

Daily Time Summary

Description: The Daily Time Summary allows you to see the number of hours entered per day by staff. It can be used to help figure out who doesn't have their time in and also narrow it down to what day.

Notes

- To verify staff have 40 hours entered put in the Custom Date Range for the week you are analyzing. Then scan the report for anyone with less than 40 hours. **For best viewing results make sure you Group By <None>, Staff, and Date in that order.**
- Example: Set Detail line to Custom Date Range of 2/1/07 to 2/7/07. Set Group By to Staff and Date.

Identification

Description: Daily Time Summary

Report Options

Selection **Layout**

Dates

Report date: End-of-Period Date 2/28/2007

Detail line: Custom Date Range 2/1/2007 To 2/28/2007

Identification

Description: Daily Time Summary

Report Options

Selection **Layout**

	Sort on:	Direction:
Group by:	<None>	Ascending
	Staff	Ascending
	Date	Ascending
Detail by:	Sheet Entries	Ascending