EMPLOYEE HOURS

Tools > Reports > Employees > Employee Hours

The Employee Hours report displays each employee's clock on and clock off times for the specified date range. The employee's clock on and clock off times are then used to calculate their working hours. Times when the employee was marked as 'away' are also displayed.

For each employee, you can view their total working hours and total away hours. These are then added to find their 'total hours'. At the end of the report, you can also view totals for all employees.

This report can assist with calculating the payroll, as it allows you to see the actual hours worked by each employee. It can also help you see how accurate your employees' rostered times are compared to their actual clock on/clock off times.

CLOCKED ON

This column displays each time the employee clocked on within the given date range.

AWAY

Each time the employee was marked as away, this will appear in the 'clocked on' column, with an 'away' label next to it. When they are marked as returned, this will appear in the clocked off column. The amount of time in between is the away time.

Employee Hours

From:	Tuesday, 9 August, 2016
To:	Thursday, 11 August, 2016
Time Period:	3 Days

PEPPERMINT PARK

Peppermint Park

For Employee: All Employees

		Clocked On			Clocked Off			Hours:Mins
Anna								
		Tuesday	9/08/2016	11:03AM	9/08/2016	4:02PM		4 hrs 59 mins
	Away	Tuesday	9/08/2016	11:38AM	9/08/2016	3:17PM		3 hrs 39 mins
		Thursday	11/08/2016	8:56AM	11/08/2016	11:32AM		2 hrs 36 mins
	Away	Thursday	11/08/2016	9:35AM	11/08/2016	9:37AM		0 hrs 2 mins
	Away	Thursday	11/08/2016	11:29AM	11/08/2016	11:32AM		0 hrs 3 mins
		Thursday	11/08/2016	11:34AM	11/08/2016	1:44PM		2 hrs 10 mins
		Thursday	11/08/2016	1:49PM	11/08/2016	2:26PM		0 hrs 37 mins
		Total Working Hours						**6 hrs 38 mins**
		Total Away Hours						**3 hrs 44 mins**
		Total Hours						**10 hrs 22 mins**
Chris								
		Tuesday	9/08/2016	11:04AM	9/08/2016	4:02PM		4 hrs 58 mins
	Away	Tuesday	9/08/2016	4:01PM	9/08/2016	4:02PM		0 hrs 1 mins
		Thursday	11/08/2016	8:56AM	11/08/2016	11:32AM		2 hrs 36 mins
	Away	Thursday	11/08/2016	11:12AM	11/08/2016	11:17AM		0 hrs 5 mins
	Away	Thursday	11/08/2016	11:29AM	11/08/2016	11:32AM		0 hrs 3 mins
		Thursday	11/08/2016	11:34AM	11/08/2016	1:44PM		2 hrs 10 mins
		Thursday	11/08/2016	1:49PM	11/08/2016	2:26PM		0 hrs 37 mins
		Total Working Hours						**10 hrs 12 mins**
		Total Away Hours						**0 hrs 9 mins**
		Total Hours						**10 hrs 21 mins**
James								
		Tuesday	9/08/2016	3:17PM	9/08/2016	4:02PM		0 hrs 45 mins
	Away	Tuesday	9/08/2016	4:01PM	9/08/2016	4:02PM		0 hrs 1 mins
		Thursday	11/08/2016	8:56AM	11/08/2016	11:32AM		2 hrs 36 mins
	Away	Thursday	11/08/2016	10:54AM	11/08/2016	11:02AM		0 hrs 8 mins
	Away	Thursday	11/08/2016	11:04AM	11/08/2016	11:07AM		0 hrs 3 mins
	Away	Thursday	11/08/2016	11:17AM	11/08/2016	11:24AM		0 hrs 7 mins
		Thursday	11/08/2016	1:50PM	11/08/2016	2:27PM		0 hrs 37 mins
		Total Working Hours						**3 hrs 39 mins**
		Total Away Hours						**0 hrs 19 mins**
		Total Hours						**3 hrs 58 mins**

Note: only Logon and Logoff times are reflected, roster times are not displayed

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HOURS:MINS

This column displays the amount of time between clocking on and clocking off.

CLOCKED OFF

This column displays each time the employee clocked off within the given date range.

TOTAL WORKING HOURS

The amount of time that the employee was clocked on within the given date range.

TOTAL AWAY HOURS

The amount of time that the employee was marked as away within the specified date range.

TOTAL HOURS

The employee's 'total working hours' and 'total away hours' are added together to find their 'total hours'.

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