Timesheet Summary

Timesheets · https://staging.proclock.com/help/kb/managers/manage-timesheets/timesheet-summary/

Overview

The **Timesheet Summary report** is a powerful tool within the Payroll Reports menu, designed to provide management and payroll staff with a clear breakdown of employee work hours. This report helps track Regular, Overtime, Double Time, and Holiday hours, and is essential for both ongoing labor management and end-of-period payroll processing.

The Timesheet Summary can be generated in two formats:

- **Detail:** Displays complete daily activity for each employee within the selected period.
- **Summary:** Shows only the grand totals of each employee's hours for the selected period.

All hours are displayed in minutes and hundredths of minutes (e.g., 7.50 = 7 hours and 30 minutes).

Key Features and Fields Explained

1. Report Formats

- **Detail Format:**
  - Lists each day's activity for every employee.
  - Useful for reviewing daily attendance, breaks, and specific hour types.
- **Summary Format:**
  - Shows only the total hours per employee for the selected period.
  - Ideal for quick payroll processing and high-level management review.

2. Main Fields on the Timesheet Summary Page

3. Options and Filters

- **Date Range Selector:** Choose the start and end dates for the report.
- **Employee Filter:** Generate the report for all employees or select specific individuals.
- **Format Selector:** Choose between Detail and Summary formats.
- **Export Options:** Download the report in various formats (e.g., PDF, CSV) for further analysis or record-keeping.

How the Report is Calculated

The Timesheet Summary report is generated using data collected from the ProClock system. The following steps outline the calculation process:

1. **Punch Pairing:**
   - The system looks for matching pairs (Start/End Day, Start/End Lunch, Start/End Break).
   - Employees with missing punches are excluded from the report.
2. **Minimum Hours Pay:**
   - If an employee’s total hours are less than the minimum required by their pay policy, the system automatically assigns the minimum hours.
3. **Policy Rule Application:**
   - The system applies the employee’s assigned pay policy (Daily, Weekly, Bi-Weekly, or Semi-Monthly).
   - Consecutive Workday Premiums are calculated if applicable.
   - Saturday and/or Sunday premiums are applied if assigned.
   - Last Workweek Day rules are checked and applied.

What is the Last Workweek Day?

- The last day of the workweek is determined by the pay period start day:
  - If the pay period starts on **Monday**, the last workweek day is **Sunday**.
  - If the pay period starts on **Sunday**, the last workweek day is **Saturday**.
  - This pattern continues based on your organization's pay period settings.

Common User Questions

Why is an employee missing from the report?

- Employees with missing punch pairs (e.g., forgot to clock out for lunch) are excluded from the report. Ensure all punches are complete.

Why are the hours displayed in hundredths of minutes?

- The system uses minutes and hundredths of minutes for accuracy and consistency in payroll calculations (e.g., 7.50 = 7 hours and 30 minutes).

How do I view only the total hours for each employee?

- Select the **Summary** format when generating the report.

Can I export the report for use in other applications?

- Yes, use the **Export** option to download the report in PDF or CSV format.

Troubleshooting

Issue: Employee Not Appearing in Report

Possible Cause: Missing punch pairs (e.g., no clock-out recorded).

Solution:

1. Go to the employee's timecard in ProClock.

2. Review the punches for the selected period.
3. Add or correct any missing punches.
4. Regenerate the Timesheet Summary report.

Issue: Hours Seem Incorrect or Lower Than Expected

Possible Cause: Employee’s total hours are below the minimum required by their pay policy.

Solution:

1. Check the employee’s assigned pay policy for minimum hours.
2. Verify the punches and ensure all work periods are recorded.
3. If the hours are still below the minimum, the system will automatically assign the minimum hours as per policy.

Issue: Confusion Over Last Workweek Day

Possible Cause: Uncertainty about how the last workweek day is determined.

Solution:

- Refer to your organization’s pay period start day to determine the last workweek day (see “What is the Last Workweek Day?” above).