WebCenter Reports Manual

WebCenter Customer Reporting

You can give your Customers access to different report options in WebCenter. This is a great way to give your customer contacts access to different sets of information they may need regularly.

This article covers:

- How to Setup WebCenter Report Access
- How Customers Pull Reports
- Overview of Reports Available
- Index of Terms for Your Customers

Note This article is specific to Customer related reporting in WebCenter

- **Looking for Vendor Portal Reports Options?** Check out WebCenter Admin - Vendor Reports Manual
- **Looking for TimeClock Reporting?** Check out TimeClock Reports Manual

How to Setup WebCenter Report Access

There are a lot of report options available which might be overwhelming to your customer contacts. You can pick and choose what reports each customer contact can run in WebCenter to help customize their experience.
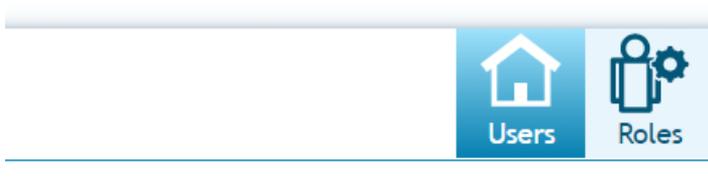
Setting up Access

In order for a customer contact to access any reports in WebCenter, they will need to be given access to the Reports tab and have permission for the reports you want them to see.

Giving Access to the Reports Tab

In order to see and run any reports in WebCenter, the customer contact must have a role that will give them access to the reports tab.

1. In WebCenter Admin, Navigate to the Roles tab

2. Review the contact roles available and pick one that will have the reports option checked

If you only want to give some contacts access to reporting, consider having a role named Contact with Reports Access to make it clearer when assigning the contact a role that they will have reports access.

To learn more about contact roles, check out WebCenter Admin - Setting up WebCenter Roles.

Access to Specific Reports

If you want to pick and choose the reports a contact can run, navigate to the Documents tab in WebCenter Administration.
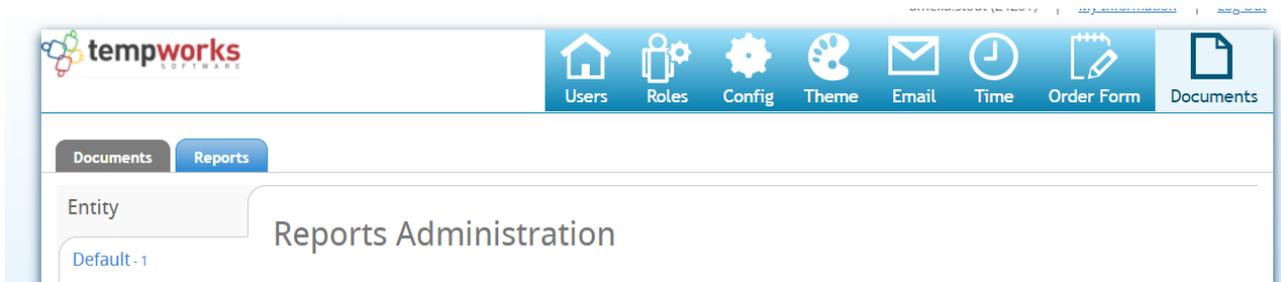
Here you will be able to select the Reports tab and see a full list of all the reports available. You can create rules under each report to show or hide that report based on a contact role, customer, or contact name.

How Customers Run Reports

If you have given your customer contact access to reports they will be able to find them on the reports tab when they log into WebCenter.

"Run Report" option under each report will allow them to enter available parameters and run the report.

Overview of Reports Available

Below is a full list of all the customer reports that are available in WebCenter. Click on any report to see a brief overview including parameters available.

> *Note* Looking for TempWorks TimeClock specific reporting? Check out TimeClock Reports Manual.

- Approved Web Timecards
- Approved Web Timecards Detail
- Assignment History By Department
- Average Assignment Length
- Current Assignments
- Current Timecard Status
- Daily Time
- Daily Time (Hours)
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Approved Web Timecards

Purpose: This report allows you to view the regular, overtime, double, and total hours of the approved WebCenter timecards for that week. This can be useful for auditing timecards and for double checking billing since total hours are listed at the bottom.

Start Date	4/1/2020 12:00:00 AM		End Date	4/30/2020 12:00:00 AM
Group By	(no grouping) ▼		Show timecards from all approvers?	● True ○ False

|◀ ◀ 1 of 1 ▶ ▶| ◆ | | Find | Next 🖫▼ 🔄

Approved Web Timecards
Buy N Large Primary
Timecards with a weekend date between 4/1/2020 and 4/30/2020

SSN	Employee	Order	Assignment	Job Title	Weekend Date	Timecard Status	Reg Hours	Ovr Hours	Dbl Hours	Tot Hours
(no grouping)										
xxx-xx-5872	Woodbury, Andrew	4295090542	4301404472	Warehouse Worker	4/25/2020	Approved	39.00	0.00	0.00	39.00
xxx-xx-7388	Wynn, Shannon	4295091710	4301407689	General Laborer	4/25/2020	Approved	12.00	0.00	0.00	12.00
						(no grouping) Totals	51.00	0.00	0.00	51.00
						Report Totals (2 timecards)	51.00	0.00	0.00	51.00

Parameters:

- **Start Date:** This report runs off of weekend date (last day of week worked). The start date will look for any timecards with a weekend date greater than or equal to the date entered.

- **End Date:** This report runs off of weekend date (last day of week worked). The end date entered here will include all timecards with dates within the range of start date - end date.

- **Group By:** A list of different fields to group the data onto the report. Has the following options:

  - **No Grouping:** All timecards will display in a single list (like above)

  - **Weekend Date:** Date the work week ends for that time card

  - **Employee:** Groups timecards by employee (helpful when looking at more than one weeks timecards

  - **Order:** Groups timecards by what order they belong to

- Department: Groups timecards by which department they belong to

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Approved Web Timecards Detail

Purpose: This report shows all approved timecards in more detail. It will display total hours per day as well as time in/out depending on the timecard template used to create these timecards. This is a great report if you are looking for more detail on a specific timecard that was already approved.

