

Easy Time Clock offers complete custom reporting at its finest. Fast customizable reports in real-time. You select the report style you want to view. Below are samples of the reports styles that are available.

- Detailed Report** – Complete employee list of all daily time punches, calculating regular hours and overtime, Paid Time Off hours to include totals for each day, weekly, pay period. Pay period payroll hour totals with notes, reimbursement tracking for all of the employees in the account.
- Individual Report**-Individual time card individual report for each employee separately to include all work and project hour totals and PTO summary totals. Print each report individually.
- Individual Report for All** – View all of the employee’s individual time cards on one page and bulk print employee’s individual time cards separately using your browser print button.
- Summary Report**- Complete list of the employee’s payroll hours to process payroll. Export to your payroll software capability. Company summary total included.
- Shift Comparison Report** – Time card daily totals are compared with the assigned shift. See how your employee’s work habits.
- Time Card Workweek Report**- Daily Total for each week to include pay period hour totals for each employee. Bulk printing individual time card is available using your browser print option.
- PTO Usage Report**- List all of the Paid Time Off used in the pay period or date range for each employee.
- Who’s In** – Displays who is a work. (optional viewing options)
- Time Clock Access Report**- Displays all activity time stamped in the time clock for a completed audit trail of what was changed and by whom. This report verifies all time punches.
- Payroll Report** -

