

1

✓ =Excused

Elise Johnson

Administration

Date	Weekday	Day Type	Sche	In	Break	Resume	Out	OT	Done	Work	Overtime	Short	Leave Taken	Remark
01/02/2009	Sunday	RESTDAY	1											
02/02/2009	Monday	WORKDAY	1	08:59	12:34	13:15	19:51			8.00	1.51			
03/02/2009	Tuesday	WORKDAY	1	09:02	12:15	13:40	19:04			7.33	1.04	0.27		
04/02/2009	Wednesday	WORKDAY	1	08:35	12:24	13:23	18:22			7.54	0.22	0.06		
05/02/2009	Thursday	WORKDAY	1	08:58	12:35	13:23	19:33			8.00	1.33			
06/02/2009	Friday	WORKDAY	1	08:54	12:33	13:30	17:54			7.54		0.06		
07/02/2009	Saturday	RESTDAY	1											
08/02/2009	Sunday	RESTDAY	1											
09/02/2009	Monday	WORKDAY	1	08:42	12:35	13:24	19:15			8.00	1.15			
10/02/2009	Tuesday	WORKDAY	1	08:55	12:36	13:45	18:29			7.45	0.29	0.15		
11/02/2009	Wednesday	WORKDAY	1	08:34	12:38	13:25	18:27			8.00	0.27			
12/02/2009	Thursday	WORKDAY	1	09:01	12:37	13:29	19:32			7.59	1.32	0.01		
13/02/2009	Friday	WORKDAY	1	08:41	12:36	13:30	17:59			7.59		0.01		
14/02/2009	Saturday	RESTDAY	1											
15/02/2009	Sunday	RESTDAY	1											
16/02/2009	Monday	WORKDAY	1	08:49	12:28	13:26	18:15			7.58	0.15	0.02		
17/02/2009	Tuesday	WORKDAY	1	08:59	12:32	13:24	20:11			8.00	2.11			
18/02/2009	Wednesday	WORKDAY	1	09:00	12:31	13:34	18:12			7.56	0.12	0.04		
19/02/2009	Thursday	WORKDAY	1	08:44	12:30	13:25	18:32			8.00	0.32			
20/02/2009	Friday	WORKDAY	1	08:39	12:22	13:26	18:02			7.52	0.02	0.08		
21/02/2009	Saturday	RESTDAY	1					09:30	15:22		5.52			
22/02/2009	Sunday	RESTDAY	1											
23/02/2009	Monday	WORKDAY	1	08:51	12:32	13:22	18:29			8.00	0.29			
24/02/2009	Tuesday	WORKDAY	1	08:54	12:16	13:31	18:19			7.45	0.19	0.15		
25/02/2009	Wednesday	WORKDAY	1	09:45	12:33	13:19	18:03			7.15	0.03	0.45		
26/02/2009	Thursday	WORKDAY	1	09:00	12:33	13:20	18:25			8.00	0.25			
27/02/2009	Friday	WORKDAY	1				16:30					1.30		
28/02/2009	Saturday	RESTDAY	1											

Day Type	Total Days	Present	Absent	Work	Overtime	Short	ABSENT
WORKDAY	20	20		149.50	13.01	3.40	ANNUAL
HOLIDAY							SICK
RESTDAY	8	1			5.52		HOSPITAL
OFFDAY							MATERNITY
	28	21	0	149.50	18.53	3.40	PATERNITY
							EMERGENCY