Start Date	4/1/2020 12:00:00 AM	End Date	4/30/2020 12:00:00 AM
Show timecards from all approvers?	● True ○ False		

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Approved Web Timecard Detail
Buy N Large Primary
All approved timecards for with a weekend date between 4/1/2020 and 4/30/2020 customer Buy N Large - Primary

Employee ID	Employee	Order	Assignment	Job Title		
Branch: New Brighton (1 timecard)						
4295080431	Woodbury, Andrew	4295090542	4301404472	Warehouse Worker		
	4/19/2020	4/20/2020	4/21/2020	4/22/2020	4/23/2020	4/24/2020	4/25/2020
	1	2	3	4	5	6	7
Time In							
Lunch Out							
Lunch In							
Break	0	0	0	0	0	0	0
Time Out							
Totals:	6.00	10.00	5.00	8.00	10.00	0.00	0.00

Weekly Totals:	Reg Hours: **39.00**	Overtime: **0.00**	Double: **0.00**	Total: **39.00**

Timecard Notes:

Adjustments	Adj Id	Adj Amount	Adj Note

Branch: St.Paul (1 timecard)

4295038275	Wynn, Shannon	4295091710	4301407689	General Laborer		
	4/19/2020	4/20/2020	4/21/2020	4/22/2020	4/23/2020	4/24/2020	4/25/2020

Note Depending on your WebCenter Timecard Template, you may see more details here. The timecard template used in the example below was Daily Hours so there was no time in/lunch/time out, etc. to record. Use the Federal Timecard Template if you want employees entering their time in/out. Check out Configuring Timecard Templates for more information.

Parameters:

- **Start Date:** This report runs off of weekend date (last day of week worked). The start date will look for any

timecards with a weekend date greater than or equal to the date entered.

- **End Date:** This report runs off of weekend date (last day of week worked). The end date entered here will include all timecards with dates within the range of start date - end date.
- **Show timecards from all approvers?:** If yes, then this will show the Contact all timecards for their customer including timecards approved by another supervisor.

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Assignment History By Department

Purpose: This report displays assignment information within a specified date range and sorts them by department. This is useful if you want to find what assignments have finished and which department they belong to.

| Start Date | 1/1/2020 12:00:00 AM | End Date | 4/30/2020 12:00:00 AM |

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Assignment History By Department
Buy N Large Primary
Assignments with a start date between 1/1/2020 and 4/30/2020

Employee	Order	Job Title	Start Date	End Date	Bill Rate
Department: Electric					
Danes, Luke	4295092434	Warehouse Worker	3/3/2020	3/3/2020	$25.00
Sikes, Gerry	4295092434	Warehouse Worker	3/3/2020	3/3/2020	$25.00
Department: Primary					
Adams, Dianna	4295092335	Data Entry	2/6/2020	2/6/2020	$25.80
Austen, Kate	4295092335	Data Entry	2/18/2020	4/17/2020	$25.80

Parameters:

- **Start Date:** Earliest date that assignment could have started
- **End Date:** Latest date that assignment could have started

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Average Assignment Length

Purpose: This report allows you to view a bar graph of the average assignment lengths within a chosen date range. Information for assignments that are not open is displayed. This is great for gathering statistical information regarding assignments.

Average Assignment Length

Buy N Large Primary

Assignments with a end date between 1/1/2020 and 4/30/2020
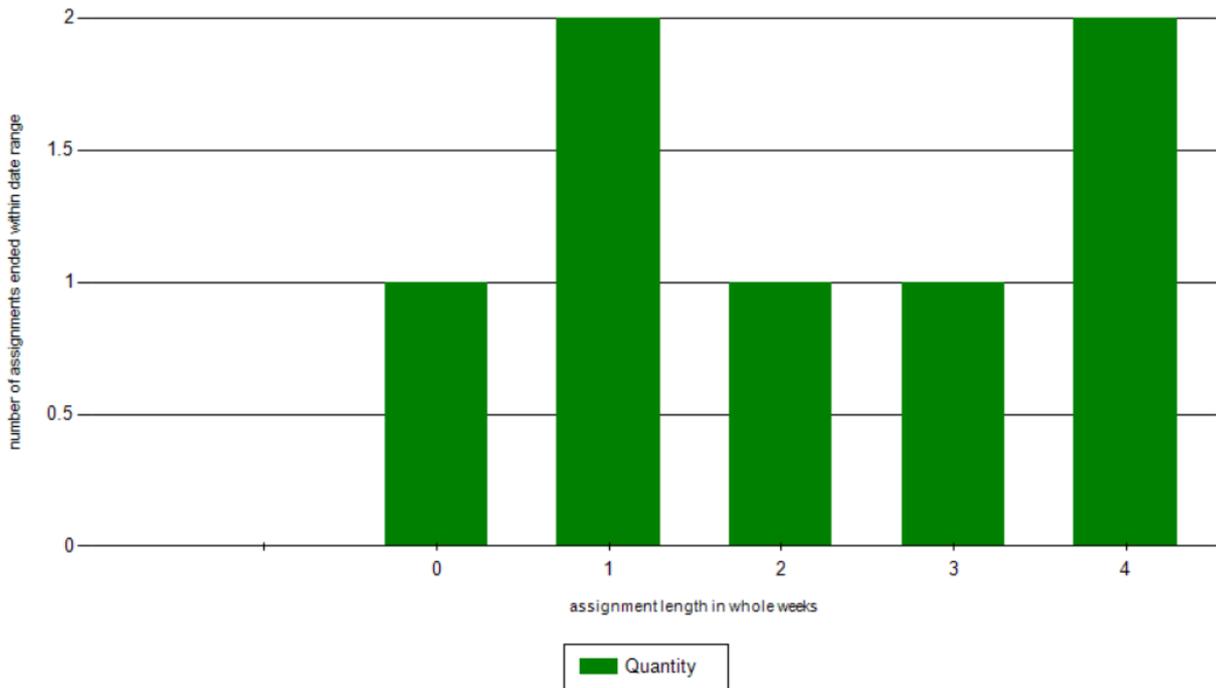
Statistics (using non-rounded weeks)	
Date range for this data	01/01/20 through 04/30/20
Number of assignments	22
Minimum assignment length	0.20 weeks
Maximum assignment length	4.78 weeks
Average assignment length	2.48 weeks
Standard deviation	1.85

Notes
On this report, a week is defined as 40 work hours. The length of assignments displayed on the rounded down to the number of whole weeks. For example, an assignment with 110 hours is co 2.75 weeks, but this is displayed on the chart as 2 weeks. Similarly, 130 hours is 3.25 weeks, bu weeks on the chart. Unlike the chart, the statistics to the left use fractional weeks instead of who
This report displays data for all ended assignments with an end date falling within the inclusive c assignments are omitted from this report.

