

TimeClock Reports Manual

Last Modified on 01/23/2025 10:27 am CST

Note TempWorks Software is no longer selling physical TimeClocks.

While physical TimeClocks are still in the [Extended Support](#) product life cycle, it is recommended that clients utilizing physical TimeClocks begin to research and plan for future TimeClock solutions.

Please contact [TempWorks Account Management](#) to discuss new solutions including the [On-Site TimeClock](#) that utilizes our Buzz application.

TimeClock Reports in WebCenter

You can give your customer contacts access to TimeClock reports in WebCenter to help them manager their employee's time punches. All of the reports listed here are related to the TempWorks TimeClock. If your customer is not using the software or hardware version of the TempWorks TimeClock, we do not recommend giving them access to these additional report options.

This article covers:

1. [How to Setup WebCenter Report Access](#)
2. [Overview of Reports Available](#)

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.

Note There are more than just TimeClock reports available for your customer contacts. Check out [WebCenter Reports Manual](#) for additional report options.

This section includes:

- [Setting up Access](#)
 1. [Giving Access to the Reports Tab](#)
 2. [Access to Specific Reports](#)
- [How Customers Run Reports](#)

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

The screenshot shows the 'Roles' tab in WebCenter Admin. At the top, there are two icons: 'Users' (a house icon) and 'Roles' (a person with a gear icon). Below these icons is a horizontal menu with five options: 'Applicant', 'Employee', 'Contact', 'Vendor', and 'ServiceRep'. The 'Contact' option is highlighted in blue. Below the menu is a table of roles.

Default	Name	Description
<input type="radio"/>	Customer - Invoices Only	Default role of WebCent
<input checked="" type="radio"/>	Customer Limited	Default role of WebCent
<input type="radio"/>	Customer Supervisor	Default role of WebCent
<input type="radio"/>	Customer Supervisor with TimeClock	Default role

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

The screenshot shows the 'Role Settings and Permissions' page for the 'Customer Supervisor' role. The role name is 'Customer Supervisor' and the description is 'Default role for a Customer Contact that logs into the Customer portal of WebCenter.' Below this is a list of permissions, each with a checked checkbox. The 'Customer - Reports' permission is highlighted with a red box.

Role Name: Customer Supervisor

Role Description: Default role for a Customer Contact that logs into the Customer portal of WebCenter.

Role Permissions

- Common** - Functionality available to every type of user
- Customer - Documents** - Shows a list of documents a customer can download
- Customer - Employees** - Allows customer to find all assignments for them to which an employee is assigned
- Customer - Home** - Shows links to a customers timecard and order pages, as well as messages and alerts
- Customer - Invoices** - Shows customer a list of paid and unpaid invoices, and offers a button to pay
- Customer - Orders** - Shows customer a list of their orders
- Customer - Reports** - Shows customer a list of reports they can run
- Customer - Timecards** - Allows customer to create, fill out, review, correct, accept or reject web timecards
- Customer - TimeClock** - Allows a customer to view, edit, and submit TimeClock timecards.
- Profile - Info** - Allows a user to edit their email, password
- Profile - Notifications** - Allows user to re-subscribe to unsubscribed notifications

[Save](#)

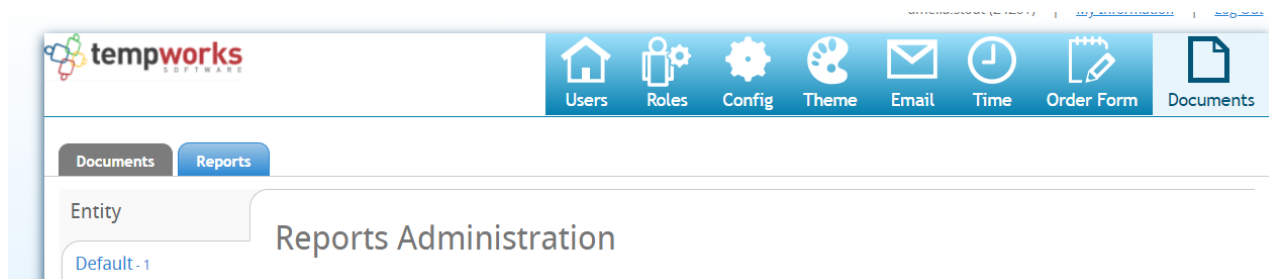
If you only want to give some contacts access to reporting, consider having a role named Contact with Reports

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.