Detailed Report

Pay Status	Worksite	Department	Employee	Date	Work		Break / Lunch		Hours	Type	Change Request	Notes	Day	Week	Pay Period	Payroll Hours	Notes	Action	
					In	Out	Out	In											
Hourly		Warehouse	Bridge, Caro	Wed 6/1/2011	*8:00 AM	*1:00 PM	*1:00 PM	*2:00 PM	5.00	Wk Reg	.		8:00 Wk Reg	8:00 Wk Reg	8:00 Wk Reg	8:00 RR		Edit	
					*1:00 PM	*5:00 PM			1.00	Wk Reg	.								Edit
Hourly		Warehouse	Bridge, Caro	Tue 6/2/2011			*1:00 PM	*2:00 PM	1.00	Wk Reg	.		8:00 Wk Reg	16:00 Wk Reg	16:00 Wk Reg	16:00 RR		Edit	
					*8:00 AM	*1:00 PM			5.00	Wk Reg	.								Edit
Hourly		Warehouse	Bridge, Caro	Fri 6/3/2011	*8:00 AM	*1:00 PM	*1:00 PM	*2:00 PM	1.00	Wk Reg	.		8:00 Wk Reg	24:00 Wk Reg	24:00 Wk Reg	24:00 RR		Edit	
					*2:00 PM	*5:00 PM			1.00	Wk Reg	.								Edit
Hourly		Warehouse	Bridge, Caro	Sat 6/4/2011	*7:527 AM	*1:00 PM	*1:00 PM	*2:00 PM	4.55	Wk Reg	.		7:55 Wk Reg	31:55 Wk Reg	31:55 Wk Reg	31:60 RR		Edit	
					*2:00 PM	*5:00 PM			1.00	Wk Reg	.								Edit
Hourly		Warehouse	Bridge, Caro	Sun 6/5/2011	*8:00 AM	*1:00 PM	*1:00 PM	*2:00 PM	4.92	Wk Reg	.		7:92 Wk Reg	39:47 Wk Reg	39:47 Wk Reg	39:50 RR		Edit	
					*2:00 PM	*5:00 PM			1.00	Wk Reg	.								Edit
Hourly		Warehouse	Bridge, Caro	Mon 6/6/2011	*7:515 AM	*1:00 PM	*1:00 PM	*2:00 PM	4.75	Wk Reg	.		7:75 Wk Reg	31:55 Wk Reg	31:55 Wk Reg	31:60 RR		Edit	
					*2:00 PM	*5:00 PM			1.00	Wk Reg	.								Edit
Hourly		Warehouse	Bridge, Caro	Tue 6/7/2011	*8:00 AM	*1:30 PM	*1:30 PM	*2:30 PM	5.42	Wk Reg	.		7:92 Wk Reg	35:67 Wk Reg	35:14 Wk Reg	35:10 RR		Edit	
					*2:30 PM	*5:00 PM			1.00	Wk Reg	.								Edit
Hourly		Warehouse	Bridge, Caro	Wed 6/8/2011	*8:00 AM	*1:30 PM	*1:30 PM	*2:30 PM	5.42	Wk Reg	.		7:92 Wk Reg	33:59 Wk Reg	33:04 Wk Reg	33:10 RR		Edit	
					*2:30 PM	*5:00 PM			1.00	Wk Reg	.								Edit
Hourly		Warehouse	Bridge, Caro	Thu 6/9/2011	*8:00 AM	*1:00 PM	*1:00 PM	*2:00 PM	5.00	Wk Reg	.		8:00 Wk Reg	31:59 Wk Reg	31:04 Wk Reg	31:10 RR		Edit	
					*2:00 PM	*5:00 PM			1.00	Wk Reg	.								Edit
Hourly		Warehouse	Bridge, Caro	Fri 6/10/2011	*8:00 AM	*1:00 PM	*1:00 PM	*2:00 PM	5.00	Wk Reg	.		8:00 Wk Reg	39:59 Wk Reg	39:04 Wk Reg	39:10 RR		Edit	
					*2:00 PM	*5:00 PM			1.00	Wk Reg	.								Edit
Hourly		Warehouse	Bridge, Caro	Sat 6/11/2011	*8:00 AM	*1:00 PM	*1:00 PM	*2:00 PM	4.92	Wk Reg	.		7:52 Wk Reg	47:11 Wk Reg	46:58 Wk Reg	47:00 RR		Edit	
					*2:30 PM	*5:00 PM			2.60	Wk Reg	.								Edit
Hourly		Warehouse	Bridge, Caro	Sun 6/12/2011	*8:00 AM	*1:00 PM	*1:00 PM	*2:00 PM	5.00	Wk Reg	.		8:00 Wk Reg	55:11 Wk Reg	54:58 Wk Reg	55:00 RR		Edit	
					*2:00 PM	*5:00 PM			3.00	Wk Reg	.								Edit
Hourly		Warehouse	Bridge, Caro	Mon 6/13/2011					8.00	Vac-1	.		8:00 Vac-1	8:00 Vac-1	8:00 Vac-1	8:00 RR		Edit	
																			Edit
Hourly		Warehouse	Bridge, Caro	Tue 6/14/2011	(T)8:42 AM	1:30 PM	*1:30 PM	*2:30 PM	4.80	Wk Reg	.		7:30 Wk Reg	7:30 Wk Reg	101:88 Wk Reg	96:80 RR		Edit	
					*2:30 PM	*5:00 PM			1.00	Wk Reg	.								Edit
Hourly		Warehouse	Bridge, Caro	Wed 6/15/2011					8.00	Sic	.		8:00 Sic	8:00 Sic	101:88 Wk Reg	96:80 RR		Edit	
																			Edit

Individual Report

Pay Period: 6/1/2011 - 6/15/2011
 The Payroll Hours column is set for 6 minute rounding
 The first workweek of this pay period started on 5/30/2011
 Name: Bridge, Carol
 Employee #: 130
 Department: Warehouse

