

## Payroll Monitor

The Payroll Monitor displays real time status for the current and previous pay period. This information highlights critical issues, which need correction before payroll is exported. Links drill down to specific problem issues, as well as other important management information.

| Payroll                      | Scheduling                    | H.R.                       |
|------------------------------|-------------------------------|----------------------------|
| <b>Weekly&gt;Mon to Sun</b>  | <b>This Week</b>              | <b>Usage</b>               |
| Employees 87                 | Begins 11/14/05               | Active Employees 87        |
| Previous Period              | Ends 11/20/05                 | <b>Hourly Status Types</b> |
| Begins 11/07/05              | Employees Scheduled 87        | Full Time 87               |
| Ends 11/13/05                | Employees Scheduled Off 13    | Part Time 0                |
| Posted                       | Employees Without Schedules 0 | <b>Active Conditions</b>   |
| <b>Issues 3, 1 critical</b>  | <b>Next Week</b>              | Normal 86                  |
| Hours 3469:00                | Begins 11/21/05               | Probation 1                |
| Dollars 36953.9100           | Ends 11/27/05                 | Training 0                 |
| Status <b>Please Repair!</b> | Employees Scheduled 87        | <b>Billing Usage</b>       |
| Current Period               | Employees Scheduled Off 3     | Period Type Monthly        |
| Begins 11/14/05              | Employees Without Schedules 0 | Usage From 10/01/05        |
| Ends 11/20/05                |                               | Usage To 10/31/05          |
| <b>Issues 39, 1 critical</b> |                               | Active Employees 0         |
| Hours 2348:30                |                               | ESS Employees 0            |
| Dollars 25613.7200           |                               | Supervisor Accounts 0      |
| Status <b>Please Repair!</b> |                               | Billing Periods 0          |

## Payroll Summary

The payroll column drills down to information critical for exporting payroll.

The payroll monitor uses color in the Status field to indicate whether payroll is ready to export:

- Red indicates that one or more critical exceptions, for example, missing punch exceptions, must be corrected in employee time cards.
- Yellow indicates that non-critical issues, for example, tardy exceptions, exist. Payroll can safely progress, but supervisors may need to take action with employees.
- Green indicates that there are no flagged exceptions on employee time cards. Exceptions other than tardy and missing punch may exist, but are not highlighted at this level for the payroll manager.

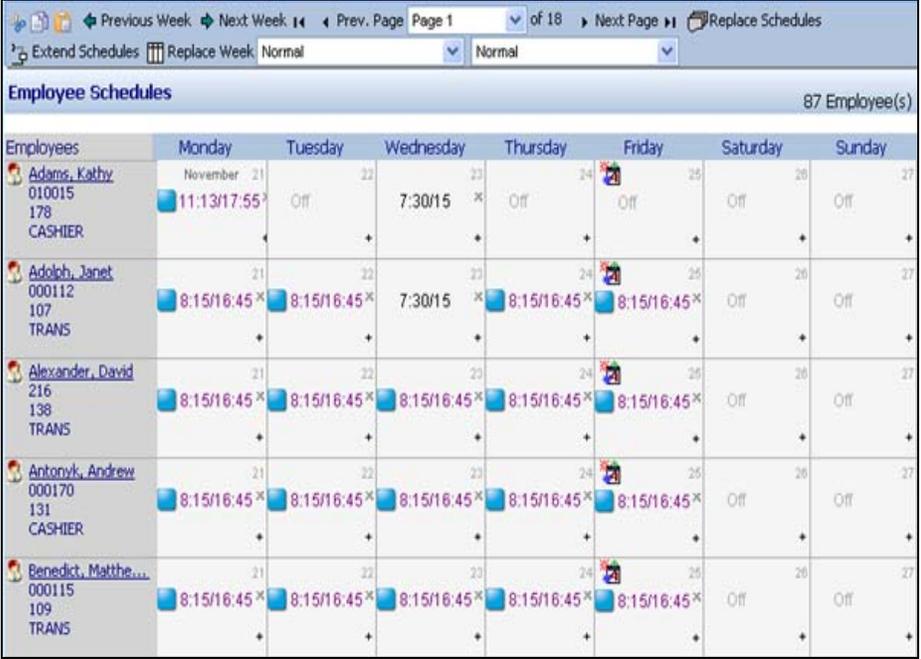
| Link   | Description  |
|--------|--|
| Issues | The Issues link for the previous period notifies the payroll manager of the supervisors whose edits are outstanding. The payroll manager can drill down to fix the problem by clicking the supervisor name, or contact the appropriate supervisor. |

