



TimeClick Report Guide

The New Intelligent Report System



Over 100 user suggestions implemented



New advanced report settings



Access to previous options is still available



Biggest update since the first 2018 release

Table of Contents

Preliminary Notes	1
Advanced Hours Report Settings	2
Advanced Hours Settings in Action: Individual Employee	3
Advanced Hours Settings in Action: Individual Employee (continued)	4
Advanced Hours Settings in Action:	5
Other Advanced Time Settings	6
Accrued Time History Report	7
Summary Report	8
Fixing Clock Action Errors on Reports	9
Other Report Notes & Pro Tip	10

Preliminary

Notes

All workstations must be updated after the TimeClick server update

Presets saved in previous versions of TimeClick 18 will not be saved upon updating, but when the presets are recreated after the update they are saved in the database allowing the admin to share presets with other admins and employees

A Legacy Hours Report, or former Hours Report, with former settings and formatting is still available

Primary changes include

- Increased flexibility with what information appears on reports
- Tracking of hourly and salaried employees
- Handling shifts crossing over midnight
- Easier clock action error detection & correction
- Report formatting changes
- Include/exclude employees with 0 hours on reports
- More accrued time details on reports
- Color coding to visualize negatives, errors, etc.

For more detailed release notes, visit [this article](#).

This manual is a key, or a reference for those exploring the new advanced settings and functions in the new reporting system. Not all the new features in TimeClick version 18.3.0.0 are discussed in this guide. Resources for other new features are available in the Support Center on our website <https://www.timeclick.com> and on our [YouTube Channel](#).

Advanced Hours Report Settings

Include on Hours Report	
A	<input checked="" type="checkbox"/> Daily Clock Actions
B	<input checked="" type="checkbox"/> Display Action's Dept/Job
	<input checked="" type="checkbox"/> Day Totals
C	<input checked="" type="radio"/> Simplified Day Totals
D	<input type="radio"/> Expanded Day Totals
E	<input checked="" type="checkbox"/> Week Totals Breakdown
F	<input checked="" type="checkbox"/> Week Totals Summary
G	<input checked="" type="checkbox"/> Report Totals
H	<input checked="" type="checkbox"/> Report Totals Breakdown Chart
I	<input checked="" type="checkbox"/> Employee Dept Totals
J	<input checked="" type="checkbox"/> Employee Dept Breakdown Chart
	<input checked="" type="checkbox"/> Employee Job Totals
	<input checked="" type="checkbox"/> Employee Job Breakdown Chart
K	<input checked="" type="checkbox"/> Grand Totals (All Employees)
L	<input checked="" type="checkbox"/> Grand Totals Breakdown Chart
M	<input checked="" type="checkbox"/> Department Totals
	<input type="checkbox"/> Job Totals
N	<input type="checkbox"/> Hours Clocked In
O	<input checked="" type="checkbox"/> Breaks
	<input checked="" type="checkbox"/> Paid Breaks
	<input checked="" type="checkbox"/> Unpaid Breaks
P	<input checked="" type="checkbox"/> Overtime (OT)
	<input checked="" type="checkbox"/> Weekly OT
Q	<input checked="" type="checkbox"/> Show Previous Hours
R	<input checked="" type="checkbox"/> Auto Lunch Deduction

A - Shows the clock in/out actions that occur daily
 B - Specifies the job/department to which each clock action belongs

C - Displays the day total as one number
 D - Displays a breakdown of all the sub-totals that contributed to the day total (e.g. paid breaks, sick time)

E - Groups days by week including a Week Total Breakdown for each week group of days in the date range
 F - Gives a breakdown of weekly totals at the end of an individual's report

G - Shows totals for the entire given date range

H - Graphically displays the proportions of time used by an employee in each hour type

I - Shows the total hours spent by an employee in each department

J - Graphically displays the proportions of time for an employee in each department

K - Gives a total of all hours worked by all employees during a given date range

L - Graphical representation of proportion of Grand Totals worked by each employee

M - Shows total hours worked by all employees assigned to a department

N - Show total hours an employee was clocked in (doesn't include breaks, OT, etc.)