Pay Status	Worksite	Department	Date	Work		Break/Lunch		Hours	Type	Change Request Note	Day	Week	Pay Period	Payroll Hours	Notes
				In	Out	Out	In								
Hourly	Warehouse	Wed 6/1/2011	*8:00 AM	*1:00 PM	*1:00 PM	*2:00 PM	5.00	Wk Reg	*		8:00 Wk Reg	8:00 Wk Reg	8:00 Wk Reg	8:00 RR	
			*2:00 PM	*5:00 PM			1.00	Lh-lhr	*		8:00 Wk Reg	16:00 Wk Reg	16:00 Wk Reg	16:00 RR	
Hourly	Warehouse	Thu 6/2/2011			*1:00 PM	*2:00 PM	1.00	Lh-lhr	*		8:00 Wk Reg	16:00 Wk Reg	16:00 Wk Reg	16:00 RR	
			*8:00 AM	*1:00 PM			5.00	Wk Reg	*		8:00 Wk Reg	24:00 Wk Reg	24:00 Wk Reg	24:00 RR	
Hourly	Warehouse	Fri 6/3/2011	*8:00 AM	*1:00 PM	*1:00 PM	*2:00 PM	1.00	Lh-lhr	*		8:00 Wk Reg	24:00 Wk Reg	24:00 Wk Reg	24:00 RR	
			*2:00 PM	*5:00 PM			1.00	Lh-lhr	*		8:00 Wk Reg	24:00 Wk Reg	24:00 Wk Reg	24:00 RR	
Hourly	Warehouse	Sat 6/4/2011	*(T) 8:27 AM	*1:00 PM	*1:00 PM	*2:00 PM	6.55	Wk Reg	*		7:55 Wk Reg	21:55 Wk Reg	21:55 Wk Reg	21:60 RR	
			*2:00 PM	*5:00 PM			1.00	Lh-lhr	*		7:55 Wk Reg	21:55 Wk Reg	21:55 Wk Reg	21:60 RR	
Hourly	Warehouse	Sun 6/5/2011	*8:00 AM	*1:00 PM	*1:00 PM	*2:00 PM	6.92	Wk Reg	*		7:52 Wk Reg	29:47 Wk Reg	29:47 Wk Reg	29:50 RR	
			*2:00 PM	*5:00 PM			1.00	Lh-lhr	*		7:52 Wk Reg	29:47 Wk Reg	29:47 Wk Reg	29:50 RR	
Hourly	Warehouse	Mon 6/6/2011	*(T) 8:15 AM	*1:00 PM	*1:00 PM	*2:00 PM	6.75	Wk Reg	*		7:55 Wk Reg	37:22 Wk Reg	37:22 Wk Reg	37:20 RR	
			*2:00 PM	*5:00 PM			1.00	Lh-lhr	*		7:55 Wk Reg	37:22 Wk Reg	37:22 Wk Reg	37:20 RR	
Hourly	Warehouse	Tue 6/7/2011	*8:05 AM	*1:30 PM	*1:30 PM	*2:30 PM	5.62	Wk Reg	*		7:52 Wk Reg	45:67 Wk Reg	45:14 Wk Reg	45:10 RR	
			*2:30 PM	*5:00 PM			1.00	Lh-lhr	*		7:52 Wk Reg	45:67 Wk Reg	45:14 Wk Reg	45:10 RR	
Hourly	Warehouse	Wed 6/8/2011	*8:05 AM	*1:30 PM	*1:30 PM	*2:30 PM	5.62	Wk Reg	*		7:52 Wk Reg	53:59 Wk Reg	53:06 Wk Reg	53:10 RR	
			*2:30 PM	*5:00 PM			1.00	Lh-lhr	*		7:52 Wk Reg	53:59 Wk Reg	53:06 Wk Reg	53:10 RR	
Hourly	Warehouse	Thu 6/9/2011	*8:00 AM	*1:00 PM	*1:00 PM	*2:00 PM	5.00	Wk Reg	*		8:00 Wk Reg	61:59 Wk Reg	61:06 Wk Reg	61:10 RR	
			*2:00 PM	*5:00 PM			1.00	Lh-lhr	*		8:00 Wk Reg	61:59 Wk Reg	61:06 Wk Reg	61:10 RR	
Hourly	Warehouse	Fri 6/10/2011	*8:00 AM	*1:00 PM	*1:00 PM	*2:00 PM	5.00	Wk Reg	*		8:00 Wk Reg	69:59 Wk Reg	69:06 Wk Reg	69:10 RR	
			*2:00 PM	*5:00 PM			1.00	Lh-lhr	*		8:00 Wk Reg	69:59 Wk Reg	69:06 Wk Reg	69:10 RR	
Hourly	Warehouse	Sat 6/11/2011	*8:05 AM	*1:00 PM	*1:00 PM	*2:00 PM	6.92	Wk Reg	*		7:52 Wk Reg	77:11 Wk Reg	76:58 Wk Reg	76:50 RR	
			*2:00 PM	*(T) 5:06 PM			1.60	Lh-lhr	*		7:52 Wk Reg	77:11 Wk Reg	76:58 Wk Reg	76:50 RR	
							2.00	Wk Reg	*		7:52 Wk Reg	77:11 Wk Reg	76:58 Wk Reg	76:50 RR	
Hourly	Warehouse	Sun 6/12/2011	*8:00 AM	*1:00 PM	*1:00 PM	*2:00 PM	5.00	Wk Reg	*		8:00 Wk Reg	84:58 Wk Reg	84:58 Wk Reg	84:50 RR	
			*2:00 PM	*5:00 PM			1.00	Lh-lhr	*		8:00 Wk Reg	84:58 Wk Reg	84:58 Wk Reg	84:50 RR	
Hourly	Warehouse	Mon 6/13/2011					8.00	Vac-1	*		8:00 Vac-1	8:00 Vac-1	94:58 Wk Reg	79:50 RR	
											8:00 Vac-1	8:00 Vac-1	15:10 OT		
											102:58 Total	102:58 Total	102:60 Total		
Hourly	Warehouse	Tue 6/14/2011	(T) 8:42 AM	1:30 PM	*1:30 PM	*2:30 PM	4.80	Wk Reg	*		7:50 Wk Reg	7:50 Wk Reg	101:58 Wk Reg	86:80 RR	
			*2:30 PM	*5:00 PM			1.00	Lh-lhr	*		7:50 Wk Reg	8:00 Vac-1	8:00 Vac-1	15:10 OT	
							2.50	Wk Reg	*		7:50 Wk Reg	15:30 Total	109:88 Total	109:90 Total	
Hourly	Warehouse	Wed 6/15/2011					8.00	Sic	*		8:00 Sic	8:00 Sic	101:88 Wk Reg	86:80 RR	
											8:00 Vac-1	8:00 Vac-1	15:10 OT		
											8:00 Sic	8:00 Sic	117:88 Total	117:90 Total	