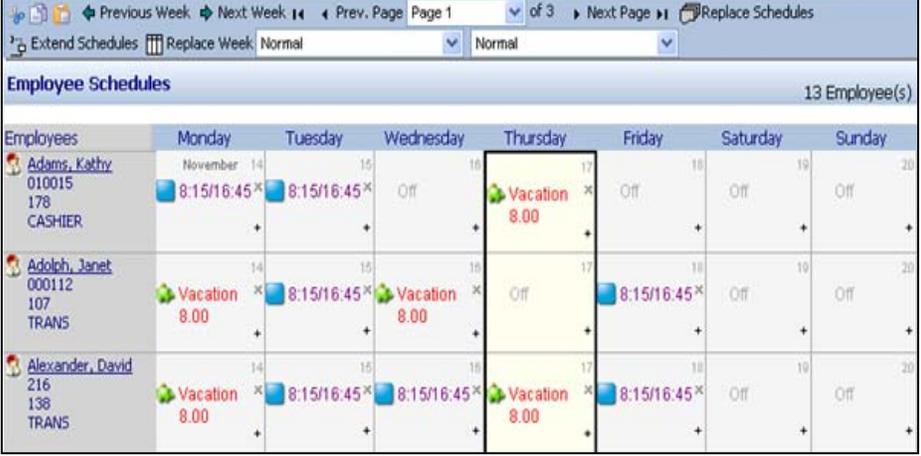
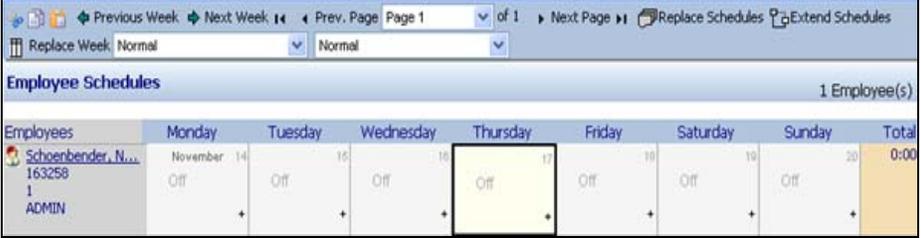
| Link       | Description   |           |                   |                |         |                          |                 |         |         |  |    |    |    |    |    |    |    |            |           |           |           |            |       |                          |                 |       |       |        |                   |         |         |   |   |       |        |        |                   |                |         |   |   |       |           |     |                   |                |         |   |   |        |         |        |                  |         |         |   |   |           |          |        |                   |                |         |   |   |       |       |     |                   |               |         |   |   |      |      |     |                   |               |         |   |   |       |       |     |                   |               |         |   |   |       |       |     |                   |                |         |   |   |
|------------|---|-----------|-------------------|----------------|---------|--------------------------|-----------------|---------|---------|--|----|----|----|----|----|----|----|------------|-----------|-----------|-----------|------------|-------|--------------------------|-----------------|-------|-------|--------|-------------------|---------|---------|---|---|-------|--------|--------|-------------------|----------------|---------|---|---|-------|-----------|-----|-------------------|----------------|---------|---|---|--------|---------|--------|------------------|---------|---------|---|---|-----------|----------|--------|-------------------|----------------|---------|---|---|-------|-------|-----|-------------------|---------------|---------|---|---|------|------|-----|-------------------|---------------|---------|---|---|-------|-------|-----|-------------------|---------------|---------|---|---|-------|-------|-----|-------------------|----------------|---------|---|---|
|            | <div data-bbox="435 369 1369 1087"> <p><b>Closing Payroll Status</b> <span style="float: right;">11/17/05</span></p> <table border="1" style="width: 100%; text-align: center;"> <tr> <td></td> <td>Sun Nov</td> <td>Mon Nov</td> <td>Tue Nov</td> <td>Wed Nov</td> <td>Thu Nov</td> <td>Fri Nov</td> <td>Sat Nov</td> </tr> <tr> <td></td> <td>13</td> <td>14</td> <td>15</td> <td>16</td> <td>17</td> <td>18</td> <td>19</td> </tr> </table> <p><b>Supervisors</b></p> <p>Sharon<br/>1 Issues, <b>1 Critical</b></p> <p><b>Payroll</b></p> <p><b>Supervisors</b></p> <p><b>System Administrators</b></p> <p><b>Supervisors</b></p> <p>Tom<br/>1 Issues, <b>1 Critical</b></p> <p><b>System Administrators</b></p> <p>Frank<br/>4 Issues, <b>2 Critical</b></p> </div> <p>In the current pay period, the Issues link displays a pay period summary.</p> <div data-bbox="435 1150 1369 1791"> <p>Excel Print Preview</p> <p><b>Payroll Summary Sheet</b> <span style="float: right;">For 11/17/05</span></p> <table border="1" style="width: 100%; text-align: center;"> <thead> <tr> <th>First Name</th> <th>Last Name</th> <th>ID Number</th> <th>Pay Class</th> <th>Department</th> <th>Shift</th> <th>Period Missing Punctures</th> <th>Period Absences</th> </tr> </thead> <tbody> <tr> <td>Kathy</td> <td>Adams</td> <td>010015</td> <td>8hr Day/30m Lunch</td> <td>Cashier</td> <td>SHIFT 2</td> <td>0</td> <td>0</td> </tr> <tr> <td>Janet</td> <td>Adolph</td> <td>000112</td> <td>8hr Day/30m Lunch</td> <td>Transportation</td> <td>SHIFT 1</td> <td>0</td> <td>0</td> </tr> <tr> <td>David</td> <td>Alexander</td> <td>216</td> <td>8hr Day/30m Lunch</td> <td>Transportation</td> <td>SHIFT 1</td> <td>0</td> <td>0</td> </tr> <tr> <td>Andrew</td> <td>Antonyk</td> <td>000170</td> <td>8hr Ngt/No Lunch</td> <td>Cashier</td> <td>SHIFT 1</td> <td>0</td> <td>0</td> </tr> <tr> <td>Matthew A</td> <td>Benedict</td> <td>000115</td> <td>8hr Day/30m Lunch</td> <td>Transportation</td> <td>SHIFT 1</td> <td>0</td> <td>1</td> </tr> <tr> <td>David</td> <td>Bevan</td> <td>204</td> <td>8hr Day/30m Lunch</td> <td>Area Managers</td> <td>SHIFT 1</td> <td>0</td> <td>0</td> </tr> <tr> <td>Vito</td> <td>Bill</td> <td>250</td> <td>8hr Day/30m Lunch</td> <td>Area Managers</td> <td>SHIFT 1</td> <td>0</td> <td>0</td> </tr> <tr> <td>Neely</td> <td>Brian</td> <td>244</td> <td>8hr Day/30m Lunch</td> <td>Area Managers</td> <td>SHIFT 1</td> <td>0</td> <td>0</td> </tr> <tr> <td>Adele</td> <td>Burke</td> <td>103</td> <td>8hr Day/30m Lunch</td> <td>Administration</td> <td>SHIFT 1</td> <td>0</td> <td>0</td> </tr> </tbody> </table> </div> |           | Sun Nov           | Mon Nov        | Tue Nov | Wed Nov                  | Thu Nov         | Fri Nov | Sat Nov |  | 13 | 14 | 15 | 16 | 17 | 18 | 19 | First Name | Last Name | ID Number | Pay Class | Department | Shift | Period Missing Punctures | Period Absences | Kathy | Adams | 010015 | 8hr Day/30m Lunch | Cashier | SHIFT 2 | 0 | 0 | Janet | Adolph | 000112 | 8hr Day/30m Lunch | Transportation | SHIFT 1 | 0 | 0 | David | Alexander | 216 | 8hr Day/30m Lunch | Transportation | SHIFT 1 | 0 | 0 | Andrew | Antonyk | 000170 | 8hr Ngt/No Lunch | Cashier | SHIFT 1 | 0 | 0 | Matthew A | Benedict | 000115 | 8hr Day/30m Lunch | Transportation | SHIFT 1 | 0 | 1 | David | Bevan | 204 | 8hr Day/30m Lunch | Area Managers | SHIFT 1 | 0 | 0 | Vito | Bill | 250 | 8hr Day/30m Lunch | Area Managers | SHIFT 1 | 0 | 0 | Neely | Brian | 244 | 8hr Day/30m Lunch | Area Managers | SHIFT 1 | 0 | 0 | Adele | Burke | 103 | 8hr Day/30m Lunch | Administration | SHIFT 1 | 0 | 0 |
|            | Sun Nov   | Mon Nov   | Tue Nov           | Wed Nov        | Thu Nov | Fri Nov                  | Sat Nov         |         |         |  |    |    |    |    |    |    |    |            |           |           |           |            |       |                          |                 |       |       |        |                   |         |         |   |   |       |        |        |                   |                |         |   |   |       |           |     |                   |                |         |   |   |        |         |        |                  |         |         |   |   |           |          |        |                   |                |         |   |   |       |       |     |                   |               |         |   |   |      |      |     |                   |               |         |   |   |       |       |     |                   |               |         |   |   |       |       |     |                   |                |         |   |   |
