

Evaluation Kit

Virtual TimeClock[®] Basic, Pro & Network Editions

Virtual TimeClock is powerful, easy to use employee time tracking software for your Mac and Windows computers. Whether you're looking for a punch clock replacement or want to get rid of hand written timesheets, you can start saving time and begin lowering your payroll costs today! This kit contains information that you'll find helpful while researching employee time tracking software.



Have more questions? Contact us at 1-888-207-0005 or www.redcort.com/contact.

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Note:

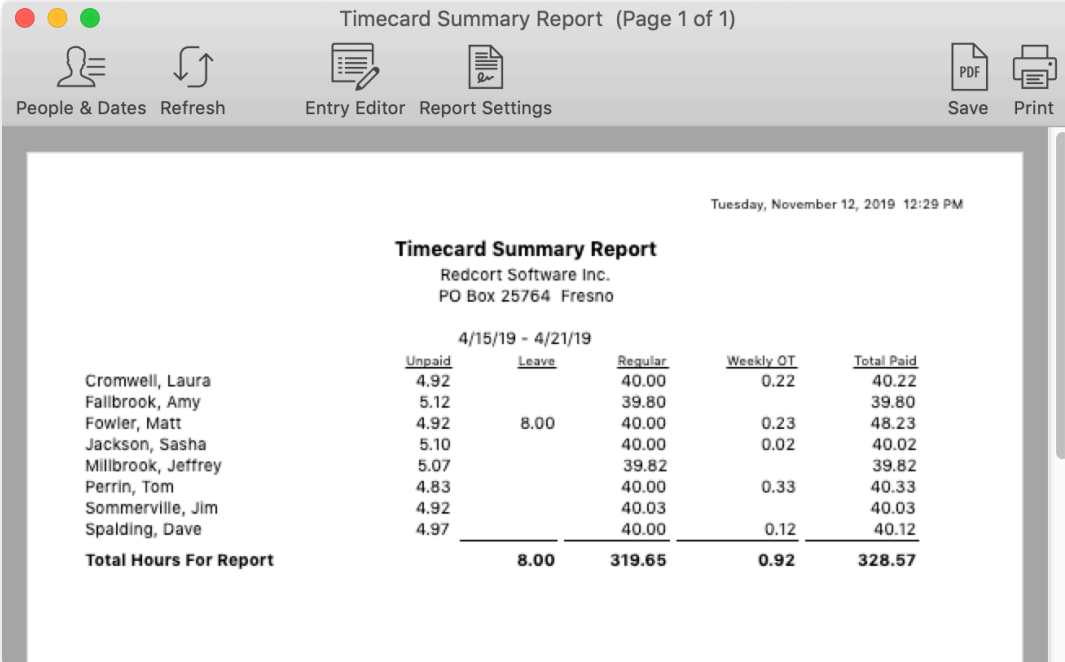
Program screenshots alternate between Mac and Windows editions of Virtual TimeClock. While your Virtual TimeClock software may look slightly different from a particular image, all controls and buttons are functionally the same.

How will Virtual TimeClock save me time and money?

Virtual TimeClock takes the work out of your existing employee time tracking method. In just a few minutes, Virtual TimeClock can begin simplifying your payroll, managing your labor costs, tracking your employee hours, and organizing your business.

Simplify payroll

Virtual TimeClock makes it easy to go from time clock to paycheck in a few simple steps. Integration with popular payroll programs eliminates data entry errors, while keeping your payroll processing accurate and hassle free. Quickly report total hours worked to your payroll company or accountant.



Timecard Summary Report (Page 1 of 1)

People & Dates Refresh Entry Editor Report Settings Save Print

Tuesday, November 12, 2019 12:29 PM

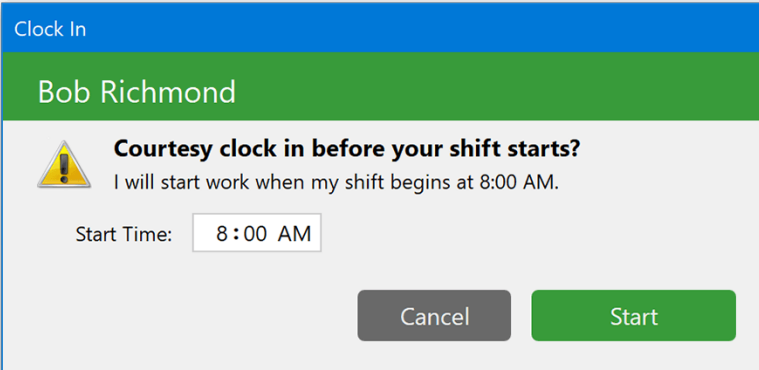
Timecard Summary Report
Redcort Software Inc.
PO Box 25764 Fresno