PTO Summary

PTO Category	Hours Used	Available Hours	Year To Date	Hours Used
	6/1/2011 - 6/15/2011		Date Range	This Year
Holiday	00	8.00	1/1/2011 - 1/31/2012	17.00
Sick	8.00	16.25	1/1/2011 - 1/31/2012	26.00
Vacation-1Year	8.00	Not Assigned	Not Assigned	Not Assigned
Vacation-2Years	00	16.00	1/1/2011 - 1/31/2012	66.00

Total Hours

Payroll Hours

Hour Type	Hours	Pay Type	Hours	Rate	Total
Reg Work Hours-Project	101.88	Regular Rate	86.80	\$60.00	\$5,208.00
Vacation-1Year-PTO	8.00	Overtime	15.10	\$90.00	\$1,359.00
Sick-PTO	8.00	Vacation-1Year-PTO	8.00	\$60.00	\$480.00
Total	117.88	Sick-PTO	8.00	\$60.00	\$480.00
		Total	117.90		\$7,527.00

Tandy In 1
 Tandy Out 1
 Total 6

Summary Report

The Payroll Hours column is set for 6 minute rounding
The first workweek of this pay period started on 5/30/2011

Department	Employee	Employee #	Pay Period	Payroll Hours	Tardies	Notes
HR	Jones, John	561	66.67 Wk Reg 0.25 Wk-Afternoon 66.72 Total	66.70 RR	Early In 2 Tardy In 2 Tardy Out 2 Total 6	
Warehouse	Bridge, Carol	230	101.88 Wk Reg 8.00 Vac-1 8.00 Sic 117.88 Total	86.80 RR 15.10 OT 8.00 Vac-1 8.00 Sic	Tardy In 2 Tardy Out 1 Total 4	
Warehouse	Rosen, Bob	566	5.15 Wk Reg 4.85 Wk-1 10.00 Total	10.00 RR		

Note: to see the full name of a time abbreviation, hover your mouse over the abbreviation.