|            | 13  | 14        | 15                | 16             | 17      | 18                       | 19              |         |         |  |    |    |    |    |    |    |    |            |           |           |           |            |       |                          |                 |       |       |        |                   |         |         |   |   |       |        |        |                   |                |         |   |   |       |           |     |                   |                |         |   |   |        |         |        |                  |         |         |   |   |           |          |        |                   |                |         |   |   |       |       |     |                   |               |         |   |   |      |      |     |                   |               |         |   |   |       |       |     |                   |               |         |   |   |       |       |     |                   |                |         |   |   |
| First Name | Last Name   | ID Number | Pay Class         | Department     | Shift   | Period Missing Punctures | Period Absences |         |         |  |    |    |    |    |    |    |    |            |           |           |           |            |       |                          |                 |       |       |        |                   |         |         |   |   |       |        |        |                   |                |         |   |   |       |           |     |                   |                |         |   |   |        |         |        |                  |         |         |   |   |           |          |        |                   |                |         |   |   |       |       |     |                   |               |         |   |   |      |      |     |                   |               |         |   |   |       |       |     |                   |               |         |   |   |       |       |     |                   |                |         |   |   |
| Kathy      | Adams   | 010015    | 8hr Day/30m Lunch | Cashier        | SHIFT 2 | 0                        | 0               |         |         |  |    |    |    |    |    |    |    |            |           |           |           |            |       |                          |                 |       |       |        |                   |         |         |   |   |       |        |        |                   |                |         |   |   |       |           |     |                   |                |         |   |   |        |         |        |                  |         |         |   |   |           |          |        |                   |                |         |   |   |       |       |     |                   |               |         |   |   |      |      |     |                   |               |         |   |   |       |       |     |                   |               |         |   |   |       |       |     |                   |                |         |   |   |
| Janet      | Adolph  | 000112    | 8hr Day/30m Lunch | Transportation | SHIFT 1 | 0                        | 0               |         |         |  |    |    |    |    |    |    |    |            |           |           |           |            |       |                          |                 |       |       |        |                   |         |         |   |   |       |        |        |                   |                |         |   |   |       |           |     |                   |                |         |   |   |        |         |        |                  |         |         |   |   |           |          |        |                   |                |         |   |   |       |       |     |                   |               |         |   |   |      |      |     |                   |               |         |   |   |       |       |     |                   |               |         |   |   |       |       |     |                   |                |         |   |   |
| David      | Alexander   | 216       | 8hr Day/30m Lunch | Transportation | SHIFT 1 | 0                        | 0               |         |         |  |    |    |    |    |    |    |    |            |           |           |           |            |       |                          |                 |       |       |        |                   |         |         |   |   |       |        |        |                   |                |         |   |   |       |           |     |                   |                |         |   |   |        |         |        |                  |         |         |   |   |           |          |        |                   |                |         |   |   |       |       |     |                   |               |         |   |   |      |      |     |                   |               |         |   |   |       |       |     |                   |               |         |   |   |       |       |     |                   |                |         |   |   |
| Andrew     | Antonyk   | 000170    | 8hr Ngt/No Lunch  | Cashier        | SHIFT 1 | 0                        | 0               |         |         |  |    |    |    |    |    |    |    |            |           |           |           |            |       |                          |                 |       |       |        |                   |         |         |   |   |       |        |        |                   |                |         |   |   |       |           |     |                   |                |         |   |   |        |         |        |                  |         |         |   |   |           |          |        |                   |                |         |   |   |       |       |     |                   |               |         |   |   |      |      |     |                   |               |         |   |   |       |       |     |                   |               |         |   |   |       |       |     |                   |                |         |   |   |
