Time Cards

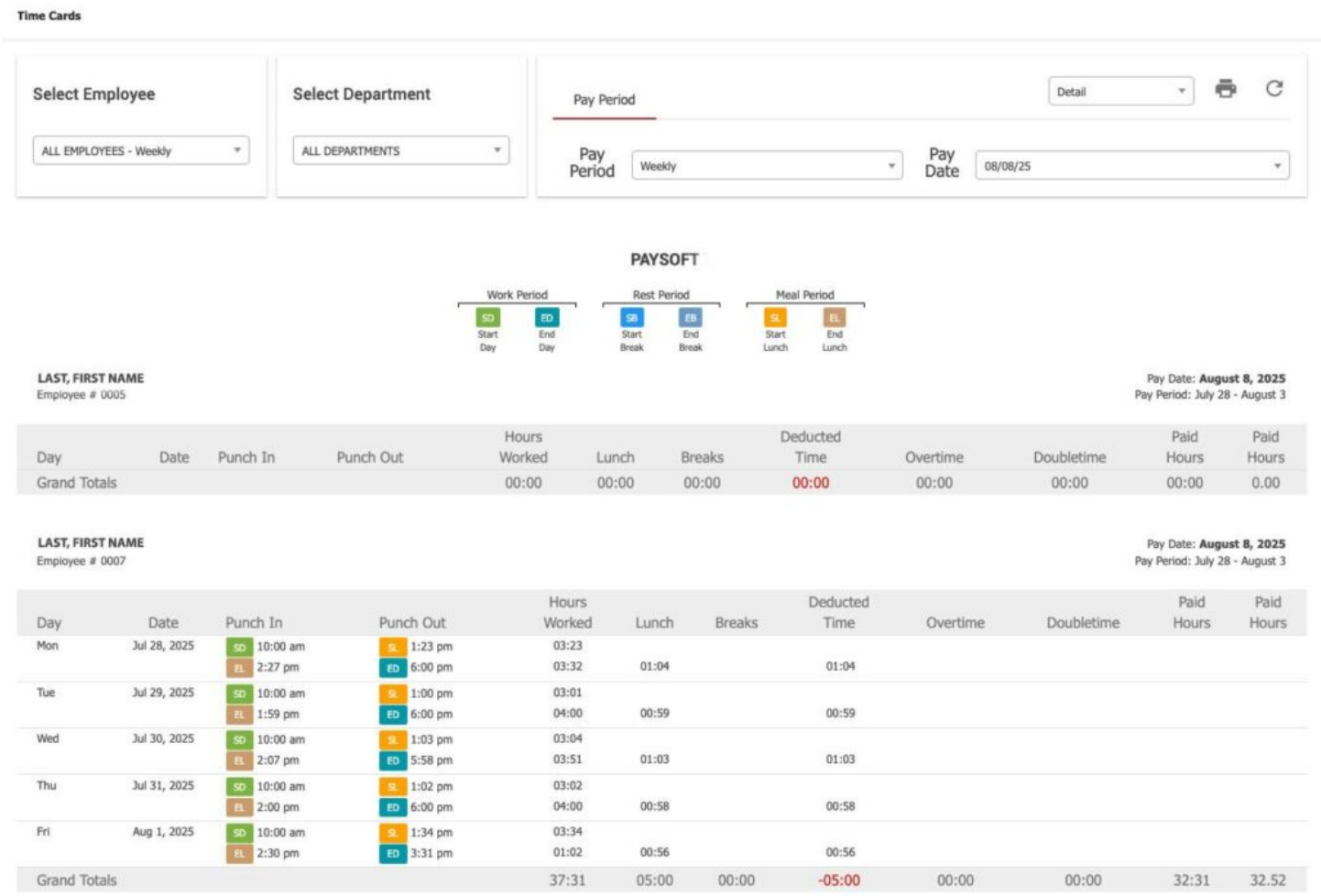
Reports · https://staging.proclock.com/help/kb/managers/manage-reports/time-cards/

Overview

The **Time Cards** page is a reporting tool designed to help Managers and Employees view detailed records of work hours, including clock-in and clock-out times, total hours worked, and pay period summaries.

The Time Cards page is accessible from the main menu by navigating to **REPORTS → Time Cards**.

Note: This page is strictly for viewing and reporting purposes—editing time punches must be done on the Punch Management page.



Key Features

- **Comprehensive Reporting:** View detailed, summary, or total-only reports of employee work hours.
- **Flexible Filtering:** Filter reports by employee, department, pay period, or pay date.
- **Multiple Pay Schedules:** Supports weekly, bi-weekly, semi-monthly, and monthly pay periods.
- **Printable Reports:** Easily print or save reports as PDF.
- **Real-Time Data:** Refresh the report to view the latest data.

Using the Filter Module

At the top of the Time Cards page, you'll find the **Filter Module**. This section allows you to customize the report view according to your needs.

Filter Options

1. Select Employee

- **Purpose:** Filter the report by a specific employee.
- **How to Use:** Click the dropdown to select or type in the employee's name.

2. Select Department

- **Purpose:** Filter the report by department.
- **How to Use:** Click the dropdown and choose the relevant department.

3. Pay Period

- **Purpose:** Filter by Pay Period or Pay Date.
- **Options:**
  - **Pay Period:** Useful if your company has multiple pay schedules (e.g., weekly for staff, monthly for managers). Select between Weekly, Bi-Weekly, Semi-Monthly, and Monthly.
  - **Pay Date:** Filter the report by a specific pay date.

4. Detail (Dropdown Menu)

- **Purpose:** Choose the level of detail displayed in the report.
- **Options:**
  - **Detail:** Shows every clock-in and clock-out for each workday, including time worked between punches.
  - **Summary:** Displays total hours for each workday in a single row.
  - **Totals Only:** Shows only the total hours worked per Pay Period.

5. Print Icon

- **Purpose:** Print the report or save it as a PDF.
- **How to Use:** Click the print icon and follow your browser’s print or save dialog.

6. Refresh Icon

- **Purpose:** Refresh the report to display the most current data.
- **How to Use:** Click the refresh icon.

Common User Questions

Q: Can I edit time punches from the Time Cards page?

A: No, the Time Cards page is for viewing only. To edit punches, go to **Main Menu → SETUP → Punch Management**.

Q: How do I see only the total hours worked for a Pay Period?

A: Use the **Detail** dropdown menu at the top of the page and select **Totals Only**.

Q: How can I print or save the report as a PDF?

A: Click the **Print Icon** at the top of the page. Use your browser’s print dialog to print or save as PDF.

Q: Why can’t I see the latest punches?

A: Check that you have selected the correct **Pay Date** from the Filter Module above.

Troubleshooting

Issue: The report is not showing the expected employee or department.

Solution:

1. Check that the correct employee or department is selected in the filter module.

2. Clear all filters and reapply them as needed.
3. Click the **Refresh Icon** to reload the data.

Issue: The report is not updating after making changes in Punch Management.

Solution:

1. Ensure you have saved all changes in Punch Management.
2. Return to the Time Cards page and click the **Refresh Icon**.

Issue: Unable to print or save the report.

Solution:

1. Ensure your browser’s pop-up blocker is not preventing the print dialog.
2. Try using a different browser or updating your current browser.
3. If the issue persists, contact your IT support team.