



Guide to TimeClock Plus Reporting

Gather Key Workforce Management Insights



Introduction

On any given day, a lot happens with your workforce. Some employees will clock in and others will call in sick, some work part time and others full time, and schedules can change for any number of reasons. Although every hour in the workday is essential, reports highlighting individual events in the aggregate can help you identify anomalies, patterns, and exceptions to your workplace policies and practices. In fact, insightful workforce reporting can give you greater visibility into your workforce, helping you monitor budgets, maintain compliance, identify exceptions and make better decisions about scheduling workers for specific jobs and projects,

At TCP Software, we've learned a lot in the last 30 years about the data required to understand your workforce. We've designed reporting features that make it easy to measure and analyze employee hours, time-off metrics, and worker productivity.

In this guide, we highlight the reporting capabilities of our TimeClock Plus software and detail how other customers configure reports to gain real-time insights into their workforces.

Benefits You Can Expect From TimeClock Plus Reporting

According to a Gartner survey, [only 21 percent of HR leaders](#) said they effectively used talent data to make business decisions. In some cases, that may be due to a lack of reliable reporting. Whether you utilize TimeClock Plus' pre-configured reports or create custom reports, you are getting so much more than a summary of data about your workforce. You're also gaining information that can increase workforce efficiency and improve your decision-making,

With TimeClock Plus reporting, you can:

- Find out which team is most productive with specific tasks.
- Compare actual working hours to scheduled hours.
- Understand the labor costs associated with specific projects and jobs.
- Learn when employees are approaching overtime limits and may need a schedule change.
- Flag employees who may not be taking enough time off and [may be at risk of burnout](#).
- Track employees on approved Family and Medical Leave Act (FMLA) leave and other statutory leaves.
- Configure reports according to applicable industry, state and local labor laws to monitor compliance.

With data to identify these and many other workforce trends, you can take steps to reassess practices for greater efficiency and productivity, ensuring that you derive the most value from your employees while taking steps to support their wellbeing.





Data You Can Access with TimeClock Plus Reporting

Having the technology to view workforce data is a must, but the data must be accessible and digestible. TimeClock Plus workforce management software makes your workforce data more accessible by giving you the ability to run common, pre-configured reports or to utilize the breadth of your workforce data with fully ad-hoc customizable reporting. For example, you can run reports that give you a summary of regular hours and overtime for your entire workforce. You can also drill down to view working hours and overtime by job code, location, project, or other parameters.

It's easy to get overwhelmed by all the available data about your workforce, which is why TimeClock Plus makes it easy to [generate reports that are as broad or detailed as you want them](#). For example, when looking at time-off usage, you can view specific leave types—such as floating holidays or sick days—and total employee time off versus accruals. That way, you can get an at-a-glance view of individuals approaching their time-off limits and those who may be losing accrued time because they are not taking it before it expires.

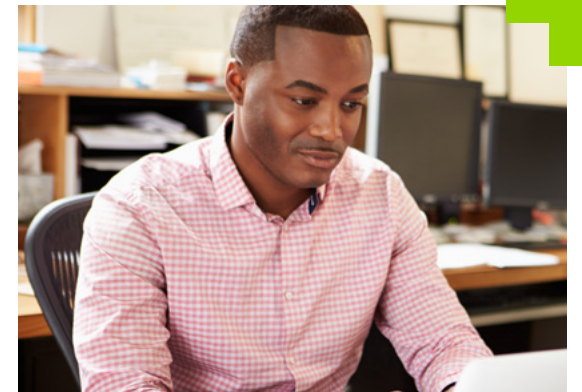
Here are the types of data you can obtain from TimeClock Plus reporting:

- Total hours worked, with breakdown for regular, overtime, and shift differentials
- Employee time-off accruals and usage versus accrual
- Time-off requests
- Exceptions, such as employees near or at time-off or overtime limits
- Number and duration of employee break times in a specific period
- Variance between actual hours worked and hours scheduled

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- Worker hours and labor costs associated with specific job sites and projects
- Employee clock-in and clock-out times and locations
- Substitute coverage schedules
- Week-by-week working hour comparisons

TimeClock Plus customer reporting tools can also save you from the information overload accompanying some software solutions. With the ability to sort and filter data by employee, department, location, job code, cost code, and other fields, you can create custom reports that display workforce data in the format and level of detail you need. Instead of wading through a sea of reports, you can set the parameters for the workforce data you want to see.



Popular Workforce Data Reports in TimeClock Plus

Every organization is different and has unique reporting needs. However, there are some popular TCP report types across industries and organization sizes. These reports help our customers stay on top of data for scheduling, time tracking, exception management, and more.

Whether you are a prospective, new, or veteran user of TimeClock Plus reporting, it's beneficial to know about our most popular reports, including:

Saved & Automated Reports

The larger your workforce the more difficult it is to stay on top of trends related to workforce management data. Many customers use our saved report tool to track weekly variations in where and how long employees work. You can use the tool to configure any of the established TimeClock Plus reports and have them delivered automatically to you or anyone else you designate on the day and time of your choosing.

Automating reports adds another level of efficiency to your organization. Many users create saved reports and set up automations to have them **delivered every Monday morning**. Whether you're automatically sending payroll reports from department heads to payroll leaders or timesheets to be reviewed by employees, receiving your saved report at the start of each workweek is an efficient way to stay aware of time and attendance activities. Additionally, automated reports can help you know which employees are scheduled to return from an FMLA leave or which worked extra overtime the prior week. Similar to our other reports, you can also use the Create Saved Report tool to customize your report with filters, sort options, and desired display.

