



ClockRite

Sample Reports

1. Clockings and Hours
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5. Holiday Status
6. Attendance Exceptions
7. Holiday and Sickness Planner

Clockings and Hours

8/5/19

Company: Example Company



8/5/19

Rounded Clockings

Pay Rates

ClockRite

Factory	1	2	3	4	5	6	7	8	1	2	3	4	5	Total	Status		
102	Ethan Barker	Sage Ref 0															
Mon 01/04/19	08:00	12:00	12:30	16:55					8.00	0.25					8.25	OK	
Tue 02/04/19	08:00	12:00	12:30	18:45					8.00	2.15					10.15	OK	
Wed 03/04/19	08:00	12:00	12:30	16:10					7.40					7.40	Early Finish		
Thu 04/04/19									8.00					8.00	Sickness (Paid)		
Fri 05/04/19	08:00	12:00	12:30	21:30					8.00	4.00	1.00			13.00	OK		
Weekly Total for Ethan Barker								HH:MM	39.40	6.40	1.00			47.20			
								Decimal	39.67	6.67	1.00			47.33			
Total for Ethan Barker								HH:MM	39.40	6.40	1.00	0.00	0.00	47.20			
								Decimal	39.67	6.67	1.00	0.00	0.00	47.33			
101	Zak Moore	Sage Ref 0															
Mon 01/04/19									8.00					8.00	Training (Paid)		
Tue 02/04/19	08:00	12:30	13:00	16:30					8.00					8.00	OK		
Wed 03/04/19	08:00	12:30	13:00	17:15					8.00	0.45				8.45	OK		
Thu 04/04/19	08:05	12:30	13:00	17:30					8.00	0.55				8.55	Late Start		
Fri 05/04/19	08:00	12:30	13:00	16:30					8.00					8.00	OK		
Weekly Total for Zak Moore								HH:MM	40.00	1.40			41.40				
								Decimal	40.00	1.67			41.67				
Total for Zak Moore								HH:MM	40.00	1.40	0.00	0.00	0.00	41.40			
								Decimal	40.00	1.67	0.00	0.00	0.00	41.67			
Totals for Group: Factory								HH:MM	79.40	8.20	1.00	0.00	0.00	89.00			
								Decimal	79.67	8.33	1.00	0.00	0.00	89.00			

Hours and Gross Pay (Summary)

Company: Example Company

8/5/19

Total Hours Payable



	Sage Ref	Hrs @ 1	Hrs @ 2	Hrs @ 3	Hrs @ 4	Hrs @ 5	£ @ 1	£ @ 2	£ @ 3	£ @ 4	£ @ 5	Adj	Total
Factory													
E Barker	0	39.67	6.67	1.00			£535.50	£112.50	£20.25				£668.25
M Gould	0	40.00					£500.00						£500.00
E Griffin	0	40.00	6.67				£406.00	£84.58					£490.58
E Harvery	0	40.00					£430.00						£430.00
C Long	0	40.00	0.75				£800.00	£14.06					£814.06
Z Moore	0	40.00	1.67				£550.00	£28.65					£578.65
L Robson	0	40.00	0.88				£390.00	£10.77					£400.77
L Sykes	0	40.00	8.00	3.25			£580.00	£145.00	£70.89				£795.89
Factory		319.67	24.63	4.25	0.00	0.00	£3,991.50	£395.58	£90.94				£4,477.99
Office													
S Fleming	0	40.00					£390.00						£390.00
S Kennedy	0	40.00					£390.00						£390.00
F Potter	0	39.83					£497.92						£497.92
E Sanders	0	39.50					£489.80						£489.80
V Wallace	0	39.92					£508.94						£508.94
Office		199.25	0.00	0.00	0.00	0.00	£2,276.65						£2,276.65
Warehouse													
C Brookes	0	40.00					£380.00						£380.00
T Franklin	0	40.00					£390.00						£390.00
S Frost	0	40.00	5.50				£410.00	£70.47					£480.47
J Higgins	0	40.00					£450.00						£450.00
P Walsh	0	40.00	1.50				£480.00	£22.50					£502.50
Warehouse		200.00	7.00	0.00	0.00	0.00	£2,110.00	£92.97					£2,202.97
Grand Total		718.92	31.63	4.25	0.00	0.00	£8,378.15	£488.53	£90.94				£8,957.62

Paid Hours (Inc Absence) Summary

Company: Example Company

8/5/19

Hours Payable (EXCLUDING Absence)

Paid Absence Hours



Pay ID	Sage	Hrs @ 1	Hrs @ 2	Hrs @ 3	Hrs @ 4	Hrs @ 5	Holidays	Sickness	Training	Other	Total
Factory											
E Barker	0	0	31.87	6.87	1.00			8.00			8.00
M Gould	0	0	40.00	6.87							
E Griffin	0	0	40.00	6.87							
E Harvery	0	0	40.00								
C Long	0	0	40.00	0.75							
Z Moore	0	0	32.00	1.87					8.00		8.00
L Robson	0	0	40.00	0.88							
L Sykes	0	0	18.00	8.00	3.25		24.00				24.00
Total for Factory			279.87	24.83	4.25	0.00	24.00	8.00	8.00	0.00	40.00
Office											
S Fleming	0	0	40.00								
S Kennedy	0	0	40.00								
F Potter	0	0	39.83								
E Sanders	0	0	39.50								
V Wallace	0	0	39.92								
Total for Office			199.25	0.00	0.00	0.00					0.00
Warehouse											
C Brookes	0	0	40.00								
T Franklin	0	0	0.00				40.00				40.00
S Frost	0	0	24.00	5.50					16.00		16.00
J Higgins	0	0	40.00								
P Walsh	0	0	24.00	1.50				16.00			16.00
Total for Warehouse			128.00	7.00	0.00	0.00	40.00	16.00	16.00	0.00	72.00
Grand Total			606.92	31.83	4.25	0.00	64.00	24.00	24.00	0.00	112.00

