

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.

Roster Type Hours			 Peppermint Park
From:	Monday, 1 August, 2016		
To:	Sunday, 7 August, 2016		
Time Period:	7 Days (1.0 Week)		
All rostered times include time spent on breaks.			
Anna Thompson			
Normal Work	44 Hours 0 Mins	<i>Includes Breaks of 4 Hours 0 Mins</i>	
	44 Hours 0 Mins	Includes Breaks of 4 Hours 0 Mins	
Lucy O'Connor			
Normal Work	21 Hours 0 Mins	<i>Includes Breaks of 1 Hours 0 Mins</i>	
Reception	18 Hours 0 Mins	<i>Includes Breaks of 2 Hours 0 Mins</i>	
	39 Hours 0 Mins	Includes Breaks of 3 Hours 0 Mins	
Chris Glasshouse			
Normal Work	27 Hours 0 Mins	<i>Includes Breaks of 3 Hours 0 Mins</i>	
RDO	9 Hours 0 Mins	<i>No Breaks Taken</i>	
College	18 Hours 0 Mins	<i>No Breaks Taken</i>	
	54 Hours 0 Mins	Includes Breaks of 3 Hours 0 Mins	
Kate Simmons			
Normal Work	27 Hours 0 Mins	<i>Includes Breaks of 3 Hours 0 Mins</i>	
RDO	27 Hours 0 Mins	<i>No Breaks Taken</i>	
	54 Hours 0 Mins	Includes Breaks of 3 Hours 0 Mins	
James Turner			
Normal Work	23 Hours 0 Mins	<i>Includes Breaks of 1 Hours 0 Mins</i>	
Sick	5 Hours 0 Mins	<i>No Breaks Taken</i>	
	28 Hours 0 Mins	Includes Breaks of 1 Hours 0 Mins	
Total Hours:	219 Hours 0 Mins	Includes Breaks of 14 Hours 0 Mins	

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.