

**Time & Attendance - Employee Timecard Report**

07/25/2005 - 07/31/2005

**9001 [ MURPHY, MARY ]**

<b>Employee ID</b>	9001	<b>Job</b>	100	<b>Card ID</b>	5001
<b>Facility</b>	100	<b>Job Title</b>	H. R. MANAGER		
<b>Department</b>	100	<b>Hire Date</b>	09/01/1996		

TIME CARD	Pay Code	IN		OUT		Schedule	Job	Shift/ Pay Expr	Reg Hours	OT-1 - OT-2	Daily Total
		IN	Ex	OUT	Ex						
07/25/2005 Mon		[ : ]		[ : ]		Absent ( 8:00AM - 5:00PM)					
07/26/2005 Tue		[ : ]		[ : ]		Absent ( 7:30AM - 4:00PM)					
07/27/2005 Wed		[ : ]		[ : ]		Absent ( 3:00PM - 11:30PM)					
07/28/2005 Thu		08:00 AM*		10:00 AM*			100 - D	002-Th	2.00		
		10:00 AM* M 0		01:00 PM*			100 - D	002-Th	3.00		
		01:00 PM* M 0		03:00 PM*			100 - D	002-Th	2.00		
		03:00 PM* M 0		05:00 PM*			100 - D	002-Th	2.00		9.00

SUMMARY		Reg Hours	OT-1 - OT-2	Total Hrs	Earnings	Deductions	Regular Pay Rate	Regular Pay	OT-1 - Pay	Total Pay
0 [WKHR]	100 - DEFAULT JOB	9.00		9.00						

**TOTALS** 9.00 9.00

I CERTIFY THE ABOVE INFORMATION TO BE CORRECT

X \_\_\_\_\_  
**Supervisor Signature** **Date**

X \_\_\_\_\_  
**Employee Signature** **Date**

**Time & Attendance - Employee Timecard Report**

07/25/2005 - 07/31/2005

**9899 [ CARPENTER, LANCE ]**

<b>Employee ID</b>	9899	<b>Job</b>	100	<b>Card ID</b>	1234
<b>Facility</b>	100	<b>Job Title</b>			
<b>Department</b>	100	<b>Hire Date</b>	07/28/2005		

TIME CARD	Pay Code	IN		OUT		Schedule	Job	Shift/ Pay Expr	Reg Hours	OT-1 - OT-2	Daily Total
		IN	Ex	OUT	Ex						
07/25/2005 Mon		08:00 AM*		12:00 PM*			100 - D	001-FS	4.00		
		12:12 PM*	M 12	05:00 PM*			100 - D	001-FS	4.75		8.75
07/26/2005 Tue		08:00 AM*		[ : ]			100 - D	001-FS			
07/27/2005 Wed	2[VACA]			[ : ]			100 - D	001	8.00		8.00
07/28/2005 Thu		[ : ]		[ : ]		Absent (Flexible Schedule)					

SUMMARY		Reg	OT-1			Regular	Regular	OT-1 -		
PayCode	Job	Hours	- OT-2	Total Hrs	Earnings	Deductions	Pay Rate	Pay	Pay	Total Pay
0 [WKHR]	100 - DEFAULT JOB	8.75		8.75						
2 [VACA]	100 - DEFAULT JOB	8.00		8.00						

<b>TOTALS</b>		<b>16.75</b>		<b>16.75</b>						
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I CERTIFY THE ABOVE INFORMATION TO BE CORRECT

X \_\_\_\_\_  
**Supervisor Signature**                      **Date**

X \_\_\_\_\_  
**Employee Signature**                      **Date**

NOVAtime Demo Only  
Report Date: 07/28/2005  
Report Time: 22:38:48

**Time & Attendance - Exception Report**  
*Sorted by Employee & Date*

Employee: 9001 - 9899  
Date: 07/25/2005 - 07/31/2005

07/25/2005 - 07/31/2005

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Date	Pay Code	IN	IN Ex	OUT	OUT Ex	Shift/ Pay Expr	Reg Hours	OT-1	OT-2	Exceptions Detail
<b>9899 [ CARPENTER, LANCE ]</b>										
Policy: 1    Shift: 1    Holiday: 1    Active: <input checked="" type="checkbox"/>										
07/26/2005 Tue		08:00 AM*				001-FS				Missed Punch

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**END OF REPORT (Page 1)**

**Time & Attendance - Exception Report**

NOVAtime Demo Only  
Report Date: 07/28/2005  
Report Time: 22:41:20

**Management - In/Out Status Report by Date/Time**  
*Sorted by Department & Time*

Department: 100 - 300  
Time: 00:00 - 23:59

07/28/2005 - 07/28/2005

Time	Employee	IN	Status	OUT
07/28/2005 05:00 PM	9001 [ MURPHY, MARY ]			[ X ]
<b>Department: 100 [DEFAULT DEPT] Totals:</b>		0		1
<b>Total Count:</b>		0		1

**END OF REPORT ( Page 1 )**

**Management - In/Out Status Report by Date/Time**

**Labor Costing - Summary Report**  
*Sorted by Department & Employee*

Department: 100 - 300  
 Employee: 9001 - 9899

07/25/2005 - 07/31/2005

Employee	Reg Hours	OT-1	OT-2	Total Hours	Regular Pay	OT-1 Pay	OT-2 Pay	Earnings	Deductions	Total Pay
<b>Department: 100 [DEFAULT DEPT]</b>										
9001 [ MURPHY, MARY ]	2.00			2.00						
9899 [ CARPENTER, LANCE ]	8.75			8.75						
<b>Department: 100 [DEFAULT DEPT] Totals:</b>	10.75			10.75						
<b>Department: 200 [DEPARTMENT #2]</b>										
9001 [ MURPHY, MARY ]	4.00			4.00						
<b>Department: 200 [DEPARTMENT #2] Totals:</b>	4.00			4.00						
<b>Department: 300 [DEPARTMENT #3]</b>										
9001 [ MURPHY, MARY ]	3.00			3.00						
<b>Department: 300 [DEPARTMENT #3] Totals:</b>	3.00			3.00						
<b>Grand Totals:</b>	17.75	0.00	0.00	17.75	\$ 0.00	\$ 0.00	\$ 0.00	\$ 0.00	\$ 0.00	\$ 0.00

**END OF REPORT (Page 1)**  
**Labor Costing - Summary Report**

NOVAtime Demo Only  
Report Date: 07/28/2005  
Report Time: 22:44:21

**Benefit - Balance Report by Employee**  
*Sorted by Employee & Pay Code*

Employee: 9001 - 9899

Pay Code: All

/ / - 07/28/2005

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Employee	Pay Code	Last Post Date	Accrual Code	Last Post Type	Available Hours
9001 [ MURPHY, MARY ]	3 [ SICK LEAVE ]	06/08/2005	3	T	17.00

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**END OF REPORT (Page 1)**

**Benefit - Balance Report by Employee**