

Staff Time Audit Report

Last Modified on 11/03/2020 12:29 am EST

This report offers a record of the activity in the time clock displaying the date & time, the staff member's name of the time record affected, the action (insert, update, delete), the field name, the old & new values, and the person involved.

1. Point to **Staff Portal** in the main menu, select **Time Clock** and click **Time Audit Report**.
2. Select **Search Criteria**. (You must choose a *Pay Period* to generate the report.)
3. **Submit**.

Staff Time Audit Report

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Time Record Id	Date	Staff	Action Taken	Details/Field Name	Old Value	New Value	Updated By
3147076	11/24/2014 4:19:00 PM	Zipperina Jackrabbit	Insert	Time for: 11/24/2014, TimeIn: 9:00 am, TimeOut: 2:00pm, TotalTime: 5.00			ZJACKRABBIT
3147107	11/24/2014 4:22:00 PM	Zipperina Jackrabbit	Insert	Time for: 11/24/2014, TimeIn: 2:30 pm, TimeOut: 3:30 pm, TotalTime: 1.00			ZJACKRABBIT
3147135	11/24/2014 4:25:00 PM	Zipperina Jackrabbit	Insert	Time for: 11/24/2014, TimeIn: 4:25 PM, TimeOut: , TotalTime:			ZJACKRABBIT
3147158	11/24/2014 4:28:00 PM	Zipperina Jackrabbit	Insert	Time for: 11/24/2014, TimeIn: 4:28 PM, TimeOut: , TotalTime:			ZJACKRABBIT