01/02/2009 - 28/02/2009

R =RESTDAY

O =OFFDAY

H =HOLIDAY

✓=Present

User ID	Name	1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	21	22	23	24	25	26	27	28				
Work	Overtime	Leave																															
Administration																																	
1	1	Elise Johnson	R					R	R						R	R						R	R										
				08:59	09:02	08:35	08:58	08:54			08:42	08:55	08:34	09:01	08:41			08:49	08:59	09:00	08:44	08:39	09:30		08:51	08:54	09:45	09:00	16:30				
		149.83	18.88	0.000		19:51	19:04	18:22	19:33	17:54			19:15	18:29	18:27	19:32	17:59			18:15	20:11	18:12	18:32	18:02	15:22		18:29	18:19	18:03	18:25			
Engineering																																	
2	2	Tony Stone	R					R	R						R	R						R	R										
				08:59	09:05	08:47	09:01	08:58			08:42	08:59	08:43	08:29	08:58			08:56	08:55	08:59	08:48	08:48	10:13		08:51	08:41	08:42	09:00	02:18				
		159.15	21.23	0.000		19:51	18:40	18:25	19:13	18:16			18:54	18:32	18:18	19:11	18:02			18:28	20:34	18:21	18:45	18:09	16:02		18:14	18:19	18:09	18:30	20:33		
Information Technology																																	
3	3	Felicia Dickson	R					R	R						R	R						R	R										
				08:59	09:05	09:02	08:47	08:32			08:54	08:38	08:54	08:29	08:33			09:15	18:15	08:57	08:53	18:01		08:59	08:55	08:49		18:01					
		141.81	28.43	1.000		20:12	21:07	18:25	18:46	18:16			20:06	18:32	18:36	20:54	18:18			19:03	02:42	17:58	00:30	00:45		18:23	18:19	18:45		02:46			
Production																																	
4	4	Gilbert Kazt	R					R	R						R	R						R	R										
				08:59	17:53	08:44	09:04	08:47			08:52	09:01	17:51	08:52	08:38			17:53	08:57	09:02	09:00	18:00		09:00	09:05	09:00	08:45	17:49					
		143.65	39.84	0.000		20:12	00:30	00:45	18:58	18:58			21:35	18:48	00:29	20:32	19:23			01:29	21:18	18:51	00:32	01:12		19:18	18:04	19:18	18:31	03:08			
QA & QC																																	
5	5	Sheena Jazz	R					R	R						R	R						R	R										
				08:59	18:02	08:52	09:02	09:12			08:53	08:49	17:57	08:54	08:38			18:02	08:57	08:54	09:00	18:00		09:00	09:00	09:00	08:51	17:49					
		143.55	42.07	0.000		20:13	00:14	01:18	19:01	18:58			21:38	18:42	01:19	21:19	19:45			01:02	21:33	18:51	00:32	01:18		19:20	18:04	19:18	18:31	03:08			

01/02/2009 - 28/02/2009

✓=Perfect AB=Absent LV=Leave Taken LI=Late-In EO=Early-Out MP=Miss Punch OT=Overtime

User ID	Name	Workrate %	✓	AB	LV	LI	EO	MP	Short	WORKDAY	OT	HOLIDAY	OT	RESTDAY	OT	OFFDAY	OT
Administration																	
1	1	Elise Johnson	93.64	8		7	8	3	3.40	149.50	13.01				5.52		
			93.64	8		7	8	3	3.40	149.50	13.01	0.00	0.00	0.00	5.52	0.00	0.00
Engineering																	
2	2	Tony Stone	99.47	13		5	3		0.51	159.09	15.24				5.49		
			99.47	13		5	3		0.51	159.09	15.24	0.00	0.00	0.00	5.49	0.00	0.00
Information Technology																	
3	3	Felicia Dickson	99.16	7	1	8	4		1.12	141.48	28.25						
			99.16	7	1	8	4		1.12	141.48	28.25	0.00	0.00	0.00	0.00	0.00	0.00
Production																	
4	4	Gilbert Kazt	99.07	10		9	5		1.21	143.39	39.51						
			99.07	10		9	5		1.21	143.39	39.51	0.00	0.00	0.00	0.00	0.00	0.00
QA & QC																	
5	5	Sheena Jazz	98.99	9		10	4		1.28	143.32	42.04						
			98.99	9		10	4		1.28	143.32	42.04	0.00	0.00	0.00	0.00	0.00	0.00
Total			98.06	47	1	39	24	3	8.32	737.58	138.45	0.00	0.00	0.00	11.41	0.00	0.00

Correction Report

01/02/2009 - 28/02/2009

User ID	Name	In	Break	Resume	Out	OT	Done	Work	Overtime	Short	Leave Taken	Remark
1	1 Elise Johnson	Department: Administration										
	27/02/2009	1			16:30					1.30		
2	3 Felicia Dickson	Department: Information Technology										
	26/02/2009	-									ABSENT	

