273
29718526	Tempe Car Company	HOURS		5.517									5.517
		DOLLARS		84.626									84.626
33683822	Motor City	HOURS		3.483		3.500							6.983
		DOLLARS		53.434		80.535							133.969
74328931	Cars-R-Us	HOURS		3.617									3.617
		DOLLARS		55.480									55.480
83621789	Pensicola Motor Works	HOURS		7.617									7.617
		DOLLARS		116.840									116.840
EMPLOYEE 036594 TOTALS		TOTAL HOURS	80.00		7.08		0.00		0.00				87.08
		TOTAL DOLLARS	1227.20		162.99		0.00		0.00		0.00		1390.19
GRAND TOTALS		TOTAL HOURS	80.00		7.08		0.00		0.00				87.08
		TOTAL DOLLARS	1227.20		162.99		0.00		0.00		0.00		1390.19

* Step, operation, and tasks available with optional Job Costing module

** Department and Job only

Date range: 01/04/2008 - 01/16/2008		Your Company Name					Friday	01/10/2008	
Grouped by: Department,Job								11:11:53	
WAGE DISTRIBUTION REPORT									Page: 1
			REG	OT1	OT2	OT3	DOLLARS	TOTALS	
01300	Maintenance Yard								
00001100	Manhattan Auto	HOURS	84.600	2.617				87.217	
		DOLLARS	1306.056	60.210			427.920	1794.185	
29718526	Tempe Car Company	HOURS	5.917					5.917	
		DOLLARS	94.844					94.844	
33683822	Motor City	HOURS	40.367					40.367	
		DOLLARS	647.078					647.078	
83621789	Pensicola Motor Works	HOURS	11.500					11.500	
		DOLLARS	184.345					184.345	
DEPARTMENT 01300 TOTALS		TOTAL HOURS	142.38	2.62	0.00	0.00		145.00	
		TOTAL DOLLARS	2232.32	60.21	0.00	0.00	427.92	2720.45	
GRAND TOTALS		TOTAL HOURS	142.38	2.62	0.00	0.00		145.00	
		TOTAL DOLLARS	2232.32	60.21	0.00	0.00	427.92	2720.45	

Wages are broken out and calculated on up to 3 user-defined levels of overtime

Miscellaneous dollar expenditures are also reported

The Wage Distribution Report is similar to the Labor Distribution Report in that it summarizes total time by up to eight groupings of distribution. However, the Wage Distribution Report also shows dollars spent. Also, employees may have multiple wages per job or any user defined level.

The system allows you to change wages mid-pay period. In addition, you can also select the hierarchy order in which you want the totals to be reported. The two reports shown represent two groupings (employee/job and department/job).

* Step, operation, and tasks available with optional Job Costing module

** Department and Job only

Actual vs. Budgeted Wage Report

Date range: 12/01/2008 - 12/31/2008

Ordered by: Code

Your Company Name

ACTUAL VS BUDGETED WAGE REPORT

Friday 03/12/2008

11:49:11

Page: 1

JOB									
Code	Name		REG	OT1	OT2	OT3	ACTUAL TOTAL	BUDGETED TOTAL	ACTUAL VS BUDGETED
00001100	Manhattan Auto								
		HOURS	71.783	3.583			75,366	72,000	(3,367)
		DOLLARS	1109.448	82.453			1191.900	1100.000	(91.900)
29718526	Tempe Car Company								
		HOURS	11.433				11.433	12,000	0.567
		DOLLARS	179.470				179.470	200.000	20.530
33683822	Motor City								
		HOURS	43.850	3.500			47,350	50,000	2,650
		DOLLARS	700.512	80.535			781.047	700.000	(81.047)
74328931	Cars-R-Us								
		HOURS	3.617				3,617	5,000	1,383
		DOLLARS	55.480				55,480	100,000	44,520
83621789	Pensicola Motor Works								
		HOURS	19.117				19,117	20,000	0.883
		DOLLARS	301.185				301,185	320,000	18,815
		TOTAL HOURS	149.80	7.08		0.00	156.88	159.00	2.12
		TOTAL DOLLARS	2346.09	162.99	0.00	0.00	2509.08	2420.00	(89.08)

Over budget hours appear in parentheses

Totals by department, job, step, operation, or task

Budgeted hours and wages are calculated from costs you input

This valuable management tool compares budgeted hours and wages with those that were actually worked. In addition, this report can also compare scheduled work times. The Actual vs Budgeted Wage Report can show you the individual employee detail, so you can compare the efficiency of employees working on the same task.