Parameters:

- **Start Date:** Earliest date that assignment could have ended
- **End Date:** Latest date that assignment could have ended

Note On this report, a week is defined as 40 work hours. The length of assignments displayed on the chart has been rounded down to the number of whole weeks. For example, an assignment with 110 hours is considered to be 2.75 weeks, but this is displayed on the chart as 2 weeks. Similarly, 130 hours is 3.25 weeks, but is displayed as 3 weeks on the chart. Unlike the chart, the statistics to the left use fractional weeks instead of whole weeks

This report displays data for all ended assignments with an end date falling within the inclusive date range. Open assignments are omitted from this report.

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Current Assignments

Purpose: This report allows you to view all assignments that are currently active(have not ended yet). The assignments can be grouped by Department, Customer, or other option in the parameter (see below). This is useful

for quickly finding all open assignments and grouping them as needed.

Current Assignments

Buy N Large Primary

Current open assingments as of 4/27/2020

Employee	OrderID	Job Title	Start Date	End Date	Bill Rate
Primary					
Austen, Kate	4295092335	Data Entry	4/18/2020		$28.38
Bale, Christian	4295089473	Welder	7/18/2019		$22.40
Boo, Betty	4295091227	Accountant	4/30/2019		$31.02
Fiction, Joseph P.	4295089758	Warehouse Worker	9/5/2018		$18.75
Nuhn, Cheryl	4295090511	Forklift	1/7/2019		$20.00
Temple, Tommy	4295092421	Data Entry	3/9/2020		$0.00
Woodbury, Andrew	4295090542	Warehouse Worker	1/1/2019		$21.15
Wynn, Shannon	4295091710	General Laborer	10/14/2019		$21.15
Wynn, Shannon	4295089473	Welder	1/22/2020		$24.00
Yogurt Division					
Adams, Henry	4295092250	Production Worker	1/27/2020		$31.00
Adams, Henry	4295092242	Production/assembler	1/27/2020		$31.00
Addison, James	4295092242	Production/assembler	1/27/2020		$31.00
Allen, Alex	4295092242	Production/assembler	1/27/2020		$31.00

Parameters:

- **Group By:** A list of different fields to group the data onto the report. Has the following options
  - **Department:** Groups assignments by the department they belong to (see screenshot above)
  - **Customer:** Shows all assignments as one group for customer
  - **Order:** Groups assignments by what order they belong to

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Current Timecard Status

Purpose: This report shows a list of timecards for the weeks with weekend dates within the selected date range. There are a number of filtering options provided. This report is great for auditing timecards weekly to ensure all timecards have been submitted and approved.

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Current Timecard Status
Buy N Large Primary
Current open week Web Center Timecards

Employee	Order	Asg	Customer-Dept	Job Title	Timecard status	Weekend Date	RHours	OHours	DHours	THours
Submitted Timecards										
ZZBuzz, ZZTEST	4295092221	4301407608	Buy N Large-Primary	Unknown	Submitted	1/18/2020	16.00	0.00	0.00	16.00
Allen, Alex	4295092242	4301407643	Buy N Large-Yogurt Division	Production/assembler	Submitted	4/26/2020	36.00	0.00	0.00	36.00
Allen, Alexis	4295092250	4301407668	Buy N Large-Yogurt Division	Production Worker	Submitted	4/26/2020	25.00	0.00	0.00	25.00
Almendinger, Carol	4295092251	4301407684	Buy N Large-Yogurt Division	Production Worker	Submitted	4/26/2020	27.00	0.00	0.00	27.00
Hatfield, Jerry	4295089659	4301406830	Buy N Large-Primary	Data Entry Clerk	Submitted	11/2/2019	8.00	0.00	0.00	8.00
Wynn, Shannon	4295089473	4301407690	Buy N Large-Primary	Welder	Submitted	4/25/2020	18.00	0.00	0.00	18.00
Austen, Kate	4295092335	4301407827	Buy N Large-Primary	Data Entry	Submitted	4/25/2020	31.00	0.00	0.00	31.00
						Submitted Timecards Totals: 161.00		**0.00**	**0.00**	**161.00**
Approved Timecards										
Woodbury, Andrew	4295090542	4301404472	Buy N Large-Primary	Warehouse Worker	Approved	4/25/2020	39.00	0.00	0.00	39.00
Wynn, Shannon	4295091710	4301407689	Buy N Large-Primary	General Laborer	Approved	1/25/2020	24.00	0.00	0.00	24.00
Wynn, Shannon	4295091710	4301407689	Buy N Large-Primary	General Laborer	Approved	4/25/2020	12.00	0.00	0.00	12.00
						Approved Timecards Totals: 75.00		**0.00**	**0.00**	**75.00**
Not Submitted Timecards										
Boo, Betty	4295091227	4301406197	Buy N Large-Primary	Accountant	Not Submitted	4/25/2020	0.00	0.00	0.00	0.00
Temple, Tommy	4295092421	4301407905	Buy N Large-Primary	Data Entry	Not Submitted	4/25/2020	25.00	0.00	0.00	25.00
						Not Submitted Timecards Totals: 25.00		**0.00**	**0.00**	**25.00**
						Report Totals: 261.00		**0.00**	**0.00**	**261.00**

Timecard Statuses: Below is a list of status options for timecards and what they mean

1. **Missing:** No timecard exists for this employee/assignment but we are expecting one because the assignment has not ended yet

2. **Not Submitted:** The timecard has been created and maybe has some hours but the time has not been submitted for approval

3. **Submitted:** Timecards with this status have been submitted for approval but not approved yet

4. **Approved:** These timecards have been approved by the supervisor/contact

5. **In Proofing:** Timecards in this status are being proofed/ran through payroll by a payroll processor

Parameters:

- **Status:** A list of different kinds of timecards that can be viewed. Has the following options
  - **All Current Week Missing Timecards:** Will show only timecards that are
  - **Web Only: All:** All timecards in their current status (excluding missing - see screenshot above)
  - **Web Only: Not Submitted:** Only timecards with status of Not Submitted
  - **Web Only: Submitted, Not Approved:** Only timecards with Submitted Status
  - **Web Only: Approved:** Only timecard with Approved Status
  - **Web Only: In Proofing:** Only timecards with In Proofing status
- **Weekend Date:** The last date of the week worked you want displayed. By default this is set to Null to include all timecards

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Daily Time

Purpose: This report shows a list of all employees who were clocked in between a start and end time on a selected day.

