

Clear Systems



TIME+ Sample Reports and Enquiries:

Introduction

TIME+ collects clocking transactions from TIME+ TimeClocks and posts them to a multi-user database. The transactions are posted to a separate audit file and to an employee history file. As transactions are posted to the employee history file they are qualified by reference to each employee's working pattern schedule. The employee history file holds both original and amended clockings as well as payable hours and absence calculated according to the rules set per working pattern.

User access to TIME+ is via a customisable login and menu system that enables restriction of access to both menu options and sub-sets of the database.

For example: a Warehouse Supervisor's login may have a menu that only has access to The Weekly Clockings Report, Employee Status Enquiry and Employee Details Enquiry - with the additional restriction that only employees in his Department, Site and Location are accessible for just the last two weeks' data. Whereas a Payroll Manager's login may have a menu that has The Payable Time Report, Payroll Approval Report and Working Time Regulations Report for her Site; and the HR Director's login may have the same menu but for all sites.

Sample Reports:

All reports have extensive **run-time selection** filters and options, **including a choice of *print* or *display***

- [Transaction Audit Report](#)
- [Weekly Clockings Report](#)
- [Roll Call Report](#)
- [Payable Time Report](#)
- [Payroll Approval Report](#)
- [Working Time Regulations Report](#)

Sample Enquiries:

Enquiries use either **run-time selection** filters or **look-up** lists and may **automatically refresh** as appropriate.

- [Employee Status Enquiry](#)
- [Employee Details Enquiry](#)

Transaction Audit

The Transaction Audit shows an audit trail of clocking transactions for the selected employees and/or dates. There is a transaction sequence number for each employee. The badge number, terminal, date and time (to the nearest second) are shown. Employee name is not shown to allow the report to be made available to external organisations - tribunals etc.

TA31	TRANSACTION AUDIT REPORT					Page	2
					07: 40: 45am	28 Mar	1999
Empl oyee	Seq No.	Termi nal	Badge	Date	Time		
10	11	1	9694	20 MAY 97	08: 25: 39	In	
10	12	1	9694	20 MAY 97	16: 30: 42	Out	
10	13	1	9694	21 MAY 97	08: 29: 24	In	
10	14	1	9694	21 MAY 97	16: 38: 18	Out	
10	15	1	9694	22 MAY 97	07: 46: 13	In	
10	16	1	9694	22 MAY 97	12: 00: 38	Out	
10	17	1	9694	22 MAY 97	12: 29: 57	In	
10	18	1	9694	22 MAY 97	18: 30: 41	Out	
964	13	1	6027	19 MAY 97	08: 35: 55	In	
964	14	1	6027	19 MAY 97	16: 58: 47	Out	
964	15	1	6027	20 MAY 97	08: 25: 42	In	
964	16	1	6027	20 MAY 97	16: 30: 47	Out	
964	17	1	6027	21 MAY 97	08: 29: 30	In	
964	18	1	6027	21 MAY 97	16: 38: 03	Out	
964	19	1	6027	22 MAY 97	07: 46: 04	In	
964	20	1	6027	22 MAY 97	12: 00: 36	Out	
964	21	1	6027	22 MAY 97	12: 29: 54	In	

For: Department SLMA; Date 19MAY99-23MAY99.

[top](#)

Weekly Clockings Report

The Weekly Clockings Report shows the clockings for the selected employees in a weekly format. More than one week may be selected - giving the option to show several weeks, say a month, at a time.

TA58	WEEKLY CLOCKINGS REPORT					07: 40: 45am	28 May	1999	Page	1
Dept: Salesman Demo										
Employee Name	Number		Mon	Tues	Weds	Thurs	Fri	Sat	Sun	
Fotheringay Sand	9	In	08: 35+	08: 25-	08: 29-	07: 45				
19 MAY 97		Out	17: 00-	16: 30	16: 38	12: 00-				
		In				12: 29-				
		Out				18: 30				
POTTS W	964	In	08: 35+	08: 25-	08: 29-	07: 46				
19 MAY 97		Out	16: 58	16: 30	16: 38	12: 00-				
		In				12: 29-				
		Out				19: 01				
Powell Louise	10	In	08: 00	08: 25-	08: 29-	07: 46				
19 MAY 97		Out	12: 30	16: 30	16: 38	12: 00-				
		In				12: 29-				
		Out				18: 30				

For: (SALESMAN) Date 19MAY99-23MAY99; Department SLMA

[top](#)

Roll Call Report

The Roll Call Report shows the status of all selected employees. By default this is as at the time of the report, but a report can be produced for any specific date & time from the history database. Where employees are not present the day code and absence reason, if known, are shown.