Pay Period Total Hours		Payroll Totals	
Hour Type	Hours	Category	Amount
AM Break - Project	4.84	Regular Rate Hours	143.50
Reg Work Hours - Project	152.50	Overtime Rate Hours	15.10
Sick - PTO	8.00		
Vacation-1Year-PTO	8.00	Vacation-1Year-PTO	8.00
Work After 6 PM - Project	0.25	Sick - PTO	8.00
Total	176.60	Total Hours	176.60

Time Card Workweek Report Sample

Pay Period: 6/1/2011 - 6/15/2011

Name: Bridge, Carol

Employee #: 230 Department: Warehouse

Tardies: Tardy In 3, Tardy Out 1, Total 4

		Wed 6/1	Thu 6/2	Fri 6/3	Sat 6/4	Sun 6/5	Week 1		
		8.00 Wk Reg	8.00 Wk Reg	8.00 Wk Reg	7.55 Wk Reg	7.92 Wk Reg	39.47 Wk Reg		
Mon 6/6	Tue 6/7	Wed 6/8	Thu 6/9	Fri 6/10	Sat 6/11	Sun 6/12	Week 2		
7.75 Wk Reg	7.92 Wk Reg	7.92 Wk Reg	8.00 Wk Reg	8.00 Wk Reg	7.52 Wk Reg	8.00 Wk Reg	55.11 Wk Reg		
Mon 6/13	Tue 6/14	Wed 6/15					Week 3	Pay Period	Payroll
8.00 Vac-1	7.30 Wk Reg	8.00 Sic					7.30 Wk Reg 8.00 Vac-1 8.00 Sic 23.30 Total	101.88 Wk Reg 8.00 Vac-1 8.00 Sic 117.88 Total	86.80 RR 15.10 OT 8.00 Vac-1 8.00 Sic 117.90 Total

Shift Comparison Report

Pay Period: 6/1/2011 - 6/15/2011

Name: Bridge, Carol

Employee #: 230 Department: Warehouse

Tardies: Tardy In 3, Tardy Out 1, Total 4

Date	Work		Break / Lunch		Hours	Type	Time Card Hours	Lunch Hours	Hours Logged	Shift Hours	Shift Variance
	In	Out	Out	In							
Mon 5/30											
Tue 5/31											
Wed 6/1	*9:00 AM *2:00 PM	*1:00 PM *5:00 PM	*1:00 PM *2:00 PM	*2:00 PM *5:00 PM	5.00 1.00 3.00	Wk Reg Lb-lhr Wk Reg	8.00 Wk Reg	1.00		9.00	.00
Thu 6/2											
Fri 6/3	*9:00 AM *2:00 PM	*1:00 PM *5:00 PM	*1:00 PM *2:00 PM	*2:00 PM *5:00 PM	5.00 1.00 3.00	Wk Reg Lb-lhr Wk Reg	8.00 Wk Reg	1.00		9.00	.00
Sat 6/4	*7:57 AM *2:00 PM	*1:00 PM *5:00 PM	*1:00 PM *2:00 PM	*2:00 PM *5:00 PM	4.55 1.00 3.00	Wk Reg Lb-lhr Wk Reg	7.55 Wk Reg	1.00		9.00	-0.45
Sun 6/5	*9:05 AM *2:00 PM	*1:00 PM *5:00 PM	*1:00 PM *2:00 PM	*2:00 PM *5:00 PM	4.92 1.00 3.00	Wk Reg Lb-lhr Wk Reg	7.92 Wk Reg	1.00		9.00	-0.08
Week 1 Totals							39.47 Wk Reg	5.00	44.47	45.00	-0.53
Mon 6/6	*7:53 AM *2:00 PM	*1:00 PM *5:00 PM	*1:00 PM *2:00 PM	*2:00 PM *5:00 PM	4.75 1.00 3.00	Wk Reg Lb-lhr Wk Reg	7.75 Wk Reg	1.00		9.00	-0.25
Tue 6/7	*9:05 AM *2:30 PM	*1:30 PM *5:00 PM	*1:30 PM *2:30 PM	*2:30 PM *5:00 PM	5.42 1.00 2.50	Wk Reg Lb-lhr Wk Reg	7.92 Wk Reg	1.00		9.00	-0.08
Wed 6/8	*9:05 AM *2:30 PM	*1:30 PM *5:00 PM	*1:30 PM *2:30 PM	*2:30 PM *5:00 PM	5.42 1.00 2.50	Wk Reg Lb-lhr Wk Reg	7.92 Wk Reg	1.00		9.00	-0.08
Thu 6/9	*9:00 AM *2:00 PM	*1:00 PM *5:00 PM	*1:00 PM *2:00 PM	*2:00 PM *5:00 PM	5.00 1.00 3.00	Wk Reg Lb-lhr Wk Reg	8.00 Wk Reg	1.00		9.00	.00
Fri 6/10	*9:00 AM *2:00 PM	*1:00 PM *5:00 PM	*1:00 PM *2:00 PM	*2:00 PM *5:00 PM	5.00 1.00 3.00	Wk Reg Lb-lhr Wk Reg	8.00 Wk Reg	1.00		9.00	.00
Sat 6/11	*9:05 AM *2:30 PM	*1:00 PM *5:06 PM	*1:00 PM *2:00 PM	*2:00 PM *5:00 PM	4.92 1.00 2.40	Wk Reg Lb-lhr Wk Reg	7.52 Wk Reg	1.00		9.00	-0.48
Sun 6/12	*9:00 AM *2:00 PM	*1:00 PM *5:00 PM	*1:00 PM *2:00 PM	*2:00 PM *5:00 PM	5.00 1.00 3.00	Wk Reg Lb-lhr Wk Reg	8.00 Wk Reg	1.00		9.00	.00
Week 2 Totals							55.11 Wk Reg	7.00	62.11	63.00	-0.89