This is a great report to see who was working at any particular day and time.

| Assignment Start Time | 12:00 AM ▼ | | Assignment End Time | 11:30 PM ▼ |
| Attendance Date | 4/26/2020 12:00:00 AM | 🔼 | | |

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Daily Time
Buy N Large Primary
Timecards with a weekend date between 4/26/2020 and 5/2/2020

Employee	Asg ID	Start Date	Clock In	Clock Out	Week Worked
Didn't Clock In/Out					
Department Name: Yogurt Division					
Allen, Alex	4301407643	4/26/2020			4/26/2020
Allen, Alexis	4301407668	4/26/2020			4/26/2020
Almendinger, Carol	4301407684	4/26/2020			4/26/2020

Note Clock in/out times are only recorded if they are entered on the timecard. This is dependent on the Timecard Template you use.

If you want to use this report for current list of employees working, employees will need to be filling and saving there timecards as they work.

Parameters:

- **Attendance Date:** Date that you want to view
- **Assignment Start Time:** Dropdown list of times that specify when the assignment is to begin for the attendance date
- **Assignment End Time:** Dropdown list of times that specify when the assignment is to end for the attendance date

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Daily Time (Hours)

Purpose: This report is a more detailed version of Daily Time; it displays the number of hours an employee worked for that attendance date along with billing information. This is useful for billing purposes since all of the bill rates for each category of hours are included. It is also great for examining the hours worked by several employees for a certain attendance date and time.

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Daily Time (Hours)
Buy N Large Primary
Timecards with a weekend date between 4/21/2020 and 4/27/2020

Employee	Asg ID	Start Date	Clock In	Clock Out	Hours Worked	Bill Rate	Total Bill	Week Worked
Department Name: Primary								
Austen, Kate	4301407827	4/21/2020			0.00	28.38	$0.00	4/25/2020
Boo, Betty	4301406197	4/21/2020			0.00	31.02	$0.00	4/25/2020
Temple, Tommy	4301407905	4/21/2020			0.00	0.00	$0.00	4/25/2020
Woodbury, Andrew	4301404472	4/21/2020			0.00	21.15	$0.00	4/25/2020
Wynn, Shannon	4301407690	4/21/2020			0.00	24.00	$0.00	4/25/2020
Wynn, Shannon	4301407689	4/21/2020			0.00	21.15	$0.00	4/25/2020
No. of Employees: 6			**Total Hours:**		**0.00**		**$0.00**	
Department Name: Yogurt Division								
Allen, Alex	4301407643	4/21/2020			0.00	31.00	$0.00	4/26/2020

Parameters:

- **Attendance Date:** Date that you want to view
- **Assignment Start Time:** Dropdown list of times that specify when the assignment is to begin for the attendance date
- **Assignment End Time:** Dropdown list of times that specify when the assignment is to end for the attendance date

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Ended Assignments

Purpose: This report displays a list of assignments that are not currently active within a chosen date range. Great for easily monitoring correlations between employees and the reasons why an assignment was ended.

Ended Assignments
Buy N Large Primary
Assignments with an end date between 4/1/2020 and 4/30/2020

Employee	OrderID	Job Title	Start Date	End Date	Bill Rate
Rate Change					**1 Assignment**
Austen, Kate	4295092335	Data Entry	2/18/2020	4/17/2020	$25.80
Customer Cancelled					**1 Assignment**
Moors, Katie	4295091752	8 hour Nurse	4/3/2020	4/3/2020	$21.15

Parameters:

- **Start Date:** Earliest date that assignment could have ended

- **End Date:** Latest date that assignment could have ended

- **Group By**: List of different fields to group the data onto the report. Has the following options:

    - **Reason:** Groups assignments by reason assignment ended

    - **Department:** Groups assignments by department

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Hours by Department

Purpose: This report allows you to view the total hours by department; it is also broken down by employee. This is useful for finding total hours and cost remaining for a department or for an hours comparison between departments.

Hours By Department

Buy N Large Primary

Hours for timecard with a week processed between 4/1/2020 and 4/30/2020

Employee	Week Processed	Reg Hours	OT Hours	DT Hours	Tot Hours	Cost	Invoice #
Department: Primary							
Woodbury, Andrew	4/19/2020	-2.50	0.00	0.00	-2.50	($52.88)	1563460-1
Woodbury, Andrew	4/19/2020	2.50	0.00	0.00	2.50	$52.88	1563460-1
Woodbury, Andrew Totals:		**0.00**	**0.00**	**0.00**	**0.00**	**$0.00**	
Department: Primary Totals:		**0.00**	**0.00**	**0.00**	**0.00**	**$0.00**	
Department: Yogurt Division							
Adams, Henry	4/19/2020	40.00	0.00	0.00	40.00	$1,240.00	1563895
Adams, Henry Totals:		**40.00**	**0.00**	**0.00**	**40.00**	**$1,240.00**	
Arquette, Richmond	4/19/2020	32.00	0.00	0.00	32.00	$992.00	1563871
Arquette, Richmond	4/19/2020	40.00	0.00	0.00	40.00	$1,240.00	1563872
Arquette, Richmond Totals:		**72.00**	**0.00**	**0.00**	**72.00**	**$2,232.00**	
Ashby, Nathan	4/19/2020	3.00	0.00	0.00	3.00	$93.00	1563872
Ashby, Nathan Totals:		**3.00**	**0.00**	**0.00**	**3.00**	**$93.00**	

Parameters:

- **Start Date:** This report runs off of weekend date (last day of week worked). The start date will look for any timecards with a weekend date greater than or equal to the date entered.
- **End Date:** This report runs off of weekend date (last day of week worked). The end date entered here will include all timecards with dates within the range of start date - end date.

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Invoice Payment Breakdown

Purpose: This report displays a list of invoices with Invoice Dates that lie within a chosen date range. This is great for viewing information for several invoices at once without needing to go through them one by one. It can also be used to quickly view invoices within a date range and their find remaining balances.

