

Schedule Report

- ✓ You can print this report in many different formats suitable for distributing and posting.
- ✓ You can include scheduled benefit hours such as vacation and sick time.

Employee Schedules

Includes selected workgroups for all employees who are Active.

From 07/15/96 to 08/18/96

Prints schedules for any date range you choose

Includes employee's scheduled start and end times

Baker, Andrea

	Mon	Tue	Wed	Thu	Fri	Sat	Sun	Total
Week of 07/15/96		700a/ 330p	800a/ 500p	800a/ 500p	700a/ 330p	700a/ 430p	800a/ 400p	49:30
Week of 07/22/96			700a/ 330p	800a/ 500p	800a/ 500p	700a/ 330p	700a/ 430p	42:00
Week of 07/29/96	800a/ 400p			700a/ 330p	800a/ 500p	800a/ 500p	700a/ 330p	40:30
Week of 08/05/96	700a/ 430p	800a/ 400p			700a/ 330p	VACATION	VACATION	40:30
Week of 08/12/96	700a/ 330p	700a/ 430p	800a/ 400p			700a/ 330p	800a/ 500p	41:00

Nelson, Howard

	Mon	Tue	Wed	Thu	Fri	Sat	Sun	Total
Week of 07/15/96			PERSONAL	400p/ 000a	400p/ 000a	400p/ 000a	400p/ 000a	40:00
Week of 07/22/96			400p/ 030a	400p/ 000a	VACATION	VACATION	VACATION	40:00
Week of 07/29/96			400p/ 030a	400p/ 030a	1000p/ 630a	1000p/ 630a	1000p/ 630a	40:00
Week of 08/05/96			400p/ 030a	400p/ 030a	1000p/ 630a	1000p/ 630a	1000p/ 630a	40:00
Week of 08/12/96			SICK	SICK	1000p/ 630a	1000p/ 630a	1000p/ 630a	40:00

Report Totals

		Mon	Tue	Wed	Thu	Fri	Sat	Sun	Total
Wk of 07/15	Reg	0:00	8:00	8:30	16:30	16:00	17:00	15:30	81:30
	Ben	0:00	0:00	8:00	0:00	0:00	0:00	0:00	8:00
Wk of 07/22	Reg	0:00	0:00	16:00	16:30	8:30	8:00	9:00	58:00
	Ben	0:00	0:00	0:00	0:00	8:00	8:00	8:00	24:00
Wk of 07/29	Reg	7:30	0:00	8:00	16:00	16:30	16:30	16:00	80:30
	Ben	0:00	0:00	0:00	0:00	0:00	0:00	0:00	0:00
Wk of 08/05	Reg	9:00	7:30	8:00	8:00	16:00	8:00	8:00	64:30
	Ben	0:00	0:00	0:00	0:00	0:00	8:00	8:00	16:00
Wk of 08/12	Reg	8:00	9:00	7:30	0:00	8:00	16:00	16:30	65:00
	Ben	0:00	0:00	8:00	8:00	0:00	0:00	0:00	16:00

Totals schedule hours and reports benefit hours such as vacation separately

The Schedule Report lets you print weekly schedules. You create schedules one week at a time on Schedule Professional's Weekly page.