By breaking out time by regular and three different overtimes, the system gives you a concise illustration of where your time/dollars are being squandered. By using the Forecasting feature of the software, the system can be used to project budgets and anticipate cost overruns. This report can be run by pay period or over any special time frame.



Piece Wage Report

* Requires the Job Costing Module

Date range: 01/04/2008 - 01/10/2008 Your Company Name Friday 01/16/2008
 Grouped by: Task,Employee 13:16:35
PIECE WAGE REPORT Page: 1

		TIME	Accepted Quantity	Total Rate	Rejected Quantity	Total Rate
000023987308443	Water Pump					
035672	Dittfurth, Frank	83.85	125	62.50	2	1.00
037071	Johnson, Carl	5.05	12	6.00	0	0.00
037500	Johnson, Arthur	84.50	156	78.00	6	3.00
038150	Wall, Cecelia	73.80	112	56.00	3	1.50
038382	Martinez, Rosa	80.00	98	49.00	2	1.00
TASK 000023987308443 TOTALS		327.20	503	251.50	13	6.50
000033231241123	Heater Core					
036594	Newbury, Darrell	87.08	36	90.00	1	2.50
037071	Johnson, Carl	71.87	34	85.00	1	2.50
TASK 000033231241123 TOTALS		158.95	70	175.00	2	5.00
GRAND TOTALS		486.15	573	426.50	15	11.50

Employees may have multiple piece routes per department, job, step, operation, or task.

You pick the order you want to see the report sorted in. Up to 8 different user-defined sort criteria are available.

Time spent to produce the accepted and rejected quantities

Total dollars earned per part are calculated

Rejected or scrap totals may be calculated

The Piece Wage Report assists in the calculation of piece work payroll. Quantity produced, accepted and rejected as well as total dollars earned by employee, job, step, operation,

or task. In addition, GENESIS PRO/SQL tracks rejected or scrap quantities that can be compared against good parts produced to report efficiencies.

* Requires the Job Costing Module

Quantity Report

You pick the order you want the report sorted in. Up to 8 different user-defined sort criteria are available.

Date range: 01/04/2008 - 01/10/2008
Grouped by: Department, Job, Task

Your Company Name

Friday 01/16/2008

16:57:10

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QUANTITY REPORT

		TIME	Accepted Quantity	Rejected Quantity	Average
01300	Manufacturing				
00001100	Manhattan Auto				
000023987308443	Water Pump	116.88	112	3	0.96
000033231241123	Heater Core	64.57	36	1	0.56
JOB 00001100 TOTALS		181.45	148	4	0.82
29718526	Tempe Car Company				
000033231241123	Heater Core	11.43	0	0	0.00
JOB 29718526 TOTALS		11.43	0	0	0.00
33683822	Motor City				
000023987308443	Water Pump	5.05	12	0	2.38
000033231241123	Heater Core	45.93	34	1	0.74
JOB 33683822 TOTALS		50.98	46	1	0.90
74328931	Cars-R-Us				
000023987308443	Water Pump	76.50	156	6	2.04
000033231241123	Heater Core	3.62	0	0	0.00
JOB 74328931 TOTALS		80.12	156	6	1.95
83621789	Pensicola Motor Works				
000023987308443	Water Pump	64.00	98	2	1.53
000033231241123	Heater Core	16.12	0	0	0.00
JOB 83621789 TOTALS		80.12	98	2	1.22
DEPARTMENT 01300 TOTALS		404.10	448	13	1.11
GRAND TOTALS		404.10	448	13	1.11

Shows the time it took to produce each quantity

Two types of quantity may be collected

Average time to produce each item

The Quantity Report measures employee efficiency, detailing by: department, job, step, operation, task, shift, and pay category — elapsed time, quantity, total, accepted and rejected.

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TA100 PRO

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