Web Time Employee Time Card Report Setup

In using electronic timekeeping in Web Time, we rely on employees to clock in and out of their “cost centers” correctly. If they do not do so, their immediate supervisors ensure the cost centers are selected correctly before approving the timecard. Running Employee Time Card reports with the correct filters; showing departments and/or company identification numbers is the last defense against incorrectly paying an employee.

It is imperative that payroll processors run Employee Time Card Reports each pay period prior to importing time from Web Time to Web Pay with the correct filters to ensure you review department and/or company cost center selections.

How to Filter Time Card Report to see Departments

Most location Employee Time Card reports are set up to run by Company Code. The report pulls in the hours that are allocated to your location. This allows you to check the totals against the import batch totals. You can set up your report to include codes for different cost centers based on your location’s needs. If you have employees working in different departments, you may want to set up the report to include codes for Department so that you can see the total hours worked in each department.
In cases where an employee is shared, you may want to run an additional report or update your current report to see the amount of hours allocated to each location/company code.

**How to Filter Time Card Report to see multiple Company ID’s on one report**

To see all Company Codes, you have to remove any existing Company Code filter or create a new report without the filter (preferred). The Cost Center filter by Company code allows you to have a report that will match what actually imports to your location’s WebPay payroll.
Click Close and Save on the Cost Center Pop-Up.

Filter Report by Employee Group: Choose the location group.

The “Include Codes For” filter will allow you to see the Company ID associated with each time slice.
If a shared employee is not in the Employee group because your location is not their “home” location, we will need to manually add the employee to your location’s group.

Note: The Employee Time Card is currently filtered by the Cost Center Filter. This allows you to see what hours will transfer to WebPay for that ID. The Payroll Data Transfer is set up to transfer data by Company ID. The 13000- Payroll Data Transfer will only transfer data assigned to Company ID 13000.

Payroll Data Transfer Details

Web Time Configuration

Configuration Name: 13000 - Payroll Data Transfer
Report: WebPay Payroll Export

Web Time Employee Filters

Employee Group: <All>
Include inactive employees
Filter employees within Employee Group
Cost Center: 13000/All/All

Name your report

Editing a "Employee Time Card Report" Report

Description:
This report lists employees actual clock in/clock out times and the total time paid for each punch, for a specified date range. The reports lists an individual employee or employees that belong to a specific group (The clock in/out times are not rounded)

Report information:
Name: 13000-Employee Time Card Report