✓=Perfect

AB=Absent

LV=Leave Taken

LI=Late-In

EO=Early-Out

MP=Miss Punch

OT=Overtime

Date	Weekday	Workrate %	✓	AB	LV	LI	EO	MP	Short	WORKDAY	OT	HOLIDAY	OT	RESTDAY	OT	OFFDAY	OT
01/02/2009	Sunday																
02/02/2009	Monday	100.00	5							40.00	10.19						
03/02/2009	Tuesday	97.94	1			5	2		0.42	33.18	5.35						
04/02/2009	Wednesday	99.43	2			1	2		0.14	39.46	15.15						
05/02/2009	Thursday	99.45	2			5			0.13	39.47	5.31						
06/02/2009	Friday	98.80	2			1	2		0.29	39.31	2.28						
07/02/2009	Saturday																
08/02/2009	Sunday																
09/02/2009	Monday	99.93	4				1		0.02	39.58	11.28						
10/02/2009	Tuesday	98.63	1			4			0.33	39.27	3.03						
11/02/2009	Wednesday	99.79	4			1			0.04	33.56	3.09						
12/02/2009	Thursday	99.13	2			3	1		0.21	39.39	11.28						
13/02/2009	Friday	99.13	2			2	1		0.21	39.39	3.28						
14/02/2009	Saturday																
15/02/2009	Sunday																
16/02/2009	Monday	99.06	2			2	1		0.19	33.41	4.17						
17/02/2009	Tuesday	99.00	3			2	1		0.22	36.38	14.18						
18/02/2009	Wednesday	99.50	1			3	1		0.12	39.48	2.15						
19/02/2009	Thursday	99.45	2			2	2		0.13	39.47	20.51						
20/02/2009	Friday	99.42	2			1	2		0.11	30.49	3.26						
21/02/2009	Saturday														11.41		
22/02/2009	Sunday																
23/02/2009	Monday	98.08	3				2		0.46	39.14	3.44						
24/02/2009	Tuesday	98.93	2			2	2		0.26	39.34	1.05						
25/02/2009	Wednesday	96.38	1			4	2		1.27	38.33	3.33						
26/02/2009	Thursday	100.00	4	1						32.00	1.57						
27/02/2009	Friday	73.81	2			1	2	3	1.37	22.53	11.35						
28/02/2009	Saturday																
Total		97.79	47	1		39	24	3	8.32	737.58	138.45	0.00	0.00	0.00	11.41	0.00	0.00

Gross Wages Report
01/02/2009 - 28/02/2009

User ID	Name	Rate/Hr	WORKDAY x 100%	OT x 100%	HOLIDAY x 100%	OT x 100%	RESTDAY x 100%	OT x 100%	OFFDAY x 100%	OT x 100%
Administration										
1	1		149.83	13.02				5.87		
	Elise Johnson	\$ 0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
		\$ 0.00	149.83	13.02	0.00	0.00	0.00	5.87	0.00	0.00
		\$ 0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
Engineering										
2	2		159.15	15.40				5.82		
	Tony Stone	\$ 0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
		\$ 0.00	159.15	15.40	0.00	0.00	0.00	5.82	0.00	0.00
		\$ 0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
Information Technology										
3	3		141.80	28.42						
	Felicia Dickson	\$ 0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
		\$ 0.00	141.80	28.42	0.00	0.00	0.00	0.00	0.00	0.00
		\$ 0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
Production										
4	4		143.65	39.85						
	Gilbert Kazt	\$ 0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
		\$ 0.00	143.65	39.85	0.00	0.00	0.00	0.00	0.00	0.00
		\$ 0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
QA & QC										
5	5		143.53	42.07						
	Sheena Jazz	\$ 0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
		\$ 0.00	143.53	42.07	0.00	0.00	0.00	0.00	0.00	0.00
		\$ 0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
Total		\$ 0.00	737.96	138.76	0.00	0.00	0.00	11.69	0.00	0.00

Month by Month Analysis

01/02/2009 - 28/02/2009

✓=Perfect AB=Absent LV=Leave Taken LI=Late-In EO=Early-Out MP=Miss Punch OT=Overtime