Approved Web Timecards Timesheet Hide Rules (2) ▼
Shows a list of approved timecards, their employee and a breakdown of hours

Rules

When: is Show Hide Add Rule

Edit	When User Role is Customer Limited	✘
	Hide	
Edit	When Customer is Calum Mechanical (4295012693)	✘
	Show	

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.

The screenshot shows the WebCenter 6 interface with a navigation bar at the top containing icons for Home, Orders, Employees, Invoices, Timecards, Reports, Documents, and TimeClock. Below the navigation bar is a search bar with a dropdown menu set to 'All' and a search icon. The main content area displays four report cards, each with a 'Run Report' button and a description:

- Approved Web Timecards Detail:** Shows a list of all approved timecards that were submitted through WebCenter. Link: [Timesheet](#)
- Assignment History by Department:** Get all assignments within a date range and sorted by department. Link: [Assignments](#)
- Average Assignment Length:** View a line chart of average assignment lengths within a chosen date range. Link: [Assignments](#)
- Current Assignments:** Shows a list of all assignments that are currently active. Link: [Assignments](#)

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

The screenshot shows the parameter form for the 'Approved Web Timecard Detail' report. It includes the following fields and controls:

- Start Date:** 1/2/2020 12:00:00 AM
- End Date:** 3/2/2020 12:00:00 AM
- Show timecards from all approvers?:** True False
- View Report:** Button
- Navigation:** 1 of 1, Find | Next, and other navigation icons.

Approved Web Timecard Detail
Buy N Large Primary

Overview of Reports Available

Below is a list of all the TimeClock related reports. Select one to be navigated to the details below.

- [TimeClock Approved Web Timecard Detail](#)
- [TimeClock Approved Web Timecard](#)
- [TimeClock Attendance](#)
- [TimeClock Credentials](#)
- [TimeClock Daily Summary](#)
- [TimeClock Exceptions](#)
- [TimeClock Missing and Pending Timecards](#)
- [TimeClock Raw Punch Log](#)
- [TimeClock Timecards Advanced](#)
- [TimeClock Weekly Summary](#)
- [TimeClock Who Is Clocked In](#)

TimeClock Approved Web Timecard Detail

Purpose: This report allows users to review TimeClock Approved Web Timecards with or without daily punch in

and punch out times. The report organizes and displays employee TimeClock data by branch. Additionally, Daily Totals and Weekly Totals will be displayed for each employee—including regular hours, overtime hours, and double time hours worked in a week.

Start Date End Date
 Show Punch Detail

1 of 1 Find | Next

TimeClock Approved Web Timecard Detail

Buy N Large Primary
 All approved timecards for with a weekend date between 1/1/2019 and 1/1/2020 customer Buy N Large - Primary

Employee ID	Employee	Order	Assignment	Job Title			
4295080671	Danes, Luke	4295090542	4301404471	Warehouse Worker			
	Start Day	Punch In	Punch Out				
	Thursday, January 24, 2019	9:38 AM	12:44 PM				
	Wednesday, January 23, 2019	1:18 PM	04:00 PM				
DailyTotals:	Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
	1/20/2019	1/21/2019	1/22/2019	1/23/2019	1/24/2019	1/25/2019	1/26/2019
	0.00	0.00	0.00	2.75	3.00	0.00	0.00
Weekly Totals:	Reg Hours:5.75		Overtime:0.00		Double:0.00		Total:5.75
Timecard Notes:							

Parameters:

- **Start Date:** The starting date of your desired date range. At this date, approved timeclock timecards (with detail) will begin being displayed.
- **End Date:** The end date of your desired date range. At this date, approved timeclock timecards (with detail) will stop being displayed.
- **Show Punch Detail:**
 - By selecting “Yes” you are stating that you would like daily “Punch In” and “Punch Out” data to be included in the report.
 - By selecting “No” you are stating that only “DailyTotals” (hours worked per day) should be displayed in the report.

