

## Reports

### Note:

- Radio Button (only one option selectable at a time)
- ✓ Check Box (Multiple options selectable at the same time)

Menu Item	Sub Menu Item	Options	Features
Master Information	Time Calculation Rules	Time Calc. Rules Selectable individually or ALL	Summarized details of Time Calc. Rules as defined by user Exportable to Clipboard for inclusion in outsource reports
	Status Codes	Status Codes Selectable individually or ALL	Lists Status Codes & Descriptions Exportable to Clipboard for inclusion in outsource reports
	Attendance	Attendance Exception Codes Selectable individually or ALL	Lists Absent Code, Description, Export Code, Exception Code (Y/N) Exportable to Clipboard for inclusion in outsource reports
	Departments	Department Codes Selectable individually or ALL	Lists Department Code & Description Lists Earning Codes broken down by wage rates (Reg., 1.5, 2.0) Lists General Ledger Account Number (if applicable) broken down by wage rates (Reg., 1.5, 2.0) Exportable to Clipboard for inclusion in outsource reports
	Shifts	Shift Codes Selectable individually or ALL	Lists Shift Code, Name, Start Time, Stop Time & Rule Number Exportable to Clipboard for inclusion in outsource reports
	Positions	Selectable within a “ <b>Positional Rates as of</b> ” Range Position Codes Selectable individually or ALL	Lists Position Code, Description & Rate Exportable to Clipboard for inclusion in outsource reports
	Scan Fields	Selectable by; Absent, Position or Department Codes Scan Field Codes Selectable individually or ALL	Prints/Previews Code, Description & Bar Code Exportable to Clipboard for inclusion in outsource reports
Employee Information	Employee List	Bucket (Available/Selected) Selectivity by: <ul style="list-style-type: none"> <li>☐ Supervisor</li> <li>☐ Department</li> <li>☐ Status</li> <li>☐ Shift</li> </ul> (Yields List of Employees) Cardex Search for Selections	Sort Order by: <ul style="list-style-type: none"> <li>• Employee Code</li> <li>• Employee Name</li> <li>• Employee Badge</li> <li>• Employee Home Department (with <i>checkable</i> Page Break on New Department)</li> <li>• Birth Date (with Editable Date Range)</li> <li>• In Ascending/Descending Order</li>   <li>• <i>Checkable</i> Print Employee Rates option</li> </ul> Includes Dept., Shift, Start Date & Badge #  Exportable to Clipboard for inclusion in outsource reports

Employee Tracker Reports Overview

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Menu Item	Sub Menu Item	Options	Features
Employee Information	Employee Master List	Bucket (Available/Selected) Selectivity by: <input type="checkbox"/> Supervisor <input type="checkbox"/> Department <input type="checkbox"/> Status <input type="checkbox"/> Shift (Yields List of Employees) Cardex Search for Selections	Sort by: <ul style="list-style-type: none"> <li>• Employee Code</li> <li>• Employee Name</li> <li>• Hire Date</li> <li>• In Ascending/Descending Order</li> </ul> Include: <input checked="" type="checkbox"/> Main <input checked="" type="checkbox"/> Address <input checked="" type="checkbox"/> Dates <input checked="" type="checkbox"/> Notes <input checked="" type="checkbox"/> Schedule <input checked="" type="checkbox"/> Statistical <input checked="" type="checkbox"/> Time Bank <input checked="" type="checkbox"/> Payroll <input checked="" type="checkbox"/> User Defined Fields <input checked="" type="checkbox"/> Position  <input checked="" type="checkbox"/> New Page for Each Employee  Exportable to Clipboard for inclusion in outsource reports
	Rate History	Bucket (Available/Selected) Selectivity by: <input type="checkbox"/> Supervisor <input type="checkbox"/> Department <input type="checkbox"/> Status <input type="checkbox"/> Shift (Yields List of Employees) Cardex Search for Selections	User editable <b>From/To</b> Date Range  Sort by: <ul style="list-style-type: none"> <li>• Employee Code</li> <li>• Department/Employee Code</li> </ul>
	Employee Positions	Bucket (Available/Selected) Selectivity by: <input type="checkbox"/> Supervisor <input type="checkbox"/> Department <input type="checkbox"/> Status <input type="checkbox"/> Shift (Yields List of Employees) Cardex Search for Selections	<b>Options:</b> <ul style="list-style-type: none"> <li>• Employee Positions Analysis</li> <li>• Positional Analysis</li> <li>• Position Training Analysis (with <b>From/To</b> date range)</li> </ul> <b>Sort by:</b> <ul style="list-style-type: none"> <li>• Employee Code</li> <li>• Department / Employee Code</li> </ul> Positions (user defined) Selectable individually or ALL <b>Help Menu</b> Exportable to Clipboard for inclusion in outsource reports