Month	Head Count	Workrate %	AB	LV	LI	EO	MP	Short	WORKDAY	OT	HOLIDAY	OT	RESTDAY	OT	OFFDAY	OT
02/2009	5	98.00 ✓	1		39	24	3	8.32	737.58	138.45				11.41		
Total		98.00	1		39	24	3	8.32	737.58	138.45	0.00	0.00	0.00	11.41	0.00	0.00

01/02/2009 - 28/02/2009

User ID	Name	Date	Weekday	Day Type	Sche	Leave Taken
Information Technology						
1	3 Felicia Dickson	26/02/2009	Thursday	WORKDAY	-	ABSENT
						<u>1.000</u>
						1.000

01/02/2009 - 28/02/2009

User ID	Name	Date	Sche	WORKDAY Overtime	Appr.	HOLIDAY Overtime	Appr.	RESTDAY Overtime	Appr.	OFFDAY Overtime	Appr.
Administration											
1	Elise Johnson	02/02/2009	1	1.51							
		03/02/2009	1	1.04							
		04/02/2009	1	0.22							
		05/02/2009	1	1.33							
		09/02/2009	1	1.15							
		10/02/2009	1	0.29							
		11/02/2009	1	0.27							
		12/02/2009	1	1.32							
		16/02/2009	1	0.15							
		17/02/2009	1	2.11							
		18/02/2009	1	0.12							
		19/02/2009	1	0.32							
		20/02/2009	1	0.02							
		21/02/2009	1					0.00 5.52			
		23/02/2009	1	0.29							
		24/02/2009	1	0.19							
		25/02/2009	1	0.03							
		26/02/2009	1	0.25							
Engineering											
2	Tony Stone	02/02/2009	1	1.51							
		03/02/2009	1	0.40							
		04/02/2009	1	0.25							
		05/02/2009	1	1.13							
		06/02/2009	1	0.16							

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ID	Description	Date	Transaction												
1	1 R2	12/03/2009	10:08 00	14:22 00	14:25 00	14:26 00	14:39 00	14:41 00	14:47 01						
			0	0	0	0	1234567	0	1234567						
		23/03/2009	15:24 00	15:25 00	15:26 00	15:26 00									
			99	99	99	99									
		24/03/2009	11:18 00	11:22 07	11:24 00										
			6	6	6										
			00: 12	01: 1	07: 1										
2	2 Q2i	17/10/2008	11:16 -1	11:16 -1	11:18 -1	11:19 -1	11:21 -1	11:25 -1	11:25 -1	11:25 -1	11:28 -1	11:31 -1			
			1888	2888	1888	1888	1888	1888	1888	1888	1555	1888			
			11:31 -1	11:32 -1	11:32 -1	11:41 -1	14:27 20	14:27 20	14:28 21	14:41 20	14:58 20	15:02 -1			
			1888	1888	1888	1555	1555	1555	1555	1555	2888	2888			
			15:03 -1	15:03 -1	15:03 -1	15:03 -1	15:03 -1	15:03 -1	15:03 -1	15:03 -1	15:03 -1	15:03 -1	15:03 -1		
			2888	2888	2888	2888	2888	2888	2888	2888	2888	2888	2888		
			15:03 -1	15:03 -1	15:03 -1	15:03 -1	15:03 -1	15:03 -1	15:03 -1	15:03 -1	15:03 -1	15:03 -1	15:03 -1		
			2888	2888	2888	2888	2888	2888	2888	2888	2888	2888	2888		
			15:04 -1	15:04 -1											
			2888	2888											
		27/02/2009	15:01 00	15:01 00	15:01 00	20:44 00	20:44 00								
			0	0	0	0	0								
		08/03/2009	10:15 00	10:15 00											
			0	0											
		12/03/2009	15:47 20												
			1234567												
		23/03/2009	15:15 10	15:20 10	15:25 12	15:26 12									
			1555	99	99	99									
		24/03/2009	11:18 -1	11:24 -1											
			6	6											
			10: 2	12: 2	00: 7	-1: 39	20: 5	21: 1							