

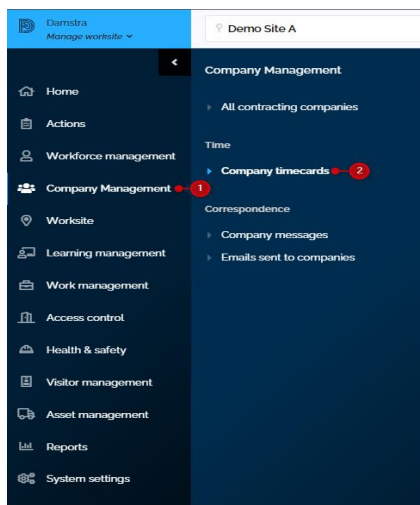
Workforce Management – Company Timecards

Manage your Worksite

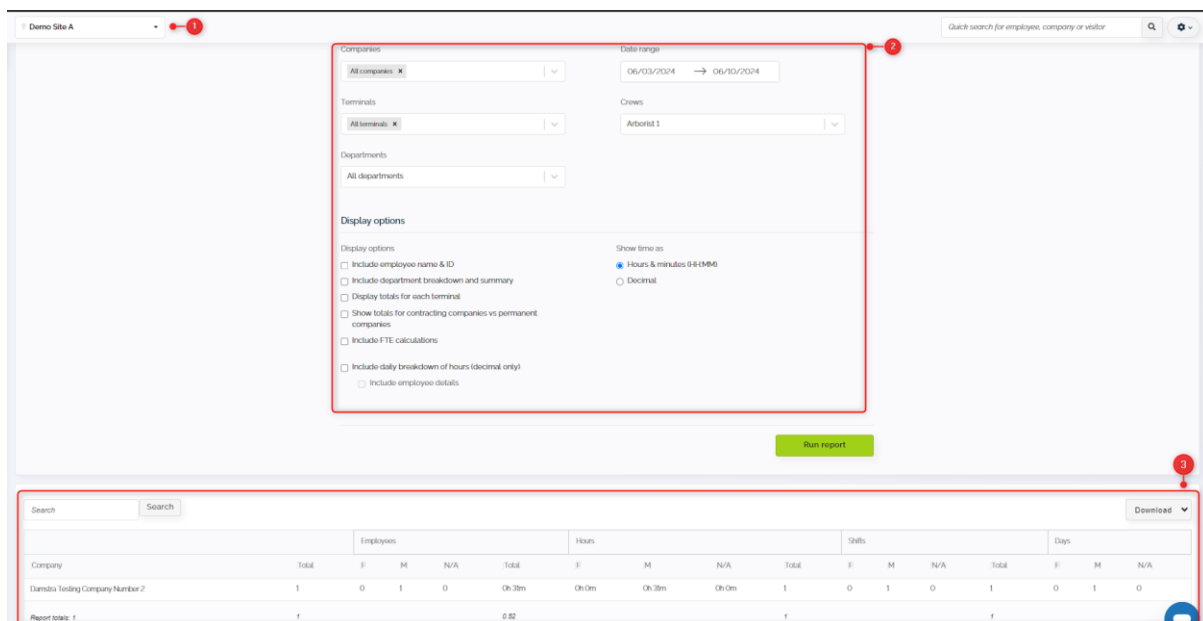
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Date (if required)

The Company Timecards page can be accessed via the left menu of the Manage Worksite, by clicking the **Company Management** → **Company Timecards**.



The report allows level 1-3 users to generate and view company timecards. Timecards displays the individual time worked during any given date range based on the selected worksite(s). The user also has an option to display the following information to be shown on the report:



- Worksite** - This section located on the top left of the page allows users to select the worksite(s) that they wish to run report on.
- Report Search Criteria** – This section allows users to run report based on the following search criteria.

- ▶ **Companies** – User can select single or multiple companies to run the report

Note: This step is optional

- ▶ **Terminal** - User can select single or multiple terminals to run the report

Note: This step is optional

- ▶ **Departments** - User can select single department to run the report

Note: This step is optional

- ▶ **Dates** – There is no date range limit to run the report
- ▶ **Crews** – User can select single crew to run the report

Note: This step is optional

- ▶ **Display Options** - The user also has an option to display the following information to be shown on the report

- ▶ Include employee name and ID
- ▶ Include department breakdown and summary
- ▶ Display totals for each terminal
- ▶ Show totals for contracting companies vs permanent companies
- ▶ Include FTE calculations
- ▶ Include daily breakdown of hours (decimal only)
 - ▶ Include employee details
- ▶ Show time as
 - ▶ Hours and Minutes (HH:MM)
 - ▶ Decimal

3. **Generated Report** - The report will display the following information:

- ▶ Company
- ▶ Employees
- ▶ Hours
- ▶ Shifts
- ▶ Days

Other information will be shown in the report based on the selected display options.

		Employees				Hours				Shifts			Days			
Company	Total	F	M	N/A	Total	F	M	N/A	Total	F	M	N/A	Total	F	M	N/A
Damstra Testing Company Number 2	1	0	1	0	0h 31m	0h 0m	0h 31m	0h 0m	1	0	1	0	1	0	1	0
Report totals: 1	1				0.52				1				1			

Click the download button to export generated report into Excel or CSV.

