

# Worked Late Report

- ✓ You can determine which employees are punching out after their scheduled time.
- \$ You can track employees that are working extra time.

**Worked Late Report**

**Includes all workgroups for all employees.**

**From 07/01/1996 to 07/31/1996**

**Department: Information Systems**

Guiterrez, Jose ID: 1012 Badge: 12

Date	In	Out	In	Out	Hours	Schedule	Exceptions
Mon 7/22	8:56a 1:00p	10:00a 3:00p	10:15a 3:15p	12:00p 5:31p	7:30	8:00a/ 5:00p	Tardy, Left Late

Valentine, Frank ID: 1010 Badge: 10

Date	In	Out	In	Out	Hours	Schedule	Exceptions
Wed 7/24	8:00a 1:00p	10:00a 3:00p	10:15a 3:15p	12:00p 5:09p	8:15	8:00a/ 5:00p	Left Late

Number of Employees in Group : 2

**Department: Research & Development**

Hastings, Marvin ID: 1008 Badge: 8

Date	In	Out	In	Out	Hours	Schedule	Exceptions
Mon 7/22	9:15a 1:00p	10:00a 3:00p	10:15a 3:15p	12:00p 6:42p	8:30	9:00a/6:00p	Tardy, Left Late
Tue 7/23	9:00a 1:14p	10:00a 3:00p	10:15a 3:15p	12:00p 6:09p	8:00	9:00a/ 6:00p	Left Late
Wed 7/24	9:00a 2:02p	10:04a 3:00p	10:15a 3:15p	12:00p 6:55p	8:00	9:00a/ 6:00p	Left Late, Long Lun.

Number of Employees in Group : 1

Sorts and groups employees in any order you choose

Shows all punch activity

Lists employees that punch out after their scheduled time

Displays the employee's schedule

You can view employees who work late on the Summary Sheet window, seeing the number of left late exceptions incurred.

	Arr. Early	Tardy	Left Early	Left Late	Long Lun.	Shrt Lun.
Summary	5	48	28	34	7	3
Baker, Andrea	1	8	7	2	1	
Cho, Min-Shih		3		2	1	
Grant, Omar		1	5			1
Greenbriar, May	1	8		4		
Guiterrez, Jose		3		1	1	
Hastings, Marvin		2		4	1	
Jardin, Janice		3	1	1		1
Keller, Yolanda		3		3	1	
Kircher, Martha		7	1	7		