Name	Employee	Time	Status	Day code description
Dept: Time+ demo dept				
BURTON W. T.	21	07:50 In	Present	DAYS-NORMAL
BURTON-COX P. G.	22	07:54 In	Present	DAYS-NORMAL
BURTON-DAVIES A	23	08:01 In	Present	DAYS-NORMAL
BUTLER G.	24	08:13 In	Present	8 Hour Day -
BUTLER-JOHNS J. F.	25	07:50 In	Present	DAYS-NORMAL
BUXHALL J. M.	26	08:06 In	Present	DAYS-NORMAL
Fotheringay Sandy	9	07:56 In	Present	DAYS-NORMAL
SAH A	27	07:51 In	Present	
SAH Z.	28	07:59 In	Present	DAYS-NORMAL
SAINT B. J.	29	07:48 In	Present	DAYS-NORMAL
Burt Tony	8	07:47 In	Present	DAYS-NORMAL
TROTTER B	1		Not Present	all day & all IPM Conf.
Total Employees = 12				
Present = 11				
Not-Present = 1				

There is also an [Employee Status Enquiry](#) that continually displays the current status of all selected employees. The display refreshes either once a minute or when there are any new transactions. Each refresh shows the next page of employees. At any point a [Detailed Employee Enquiry](#) may be made by entering Employee Number, Name or Car Reg. Number - each using the intuitive look-up facility.

[top](#)

Payable Time Report

Payable Time Report produces a report of the Total Hours worked for each employee. Adjustments for early/late clockings are displayed along with hours worked against various rates of pay and hours absent per absence code.

TA33. R		Printed 11:48:18am 05 Jul 1999		CURRENT PAYABLE TIME REPORT								Page 1						
Department DEMO				Clear Systems Ltd Time & Attendance														
Clock-no	Name	Date	Shift Code	Actual Day Cd	Clock Time	In	Out	Early /Late	In Adj	Out Adj	Total	Excess Hours	Payable Time	Pay Code	Absence Time	AbsRsn Code	Absent From	Absent To
21	BURTON W. T.	MON 15 OCT	D1		08:09	In	17:20	Late	08:15	12:00	08:30		08:15	NORM	00:15	LATE	08:00	08:15
						Out		Early	12:30	17:15			00:15	OT1	00:45	PASS	12:00	12:30
21	BURTON W. T.	TUE 16 OCT	D1		08:10	In	17:32	Late	08:15	12:00	08:45		08:15	NORM	00:15	LATE	08:00	08:15
						Out		Late	12:30	17:30			00:30	OT1	00:30	PASS	12:00	12:30
21	BURTON W. T.	WED 17 OCT	D1		08:09	In	17:40	Late	08:15	12:00	08:45		08:15	NORM	00:15	LATE	08:00	08:15
						Out		Late	12:30	17:30			00:30	OT1	00:30	PASS	12:00	12:30
21	BURTON W. T.	THU 18 OCT	D1		07:49	In		OK	08:00	12:00	08:45		08:30	NORM	00:45	PASS	12:00	12:30
						Out		Early	12:30	17:15			00:15	OT1			17:15	17:30
21	BURTON W. T.	FRI 19 OCT	D1		08:09	In	17:33	Late	08:15	12:00	08:45		07:30	NORM	00:15	LATE	08:00	08:15
						Out		Late	12:30	17:30			01:15	OT1	00:30	PASS	12:00	12:30
21	BURTON W. T.	SAT 20 OCT	WE		08:13	In	17:20	Early	08:13	17:20	09:07	09:07	00:00		00:00			
						Out		Early										
21	BURTON W. T.	SUN 21 OCT	WE		07:45	In	17:34	Early	07:45	17:34	09:49	09:49	00:00		00:00			
						Out		Early										
total											62:26	18:56	43:30	04:00				

[top](#)

Payroll Approval Report

The Payroll Approval Report produces a breakdown of payable hours at different rates for each employee. This program is used to verify details prior to Payroll Transfer.