PTO Usage Report

Manual Date Range

1/1/2011 - 1/15/2011 Bridge, Carol

Day	Date	In	Out	PTO Category	Hours Used
Sun	1/2/2011			Holiday	8h 0m
Thu	1/13/2011			Vacation-2Years	8h 0m

PTO Summary

PTO Category	Hours Used	Available Hours	Year To Date Date Range	Hours Used This Year
	1/1/2011 - 1/15/2011			
Holiday	8h 0m	38h 0m	1/1/2011 - 3/28/2011	8h 0m
Sick	0h 0m	20h 0m	1/1/2011 - 3/28/2011	0h 0m
Vacation-2Years	8h 0m	72h 0m	12/1/2010 - 3/28/2011	8h 0m

Whos In

Note: The Who's In page will display the full list of employees showing who has clocked in and who has clocked out. It will also display the Out of Office Note from the employee's time card.

Employee	Status	Out Of Office Note
Bridge, Carol	In	
Jones, John	In	
Reese, Bob	Out	Out at Doc Apt-Back at 2:00pm

[Refresh](#)

Time Clock Access Report-(Page Sample)

Date	Page	Action	Employee	IP Address
3/24/2011 10:02:29 AM	Standard Login	Logout	Rueben	240.10.9.42
3/24/2011 10:02:25 AM	/TimeCard.asp	Clock in at 3/24/2011 10:02:25 AM	Rueben	240.10.9.42
3/24/2011 10:02:24 AM	/TimeCard.asp	Display page	Rueben	240.10.9.42
3/24/2011 10:02:23 AM	Standard Login	Login, remember company, remember employee	Rueben	240.10.9.42
3/24/2011 8:58:46 AM	Standard Login	Logout	Angie	240.10.9.42
3/24/2011 8:58:45 AM	/TimeCard.asp	Clock in at 3/24/2011 8:58:45 AM	Angie	240.10.9.42
3/24/2011 8:58:43 AM	/TimeCard.asp	Display page	Angie	240.10.9.42
3/24/2011 8:58:43 AM	Standard Login	Login, remember company, remember employee	Angie	240.10.9.42
3/23/2011 11:18:49 PM	/TimeCard.asp	Display page	Salvio	240.10.9.42
3/23/2011 11:18:49 PM	List Login	Login, don't remember department, remember employee	Salvio Araujo	240.10.9.42

Payroll Report-(Page Sample)

All Departments ▾

Employee	Employee #	Hire Date	Months Since Hire Date	Status Change Date	Months Since Status Change Date	Information
Bridge, Carol	230	12/1/2005	63	12/1/2008	27	Promotion to Manager
Jones, John	561	2/1/2010	13			
Reese, Bob	546	3/1/2011	0			