



**Synel Industries UK Limited © 2005**

**SY**  
**time**  
**LOG**  
**Reports**

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**Professional Edition**  
**With Job Costing & Access Control**

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**Author: Mike Knevett**



Employee Time Card Report

Employee: **2 Lewis Mark**  
 Department: **Administration**  
 Work rule: **Synel**

From: **30/12/2004**  
 To: **29/01/2005**

National ID:

Date	Day	Type	Act. Entry	Rnd. Entry	Act. Exit	Rnd. Exit	Def. Time	Miss. Time	Pay 100%	Pay 125%	All Excp.	Man Edit
30/12	Thu	Working					7:30	7:30			Absence	
31/12	Fri	Working					7:30	7:30			Absence	
01/01	Sat	Weekend										
02/01	Sun	Weekend										
03/01	Mon	Stat.	9:00	9:00	17:00	17:00			15:30			
04/01	Tue	Working	8:54	9:00	17:00	17:00	7:30		7:30			
05/01	Wed	Working	8:55	9:00	17:00	17:00	7:30		7:30			
06/01	Thu	Working	8:53	9:00	16:54	16:45	7:30	0:15	7:15		Early exit	
07/01	Fri	Working	8:43	9:00	16:00	16:00	7:30	1:00	6:30		Early exit	
08/01	Sat	Weekend										*
09/01	Sun	Weekend										
10/01	Mon	Working	9:00	9:00	17:00	17:00	7:30		7:30			
11/01	Tue	Working	8:54	9:00	17:00	17:00	7:30		7:30			
12/01	Wed	Working	8:55	9:00	17:00	17:00	7:30		7:30			
13/01	Thu	Working	8:53	9:00	17:00	17:00	7:30		7:30			*
14/01	Fri	Working	8:43	9:00	17:01	17:00	7:30		7:30		Late Exit	*
15/01	Sat	Weekend	8:46	8:46	17:06	17:06			8:20			
16/01	Sun	Weekend										
17/01	Mon	Working	9:00	9:00	17:00	17:00	7:30		7:30			
18/01	Tue	Working	8:54	9:00	17:00	17:00	7:30		7:30			
19/01	Wed	Working	8:55	9:00	17:00	17:00	7:30		7:30			
20/01	Thu	Working	8:53	9:00	17:54	17:00	7:30		7:30	0:54	Late Exit	*
21/01	Fri	Working	8:43	9:00	17:00	17:00	7:30		7:30			*
22/01	Sat	Weekend										*
23/01	Sun	Weekend										
24/01	Mon	Working	9:00	9:00	17:00	17:00	7:30		7:30			*
25/01	Tue	Working	8:54	9:00	17:00	17:00	7:30		7:30			
26/01	Wed	Working	8:55	9:00	17:00	17:00	7:30		7:30			
27/01	Thu	Working	8:53	9:00	16:54	16:45	7:30	0:15	7:15		Early exit	
28/01	Fri	Working	8:43	9:00	16:00	16:00	7:30	1:00	6:30		Early exit	
29/01	Sat	Weekend										*

Time classes:		Pay categories:		Exceptions:			
Total Basic	148:00	Total Oth.ab	Pay 100%	155:30	Miss. Punch	Early Brk	
Total 125%	9:14		Pay 125%	9:14	Abse nce	2:00 Long Brk	
Total 150%			Pay 150%		Early Entry		
Total 200%	7:30		Pay 200%		Late Entry		
Total 300%			Pay 300%		Early Exit	4:00	
Total Sick			Pay 400%		Late Exit	2:00	
Total Vacat.			Pay Att.		Early Brk	Balanc	0:00

Employee: \_\_\_\_\_

Supervisor: \_\_\_\_\_

## Exceptions Report

From:

10/01/2005

To:

17/01/2005

Empl.	Employee name	Date	Day	Day type	Entr. time	Activ. type	Exit time	Activ. type	time	Excep- tion
1	Brown Sandy	10/01	Mon	Working	8:00	Swipe & go	17:00	Swipe & go		Early entry
		11/01	Tue	Working	7:54	Swipe & go	18:00	Swipe & go		Early entry
		12/01	Wed	Working	7:00	Swipe & go	17:00	Swipe & go		Early entry
		13/01	Thu	Working	8:06	Swipe & go	16:54	Swipe & go		Early entry
		14/01	Fri	Working	7:43	Swipe & go	16:00	Swipe & go		Early entry
4	Broom Alison	13/01	Thu	Working	8:53	Swipe & go	16:54	Swipe & go		Early exit
		14/01	Fri	Working	8:43	Swipe & go	16:00	Swipe & go		Early exit
5	Ford Brad	13/01	Thu	Working	8:53	Swipe & go	16:54	Swipe & go		Early exit
		14/01	Fri	Working	8:43	Swipe & go	16:00	Swipe & go		Early exit
7	Eldar Sharron	13/01	Thu	Working	8:53	Swipe & go	16:54	Swipe & go		Early exit
		14/01	Fri	Working	8:43	Swipe & go	16:00	Swipe & go		Early exit
16	Dale Alan	13/01	Thu	Working	8:53	Swipe & go	16:54	Swipe & go		Early exit
		14/01	Fri	Working	8:43	Swipe & go	16:00	Swipe & go		Early exit
20	Dawson Jane	13/01	Thu	Working	8:53	Swipe & go	16:54	Swipe & go		Early exit
		14/01	Fri	Working	8:43	Swipe & go	16:00	Swipe & go		Early exit

Manager

## Annual Report

2004

Decimal

Department: Sales

Employee Name	Date Range	Work Rule	Miss. Time	Total Time	Pay 100%	Pay 150%	Total Sick	Total Hols	Total Oth.ab	UNP Hols
21	Brown Sandy									
	16/02 - 22/02									
	23/02 - 29/02	45.00	45.00							
	01/03 - 07/03	45.00	34.25	10.75	10.75					
	08/03 - 14/03	45.00		56.50	45.00	5.00				
	15/03 - 21/03	45.00		56.25	45.00	5.00				
	22/03 - 28/03	45.00		48.25	45.00	3.25				
	29/03 - 04/04	45.00	3.25	41.75	41.75					
	05/04 - 11/04	45.00	5.75	39.25	39.25					
	12/04 - 18/04	45.00	27.50	17.50	17.50					
	19/04 - 25/04	45.00		51.75	45.00	5.00				
	26/04 - 02/05	45.00	7.00	38.00	38.00					
	03/05 - 09/05	45.00	7.00	38.00	38.00					
	10/05 - 16/05	45.00		47.75	45.00	2.75				
	17/05 - 23/05	45.00	2.00	43.00	43.00					
	24/05 - 30/05	45.00		50.00	45.00	5.00				
	31/05 - 06/06	45.00	7.00	38.00	38.00			38.00		
	07/06 - 13/06	45.00		58.00	45.00	5.00				
	14/06 - 20/06	45.00		48.75	45.00	3.75				
	21/06 - 27/06	45.00		53.50	45.00	5.00				
	28/06 - 04/07	45.00	0.75	44.25	44.25			9.00		
	05/07 - 11/07	45.00		48.25	45.00	3.25		18.00		
	12/07 - 18/07	45.00		50.75	45.00	5.00				
	19/07 - 25/07	45.00		50.50	45.00	5.00				
	26/07 - 01/08	45.00		53.00	45.00	5.00		9.00		
	02/08 - 08/08	45.00		59.00	45.00	5.00				
	09/08 - 15/08	45.00		57.75	45.00	5.00		9.00		
	16/08 - 22/08	45.00		54.75	45.00	5.00				
	23/08 - 29/08	45.00		61.00	45.00	5.00				
	30/08 - 05/09	47.50		49.00	47.50	1.50				
	06/09 - 12/09	47.50		57.25	47.50	2.50				
	13/09 - 19/09	47.50	7.75	39.75	39.75					
	20/09 - 26/09	47.50		47.50	47.50					
	27/09 - 03/10	47.50		54.25	47.50	2.50				
	04/10 - 10/10	47.50	5.00	42.50	42.50			9.50		
	11/10 - 17/10	47.50		48.50	47.50	1.00		9.00		
	18/10 - 24/10	47.50	2.00	45.50	45.50					
	25/10 - 31/10	47.50		48.50	47.50	1.00		9.00		
	01/11 - 07/11	47.50		56.50	47.50	2.50				
	08/11 - 14/11	47.50	36.50	11.00	11.00					
Employee Totals:	Brown Sandy		190.75			89.00				
		1737.50	1716.50		1546.75			110.50		
Departmental Totals:	Sales		190.75			89.00				
		1737.50	1716.50		1546.75			110.50		
Report Totals:			190.75			89.00				
		1737.50	1716.50		1546.75			110.50		

## Pay Period Report

From: 03/10/2004

To: 12.03.04 03/10/2004

Department:

Works

Employee	Date Range	Miss. Time	Total Time	Pay 100%	Total 150%	Total 200%	Total Sick	Total Hols	Total Oth.ab
9 Fakes James	27/09 - 03/10		47:30	47:30					
10 Musselwhite David	27/09 - 03/10		47:00	45:00				9:00	
11 Ramsky Carlo	27/09 - 03/10		46:40	45:00				9:00	
14 Brickwood Larry	27/09 - 03/10		53:45	45:00	6:15				
15 McTaggart Stuart	27/09 - 03/10		53:30	45:00	6:00				
16 McNeilly Rob	27/09 - 03/10		53:45	45:00	6:15				
17 Brewer Fred	27/09 - 03/10	13:30	31:30	31:30	3:00				
18 Long Barry	27/09 - 03/10		47:00	45:00					
19 Carney Mark	27/09 - 03/10		48:12	45:00	2:00				
25 Sessions David	27/09 - 03/10		46:10	45:00					
26 Wells Philip	27/09 - 03/10	0:30	47:00	47:00					
27 Ruddick Graham	27/09 - 03/10		60:45	45:00	13:15				
28 Hutchinson Dennis	27/09 - 03/10	28:15	16:45	16:45					
30 Cook Lewis	27/09 - 03/10		45:00	45:00				45:00	
31 Hutchinson Sean	27/09 - 03/10		44:40	39:00	3:55			9:00	
32 Wilkin Anthony	27/09 - 03/10		47:45	39:00	7:45				
46 Nicklin Gary	27/09 - 03/10		47:30	45:00					
47 Leavesley Daniel	27/09 - 03/10		46:00	39:00	6:00				
Departmental Totals:		42:15	830:27	754:45	54:25			72:00	

Consecutive Time Report

Employee: 21 Brown Sandy  
 Department: Sales From: 12/07/2004  
 Work rule: Supervisors \*Note: 44 To: 18/07/2004

Date	Day	Type	Act. Entry	Act. Exit	Act. Entry	Act. Exit	Act. Entry	Act. Exit	Act. Entry	Act. Exit	Act. Entry	Act. Exit	Total Time	Balanc	Adj. Time	All Excp.	Man Edit
12/07	Mon	Regular	7:19	9:45	9:45	10:37	10:37	11:02	11:02	11:18	11:18	13:34	9:30				
13/07	Tue	Regular	7:16	9:22	9:22	10:55	10:55	12:42	12:42	13:45	13:45	17:30	9:30				*
14/07	Wed	Regular	7:16	8:42	8:42	9:31	9:31	10:18	10:18	10:47	10:47	17:31	9:30				
15/07	Thu	Regular	5:46	10:40	10:40	17:31							11:15	1:45		Early entry	
16/07	Fri	Regular	5:52	6:14	6:14	11:38	11:38	12:04	12:04	16:48	16:48	17:32	11:00	1:30		Early entry	
17/07	Sat	Weekend															
18/07	Sun	Weekend															

Time classes:				Pay categories:				Exceptions:				Employee: _____	
Total	Basic	47:30	Total	Oth.ab	Pay	100%	45:00	Miss.	Swipe	Late	Brk	Employee: _____	
Total	200%			Pay	150%	5:00	Abse	nce	Long	Brk			
Total	300%			Pay	175%			Early	Entry	2:00		Supervisor: _____	
Total	150%	3:15		Pay	200%	0:45		Late	Entry				
Total	175%			Pay	300%			Early	Exit			Supervisor: _____	
Total	Sick			Pay	400%			Late	Exit				
Total	Hols			Pay	Att.			Early	Brk	Balanc	-40:00		