O - Shows daily breaks (if tracked). Breaks can be tracked as paid, unpaid, or both.

P - Display total overtime hours weekly, daily, and double time (if tracked according to your State laws)

Q - Show the days and hours from the previous period, or earlier in the week, that contribute to weekly overtime if the date range for the report ends in the middle of an overtime calculation week (previous period hours shown in blue font)

R - Shows the amount of time deducted daily and weekly for automatic lunch deduction if that feature is enabled. Totals will appear in daily totals and weekly breakdown if enabled.

Advanced Hours Settings in Action: Individual Employee

© Hours Report
TimeClick

Q
(07/15/18* - 07/16/18 - 07/22/18) 09/05/18

Christensen, Darren A: 1

Week 1 (07/15/18* - 07/21/18)

Mon 07/16/18	A	Clock In 08:00 AM	Clock Out 12:00 PM	4:00	4.00
			Dept: Marketing		
		Clock In 01:00 PM	Clock Out 05:07 PM	4:07	4.12
			B Dept: Tech		
			Total Mon 07/16/18	C (D) 8:07	8.12
Tue 07/17/18			PTO Used	8:00	8.00
			Total Tue 07/17/18	8:00	8.00
Wed 07/18/18		Clock In 07:55 AM	Clock Out 07:00 PM	11:05	11.08
			Dept: Tech		
			Total Wed 07/18/18	11:05	11.08
Thu 07/19/18		Clock In 08:00 AM	Clock Out 08:00 PM	12:00	12.00
			Total Thu 07/19/18	12:00	12.00
Fri 07/20/18		Clock In 08:00 AM	Clock Out 12:03 PM	4:03	4.05
		Clock In 01:00 PM	Clock Out 07:00 PM	6:00	6.00
			Total Fri 07/20/18	10:03	10.05

Week 1 Totals (07/15/18 - 07/21/18) E

	Regular Hours	32:00	32.00
	Paid Break	1:00	1.00
N	Hours Clocked In	40:15	40.25
	PTO Used	8:00	8.00
	Weekly OT	9:15	9.25
	Total	49:15	49.25

