



Hours Reporting

Summary sheets displaying the number of hours worked per position, location, department, zone, workgroup, etc. are useful resources for LTC administrators and managers. These summaries provide real-time data that is needed in order to plan budgets.

Summary sheets reporting hours can be accessed at any time from menu items in Attendance on Demand. Menu items are typically configured for each workgroup level.

Find:

- Process Payroll (+)
- Daily Operations (+)
- Scheduling (+)
- Attendance Conduct (+)
- Leave Management (+)
- Reports and Summaries (-)
 - Shared Reports
 - CMS PBJ
 - Nursing Hours/Dollars**
 - Location Hours
 - Zone Hours
 - Department Hours
 - Position Hours
 - Employee Work Details

Position hours summary sheets can be configured to display specific groups of employees, such as employees who work in nursing positions, with their position, hours and dollars per pay designation and total worked hours and dollars.

Excel		Print Preview		Filter	Clear		Refresh	
Last Name	First Name	ID	Position	Regular 1 Hours	Regular 1 Dollars	Regular 2 Hours	Regular 2 Dollars	
Abraham	Dorothy	328	Certified Nursing Assistant	7:30	106.2750	0:00	0.0000	
Allan	Joe	624	Certified Nursing Assistant	8:06	99.9540	0:00	0.0000	
Anderson	Carl	322	Certified Nursing Assistant	22:42	301.0020	0:00	0.0000	
Anderson	Fiona	728	Registered Nurse	40:00	1317.2000	0:00	0.0000	
Anderson	Sonia	346	Licensed Practical Nurse	32:00	649.6000	0:00	0.0000	
Baker	Natalie	309	Certified Nursing Assistant	24:01	311.7363	0:00	0.0000	
Ball	Jasmine	692	Certified Nursing Assistant	40:00	504.8000	0:00	0.0000	
Ball	Piers	311	Certified Nursing Assistant	32:09	417.3070	0:00	0.0000	
Beckley	Nathan	645	Certified Nursing Assistant	32:07	392.4657	0:00	0.0000	

Total worked hours and dollars can be viewed by scrolling to the right side of the report.

Refresh	
Worked Hours	Worked Dollars
7:30	106.2750
8:06	99.9540
22:42	301.0020
41:13	1377.3030
32:00	649.6000
24:01	311.7363
40:18	510.4790
32:09	417.3070
32:07	392.4657

Columns in the sheets can be sorted in ascending and descending order and grouped according to type by clicking the header of the columns.

Excel Print Preview Filter Clear					
Last Name	First Name	ID	Position ↑	Regular 1 Hours	Regular 1 Dollars
Miller	Sue	306	Certified Nursing Assistant	24:00	295.2000
Watson	Dan	320	Certified Nursing Assistant	24:04	296.0200
Lyman	Joshua	331	Certified Nursing Assistant	8:07	99.8350
Sanderson	Sean	332	Certified Nursing Assistant	8:07	99.8350
Stone	Claire	339	Certified Nursing Assistant	8:09	100.2450
Lyman	Max	293	Certified Nursing Assistant	32:05	410.0250
Walker	Mary	301	Certified Nursing Assistant	32:08	410.6640
Smith	Claire	304	Certified Nursing Assistant	24:11	309.0630

Type all or part of a position name in the Filter field and hit the Enter key on your keyboard to view all employees working that position to the top of the report.

Nursing Hours/Dollars					
Excel Print Preview reg Clear					
Last Name	First Name	ID	Position	Regular 1 Hours	Regular 1 Dollars
Anderson	Fiona	728	Registered Nurse	40:00	1317.2000
Caw	Nathaniel	400	Registered Nurse	32:14	1177.4840
Cornish	Michelle	768	Registered Nurse	30:31	1004.9140
Dickens	Joe	354	Registered Nurse	24:01	906.8693
Dowd	Sheryl	722	Registered Nurse	40:00	1408.8000
Dutton	Luke	361	Registered Nurse	8:03	278.6105

Click an employee name to drill down to the employee's time card page. Print or export reports to an Excel spreadsheet using the Print Preview button and Excel button.

The screenshot shows a web interface with a table of employees. Above the table are three buttons: 'Excel', 'Print Preview', and 'Filter'. A mouse cursor is hovering over the name 'Carl' in the table. The table has five columns: Last Name, First Name, ID, Position, and Regular 1 Hours.

