# HOURS BY SCHEDULE TYPE

## Tools > Reports > Employees > Hours by Schedule Type

The Hours by Schedule Type report displays each employee's hours for the given date range broken down by shift type. This includes their hours and breaks for each shift type, total hours, and total breaks. At the end of the report, you can also view the total hours and total breaks for all employees. If 'actual' hours have been entered into the schedule, these will override the employee's scheduled hours. The employee hours shown in this report include the time spent on breaks.

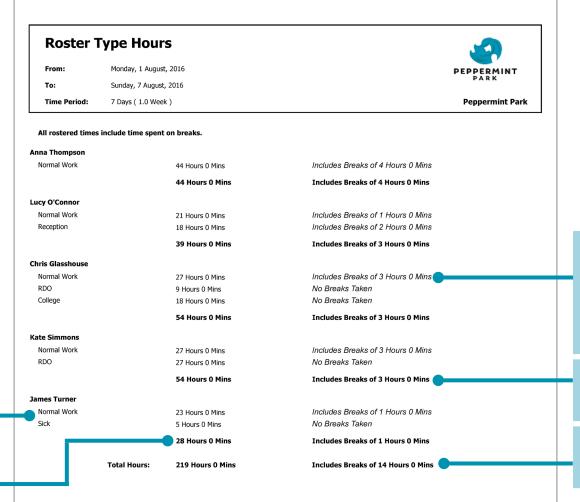
This report can be used to help you calculate the payroll, as it allows you to easily see the hours worked by each employee.

#### SHIFT TYPES

These are the shift types that were allocated to the employee within the given date range.

#### **HOURS**

The hours worked/spent on a particular shift type, including break times.



### **BREAKS**

Employee break times are displayed for each shift type. This data is taken from break times entered into the schedule. Appointment Book tasks are not taken into account.

#### **EMPLOYEE TOTALS**

Total hours and total break times are displayed for each employee.

#### TOTAL HOURS

These are the total hours and total break times for all employees.