4/15/19 - 4/21/19

	<u>Unpaid</u>	<u>Leave</u>	<u>Regular</u>	<u>Weekly OT</u>	<u>Total Paid</u>
Cromwell, Laura	4.92		40.00	0.22	40.22
Fallbrook, Amy	5.12		39.80		39.80
Fowler, Matt	4.92	8.00	40.00	0.23	48.23
Jackson, Sasha	5.10		40.00	0.02	40.02
Millbrook, Jeffrey	5.07		39.82		39.82
Perrin, Tom	4.83		40.00	0.33	40.33
Sommerville, Jim	4.92		40.03		40.03
Spalding, Dave	4.97		40.00	0.12	40.12
Total Hours For Report		8.00	319.65	0.92	328.57


Manage labor costs

Virtual TimeClock enforces employee accountability by accurately recording every employee punch time. Use clock in and out rules to control unnecessary overtime and get the peace of mind that comes from knowing you're not underpaying or overpaying your employees.



Clock In

Bob Richmond

 **Courtesy clock in before your shift starts?**
I will start work when my shift begins at 8:00 AM.

Start Time:

Cancel Start

Track employee hours

Virtual TimeClock allows you to easily track paid and unpaid holidays, vacation, sick leave, and personal time off. Instantly run reports to view remaining vacation days or late arrivals.

Name	Date	Shift Schedule	Arrival	Late
Cromwell, Laura	4/15/19	7:50 AM - 5:00 PM	7:58 AM	0:08
Cromwell, Laura	4/16/19	7:50 AM - 5:00 PM	8:01 AM	0:11
Fallbrook, Amy	4/15/19	7:50 AM - 5:00 PM	8:01 AM	0:11
Fallbrook, Amy	4/16/19	7:50 AM - 5:00 PM	7:59 AM	0:09
Fowler, Matt	4/15/19	7:50 AM - 5:00 PM	7:57 AM	0:07
Fowler, Matt	4/16/19	7:50 AM - 5:00 PM	8:04 AM	0:14
Jackson, Sasha	4/15/19	7:50 AM - 5:00 PM	8:03 AM	0:13
Jackson, Sasha	4/16/19	7:50 AM - 5:00 PM	8:00 AM	0:10
Millbrook, Jeffrey	4/15/19	7:50 AM - 5:00 PM	8:01 AM	0:11
Millbrook, Jeffrey	4/16/19	7:50 AM - 5:00 PM	8:05 AM	0:15
Perrin, Tom	4/15/19	7:50 AM - 5:00 PM	7:56 AM	0:06
Perrin, Tom	4/16/19	7:50 AM - 5:00 PM	7:56 AM	0:06
Sommerville, Jim	4/15/19	7:50 AM - 5:00 PM	8:03 AM	0:13
Sommerville, Jim	4/16/19	7:50 AM - 5:00 PM	8:00 AM	0:10
Spalding, Dave	4/15/19	7:50 AM - 5:00 PM	8:00 AM	0:10
Spalding, Dave	4/16/19	7:50 AM - 5:00 PM	8:02 AM	0:12

Organize your business

The in & out board gives you at-a-glance status of every worker. Employees can also login using a PIN or Passcode interface. Improve office communication by using built-in messaging as a simple post office or email system.

In	Name	Status	Date	Time	Elapsed	Msgs
●	Cromwell, Laura	In	Today	8:13 AM	4:24	1
☕	Fallbrook, Amy	Paid Break	Today	12:32 PM	0:05	
●	Fowler, Matt	In	Today	7:55 AM	4:42	
●	Jackson, Sasha	In	Today	7:01 AM	5:36	1
●	Millbrook, Jeffrey	Out for the Day	Yesterday	5:00 PM		2
☺	Perrin, Tom	Lunch	Today	12:10 PM	0:28	
●	Sommerville, Jim	In	Today	7:35 AM	5:03	1
●	Spalding, Dave	In	Today	8:01 AM	4:36	

Which edition is right for me?