| Matthew A  | Benedict  | 000115    | 8hr Day/30m Lunch | Transportation | SHIFT 1 | 0                        | 1               |         |         |  |    |    |    |    |    |    |    |            |           |           |           |            |       |                          |                 |       |       |        |                   |         |         |   |   |       |        |        |                   |                |         |   |   |       |           |     |                   |                |         |   |   |        |         |        |                  |         |         |   |   |           |          |        |                   |                |         |   |   |       |       |     |                   |               |         |   |   |      |      |     |                   |               |         |   |   |       |       |     |                   |               |         |   |   |       |       |     |                   |                |         |   |   |
| David      | Bevan   | 204       | 8hr Day/30m Lunch | Area Managers  | SHIFT 1 | 0                        | 0               |         |         |  |    |    |    |    |    |    |    |            |           |           |           |            |       |                          |                 |       |       |        |                   |         |         |   |   |       |        |        |                   |                |         |   |   |       |           |     |                   |                |         |   |   |        |         |        |                  |         |         |   |   |           |          |        |                   |                |         |   |   |       |       |     |                   |               |         |   |   |      |      |     |                   |               |         |   |   |       |       |     |                   |               |         |   |   |       |       |     |                   |                |         |   |   |
| Vito       | Bill  | 250       | 8hr Day/30m Lunch | Area Managers  | SHIFT 1 | 0                        | 0               |         |         |  |    |    |    |    |    |    |    |            |           |           |           |            |       |                          |                 |       |       |        |                   |         |         |   |   |       |        |        |                   |                |         |   |   |       |           |     |                   |                |         |   |   |        |         |        |                  |         |         |   |   |           |          |        |                   |                |         |   |   |       |       |     |                   |               |         |   |   |      |      |     |                   |               |         |   |   |       |       |     |                   |               |         |   |   |       |       |     |                   |                |         |   |   |
| Neely      | Brian   | 244       | 8hr Day/30m Lunch | Area Managers  | SHIFT 1 | 0                        | 0               |         |         |  |    |    |    |    |    |    |    |            |           |           |           |            |       |                          |                 |       |       |        |                   |         |         |   |   |       |        |        |                   |                |         |   |   |       |           |     |                   |                |         |   |   |        |         |        |                  |         |         |   |   |           |          |        |                   |                |         |   |   |       |       |     |                   |               |         |   |   |      |      |     |                   |               |         |   |   |       |       |     |                   |               |         |   |   |       |       |     |                   |                |         |   |   |
| Adele      | Burke   | 103       | 8hr Day/30m Lunch | Administration | SHIFT 1 | 0                        | 0               |         |         |  |    |    |    |    |    |    |    |            |           |           |           |            |       |                          |                 |       |       |        |                   |         |         |   |   |       |        |        |                   |                |         |   |   |       |           |     |                   |                |         |   |   |        |         |        |                  |         |         |   |   |           |          |        |                   |                |         |   |   |       |       |     |                   |               |         |   |   |      |      |     |                   |               |         |   |   |       |       |     |                   |               |         |   |   |       |       |     |                   |                |         |   |   |
| Hours      | The Hours link summarizes pay period hours by pay designation. You can click on column headings to sort the summary by the selected pay designation.  |           |                   |                |         |                          |                 |         |         |  |    |    |    |    |    |    |    |            |           |           |           |            |       |                          |                 |       |       |        |                   |         |         |   |   |       |        |        |                   |                |         |   |   |       |           |     |                   |                |         |   |   |        |         |        |                  |         |         |   |   |           |          |        |                   |                |         |   |   |       |       |     |                   |               |         |   |   |      |      |     |                   |               |         |   |   |       |       |     |                   |               |         |   |   |       |       |     |                   |                |         |   |   |