Menu Item	Sub Menu Item	Options	Features
Employee Information	User Defined Fields	<p><b>ONLY AVAILABLE WHEN DEFINED BY USER</b></p> <p>Bucket (Available/Selected) Selectivity by:</p> <ul style="list-style-type: none"> <li>☐ Supervisor</li> <li>☐ Department</li> <li>☐ Status</li> <li>☐ Shift</li> </ul> <p>(Yields List of Employees) Cardex Search for Selections</p>	<p>Selectable individually or ALL</p> <p>Sort by:</p> <ul style="list-style-type: none"> <li>• Employee Code</li> <li>• Department/Employee Code</li> <li>• Employee Name</li> <li>• Supervisor/Employee Code</li> </ul> <p>Displays User Defined Field Name, Employee # and name, Supervisor, Dept. &amp; Status</p> <p>Exportable to Clipboard for inclusion in outsource reports</p>
	Employee Badges	<p>Bucket (Available/Selected) Selectivity by:</p> <ul style="list-style-type: none"> <li>☐ Supervisor</li> <li>☐ Department</li> <li>☐ Status</li> <li>☐ Shift</li> </ul> <p>(Yields List of Employees) Cardex Search for Selections</p>	<p><b>Employee Badge Layout</b> - User Defined selection <b>Badge Sheet Layout</b> – User Defined selection</p> <p><b>Help Menu</b></p> <p>Exportable to Clipboard for inclusion in outsource reports</p>

Menu Item	Sub Menu Item	Options	Features
Employee Information	Note Type Analysis	Bucket (Available/Selected) Selectivity by: <ul style="list-style-type: none"> <li>☐ Supervisor</li> <li>☐ Department</li> <li>☐ Status</li> <li>☐ Shift</li> </ul> (Yields List of Employees) Cardex Search for Selections	<b>From/To</b> Date Range <ul style="list-style-type: none"> <li>• No Date Sensitivity</li> <li>• Action</li> <li>• Memo</li> </ul> <b>Note Types:</b> Selectivity – Individually/None/All  <b>Options:</b> Selectivity – Individually/None/All <ul style="list-style-type: none"> <li>✓ Memo Date</li> <li>✓ Memo Notes</li> <li>✓ Action Date</li> <li>✓ Action Notes</li> <li>✓ Related Document List</li> <li>✓ Related Document Details</li> </ul> <b>Order by:</b> (Ascending or Descending Order) <ul style="list-style-type: none"> <li>- Employee Code</li> <li>- Supervisor</li> <li>- Home Department</li> <li>- Default Position</li> <li>- Seniority Date</li> </ul>