## Annual Balance Report

2004

Decimal

Employee Name	Date Range	Bal. Src1	Bal. Src2	Time1 Regul.	Time2 Regul.	Bal.1 Update	Bal.2 Update	Total drawn1	Total drawn2	Total Bal.1	Total Bal.2
21	Brown Sandy										
	29/12 - 04/01			1.60						1.60	
	05/01 - 11/01	1.60								1.60	
	12/01 - 18/01	1.60								1.60	
	19/01 - 25/01	1.60								1.60	
	26/01 - 01/02	1.60		1.60						3.20	
	02/02 - 08/02	3.20								3.20	
	09/02 - 15/02	3.20								3.20	
	16/02 - 22/02	3.20								3.20	
	23/02 - 29/02	3.20								3.20	
	01/03 - 07/03	3.20		1.60						4.80	
	08/03 - 14/03	4.80								4.80	
	15/03 - 21/03	4.80								4.80	
	22/03 - 28/03	4.80								4.80	
	29/03 - 04/04	4.80		1.60						6.40	
	05/04 - 11/04	6.40								6.40	
	12/04 - 18/04	6.40								6.40	
	19/04 - 25/04	6.40								6.40	
	26/04 - 02/05	6.40		1.60						8.00	
	03/05 - 09/05	8.00								8.00	
	10/05 - 16/05	8.00								8.00	
	17/05 - 23/05	8.00								8.00	
	24/05 - 30/05	8.00								8.00	
	31/05 - 06/06	8.00		1.60				4.00		5.60	
	07/06 - 13/06	5.60								5.60	
	14/06 - 20/06	5.60								5.60	
	21/06 - 27/06	5.60								5.60	
	28/06 - 04/07	5.60		1.60				0.95		6.25	
	05/07 - 11/07	6.25						1.90		4.35	
	12/07 - 18/07	4.35								4.35	
	19/07 - 25/07	4.35								4.35	
	26/07 - 01/08	4.35		1.60				0.95		5.00	
	02/08 - 08/08	5.00								5.00	
	09/08 - 15/08	5.00						0.95		4.05	
	16/08 - 22/08	4.05								4.05	
	23/08 - 29/08	4.05								4.05	
	30/08 - 05/09	4.05		1.60						5.65	
	06/09 - 12/09	5.65								5.65	
	13/09 - 19/09	5.65								5.65	
	20/09 - 26/09	5.65								5.65	
	27/09 - 03/10	5.65		1.60						7.25	
	04/10 - 10/10	7.25						1.00		6.25	
	11/10 - 17/10	6.25						0.95		5.30	
	18/10 - 24/10	5.30								5.30	
	25/10 - 31/10	5.30						0.95		4.35	
	01/11 - 07/11	4.35		1.60						5.95	
	08/11 - 14/11	5.95								5.95	
	15/11 - 21/11	5.95								5.95	
	22/11 - 28/11	5.95								5.95	
	29/11 - 05/12	5.95		1.60						7.55	
	06/12 - 12/12	7.55								7.55	
	13/12 - 19/12	7.55								7.55	
	20/12 - 26/12	7.55								7.55	
	27/12 - 02/01			1.60						1.60	
Employee totals:	Brown Sandy							11.65			
Department Totals:	Sales							11.65			
Report totals:								11.65			

## Daily attendance Report

From: 07/06/2004

To: 07/07/2004

Department: Sales

Employee	Employ Date	Day	Type	Act. Entry	Act. Exit	Def. Time	Total Time	Pay 100%	Pay 150%	Pay 175%	Pay 200%	Adj. Time	All Excp.	Man Edit
21	Brown Sandy													
	07/06	Mon	Regular	7:15	14:41	9:30	11:30	9:30	2:00				Late Exit *	
	08/06	Tue	Regular	6:07	17:30	9:30	10:45	9:30	1:15				Early entry	
	09/06	Wed	Regular	7:25	17:30	9:30	9:30	9:30						
	10/06	Thu	Regular	7:19	17:30	9:30	9:30	9:30						
	11/06	Fri	Regular	5:49	17:28	9:30	11:00	9:30	1:30				Early entry	
	12/06	Sat	Weekend	6:12	12:07		5:45		5:45				Early entry	
	14/06	Mon	Regular	6:07	16:51	9:30	10:45	9:30	1:15				Early entry	
	15/06	Tue	Regular	7:26	17:30	9:30	9:30	9:30						
	16/06	Wed	Regular	7:23	17:30	9:30	9:30	9:30						
	17/06	Thu	Regular	7:21	11:25	9:30	9:30	9:30						
	18/06	Fri	Regular	7:17	13:45	9:30	9:30	9:30						
	21/06	Mon	Regular	7:16	17:30	9:30	9:30	9:30						
	22/06	Tue	Regular	7:19	17:30	9:30	9:30	9:30						
	23/06	Wed	Regular	7:17	17:30	9:30	9:30	9:30						
	24/06	Thu	Regular	7:15	17:17	9:30	9:30	9:30						
	25/06	Fri	Regular	7:18	17:30	9:30	9:30	9:30						
	26/06	Sat	Weekend	5:51	12:00		6:00		6:00				Early entry	
	28/06	Mon	Regular	7:18	17:30	9:30	9:30	9:30						*
	29/06	Tue	Regular	7:18	16:45	9:30	9:30	9:30						
	30/06	Wed	Regular	5:52	12:01	9:30	6:00	4:40	1:20				Early entry	
	01/07	Thu	Regular	7:17	17:01	9:30	10:15	9:30	0:45				Late Exit	
	07/07	Wed	Regular	7:27	15:02	9:30	9:30	9:30						
<b>Employee Total :</b>				190:00	205:00	185:10	19:50							
<b>Department Total:</b>				190:00	205:00	185:10	19:50							
<b>Report Total:</b>				190.00	205.00	185.10	19.50							

