

# Period Totals Report

- \$ You can track your labor expenditures.
- ✓ You have a record of data exported to payroll services or programs.
- 📄 You have a source for payroll information or payroll journals.

## Period Totals Report

Includes selected workgroups for all employees who are Active.  
**Location: Main Street Facility**

**Nelson, Howard**  
 07/01/96 to 07/31/96

ID Number	1014	Location	Main Street Facility
Badge	14	Department	Administration
SSN	448-57-5700	Cost Center	Facility Management

LOC-DEPT-CC	Pay Designation	Hours	Rate	Dollars
MAN-ADM-FAC	REGULAR	17:00	8.75	148.75
MAN-ADM-FAC	VACATION	16:00	8.75	140.00
MAN-ADM-FAC	SICK	16:00	8.75	140.00

**Baker, Andrea**  
 07/01/96 to 07/31/96

ID Number	1001	Location	Main Street Facility
Badge	1	Department	Administration
SSN	123-12-3123	Cost Center	Facility Management

LOC-DEPT-CC	Pay Designation	Hours	Rate	Dollars
MAN-ADM-FAC	REGULAR	40:00	5.50	220.00
MAN-ADM-FAC	OVERTIME	2:15	8.25	18.56

Number of Employees in Group : 2

Group Totals

LOC-DEPT-CC	Pay Designation	Hours	Rate	Dollars
MAN-ADM-FAC	REGULAR	40:00	5.50	220.00
MAN-ADM-FAC	OVERTIME	2:15	8.25	18.56
MAN-ADM-FAC	REGULAR	17:00	8.75	148.75
MAN-ADM-FAC	VACATION	16:00	8.75	140.00
MAN-ADM-FAC	SICK	16:00	8.75	140.00

Includes information for each employee

Provides a variety of formats for the hour and dollar totals

Groups and subtotals data in any way you choose, for example, by department, cost center, or location

You can define this report to print automatically at the end of each pay period.