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TimeClock Approved Web Timecards

Purpose: This report allows users to review data for approved timeclock timecards within a date range as determined by the user. Each assignment which has an approved timeclock timecard associated with it will be included in the report results. Additionally, the Weekend Date associated with the timeclock timecard will also be displayed in the corresponding column.

Start Date End Date

Group By

1 of 1 Find | Next

TimeClock Approved Web Timecards

Buy N Large Primary

Approved Web Timecards between 1/1/2019 and 1/1/2020

SSN	Employee	Order	Assignment	Job Title	Weekend Date	Timecard Status	Reg Hours	Ovr Hours	Dbf Hours	Tot Hours
Weekend Date: 01/26/2019										
xxx-xx-1311	Danes, Luke	4295090542	4301404471	Warehouse Worker	1/26/2019	Approved	5.75	0.00	0.00	5.75
xxx-xx-1355	Gilden, Harry	4295090542	4301404469	Warehouse Worker	1/26/2019	Approved	3.75	0.00	0.00	3.75
xxx-xx-1355	Gilden, Harry	4295090542	4301404469	Warehouse Worker	1/26/2019	Approved	6.25	0.00	0.00	6.25
xxx-xx-5872	Woodbury, Andrew	4295090542	4301404472	Warehouse Worker	1/26/2019	Approved	4.50	0.00	0.00	4.50
Weekend Date: 01/26/2019 Totals:							20.25	0.00	0.00	20.25
Weekend Date: 06/29/2019										
xxx-xx-6852	Jackson, Nathan	4295089659	4301405460	Data Entry Clerk	6/29/2019	Approved	0.25	0.00	0.00	0.25
Weekend Date: 06/29/2019 Totals:							0.25	0.00	0.00	0.25
Report Totals:							20.50	0.00	0.00	20.50

Parameters:

- **Start Date:** The starting date of your desired date range. At this date, approved timeclock timecards will begin being displayed.
- **End Date:** The end date of your desired date range. At this date, approved timeclock timecards will stop being displayed.
- **Group By:** Determines how the data will be organized in the report and the type of grouping is to be selected by the user before running the report. Whichever option the user chooses will be displayed with its Title (for example, "Department: DepartmentName") in a grey column beneath the blue title column in the report.

Grouping options are listed below:

- No Grouping: Will display all timecards in one list
- Weekend Date: End of week worked
- Employee: Separates timecards by employee
- Order: Separates timecards by order Id
- Department: Separates timecards by department

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TimeClock Attendance

Purpose: This report displays Punch In and Punch Out times by Shift Date for employees by department. Additionally, the report allows users to compare actual punch times against expected start and end times. This information can be used in conjunction with data that exists in the Length (number of hours worked in a shift date) column and Alerts (warnings) column.

Start Date End Date

1 of 1 Find | Next

TimeClock Attendance

Buy N Large Primary

Timecards between 1/1/2019 and 1/1/2020

Employee Name	Shift Date	Punch In	Punch Out	Expected Start Time	Expected End Time	Hrs Worked	Alerts
Department Name: Primary							
Gilden, Harry	1/23/2019	07:52 AM	11:30 AM	8:00 AM	4:00 PM	3.63	
Danes, Luke	1/23/2019	01:18 PM	04:00 PM	8:00 AM	4:00 PM	2.70	
Gilden, Harry	1/23/2019	01:18 PM	04:00 PM	8:00 AM	4:00 PM	2.70	
Woodbury, Andrew	1/23/2019	01:19 PM	03:30 PM	8:00 AM	1:00 PM	2.18	
Danes, Luke	1/24/2019	09:38 AM	12:44 PM	8:00 AM	4:00 PM	3.10	
Gilden, Harry	1/24/2019	09:38 AM	02:00 PM	8:00 AM	4:00 PM	3.45	
Woodbury, Andrew	1/24/2019	09:39 AM	12:00 PM	8:00 AM	1:00 PM	2.35	
Wynn, Shannon	3/13/2019	08:30 AM	08:00 PM	8:30 AM	2:00 PM	9.00	
Jackson, Nathan	6/25/2019	12:39 PM	01:00 PM	5:00 AM	2:00 PM	0.35	
Primary Totals:				No. of Employees: 5	29.47		
Report Totals:				No. of Employees: 5	29.47		

Note Alerts are configured using the warning configurations found in WebCenter Administration under Configs > TimeClock Rules. Check out [TimeClock Overview](#) for more information.