Last Name	First Name	ID	Position	Regular 1 Hours
Abraham	Dorothy	328	Certified Nursing Assistant	7:30
Allan	Joe	624	Certified Nursing Assistant	8:06
Anderson	Carl	322	Certified Nursing Assistant	22:42
Anderson	Fiona	728	Registered Nurse	40:00
Anderson	Sonia	346	Licensed Practical Nurse	32:00

Printed reports will appear on screen in as a PDF.

Nursing Hours/Dollars

Last Name	First Name	ID	Position	ular 1 Hours	ular 1 Dollars	ular 2 Hours	ular 2 Dollars
Abraham	Dorothy	328	Certified Nursing Assistant	7:30	106.2750	0:00	0.0000
Allan	Joe	624	Certified Nursing Assistant	8:06	99.9540	0:00	0.0000
Anderson	Carl	322	Certified Nursing Assistant	22:42	301.0020	0:00	0.0000
	Fiona	728	Registered Nurse	40:00	1317.2000	0:00	0.0000
	Sonia	346	Licensed Practical Nurse	32:00	649.6000	0:00	0.0000
Baker	Natalie	309	Certified Nursing Assistant	24:01	311.7363	0:00	0.0000
Ball	Jasmine	692	Certified Nursing Assistant	40:00	504.8000	0:00	0.0000
	Piers	311	Certified Nursing Assistant	32:09	417.3070	0:00	0.0000
Beckley	Nathan	645	Certified Nursing Assistant	32:07	392.4657	0:00	0.0000
Bond	Trevor	318	Certified Nursing Assistant	0:00	0.0000	0:00	0.0000
Brown	Virginia	568	Licensed Practical Nurse	24:01	486.3375	0:00	0.0000
Buckland	Ian	345	Licensed Practical Nurse	0:00	0.0000	0:00	0.0000
Campbell	Christopher	515	Certified Nursing Assistant	24:17	310.5838	0:00	0.0000
	Victor	547	Certified Nursing Assistant	24:09	312.2595	0:00	0.0000
Caw	Nathaniel	400	Registered Nurse	32:14	1177.4840	0:00	0.0000
Chapman	Cheryl	706	Licensed Practical Nurse	24:09	484.6905	0:00	0.0000
Clark	Bernadette	329	Certified Nursing Assistant	15:57	203.8410	0:00	0.0000
Cornish	Michelle	768	Registered Nurse	30:31	1004.9140	0:00	0.0000
	Nicola	337	Certified Nursing Assistant	8:09	105.7870	0:00	0.0000
Dickens	Joe	354	Registered Nurse	24:01	906.8693	0:00	0.0000
Dole	Aaliyah	572	Licensed Practical Nurse	0:00	0.0000	0:00	0.0000
Dowd	Sheryl	722	Registered Nurse	40:00	1408.8000	0:00	0.0000
Dutton	Luke	361	Registered Nurse	8:03	278.6105	0:00	0.0000
Dyer	Abigail	497	Registered Nurse	40:00	1490.8000	0:00	0.0000
Eastcote	Julia	677	Certified Nursing Assistant	40:00	460.0000	0:00	0.0000
Edgecumbe	Alexa	456	Certified Nursing Assistant	24:11	322.6057	0:00	0.0000

Summary sheet listing location, department, zone, etc. hours can be filtered according to the selections made from the Period and Pay Period Class drop-down lists.

Period:	Current Period			Pay Period Class:	Any			V
Location Hours								
Totals	12871:06	107:34	10:52	24:00	184:00	80:20	17:30	
Location	Rg1	OVT	Dbl	Sic	Vac	PTO	LCR	
Cedar Springs	4442:27	66:30	9:16		40:00	16:20	6:00	
Central Office	833:07				8:00	8:00		
Evergreen Acres	3520:00	15:06	0:06	8:00	104:00	24:00	6:00	
Glenwood Gardens	4075:32	25:58	1:30	16:00	32:00	32:00	5:30	

©2025 Attendance on Demand, Inc. All rights reserved. Attendance on Demand is a registered trademark of Attendance on Demand, Inc. (AOD). Nothing contained here supersedes your obligations under applicable contracts or federal, state and local laws in using AOD's services. All content is provided for illustration purposes only.