Week 1 Totals Summary (07/15/18 - 07/21/18) F

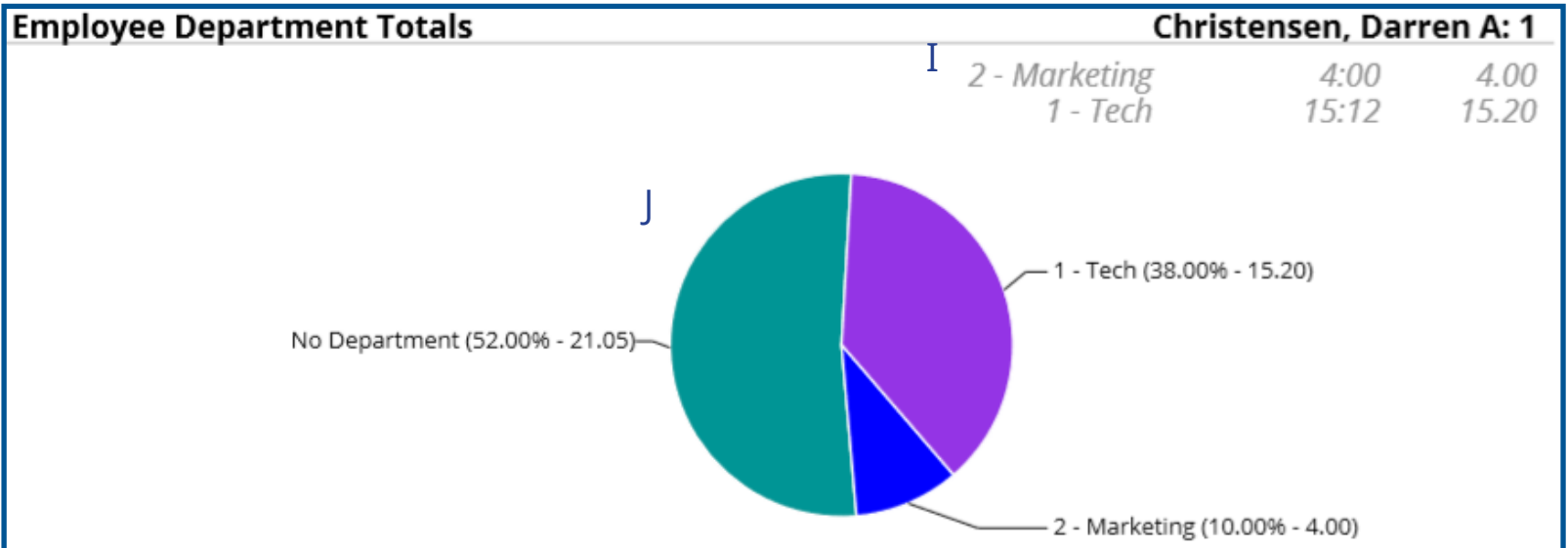
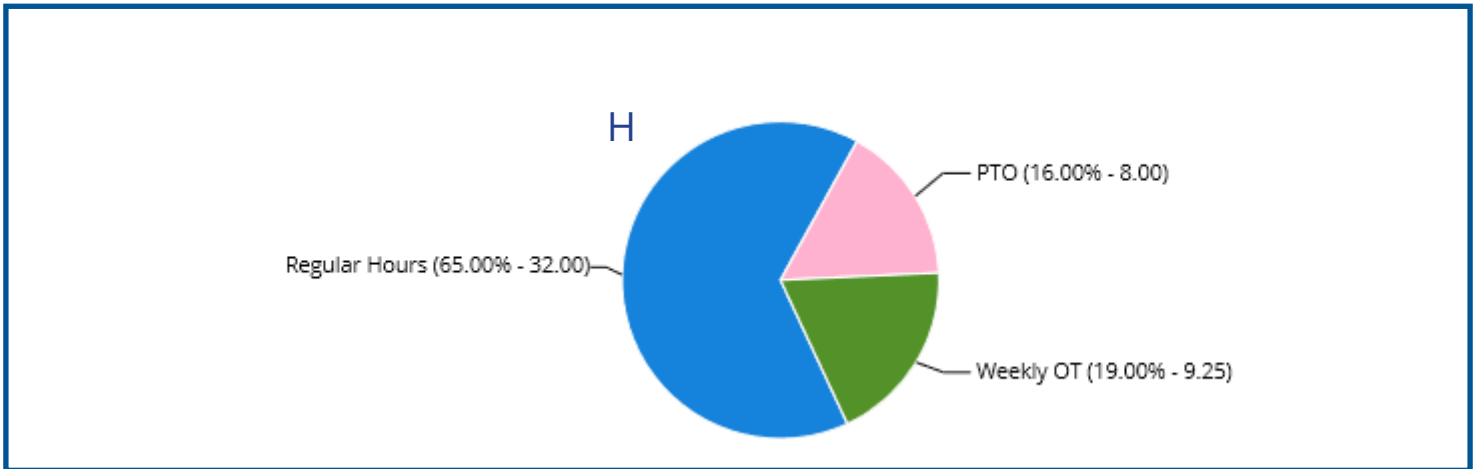
	Regular Hours	32:00	32.00
	O Paid Break	1:00	1.00
	Hours Clocked In	40:15	40.25
	PTO Used	8:00	8.00
	P Weekly OT	9:15	9.25
	Total	49:15	49.25

