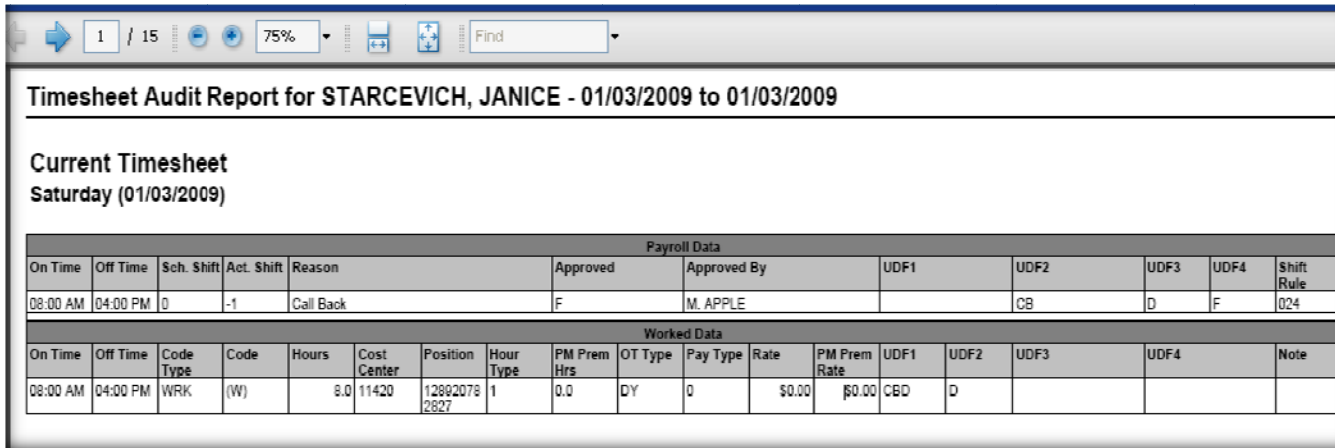


Timesheet Audit Report (TAR)

Quick Tips



Timesheet Audit Report for STARCEVICH, JANICE - 01/03/2009 to 01/03/2009

Current Timesheet
Saturday (01/03/2009)

Payroll Data												
On Time	Off Time	Sch. Shift	Act. Shift	Reason	Approved	Approved By	UDF1	UDF2	UDF3	UDF4	Shift Rule	
08:00 AM	04:00 PM	0	-1	Call Back	F	M. APPLE		CB	D	F	024	

Worked Data																	
On Time	Off Time	Code Type	Code	Hours	Cost Center	Position	Hour Type	PM Prem Hrs	OT Type	Pay Type	Rate	PM Prem Rate	UDF1	UDF2	UDF3	UDF4	Note
08:00 AM	04:00 PM	WRK	(W)	8.0	11420	12892078 2827	1	0.0	DY	0	\$0.00	\$0.00	CBD	D			

General TAR Tips

- Current Timesheet is listed first.
- Changes are listed from past to present. (i.e. The last page in the pdf will show the most recent edits.)

Payroll Data Definitions

(Listed in order by field)

Time Pairs: A view of time in start and end times instead of gross hours for a day or shift (e.g. started at 08:00 AM and ended at 04:00 PM vs. worked 08:00 hours).

Scheduled Shift: The start and end time of work that is scheduled for an employee.

Actual Shift: The shift that an employee worked.

Reason: An optional text field on timesheet approval form.

Approved: T= Approved / F= Not Approved

Approved By: This field changes to the person that touched the data last (e.g. Employee, Employee's supervisor, Auto poll, etc)

UDF1: UDF stands for 'User Defined Field'. This field is not used.

UDF2: This field is not used.

UDF3: This corresponds to the 'Segment Shift Indicator' field on the timesheet such as D (Day), E (Evening) or N (Night).

UDF4: This corresponds to 'Segment Approver' field on the timesheet which is either T (True) or F (False).

Shift Rules: A ranked or prioritized list of hour allocation rules that are attached to a shift. A shift rule could also be associated to an employee's calc code.

Code Type: Refers to Action Codes

ACTION CODES

Code	Description
WRK	Worked Time
ABP	Absence Paid
ABU	Absence Unpaid
OFF	Off Work (not a scheduled work day)
BNS	Bonus
UNP	Unpaid Time
BNK	Banked Time (i.e. Banked Holiday)
BRK	Break Time, unpaid (Usually Lunch Time)
JOB	Unused
WTH	Unused
ENT	Entitlement Award

Code: Refers to System Codes

SYSTEM CODES

Code	Description
A	Absence
BRK	Break
(D)	Day Off
HL	Holiday
LE	Left Early
LL	Long Lunch
LT	Arrived Late
O	Off Day
P	Permanent Shift Change
UA	Unexpected Absence (Unpaid)
T	Temporary Schedule Change
W	Work Day

Worked Data Definitions

(Listed in order by field)

Hours: The quantity of hours for a given pay code. (i.e. 8 worked hours, 6 sick hours etc.)

Cost Center: This is another term for 'Job Department' will correspond to the user's Exec and Department number.

Position: This is another term for 'Job Assignment' which can be found when you select 'Employee Information' from the console and is listed under the 'main' tab. This strand of numbers represents the job number, job code and last five digits of the employees SSN.

Hour Type: Determines how to pay the charged hours. Examples of hour types include Regular, Overtime, unpaid, and others.

PM Prem. Hours: This refers to employees who might be receiving evening or night differential pay and the amount of that pay.

OT Type: This refers to the employee receiving overtime on his/her shift and whether it is single or double Over Time. "NO" means no overtime; "DY" means daily overtime; "WK" means weekly overtime.

Pay Type: This specifies if the user is receiving a special kind of pay for the shift.

Rate: We will not be using this field since payroll will not be handled through this software.

PM Prem Rate: We will not be using this field since payroll will not be handled through this software.

UDF1: This is the Earnings Code field. These are the codes sent to the payroll system.

UDF2: This corresponds to the 'Segment Shift Indicator' field on the timesheet such as (D) Day, E (Evening) or N (Night).

UDF3: This field is not used.

UDF4: This field is not used.

Note: This field is not used.