Manager \_\_\_\_\_

# Annual statistical report

Wow Factors  
 Employee no.: 1  
 Ruddick  
 Martin

Year: 2004

Month/Day	Mo	Tu	We	Th	Fr	Sa	Su	Mo	Tu	We	Th	Fr	Sa	Su	Mo	Tu
January								1	2	3	4	5	6	7	8	9
February								1	2	3	4	5	6	7	8	9
March								1	2	3	4	5	6	7	8	9
April								1	2	3	4	5	6	7	8	9
May								1	2	3	4	5	6	7	8	9
June								1	2	3	4	5	6	7	8	9
July								1	2	3	4	5	6	7	8	9
August								1	2	3	4	5	6	7	8	9
September								1	2	3	4	5	6	7	8	9
October								1	2	3	4	5	6	7	8	9
November								1	2	3	4	5	6	7	8	9
December								1	2	3	4	5	6	7	8	9

## Time classification

	Total	Total(days)
OT 175%	0:00	0
Sick	18:60	2
Holiday	218:70	23

## Exceptions

	Total(days)
Missing swipe	13
Absence	51
Early entry	41
Late entry	17
Early exit	35

Attendance report  
Currently OUT 11

Department: Administration

Empl.No.	Employee name	Date	Day	Last clock	Activity
4	Broom Alison				
7	Eldar Sharron				
8	Hyde Marcus				
9	Taylor Paula				
10	Good Richard				
16	Dale Alan				
18	Hill Damon				
19	Julie Robins				
20	Dawson Jane				
23	Turner Bob				
25	Marx Charlie				

Attendance report  
Currently IN 5

Department: Administration

Empl.No.	Employee name	Date	Day	Last clock	Activity
1	Brown Sandy	15/02	Tue	13:44	Entry
2	Lewis Mark	15/02	Tue	9:00	Entry
3	Portman Rachel	15/02	Tue	8:45	Entry
5	Ford Brad	15/02	Tue	8:56	Entry
6	Pitt Bruce	15/02	Tue	9:03	Entry

## Project List

Project No	Project Name	Expiry date	Time plant	Items	Quantity Item	Additional Cost
001	Scholtz	18/01/2068	0:00	0:00	0.00	0.00
098763/hfg	Engine mount	07/01/2068	0:00	0:00	0.00	0.00
1224	Widget	17/01/2068	0:00	50:00	700.00	180.00
123/UY/457	Design	10/01/2068	0:00	0:00	0.00	0.00
1234/1234	Honeywell	08/01/2068	0:00	0:00	0.00	0.00
1234/A/09	Board Cut	02/01/2068	0:00	0:00	0.00	0.00
1234567891	Honeywell	09/01/2068	0:00	50:00	0.00	0.00
1276/983	Wing Assembly	06/01/2068	0:00	0:00	0.00	0.00
2012/oly	Olympic London	11/01/2068	0:00	0:00	0.00	0.00
3104	797-200	05/01/2068	230:00	10:00	150000.50	0.00
45292239/9	Concorde 2	04/01/2068	0:00	0:00	0.00	0.00
6574/r/2	Test & Inspect	12/12/2004	0:00	0:00	0.00	0.00
9999999999	Not Active	01/01/2068	0:00	0:00	0.00	0.00
D	Default	15/01/2068	0:00	0:00	0.00	0.00
M	Material Delay	14/01/2068	0:00	0:00	0.00	0.00
Man Hand		20/01/2068	0:00	0:00	0.00	0.00
New Job	filter type 1	19/01/2068	2:00	2:00	30.00	0.00
UP	Non-Productive	16/01/2068	0:00	0:00	0.00	0.00
W	Waiting Time	13/01/2068	0:00	0:00	0.00	0.00
X	Breakdown	12/01/2068	0:00	0:00	0.00	0.00