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Invoice Payment Breakdown

Buy N Large Primary

Payments on invoices with an invoice date between 4/1/2020 and 4/30/2020

Invoice Number	Invoice Date	Due Date	Invoice Total	Amount Paid	Balance
Invoices dated 0 to 30 days (5 invoices)				**$3,494.12**	
1563460-1	4/22/2020	5/2/2020	($51.88)	($51.88)	$0.00
paid on time	($51.88)	4/22/2020			
1563845	4/12/2020	4/27/2020	$1,270.00	$1,260.00	$10.00
paid on time	$1,260.00	4/27/2020			
1563871	4/24/2020	5/9/2020	$1,016.00	$1,016.00	$0.00
paid on time	$1,016.00	4/27/2020			
1563872	4/24/2020	5/9/2020	$1,365.25	$0.00	$1,365.25
no payments posted	$0.00				
1563895	4/27/2020	5/12/2020	$1,270.00	$1,270.00	$0.00
paid on time	$1,270.00	4/27/2020			
		Invoices dated 0 to 30 days (5 invoices) Total:		($51.88)	
		Report Total (5 invoices)		**$3,494.12**	

Parameters:

- **Start Date:** Earliest date of invoice
- **End Date:** Latest date of invoice

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Missing and Pending Timecards

Purpose: This report displays all employees with missing timecards between two specified dates. This is useful if you need to quickly find missing and pending timecards. An employee will be labeled as having a missing timecard if they are assigned to the customer for the date range but have no timecard in the system. Great report for monitoring and taking care of missing WebCenter timecards.

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Missing And Pending Timecards

Buy N Large Primary

Missing and pending timecards with a weekend date between 4/1/2020 and 4/30/2020

SSN	Employee	Order	Asg	Job Title	Timecard Status	RHours	OHours	DHours	THours
Pending Timecards									
xxx-xx-3546	Allen, Alex	4295092242	4301407643	Production/assembler	Pending	36.00	0.00	0.00	36.00
	Allen, Alexis	4295092250	4301407668	Production Worker	Pending	25.00	0.00	0.00	25.00
xxx-xx-5511	Almendinger, Carol	4295092251	4301407684	Production Worker	Pending	27.00	0.00	0.00	27.00
xxx-xx-6789	Boo, Betty	4295091227	4301406197	Accountant	Pending	0.00	0.00	0.00	0.00
xxx-xx-7388	Wynn, Shannon	4295089473	4301407690	Welder	Pending	18.00	0.00	0.00	18.00
	Austen, Kate	4295092335	4301407827	Data Entry	Pending	31.00	0.00	0.00	31.00
xxx-xx-4444	Temple, Tommy	4295092421	4301407905	Data Entry	Pending	25.00	0.00	0.00	25.00
					Pending Timecards	**162.00**	**0.00**	**0.00**	**162.00**
					Report Totals:	**162.00**	**0.00**	**0.00**	**162.00**

Parameters:

- **Start Date:** This report runs off of weekend date (last day of week worked). The start date will look for any timecards with a weekend date greater than or equal to the date entered.
- **End Date:** This report runs off of weekend date (last day of week worked). The end date entered here will include all timecards with dates within the range of start date - end date.

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No-Show Assignments

Purpose: This report shows a list of all no-show assignments (assignments with the status of No Show/No Call or No Show/No Call with Hours to be Paid) within a chosen date range. This is a great way to see the number of employees who were assigned but never showed up to the worksite.

| Start Date | 1/1/2019 12:00:00 AM | | End Date | 6/1/2020 12:00:00 AM | |

|◄ ◄ 1 of 1 ► ►| ⬦ _____ Find | Next 🔍▾ 🔄

No-Show Assignments
Buy N Large Primary
Assignments with a performance code of "No Show" and an end date between 1/1/2019 and 6/1/2020

Employee	OrderID	Job Title	Start Date	End Date	Bill Rate
Department: Electric					
Baker, Leah	4295090824	Electrician	2/18/2019	2/18/2019	$33.00
Department: Primary					
Austen, Kate	4295092335	Data Entry	4/18/2020	4/18/2020	$28.38

Parameters:

- **Start Date:** Earliest date that assignment could have ended
- **End Date:** Latest date that assignment could have ended

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Open Orders

Purpose: This report displays all currently open orders. This is useful if you want to see number of assignments and whether the order has been filled yet.

Open Orders

Buy N Large Primary

Open orders that do not have the number of required assignments fulfilled yet

OrderId	Worksite	Date Taken	Status	Assigned	Required
4295090026	Lightyear Assembly	10/22/2018	Unfilled	0	4
4295090074	Lightyear Assembly	11/6/2018	Unfilled	0	3
4295090443	Lightyear Assembly	12/14/2018	Unfilled	0	3
4295090511	Minnesota Llama Alpaca Conservatory	1/9/2019	Unfilled	2	3

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Order Fill Ratio

Purpose: This report allows you to view a list of orders and their fill percentage. This is great for seeing unfilled orders and how close they are to being filled.

Start Date	1/1/2020 12:00:00 AM	End Date	4/30/2020 12:00:00 AM	
Show Filled	Show All ▼			

|◀ ◀ [1] of 1 ▶ ▶| ◆ [   ] Find | Next 💾▾ 🔄

Order Fill Ratio

Buy N Large Primary
Orders created between 1/1/2020 and 4/30/2020

Order ID	Job Title	Order Start Date	# Required	# Assigned	Fill Percentage	Date Order Created	Date Order Filled	Time to Fill
Electric (1 order)								
4295092434	Warehouse Worker	3/3/2020	2.00	2.00	100.00%	3/3/2020 1:36 PM	3/3/2020 1:38 PM	0 days 0 hrs 2 mins
		Electric Totals:	2.00	2.00	100.00%			
Primary (7 orders)								
4295092400	Unknown		1.00	0.00	0.00%	2/25/2020 9:09 AM		
4295092488	Unknown		1.00	0.00	0.00%	3/12/2020 3:57 PM		
4295092221	Unknown	1/1/2020	1.00	1.00	100.00%	1/16/2020 12:09 PM	1/16/2020 12:09 PM	0 days 0 hrs 0 mins
4295092118	Warehouse Worker	1/22/2020	5.00	0.00	0.00%	1/9/2020 8:00 AM		

Parameters:

- **Start Date:** Earliest date order was created
- **End Date:** Latest date order was created
- **Show Filled:** Allows you to filter the orders based on their filled status. The choices are
  - Show All
  - Show Filled Only
  - Show Unfilled Only

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Overtime by Department

Purpose: This report displays a list of employees with hours, cost and invoice details. This is useful for monitoring overtime costs.