Employee	Name	Total	Rate	Hours
Dept: Time+ demo dept				
21	BURTON W. T.	62.43	NORM	40.75 Normal Rate
	Days 15OCT90 - 21OCT90		OT1	2.75 Overtime 1.5
22	BURTON-COX P. G.	61.83	NORM	41.00 Normal Rate
	Days 15OCT90 - 21OCT90		OT1	2.00 Overtime 1.5
Dept: Sales				
2	BURT A. R.	62.47	NORM	41.00 Normal Rate
	Days 15OCT90 - 21OCT90		OT1	2.50 Overtime 1.5
Dept:				
3	BLACK P. J	62.55	NORM	41.25 Normal Rate
	Days 15OCT90 - 21OCT90		OT1	2.75 Overtime 1.5
Dept: SYSTEMS				
4	ROGERS N. J	64.03	NORM	24.75 Normal Rate
	Days 15OCT90 - 21OCT90		OT1	2.25 Overtime 1.5
			OT2	17.75 Overtime 2.0

Employee	Name	Total	Rate	Hours
Total		313.32	NORM	188.75 Normal Rate
			OT1	12.25 Overtime 1.5
			OT2	17.75 Overtime 2.0

Payroll Transfer creates a payroll transaction file, ready for use by a Payroll System. Only approved transactions that have not been previously selected will be transferred.

[top](#)

Working Time Regulations Report

The Working Time Regulations Report has been developed with reference to the dti guidelines published on the web at www.dti.gov.uk/ir/worktime.htm. Multiple schemes may be defined and may be scheduled per employee. Each scheme can have different reference periods (rolling and fixed), lists of qualifying Pay Codes, Absence Codes and associated formulae. The report covers weekly working limits, night time working limits, rest break & rest period minima with the appropriate special provisions for adolescent workers.

TA71 WORKING TIME REGULATIONS REPORT 12: 48: 44 29 SEP 1998 Page 1							
Employee	Name	-Worki ng-Hours--	PI anned-Ni ght-Wk	Average	Excess	Average	Excess
4	Dugwort Fred	(under 18)		53: 00	05: 00	09: 37	01: 37
12 SEP 98 to 27 SEP 98 Default Rolling Scheme							
12 SEP 98	- Daily Rest Hours	09: 00 less than 12: 00		(under 18)			
13 SEP 98	- Daily Rest Hours	09: 00 less than 12: 00		(under 18)			
14 SEP 98	- Daily Rest Hours	09: 00 less than 12: 00		(under 18)			
15 SEP 98	- Daily Rest Hours	09: 00 less than 12: 00		(under 18)			
17 SEP 98	- Daily Break Time	00: 12 less than 00: 30	after 04: 30 hrs	(under 18)			
18 SEP 98	- Daily Rest Hours	09: 00 less than 12: 00		(under 18)			
18 SEP 98	- Weekly Rest Hours	27: 00 less than 48: 00		(under 18)			
20 SEP 98	- Daily Rest Hours	08: 00 less than 11: 00					
21 SEP 98	- Daily Break Time	00: 15 less than 00: 20	after 06: 00 hrs				
24 SEP 98	- Weekly Rest Hours	14: 30 less than 24: 00					

Employee Status Enquiry

The Employee Status Enquiry continually displays the current status of all selected employees. The display refreshes either once a minute or when there are any new transactions. Each refresh shows the next page of employees. At any point an Employee Details Enquiry may be made by entering Employee Number, Name or Car Reg. Number - each using the look-up facility.

