

Arrived Early and Left Early Reports

- ✓ You can determine which employees are punching out before their scheduled time or working extra time.
- 💰 You can track the hours and dollars lost due to employees leaving early.

Arrived Early Report

Includes a single employee.
From 07/01/1996 to 07/31/1996

Watkins, Rodney **ID: 1003** **Badge: 3**

Date	In	Out	In	Out	Hours	Schedule	Exceptions
Thu 7/25	6:57a 1:00p	10:00a 3:00p	10:15a 3:15p	12:00p 7:23p	11:30	8:00a/ 5:00p	Arr. Early, Left Late

Total Number of Employees : 1

Lists employees that punch in before their scheduled time

Shows all punch activity

Displays the employee's schedule

The screenshot shows a window titled "Watkins, Rodney YTD History for '96". It features a calendar grid for the year 1996, with months from January to December. The grid contains various codes indicating punch activity, such as "REG", "OVE", "Lef", and "Arr". For example, in June, there are "REG Lef" markers on the 26th, 27th, and 28th. In July, there are "REG OVE Lef" markers on the 15th, 16th, and 17th, and "REG Arr" markers on the 18th, 19th, 20th, 21st, 22nd, 23rd, 24th, 25th, and 26th.

The Year-to-Date History window can highlight days an employee arrived early or left late.

Lists employees that punch out before their scheduled time

Left Early Report

Includes a single employee.
From 07/01/1996 to 07/31/1996

Baker, Andrea **ID: 1001** **Badge: 1**

Date	In	Out	In	Out	Hours	Schedule	Exceptions
Sun 7/21	8:00a 1:00p	10:00a 3:00p	10:15a	12:16p	6:15	8:00a/ 4:00p	Left Early
Wed 7/24	8:00a 1:00p	10:00a 3:00p	10:15a	12:00p	6:00	7:00a/ 3:30p	Tardy, Left Early
Sat 7/27	8:00a 1:00p	10:00a 3:00p	10:15a	11:09a	5:15	7:00a/ 3:30p	Tardy, Left Early, Long Lun.

Total Number of Employees : 1

Shows all punch activity

Displays the employee's schedule