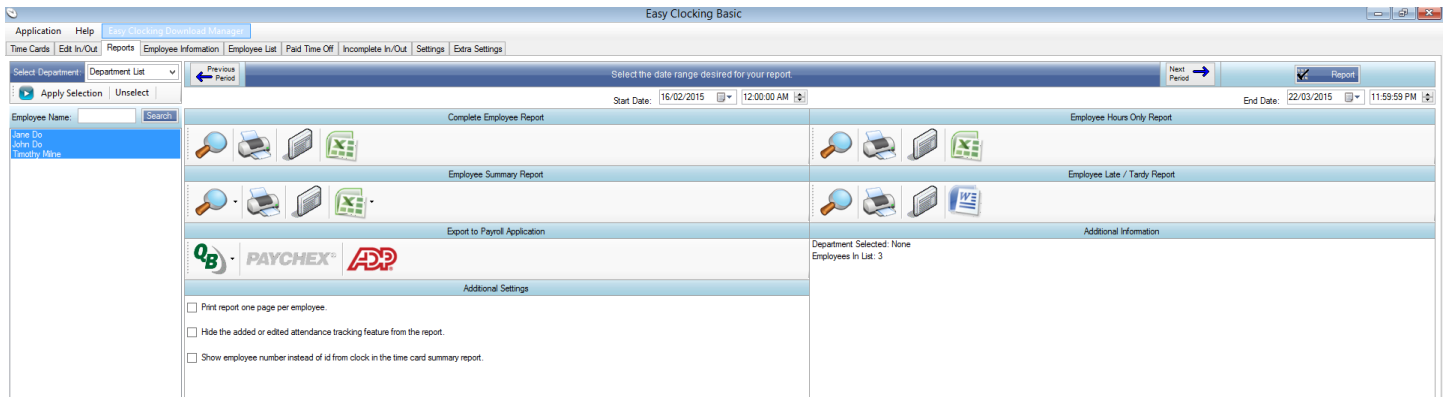


Easy Clocking Basic – Sample Reports

The following reports can be generated and exported to Microsoft Excel



Following pages show each report then the Excel Export of that report.

Complete Employee Report



Company Name

Report Of Hours Worked - All Departments
 Report from 16/02/2015 to 22/03/2015 - Worked Hours
 Various Employees

Date	23/02/2015
Time	12:07:50 PM
<ul style="list-style-type: none"> ★ - Added from Employee Attendance ★ - Added Punch ★ - Edited Punch ★ - Late Arrival 	

Day	Date	In	Location	Out	Location	Reg	OT	DT	Salary	Amount
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Employee: Jane Do

MON	16/02/2015	9:00:00 AM★	PC	5:00:00 PM★	PC	8.00	0.00	0.00	\$5.85	\$46.80
TUE	17/02/2015	9:00:00 AM★	PC	5:00:00 PM★	PC	8.00	0.00	0.00	\$5.85	\$46.80
WED	18/02/2015	9:00:00 AM★	PC	5:00:00 PM★	PC	8.00	0.00	0.00	\$5.85	\$46.80
THU	19/02/2015	9:00:00 AM★	PC	5:00:00 PM★	PC	8.00	0.00	0.00	\$5.85	\$46.80
FRI	20/02/2015	9:00:00 AM★	PC	5:00:00 PM★	PC	8.00	0.00	0.00	\$5.85	\$46.80

IDCard: 3	Employee Totals:	40.00	0.00	0.00		\$234.00	40.00
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Employee: John Do

MON	16/02/2015	9:00:00 AM★	PC	5:00:00 PM★	PC	8.00	0.00	0.00	\$5.85	\$46.80
TUE	17/02/2015	9:00:00 AM★	PC	5:00:00 PM★	PC	8.00	0.00	0.00	\$5.85	\$46.80
WED	18/02/2015	9:00:00 AM★	PC	5:00:00 PM★	PC	8.00	0.00	0.00	\$5.85	\$46.80
THU	19/02/2015	9:00:00 AM★	PC	5:00:00 PM★	PC	8.00	0.00	0.00	\$5.85	\$46.80
FRI	20/02/2015	9:00:00 AM★	PC	5:00:00 PM★	PC	8.00	0.00	0.00	\$5.85	\$46.80

IDCard: 2	Employee Totals:	40.00	0.00	0.00		\$234.00	40.00
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Employee: Timothy Milne

MON	16/02/2015	9:00:00 AM★	PC	5:00:00 PM★	PC	8.00	0.00	0.00	\$5.85	\$46.80
TUE	17/02/2015	9:00:00 AM★	PC	5:00:00 PM★	PC	8.00	0.00	0.00	\$5.85	\$46.80
WED	18/02/2015	9:00:00 AM★	PC	5:00:00 PM★	PC	8.00	0.00	0.00	\$5.85	\$46.80
THU	19/02/2015	9:00:00 AM★	PC	5:00:00 PM★	PC	8.00	0.00	0.00	\$5.85	\$46.80
FRI	20/02/2015	9:00:00 AM★	PC	5:00:00 PM★	PC	8.00	0.00	0.00	\$5.85	\$46.80