Menu Item	Sub Menu Item	Options	Features
Time Analysis	Time and Attendance Transactions	Bucket (Available/Selected) Selectivity by: <ul style="list-style-type: none"> <li>☐ Supervisor</li> <li>☐ Department</li> <li>☐ Status</li> <li>☐ Shift</li> </ul> (Yields List of Employees) Cardex Search for Selections	<b>From/To</b> Date Range  Records: <ul style="list-style-type: none"> <li>✓ Premium</li> <li>✓ Time</li> <li>✓ Absent</li> <li>✓ Break</li> <li>✓ Error</li> <li>✓ Holiday</li> <li>✓ Piece</li> </ul> <b>Report Selection:</b> <ul style="list-style-type: none"> <li>• Time Transactions Analysis (with <i>checkable</i> Detailed/Dept. Summary option)</li> <li>• Time Transaction Summary (with <i>checkable</i> Department Summary option)</li> <li>• Daily Reconciliation</li> </ul> <b>Advanced Options</b> <ul style="list-style-type: none"> <li>✓ Include Dollars</li> <li>✓ Times As Decimal</li> <li>✓ Daily Totals</li> <li>✓ Weekly Totals</li> <li>✓ Truncate Record Notes as Anomalies</li> <li>✓ Time Card Facsimile</li> <li>✓ Include Notes &amp; Print on Legal Paper</li> </ul> (Certain Options May activate or <i>Grey Out</i> depending <b>Report</b> and <b>Report Selection</b> options)  <b>Sort Order:</b> <ul style="list-style-type: none"> <li>• Employee Code</li> <li>• Employee Name</li> <li>• Department/Employee Code</li> <li>• Department/Employee Name</li> <li>• Supervisor/Employee Code</li> <li>• Supervisor/Employee Name</li> <li>• Department/Shift/Employee Code</li> <li>• Department/Shift/Employee Name</li> </ul> (with <b>New Page on New Department/Supervisor</b> option)

Menu Item	Sub Menu Item	Options	Features
Time Analysis	Original Swipe List	Bucket (Available/Selected) Selectivity by: <input type="checkbox"/> Supervisor <input type="checkbox"/> Department <input type="checkbox"/> Status <input type="checkbox"/> Shift (Yields List of Employees) Cardex Search for Selections	<b>From/To</b> Date Range  Lists Employee Code, Name, Date, Time and In/Out (type of Swipe)  Exportable to Clipboard for inclusion in outsource reports

Menu Item	Sub Menu Item	Options	Features
	Hours Worked Analysis	Bucket (Available/Selected) Selectivity by: <ul style="list-style-type: none"> <li>☐ Supervisor</li> <li>☐ Department</li> <li>☐ Status</li> <li>☐ Shift</li> </ul> (Yields List of Employees) <ul style="list-style-type: none"> <li>• Cardex Search for Selections</li> </ul>	<p><b>Checkable Options:</b></p> <ul style="list-style-type: none"> <li>✓ As Dollars <b>OR</b> Ignore Premiums</li> <li>✓ Worked Department Summary</li> <li>✓ Show Schedule</li> <li>✓ No Extra Spaces</li> </ul> <p><b>Sort Order:</b></p> <ul style="list-style-type: none"> <li>• Employee Code</li> <li>• Employee Name</li> <li>• Department/Employee Code</li> <li>• Department/Employee Name</li> <li>• Supervisor/Employee Code</li> <li>• Supervisor/Employee Name</li> <li>• Total Hours (Ascending)</li> <li>• Total Hours (Descending)</li> <li>• Department/Total Hours (Ascending)</li> <li>• Department/Total Hours (Descending)</li> <li>• Supervisor/Total Hours (Ascending)</li> <li>• Supervisor/Total Hours (Descending)</li> </ul> <p>(with <b>New Page on New Department/Supervisor</b> option)</p> <p><b>Payroll Checkable Options:</b></p> <ul style="list-style-type: none"> <li>✓ Regular Time</li> <li>✓ Time and a Half</li> <li>✓ Double Time</li> <li>✓ Work Without Pay</li> <li>✓ Holiday</li> <li>✓ Other</li> <li>✓ Vac (User defined/Selectable Option)</li> <li>✓ Sick (User defined/Selectable Option)</li> <li>✓ PTO (User defined/Selectable Option)</li> </ul> <p><b>From/To</b> Date Range <b>From/To</b> Hour Range <b>OR</b> All Hour <i>checkable</i> option</p>

