

Time Report

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The *Time Report* displays hours by *Location* and *Department*. With nine different display options you can view your staff hours in a variety of formats.

To run a Time Report:

1. Point to **Staff Portal** in the main menu, select **Time Clock** and click **Time Report**.
2. Select **Search Criteria**.
3. Select **Display Settings**. (See a brief explanation of each of the 9 display formats below.)
4. **Submit**

Jackrabbit **Time Report**

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This report allows you to find staff hours based on criteria below.

Location
Department
Staff
Hour Type
Salaried
Time Entries Dated in Pay Period
Time Entries Dated From Through
Closed Time Entries with Date Paid
Date Paid From Through

Display Settings

Report Format **Staff Detail**
Show Notes No

[Submit](#)

Use (no value) to locate staff who do not have anything set for Salaried on the Summary tab of their Staff record.

- Staff Detail
- Staff Summary
- Staff Summary by Dept
- Staff Summary by Dept with Estimated Gross Wages
- Staff Summary by Location
- Dept Detail
- Dept Summary
- Location Detail
- Location Summary

Display Settings

There are nine Display formats.

Staff Detail

Displays each staff person's time entries including the following: Location, Department, In and Out Times, Hour Type and Total Hours.

Staff Summary

Summarizes all staff time. Includes: Staff Last Name, Staff First Name, and Total Hours.

Staff Summary by Department

Breaks out total hours by Department and staff members in each department.

Staff Summary by Dept with Estimated Gross Wages

Breaks out total hours by Department and staff members in each department with pay rate and estimated gross wages.

Staff Summary by Location

Breaks out total hours by location and staff members in each location.

Department Detail

Groups by Department and displays the following information: Location, Staff First Name, Staff Last Name, Hour Type and each individual time entry Total Hours. There is also an option to view Estimated Gross Wages.

Department Summary

Groups by Department and displays the following information: Location & Total Hours. Option to view Estimated Gross Wages.

Location Detail

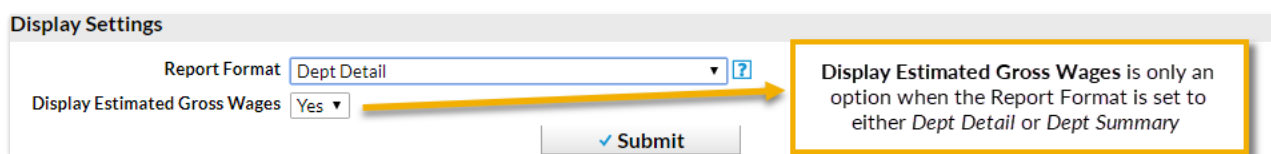
Groups by Location the following information: Departments, Staff First Name, Staff Last Name, Hour Type, and Total Hours.

Location Summary

Groups the department total hours worked per location. Displays Dept, Total Hours, and Estimated Gross Wages.

Estimated Gross Wages

The option to display *Estimated Gross Wages* is only available using the *Department Detail* and *Department Summary* formats.



Display Settings

Report Format: Dept Detail

Display Estimated Gross Wages: Yes

Submit

Display Estimated Gross Wages is only an option when the Report Format is set to either *Dept Detail* or *Dept Summary*

Estimated Gross Wages is also reported on the *Staff Summary by Dept with Estimated Gross Wages*. This is called estimated because the Time Clock does not calculate overtime dollars, only regular hour dollars. Jackrabbit also does not calculate any withholdings, deductions, or payroll taxes.

The estimated gross wage calculation is based on the hours the staff person enters into the time clock multiplied by the appropriate pay rate. If *Department Pay Rates* were entered, Jackrabbit matches up the *Time Entry Department* with the *Department Pay Rate*. If a *Time Entry* doesn't have a *Department Pay Rate*, the *Base Hourly Rate* is used to calculate *Estimated Gross Wages*. (Pay rates for each staff member can be entered in the staff person's *Compensation* tab.) **Only the two reserved Pay Rates - Base Pay Rate and Department Rate - can be used to calculate Estimated Gross Wages.**