Parameters:

- **Start Date:** The starting date of your desired date range. At this date, TimeClock timecards with attendance will begin being displayed.
- **End Date:** The end date of your desired date range. At this date, TimeClock timecards with attendance will stop being displayed.

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TimeClock Credentials

Purpose: This report displays employees that are utilizing (or have utilized) a TimeClock to record time, how they are recording time, as well as data specific to the punch method being used.

The report is organized alphabetically by employee name (last name, first name) and displays the EmployeeID which can be used in TempWorks for additional reference information. The TimeClock Credentials report can be especially helpful to look up QuickPins forgotten by employees.

Show Only Employees with Active Assignments True False

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TimeClock Credentials

Buy N Large Primary

TimeClock Credentials

Employee	EmployeeID	Punch Method	Punch Method Data
Adams, Henry	4295038410	QuickPin	Ada8888
Addison, James	4295037194	QuickPin	Add
Allen, Alex	4295038716	QuickPin	All3546
Almendinger, Carol	4295003805	QuickPin	Alm5511
Alt, Jamie	17083	QuickPin	Alt9887
Anders, Dalyce	4295015546	QuickPin	And8463
Anderson, Christof	4295038818	QuickPin	And8786

Parameters:

- **Show Only Employees with Active Assignments**
 - By selecting "True" you are stating data should only be pulled for those employees that are currently on timeclock assignments with a status of "Open."
 - By selecting "False" you are stating that data should be pulled for all timeclock assignments, regardless of the assignment status.



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TimeClock Daily Summary

Purpose: This report allows users to see which employees were clocked into a TimeClock for the given Attendance Date by Department. What is important to note is that the Attendance Date does not necessarily equal the date when the Employee physically clocked in. It simply means that the employee was clocked in at some point for the Attendance Date.

Employees are organized alphabetically (last name first) and Start Date (the date at which the Employee clocked in), Clock In time, Clock Out time, Warning List (such as early arrival/departure warnings, late arrival/departure warnings) and Hours Worked data is listed for user review.

Attendance Date

⏪ ⏩ of 1 ⏪ ⏩ Find | Next  

TimeClock Daily Summary

Buy N Large Primary

Timecards dated on 1/23/2019

Employee	Start Date	Clock In	Clock Out	Hours Worked	Warning List
Department Name: Primary					
Danes, Luke	1/23/2019	1:18 PM	4:00 PM	2.70	
Gilden, Harry	1/23/2019	1:18 PM	4:00 PM	2.70	
Gilden, Harry	1/23/2019	7:52 AM	11:30 AM	3.63	
Woodbury, Andrew	1/23/2019	1:19 PM	3:30 PM	2.18	
Primary Totals:		No. of Employees: 3		11.22	
Report Totals:		No. of Employees: 3		11.22	

Note The Warning List items are configured using the warning configurations found in WebCenter Administration under Configs > TimeClock Rules. Check out [TimeClock Overview](#) for more information.

Parameters:

- **Attendance Date:** Determines what day to pull attendance information for. The date that is input pulls data related to all employees that were clocked in at some point during that date.

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TimeClock Exceptions

Purpose: This report allows users to review data for all TimeClock Timecards which have missing and/or abnormal punches. This information equates to timecards flagged as "Incomplete" or flagged with "Warnings" in the TimeClock tab of WebCenter.

TimeClock Timecards are organized by Date (oldest listed first) with the missing punch/abnormal date singled out and associated punch in/punch out times included for review. Additionally, related notes, i.e. warnings are also listed.