TA54 Employee Status Enquiry		15: 53 Mon 19 Jun 00	
BURTON W. T.	In	08: 15	Mon
BURTON-COX P. G.	In	07: 51	Mon
BURTON-DAVIES A	In	07: 49	Mon
BUTLER-JOHNS J. F.	In	07: 41	Mon
BUXHALL J. M.	In	07: 39	Mon
Fotheringay Sandy	not present		
Fowler Stephen	not present		
POTTS W	not present		
Powell Louise	not present		
Rogers Nick	Out	15: 02	Mon Out on Business
SAH A	In	07: 59	Mon
SAH Z.	In	08: 17	Mon
SAINT B. J.	In	08: 05	Mon
SWAIN PAMELA	In	08: 19	Mon
Visitor A	In	07: 37	Mon

Page 1 of 1 - F1=escape, backspace=pause OR enter=refresh [ROG_____](#)

Employee Details Enquiry

The Employee Details Enquiry shows current information for the selected employee. This includes: the most recent clocking, contact information, the current Day Code, key attributes such as Department etc, and any planned absences for now and the future. There are options to see the [Current Clockings](#) and/or [Current Payable Time](#) Reports for the Employee - as well as a link to compatible eMail systems.

TA01. E		EMPLOYEE DETAILS ENQUIRY		19 JUN 00	
Clock no	4				
Name	Rogers	Address	Leamington Spa		
Initials	Nick		Warks		
-----Last Clocking-----					
Date	Mon 19 Jun 00				
Time	16: 02	Out	Out on Business	Next of kin	
Terminal	0			User 1	
				User 2	
Home Telephone	01908 222412			User 3	
Work Extension	134 nick			User 4	NI CKRCLR. BMP
				User 5	0860 247 999
Day Code	D1 DAYS-NORMAL	Car Reg. No	M99 XYZ		
Site	MK MILTON KEYNES	Planned Absence	From - To		

Department	SLMA Salesman Demo	Out on Business	19 Jun	19 Jun
Location	MK MILTON KEYNES	Holiday	20 Jul	20 Jul
Badge No.	50138	Bank Holiday	28 Aug	28 Aug
		Training	29 Aug	01 Sep

Enter to continue, 'C' Lockings, 'R' eport or M to send Mail _____

[top](#)

Choice of user clients

TIME+ is designed to be used in a variety of user environments. The Report and Enquiry examples shown above are accessible on the simplest of clients such as Windows Telnet, Linux X-Term or even data entry terminals.

Other optional clients are Host Access, a sophisticated Windows client, and Web Browsers such as Explorer, Netscape and Opera. Some examples are shown below:

HostAccess - Windows Client

The screenshot shows a Windows client window titled "localhost_vt220-t6.ses - HOSTACCESS". The window contains a table of employee status information. The table has columns for employee name, status, and time/date. The status "Out on Business" is highlighted in yellow for Nick Rogers. The window also shows a menu bar (Session, Edit, System, Configure, SpecialKey, Help) and a status bar at the bottom with various icons and keyboard shortcuts.

TA54 Employee Status Display		17:19 Mon 19 Jun 00
BURTON W.T.	In	08:15 Mon
BURTON-COX P.G.	In	07:51 Mon
BURTON-DAVIES A.	In	07:49 Mon
BUTLER-JOHNS J.F.	In	07:41 Mon
BUXHALL J.M.	In	07:39 Mon
Fotheringay Sandy	not present	
Fowler Stephen	not present	
POTTS W.	not present	
Powell Louise	not present	
Rogers Nick	Out	16:02 Mon Out on Business
SAH A.	In	07:59 Mon
SAH Z.	In	08:17 Mon
SAINT B.J.	In	08:05 Mon
SWAIN PAMELA	In	08:19 Mon
Visitor A	In	07:37 Mon

Page 1 of 1 - <F1>=escape, <backspace>=pause OR <cr>=refresh :_____

localhost_vt220-t6.ses - HOSTACCESS

Session Edit System Configure SpecialKey Help

TA58 WEEKLY CLOCKINGS REPORT 17:21:13 19 JUN 2000 Page 1

Dept: Salesman Demo

Employee Name	Number		Mon	Tues	Weds	Thurs	Fri	Sat	Sun
Fotheringay Sand	9	In	08:35+	08:25-	08:29-	07:45			
19 MAY 97		Out	17:00-	16:30	16:38	12:00-			
		In				12:29-			
		Out				18:30			
POTTS W	964	In	08:35+	08:25-	08:29-	07:46			
19 MAY 97		Out	16:58	16:30	16:38	12:00-			
		In				12:29-			
		Out				19:01			
Powell Louise	10	In	08:00	08:25-	08:29-	07:46			
19 MAY 97		Out	12:30	16:30	16:38	12:00-			
		In				12:29-			
		Out				18:30			

