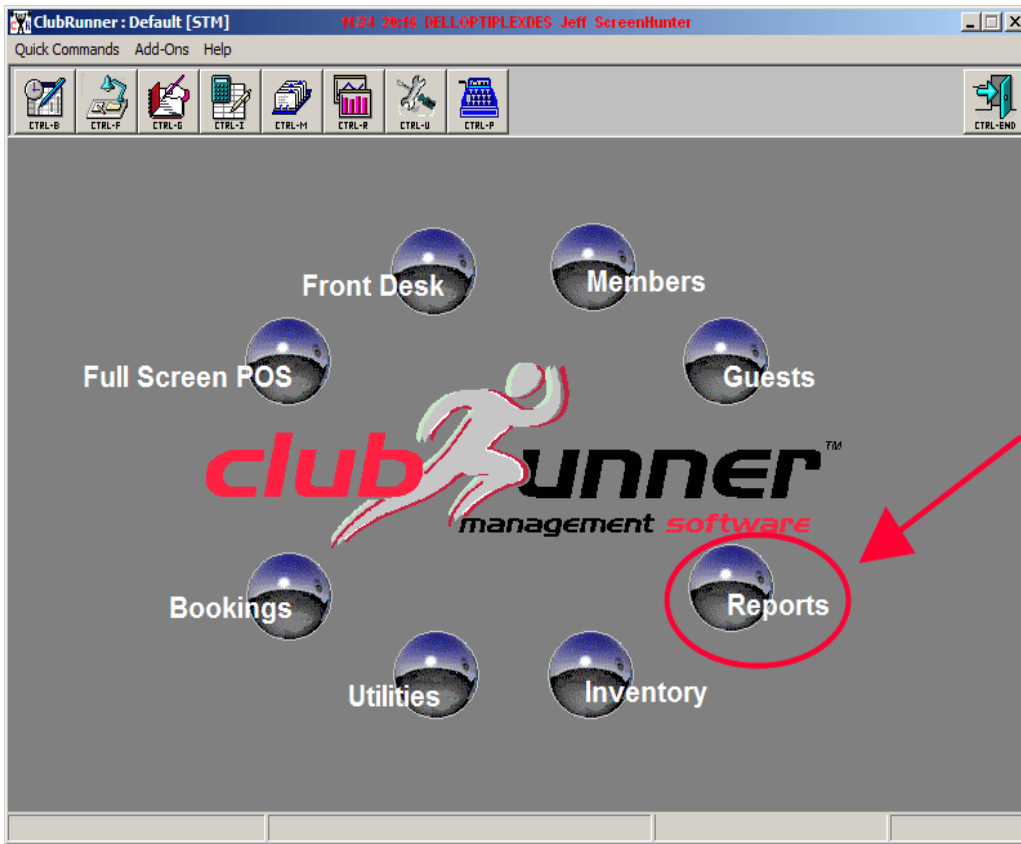
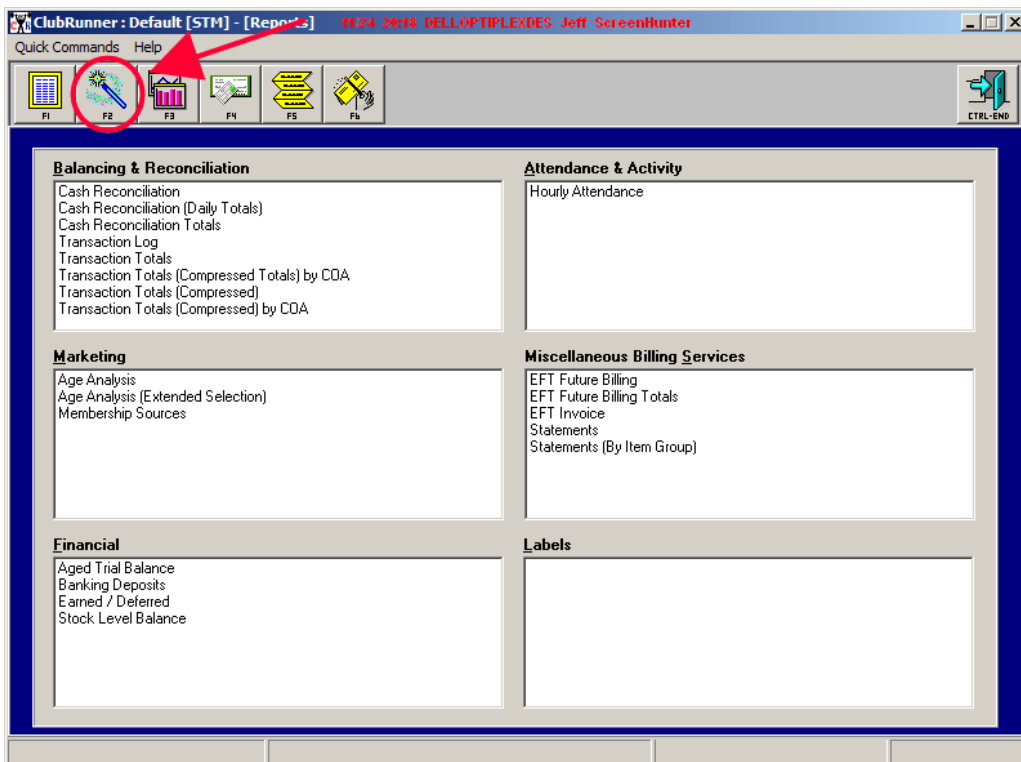