Report Totals (07/16/18 - 07/22/18) G

Christensen, Darren A: 1

	Regular Hours	32:00	32.00
	Paid Break	1:00	1.00
	Hours Clocked In	40:15	40.25
	PTO Used	8:00	8.00
	Weekly OT	9:15	9.25
	Total	49:15	49.25

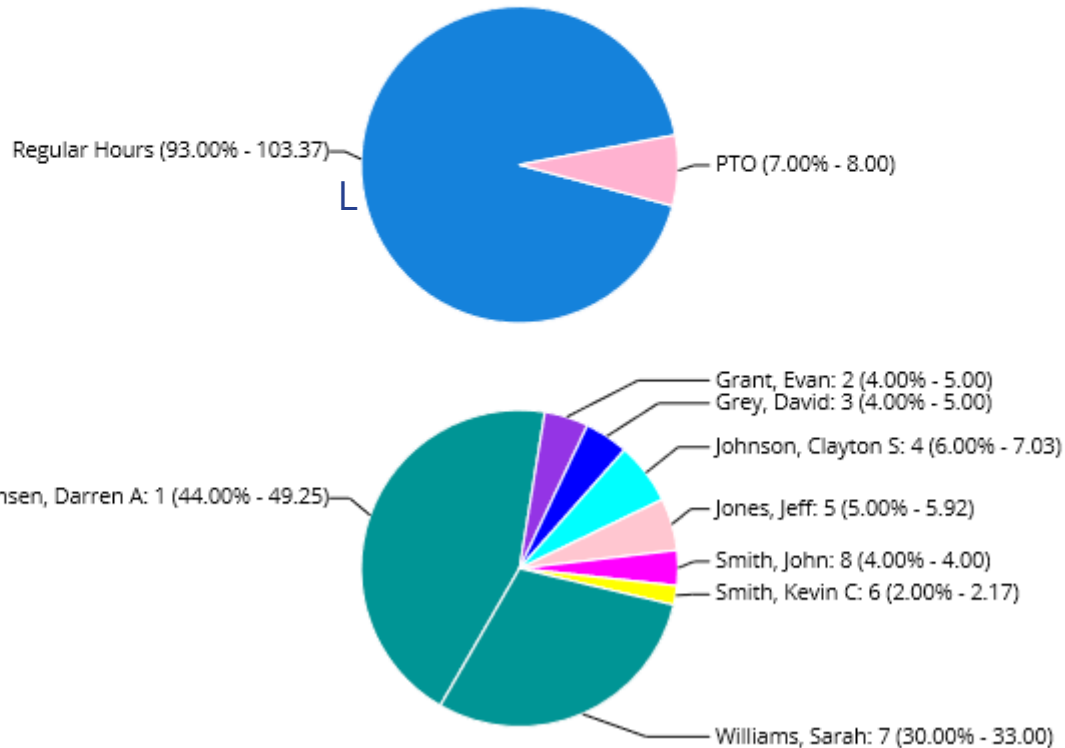
Advanced Hours Settings in Action: Individual Employee (continued)



Advanced Hours Settings in Action: Grand Totals

Grand Totals (07/16/18 - 07/20/18)

Regular Hours	103:22	103.37
Paid Break	1:00	1.00
Hours Clocked In	102:22	102.37
PTO Used	8:00	8.00
Total	111:22	111.37



Departments

2 - Marketing

Christensen, Darren A: 1 07/16/18	4:00	4.00
Marketing Totals Mon 07/16/18	4:00	4.00
Williams, Sarah: 7 07/17/18	8:00	8.00
Marketing Totals Tue 07/17/18	8:00	8.00
Williams, Sarah: 7 07/19/18	8:00	8.00
Marketing Totals Thu 07/19/18	8:00	8.00

Marketing Week 1 Totals (07/15/18 - 07/20/18)

Christensen, Darren A: 1 Week 1	4:00	4.00
Williams, Sarah: 7 Week 1	16:00	16.00
Total	20:00	20.00