Menu Item	Sub Menu Item	Options	Features
Time Analysis	Overtime Analysis	Bucket (Available/Selected) Selectivity by: <ul style="list-style-type: none"> <li>☐ Supervisor</li> <li>☐ Department</li> <li>☐ Status</li> <li>☐ Shift</li> </ul> (Yields List of Employees) Cardex Search for Selections	Sort Order: <ul style="list-style-type: none"> <li>• Employee Code</li> <li>• Employee Name</li> <li>• Department/Employee Code</li> <li>• Department/Employee Name</li> <li>• Supervisor/Employee Code</li> <li>• Supervisor/Employee Name</li> <li>• Total Hours (Ascending)</li> <li>• Total Hours (Descending)</li> <li>• Department/Total Hours (Ascending)</li> <li>• Department/Total Hours (Descending)</li> <li>• Supervisor/Total Hours (Ascending)</li> <li>• Supervisor/Total Hours (Descending)</li> </ul> (with <b>New Page on New Department/Supervisor</b> option)  Checkable Options: <ul style="list-style-type: none"> <li>✓ Express Hours as Minutes</li> <li>✓ Include Regular Hours</li> <li>✓ Express as Dollars <b>OR</b></li> <li>✓ Ignore Premiums</li> <li>✓ Department Summary</li> </ul> <b>From/To</b> Date Range <b>From/To</b> Hour Range <b>OR</b> All Hour <i>checkable</i> option  List Employee #, Name, Department, 1.5, 2.0 rates and OT total  <b>Help</b> Menu  Exportable to Clipboard for inclusion in outsource reports

Menu Item	Sub Menu Item	Options	Features
Time Analysis	Notes Analysis	Bucket (Available/Selected) Selectivity by: <input type="checkbox"/> Supervisor <input type="checkbox"/> Department <input type="checkbox"/> Status <input type="checkbox"/> Shift (Yields List of Employees) Cardex Search for Selections	<b>From/To</b> Date Range  Options: <input checked="" type="checkbox"/> Time <input checked="" type="checkbox"/> Absent <input checked="" type="checkbox"/> Piece <input checked="" type="checkbox"/> Error <input checked="" type="checkbox"/> Holiday <input checked="" type="checkbox"/> Premium <input checked="" type="checkbox"/> Break <input checked="" type="checkbox"/> Dollars
	Earning Code Analysis	Bucket (Available/Selected) Selectivity by: <input type="checkbox"/> Supervisor <input type="checkbox"/> Department <input type="checkbox"/> Status <input type="checkbox"/> Shift (Yields List of Employees) Cardex Search for Selections	<b>From/To</b> Date Range  <ul style="list-style-type: none"> <li>• Employee Summary</li> <li>• Department Summary</li> <li>• Earning Code Summary</li> <li>• Employees' Worked Department Summary</li> </ul> Display Values As: <ul style="list-style-type: none"> <li>• Decimal</li> <li>• Dollars</li> </ul> Sort by: <ul style="list-style-type: none"> <li>• Employee Code</li> <li>• Employee Name</li> <li>• Department/Employee Code</li> <li>• Department/Employee Name</li> </ul> Paper Source: <ul style="list-style-type: none"> <li>• Legal <b>OR</b> Letter</li> <li>• Portrait <b>OR</b> Landscape</li> </ul> Exportable to Clipboard for inclusion in outsource reports

Menu Item	Sub Menu Item	Options	Features
Time Analysis	General Ledger Account Analysis	Bucket (Available/Selected) Selectivity by: <input type="checkbox"/> Supervisor <input type="checkbox"/> Department <input type="checkbox"/> Status <input type="checkbox"/> Shift (Yields List of Employees) Cardex Search for Selections	<b>From/To</b> Date Range  <ul style="list-style-type: none"> <li>• Employee Summary</li> <li>• Department Summary</li> <li>• G.L. Acct. No. Summary</li> <li>• Employees' Worked Department Summary</li> </ul> Display Values As: <ul style="list-style-type: none"> <li>• Decimal</li> <li>• Dollars</li> </ul> Sort by: <ul style="list-style-type: none"> <li>• Employee Code</li> <li>• Employee Name</li> <li>• Department/Employee Code</li> <li>• Department/Employee Name</li> </ul> Paper Source: <ul style="list-style-type: none"> <li>• Legal <b>OR</b> Letter</li> <li>• Portrait <b>OR</b> Landscape</li> </ul> Exportable to Clipboard for inclusion in outsource reports
	Job Reference Analysis	Bucket (Available/Selected) Selectivity by: <input type="checkbox"/> Supervisor <input type="checkbox"/> Department <input type="checkbox"/> Status <input type="checkbox"/> Shift (Yields List of Employees) Cardex Search for Selections	<b>From/To</b> Date Range  Detailed <b>OR</b> Summary  Job Reference selectable individually or ALL  Exportable to Clipboard for inclusion in outsource reports
Time Banking	Time Banks	Time Banks Selectable individually or ALL	Lists Start Date, Stop Date, Open/Closed, Allow Negative (Y/N) Exportable to Clipboard for inclusion in outsource reports