# EMPLOYEE TIME CLOCK REPORTING

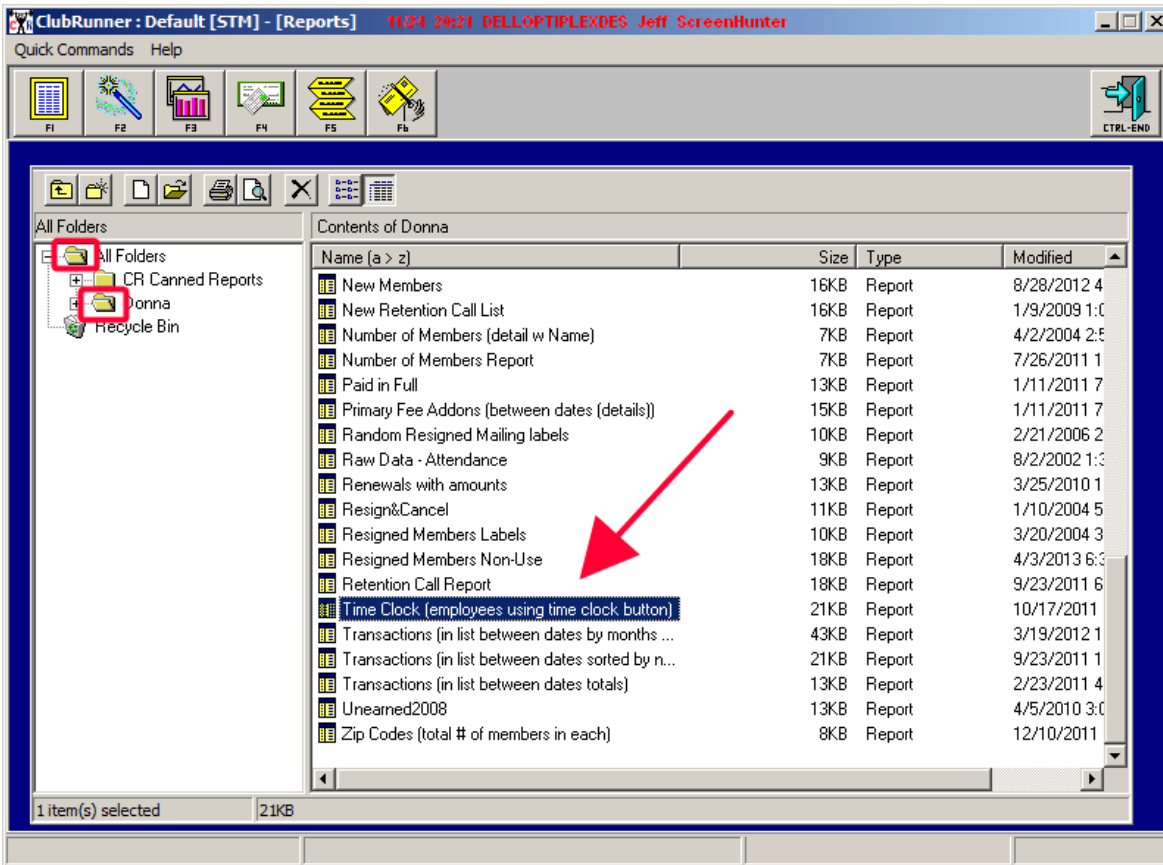
Start by entering into **REPORTS...**



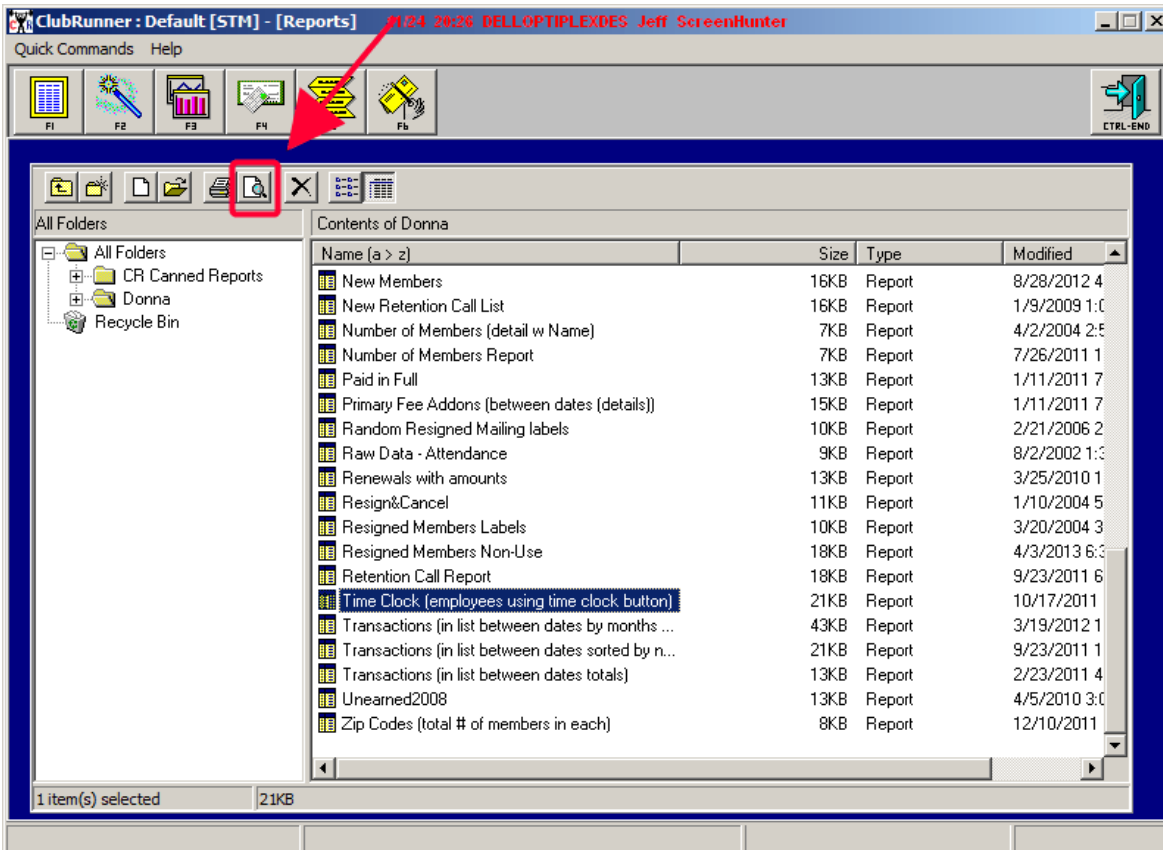
Then enter in to your reports, via the **REPORTS WIZARD...**



