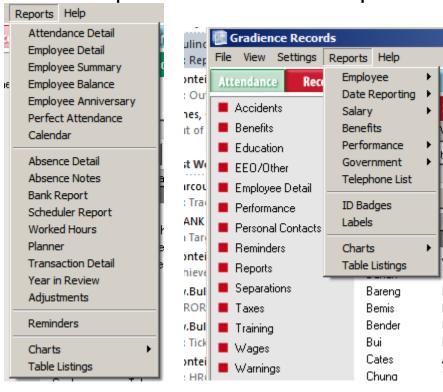
Attendance Reports

Records Reports



Page 1 of 8

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Sample Company Attendance Detail

Employee Information

NameAdams, NeilLocationFort LauderdaleHire Date03/21/1997StatusActiveTitleProgrammerDepartmentMerchandisingSSNHours8

Absence Category Assignments

Absence Category Plan

Vacation Full Time Vacation, Hire Date, Carry
Sick Full Time Sick, Hire Date, Zero
Personal Full Time Personal, Calendar, Carry

Days Earned / Used

Hir	e To Date T	otals				Year to	Date Tota	s	
Absence Category	Earned	Used	Lost	Balance	Carryover	Earned	Used	Lost	Balance
Vacation	115.00	10.00	0.00	20.00	20.00	0.00	0.00	0.00	20.00
Sick	36.50	0.00	0.00	3.00	3.00	0.00	0.00	0.00	3.00
Personal	60.25	0.00	0.00	3.75	3.75	0.00	0.00	0.00	3.75

Initial Balance Values

Absence Category	Earned	Used	Date
Vacation	5.00	0.00	01/01/2001
Sick	2.50	0.00	01/01/2001
Personal	1.25	0.00	01/01/2001

Employee Comments

This data is for sample purposes only. Please feel free to insert your own message here. Comments can be used to record simple notes on any individual employee. Click Help, and then Contents to see more information about this program.

Sample Company **Employee Detail**



Personal

Mr. Neil Adams 3249 North East McKinley Terra Chicago, IL 33333

Home Phone: 202-555-0059 Office Phone: 202-555-0051 ext. 1020 Home Fax: 202-555-0522 Home E-Mail: e-mail@e-mail.com Date of Birth:

Administrative

Location: Fort Lauderdale Department: Merchandising Title: Programmer Employee ID: 000129 Status: Active Hours: Full-Time

License: S1452223333

Emergency

1st Contact: Ken Adams Father

Home Address: 720 Brookmore Lane Sample Apt/Suite

Chicago, IL 00021 Home Phone: 555-555-1212 Office Phone: 555-12-2-2555

2nd Contact: Carrie Adams Mother

Home Address: 720 Brookmore Lane Sample Apt/Suite

Chicago, IL 00021 Home Phone: 555-555-1212 Office Phone: 585-555-1212

Hire Date: 03/21/1997 Supervisor: Position Code: Recruiter: Source of Hire: I-9 Renewal: 01/01/2001

Sex: Male

Race: Asian or Pacific Islander Race: Asian or Pacific Islander EEO Category: Laborers and Helpers Veteran Status: Not Applicable Clearance: FULL Clearance Date: 03/21/1998

Notes

This data is for sample purposes only. Please feel free to insert your own message here. Comments can be used to record simple notes

Sample Company gradience **Employee Balance**

Employee	SSN	Hire	Date		Display N	lode
New York						
Sales						
Austin, Billy		05/0	1/1990		Days	
Absence Category	Plan	Carry	Earned	Used	Lost	Balance
Vacation	Full Time Vacation, Hire Date, Carry	20.0000	0.0000	0.0000	0.0000	20.0000
Sick	Full Time Sick, Hire Date, Zero	3.0000	0.0000	0.0000	0.0000	3.0000
Personal	Full Time Personal, Calendar, Carry	3.7499	0.0000	0.0000	0.0000	3.7499
Count in Sales: 1						
Count in New York: 1						

Total Count: 1

Group On: Location Department Show Group Totals Thru Date: 02/04/2013 Year To Date

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Sample Company Employee Anniversary