Virtual TimeClock scales perfectly with your business

Virtual TimeClock is available in Basic, Pro, and Network editions. The Basic Edition is perfect if you need an inexpensive time clock for a few employees. The Pro Edition adds PTO tracking, shift rules for controlling time clock use, a report writer for customizing employee timecards, payroll integration, supports unlimited employees and much more. The Network Edition includes all of the features of Pro Edition, but allows you to install the time clock software on multiple computers and network them together for a seamless, local time clock system.

Virtual TimeClock Basic Edition

Install the Basic Edition as a stand alone time clock when you need simple time clock features for up to (3) employees from a single computer.

Virtual TimeClock Pro Edition

Install the Pro Edition as a stand alone time clock when you need advanced time clock features and unlimited employee access from a single computer.

Virtual TimeClock Network Edition

Install the Network Edition when you need advanced time clock features and employee access from multiple computers. The Virtual TimeClock Server is designed to run securely as a background process and handles all the database processing. Pro and User Clients connect to the TimeClock Server over the network to provide time clock access. The Pro Client has administrative features, the User Client does not.



Check out the feature comparison in the appendix of this kit for a complete list of features for each edition of Virtual TimeClock.

Can I try it out for free?

Why a free trial?

Wouldn't it be great if we could take home all of our purchases and try them out before deciding if we wanted to pay for them? That's exactly what we do for you with our free time clock software trial.

The real deal?

All the Virtual TimeClock downloads are fully functional for a generous evaluation period. Install Virtual TimeClock and use it with your own employees without risk or obligation.

How free is free?

When Virtual TimeClock is installed without a license key, the software runs for 300 time clock entries without any restrictions (200 entries for the Basic Edition). The license is NOT time limited so you can take as long as you need to make sure Virtual TimeClock is the right fit for your business.

Do I start over after the trial?

No. When you purchase a license, you simply enter your activation key and your free trial becomes your permanent time clock software. You can always try out the latest Virtual TimeClock release at www.redcort.com/timeclock/free-timeclock-software-trial.

What if I need help?

U.S. based technical support

Redcort Software provides world class technical support by telephone, email, and up-to-date online resources. Go to the **Help** menu and choose **Technical Support** to contact a member of our support team. You can also reach us toll free at 1-888-207-0005.

Standard Support

All new software purchases include a free Standard support plan that includes 30 days of support and training, free access to our self-service online documentation and discounted software upgrades. Technical support or training tickets can be opened for \$49 per incident.

Premier Support

Premier Support is available for a low annual fee and includes unlimited tech support, training and free upgrades to our latest releases.



Check out the order form in the appendix of this kit for support plan pricing and comparison.

Self help

A variety of self help options are available on our website. You can download training guides and documentation, view frequently asked questions, and search our current support blog.

How do I order?

Shop online anytime

Get pricing information and purchase securely online anytime at www.redcort.com/pricing. You'll receive a personal email from us with your software license keys when we've completed your order. If you'd rather place your order over the phone, give us a call at 1-888-207-0005 between 8AM and 5PM Pacific Time.

Download your software immediately

If you're already using the free trial, then there's no new software you need to download unless you purchased a different edition than your free software trial. You can always download the latest Virtual TimeClock release from www.redcort.com/timeclock/download.

Do you offer discounts?

If you're a current Virtual TimeClock software user, contact us for an upgrade discount. We also offer discount pricing for multiple business locations, so just give us a call at 1-888-207-0005.



Check out the order form in the appendix of this kit for additional pricing details.