| Link                | Description   |                 |                  |                 |                 |                 |                 |                 |                   |     |        |               |                   |                 |                  |                 |                 |                 |                 |                 |                   |              |          |         |  |  |  |  |  |  |          |               |          |  |          |  |  |  |  |  |          |                  |          |  |  |  |  |  |  |  |          |                 |          |         |  |          |  |  |  |  |          |                     |          |  |  |  |  |  |          |  |          |              |          |  |  |  |  |  |  |  |          |            |          |  |  |  |  |  |  |  |          |              |          |  |  |  |  |  |  |  |          |
|---------------------|---|-----------------|------------------|-----------------|-----------------|-----------------|-----------------|-----------------|-------------------|-----|--------|---------------|-------------------|-----------------|------------------|-----------------|-----------------|-----------------|-----------------|-----------------|-------------------|--------------|----------|---------|--|--|--|--|--|--|----------|---------------|----------|--|----------|--|--|--|--|--|----------|------------------|----------|--|--|--|--|--|--|--|----------|-----------------|----------|---------|--|----------|--|--|--|--|----------|---------------------|----------|--|--|--|--|--|----------|--|----------|--------------|----------|--|--|--|--|--|--|--|----------|------------|----------|--|--|--|--|--|--|--|----------|--------------|----------|--|--|--|--|--|--|--|----------|
|                     | <p>Click an employee name to drill down to his or her time card for that period.</p> <div data-bbox="435 422 1377 894" style="border: 1px solid black; padding: 5px;"> <p>Periods: Previous Period <span style="float: right;">Excel Print Preview</span></p> <p><b>Weekly &gt; Mon to Sun</b></p> <table border="1" style="width: 100%; border-collapse: collapse;"> <thead> <tr> <th>Employee</th> <th>RG1</th> <th>OV1</th> <th>RG2</th> <th>OV2</th> <th>DB2</th> <th>RG3</th> <th>VAC</th> <th>O/A</th> <th>Totals</th> </tr> </thead> <tbody> <tr> <td><b>Totals</b></td> <td><b>3069.75</b></td> <td><b>60.75</b></td> <td><b>180.00</b></td> <td><b>40.00</b></td> <td><b>40.00</b></td> <td><b>30.00</b></td> <td><b>8.00</b></td> <td><b>24.00</b></td> <td><b>3452.50</b></td> </tr> <tr> <td>Adams, Kathy</td> <td>24.00</td> <td>9.25</td> <td></td> <td></td> <td></td> <td></td> <td></td> <td></td> <td>33.25</td> </tr> <tr> <td>Adolph, Janet</td> <td>31.25</td> <td></td> <td>8.00</td> <td></td> <td></td> <td></td> <td></td> <td></td> <td>39.25</td> </tr> <tr> <td>Alexander, David</td> <td>39.25</td> <td></td> <td></td> <td></td> <td></td> <td></td> <td></td> <td></td> <td>39.25</td> </tr> <tr> <td>Antonyk, Andrew</td> <td>32.00</td> <td>1.75</td> <td></td> <td>8.00</td> <td></td> <td></td> <td></td> <td></td> <td>41.75</td> </tr> <tr> <td>Benedict, Matthew A</td> <td>31.50</td> <td></td> <td></td> <td></td> <td></td> <td></td> <td>8.00</td> <td></td> <td>39.50</td> </tr> </tbody> </table> </div>  | Employee        | RG1              | OV1             | RG2             | OV2             | DB2             | RG3             | VAC               | O/A | Totals | <b>Totals</b> | <b>3069.75</b>    | <b>60.75</b>    | <b>180.00</b>    | <b>40.00</b>    | <b>40.00</b>    | <b>30.00</b>    | <b>8.00</b>     | <b>24.00</b>    | <b>3452.50</b>    | Adams, Kathy | 24.00    | 9.25    |  |  |  |  |  |  | 33.25    | Adolph, Janet | 31.25    |  | 8.00     |  |  |  |  |  | 39.25    | Alexander, David | 39.25    |  |  |  |  |  |  |  | 39.25    | Antonyk, Andrew | 32.00    | 1.75    |  | 8.00     |  |  |  |  | 41.75    | Benedict, Matthew A | 31.50    |  |  |  |  |  | 8.00     |  | 39.50    |              |          |  |  |  |  |  |  |  |          |            |          |  |  |  |  |  |  |  |          |              |          |  |  |  |  |  |  |  |          |
| Employee            | RG1   | OV1             | RG2              | OV2             | DB2             | RG3             | VAC             | O/A             | Totals            |     |        |               |                   |                 |                  |                 |                 |                 |                 |                 |                   |              |          |         |  |  |  |  |  |  |          |               |          |  |          |  |  |  |  |  |          |                  |          |  |  |  |  |  |  |  |          |                 |          |         |  |          |  |  |  |  |          |                     |          |  |  |  |  |  |          |  |          |              |          |  |  |  |  |  |  |  |          |            |          |  |  |  |  |  |  |  |          |              |          |  |  |  |  |  |  |  |          |
| <b>Totals</b>       | <b>3069.75</b>  | <b>60.75</b>    | <b>180.00</b>    | <b>40.00</b>    | <b>40.00</b>    | <b>30.00</b>    | <b>8.00</b>     | <b>24.00</b>    | <b>3452.50</b>    |     |        |               |                   |                 |                  |                 |                 |                 |                 |                 |                   |              |          |         |  |  |  |  |  |  |          |               |          |  |          |  |  |  |  |  |          |                  |          |  |  |  |  |  |  |  |          |                 |          |         |  |          |  |  |  |  |          |                     |          |  |  |  |  |  |          |  |          |              |          |  |  |  |  |  |  |  |          |            |          |  |  |  |  |  |  |  |          |              |          |  |  |  |  |  |  |  |          |
| Adams, Kathy        | 24.00   | 9.25            |                  |                 |                 |                 |                 |                 | 33.25             |     |        |               |                   |                 |                  |                 |                 |                 |                 |                 |                   |              |          |         |  |  |  |  |  |  |          |               |          |  |          |  |  |  |  |  |          |                  |          |  |  |  |  |  |  |  |          |                 |          |         |  |          |  |  |  |  |          |                     |          |  |  |  |  |  |          |  |          |              |          |  |  |  |  |  |  |  |          |            |          |  |  |  |  |  |  |  |          |              |          |  |  |  |  |  |  |  |          |
| Adolph, Janet       | 31.25   |                 | 8.00             |                 |                 |                 |                 |                 | 39.25             |     |        |               |                   |                 |                  |                 |                 |                 |                 |                 |                   |              |          |         |  |  |  |  |  |  |          |               |          |  |          |  |  |  |  |  |          |                  |          |  |  |  |  |  |  |  |          |                 |          |         |  |          |  |  |  |  |          |                     |          |  |  |  |  |  |          |  |          |              |          |  |  |  |  |  |  |  |          |            |          |  |  |  |  |  |  |  |          |              |          |  |  |  |  |  |  |  |          |