TimeClock Exceptions
Buy N Large Primary
Missing Punches, Abnormal Totals

Employee	Assignment	Date	Punch In	Punch Out	Notes			
Primary								
Weekend Date: 5/2/2020								
Woodbury, Andrew	4301404472	Monday, April 27, 2020	3:29 PM					
Daily Totals:		Day 1	Day 2	Day 3	Day 4	Day 5	Day 6	Day 7
		Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
		4/26/2020	4/27/2020	4/28/2020	4/29/2020	4/30/2020	5/1/2020	5/2/2020
		0.00	0.00	0.00	0.00	0.00	0.00	0.00

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TimeClock Missing & Pending Timecards

Purpose: This report will display a list of all timecards with a status of missing or pending within a chosen date range. The report is organized alphabetically by employee name (last name, first name) and displays the last four of the listed employee's social security number which can be used in TempWorks for additional reference information.

The timecard status will be either "Missing" or "Pending". Those with a status of "Missing" will have zero listed in the RHours (Regular Hours), OHours (Overtime Hours), and THours (Total Hours) columns. Those with a status of "Pending" will have the hours recorded thus far for the date range displayed in the same columns as described above.

Start Date End Date

1 of 1 Find | Next

SSN	Employee	Order	Asg	Job Title	Timecard Status	RHours	OHours	THours
Missing Timecards								
xxx-xx-5872	Woodbury, Andrew	4295090542	4301404472	Warehouse Worker	Missing	0.00	0.00	0.00
Missing Timecards						0.00	0.00	0.00
Report Totals:						0.00	0.00	0.00

Parameters:

- **Start Date:** The starting date of your desired date range. At this date, missing and pending TimeClock timecards will begin being displayed.
- **End Date:** The end date of your desired date range. At this date, missing and pending TimeClock timecards will stop being displayed.

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TimeClock Raw Punch Log

Purpose: This report allows you to see the Punch Times (both in and out) without any adjustments, such as snaps and rounding. The report will organize by employee name (last name, first name) and organize in ascending order.

Start Date End Date

Group By Department True False

1 of 1 Find | Next

Timeclock Raw Punch Log

Buy N Large Primary

Timeclock punches entered between 1/1/2019 and 1/1/2020 customer Buy N Large - Primary

Employee	Punch Time	Punch Detail
[-] Department: Primary		
[-] Danes, Luke		
	1/23/2019 1:18 PM	
	1/23/2019 4:00 PM	Punch Added by user teddy.bnl
	1/24/2019 9:38 AM	
	1/24/2019 12:44 PM	
4 punch(es) for Danes, Luke		
[-] Gilden, Harry		
	1/23/2019 7:52 AM	
	1/23/2019 11:30 AM	Punch Added by user teddy.bnl
	1/23/2019 1:18 PM	

Parameters:

- **Start Date:** The starting date of your desired date range. At this date, raw punch log data will begin displaying
- **End Date:** The end date of your desired date range. At this date, raw punch log data will stop displaying.
- **Group By Department:**
 - True: By selecting "True" employees will be organized and separated by Department. The Department Name will be listed at the top, before Employee names.
 - False: By selecting "False" data will not be additionally organized by Customer Departments, it will simply be grouped as one Customer.

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TimeClock Timecards Advanced

Purpose: Allows users to review TimeClock timecard data for a given date range. The report includes data related to "Punch In" and "Punch Out" times by date (Start Day), and the total number of hours worked for each day. Hours are additionally organized by regular pay (Reg), overtime pay (OT), double time pay (DT). The sum of those parts are displayed as the "Total".

Start Date: End Date:
 Show Punch Detail: Group By:
 Timecard Status: Department Name:

1 of 2 Find | Next

TimeClock Timecards Advanced

Buy N Large Primary

All timecards with a weekend date between 1/1/2019 and 1/1/2020 customer Buy N Large - Primary

Department: Primary

Employee ID	Employee	Week End Date	Order	Assignment	Job Title
4295080671	Danes, Luke	1/26/2019	4295090542	4301404471	Warehouse Worker
Status: Submitted		Reg: 5.75	OT: 0.00	DT: 0.00	Total: 5.75