Overtime By Department
Buy N Large Primary
Timecards with overtime or double time with a week processed between 1/1/2020 and 4/30/2020

Employee	Week Processed	Reg Hours	OT Hours	DT Hours	Tot Hours	Cost	Invoice
Department: Yogurt Division							
Adams, Henry	2/16/2020	40.00	2.00	0.00	42.00	$1,333.00	1563575
Adams, Henry Totals:		**40.00**	**2.00**	**0.00**	**42.00**	**$1,333.00**	
Allen, Alex	2/16/2020	40.00	2.00	0.00	42.00	$1,333.00	1563574
Allen, Alex Totals:		**40.00**	**2.00**	**0.00**	**42.00**	**$1,333.00**	
Clerk, Jennifer	2/16/2020	40.00	2.00	0.00	42.00	$1,333.00	48680
Clerk, Jennifer Totals:		**40.00**	**2.00**	**0.00**	**42.00**	**$1,333.00**	
Faraday, Daniel	3/15/2020	40.00	4.00	0.00	44.00	$0.00	
Faraday, Daniel Totals:		**40.00**	**4.00**	**0.00**	**44.00**	**$0.00**	

Parameters:

- **Start Date:** This report runs off of weekend date (last day of week worked). The start date will look for any timecards with a weekend date greater than or equal to the date entered.
- **End Date:** This report runs off of weekend date (last day of week worked). The end date entered here will include all timecards with dates within the range of start date - end date.

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Paper Timecard Print Off

Purpose: This is a printable paper timecard. You can enter an assignment id and the timecard for that assignment will be displayed. This is useful for quickly giving employees a paper copy of a timecard if they are having problems filling one out electronically.

tempworks
SOFTWARE

PHONE: FAX:

CUSTOMER	Buy N Large	REPORT TO	
ADDRESS	321 Dairy Lane	PHONE #	
	Greeley Square, NY 10001	EMPLOYEE Allen, Alex	

	DATE	START TIME	END TIME	REGULAR HOURS	OVERTIME HOURS	TOTAL HOURS
Monday						
Tuesday						
Wednesday						
Thursday						
Friday						
Saturday						
Sunday						
			WEEKLY HOURS:			

EMPLOYEE SIGNATURE:	DATE:
SUPERVISOR SIGNATURE:	TITLE:

Is this employee to continue?   YES   NO

Comments:

Please Fax Back By 10am Monday Morning

Parameters:

- **Assignment ID:** Allows you to choose which timecard you want to view based on its assignment id

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Payment Ledger

Purpose: This report shows a list of payments made on invoices that have their payment date within a specified date range. Great for finding a summary of payment information for invoices and for checking if an invoice was paid on time or late.

Start Date	4/1/2020 12:00:00 AM	End Date	4/30/2020 12:00:00 AM

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Payment Ledger
Buy N Large Primary
Payments applied to invoices with a pay date between 4/1/2020 and 4/30/2020

Invoice #	Invoice Date	Due Date	Payment Date	Status	Payment
Department:					
1563460	1/24/2020	2/3/2020	4/22/2020	paid 79 days late	$51.88
1563460-1	4/22/2020	5/2/2020	4/22/2020	paid on time	($51.88)
				Total:	**$0.00**
Department: Yogurt Division					
1563871	4/24/2020	5/9/2020	4/27/2020	paid on time	$1,016.00
1563895	4/27/2020	5/12/2020	4/27/2020	paid on time	$1,270.00
1563845	4/12/2020	4/27/2020	4/27/2020	paid on time	$1,260.00
				Yogurt Division Total:	**$3,546.00**
				Report Total:	**$3,546.00**

Parameters:

- **Start Date:** Earliest invoice pay date
- **End Date:** Latest invoice pay date

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Placement Calendar

Purpose: This report is a month calendar that displays employee assignments. You can select which month and year you want to view. This is great for quickly getting a general view of assignments for a particular month or months from previous years.

Placement Calendar
Buy N Large Primary
Assignments with a start date in April, 2020

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
29	30	31	1	2	3 Moors, Katie 8 hour Nurse - 8:00	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18 Austen, Kate Data Entry - 5:00
19	20	21	22	23	24	25
26	27	28	29	30	1	2

Parameters:

- **Month:** A drop down list of months that allows you to select which month you want to view
- **Year:** A text box that allows you to specify the year for your month parameter

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Purchase Orders by Department

Purpose: Displays a list of purchase orders that are grouped by department and are filtered by date range. This is great for monitoring active Purchase Orders (PO) details.

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Purchase Orders By Department

Buy N Large Primary
Active PO's with a date created between 1/1/2019 and 4/30/2020

PO Number	Expiration Date	Amount	Used	Balance
Department: Primary				
123456	never expires	$20,000.00	$1,032.00	$18,968.00
1234566	never expires		$130,816.23	($130,816.23)
	Primary Totals:	**$20,000.00**	**$131,848.23**	**($111,848.23)**
Department: Yogurt Division				
Y21452	never expires	$50,000.00	$0.00	$50,000.00
	Yogurt Division Totals:	**$50,000.00**	**$0.00**	**$50,000.00**
	Report Totals:	**$70,000.00**	**$131,848.23**	**($61,848.23)**

Parameters:

- **Start Date**: Earliest date Purchase Order (PO) was created
- **End Date**: Latest date Purchase Order (PO) was created