## Project cost by Department

From:01/02/2004

01/04/2004

To:31/05/2004

05/04/2004

## Department : Works

Project Name	Time Planned	Total Hour	Total Cost	Item Quantity	Cost of Item	Total Item cost	Additional Cost	Total Cost
7275 Strongbond		5:05	146.00£	1:00	2504.69£	2504.69£		2650.69£
7277 Strongbond		39:52	1018.60£	1:00	2156.74£	2156.74£		3175.34£
7808 Input Joine		20:29	499.60£	1:00	688.22£	688.22£		1187.82£
7826 David Salis		3:03	73.20£					73.20£
7836 Linden Hms		3:42	88.80£	1:00	1279.59£	1279.59£		1368.39£
7848 Buildabilit		11:54	285.80£	1:00	605.20£	605.20£		891.00£
7894 Strongbond		3:19	79.60£					79.60£
7933 Mr Smyth		3:19	79.60£					79.60£
7940 Runnymede		3:29	98.60£	1:00	234.68£	234.68£		333.28£
7958 Bellway		4:58	119.20£					119.20£
W7965 Try Hms		8:34						
7966F Brown		0:45	22.00£	1:00	221.47£	221.47£		243.47£
7969F Doug Clair		2:55						
7983 Input Joine		12:48						
S7984 Squires Br		0:16	6.40£	1:00	121.59£	121.59£		127.99£
7785F Lake		8:52						
7925F Rydon		9:51						
7930F Rydon		2:15						
7935F Rundle		5:44						
S7906 Botes		3:19	83.60£	1:00	1270.86£	1270.86£		1354.46£
W7618 Try Homes		29:51	745.00£	1:00	3531.42£	3531.42£		4276.42£
W7749 Input Join		0:49	19.60£	1:00	435.38£	435.38£		454.98£
W7750 Input Join		2:56	76.40£	1:00	3820.00£	3820.00£		3896.40£
W7849 Buildabili		11:20						
W7922 Pettit		2:18						
W7924 Linden		2:04	49.60£	1:00	92.98£	92.98£		142.58£
W7942 Full Spec		2:13						
W7478F Linden		21:13						
W7661F Sevier		2:23						
W7662F Sevier		3:43						
W7664F Newman		0:18					876.00£	876.00£
W7665F Newman		6:38	169.20£	1:00	1385.44£	1385.44£	60.00£	1614.64£
W7683F Heriot		2:24	57.60£	1:00	463.93£	463.93£	276.00£	797.53£
W7688F Entwhistl		0:47	18.80£	1:00	701.39£	701.39£		720.19£
W7780F Reeves		1:28	35.20£	1:00	475.62£	475.62£		510.82£
W7781F Reeves		18:30	448.00£	1:00	3016.78£	3016.78£		3464.78£
W7782F Reeves		2:03						
W7783F Reeves		0:39	15.60£	1:00	2178.50£	2178.50£		2194.10£
W7788F Vincent		1:01	24.40£	1:00	847.57£	847.57£		871.97£
NP Joinery		14:41	379.40£	1:00	264.00£	264.00£	540.00£	1183.40£
NP Windows		3:04						
Def Joinery		81:06						
Deptment Total	0:00	365:58	4639.80£	21:00	26296.05£	26296.05£	1752.00£	32687.85£