☐ Punches:	Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
1				1:18 PM	9:38 AM		
2				4:00 PM	12:44 PM		
Break:							
Daily Totals:	0.00	0.00	0.00	2.75	3.00	0.00	0.00

Employee ID	Employee	Week End Date	Order	Assignment	Job Title
4295079941	Gilden, Harry	1/26/2019	4295090542	4301404469	Warehouse Worker
Status: Submitted		Reg: 3.75	OT: 0.00	DT: 0.00	Total: 3.75

☐ Punches:	Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
1				7:52 AM			
2				11:30 AM			
Break:							
Daily Totals:	0.00	0.00	0.00	3.75	0.00	0.00	0.00

Parameters:

- **Start Date:** The starting date of your desired date range. At this date, advanced timeclock timecard data will begin displaying
- **End Date:** The end date of your desired date range. At this date, advanced timeclock timecard data will stop displaying
- **Show Punch Detail:**
 - Yes: By selecting "Yes", data for "Start Day", "Punch In", and "Punch Out" will be displayed in the report.
 - No: By selecting "No", simply the "Daily Totals" will be displayed for review in the report.
- **Timecard Status**
 - **All:** When selected, the report will display data for all Timecards, despite their status, for review.
 - **Unsubmitted:** When selected, the report will display data for Unsubmitted timecards only.
 - **Submitted:** When selected, the report will display data for Submitted timecards only.
 - **Submitted by me:** When selected, the report will display data for timecards Submitted by me (i.e. submitted by the service rep who is running the report) only.
- **Group By:** Determines how the data will be organized in the report and the type of grouping is to be selected by the user before running the report.
 - No Grouping
 - Department
 - Job Title
 - Weekend Date
 - Employee

- Order

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TimeClock Weekly Summary

Purpose: Allows users to review employee TimeClock timecard data for a given Weekend Date. Employees are organized alphabetically (by last name) and in addition to the employee name being displayed, the “Employee ID” and “Date of Hire” are also available to review. Within each grouping of employee data, the dates that were worked are displayed as well as punch in and punch out times.

Employee	Employee ID	Authentication ID	Date of Hire				Total
		Api v3 Authentication	2/10/2023				
		Warning List					
1/8/2024				6:00 AM		6:09 PM	11.10
1/9/2024				6:03 AM		1:00 PM	6.95
1/10/2024				6:00 AM		3:01 PM	8.02
1/11/2024				6:01 AM		3:01 PM	8.03
1/12/2024				6:32 AM		5:33 PM	10.10
							Timecard Regular Hours: 40.00
							Timecard Overtime Hours: 4.00

Note The Warning List items are configured using the warning configurations found in WebCenter Administration under Configs > TimeClock Rules. Check out [TimeClock Overview](#) for more information.

Parameters:

- **Weekend Date:** Determines the week, and its related data, which will be pulled into the report.

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TimeClock Who Is Clocked In

Purpose: This report allows users to determine which employees have clocked in and by what time. For instance, if users select an Attendance Date of 8/16/2012, and a time of 7:00 a.m., only employee’s that clocked in between midnight and 7:00:00 a.m. on 8/16/2012 will display in the report results.

Attendance Date Time

1 of 1 Find | Next

Who Is Clocked In?

Buy N Large Primary

Who is clocked in on 1/23/2019

Employee	Assignment ID	Start date	Clock In	Clock Out	Hours Worked	Overtime	Bill Rate	Total Bill
Department Name: Primary								
Danes, Luke	4301404471	1/23/2019	1:18 PM	4:00 PM	2.70	0.00	\$21.15	
Gilden, Harry	4301404469	1/23/2019	1:18 PM	4:00 PM	2.70	0.00	\$21.15	
Woodbury, Andrew	4301404472	1/23/2019	1:19 PM	3:30 PM	2.18	0.00	\$21.15	
Primary Totals:					No. of Employees: 3	7.58		
Report Totals:					No. of Employees: 3	7.58		

Parameters:

- **Attendance Date:** Determines the date, and its related data, which will be pulled into the report
- **Time:** This value determines when to stop reporting additional “clock in” times for the attendance date selected.

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Related Articles