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Spending

Purpose: This report displays a bar chart of a department's spending. There is also a list of hour details along with a specific breakdown of the department's spending for regular, overtime, double time, and total hours.
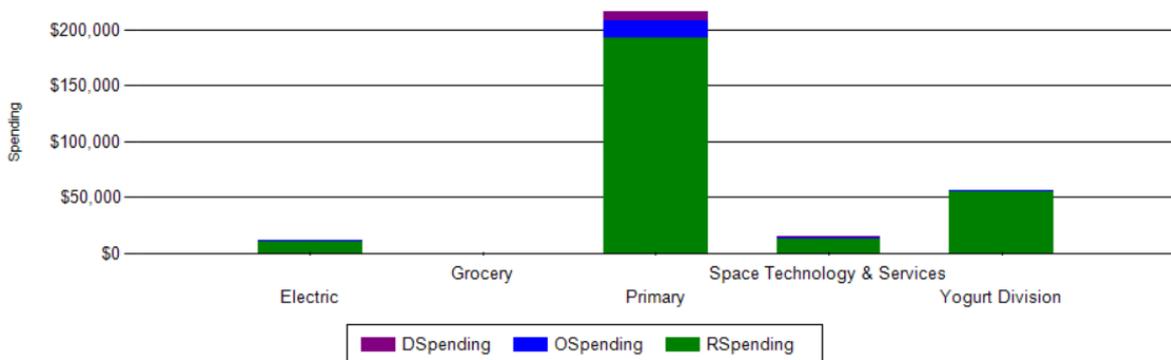
Start Date	1/1/2019 12:00:00 AM	End Date	4/30/2020 12:00:00 AM
Group By	Department ▼		

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Spending
Buy N Large Primary
Timecards with a week processed between 1/1/2019 and 4/30/2020

■ DSpending ■ OSpending ■ RSpending

Department	Regular Hours	Overtime Hours	Doubletime Hours	Total Hours	Percent	Regular Spending	Overtime Spending	Doubletime Spending	Total Spending	Percent
Electric	466.00	20.00	0.00	486.00	4.86%	$10,488.00	$960.00	$0.00	$11,448.00	3.56%
Grocery	0.00	0.00	0.00	0.00	0.00%	$0.00	$0.00	$0.00	$20,000.00	6.22%
Primary	6,734.10	339.50	129.40	7,203.00	72.04%	$192,986.94	$14,862.05	$8,812.20	$217,946.19	67.81%
Space Technology & Services	483.00	35.00	25.00	543.00	5.43%	$12,940.80	$1,446.30	$1,371.00	$15,668.10	4.87%
Yogurt Division	1,756.00	11.00	0.00	1,767.00	17.67%	$55,904.00	$325.50	$0.00	$56,349.50	17.53%
Report Totals	**9,439.10**	**405.50**	**154.40**	**9,999.00**	**100.00%**	**$272,319.74**	**$17,593.85**	**$10,183.20**	**$321,411.79**	**100.00%**

Parameters:

- **Start Date:** Earliest date of timecards
- **End Date:** Latest date of timecards
- **Group By:** A list of different fields to group the data onto the report. Has the following options:
    - **No Grouping:** Shows only total spending
    - **Department**: Breaks down totals and graph by department
    - **Employee:** Breaks down totals and graph by employee
    - **Order**: Breaks down totals and graph by order Id
    - **Week:** Breaks down totals and graph by week

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Timecards Advanced

Purpose: This report allows you to view time card information in variable detail, grouping, sorting and status filtering. This is helpful if you want to look up all timecards within a specific time period and group or sort them in a specific way. The varying level of detail allows you to make this report summarized or detailed as needed.

Start Date	4/1/2020 12:00:00 AM	End Date	4/30/2020 12:00:00 AM
Group By	Department ▼	Sort	Weekenddate ▼
Timecard Status	All ▼	Level of Detail	Summary ▼
Group Filter			

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Timecards Advanced
Buy N Large Primary
Timecards that have been processed but have not been paid out yet

Employee ID	Employee		Order	Assignment	Job Title	
⊞ **Primary (6 timecards)**		Cost:	Reg: 125.00	OT: 0.00	DT: 0.00	Total: 125.00
4295081047	Austen, Kate		4295092335	4301407827	Data Entry	
Submitted		4/25/2020	Reg: 31.00	OT: 0.00	DT: 0.00	Total: 31.00
4295038292	Boo, Betty		4295091227	4301406197	Accountant	
Not Submitted		4/25/2020	Reg: 0.00	OT: 0.00	DT: 0.00	Total: 0.00
4295082468	Temple, Tommy		4295092421	4301407905	Data Entry	
Not Submitted		4/25/2020	Reg: 25.00	OT: 0.00	DT: 0.00	Total: 25.00
4295080431	Woodbury, Andrew		4295090542	4301404472	Warehouse Worker	
Approved		4/25/2020	Reg: 39.00	OT: 0.00	DT: 0.00	Total: 39.00
4295038275	Wynn, Shannon		4295089473	4301407690	Welder	
Submitted		4/25/2020	Reg: 18.00	OT: 0.00	DT: 0.00	Total: 18.00
4295038275	Wynn, Shannon		4295091710	4301407689	General Laborer	
Approved		4/25/2020	Reg: 12.00	OT: 0.00	DT: 0.00	Total: 12.00
⊞ **Yogurt Division (3 timecards)**		Cost:	Reg: 88.00	OT: 0.00	DT: 0.00	Total: 88.00
4295038716	Allen, Alex		4295092242	4301407643	Production/assembler	
Submitted		4/26/2020	Reg: 36.00	OT: 0.00	DT: 0.00	Total: 36.00

Parameters:

- **Start Date:** This report runs off of weekend date (last day of week worked). The start date will look for any timecards with a weekend date greater than or equal to the date entered.
- **End Date:** This report runs off of weekend date (last day of week worked). The end date entered here will include all timecards with dates within the range of start date - end date.
- **Group By:** A list of different fields to group the data onto the report. Has the following options:
  - **Department:** Groups timecards by department
  - **Job Title:** Groups timecards by job title
- **Sort:** A list of different fields to sort the data within the specified group. Has the following options:
  - **Employee:** Lists timecards by employees in alphabetical order by last name
  - **Weekend Date:** Lists timecards by end of week worked

- **Timecard Status:** Lists timecards by current status
  - **Timecard Status**: A list of different kinds of timecards that can be viewed: Has the following options:
    - **All:** All timecards regardless of status
    - **Not Submitted:** Timecards that have been created but not submitted to any supervisor for approval
    - **In Review:** Submitted timecards ready to be approved by any supervisor
    - **For My Review:** Submitted timecards ready for review by the supervisor who pulled the report
    - **Approved:** All timecards that have been approved by a supervisor
    - **Approved by Me:** Timecards approved by the supervisor who pulled the report
  - **Level of Detail:** Drop down allowing you to choose how much and what kind of detail you want (You can select more than 1)
    - **Summary:** Shows basic information including timecard status, date, and total hours
    - **Daily Time:** Adds time in and time out for each timecard as well as total hours each day
    - **Adjustments:** Adds timecard notes and any adjustments on timecards
    - **Approval:** Adds details on who approved the timecard and at what time for those timecards that are approved
    - **Cost Estimate**: Adds costs to completed timecards
  - **Group Filter**: A drop down that filters on the name of the selected Group By you selected. Has the following options:
    - **Customer Name:** Name of customer/department
    - **Job Title**: Job title on assignment

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Unpaid Invoice Detail

Purpose: This report displays a list of all invoices that do not have a zero balance. This is useful if you want to quickly find invoices that still need to be paid and monitoring their late fees if they have any.