Appendix

The following items can be found in the appendix of this kit:

- Virtual TimeClock Feature Comparison
- Timecard Detail Report
- Timecard Summary Report
- Timecard Daily Report
- Payroll Summary
- Activity Detail Report
- Activity Summary Report
- Departmental Detail Report
- Departmental Summary Report
- Leave Detail Report
- Leave Summary Report
- Shift Detail Report
- Shift Summary Report
- Worker Leave Report
- Accrued and Used Leave Hours
- Contact List
- Current Status Report
- Late Arrival Report
- Telephone List
- User Profiles Report



Virtual TimeClock® Feature Comparison

Program	Basic	Pro	Network
Retail price	\$195	\$295	From \$495
Maximum number of employees	3	Unlimited	Unlimited
In & Out Board shows current worker status	✓	✓	✓
Customize user menus, toolbars and layout	✓	✓	✓
Mac & Windows versions available	✓	✓	✓
Compatible with Windows tablets	✓	✓	✓
Encrypted SQL database	✓	✓	✓
Automatic software updates	✓	✓	✓
Create multiple databases		✓	✓
Built-in messaging for worker communication		✓	✓
Pin and Passcode login options		✓	✓

Time Tracking	Basic	Pro	Network
Record regular, daily & weekly overtime hours	✓	✓	✓
Track salaried and hourly employees	✓	✓	✓
Unlimited daily start & stop entries	✓	✓	✓
Support for hours worked overnight	✓	✓	✓
Define which day the work week begins	✓	✓	✓
Weekly, biweekly, semi-monthly, monthly payroll	✓	✓	✓
Maintain historical payroll periods	✓	✓	✓
Add manual time clock entries	✓	✓	✓
Modify timecard entries	✓	✓	✓
Missed clock out notification	✓	✓	✓
Create different overtime rules for each employee		✓	✓
Track paid and unpaid activities, jobs or tasks		✓	✓
Limit paid activities to a designated threshold		✓	✓

Track paid and unpaid leave accrual, carryover and usage		✓	✓
Create unlimited custom leave categories		✓	✓
Limit paid leave to a designated threshold		✓	✓
Leave award limits for accruals based on hours worked		✓	✓
Include paid leave in overtime calculations		✓	✓
Automatic time deductions for unpaid lunches		✓	✓
Track time spent on paid or unpaid worker breaks		✓	✓
Track paid or unpaid worker lunches		✓	✓
Set limits on paid worker breaks		✓	✓
Assign shifts to individual employees or to groups of users		✓	✓
Control and prevent early employee clock in		✓	✓
Control and prevent late employee clock out		✓	✓
Manager override for shift violations		✓	✓
Automatic clock out after shift end time		✓	✓
Employee departure memos		✓	✓

Employee Groups	Basic	Pro	Network
View & manage workers by location		✓	✓
Assign a different display group to each time clock		✓	✓
Assign specific activities to groups		✓	✓
Assign unique departure memos to groups		✓	✓
Assign specific reports to groups		✓	✓
Assign managers to multiple groups		✓	✓
Assign a different login interface to each time clock		✓	✓

Import / Export	Basic	Pro	Network
Import new user information from QuickBooks or CSV		✓	✓
Export user information		✓	✓
Export hours and overtime to text files		✓	✓
Payroll integration with popular payroll systems		✓	✓

Reports	Basic	Pro	Network
Round time to the tenth or quarter hour	✓	✓	✓
Display hours in decimal or time format	✓	✓	✓
Report historical payroll periods	✓	✓	✓
Timecard detail reports	✓	✓	✓
Timecard summary reports		✓	✓
Departmental reports		✓	✓
Activity, job or task reports		✓	✓
Shift reports		✓	✓
Worker leave reports		✓	✓
Timecard notes for reporting tips, mileage, job details		✓	✓
Calculate gross wages for job costing		✓	✓
Apply shift differential when reporting gross wages		✓	✓
Accrued & used leave reports		✓	✓
Employee telephone list		✓	✓
Employee contact list		✓	✓
Employee profile report		✓	✓
Current worker status report		✓	✓
Late arrival report		✓	✓
Customizable timecard signature line		✓	✓
Optional supervisor signature line		✓	✓
Report Writer for creating & customizing reports		✓	✓

Administration	Basic	Pro	Network
Multi-level password protection	✓	✓	✓
Separate user and manager security access settings	✓	✓	✓
Single password administrative mode	✓	✓	✓
Configuration Center centralizes setup & maintenance	✓	✓	✓
Close payroll periods for historical reporting	✓	✓	✓
Data backup and restore functions	✓	✓	✓
Electronic timecard approval		✓	✓

