Labor Dashboard

You can use the labor dashboard to get a snapshot of labor activity for recent days as well as today's shifts and reminders about employees who need attention.

The following table describes the items on the labor dashboard.

Item	Description
Labor Analysis Graph	This graph portrays the allocation of labor expenditures among three general categories: regular (straight-time) hours, overtime (any enhanced pay), and paid time off (paid benefit hours).
Actual	Indicates the total actual work hours on that day.
Scheduled	Indicates the total work hours scheduled on that day.
Diff	Indicates the difference between the total actual work hours and the total work hours scheduled on that day.
Schedules	Specifies the number of schedules on that day. Drills down to a group time card highlighting the day.
Shifts Worked	Specifies the number of shifts worked on that day. Drills down to a group time card, showing all of the employees and shifts worked.
Overtime Hours	Indicates the total overtime hours on that day. Drills down to an overtime hours summary sheet for the day.
Birthdays	Specifies the number of employees whose birthdays are on that day.
Anniversaries	Specifies the number of employees whose employment anniversaries are on that day.

Item	Description
Leave Requests	Indicates the number of leave requests to be reviewed. Drills down to the Pending Leave Requests view, which graphs all of the requests and allows you to drill further to the Leave Approval view, where you can approve or deny each request.
Working Now	Specifies the number of employees on premise. Drills down to an employee summary sheet for the day.
Non-Critical Exceptions	Indicates the number of non-critical exceptions, such as arrived early, tardy, left late, and unscheduled exceptions. Drills down to a single-day time card, showing all of the employees and their exceptions. There you can correct or acknowledge each exception.
Critical Exceptions	Indicates the number of critical exceptions, such as absent and missing punch exceptions. Drills down to a single-day time card, showing all of the employees and their exceptions. There you can correct or acknowledge each exception.
Today's Absences	Specifies the number of employees absent on that day. Drills down to a group time card for the day.

News

News Items display important information. News items appear only when their related condition is present. You can expand the default news item to see the list of employees who are coming off probation (whose probationary period is ending).

News Item	Description
Coming off Probation This Week	Displays the names of employees are coming off probation, for example, the 90 day probationary period ends within the next 5 days. Click the employee name to drill to the employee's personal information.