Employee	Title	Years	Hire Date	Anniversary Date
New York				
Sales				
Austin, Billy	Secretary	11	5/1/1990	05/01/2001
Austin, Billy	Secretary	12	5/1/1990	05/01/2002
Austin, Billy	Secretary	13	5/1/1990	05/01/2003
Austin, Billy	Secretary	14	5/1/1990	05/01/2004
Austin, Billy	Secretary	15	5/1/1990	05/01/2005
Austin, Billy	Secretary	16	5/1/1990	05/01/2006
Austin, Billy	Secretary	17	5/1/1990	05/01/2007
Austin, Billy	Secretary	18	5/1/1990	05/01/2008
Austin, Billy	Secretary	19	5/1/1990	05/01/2009
Austin, Billy	Secretary	20	5/1/1990	05/01/2010
Austin, Billy	Secretary	21	5/1/1990	05/01/2011
Austin, Billy	Secretary	22	5/1/1990	05/01/2012
Count in Department Sales : 12				
Count in Location New York : 12				

Total Count: 12

Anniversaries from 02/01/2001 Thru 02/28/2013 Group on Location Group on Department Show Group Totals

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Sample Company Absence Detail

Employee	Absence Type	Absence Date	Days
Fort Lauderdale			
Merchandising			
Adams, Neil			
	H Holiday	01/01/2001	1.00
	V Vacation	01/01/2001	1.00
	B Accident On Duty	01/01/2001	0.13
	V Vacation	01/02/2001	1.00
	V Vacation	08/17/2001	1.00
	V Vacation	08/20/2001	1.00
	V Vacation	08/21/2001	1.00
	H Holiday	08/23/2001	1.00
	H Holiday	09/03/2001	1.00
	H Holiday	11/22/2001	1.00
		Absence Total	9.13

Total Count: 1

Count in Fort Lauderdale: 1

From 01/01/2001 through 02/04/2013 Group on Location Group on Department Show Group Totals

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9										S	ch	ed	ule	er F	₹eį	ро	rt																
06/2001																																	Days
Employee	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	3	1	Total
Adams, Neil																																	0.333
07/2001 Employee	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	3	1	Days Total
Employee Adams, Neil	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	3	1	Total 0.333
08/2001																	-																Days
Employee	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	3	1	Total
Adams, Neil		Г															V			V	V		Н								T	T	-3.66

gradie									,	Sam	ple C Plar		oany					Group	on Lo on D 01/01	epartm	nent	n 12/3	1/2013
Adams																							
Hire	Date	03/21/	1997		Location Fort Lauderdale																		
	SSN				Department Merchandising																		
Mth/Year	Α	В	С	D	Е	F	G	Н	-1	J	K	L	M	N	0	Р	Q	R	S	Т	U	٧	Total
01/2001		0.125						1.00														2.00	3.13
02/2001																							
03/2001																							
04/2001																							
05/2001																							
06/2001																							
07/2001																							
08/2001								1.00														3.00	4.00
09/2001								1.00															1.00
10/2001																							
11/2001								1.00															1.00
12/2001																							

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Sample Company Transaction Detail

EmployeeSSNHire DateStatusDaily HoursDisplay ModeName: Adams, Neil03/21/1997Active8Days