Absence By Employee

Company: Example Company
8/5/19



ID	Name	Date	Absence Description	HH:MM	Rate	HH:MM	Rate	Reduce Holidays	Reduce Half Day	Multi Absence
102	E Barker	4/4/19	Sickness (Paid)	8.00	1	0.00	2	No	No	No
Total Paid Absence Hours for Ethan Barker				8.00		0.00				
109	T Franklin	1/4/19	Holiday (Paid)	8.00	1	0.00	2	Yes	No	No
109	T Franklin	2/4/19	Holiday (Paid)	8.00	1	0.00	2	Yes	No	No
109	T Franklin	3/4/19	Holiday (Paid)	8.00	1	0.00	2	Yes	No	No
109	T Franklin	4/4/19	Holiday (Paid)	8.00	1	0.00	2	Yes	No	No
109	T Franklin	5/4/19	Holiday (Paid)	8.00	1	0.00	2	Yes	No	No
Total Paid Absence Hours for Tilly Franklin				40.00		0.00				
112	S Frost	1/4/19	Training (Paid)	8.00	1	0.00	2	No	No	No
112	S Frost	2/4/19	Training (Paid)	8.00	1	0.00	2	No	No	No
Total Paid Absence Hours for Scott Frost				16.00		0.00				
101	Z Moore	1/4/19	Training (Paid)	8.00	1	0.00	2	No	No	No
Total Paid Absence Hours for Zak Moore				8.00		0.00				
105	L Sykes	3/4/19	Holiday (Paid)	8.00	1	0.00	2	Yes	No	No
105	L Sykes	4/4/19	Holiday (Paid)	8.00	1	0.00	2	Yes	No	No
105	L Sykes	5/4/19	Holiday (Paid)	8.00	1	0.00	2	Yes	No	No
Total Paid Absence Hours for Libby Sykes				24.00		0.00				
113	P Walsh	4/4/19	Sickness (Paid)	8.00	1	0.00	2	No	No	No
113	P Walsh	5/4/19	Sickness (Paid)	8.00	1	0.00	2	No	No	No
Total Paid Absence Hours for Poppy Walsh				16.00		0.00				

Holiday Status

Company: Example Company

8/5/19



ID	Name	Date	Description	HH:MM	Rate	HH:MM	Rate	Entitlement deducted
109	T Franklin	1/4/19	Holiday (Paid)	8.00	1	0.00	2	1.0
109	T Franklin	2/4/19	Holiday (Paid)	8.00	1	0.00	2	1.0
109	T Franklin	3/4/19	Holiday (Paid)	8.00	1	0.00	2	1.0
109	T Franklin	4/4/19	Holiday (Paid)	8.00	1	0.00	2	1.0
109	T Franklin	5/4/19	Holiday (Paid)	8.00	1	0.00	2	1.0
Total Paid Holiday Hours for Tilly Franklin				40.00		0.00		5.0
								Holiday Days Left :13.00

Attendance Exceptions

Company: Example Company

 ClockRite

8/5/19

Attendance Clockings

		1	2	3	4	5	6	7	8	Status
Factory										
102	Ethan Barker									
	Wed 03/04/19	08:00	12:00	12:30	16:10					Early Finish
101	Zak Moore									
	Thu 04/04/19	08:05	12:30	13:00	17:30					Late Start
Office										
117	Sofia Fleming									
	Wed 03/04/19	08:05	12:30	13:00	17:00					Late Start
	Fri 05/04/19	08:07	12:30	13:00	17:00					Late Start
114	Freddie Potter									
	Tue 02/04/19	08:07	12:30	13:00	17:00					Late Start
	Thu 04/04/19	08:00	12:30	13:00	16:20					Early Finish
116	Emma Sanders									
	Fri 05/04/19	08:00	12:00	12:30	16:00					Early Finish
115	Victoria Wallace									
	Thu 04/04/19	08:05	12:30	13:00	16:30					Late Start

Holiday & Sickness Planner

Company: Example Company

9/5/19

April 2019

Holiday

Sickness

Name	01/04	02/04	03/04	04/04	05/04	06/04	07/04	08/04	09/04	10/04	11/04	12/04	13/04	14/04	15/04	16/04	17/04	18/04	19/04	20/04	21/04	22/04	23/04	24/04	25/04	26/04	27/04	28/04
Callum Long																												
Charles Brookes																												
Elliot Griffin																												
Emily Harvery																												
Emma Sanders																												
Ethan Barker																												
Freddie Potter																												
Joel Higgins																												
Laura Robson																												
Libby Sykes																												
Maddison Gould																												
Poppy Walsh																												
Sarah Kennedy																												
Scott Frost																												
Sofia Fleming																												
Tilly Franklin																												
Victoria Wallace																												
Zak Moore																												