Payroll approval dashboard		✓	✓
Schedule automatic data backups		✓	✓
Audit logging of all timecard modifications		✓	✓
Automatic logging of errors and messages		✓	✓
SQL database maintenance tools		✓	✓

Multiple Time Clock Stations	Basic	Pro	Network
Zero configuration automatic networking			✓
Multiple time clocks in one or more locations			✓
Connect multiple locations via the Internet			✓
Multiple time zone support			✓
Centralized security, management & reports			✓
Advanced client-server architecture			✓
Reliable and fast TCP/IP communications			✓
Server runs as a background service/daemon			✓
Separate Server Manager program to easily manage server			✓
Option to require a password to log into a group			✓
End-to-end encryption			✓

For additional information about the different features of Virtual TimeClock, visit our [Support page](#).

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Version 22.1.1

Revised 7.11.23

Timecard Detail Report

Redcort Software Inc. – Free Evaluation License (300 entries remain)
 Contact Redcort Software at (559) 434-8544 or support@redcort.com for assistance.

5/20/19 – 5/26/19

Fowler, Matt

<u>Day</u>	<u>Date</u>	<u>Start</u>	<u>Stop</u>	<u>Activity</u>	<u>Unpaid</u>	<u>Leave</u>	<u>Regular</u>	<u>Weekly OT</u>	<u>Total Paid</u>
Mon	5/20	8:04 AM	12:07 PM	Graphics			4.05		
		12:07 PM	1:10 PM	Lunch	1.05				
		1:10 PM	5:02 PM	Binding			3.87		7.92
Tue	5/21	7:57 AM	12:11 PM	Delivery			4.23		
		12:11 PM	1:08 PM	Lunch	0.95				
		1:08 PM	5:00 PM	Graphics			3.87		8.10
Wed	5/22	8:00 AM	12:22 PM	Delivery			4.37		
		12:22 PM	1:17 PM	Lunch	0.92				
		1:17 PM	5:01 PM	Binding			3.73		8.10
Thu	5/23	7:58 AM	12:05 PM	Printing			4.12		
		12:05 PM	1:08 PM	Lunch	1.05				
		1:08 PM	5:02 PM	Binding			3.90		8.02
Fri	5/24	7:56 AM	11:50 AM	Graphics			3.90		
		11:50 AM	12:46 PM	Lunch	0.93				
		12:46 PM	5:02 PM	Binding			3.97	0.30	8.17
Total Hours					4.90		40.00	0.30	40.30

Activity Summary

Binding		15.47	0.30	15.77
Delivery		8.60		8.60
Graphics		11.82		11.82
Lunch	4.90			
Printing		4.12		4.12

I certify that these hours are a true and accurate record of all time worked during the pay period. I was provided with all meal and rest periods, except as noted.

 Fowler, Matt

 Date

Timecard Summary Report

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5/16/19 – 5/31/19

	<u>Unpaid</u>	<u>Leave</u>	<u>Regular</u>	<u>Weekly OT</u>	<u>Total Paid</u>
Cromwell, Laura	10.63	8.00	88.42	0.17	96.58
Fallbrook, Amy	10.03	16.00	80.13		96.13
Fowler, Matt	9.92	16.00	80.05	0.30	96.35
Jackson, Sasha	10.78	8.00	87.95	0.23	96.18
Millbrook, Jeffrey	10.83	8.00	88.08	0.32	96.40
Perrin, Tom	10.88	8.00	87.97	0.30	96.27
Richmond, Bob	11.13	8.00	87.77	0.07	95.83
Sommerville, Jim	11.42	8.00	87.53		95.53
Spalding, Dave	10.98	8.00	88.07	0.08	96.15
Total Hours For Report	96.62	88.00	775.97	1.47	865.43

Supervisor

Date

Payroll Summary

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 Contact Redcort Software at (559) 434-8544 or support@redcort.com for assistance.