Menu Item	Sub Menu Item	Options	Features
	Employee Time Banks	Bucket (Available/Selected) Selectivity by: <input type="checkbox"/> Supervisor <input type="checkbox"/> Department <input type="checkbox"/> Status <input type="checkbox"/> Shift (Yields List of Employees) Cardex Search for Selections	<b>Help Menu</b>  Time Banks selectable individually or ALL  Lists Employee #, Name, Time Bank #, Rate, Balance and Total  Exportable to Clipboard for inclusion in outsource reports
Time Banking	Time Bank Audit	Bucket (Available/Selected) Selectivity by: <input type="checkbox"/> Supervisor <input type="checkbox"/> Department <input type="checkbox"/> Status <input type="checkbox"/> Shift (Yields List of Employees) Cardex Search for Selections	<b>From/To Date Range</b>  Time Banks selectable individually or ALL

Menu Item	Sub Menu Item	Options	Features
Attendance Exception	Attendance Exception Analysis	Bucket (Available/Selected) Selectivity by: <input type="checkbox"/> Supervisor <input type="checkbox"/> Department <input type="checkbox"/> Status <input type="checkbox"/> Shift (Yields List of Employees) Cardex Search for Selections	Checkable Options: <input checked="" type="checkbox"/> On-Time IN <input checked="" type="checkbox"/> On-Time OUT <input checked="" type="checkbox"/> On Premises <input checked="" type="checkbox"/> Early IN <input checked="" type="checkbox"/> Late IN <input checked="" type="checkbox"/> Early OUT <input checked="" type="checkbox"/> Late OUT  <b>From/To</b> Date Range  Sort Codes: <ul style="list-style-type: none"> <li>• Employee Code</li> <li>• Employee Name</li> <li>• Home Department/Employee Code</li> <li>• Home Department/Employee Name</li> <li>• Supervisor/Employee Code</li> <li>• Supervisor/Employee Name</li> <li>• Home Department/Home Shift/Employee Code</li> <li>• Home Department/Home Shift/Employee Name</li> </ul> Summarize Codes: <ul style="list-style-type: none"> <li>• Employee Summary</li> <li>• Worked Department Absenteeism Summary</li> <li>• Absenteeism Reason Summary By Worked Department</li> </ul> Absent Codes selectable individually or ALL, excludable, or includable with summary

Menu Item	Sub Menu Item	Options	Features
Attendance Exception	Points Analysis	Bucket (Available/Selected) Selectivity by: <input type="checkbox"/> Supervisor <input type="checkbox"/> Department <input type="checkbox"/> Status <input type="checkbox"/> Shift (Yields List of Employees) Cardex Search for Selections	<b>From/To</b> Date Range  Sort Order: <ul style="list-style-type: none"> <li>• Employee Code</li> <li>• Employee Name</li> <li>• Department/Employee Code</li> <li>• Department/Employee Name</li> <li>• Supervisor/Employee Code</li> <li>• Supervisor/Employee Name</li> <li>• Department/Shift/Employee Code</li> <li>• Department/Shift/Employee Name</li>   <li>• Detailed <b>OR</b> Summary</li> </ul> Options: <ul style="list-style-type: none"> <li>✓ Shift Start</li> <li>✓ Lunch Start</li> <li>✓ Shift End</li> <li>✓ Lunch End</li> <li>✓ Absent</li> </ul>
	Perfect Attendance Analysis	Bucket (Available/Selected) Selectivity by: <input type="checkbox"/> Supervisor <input type="checkbox"/> Department <input type="checkbox"/> Status <input type="checkbox"/> Shift (Yields List of Employees) Cardex Search for Selections	<b>From/To</b> Date Range  Sort Order: <ul style="list-style-type: none"> <li>• Employee Code</li> <li>• Employee Name</li> <li>• Department/Employee Code</li> <li>• Department/Employee Name</li> <li>• Supervisor/Employee Code</li> <li>• Supervisor/Employee Name</li> <li>• Department/Shift/Employee Code</li> <li>• Department/Shift/Employee Name</li> </ul>

