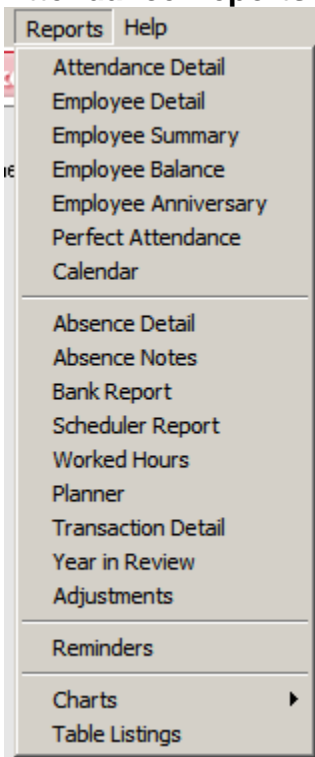
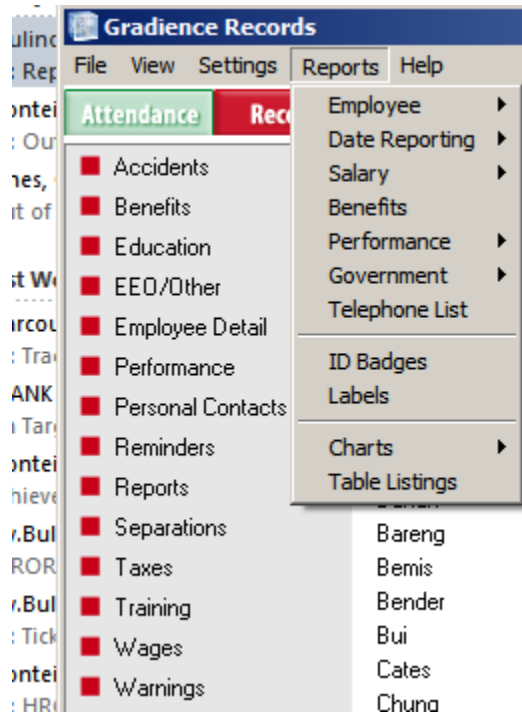


Attendance Reports



Records Reports





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: S145222333

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
EEO Category: Laborers and Helpers
Veteran Status: Not Applicable
Clearance: FULL
Clearance Date: 03/21/1998

Emergency

1st Contact:
Ken Adams
Father
Home Address: 720 Brookmore Lane
Sample Apt/Suite
Chicago, IL 00021
Home Phone: 555-555-1212
Office Phone: 555-122-2555

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

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
Employee Balance

Employee	SSN	Hire Date	Display Mode			
New York						
Sales						
Austin, Billy		05/01/1990	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



**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



**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

Count in Merchandising: 1

Count in Fort Lauderdale: 1

Total Count: 1

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



Sample Company
Transaction Detail

Employee SSN Hire Date Status Daily Hours Display Mode
Name: Adams, Neil 03/21/1997 Active 8 Days
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
02/04/2001	Previous Balance			36.0000
03/20/2001	Loss: Carry Over		4.5000	31.5000
03/21/2001	Time Earned	2.0000		33.5000

Adams, Neil

Hire Date 03/21/1997

Location Fort Lauderdale

SSN

Department Merchandising

Mth/Year	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	31	Total
01/2001	*	V																														3.13
02/2001																																
03/2001																																
04/2001																																
05/2001																																
06/2001																																
07/2001																																
08/2001																	V		V	V		H										4.00
09/2001			H																													1.00
10/2001																																
11/2001																						H										1.00
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