




Employee Hours Summary

The employee hours summary displays total pay designation hours worked by each employee during the selected time period. Examples of pay designations that accumulate hours include Regular (RG1), Overtime (OV1), Vacation (VAC), and so on.

You can sort by number of hours in each pay designation by clicking the pay designation column header. This orders the employees by greatest to least numbers of hours in that pay designation. To return the list to alphabetical order by employee, simply click the Employee column header.

 Period  Excel  Print Preview								
Employee Hours								
Employee	RG1	OV1	DB1	RG2	DB2	RG3	VAC	Totals
Totals	2021:50	92:19	27:00	4:00	8:00	67:32	56:00	2276:41
Adams, Kathy	16:10							16:10
Adolph, Janet	42:18							42:18
Adolph, Janet	14:44							14:44
Alexander, David	24:44	1:00						25:44
Antonyk, Andrew	28:16	1:00						29:16

Once the interactive summary highlights the information you are interested in, send the information to Excel or to a PDF. Click the Excel icon to save the information to an Excel sheet. The Excel spreadsheet with the same information is displayed. From Excel the data can be manipulated as needed.

To place the information into PDF format, click the PDF icon. You can print, email, or save the information in the PDF file. Anyone can view PDF files using free Adobe Reader software, available from www.adobe.com.

To change the time period summarized, click  icon.

You can also drill down further to each employee's time card. For example if you click Kathy Adams in the summary sheet, her time card is displayed.