



WASP PROTECT

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WaspTime v7: List of Reports, Filenames, and Descriptions

Scott Kircher - 2017-07-31 - in Version 7

Report	Filename	Description
Absence Report	Absences.rpt	All absences for employees totaled by employee and department
Absence Summary	Absence Summary.rpt	Total time taken by absence type
Absentee Report	Absentee.rpt	Employees who had absences added to their timecard
Anniversary List	AnniversaryList.rpt	Employee start date anniversaries by month
Anniversary List No Breaks	AnniversaryListNoBreaks.rpt	Employee start date anniversaries by month (No Page Breaks after each Department)
Approval History	TimecardApprovalHistory.rpt	List of Employee Timecard Approvals
Archived Timecards Report	TimecardArchive.rpt	Similar to a Pay Period Timecard, but taking information from the Archived records.
Attendance	Attendance.rpt	Each day an employees was In and how many days they attended

Attendance Summary	AttendanceSummary.rpt	How many days each employee attended in the given date range
Birthday List	BirthdayList.rpt	Employee birthdays by month
Change History	ChangeHistory.rpt	Manual changes made to timecards
Custom Date Timecards	PayPeriod3.rpt	Timecards using a custom date range (totals not available)
Daily Weekly Overtime	Daily Weekly Overtime.rpt	Compliance report showing which overtime calculation method was used for Best Method overtime groups
Early Out Report	Early Out.rpt	Employees who punched out before their group schedule out time
Employee Demographics	Employee Demographics.rpt	Charts of employee demographic data
Employee List - Detailed	EmployeeList-Detailed.rpt	Employee list by department with many employee details
Employee List - Simple	EmployeeList-Simple.rpt	Employee list by department
Groups Listing	Groups Listing.rpt	Groups and group details
Incomplete Absences	AbsenceOut.rpt	Employees who were scheduled to show, but did not. Also includes entered absences.
Incomplete Timecard Approvals	PendingTimecardApprovals.rpt	List of Employee Timecard Approvals that have not been fully approved yet.
Incomplete Timecard Report	IncompleteTimecards.rpt	Employees who have one or more days with an odd number of punches
Monthly Required Days Off	Monthly Required Days Off.rpt	California compliance report identifying how many days off are required per employee based off of number of days worked this month
Next Review List	Reviews.rpt	Yearly review dates of employees by month

Organization Report	Organization.rpt	List of all employees who are assigned as a supervisor and their direct reports
Pay Period Timecards	Payperiod4.rpt	One timecard page for each week of a pay period for each employee
Payroll Summary	Payroll.rpt	Payroll totals for the specified period by employee and department
Punch History	PunchHistory.rpt	Listing of raw punches pulled from clocks or added by PCPunch or the web punch
Roll Call	Roll Call.rpt	In or out status of employees today
Tardy Report	Tardy.rpt	Employees who punched in after their group start time (grace period and schedule override modify this report)
Time Summary	Summary.rpt	Summary of regular, overtime and overtime 2 in a given period by department
Time Summary by Supervisor	Supervisor.rpt	Total time each employee spent grouped by group and department (by employee id to protect identity)
Time Summary Details	SummaryNames.rpt	Summary of time spent with the employee name instead of the employee id
Vacation	Vacation.rpt	Total time each employee charged to a payroll code
Wage Report	Wage Report.rpt	Wage information for a given period based off of employee pay rate, pay type and time worked
Weekly Overtime	Overtime.rpt	Overtime per employee grouped by department (Can be limited to employees at a certain % of the way to earning overtime)
Weekly Timecards	Payperiod2.rpt	One Timecard per week per employee and all totals