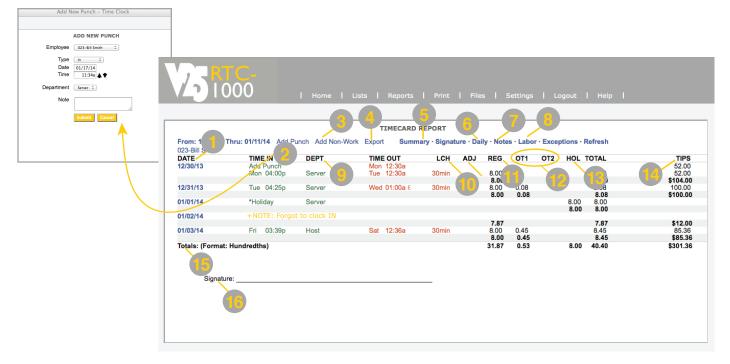# EMPLOYEE TIMECARD REPORT RTC-1000 UNIVERSAL TIME CLOCK 2.5 SOFTWARE

SAMPLE REPORT: EMPLOYEE TIMECARD

The RTC-1000 2.5 Universal Time Clock allows you to easily manage your company's employee time and attendance with several useful reporting tools, available at no additional cost. These include detail Employee Timecard, Employee Attendance Report, Timecard by Department, Department Report, and Create Report option for filtering tardy punches and more.

1. Displays selected date range

2. Allows add punch option for a missed employee punch

3. Tracks and calculates Non-Work for time worked off-site etc.

4. Option to export timecard to QuickBooks (PRO, Premier, Enterprise), Paychex Online Payroll Export, CSV and ADP

5. Summary timecard report option

6. Calculates total daily hours

7. Option to add a note by employee punch to explain reason for punch adjustment etc.

8. Option to calculate employee wages

9. Tracks department transfer and/or hours worked in a department

10. Auto-lunch deduction option by punch pair or hours worked in a day

11. Tracks and calculates regular hours worked daily, or grand total of employee's regular hours

12. Tracks and calculates two levels of overtime hours, if applicable

13. Tracks and calculate holiday hours

14. Tracks and calculates tips, job numbers, or piece counts

15. Displays grand total of employee hours worked for selected date range

16. Track employee timecard approval with signature line, when printed