5/16/19 – 5/31/19

<u>Hourly Workers</u>	<u>Regular</u>	<u>Overtime</u>	<u>Leave</u>	<u>Total</u>	<u>User</u>	<u>Manager</u>
Cromwell, Laura	88.42	0.17	8.00	96.58		X
Fowler, Matt	80.05	0.30	16.00	96.35		X
Jackson, Sasha	87.95	0.23	8.00	96.18		X
Millbrook, Jeffrey	88.08	0.32	8.00	96.40		X
Perrin, Tom	87.97	0.30	8.00	96.27		X
Richmond, Bob	87.77	0.07	8.00	95.83		X
Spalding, Dave	88.07	0.08	8.00	96.15		X

Salaried Worker Leave

Fallbrook, Amy	n/a	n/a	16.00	16.00		X
Sommerville, Jim	n/a	n/a	8.00	8.00		X

 Authorized Signature

 Date

Activity Detail Report

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Contact Redcort Software at (559) 434-8544 or support@redcort.com for assistance.

5/20/19 – 5/26/19

Binding

<u>Day</u>	<u>Date</u>	<u>Start</u>	<u>Stop</u>	<u>Name</u>	<u>Regular</u>	<u>Weekly OT</u>	<u>Total Paid</u>
Mon	5/20	7:57 AM	12:09 PM	Jeffrey Millbrook	4.20		
		12:55 PM	5:02 PM	Laura Cromwell	4.12		
		1:06 PM	4:59 PM	Bob Richmond	3.88		
		1:10 PM	5:02 PM	Matt Fowler	3.87		16.07
Tue	5/21	7:57 AM	12:17 PM	Bob Richmond	4.33		
		12:54 PM	5:00 PM	Tom Perrin	4.10		
		1:02 PM	5:01 PM	Sasha Jackson	3.98		
		1:26 PM	5:00 PM	Laura Cromwell	3.57		15.98
Wed	5/22	8:00 AM	11:45 AM	Jeffrey Millbrook	3.75		
		8:01 AM	12:22 PM	Jim Sommerville	4.35		
		1:06 PM	5:01 PM	Bob Richmond	3.92		
		1:17 PM	5:01 PM	Matt Fowler	3.73		15.75
Thu	5/23	7:58 AM	11:47 AM	Tom Perrin	3.82		
		8:01 AM	12:04 PM	Amy Fallbrook	4.05		
		8:03 AM	12:08 PM	Jeffrey Millbrook	4.08		
		1:06 PM	5:02 PM	Amy Fallbrook	3.93		
		1:08 PM	5:02 PM	Matt Fowler	3.90		
		1:09 PM	5:00 PM	Bob Richmond	3.85		23.63
Fri	5/24	7:56 AM	12:15 PM	Laura Cromwell	4.32		
		8:02 AM	11:57 AM	Sasha Jackson	3.92		
		8:03 AM	11:53 AM	Tom Perrin	3.83		
		12:46 PM	5:02 PM	Matt Fowler	3.97	0.30	
		12:50 PM	5:02 PM	Jim Sommerville	4.20		20.53
Week Ending 5/26/19					91.67	0.30	91.97
Total Hours					91.67	0.30	91.97

Activity Summary Report

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Contact Redcort Software at (559) 434-8544 or support@redcort.com for assistance.

5/16/19 – 5/31/19

		<u>Regular</u>	<u>Weekly OT</u>	<u>Total Paid</u>
Binding				
Person Summary	Cromwell, Laura	23.90		23.90
	Fallbrook, Amy	24.00		24.00
	Fowler, Matt	39.93	0.30	40.23
	Jackson, Sasha	19.60	0.13	19.73
	Millbrook, Jeffrey	24.33		24.33
	Perrin, Tom	19.75		19.75
	Richmond, Bob	27.25		27.25
	Sommerville, Jim	28.58		28.58
	Spalding, Dave	11.70		11.70
Total Hours		219.05	0.43	219.48
Delivery				
Person Summary	Cromwell, Laura	24.12	0.13	24.25
	Fallbrook, Amy	28.23		28.23
	Fowler, Matt	16.55		16.55
	Jackson, Sasha	36.18		36.18
	Millbrook, Jeffrey	28.35		28.35
	Perrin, Tom	24.07		24.07
	Richmond, Bob	11.92		11.92
	Sommerville, Jim	27.52		27.52
	Spalding, Dave	24.68		24.68
Total Hours		221.62	0.13	221.75
Graphics				
Person Summary	Cromwell, Laura	16.00		16.00
	Fallbrook, Amy	12.22		12.22
	Fowler, Matt	19.45		19.45
	Jackson, Sasha	15.68	0.10	15.78
	Millbrook, Jeffrey	23.63	0.03	23.67
	Perrin, Tom	28.12	0.30	28.42
	Richmond, Bob	16.28		16.28
	Sommerville, Jim	11.58		11.58
	Spalding, Dave	15.33		15.33
Total Hours		158.30	0.43	158.73
Total Hours For Report		598.97	1.00	599.97

Departmental Summary Report

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Contact Redcort Software at (559) 434-8544 or support@redcort.com for assistance.