Location: Fort Lauderdale

Department: Merchandising

Absence Category Plan Schedule
Vacation Full Time Vacation

Yearly, Employee Anniversary, Carry over balances

Date	Description		Credits	Debits	Balance
02/04/2001	Previous Balance				24.0000
03/21/2001	Time Earned		5.0000		29.0000
08/17/2001	Time Used V Vacation			1.0000	28.0000
08/20/2001	Time Used V Vacation			1.0000	27.0000
08/21/2001	Time Used V Vacation			1.0000	26.0000
03/21/2002	Time Earned		10.0000		36.0000
03/21/2003	Time Earned		10.0000		46.0000
03/21/2003	Loss: Exceeded Max Balance			5.0000	41.0000
03/21/2004	Time Earned		10.0000		51.0000
03/21/2004	Loss: Exceeded Max Balance			10.0000	41.0000
03/21/2005	Time Earned		10.0000		51.0000
03/21/2005	Loss: Exceeded Max Balance			10.0000	41.0000
03/21/2006	Time Earned		10.0000		51.0000
03/21/2006	Loss: Exceeded Max Balance			10.0000	41.0000
03/21/2007	Time Earned		10.0000		51.0000
03/21/2007	Loss: Exceeded Max Balance			10.0000	41.0000
03/21/2008	Time Earned		10.0000		51.0000
03/21/2008	Loss: Exceeded Max Balance			10.0000	41.0000
03/21/2009	Time Earned		10.0000		51.0000
03/21/2009	Loss: Exceeded Max Balance			10.0000	41.0000
03/21/2010	Time Earned		10.0000		51.0000
03/21/2010	Loss: Exceeded Max Balance			10.0000	41.0000
03/21/2011	Time Earned		10.0000		51.0000
03/21/2011	Loss: Exceeded Max Balance			10.0000	41.0000
Totals For	Vacation	Transaction Count 24	105.0000	88.0000	41.0000

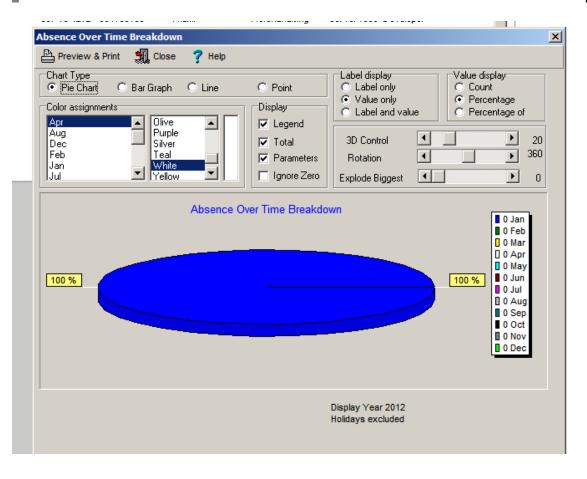
Absence Category Plan Schedule

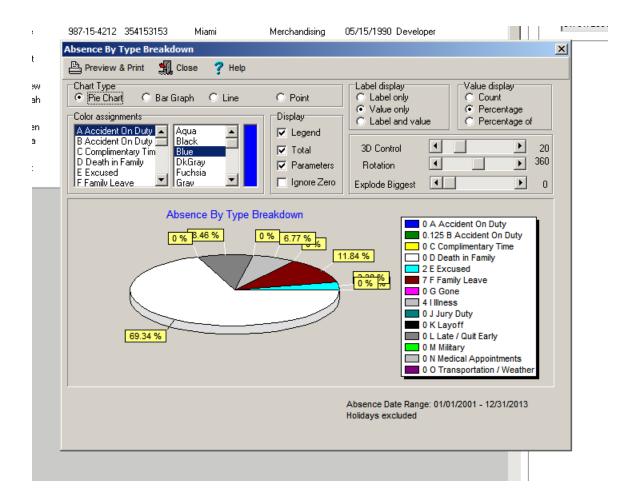
Sick Full Time Sick

Yearly, Employee Anniversary, Zero balance annually

Date	Description	Credits	Debits	Balance
02/04/2	2001 Previous Balance			36.0000
03/20/2	2001 Loss: Carry Over		4.5000	31.5000
03/21/2	2001 Time Earned	2.0000		33.5000

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Adams	s, No	eil																														
Hire	e Dat	e 0	3/21/	1997	7						L	ocati	on	Fort	Lau	derd	ale															
	SS	N									Эера	artme	ent	Mer	chan	disir	ıa															
Mth/Year	1	2	3	4	5	6	7	8	9	10	_	12				16	_	18	19	20	21	22	23	24	25	26	27	28	29	30	31	Total
01/2001	*	V		Ŀ	_	_	ļ.	H	Ė												-				_	_		_	_			3.13
02/2001		<u> </u>																														3.13
03/2001								\vdash																_	_	_	_	_	_			
04/2001																																
05/2001																																
06/2001																																
07/2001																																
08/2001																	V			V	V		Н									4.00
09/2001			Н																													1.00
10/2001																																
11/2001																						Н										1.00
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Page 8 of 8