Menu Item	Sub Menu Item	Options	Features
Attendance Specialty	Weekly Attendance Analysis	Bucket (Available/Selected) Selectivity by: <input type="checkbox"/> Supervisor <input type="checkbox"/> Department <input type="checkbox"/> Status <input type="checkbox"/> Shift (Yields List of Employees) Cardex Search for Selections	Selectable Date  Options: <input checked="" type="checkbox"/> Include Legends <input checked="" type="checkbox"/> Do Not Include Overtime
Attendance Specialty	Monthly Attendance Analysis	Bucket (Available/Selected) Selectivity by: <input type="checkbox"/> Supervisor <input type="checkbox"/> Department <input type="checkbox"/> Status <input type="checkbox"/> Shift (Yields List of Employees) Cardex Search for Selections	Selectable <b>Fiscal Month</b>  Selectable <b>From/To</b> Date Range  Options: <input checked="" type="checkbox"/> Include Legends <input checked="" type="checkbox"/> Do Not Include Overtime
	Yearly Attendance Analysis	Bucket (Available/Selected) Selectivity by: <input type="checkbox"/> Supervisor <input type="checkbox"/> Department <input type="checkbox"/> Status <input type="checkbox"/> Shift (Yields List of Employees) Cardex Search for Selections	Selectable Month and Year  Options: <input checked="" type="checkbox"/> Include Legends <input checked="" type="checkbox"/> Do Not Include Overtime <input checked="" type="checkbox"/> Dollars
	Annual Absentee Analysis	Bucket (Available/Selected) Selectivity by: <input type="checkbox"/> Supervisor <input type="checkbox"/> Department <input type="checkbox"/> Status <input type="checkbox"/> Shift (Yields List of Employees) Cardex Search for Selections	Selectable <i>User Defined</i> Absentee Reason  Selectable Year

Attendance Specialty	Employee Absenteeism Calendar	Bucket (Available/Selected) Selectivity by: <input type="checkbox"/> Supervisor <input type="checkbox"/> Department <input type="checkbox"/> Status <input type="checkbox"/> Shift (Yields List of Employees) Cardex Search for Selections	<b>From/To Date Range</b>  <b>Pattern Assignments</b> <ul style="list-style-type: none"> <li>Black, White, Horizontal Line, Vertical Line, Upward Diagonal Line, Downward Diagonal Line, Cross or Diagonal Cross</li> <li>Available/Selected selectable individually or ALL</li> </ul> <b>Sorting Options</b> <ul style="list-style-type: none"> <li>Employee Code</li> <li>Employee Name</li> <li>Home Department/Employee Code</li> <li>Home Department/Employee Name</li> <li>Supervisor/Employee Code</li> <li>Supervisor/Employee Name</li> <li>Home Department/Home Shift/Employee Code</li> <li>Home Department/Home Shift/Employee Name</li> <li>Home Department/Supervisor/ Employee Code</li> <li>Home Department/Supervisor/ Employee Name</li> </ul> With <i>checkable</i> new page on new department/supervisor option  Print only the employee's name
	Summarized Weekly Attendance	Bucket (Available/Selected) Selectivity by: <input type="checkbox"/> Supervisor <input type="checkbox"/> Department <input type="checkbox"/> Status <input type="checkbox"/> Shift (Yields List of Employees) Cardex Search for Selections	<b>From/To Date Range</b>  Absent Breakdown for WCB, LOA, SL each allowing selectable <i>user defined</i> absent code
	Employee Incentive Program	Bucket (Available/Selected) Selectivity by: <input type="checkbox"/> Supervisor <input type="checkbox"/> Department <input type="checkbox"/> Status <input type="checkbox"/> Shift (Yields List of Employees) Cardex Search for Selections	Selectable Start Date <ul style="list-style-type: none"> <li>– editable by Year</li> <li>– range periods selectable by week <b>OR</b> month</li> <li>– for weeks options - Range of weeks to show selectable from 1 – 4</li> <li>– User Define Payout Amount</li> </ul>
Schedule Reports	Schedule Patterns	Available/Selected selectable individually or ALL	Exportable to Clipboard for inclusion in outsource reports
	Employee Availability Patterns	Available/Selected selectable individually or ALL	Exportable to Clipboard for inclusion in outsource reports

