


Tardy Report

 You can track employees that are chronically late.

Tardy Report

Includes all workgroups for all employees.

From 07/21/1996 to 08/03/1996

Location: Main Street Facility Lists all punch activity

Baker, Andrea **ID: 1001** **Badge: 1** Displays the shifts for which the employee was tardy

Date	In	Out	In	Out	Hours	Schedule	Exceptions
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.

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

Date	In	Out	In	Out	Hours	Schedule	Exceptions
Tue 7/23	8:17a 1:09p	10:00a 3:00p	10:15a 3:15p	12:00p 5:15p	7:45	8:00a/ 5:00p	Tardy, Left Late

Yardley, Frank **ID: 1004** **Badge: 4**

Date	In	Out	In	Out	Hours	Schedule	Exceptions
Mon 7/22	8:12a 1:00p	10:00a 3:00p	10:15a 3:15p	12:00p 5:00p	7:45	8:00a/ 5:00p	Tardy
Tue 7/23	8:17a 1:00p	10:00a 3:00p	10:15a 3:15p	12:00p 5:00p	7:45	8:00a/ 5:00p	Tardy
Thu 7/25	8:45a 1:00p	10:00a 3:00p	10:15a 3:15p	12:22p 5:00p	7:30	8:00a/ 5:00p	Tardy

Number of Employees in Group : 3

Total Number of Employees : 3

Lists the employee, ID and badge

Includes the employee's schedule so you can see the scheduled start time

You can display only the employees with a specific exception, such as tardy, on the Employee Tree using the Select Exception Search Criteria button.