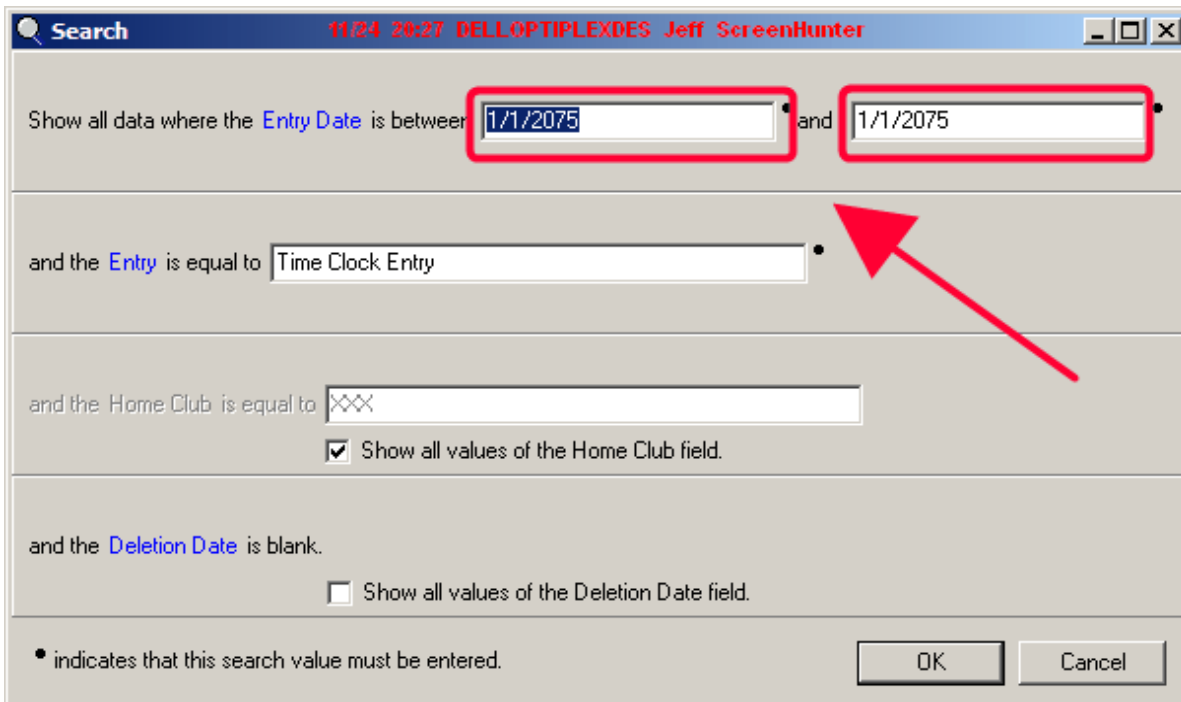
Locate the **TIME CLOCK** report and highlight it with one click (as with any report)...



Click the **PRINT PREVIEW** button to run the report...



The report criteria should be preset for your specific needs, with the exception of **date ranges**...



Search 11/24 20:27 BELLOPTIPLEXDES Jeff ScreenHunter

Show all data where the **Entry Date** is between  and

and the **Entry** is equal to

and the **Home Club** is equal to

Show all values of the Home Club field.