Unpaid Invoice Detail
Buy N Large Primary
Invoice Aging for all invoices that do not have a zero balance

Department	Invoice Number	Invoice Date	Balance	Due Date	Past Due
Electric	1563278	12/23/2019	$1,062.00	1/2/2020	120 days
Electric	1563695	3/6/2020	$206.00	3/16/2020	46 days
Electric	ABCD	10/2/2019	$3,516.67	10/2/2019	212 days
Marketing	1235675	11/27/2018	$5,000.00	11/27/2018	521 days
Primary	11111	11/27/2018	$5,000.00	11/27/2018	521 days
Primary	12345	11/28/2018	($500.00)	11/28/2018	520 days
Primary	1561100	8/24/2018	($500.00)	9/8/2018	601 days
Primary	1561194	9/19/2018	($3.00)	10/4/2018	575 days
Primary	1561220	9/25/2018	($886.40)	10/10/2018	569 days
Primary	1561222	9/25/2018	($485.50)	10/10/2018	569 days
Primary	1562119	5/16/2019	($61.49)	5/26/2019	341 days
Primary	1562673	9/16/2019	($658.55)	9/26/2019	218 days

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Upcoming Assignments by Department

Purpose: This report shows a list of all upcoming assignments that have a start date in the future. This is helpful to see when multiple people will start work and audit bill rates.

Up Coming Assignments By Department
Buy N Large Primary
Assignments with a start date after 5/1/2020

Employee	OrderID	Job Title	Start Date	End Date	Bill Rate
Department: Electric					
Summerson, Ailee	4295092673	Cashier I	5/17/2020		$19.35
Wrenn, Julian C	4295092673	Cashier I	5/17/2020		$18.71
Department: Primary					
Vanderbilt, Lucy	4295091946	Data Entry	5/24/2020		$28.38
White, Rachael	4295091946	Data Entry	5/24/2020		$28.38

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The following list defines important vocabulary terms and phrases used in reporting that your customers may or may not be familiar with:

Assignment: When an employee is sent to a customer/location for work, we refer to it as an assignment. After an order(customer request) is created in the system, the staffing specialist will assign the best employee for the job creating the assignment record. Some reports may have the Assignment Id (Asg Id) which is a unique identifier for that record in case your customer contact has questions for the staffing specialist about a particular assignment.

Ended Assignments
Buy N Large Primary
Assignments with an end date between 1/1/2020 and 5/1/2020

Employee	OrderID	Job Title
Complete		
Aardson, Steve	4295091316	Unknown
Abotina, Susie	4295089301	Warehouse Worker

For more information on Assignments, check out Beyond - How to Create an Assignment or Enterprise - How to Assign an Employee to an Order.

Department: Larger customers may be separated into divisions known as departments to help manage billing and important payroll information or pull more reporting. A few of the WebCenter reports will use Department as a way to group timecards or assignments. If a customer record does not have multiple departments set up, the report will show as the single department.

Up Coming Assignments By Department
Buy N Large Primary
Assignments with a start date after 5/1/2020

Employee	OrderID	Job Title
Department: Electric		
Summerson, Ailee	4295092673	Cashier I
Wrenn, Julian C	4295092673	Cashier I
Department: Primary		
Vanderbilt, Lucy	4295091946	Data Entry
White, Rachael	4295091946	Data Entry

For more information about creating and managing departments, check out Enterprise - Departments or Beyond - Departments vs Worksites.

Order: An order is the request from the customer for employees (ex. I need 4 data entry clerks). The order record helps track how many employees are assigned and where the staffing company still needs to send people. The Order Id is a unique identifier for that particular order that can be used when a customer contact has a question for the staffing specialist.

Order Fill Ratio
Buy N Large Primary
Orders created between 1/1/2020 and 5/1/2020

Order ID	Job Title
Electric (1 order)	
4295092434	Warehouse Worker
Primary (7 orders)	
4295092400	Unknown
4295092488	Unknown

For more information on creating orders, check out Beyond - How to Create an Order or Enterprise - How to Create and Manage Temporary Orders

Timecard Template: The timecard template refers to what the timecard looks like and what fields are available for an employee to fill out. Some customers may have different templates for different kinds of jobs, etc. Below are two common examples on how time might be filled out.

The federal timecard template example:

	Sun 12/9/2012	Mon 12/10/2012	Tue 12/11/2012	Wed 12/12/2012	Thu 12/13/2012	Fri 12/14/2012	Sat 12/15/2012
Punch In							
Lunch Out							
Lunch In							
Punch Out							

Regular Overtime Double Time Total Hours

The daily total template example:

	Sun 12/9/2012	Mon 12/10/2012	Tue 12/11/2012	Wed 12/12/2012	Thu 12/13/2012	Fri 12/14/2012	Sat 12/15/2012
Total Time							

Regular Overtime Double Time **Total Hours**

To learn more about timecard templates, check out Configuring Timecard Templates.

WebCenter Timecards: There are 3 types of timecards in TempWorks:

- Regular timecards are manually entered or imported by the staffing company's payroll team. They do not go through WebCenter for approvals, etc.
- WebCenter timecards that are created in WebCenter each week by the employee or supervisor and time is filled out and submitted.
- TimeClock timecards which feed into the system from TempWorks TimeClock software (If you want to know more about TimeClock reporting, check out TimeClock Reports Manual.

Weekend Date: There are a few important dates when running payroll. The weekend date displays on the timecard and shows the end of the week worked by the employee. Typically this is a Sunday but it can be changed for those customers that run payroll on a different day.

For more information, check out Pay/Bill Overview.

Related Articles