Complete Payroll Report

When you manage an hourly or project-based workforce, every hour translates directly to your total payroll expense. That's why so many of our customers appreciate the insights delivered by the complete payroll report. As its name implies, this report gives you a comprehensive summary of employee hours for a given period, including regular time, time and a half, and double time.

The complete payroll report provides a full analysis for each employee, covering:

- The total clock-ins, clock-outs, and hours worked.
- The approved timesheets for the period.
- The corresponding pay for each category of hours worked.
- The hours and labor costs for each job code assigned to an employee.





Exception Reports

Even when you've taken the time to establish schedules—carefully incorporating required break times and equitable overtime assignments—there will still be exceptions that crop up here and there. For example, employees who fill in for absent coworkers might work more overtime than scheduled, or employees working against an accelerated deadline may exceed the policy limit for consecutive working days.

Our exception reports clarify a range of possible exceptions affecting workforce scheduling, leave, working hours, and payroll. By tracking over [30 possible time and attendance exceptions](#), exception reports help you deliver accurate and timely paychecks. Instead of discovering a slew of exceptions just before you run payroll—including some without the necessary approvals—you can generate exception reports throughout the pay period. As a result, you'll have the time needed to verify and follow up on each exception before you run payroll.

A few examples of our popular exception reports include:

- **Approaching exception report:** Displays the number of hours until an employee reaches a policy exception.
- **Employees without exceptions report:** Shows the employees without exceptions.
- **Exception summary report:** Gives details on the exceptions by type.
- **Individual exceptions report:** Lists individual exceptions by employee, exception type, and date.

Whether you use our most popular TimeClock Plus reports or configure custom reports, you will have the flexible reporting options you need to shed light on employee time and attendance.



How Our Customers Use TimeClock Plus Reporting Tools

Our workforce management reporting tools are built to address the needs of all organizations large and small, whether employees work on-site or remotely, full-time, part-time, or hourly. Our varied reporting options can meet the needs of customers who want automated reports delivered each week and those who want customized reports on a monthly or quarterly schedule.

Given the versatility of our software, organizations across an array of industries find value in the real-time, cloud-based reporting capabilities of our TimeClock Plus software. You can measure the number of hours it takes one of your construction crews to complete a roof, or you can track billable hours associated with your Title 1 educational programming. No matter the scenario, TimeClock Plus can provide accurate, actionable data to improve the efficiency of your workforce.

Here are some of the ways our customers in various industries use TimeClock Plus reports to manage their workforce for better productivity and compliance:

Manufacturing

In manufacturing environments, there is often a mix of unionized and non-unionized employees. As a result, many of our manufacturing customers use TimeClock Plus advanced scheduling reports to keep employee hours and leave [in compliance with collective bargaining agreements](#).

For example, in addition to pre-configured reports for scheduling and time and attendance, you can configure a report to track work hour minimums and maximums among your unionized workforce. You can also create a custom report [summarizing equitable overtime](#) and share it with your local union official if desired.

Construction

Operating a construction business today means facing increasing cash flow challenges, product costs, and labor shortages. Our [workforce management solutions for construction](#) can track work crew hours and overtime across projects and locations so you can prevent skyrocketing labor costs and time waste. You can also run reports to compare the productivity of each worker and crew, so you know how many hours it takes to complete a specific project—and how much to bid for new project opportunities.

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Public Safety

Managing a public safety workforce requires a workforce management solution that helps you [schedule with precision](#). For example, you may need the right mix of chiefs, sergeants, and street officers on any given police department shift while also ensuring each person is assigned the optimal number of working hours each week.

In addition to offering weekly schedule reports, TCP reporting can identify schedule exceptions that could create a public safety concern, giving you time to make schedule changes before shift assignments become problematic. You can also create a custom report of the daily shift assignments and have it delivered to your inbox before the first shift of the day.

Healthcare

Similar to public safety, the time and attendance of your healthcare workforce can have a life-or-death impact. Each shift must have the necessary number of physicians, nurses and technicians on staff to serve patients. Moreover, you need the right combination of employees working within a specific job function, for example, the optimal number of nurse managers, registered nurses and nursing aides.



Our workforce management reporting solutions can provide exception reporting that identifies staffing shortages in advance so you can proactively address them. You can also utilize [overtime reporting](#) to track employee hours and prevent overscheduling, which can easily lead to burnout, employee absences and turnover.

Education

Whether you have a single location or a campus spread across multiple locations, TimeClock Plus reporting simplifies workforce management for your K-12 or higher education institution. For instance, you can run scheduling and time and attendance reports for all staff in all locations, from custodial workers to administrators. Conversely, you can run a report by a single department or school, our TimeClock Plus reporting makes it easy to set up the report you need.

When teachers are absent and [require a substitute](#), you can generate reports summarizing where and when substitutes are on-site. For more predictable budgeting, you can also run a report that provides a real-time snapshot of [hours and labor costs dedicated to Title 1 activities](#).

Regardless of your industry, there are near limitless reporting options to help you manage your workforce and gain visibility into the schedules and assignments that drive productivity.

Conclusion

Given the many complexities of modern workforce management, selecting a solution that conforms to your unique needs is essential. At the same time, you can also benefit from pre-configured reports that address the time and attendance challenges specific to your industry. With a combination of standard and custom reports, you can gain greater insights into your workforce and build more predictability into your labor cost planning.

With our industry-leading TimeClock Plus solutions, we offer a range of reporting capabilities, from pre-formatted reports to ad-hoc reporting and analytics. Manage your workforce with greater efficiency using individual employee reports or summaries covering every aspect of workforce schedules, leave and working hours. [Learn more about TimeClock Plus reporting](#) and see why more than 30,000 customers trust us with their time tracking and employee scheduling needs.



Want to learn more? Let's talk.

800.749.8463 | www.tcpsoftware.com | Your Workforce Ally

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