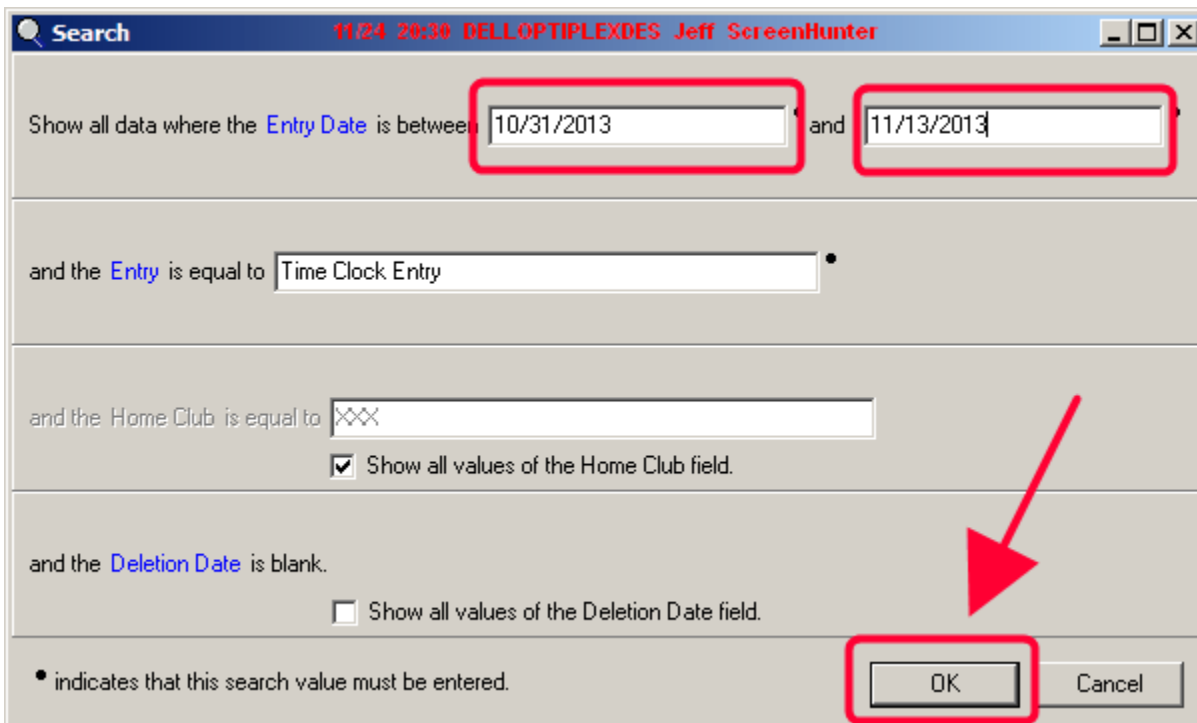
and the **Deletion Date** is blank.

Show all values of the Deletion Date field.

• indicates that this search value must be entered.

OK Cancel

Enter in the **appropriate date range** and click OK...



Search 11/24 20:30 BELLOPTIPLEXDES Jeff ScreenHunter

Show all data where the **Entry Date** is between  and

and the **Entry** is equal to

and the **Home Club** is equal to

Show all values of the Home Club field.

and the **Deletion Date** is blank.

Show all values of the Deletion Date field.

• indicates that this search value must be entered.

OK Cancel

The results will appear, and you can use one of the "size" buttons on the top line to re-size the screen...

**Time Clock (employees using time clock button)**  
 Show all data where the Entry Date is between 10/31/2013,11/13/2013  
 and the Entry is equal to Time Clock Entry  
 and the Home Club has any value.

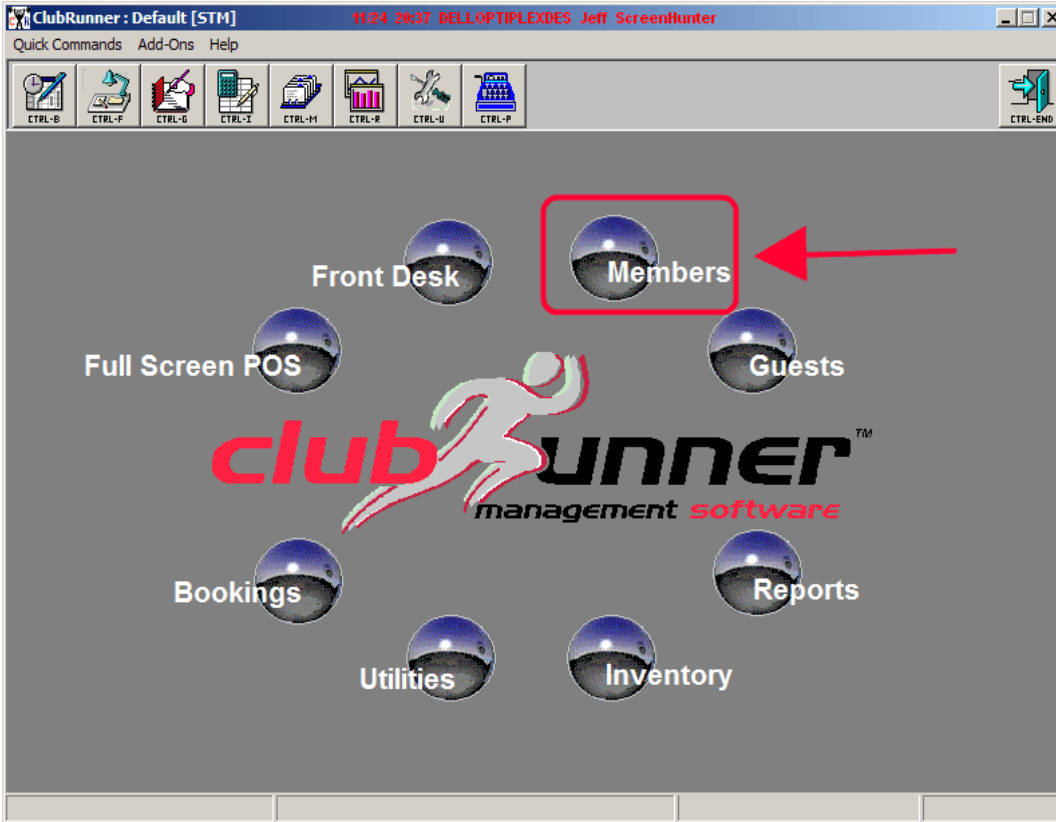
Member Name	Entry Date	Entry Time	Totals	
Daphanie Harkins	11/2/2013	12:05 PM		
	11/2/2013	06:05 PM	Minutes : 360	
	Total Entries / Day : 2		Minutes / Day :	360
	11/4/2013	06:06 PM		
	11/4/2013	10:17 PM	Minutes : 251	
	Total Entries / Day : 2		Minutes / Day :	251
	11/6/2013	06:01 PM		
	11/6/2013	10:14 PM	Minutes : 253	
	Total Entries / Day : 2		Minutes / Day :	253
	11/9/2013	12:05 PM		
	11/9/2013	06:23 PM	Minutes : 378	
	Total Entries / Day : 2		Minutes / Day :	378
11/11/2013	01:05 PM			
11/11/2013	05:07 PM	Minutes : 242		
Total Entries / Day : 2		Minutes / Day :	242	
11/13/2013	06:07 PM			
11/13/2013	10:16 PM	Minutes : 249		
Total Entries / Day : 2		Minutes / Day :	249	