For: (SALESMAN) Date 19MAY97-23MAY97; Department SLMA; Pl.Abs. Y/<N>? N; Cloc_

Web Browser Client

TIME+ Main Menu - Microsoft Internet Explorer

File Edit View Favorites Tools Help

Back Forward Stop Refresh Home Search Favorites History Mail Print Edit Discuss

Address http://localhost/application/main.htm

TIME+ Time & Attendance System

Time+ Time & Attendance System demo

1 [Define System Title](#)

2 [Start Time Clock](#)

3 [Generate Clockings for Today](#)

4 [Initialise Time Clock Database](#)

-----Initial Set Up-----

5 [Employee Details](#)

6 [Personnel File List](#)

7 [Daily Pattern](#)

8 [Working Pattern](#)

9 [Employee Schedule](#)

-----Enquiries & Reports-----

10 [Employee Details](#)

11 [Roll Call Report](#)

12 [Transaction Audit](#)

13 [Payable Time Report](#)

14 [Weekly Clocking Report](#)

15 [Manpower Schedule](#)

16 [Employee Status Enquiry \(who's in\)](#)

-----Adjustments & Absence-----

17 [Daily Amendment](#)

18 [Daily Amendment Adjustments Audit](#)

Weekly Clockings Report

Dept: Time+ demo dept

Employee Name	Number		Mon	Tues	Weds	Thurs	Fri	Sat	Sun
BURTON W.T.	21	In	08:11-	08:03	07:53+	07:41+	07:58+		
23 AUG 99		Out	17:28-	17:24-	17:27-	17:29-	17:33-		
BURTON W.T.	21	In		07:42+	08:02+	08:21+	08:11+		
30 AUG 99		Out		17:19-	17:25-	17:34-	17:25-		
BURTON W.T.	21	In	08:11+	07:53+	08:01+	08:09-			
06 SEP 99		Out	17:39-	17:28-	17:21-	17:30			

http://localhost/application/L_ta58.html

Local intranet

TIME+ Main Menu - Netscape
 File Edit View Go Communicator Help
 Location: http://localhost/application/main.htm

TIME+ Time & Attendance System

Time+ Time & Attendance System demo

- 1 [Define System Title](#)
- 2 [Start Time Clock](#)
- 3 [Generate Clockings for Today](#)
- 4 [Initialise Time Clock Database](#)

-----Initial Set Up-----

- 5 [Employee Details](#)
- 6 [Personnel File List](#)
- 7 [Daily Pattern](#)
- 8 [Working Pattern](#)
- 9 [Employee Schedule](#)

-----Enquiries & Reports-----

- 10 [Employee Details](#)
- 11 [Roll Call Report](#)
- 12 [Transaction Audit](#)
- 13 [Payable Time Report](#)
- 14 [Weekly Clocking Report](#)
- 15 [Manpower Schedule](#)
- 16 [Employee Status Enquiry \(who's in\)](#)

-----Adjustments & Absence-----

- 17 [Daily Amendment](#)
- 18 [Daily Amendment Adjustments Audit](#)
- 19 [Planned Absence Entry](#)
- 20 [Planned Absence Report](#)

Employee Status Display (Who's In)

BUCK A.R	Out	17:02 Thu
Burt Tony	Out	17:26 Thu
BURTON W.T.	Out	17:6 Thu
BURTON-COX P.O.	Out	17:35 Thu
BURTON-DAVIES A	Out	17:33 Thu
BUTLER-JOHNS J.F.	Out	17:26 Thu
BUXHALL J.M.	Out	17:31 Thu
Fotheringey Sandy	Out	17:34 Thu
Fowler Stephen	Out	17:31 Thu
PARISH DONNA	Out	17:06 Thu
POTTS W	Out	16:36 Thu
Powell Louise	Out	16:30 Thu
Rogers Nick	Out	17:27 Thu
SAH A	Out	16:53 Thu
SAH Z.	Out	17:28 Thu
SAINT B.J.	Out	17:24 Thu

Refresh Cancel

Document Done

If you require further information or assistance please contact [Clear Systems](http://www.clearsystems.co.uk) at the address below or email us at Sales@ClearSystems.co.uk

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