



**Questions?**

Call us at **1-877-270-3475**

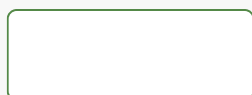
or

Log in to Silver Back Office to chat with a representative

**Visit [NCRSilver.com](http://NCRSilver.com)**

“To know I can check and see how the store is doing even without being there is very helpful.”

*Reveille Joe Coffee, Coffee Shop*



Both      NCR Silver

NCR Silver Pro

## Time Clock Report

The Time Clock shows the hours worked by your employees. We have two views of this report:

- **Hide Punches** is a summary view shows the total hours for each employee
- **All Punches** is a detailed view shows every time clock punch for each employee

We designed the summary view to allow you to easily view your employees' total hours and export that information from the Back Office, so that you can send it to your accountant and/or payroll system. To run this report.

1. Select **RESULTS > REPORTS > Time Clock**.
2. Select your date range.
3. Run the report for **All Employees** (default) or select a single employee from the list.
4. Select your report view **All Punches** (default) to view all time clock punches or click **Hide Punches** to view the summary view.

5. Select  .

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We added an Employee ID field on the Employees screen. You will see the Employee ID shown in this report. You can enter your own number for this field if you've already assigned a unique ID to your employees for payroll purposes.

### Time Clock

Today 
  Last 7 Days 
  Last 30 Days 
 From: 10/07/2013 To: 10/10/2013 
 Filter: All Employees 
  Hide Punches

Export to the selected format

**Savory Foods**  
 4325 Alexander Drive  
 Alpharetta, GA 30022

**Time Clock**  
Monday, October 07, 2013 - Thursday, October 10, 2013

Employee	Employee ID	Clock In	Clock Out	Total Hours
Catherine Preuit	ADP123	10/10/2013 1:47 PM	OPEN	0.00
* Catherine Preuit	ADP123	10/9/2013 7:45 AM	10/9/2013 3:45 PM	8.00
* Catherine Preuit	ADP123	10/8/2013 8:15 AM	10/8/2013 6:15 PM	10.00
* Catherine Preuit	ADP123	10/7/2013 8:00 AM	10/7/2013 5:15 PM	9.25
<b>Employee Total</b>				<b>27.25</b>
Jane Doe	ADP444	10/10/2013 1:41 PM	OPEN	0.00
* Jane Doe	ADP444	10/9/2013 10:15 AM	MISSING	0.00
* Jane Doe	ADP444	10/8/2013 11:30 AM	10/8/2013 3:00 PM	3.50
* Jane Doe	ADP444	10/7/2013 11:45 AM	10/7/2013 4:45 PM	5.00
<b>Employee Total</b>				<b>8.50</b>
Joe Dishwasher	ADP665	10/10/2013 1:43 PM	OPEN	0.00
<b>Employee Total</b>				<b>0.00</b>
* Joe Fulton	ADP999	10/10/2013 1:42 PM	10/10/2013 9:15 PM	7.55
<b>Employee Total</b>				<b>7.55</b>
<b>Total</b>				<b>43.30</b>

\* Indicates an edit was made

Detailed View with All Time

Punches Shown

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Employee	Employee ID	Total Hours
Catherine Preuit	ADP123	27.25
Jane Doe	ADP444	8.50
Joe Dishwasher	ADP665	0.00
Joe Fulton	ADP999	7.55
<b>Total</b>		<b>43.30</b>

Summary View with Total Hours by

Employee Shown

Keywords: reports, back office reports, time clock