IDCard: 1	Employee Totals:	40.00	0.00	0.00		\$234.00	40.00
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Totals:	120.00	0.00	0.00		\$702.00
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Complete Employee Report



Employee_Name													
	A	B	C	D	E	F	G	H	I	J	K	L	M
1	Employee_Name	IDCard	_Day	_Date	TimeIn	Location	TimeOut	Location1	Regular	OverTime	DoubleTime	Salary	Amount
2													
3	Jane Do	3	MONDAY	16/02/2015	9:00:00 AM	PC	5:00:00 PM	PC	8.00	0.00	0.00	\$5.85	\$46.80
4	Jane Do	3	TUESDAY	17/02/2015	9:00:00 AM	PC	5:00:00 PM	PC	8.00	0.00	0.00	\$5.85	\$46.80
5	Jane Do	3	WEDNESDAY	18/02/2015	9:00:00 AM	PC	5:00:00 PM	PC	8.00	0.00	0.00	\$5.85	\$46.80
6	Jane Do	3	THURSDAY	19/02/2015	9:00:00 AM	PC	5:00:00 PM	PC	8.00	0.00	0.00	\$5.85	\$46.80
7	Jane Do	3	FRIDAY	20/02/2015	9:00:00 AM	PC	5:00:00 PM	PC	8.00	0.00	0.00	\$5.85	\$46.80
8	John Do	2	MONDAY	16/02/2015	9:00:00 AM	PC	5:00:00 PM	PC	8.00	0.00	0.00	\$5.85	\$46.80
9	John Do	2	TUESDAY	17/02/2015	9:00:00 AM	PC	5:00:00 PM	PC	8.00	0.00	0.00	\$5.85	\$46.80
10	John Do	2	WEDNESDAY	18/02/2015	9:00:00 AM	PC	5:00:00 PM	PC	8.00	0.00	0.00	\$5.85	\$46.80
11	John Do	2	THURSDAY	19/02/2015	9:00:00 AM	PC	5:00:00 PM	PC	8.00	0.00	0.00	\$5.85	\$46.80
12	John Do	2	FRIDAY	20/02/2015	9:00:00 AM	PC	5:00:00 PM	PC	8.00	0.00	0.00	\$5.85	\$46.80
13	Timothy Milne	1	MONDAY	16/02/2015	9:00:00 AM	PC	5:00:00 PM	PC	8.00	0.00	0.00	\$5.85	\$46.80
14	Timothy Milne	1	TUESDAY	17/02/2015	9:00:00 AM	PC	5:00:00 PM	PC	8.00	0.00	0.00	\$5.85	\$46.80
15	Timothy Milne	1	WEDNESDAY	18/02/2015	9:00:00 AM	PC	5:00:00 PM	PC	8.00	0.00	0.00	\$5.85	\$46.80
16	Timothy Milne	1	THURSDAY	19/02/2015	9:00:00 AM	PC	5:00:00 PM	PC	8.00	0.00	0.00	\$5.85	\$46.80
17	Timothy Milne	1	FRIDAY	20/02/2015	9:00:00 AM	PC	5:00:00 PM	PC	8.00	0.00	0.00	\$5.85	\$46.80
18													
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Employee Summary Report

**Company Name**

Report Of Summary Hours Worked - All Departments
 Report from 16/02/2015 to 22/03/2015 - Worked Hours
 Various Employees

Date 23/02/2015

Time 12:08:58 PM

Employee	ID Card	Regular	Over	Double	Holiday	Sick	Personal	Vacation	Others	Total	Salary	Amount
Employee: Jane Do												
3	3	40.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	40.00	\$5.85	\$234.00
Employee: John Do												
2	2	40.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	40.00	\$5.85	\$234.00
Employee: Timothy Milne												
1	1	40.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	40.00	\$5.85	\$234.00
Totals:		120.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	120.00		\$702.00

Employee Summary Report



	A	B	C	D	E	F	G	H	I	J	K	L	M
1	Employee_Name	IDCard	Regular	OverTime	DoubleTime	Holiday	Sick	Personal	Vacation	Others	Total	Salary	Amount
2													
3	Jane Do	3	40.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	40.00	\$5.85	\$234.00
4	John Do	2	40.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	40.00	\$5.85	\$234.00
5	Timothy Milne	1	40.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	40.00	\$5.85	\$234.00
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Employee Hours Only Report

**Company Name**

Report Of Hours Worked - All Departments
 Report from 16/02/2015 to 22/03/2015 - Worked Hours
 Various Employees

Date	23/02/2015
Time	12:09:41 PM

- * - Added from Employee Attendance
- * - Added Punch
- * - Edited Punch
- * - Late Arrival