The screen has been re-sized for 100%. Also, notice the report criteria printed at the top of the 1<sup>st</sup> page...

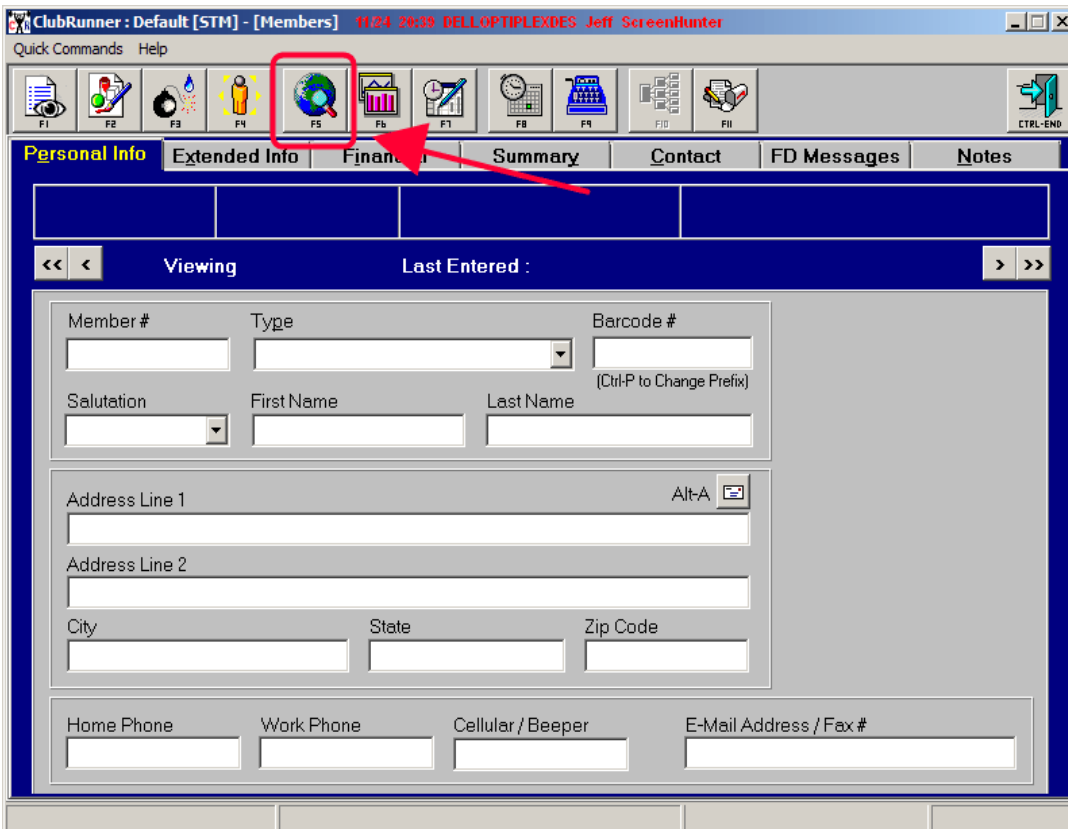
**Time Clock (employees using time clock button)**  
 Show all data where the Entry Date is between 10/31/2013,11/13/2013  
 and the Entry is equal to Time Clock Entry  
 and the Home Club has any value.

