

Actual vs Scheduled Hours/Dollars Report

- 🕒 You can review how closely employees are adhering to their schedules.
- 💰 You can evaluate actual against scheduled expenditures using the essential information this report provides.
- 💰 You can view the actual dollars that would be spent in each pay designation if this schedule were worked as planned.

Actual vs Scheduled Hours/Dollars								
Includes selected workgroups for all employees								
From 07/08/96 to 07/14/96								
Keller, Yolanda								
Week of 07/08/96	Mon	Tue	Wed	Thu	Fri	Sat	Sun	Total
Actual Hours	7:15	7:30	7:30	7:15	7:00	0:00	0:00	36:30
Scheduled Hours	8:30	8:30	8:30	8:30	8:30	0:00	0:00	42:30
Difference	-1:15	-1:00	-1:00	-1:15	-1:30	0:00	0:00	-6:00
Actual Dollars	38.79	40.13	40.13	38.79	37.45	0.00	0.00	195.29
Scheduled Dollars	45.48	45.48	45.48	45.48	52.18	0.00	0.00	234.10
Difference	-6.69	-5.35	-5.35	-6.69	-14.73	0.00	0.00	-39.19
Pierrez, Juanita								
Week of 07/08/96	Mon	Tue	Wed	Thu	Fri	Sat	Sun	Total
Actual Hours	0:00	0:00	0:00	0:00	0:00	0:00	0:00	0:00
Scheduled Hours	8:30	8:30	8:30	8:30	8:30	0:00	0:00	42:30
Difference	-8:30	-8:30	-8:30	-8:30	-8:30	0:00	0:00	-42:30
Actual Dollars	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
Scheduled Dollars	53.13	53.13	53.13	53.13	60.95	0.00	0.00	273.47
Difference	-53.13	-53.13	-53.13	-53.13	-60.95	0.00	0.00	-273.47
Report Totals								
Week of 07/08/96	Mon	Tue	Wed	Thu	Fri	Sat	Sun	Total
Actual Hours	7:15	7:30	7:30	7:15	7:00	0:00	0:00	36:30
Scheduled Hours	17:00	17:00	17:00	17:00	17:00	0:00	0:00	85:00
Difference	-9:45	-9:30	-9:30	-9:45	-10:00	0:00	0:00	-48:30
Actual Dollars	38.79	40.13	40.13	38.79	37.45	0.00	0.00	195.29
Scheduled Dollars	98.61	98.61	98.61	98.61	113.13	0.00	0.00	507.57
Difference	-59.82	-58.48	-58.48	-59.82	-75.68	0.00	0.00	-312.28

Includes hours, dollars, or both

Details the hour or dollar amounts scheduled, those actually worked or earned, and the difference between the actual and scheduled amounts

Totals all information in the report; you can also choose to have the reports sorted and subtotaled by department, for example

The hour and dollar information printed in this report can also be viewed on the Summary Sheet window.

	7/08/96	7/09/96	7/10/96	7/11/96	7/12/96	7/13/96	7/14/96
Summary	7:15 17:00 -9:45	7:30 17:00 -9:30	7:30 17:00 -9:30	7:15 17:00 -9:45	7:00 17:00 -10:00		
Keller, Yolanda	7:15 8:30 -1:15	7:30 8:30 -1:00	7:30 8:30 -1:00	7:15 8:30 -1:15	7:00 8:30 -1:30		
Pierrez, Juanita	8:30 -8:30	8:30 -8:30	8:30 -8:30	8:30 -8:30	8:30 -8:30		