| Alexander, David    | 39.25   |                 |                  |                 |                 |                 |                 |                 | 39.25             |     |        |               |                   |                 |                  |                 |                 |                 |                 |                 |                   |              |          |         |  |  |  |  |  |  |          |               |          |  |          |  |  |  |  |  |          |                  |          |  |  |  |  |  |  |  |          |                 |          |         |  |          |  |  |  |  |          |                     |          |  |  |  |  |  |          |  |          |              |          |  |  |  |  |  |  |  |          |            |          |  |  |  |  |  |  |  |          |              |          |  |  |  |  |  |  |  |          |
| Antonyk, Andrew     | 32.00   | 1.75            |                  | 8.00            |                 |                 |                 |                 | 41.75             |     |        |               |                   |                 |                  |                 |                 |                 |                 |                 |                   |              |          |         |  |  |  |  |  |  |          |               |          |  |          |  |  |  |  |  |          |                  |          |  |  |  |  |  |  |  |          |                 |          |         |  |          |  |  |  |  |          |                     |          |  |  |  |  |  |          |  |          |              |          |  |  |  |  |  |  |  |          |            |          |  |  |  |  |  |  |  |          |              |          |  |  |  |  |  |  |  |          |
| Benedict, Matthew A | 31.50   |                 |                  |                 |                 |                 | 8.00            |                 | 39.50             |     |        |               |                   |                 |                  |                 |                 |                 |                 |                 |                   |              |          |         |  |  |  |  |  |  |          |               |          |  |          |  |  |  |  |  |          |                  |          |  |  |  |  |  |  |  |          |                 |          |         |  |          |  |  |  |  |          |                     |          |  |  |  |  |  |          |  |          |              |          |  |  |  |  |  |  |  |          |            |          |  |  |  |  |  |  |  |          |              |          |  |  |  |  |  |  |  |          |
| Dollars             | <p>The Dollars link summarizes pay period dollars by pay designation. You can click on column headings to sort the summary by the select pay designation's values. Click on an employee name to view his or her time card for that period.</p> <div data-bbox="435 1083 1365 1520" style="border: 1px solid black; padding: 5px;"> <p>Periods: Previous Period <span style="float: right;">Excel Print Preview</span></p> <p><b>Weekly &gt; Mon to Sun</b> <span style="float: right;">11/07/05 to 11/13/05</span></p> <table border="1" style="width: 100%; border-collapse: collapse;"> <thead> <tr> <th>Employee</th> <th>RG1</th> <th>OV1</th> <th>RG2</th> <th>OV2</th> <th>DB2</th> <th>RG3</th> <th>VAC</th> <th>O/A</th> <th>Totals</th> </tr> </thead> <tbody> <tr> <td><b>Totals</b></td> <td><b>32305.0100</b></td> <td><b>950.0701</b></td> <td><b>2079.4800</b></td> <td><b>528.4800</b></td> <td><b>509.5200</b></td> <td><b>392.4000</b></td> <td><b>130.8000</b></td> <td><b>202.8000</b></td> <td><b>37098.5700</b></td> </tr> <tr> <td>Adams, Kathy</td> <td>730.0000</td> <td>47.9000</td> <td></td> <td></td> <td></td> <td></td> <td></td> <td></td> <td>777.9000</td> </tr> <tr> <td>Adolph, Janet</td> <td>510.9390</td> <td></td> <td>130.8000</td> <td></td> <td></td> <td></td> <td></td> <td></td> <td>641.7390</td> </tr> <tr> <td>Alexander, David</td> <td>166.8125</td> <td></td> <td></td> <td></td> <td></td> <td></td> <td></td> <td></td> <td>166.8125</td> </tr> <tr> <td>Antonyk, Andrew</td> <td>307.2000</td> <td>23.5900</td> <td></td> <td>107.8400</td> <td></td> <td></td> <td></td> <td></td> <td>438.6300</td> </tr> <tr> <td>Benedict, Matthew A</td> <td>515.0250</td> <td></td> <td></td> <td></td> <td></td> <td></td> <td>130.8000</td> <td></td> <td>645.8250</td> </tr> <tr> <td>Bevan, David</td> <td>166.8125</td> <td></td> <td></td> <td></td> <td></td> <td></td> <td></td> <td></td> <td>166.8125</td> </tr> <tr> <td>Bill, Vito</td> <td>176.6250</td> <td></td> <td></td> <td></td> <td></td> <td></td> <td></td> <td></td> <td>176.6250</td> </tr> <tr> <td>Brian, Neely</td> <td>178.8750</td> <td></td> <td></td> <td></td> <td></td> <td></td> <td></td> <td></td> <td>178.8750</td> </tr> </tbody> </table> </div> | Employee        | RG1              | OV1             | RG2             | OV2             | DB2             | RG3             | VAC               | O/A | Totals | <b>Totals</b> | <b>32305.0100</b> | <b>950.0701</b> | <b>2079.4800</b> | <b>528.4800</b> | <b>509.5200</b> | <b>392.4000</b> | <b>130.8000</b> | <b>202.8000</b> | <b>37098.5700</b> | Adams, Kathy | 730.0000 | 47.9000 |  |  |  |  |  |  | 777.9000 | Adolph, Janet | 510.9390 |  | 130.8000 |  |  |  |  |  | 641.7390 | Alexander, David | 166.8125 |  |  |  |  |  |  |  | 166.8125 | Antonyk, Andrew | 307.2000 | 23.5900 |  | 107.8400 |  |  |  |  | 438.6300 | Benedict, Matthew A | 515.0250 |  |  |  |  |  | 130.8000 |  | 645.8250 | Bevan, David | 166.8125 |  |  |  |  |  |  |  | 166.8125 | Bill, Vito | 176.6250 |  |  |  |  |  |  |  | 176.6250 | Brian, Neely | 178.8750 |  |  |  |  |  |  |  | 178.8750 |
| Employee            | RG1   | OV1             | RG2              | OV2             | DB2             | RG3             | VAC             | O/A             | Totals            |     |        |               |                   |                 |                  |                 |                 |                 |                 |                 |                   |              |          |         |  |  |  |  |  |  |          |               |          |  |          |  |  |  |  |  |          |                  |          |  |  |  |  |  |  |  |          |                 |          |         |  |          |  |  |  |  |          |                     |          |  |  |  |  |  |          |  |          |              |          |  |  |  |  |  |  |  |          |            |          |  |  |  |  |  |  |  |          |              |          |  |  |  |  |  |  |  |          |
| <b>Totals</b>       | <b>32305.0100</b>   | <b>950.0701</b> | <b>2079.4800</b> | <b>528.4800</b> | <b>509.5200</b> | <b>392.4000</b> | <b>130.8000</b> | <b>202.8000</b> | <b>37098.5700</b> |     |        |               |                   |                 |                  |                 |                 |                 |                 |                 |                   |              |          |         |  |  |  |  |  |  |          |               |          |  |          |  |  |  |  |  |          |                  |          |  |  |  |  |  |  |  |          |                 |          |         |  |          |  |  |  |  |          |                     |          |  |  |  |  |  |          |  |          |              |          |  |  |  |  |  |  |  |          |            |          |  |  |  |  |  |  |  |          |              |          |  |  |  |  |  |  |  |          |