Member Name	Entry Date	Entry Time	Totals	
Daphanie Harkins	11/2/2013	12:05 PM		
	11/2/2013	06:05 PM	Minutes : 360	
	Total Entries / Day : 2		Minutes / Day :	360
	11/4/2013	06:06 PM		
	11/4/2013	10:17 PM	Minutes : 251	
	Total Entries / Day : 2		Minutes / Day :	251
	11/6/2013	06:01 PM		
	11/6/2013	10:14 PM	Minutes : 253	
	Total Entries / Day : 2		Minutes / Day :	253
	11/9/2013	12:05 PM		
	11/9/2013	06:23 PM	Minutes : 378	
	Total Entries / Day : 2		Minutes / Day :	378
11/11/2013	01:05 PM			
11/11/2013	05:07 PM	Minutes : 242		
Total Entries / Day : 2		Minutes / Day :	242	
11/13/2013	06:07 PM			
11/13/2013	10:16 PM	Minutes : 249		
Total Entries / Day : 2		Minutes / Day :	249	
Total Entries / Day : 12			Total Minutes : 1733	
			Total Hours : 28.88	
			@ \$0.00	
			Total Money : \$0.00	

To calculate the **dollars for payroll** (not just the hours), enter the employee's hourly wage in to the RENEWAL FEE field in the member's module...



Locate the Employee using the **Member Search** function...



Select the Employee from the Member Search...

11/24 20:42 BELLOPTIPLEXDES Jeff ScreenHunter

### Member Search

Enter Member # or First Init & Last Name or

Account #,  Home #,  Work #,  Cell #,  Misc,  Check Acct #,  Credit Card #,  Zip Code,  Group Name

Warning : No Exact Match    Warning : No Exact Match

P	Club	Name	Member #	Acct #	Deny Entry Date	Cell Phone
*	STM	Daphanie Harkins	11566	7820	11/18/2074	203-820-6080
	STM	Daphne Hartch	11158	7416	01/28/2014	

Current Members   All Clubs

Once the Employee has been selected, make sure that you are in the EDIT mode...

ClubRunner : Default [STM] - [Members] 11/24 20:45 BELLOPTIPLEXDES Jeff ScreenHunter


Quick Commands Help

Personal info **Extended Info** Financial Summary Contact FD Messages Notes

Acct #7820 Mem. #11566 Daphanie Harkins

<< < **Editing** Last Entered : 11/18/2013 10:15 pm STM > >>

Member #	Type	Barcode #	
<input type="text" value="11566"/>	<input type="text" value="Employee"/>	<input type="text" value="19460"/>	
Salutation	First Name	Last Name	
<input type="text"/>	<input type="text" value="Daphanie"/>	<input type="text" value="Harkins"/>	
Address Line 1 <input type="text" value="11 Fairgate Drive"/>			
Address Line 2 <input type="text"/>			
City	State	Zip Code	
<input type="text" value="Stamford"/>	<input type="text" value="CT"/>	<input type="text" value="06902"/>	
Home Phone	Work Phone	Cellular / Beeper	E-Mail Address / Fax #
<input type="text"/>	<input type="text" value="203-353-0170"/>	<input type="text" value="203-820-6080"/>	<input type="text" value="daphanieharkins@att.net"/>



Move to the **FINANCIAL** page and update the **RENEWAL FEE** with the Employee's hourly wage...

ClubRunner : Default [STM] - [Members] 11/24 20:47 BELLOPTIPLEXDES Jeff ScreenHunter

Quick Commands Help

Personal Info Extended Info **Financial** Summary Contact FD Messages Notes

Acct #7820 Mem #11566 Daphanie Harkins

Editing Last Entered : 11/18/2013 10:15 pm STM

Payment : Responsibility: This Member

Methods: Not Available

Next Billing Date: Cycle: Monthly Fee: \$74.99

Alternate Billing Date: Cycles: 1 Fees: \$114.99

Cycles : Remaining: Endless Total: Payment : Initial: \$74.99 Contract Balance: (\$74.99)

Month to Month ->

Fees : Enrollment	\$0.00	1st Dues	\$74.99	Add'l Dues	\$0.00
Membership	\$0.00	Renewal	10	Actual Billing	\$74.99

