Time Report

The *Time Report* displays hours by *Location* and *Department*. With nine different display options, you can view your staff hours in a variety of formats.

Run a Time Report

1. Point to the **Staff** (menu) > **Staff Reports** > **Time Report**.
2. Select **Search Criteria**.
3. Select **Display Settings.** (See a brief explanation of each of the 9 display formats below.)
4. Click **Submit.**

Display Settings

There are nine display formats:

Staff Detail	Displays each staff person's time entries including the following: Location, Department, In and Out Times, Hour Type, and Total Hours.
Staff Summary	Summarizes all staff time. Includes: Staff Last Name, Staff First Name, and Total Hours.

Staff Summary by Department	Breaks out total hours by Department and staff members in each department.
Staff Summary by Dept with Estimated Gross Wages	Breaks out total hours by Department and staff members in each department with pay rate and estimated gross wages.
Staff Summary by Location	Breaks out total hours by location and staff members in each location.
Department Detail	Groups by Department and displays the following information: Location, Staff First Name, Staff Last Name, Hour Type, and each individual time entry Total Hours. There is also an option to view Estimated Gross Wages.
Department Summary	Groups by Department and displays the following information: Location & Total Hours. Option to view Estimated Gross Wages.
Location Detail	Groups by Location the following information: Departments, Staff First Name, Staff Last Name, Hour Type, and Total Hours.
Location Summary	Groups the department total hours worked per location. Displays Dept, Total Hours, and Estimated Gross Wages.

Estimated Gross Wages

The option to display *Estimated Gross Wages* is only available using the *Department Detail* and *Department Summary* formats.

Estimated Gross Wages is also reported on the *Staff Summary by Dept with Estimated Gross Wages.* This is called estimated because the Time Clock does not calculate overtime dollars, only regular hour dollars. Jackrabbit also does not calculate any withholdings, deductions, or payroll taxes.

The estimated gross wage calculation is based on the hours the staff person enters into the time clock multiplied by the appropriate pay rate. If *Department Pay Rates* were entered, Jackrabbit matches up the *Time Entry Department* with the *Department Pay Rate.* If a *Time Entry* doesn't have a *Department Pay*

Rate, the *Base Hourly Rate* is used to calculate *Estimated Gross Wages.* (Pay rates for each staff member can be entered in the staff person's *Compensation* tab.)

Only the two reserved Pay Rates - Base Pay Rate and Department Rate - can be used to calculate Estimated Gross Wages.

Save this as a frequently used report! Click the heart (icon)♡ next to a report name, the heart will change to red ❤ and the report will be listed under the *Reports (menu) > My Reports* for quick and easy access!