	5/16/19 – 5/31/19				
	<u>Unpaid</u>	<u>Leave</u>	<u>Regular</u>	<u>Weekly OT</u>	<u>Total Paid</u>
Admin	22:15	16:00	175:37	0:19	191:56
Production	53:19	48:00	432:32	0:47	481:19
Sales	9:55	16:00	80:03	0:18	96:21
Unassigned	11:08	8:00	87:46	0:04	95:50
Total Hours For Report	96:37	88:00	775:58	1:28	865:26

Accrued and Used Leave Hours

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	<u>Accrual Period</u>	<u>Accrual Description</u>	<u>Accrued Hrs.</u>	<u>Used Hrs.</u>	<u>Carryover</u>	<u>Balance</u>
Laura Cromwell						
Sick Leave	1/1/19 – 11/12/19	10 months @ 2.0 hrs/mo	20.00	4.00	0.00	16.00
Vacation	1/1/19 – 11/12/19	40 hours annually	40.00	32.00	16.00	24.00
Amy Fallbrook						
Sick Leave	1/1/19 – 11/12/19	10 months @ 2.0 hrs/mo	20.00	0.00	0.00	20.00
Vacation	1/1/19 – 11/12/19	40 hours annually	40.00	8.00	0.00	32.00
Matt Fowler						
Sick Leave	1/1/19 – 11/12/19	10 months @ 2.0 hrs/mo	20.00	8.00	0.00	12.00
Vacation	1/1/19 – 11/12/19	40 hours annually	40.00	16.00	0.00	24.00
Jeffrey Millbrook						
Sick Leave	1/1/19 – 11/12/19	10 months @ 2.0 hrs/mo	20.00	0.00	0.00	20.00
Vacation	1/1/19 – 11/12/19	48 hours annually	48.00	16.00	0.00	32.00
Tom Perrin						
Sick Leave	1/1/19 – 11/12/19	10 months @ 2.0 hrs/mo	20.00	0.00	0.00	20.00
Vacation	1/1/19 – 11/12/19	40 hours annually	40.00	16.00	0.00	24.00
Bob Richmond						
Sick Leave	1/1/19 – 11/12/19	10 months @ 3.33333 hrs/mo	33.33	8.00	0.00	25.33
Vacation	1/1/19 – 11/12/19	80 hours annually	80.00	16.00	16.00	80.00
Jim Sommerville						
Personal	1/1/19 – 11/12/19	40 hours annually	40.00	24.00	0.00	16.00
Sick Leave	1/1/19 – 11/12/19	10 months @ 2.0 hrs/mo	20.00	0.00	0.00	20.00
Vacation	1/1/19 – 11/12/19	80 hours annually	80.00	0.00	0.00	80.00

Worker Leave Report

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1/1/19 – 12/31/19

Fowler, Matt

<u>Day</u>	<u>Date</u>	<u>Start</u>	<u>Stop</u>	<u>Activity</u>	<u>Leave</u>	<u>Regular</u>	<u>Weekly OT</u>	<u>Total Paid</u>
Tue	1/1			Holiday New Years Day	8:00			8:00
Mon	5/27			Holiday Memorial Day	8:00			8:00
Wed	5/29			Sick Leave	8:00			8:00
Mon	7/1			Vacation	8:00			8:00
Tue	7/2			Vacation	8:00			8:00
Total Hours					40:00			40:00

