

Staff Time Audit Report



Last Modified on 11/03/2020 12:34 am EST

The **Staff Time Audit** 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. Go to the **Staff** (menu) > **Find a Report** > **Staff** (left menu) > **Staff** (tab).
2. Click **Staff Time Audit Report**.
3. Select **Search Criteria**. (You must choose a *Pay Period* to generate the report.)
4. Click **Submit**.

Staff Time Audit Report							
← RETURN							
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Time Record Id	Date	Staff	Action Taken	Details/Field Name	Old Value	New Value	Updated By
229769	9/7/2020 1:15:00 PM	Kelsey Wheeler	Insert	Time for: 09/07/2020, TimeIn: 10:30am, TimeOut: 4:00pm, TotalTime: 6			Admin
229769	9/7/2020 1:16:00 PM	Kelsey Wheeler	Insert	Time for: 09/08/2020, TimeIn: 10:30am, TimeOut: 4:00pm, TotalTime: 6			Admin
229769	9/7/2020 1:16:00 PM	Kelsey Wheeler	Insert	Time for: 09/09/2020, TimeIn: 10:00am, TimeOut: 3:30pm, TotalTime: 6			Admin
229769	9/7/2020 1:17:00 PM	Kelsey Wheeler	Insert	Time for: 09/10/2020, TimeIn: 11:00am, TimeOut: 5:00pm, TotalTime: 6			Admin



Save this as a frequently used report! Click the heart (icon)  next to a report name, the heart will change to red  and the report will be listed under the **Reports** (menu) > **My Reports** for quick and easy access!