| Adams, Kathy        | 730.0000  | 47.9000         |                  |                 |                 |                 |                 |                 | 777.9000          |     |        |               |                   |                 |                  |                 |                 |                 |                 |                 |                   |              |          |         |  |  |  |  |  |  |          |               |          |  |          |  |  |  |  |  |          |                  |          |  |  |  |  |  |  |  |          |                 |          |         |  |          |  |  |  |  |          |                     |          |  |  |  |  |  |          |  |          |              |          |  |  |  |  |  |  |  |          |            |          |  |  |  |  |  |  |  |          |              |          |  |  |  |  |  |  |  |          |
| Adolph, Janet       | 510.9390  |                 | 130.8000         |                 |                 |                 |                 |                 | 641.7390          |     |        |               |                   |                 |                  |                 |                 |                 |                 |                 |                   |              |          |         |  |  |  |  |  |  |          |               |          |  |          |  |  |  |  |  |          |                  |          |  |  |  |  |  |  |  |          |                 |          |         |  |          |  |  |  |  |          |                     |          |  |  |  |  |  |          |  |          |              |          |  |  |  |  |  |  |  |          |            |          |  |  |  |  |  |  |  |          |              |          |  |  |  |  |  |  |  |          |
| Alexander, David    | 166.8125  |                 |                  |                 |                 |                 |                 |                 | 166.8125          |     |        |               |                   |                 |                  |                 |                 |                 |                 |                 |                   |              |          |         |  |  |  |  |  |  |          |               |          |  |          |  |  |  |  |  |          |                  |          |  |  |  |  |  |  |  |          |                 |          |         |  |          |  |  |  |  |          |                     |          |  |  |  |  |  |          |  |          |              |          |  |  |  |  |  |  |  |          |            |          |  |  |  |  |  |  |  |          |              |          |  |  |  |  |  |  |  |          |
| Antonyk, Andrew     | 307.2000  | 23.5900         |                  | 107.8400        |                 |                 |                 |                 | 438.6300          |     |        |               |                   |                 |                  |                 |                 |                 |                 |                 |                   |              |          |         |  |  |  |  |  |  |          |               |          |  |          |  |  |  |  |  |          |                  |          |  |  |  |  |  |  |  |          |                 |          |         |  |          |  |  |  |  |          |                     |          |  |  |  |  |  |          |  |          |              |          |  |  |  |  |  |  |  |          |            |          |  |  |  |  |  |  |  |          |              |          |  |  |  |  |  |  |  |          |
| Benedict, Matthew A | 515.0250  |                 |                  |                 |                 |                 | 130.8000        |                 | 645.8250          |     |        |               |                   |                 |                  |                 |                 |                 |                 |                 |                   |              |          |         |  |  |  |  |  |  |          |               |          |  |          |  |  |  |  |  |          |                  |          |  |  |  |  |  |  |  |          |                 |          |         |  |          |  |  |  |  |          |                     |          |  |  |  |  |  |          |  |          |              |          |  |  |  |  |  |  |  |          |            |          |  |  |  |  |  |  |  |          |              |          |  |  |  |  |  |  |  |          |
| Bevan, David        | 166.8125  |                 |                  |                 |                 |                 |                 |                 | 166.8125          |     |        |               |                   |                 |                  |                 |                 |                 |                 |                 |                   |              |          |         |  |  |  |  |  |  |          |               |          |  |          |  |  |  |  |  |          |                  |          |  |  |  |  |  |  |  |          |                 |          |         |  |          |  |  |  |  |          |                     |          |  |  |  |  |  |          |  |          |              |          |  |  |  |  |  |  |  |          |            |          |  |  |  |  |  |  |  |          |              |          |  |  |  |  |  |  |  |          |
| Bill, Vito          | 176.6250  |                 |                  |                 |                 |                 |                 |                 | 176.6250          |     |        |               |                   |                 |                  |                 |                 |                 |                 |                 |                   |              |          |         |  |  |  |  |  |  |          |               |          |  |          |  |  |  |  |  |          |                  |          |  |  |  |  |  |  |  |          |                 |          |         |  |          |  |  |  |  |          |                     |          |  |  |  |  |  |          |  |          |              |          |  |  |  |  |  |  |  |          |            |          |  |  |  |  |  |  |  |          |              |          |  |  |  |  |  |  |  |          |
| Brian, Neely        | 178.8750  |                 |                  |                 |                 |                 |                 |                 | 178.8750          |     |        |               |                   |                 |                  |                 |                 |                 |                 |                 |                   |              |          |         |  |  |  |  |  |  |          |               |          |  |          |  |  |  |  |  |          |                  |          |  |  |  |  |  |  |  |          |                 |          |         |  |          |  |  |  |  |          |                     |          |  |  |  |  |  |          |  |          |              |          |  |  |  |  |  |  |  |          |            |          |  |  |  |  |  |  |  |          |              |          |  |  |  |  |  |  |  |          |