Late Arrival

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5/20/19 – 5/26/19

<u>Name</u>	<u>Date</u>	<u>Shift Schedule</u>	<u>Arrival</u>	<u>Late</u>
Cromwell, Laura	5/20/19	8:00 AM – 5:00 PM	8:03 AM	0:03
Cromwell, Laura	5/21/19	8:00 AM – 5:00 PM	8:01 AM	0:01
Fallbrook, Amy	5/22/19	8:00 AM – 5:00 PM	8:05 AM	0:05
Fallbrook, Amy	5/23/19	8:00 AM – 5:00 PM	8:01 AM	0:01
Fowler, Matt	5/20/19	8:00 AM – 5:00 PM	8:04 AM	0:04
Jackson, Sasha	5/20/19	8:00 AM – 5:00 PM	8:03 AM	0:03
Jackson, Sasha	5/21/19	8:00 AM – 5:00 PM	8:02 AM	0:02
Jackson, Sasha	5/24/19	8:00 AM – 5:00 PM	8:02 AM	0:02
Millbrook, Jeffrey	5/21/19	8:00 AM – 5:00 PM	8:03 AM	0:03
Millbrook, Jeffrey	5/23/19	8:00 AM – 5:00 PM	8:03 AM	0:03
Millbrook, Jeffrey	5/24/19	8:00 AM – 5:00 PM	8:02 AM	0:02
Perrin, Tom	5/20/19	8:00 AM – 5:00 PM	8:03 AM	0:03
Perrin, Tom	5/24/19	8:00 AM – 5:00 PM	8:03 AM	0:03
Richmond, Bob	5/22/19	8:00 AM – 5:00 PM	8:02 AM	0:02
Richmond, Bob	5/23/19	8:00 AM – 5:00 PM	8:03 AM	0:03
Richmond, Bob	5/24/19	8:00 AM – 5:00 PM	8:01 AM	0:01
Sommerville, Jim	5/20/19	8:00 AM – 5:00 PM	8:05 AM	0:05
Sommerville, Jim	5/22/19	8:00 AM – 5:00 PM	8:01 AM	0:01
Sommerville, Jim	5/23/19	8:00 AM – 5:00 PM	8:03 AM	0:03
Sommerville, Jim	5/24/19	8:00 AM – 5:00 PM	8:04 AM	0:04
Spalding, Dave	5/20/19	8:00 AM – 5:00 PM	8:02 AM	0:02
Spalding, Dave	5/21/19	8:00 AM – 5:00 PM	8:05 AM	0:05
Spalding, Dave	5/22/19	8:00 AM – 5:00 PM	8:01 AM	0:01
Spalding, Dave	5/23/19	8:00 AM – 5:00 PM	8:03 AM	0:03

User Profiles

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	<u>Number/Dept./Ext.</u>	<u>Status/Hired/Left</u>	<u>SSN/Wage/Administration</u>	<u>Home/Mobile/Emergencies</u>
Cromwell, Laura 911 Pine Circle Fresno, CA 93711	P-05 Production 112	User 6/26/08 --	123-45-6788 \$9.00/hr. Full-Time No	456-3571 289-8992
Fallbrook, Amy 336 Pinenut Avenue Woodward Park, CA 93720	P-02 Production 112	Manager 5/23/06 --	123-45-6783 \$1500.00 Sal. Full-Time Manager	456-9812 707-9825
Fowler, Matt 321 N. Cedar Avenue Clovis, CA 93612	S-01 Sales 111	User 9/25/07 --	123-45-6785 \$14.00/hr. Full-Time No	454-9632 298-2541 (Mike)
Jackson, Sasha 48 Main Street Fresno, CA 93704	P-01 Production 112	User 6/15/02 --	123-45-6781 \$10.50/hr. Part-Time No	454-2582 360-3285
Millbrook, Jeffrey 1114 Quincy Street Fresno, CA 93721	A-01 Admin 114	User 4/19/05 --	123-45-6782 \$12.75/hr. Full-Time No	455-1235 298-6125
Perrin, Tom 1456 Elm Avenue Clovis, CA 93611	P-03 Production 112	User 11/7/07 --	123-45-6786 \$11.25/hr. Full-Time No	457-1478 706-8852
Richmond, Bob 46 S. Armstong St Woodward Park, CA 93720	A-02 Unassigned 113	User 12/12/06 --	123-45-6784 \$10.00/hr. Part-Time No	454-1234 906-3108 307-2525