	Budget Patterns		
Schedule Reports	Employee Schedules	Bucket (Available/Selected) Selectivity by: <input type="checkbox"/> Supervisor <input type="checkbox"/> Department <input type="checkbox"/> Status <input type="checkbox"/> Shift (Yields List of Employees) Cardex Search for Selections	<b>From/To</b> Date Range  Options: <ul style="list-style-type: none"> <li>• Calendar</li> <li>• Spreadsheet</li> <li>• Crewing</li> <li>• Summary</li> </ul> Include: <ul style="list-style-type: none"> <li>✓ Substitutions</li> <li>✓ Absentees</li> <li>✓ Holidays</li> </ul>
	Master Schedules	Available/Selected <i>user defined</i> selectable individually or ALL  <b>From/To</b> Date Range	Layout: <ul style="list-style-type: none"> <li>• 2 Weeks Per Page Using Letter Paper</li> <li>• 1 Month Per Page Using Letter Paper</li> <li>• 1 Year Per Page Using Letter Paper</li> <li>• Blank Page – 1 Year Per Page Using Letter Paper</li> </ul> ✓ Only Un-Assigned Schedules  <b>1<sup>st</sup> Line</b> – Shift <b>OR</b> Department  <b>Help Menu</b>
	Employee Availability	Bucket (Available/Selected) Selectivity by: <input type="checkbox"/> Supervisor <input type="checkbox"/> Department <input type="checkbox"/> Status <input type="checkbox"/> Shift (Yields List of Employees) Cardex Search for Selections	<b>From/To</b> Date Range  Sort by: <ul style="list-style-type: none"> <li>• Employee/Department/Date</li> <li>• Department/Employee/Date</li> </ul> Include: <ul style="list-style-type: none"> <li>✓ Available</li> <li>✓ Not Available</li> </ul> <b>Help Menu</b>

Employee Tracker Reports Overview  
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Schedule Reports	Schedule Substitution	Bucket (Available/Selected) Selectivity by: <input type="checkbox"/> Supervisor <input type="checkbox"/> Department <input type="checkbox"/> Status <input type="checkbox"/> Shift (Yields List of Employees) Cardex Search for Selections	<b>From/To</b> Date Range  <i>User Defined Reason Code</i> Available/Selected selectable individually or ALL  Sort by: Employee/Department Department/Employee  <b>Help Menu</b>
	Schedule versus Actual	Bucket (Available/Selected) Selectivity by: <input type="checkbox"/> Supervisor <input type="checkbox"/> Department <input type="checkbox"/> Status <input type="checkbox"/> Shift (Yields List of Employees) Cardex Search for Selections	<b>From/To</b> Date Range  Options: <ul style="list-style-type: none"> <li>• All Days</li> <li>• Variance Only</li> </ul> Sort by: <ul style="list-style-type: none"> <li>• Employee Code/Department</li> <li>• Employee Name/Department</li> <li>• Department/Employee Code</li> </ul> Base On: <ul style="list-style-type: none"> <li>• Shift Date</li> <li>• Worked Date</li> </ul> <b>Help Menu</b>
Advanced	Action Analysis	Bucket (Available/Selected) Selectivity by: <input type="checkbox"/> Supervisor <input type="checkbox"/> Department <input type="checkbox"/> Status <input type="checkbox"/> Shift (Yields List of Employees) Cardex Search for Selections	<b>From/To</b> Date Range  <b>Sort Order:</b> <ul style="list-style-type: none"> <li>• Employee Code / Date</li> <li>• Date / Employee Code</li> </ul>