## Scheduling Summary

The Scheduling column provides a view of employees scheduled to work, those who are scheduled off (called benefit schedules or absence planned schedules), and employees without any schedules in the pay period.

| Link  | Description   |            |            |            |            |          |        |          |        |  |                            |     |         |     |     |     |     |   |            |            |         |            |            |     |     |   |            |            |            |            |            |     |     |   |            |            |            |            |            |     |     |   |            |            |            |            |            |     |     |
|---|---|------------|------------|------------|------------|----------|--------|----------|--------|--|----------------------------|-----|---------|-----|-----|-----|-----|---|------------|------------|---------|------------|------------|-----|-----|---|------------|------------|------------|------------|------------|-----|-----|---|------------|------------|------------|------------|------------|-----|-----|---|------------|------------|------------|------------|------------|-----|-----|
| Employees Scheduled                           | <p>The Employees Scheduled link presents a group schedule (a schedule view displaying multiple employees) that includes employees with schedules in the week. Buttons at the top of the screen let the payroll manager navigate to other weeks or different employees. Click on an employee name to view an individual schedule for the employee and access other employee information.</p>  <table border="1" data-bbox="464 575 1385 1234"> <thead> <tr> <th>Employees</th> <th>Monday</th> <th>Tuesday</th> <th>Wednesday</th> <th>Thursday</th> <th>Friday</th> <th>Saturday</th> <th>Sunday</th> </tr> </thead> <tbody> <tr> <td>Adams, Kathy<br/>010015<br/>178<br/>CASHIER</td> <td>November 21<br/>11:13/17:55</td> <td>Off</td> <td>7:30/15</td> <td>Off</td> <td>Off</td> <td>Off</td> <td>Off</td> </tr> <tr> <td>Adolph, Janet<br/>000112<br/>107<br/>TRANS</td> <td>8:15/16:45</td> <td>8:15/16:45</td> <td>7:30/15</td> <td>8:15/16:45</td> <td>8:15/16:45</td> <td>Off</td> <td>Off</td> </tr> <tr> <td>Alexander, David<br/>216<br/>138<br/>TRANS</td> <td>8:15/16:45</td> <td>8:15/16:45</td> <td>8:15/16:45</td> <td>8:15/16:45</td> <td>8:15/16:45</td> <td>Off</td> <td>Off</td> </tr> <tr> <td>Antonyk, Andrew<br/>000170<br/>131<br/>CASHIER</td> <td>8:15/16:45</td> <td>8:15/16:45</td> <td>8:15/16:45</td> <td>8:15/16:45</td> <td>8:15/16:45</td> <td>Off</td> <td>Off</td> </tr> <tr> <td>Benedict, Matthe...<br/>000115<br/>109<br/>TRANS</td> <td>8:15/16:45</td> <td>8:15/16:45</td> <td>8:15/16:45</td> <td>8:15/16:45</td> <td>8:15/16:45</td> <td>Off</td> <td>Off</td> </tr> </tbody> </table> | Employees  | Monday     | Tuesday    | Wednesday  | Thursday | Friday | Saturday | Sunday | Adams, Kathy<br>010015<br>178<br>CASHIER | November 21<br>11:13/17:55 | Off | 7:30/15 | Off | Off | Off | Off | Adolph, Janet<br>000112<br>107<br>TRANS | 8:15/16:45 | 8:15/16:45 | 7:30/15 | 8:15/16:45 | 8:15/16:45 | Off | Off | Alexander, David<br>216<br>138<br>TRANS | 8:15/16:45 | 8:15/16:45 | 8:15/16:45 | 8:15/16:45 | 8:15/16:45 | Off | Off | Antonyk, Andrew<br>000170<br>131<br>CASHIER | 8:15/16:45 | 8:15/16:45 | 8:15/16:45 | 8:15/16:45 | 8:15/16:45 | Off | Off | Benedict, Matthe...<br>000115<br>109<br>TRANS | 8:15/16:45 | 8:15/16:45 | 8:15/16:45 | 8:15/16:45 | 8:15/16:45 | Off | Off |
| Employees                                     | Monday  | Tuesday    | Wednesday  | Thursday   | Friday     | Saturday | Sunday |          |        |  |                            |     |         |     |     |     |     |   |            |            |         |            |            |     |     |   |            |            |            |            |            |     |     |   |            |            |            |            |            |     |     |   |            |            |            |            |            |     |     |
| Adams, Kathy<br>010015<br>178<br>CASHIER      | November 21<br>11:13/17:55  | Off        | 7:30/15    | Off        | Off        | Off      | Off    |          |        |  |                            |     |         |     |     |     |     |   |            |            |         |            |            |     |     |   |            |            |            |            |            |     |     |   |            |            |            |            |            |     |     |   |            |            |            |            |            |     |     |
| Adolph, Janet<br>000112<br>107<br>TRANS       | 8:15/16:45  | 8:15/16:45 | 7:30/15    | 8:15/16:45 | 8:15/16:45 | Off      | Off    |          |        |  |                            |     |         |     |     |     |     |   |            |            |         |            |            |     |     |   |            |            |            |            |            |     |     |   |            |            |            |            |            |     |     |   |            |            |            |            |            |     |     |
| Alexander, David<br>216<br>138<br>TRANS       | 8:15/16:45  | 8:15/16:45 | 8:15/16:45 | 8:15/16:45 | 8:15/16:45 | Off      | Off    |          |        |  |                            |     |         |     |     |     |     |   |            |            |         |            |            |     |     |   |            |            |            |            |            |     |     |   |            |            |            |            |            |     |     |   |            |            |            |            |            |     |     |
| Antonyk, Andrew<br>000170<br>131<br>CASHIER   | 8:15/16:45  | 8:15/16:45 | 8:15/16:45 | 8:15/16:45 | 8:15/16:45 | Off      | Off    |          |        |  |                            |     |         |     |     |     |     |   |            |            |         |            |            |     |     |   |            |            |            |            |            |     |     |   |            |            |            |            |            |     |     |   |            |            |            |            |            |     |     |
| Benedict, Matthe...<br>000115<br>109<br>TRANS | 8:15/16:45  | 8:15/16:45 | 8:15/16:45 | 8:15/16:45 | 8:15/16:45 | Off      | Off    |          |        |  |                            |     |         |     |     |     |     |   |            |            |         |            |            |     |     |   |            |            |            |            |            |     |     |   |            |            |            |            |            |     |     |   |            |            |            |            |            |     |     |
| Employees Scheduled Off                       | <p>The Employees Scheduled Off link presents a group schedule that includes employees who have scheduled time off in the week. Scheduled time off means that a supervisor has scheduled the employee for benefit time, creating an absence planned schedule. Buttons at the top of the group schedule let the payroll manager navigate to other weeks or different employees. Click an employee name to view an individual schedule for the employee and access other employee information.</p>   |            |            |            |            |          |        |          |        |  |                            |     |         |     |     |     |     |   |            |            |         |            |            |     |     |   |            |            |            |            |            |     |     |   |            |            |            |            |            |     |     |   |            |            |            |            |            |     |     |

| Link                        | Description  |
|-----------------------------|--|
|                             |  <p>The screenshot shows a software interface for 'Employee Schedules' for 13 employees. The interface includes navigation buttons for 'Previous Week', 'Next Week', and 'Page 1 of 3'. It features a table with columns for days of the week (Monday to Sunday) and rows for individual employees. The employees listed are Adams, Kathy; Adolph, Janet; and Alexander, David. Each row shows their schedule for the week, including vacation days and work hours (e.g., 8:15/16:45).</p>   |
| Employees Without Schedules | <p>The Employees Without Schedules link displays a group schedule that is empty, indicating that the employees have no schedules and may be available to fill in if needed.</p>  <p>The screenshot shows a software interface for 'Employee Schedules' for 1 employee. The interface includes navigation buttons for 'Previous Week', 'Next Week', and 'Page 1 of 1'. It features a table with columns for days of the week (Monday to Sunday) and a 'Total' column. The employee listed is Schoenbender, N... The schedule shows 'Off' for all days, and the total time is 0:00.</p> |

## H.R. Summary

Each link in the H.R. column displays a payroll summary sheet. Each sheet contains only employees matching the status or condition specified by the link name. For example, the Active Employees link displays a payroll summary containing all active employees. This interactive summary summarizes current pay period information. Click an employee name to drill down to the selected employee's time card.

Excel Print Preview

**Payroll Summary Sheet** For 11/17/05

| First Name | Last Name | ID Number | Pay Class         | Department     | Shift   | Period Missing Punches | Period Absences |
|------------|-----------|-----------|-------------------|----------------|---------|------------------------|-----------------|
| Kathy      | Adams     | 010015    | 8hr Day/30m Lunch | Cashier        | SHIFT 2 | 0                      | 0               |
| Janet      | Adolph    | 000112    | 8hr Day/30m Lunch | Transportation | SHIFT 1 | 0                      | 0               |
| David      | Alexander | 216       | 8hr Day/30m Lunch | Transportation | SHIFT 1 | 0                      | 0               |
| Andrew     | Antonyk   | 000170    | 8hr Ngt/No Lunch  | Cashier        | SHIFT 1 | 0                      | 0               |
| Matthew A  | Benedict  | 000115    | 8hr Day/30m Lunch | Transportation | SHIFT 1 | 0                      | 1               |
| David      | Bevan     | 204       | 8hr Day/30m Lunch | Area Managers  | SHIFT 1 | 0                      | 0               |