Day	Date	In	Location	Out	Location	Reg	OT	DT
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Employee: Jane Do

MON	16/02/2015	9:00:00 AM*	PC	5:00:00 PM*	PC	8.00	0.00	0.00
TUE	17/02/2015	9:00:00 AM*	PC	5:00:00 PM*	PC	8.00	0.00	0.00
WED	18/02/2015	9:00:00 AM*	PC	5:00:00 PM*	PC	8.00	0.00	0.00
THU	19/02/2015	9:00:00 AM*	PC	5:00:00 PM*	PC	8.00	0.00	0.00
FRI	20/02/2015	9:00:00 AM*	PC	5:00:00 PM*	PC	8.00	0.00	0.00

IDCard: 3	Employee Totals:	40.00	0.00	0.00	40.00
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Employee: John Do

MON	16/02/2015	9:00:00 AM*	PC	5:00:00 PM*	PC	8.00	0.00	0.00
TUE	17/02/2015	9:00:00 AM*	PC	5:00:00 PM*	PC	8.00	0.00	0.00
WED	18/02/2015	9:00:00 AM*	PC	5:00:00 PM*	PC	8.00	0.00	0.00
THU	19/02/2015	9:00:00 AM*	PC	5:00:00 PM*	PC	8.00	0.00	0.00
FRI	20/02/2015	9:00:00 AM*	PC	5:00:00 PM*	PC	8.00	0.00	0.00

IDCard: 2	Employee Totals:	40.00	0.00	0.00	40.00
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Employee: Timothy Milne

MON	16/02/2015	9:00:00 AM*	PC	5:00:00 PM*	PC	8.00	0.00	0.00
TUE	17/02/2015	9:00:00 AM*	PC	5:00:00 PM*	PC	8.00	0.00	0.00
WED	18/02/2015	9:00:00 AM*	PC	5:00:00 PM*	PC	8.00	0.00	0.00
THU	19/02/2015	9:00:00 AM*	PC	5:00:00 PM*	PC	8.00	0.00	0.00
FRI	20/02/2015	9:00:00 AM*	PC	5:00:00 PM*	PC	8.00	0.00	0.00

IDCard: 1	Employee Totals:	40.00	0.00	0.00	40.00
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Totals:	120.00	0.00	0.00
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Employee Hours Only Report



A1	Employee_Name										
	A	B	C	D	E	F	G	H	I	J	K
1	Employee_Name	IDCard	_Day	_Date	TimeIn	Location	TimeOut	Location1	Regular	OverTime	DoubleTime
2											
3	Jane Do	3	MONDAY	16/02/2015	9:00:00 AM	PC	5:00:00 PM	PC	8.00	0.00	0.00
4	Jane Do	3	TUESDAY	17/02/2015	9:00:00 AM	PC	5:00:00 PM	PC	8.00	0.00	0.00
5	Jane Do	3	WEDNESDAY	18/02/2015	9:00:00 AM	PC	5:00:00 PM	PC	8.00	0.00	0.00
6	Jane Do	3	THURSDAY	19/02/2015	9:00:00 AM	PC	5:00:00 PM	PC	8.00	0.00	0.00
7	Jane Do	3	FRIDAY	20/02/2015	9:00:00 AM	PC	5:00:00 PM	PC	8.00	0.00	0.00
8	John Do	2	MONDAY	16/02/2015	9:00:00 AM	PC	5:00:00 PM	PC	8.00	0.00	0.00
9	John Do	2	TUESDAY	17/02/2015	9:00:00 AM	PC	5:00:00 PM	PC	8.00	0.00	0.00
10	John Do	2	WEDNESDAY	18/02/2015	9:00:00 AM	PC	5:00:00 PM	PC	8.00	0.00	0.00
11	John Do	2	THURSDAY	19/02/2015	9:00:00 AM	PC	5:00:00 PM	PC	8.00	0.00	0.00
12	John Do	2	FRIDAY	20/02/2015	9:00:00 AM	PC	5:00:00 PM	PC	8.00	0.00	0.00
13	Timothy Milne	1	MONDAY	16/02/2015	9:00:00 AM	PC	5:00:00 PM	PC	8.00	0.00	0.00
14	Timothy Milne	1	TUESDAY	17/02/2015	9:00:00 AM	PC	5:00:00 PM	PC	8.00	0.00	0.00
15	Timothy Milne	1	WEDNESDAY	18/02/2015	9:00:00 AM	PC	5:00:00 PM	PC	8.00	0.00	0.00
16	Timothy Milne	1	THURSDAY	19/02/2015	9:00:00 AM	PC	5:00:00 PM	PC	8.00	0.00	0.00
17	Timothy Milne	1	FRIDAY	20/02/2015	9:00:00 AM	PC	5:00:00 PM	PC	8.00	0.00	0.00
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