Locker : Number Fee: \$0.00 Renewal Date

Credit : Limit: \$0.00 Loyalty

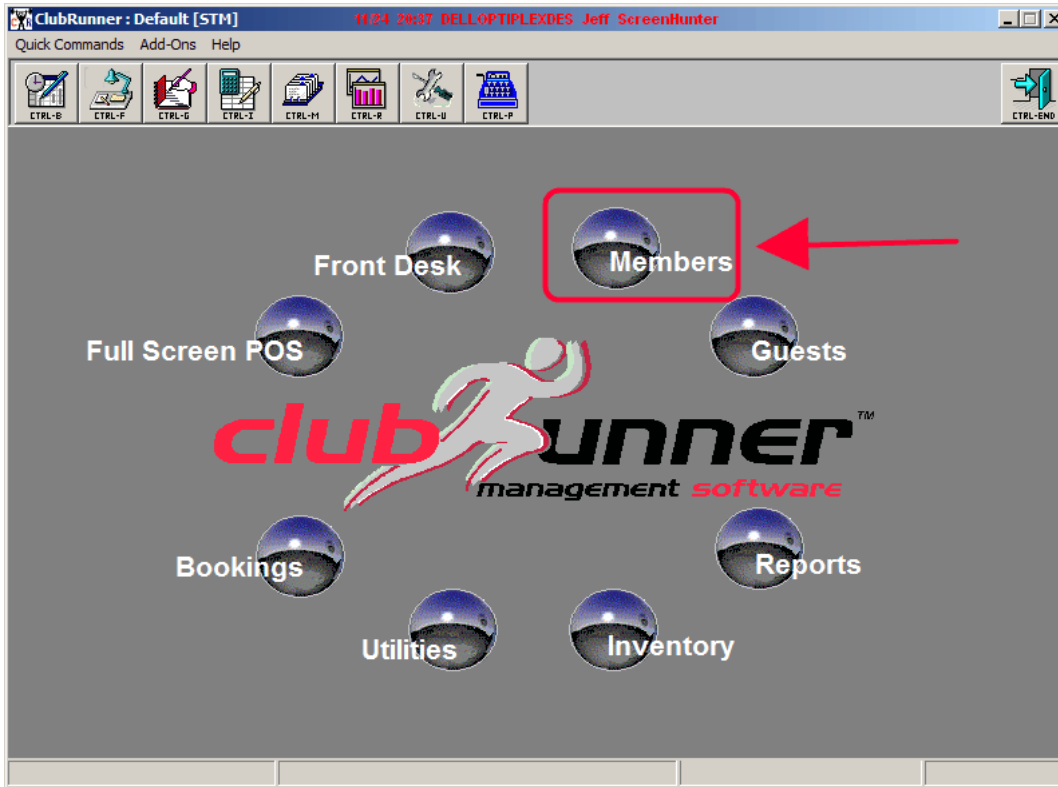
Enter in to **REPORTS**, and **run the report again** to see the updated results...

Print Preview

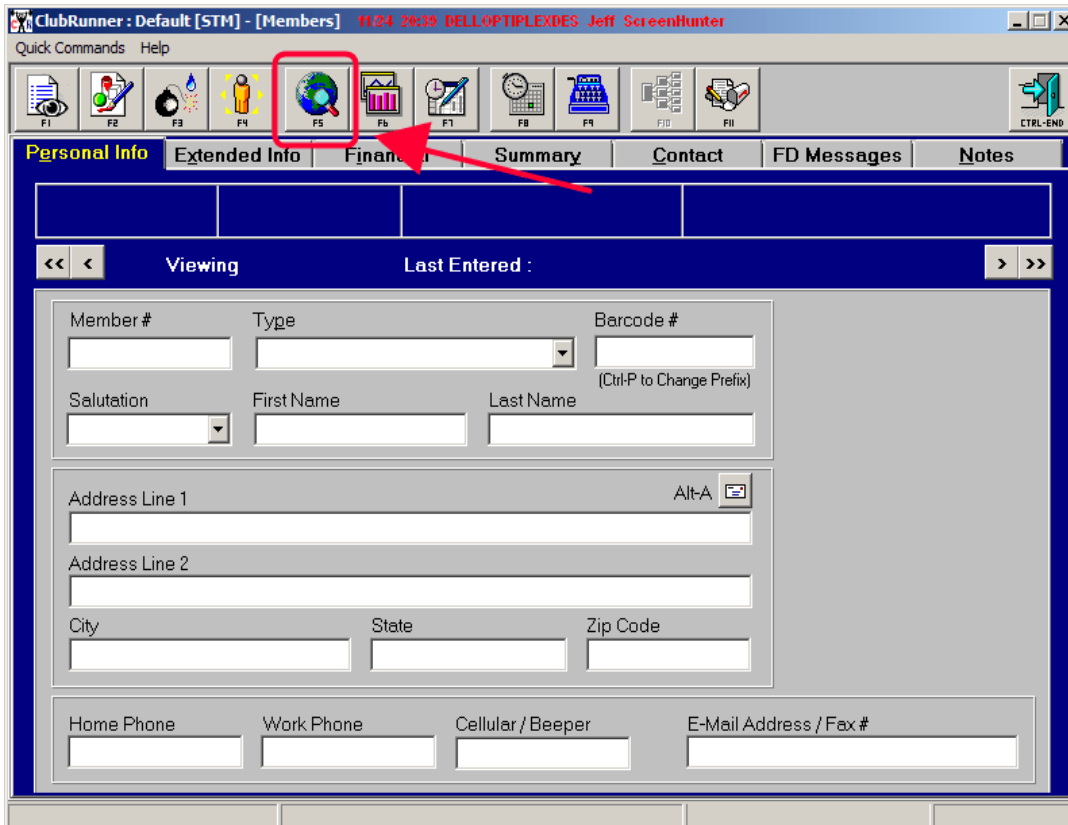
and the Entry is equal to Time Clock Entry and the Home Club has any value.