Report Totals (07/16/18 - 07/20/18)

	Marketing	
Christensen, Darren A: 1	4:00	4.00
Williams, Sarah: 7	16:00	16.00
Total	20:00	20.00

Other Advanced Time Settings

Hours, Summary, and Accrued Time History Reports

The image shows a settings window with a blue border. It contains several sections of checkboxes:

- Deductions A**
 - Vacation Used
 - Sick Used
 - PTO Used
 - Holiday Awarded
 - Bereavement Awarded
- Earnings B**
 - Vacation Earned
 - Sick Earned
 - PTO Earned
- Accrued Time Balances**
 - Current Accrued Time Balance C
 - Balance History (as of Begin Date) D
 - Historic Balance (as of End Date) E
 - Show Balance History Steps F
 - Vacation Balance
 - Sick Balance
 - PTO Balance

- A – Shows amount of time deducted (used) during the given date range
- B – Amount of accrued time earned during the given date range
- C – Displays the current amount of accrued time available in an employee’s balance regardless of the date range of the report
- D – Gives the accrued time balance as of the first day the report’s date range
- E – Shows the accrued time balance as of the last day of the report’s date range
- F – Display all the deductions and earnings during a date range to show what happened to get from the Balance History begin date to the Historic balance end date

Accrued Time History Report

Johnson, Clayton S: 4						
Deductions A						
Date	Action	Status	Date Processed	Hrs & Min	Decimal	
08/06/18	PTO Used	Approved	09/05/18	8:00	8.00	
08/07/18	PTO Used	Approved	09/05/18	8:00	8.00	
Earnings B						
Date	Action	Status	Date Processed	Hrs & Min	Decimal	
08/02/18	Sick Earned	Approved	08/02/18	0:13	0.21	
08/03/18	Sick Adjusted	Manual Change	08/03/18	24:00	24.00	
08/03/18	PTO Adjusted	Manual Change	08/03/18	30:00	30.00	
08/03/18	Sick Adjusted	Manual Change	08/03/18	-2:00	-2.00	
Current Balance (09/05/18) C				Johnson, Clayton S: 4		
		Vacation Bank (09/05/18)		0:00	0.00	
		Sick Bank (09/05/18)		23:12	23.20	
		PTO Bank (09/05/18)		14:00	14.00	
Historic Balance 08/01/18 - 08/15/18				Johnson, Clayton S: 4		
		Vacation Bank (08/01/18)		0:00	0.00	
		Vacation Bank (08/15/18)		0:00	0.00	
	D	Sick Bank (08/01/18)		0:59	0.99	
		Sick Earned		+22:13	+22.22	
	E	Sick Bank (08/15/18)		23:12	23.21	
		PTO Bank (08/01/18)		0:00	0.00	
		PTO Earned		+30:00	+30.00	
		PTO Used F		16:00	16.00	
		PTO Bank (08/15/18)		14:00	14.00	
Totals						
		PTO Used		16:00	16.00	
		Sick Earned		0:13	0.21	
		Sick Bank Adjusted		22:00	22.00	
		PTO Bank Adjusted		30:00	30.00	
		Total		16:00	16.00	

- A – Shows amount of time deducted (used) during the given date range
- B – Amount of accrued time earned during the given date range
- C – Displays the current amount of accrued time available in an employee’s balance regardless of the date range of the report
- D – Gives the accrued time balance as of the first day the report’s date range
- E – Shows the accrued time balance as of the last day of the report’s date range
- F – Display all the deductions and earnings during a date range to show what happened to get from the Balance History begin date to the Historic balance end date

Summary Report

The biggest change in the Summary Report is formatting. All the settings are similar to the basic Hours Report settings. The admin can choose to display accrued time and other time actions on the summary report.

