On-Premise Report

✔ You can determine which employees are on the premises at any time.

On-Premise Report

Includes all workgroups for all employees.

07/12/96

Lists the employee, ID, and badge number for all employees on the premises

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

Date	In	Out	In	Out	Hours	Schedule	Exceptions
Fri 7/12	9:00a 3:15p	12:00p	1:00p	3:00p	0:00	9:00a/6:00p	

Greenbriar, Mary **ID: 1017** **Badge: 17**

Date	In	Out	In	Out	Hours	Schedule	Exceptions
Fri 7/12	8:00a 1:00p	10:00a 3:00p	10:15a 3:15p	12:00p	0:00	8:00a/5:00p	

Guiterrez, Jose **ID 1012** **Badge: 12**

Date	In	Out	In	Out	Hours	Schedule	Exceptions
Fri 7/12	2:45p				0:00	Unsch	Unsch.

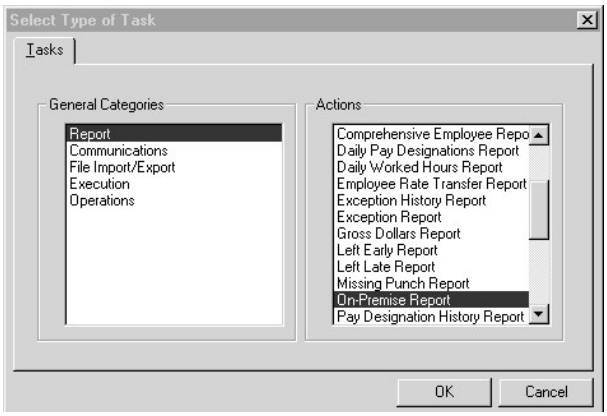
Hastings, Marvin **ID 1008** **Badge: 8**

Date	In	Out	In	Out	Hours	Schedule	Exceptions
Fri 7/12	9:00a 1:00p	10:00a 3:00p	10:15a 3:15p	12:00	0:00	9:00a/6:00p	

Total Number of Employees : 4

Lists the day and date of the last punch

Shows all punches for the day

Displays the employee's schedule

You select the report to generate on the Select Type of Task window.