From: 15/02/2005  
To: 15/02/2005

Date	Operator Hour Name	Option Name	Employee Name	Record Date	Operation	Operation Description
15/02/2005	11:42: Brown Sandy	Manual Edit	Brown Sandy	10/01/2005	Click on OK entry type button	10/01/2005, 9.00 , Swipe & go
	11:42: Brown Sandy	Manual Edit	Brown Sandy	12/01/2005	Click on OK exit type button	12/01/2005, 16.50 , Swipe & go
	11:42: Brown Sandy	Manual Edit	Brown Sandy	/ /	Click on Process button	01/01/2005-15/02/2005
	11:42: Brown Sandy	Manual Edit	Brown Sandy	/ /	Click on Finished button	01/01/2005-15/02/2005
	11:44: Brown Sandy	Manual Edit	Brown Sandy	14/01/2005	Click on OK exit type button	14/01/2005, 17.00 , Swipe & go
	11:45: Brown Sandy	Manual Edit	Brown Sandy	13/01/2005	Click on OK exit type button	13/01/2005, 16.54 , Swipe & go
	Brown Sandy	Manual Edit	Brown Sandy	/ /	Click on Finished button	01/01/2005-15/02/2005
	11:47: Brown Sandy	Manual Edit	Brown Sandy	12/01/2005	Click on OK exit type button	12/01/2005, 16.15 , Swipe & go
	11:47: Brown Sandy	Manual Edit	Brown Sandy	12/01/2005	Click on OK exit type button	12/01/2005, 17.00 , Swipe & go
	11:47: Brown Sandy	Manual Edit	Brown Sandy	15/01/2005	Click on OK entry type button	15/01/2005, 7.46 , Swipe & go
	11:48: Brown Sandy	Manual Edit	Brown Sandy	15/01/2005	Click on OK exit type button	15/01/2005, 16.06 , Swipe & go
	Brown Sandy	Manual Edit	Brown Sandy	/ /	Click on Process button	01/01/2005-15/02/2005
	11:48: Brown Sandy	Manual Edit	Brown Sandy	/ /	Click on Finished button	01/01/2005-15/02/2005
	12:21: Brown Sandy	Manual Edit	Brown Sandy	/ /	Select Employee	1,Brown Sandy
	12:25: Brown Sandy	Manual Edit	Brown Sandy	/ /	Click on Process button	03/01/2005-15/02/2005
	12:25: Brown Sandy	Manual Edit	Brown Sandy	/ /	Click on Finished button	03/01/2005-15/02/2005
	12:32: Brown Sandy	Manual Edit	Brown Sandy	/ /	Click on Finished button	03/01/2005-15/02/2005
	13:03: Brown Sandy	Manual Edit	Brown Sandy	/ /	Click on Finished button	03/01/2005-15/02/2005
	13:27: Brown Sandy	Manual Edit	Brown Sandy	/ /	Select Employee	1,Brown Sandy
	13:28: Brown Sandy	Manual Edit	Brown Sandy	/ /	Select Employee	1,Brown Sandy
	13:28: Brown Sandy	Manual Edit	Brown Sandy	17/01/2005	Click on OK entry type button	17/01/2005, .0 , Not active
	13:28: Brown Sandy	Manual Edit	Brown Sandy	17/01/2005	Click on OK entry type button	17/01/2005, 9.00 , Entry
	13:28: Brown Sandy	Manual Edit	Brown Sandy	17/01/2005	Click on OK exit type button	17/01/2005, 17.00 , Not active
	13:28: Brown Sandy	Manual Edit	Brown Sandy	17/01/2005	Click on OK exit type button	17/01/2005, .0 , Swipe & go .
	13:29: Brown Sandy	Manual Edit	Brown Sandy	17/01/2005	Click on OK exit type button	17/01/2005, 17.00 , Swipe & go
	13:29: Brown Sandy	Manual Edit	Brown Sandy	18/01/2005	Click on Change entry type button	18/01/2005, .0 , Not active
	13:29: Brown Sandy	Manual Edit	Brown Sandy	/ /	Click on Finished button	03/01/2003-15/02/2005
	14:13: Brown Sandy	Manual Edit	Brown Sandy	/ /	Click on Finished button	03/01/2003-15/02/2005
	15:38: Brown Sandy	Manual Edit	Brown Sandy	/ /	Click on Finished button	03/01/2003-15/02/2005
	15:42: Brown Sandy	Manual Edit	Brown Sandy	/ /	Click on Finished button	03/01/2003-15/02/2005
	15:47: Brown Sandy	Manual Edit	Brown Sandy	/ /	Click on Finished button	03/01/2003-15/02/2005
	15:54: Brown Sandy	Manual Edit	Brown Sandy	/ /	Click on Finished button	03/01/2003-15/02/2005
	16:00: Brown Sandy	Manual Edit	Brown Sandy	/ /	Click on Finished button	03/01/2003-15/02/2005

# Present Information Panel

Page: 1 Administration

**Edit** Online

Employee = 16 IN = 5 OUT = 11



	Brown Sandy		Lewis Mark		Portman Rachel		Broom Alison		Ford Brad
	Pitt Bruce		Eldar Sharron		Hyde Marcus		Taylor Paula		Good Richard
	Dale Alan		Hill Damon		Julie Robins		Dawson Jane		Turner Bob
	Marx Charlie								

**Employee**

Employee no.: 1

Last name: Brown  
 First name: Sandy  
 Department: Administration  
 Job title: Manager  
 Payroll ID no.: NP63 54 56 a  
 Phone/extension: 245  
 E-mail address: sales@synel.co.uk

Remove

Cancel

OK

Notes: Tom called while you were at lunch. sam.

Employee no.:

21



Brown

Sandy

Year:

2004

Month/Day	Mo	Tu	We	Th	Fr	Sa	Su	Mo	Tu	We	Th	Fr	Sa	Su	Mo	Tu	We	Th	Fr	Sa	Su	Mo	Tu									
January	1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	21	22	23	24	25	26	27	28	29	30	31	
February																																
March																																
April																																
May																																
June																																
July																																
August																																
September																																
October																																
November																																
December																																

<input type="checkbox"/>	Basic	
<input type="checkbox"/>	OT 150%	
<input checked="" type="checkbox"/>	OT 175%	
<input type="checkbox"/>	OT 200%	
<input type="checkbox"/>	OT 300%	
<input checked="" type="checkbox"/>	Sick	
<input checked="" type="checkbox"/>	Holiday	