Numbers in grey show that either zero hours were worked or hours were worked in a department an employee is no longer assigned to. For example, if Sarah was moved into another department and was removed from her previous department during the pay period but had hours worked in that previous department, you will see her hours in grey.

© Summary Report		09/05/18					
TimeClick		(07/16/18 - 07/31/18)					
	Total	Regular Hours	Vacation Used	PTO Used	Vacation Earned	Sick Earned	PTO Earned
Christensen, Darren A: 1	99.15	83.15	8.00	8.00	0.62	0.00	0.00
Grant, Evan: 2	39.00	39.00	0.00	0.00	0.18	0.00	0.00
Grey, David: 3	34.00	34.00	0.00	0.00	0.00	0.00	0.23
Johnson, Clayton S: 4	33.03	33.03	0.00	0.00	0.00	0.98	0.00
Jones, Jeff: 5	20.92	20.92	0.00	0.00	0.00	0.10	0.00
Smith, John: 8	21.50	21.50	0.00	0.00	0.00	0.00	0.00
Smith, Kevin C: 6	23.17	23.17	0.00	0.00	0.10	0.13	0.00
Williams, Sarah: 7	45.00	45.00	0.00	0.00	0.00	0.00	0.00
Grand Totals	315.77	299.77	8.00	8.00	0.90	1.22	0.23
	1 Tech	2 Marketing	1234 Video Production	5678 Email Marketing			
Christensen, Darren A: 1	15.20	9.00	0.00	0.00			
Grant, Evan: 2	0.00	0.00	0.00	0.00			
Grey, David: 3	0.00	0.00	0.00	0.00			
Johnson, Clayton S: 4	0.00	0.00	0.00	0.00			
Jones, Jeff: 5	0.00	0.00	0.00	0.00			
Smith, John: 8	21.50	0.00	0.00	0.00			
Smith, Kevin C: 6	0.00	0.00	0.00	0.00			
Williams, Sarah: 7	8.00	16.00	8.00	0.00			
Grand Totals	44.70	25.00	8.00	0.00			

Fixing Clock Action Errors on Reports

A new method of detecting and correcting clock action errors such as a missing or duplicate clock in/out has been added to the report system.

Clock action errors for the entire date range are listed at the beginning of the report.

Hours Report
TimeClick 09/05/18
(07/15/18* - 07/16/18 - 07/31/18)

*****Employee Errors*****

Christensen, Darren A: 1
07/19/18 - Duplicate Action

Grant, Evan: 2
07/19/18 - Missing Action
07/18/18 - Duplicate Action

The Report Center opens a second window with the PDF to fix errors immediately.

Employee Hours Errors - TimeClick

> **Christensen, Darren A: 1**
Error Type(s): Duplicate Action: 07/19/18

> **Grant, Evan: 2**
Error Type(s): Missing Action: 07/19/18
Duplicate Action: 07/18/18

July 2018

Sun	Mon	Tue	Wed	Thu	Fri	Sat
24	25	26	27	28	29	30
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
29	30	31	1	2	3	4

Christensen, Darren A: 1

⚠ Missing: Clock Out

Clock Action	Time	Date	Comment
Clock In	07:55 AM	07/18/18	
Paid Break	12:00 PM	07/18/18	
Back from Break	01:00 PM	07/18/18	
Add Action			

When the "Fix Error(s)" is clicked, a small Modify Times window opens to the date the error occurred.

When all errors are corrected, re-run the report in the Report Center to get the updated information.

Other Report Notes & Pro Tip

The Condensed Hours report has been left unchanged by this update

The formatting and basic, non-advanced settings for the Legacy Hours, or former hours report are still available for those who prefer that report format

Hover tips are now available. Hover your mouse over report options to get a brief description of the option or setting

The default settings in the previous reporting system are the same in the new reporting system of 18.3.0.0

Pro tip:
Right-click on any list or group of boxes in the report settings to have the option for checking/unchecking all the boxes in the section and all the settings in the one setting type your mouse is currently hovering over

