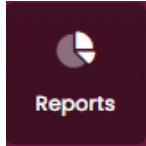


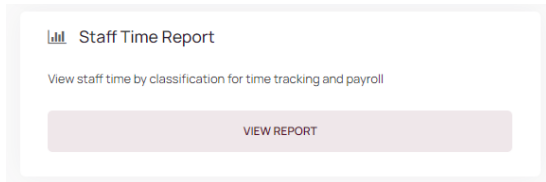


## How to pull staff report for payroll with customized dates

1. Go to "Reports" on the left hand side



2. Scroll down and click on "Staff Time Report"



3. Once you click on 'View Report', add the start date and end date that you would like to select. Also, by clicking on 'Group by staff' it will enable you to sort the time per employee. Then click "Update".

Staff Time Report  
View staff time by classification for time tracking and payroll.

Export CSV Update

Start Date: 10/01/2022 End Date: 10/14/2022 Specific Person: All

Options:  Include Detail  Group by Staff

4. Here you can view the hours and minutes for each employee and also their overtime hours (if any).

Staff Time Report 10/01/2022 - 10/14/2022				
Employee	Time Classification	Time (hours:minutes)	Total Hours	Overtime Hours
Employee 1				
	Standard (Week 1)	18:33	18.55	0.00
	Standard (Week 2)	28:29	28.48	0.00
	Total 10/01/2022 - 10/07/2022	18:33	18.55	0.00
	Total 10/08/2022 - 10/14/2022	28:29	28.48	0.00
All Weeks Total			47.03	0.00
	Standard (All Weeks Total)	47:02	47.03	0.00
Employee 2				
	Standard (Week 1)	40:00	40.00	4.30
	Standard (Week 2)	40:00	40.00	4.38
	Total 10/01/2022 - 10/07/2022	40:00	40.00	4.30
	Total 10/08/2022 - 10/14/2022	40:00	40.00	4.38
All Weeks Total			80.00	8.68
	Standard (All Weeks Total)	80:00	80.00	8.68

5. You can either click Export CSV or directly print the report.