Process



Exit



Print



Preview



Total

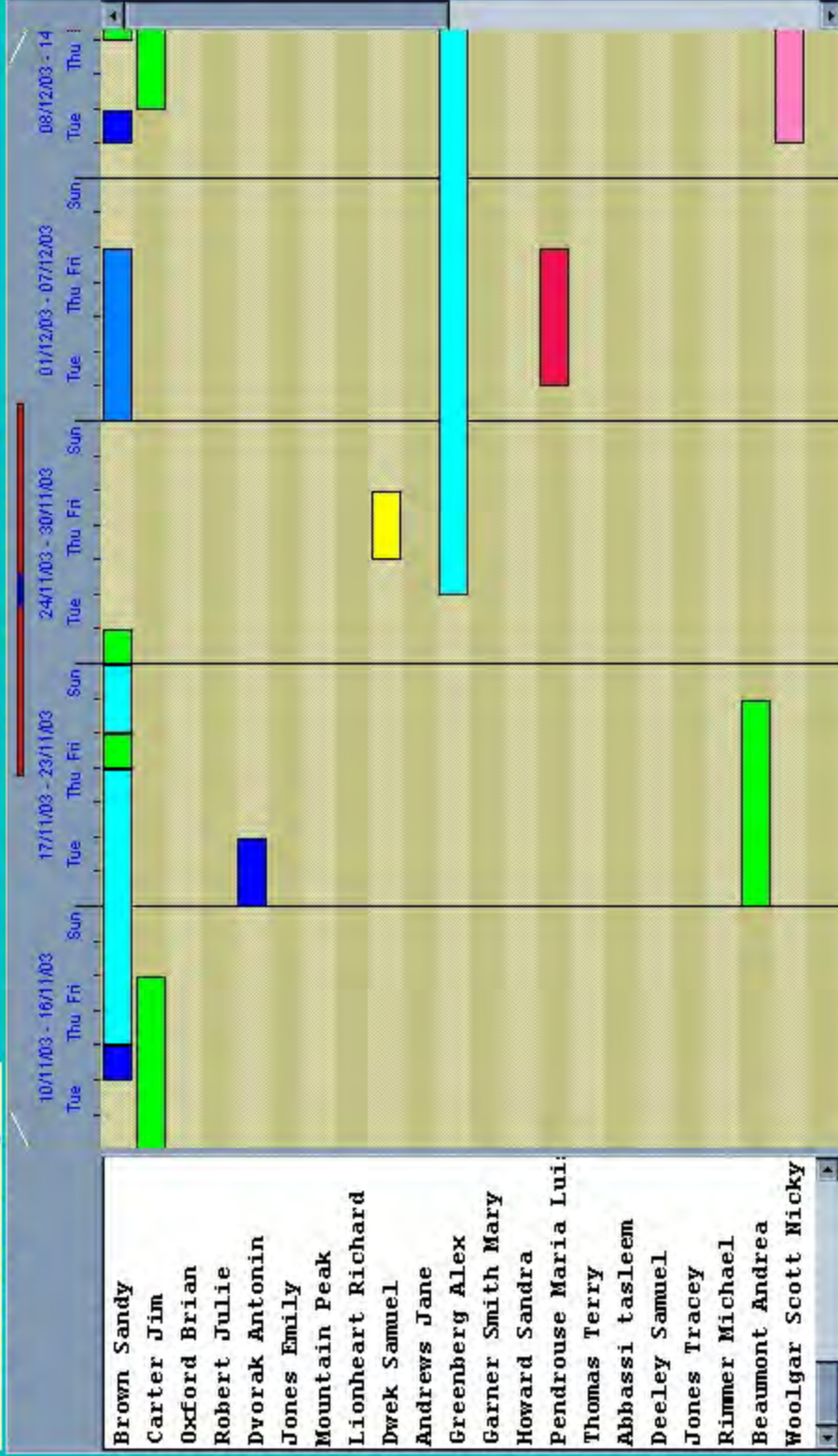
**Totals**

<b>Description</b>	<b>Total(Hours)</b>	<b>Total(days)</b>	<b>Color</b>
OT 175%	0:00	0.0	Yellow
Sick	18:60	2.00	Cyan
Holiday	218:70	23.44	Green
Missing swipe	13		Yellow
Absence	51		Red
Early entry	41		Yellow
Late entry	17		Brown
Early exit	35		Purple

**Close**

17/11/2003 - 18/11/2003  
Business meeting

# Future absence planning



Close