Member Name	Entry Date	Entry Time	Totals
Daphanie Harkins	11/2/2013	12:05 PM	
	11/2/2013	06:05 PM	Minutes : 360
	Total Entries / Day : 2		Minutes / Day : 360
	11/4/2013	06:06 PM	Minutes : 251
	11/4/2013	10:17 PM	Minutes / Day : 251
	Total Entries / Day : 2		Minutes / Day : 251
	11/6/2013	06:01 PM	Minutes : 253
	11/6/2013	10:14 PM	Minutes / Day : 253
	Total Entries / Day : 2		Minutes / Day : 253
	11/9/2013	12:05 PM	Minutes : 378
	11/9/2013	06:23 PM	Minutes / Day : 378
	Total Entries / Day : 2		Minutes / Day : 378
11/11/2013	01:05 PM	Minutes : 242	
11/11/2013	05:07 PM	Minutes / Day : 242	
Total Entries / Day : 2		Minutes / Day : 242	
11/13/2013	06:07 PM	Minutes : 249	
11/13/2013	10:16 PM	Minutes / Day : 249	
Total Entries / Day : 2		Minutes / Day : 249	
Total Entries / Day : 12		Total Minutes : 1733	
		Total Hours : 28.88	
		@ \$10.00	
		Total Monies : \$288.83	

Occasionally an employee doesn't check in or out. Or, they may check in or out but NOT USING THE TIME CLOCK button in the Front Desk module. This creates a "discrepancy" in the time clock report. There are several ways to correct this, but, before doing so you should run an attendance report for that Employee to ascertain the employee's precise attendance...To do so, enter in to the **Member's Module**...



Locate the Employee using the **Member Search** function...





Select the Employee from the Member Search...

11/24 20:42 BELLOPTIPLEXDES Jeff ScreenHunter

### Member Search

Enter Member # or First Init & Last Name or

Account #,  Home #,  Work #,  Cell #,  Misc,  Check Acct #,  Credit Card #,  Zip Code,  Group Name

Warning : No Exact Match    Warning : No Exact Match

P	Club	Name	Member #	Acct #	Deny Entry Date	Cell Phone
*	STM	Daphanie Harkins	11566	7820	11/18/2074	203-820-6080
	STM	Daphne Hartch	11158	7416	01/28/2014	

Current Members   All Clubs

Click the REPORTS button and select Member Attendance...

ClubRunner : Default [STM] - [Members] 11/25 01:43 BELLOPTIPLEXDES Jeff ScreenHunter


Quick Commands Help

Member Statement  
Member Attendance  
Member Invoice  
EFT Returns

Acct #7820 Mem #11566 Daphanie Harkins

Viewing Last Entered : 11/18/2013 10:15 pm STM

Member #	Type	Barcode #	
11566	Employee	19460 (Ctrl-P to Change Prefix)	
Salutation	First Name	Last Name	
	Daphanie	Harkins	
Address Line 1		Alt-A <input type="button" value="New"/>	
11 Fairgate Drive			
Address Line 2			
City	State	Zip Code	
Stamford	CT	06902	
Home Phone	Work Phone	Cellular / Beeper	E-Mail Address / Fax #
	203-353-0170	203-820-6080	daphanieharkins@att.net



Just enter the date range you are looking for and click NEXT, NEXT, and FINISH...

Report Criteria 11/25 01:37 DELLOPTIPLEXDES Jeff ScreenHunter

Enter Starting and Ending Dates

Starting Date 10/31/2013 Ending Date 11/13/2013

Back Next Cancel

Look at the results for either a missing entry/exit or an invalid entry/exit (not using the time clock)...

Print Preview 11/25 01:37 DELLOPTIPLEXDES Jeff ScreenHunter

**Attendance for Daphanie Harkins**

Stamford Athletic Cl  
75 Third St  
Stamford  
Ct  
06905

*From October 31, 2013 to November 13, 2013 Start Time 12:00 AM - End Time 11:59 PM*

Date	Time	Computer Name	Entry/Exit
11/2/2013	12:05:42 pm	Frontdesk	Time Clock Entry
11/2/2013	06:05:35 pm	Frontdesk	Time Clock Entry
11/4/2013	06:06:42 pm	Frontdesk	Time Clock Entry
11/4/2013	10:17:59 pm	Frontdesk	Time Clock Entry
11/6/2013	06:01:02 pm	Frontdesk	Time Clock Entry
11/6/2013	10:14:32 pm	Frontdesk	Time Clock Entry
11/9/2013	09:17:16 am	Frontdesk	Entry
11/9/2013	12:05:54 pm	Frontdesk	Time Clock Entry
11/9/2013	06:23:41 pm	Frontdesk	Time Clock Entry
11/11/2013	01:05:10 pm	Frontdesk	Time Clock Entry
11/11/2013	05:07:29 pm	Frontdesk	Time Clock Entry
11/13/2013	06:07:09 pm	Frontdesk	Time Clock Entry
11/13/2013	10:16:20 pm	Frontdesk	Time Clock Entry

**Total Attempted Entries/Exits: 13**

Page 1 of 1

If the problem is caused by an **incorrect Entry/Exit** (No Card or Barcode), you can either:

- Manually correct the TIME CLOCK report.
- Change the date/time on any computer to 1 minute **after** the incorrect time (if the time is for an Entry)  
1 minute **before** the incorrect time (if the time is for an Exit)

Then, on that computer enter the FRONT DESK module and use the Time Clock button to enter/exit that employee.

If the problem is caused by a **missing Entry/Exit**, you can either:

- Manually correct the TIME CLOCK report.
- Change the date/time on any computer to the correct entry/exit date-time .

Then, on that computer enter the FRONT DESK module and use the Time Clock button to enter/exit that employee.

**IF YOU CHOOSE TO MAKE THE CORRECTION BY CHANGING THE DATE-TIME, BE SURE THAT YOU CHANGE THE DATE-TIME BACK TO THE CORRECT DATE-TIME WHEN YOU'RE DONE.**