

## 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.

**Include Codes for:**

Include Codes for: Department

Include Shift Differentials

02/08/2018	Thu	Work	1:28 PM	5:25 PM	100305000	4.25	4.25	
		Work	7:34 AM	12:51 PM	100710100	5.25	5.25	
		Lunch	12:51 PM	1:15 PM	100710100	0.00		
		Work	1:15 PM	5:28 PM	100305000	4.25	4.25	
<b>Weekly Totals:</b>							<b>37.25</b>	

Department Summary			Totals	71.75
Communications Center	100305000	29.25	Work	61.50
Ministry Personnel	100710100	42.50	Delay	1.50

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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

Test Test [130004733]

Pay Type	Amount	In	Transfer	Out	In	Transfer	Out	Reg
None								0.00 hrs
		08:00 AM	13000/49042/29 A/100010300	12:00 PM	01:00 PM	33602/902/40/110120	05:00 PM	8.00 hrs
		08:00 AM	13000/49042/29 A/100010300	12:00 PM L	12:45 PM L	13000/49042/29 A/100010300	03:00 PM	6.25 hrs
		01:00 PM	33602/49042/110120	05:00 PM				4.00 hrs

Time is split between 13000 and 33602.

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.

This report lists employee's 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:

Type:

**Include Codes for:**

- Include Codes for:
- Include Shift Differentials
- Include Approved By Names
- Include Signature Lines
- Page Break After Each Employee
- Custom Text After Each Employee:
- Include Exception Code Legend
- Include Audit Trail
- Subtotal By Week

**Generate Report For:**

Employee Group:

Employee Number:

**Cost Center Filter:**

[Cost Center Filter](#)

**Sort By:**

Sort Order:

Cost Center - Google Chrome

Paylocity Corporation [US] | <https://webtime.paylocity.com/webtime>

**Company Code**

Unselected:  Filter

Selected:  Filter

13010 Nativity of Our Lord Jesu  
13011 Our Lady of Lourdes Cat  
13012 Christ the King Catholic  
13013 Sacred Heart of Jesus C  
13014 St. Andrew the Apostle C  
13015 St. Ann Catholic Church  
13016 St. Anthony Catholic Ch  
13017 St. Barnabas Catholic Cl  
13020 Good Shepherd Roman

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**Location**

Unselected:  Filter

Selected:  Filter

1 Annunciation Catholic Church, I  
Bishop Chatard High School  
Cardinal Ritter High School, Inc  
Catholic Center  
CATHOLIC CHARITIES BLOOM  
CATHOLIC CHARITIES OF TH  
Catholic Youth Organization  
Christ the King Catholic Church  
Church of the Immaculate Conc

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**Pay Group**

Unselected:  Filter

Selected:  Filter

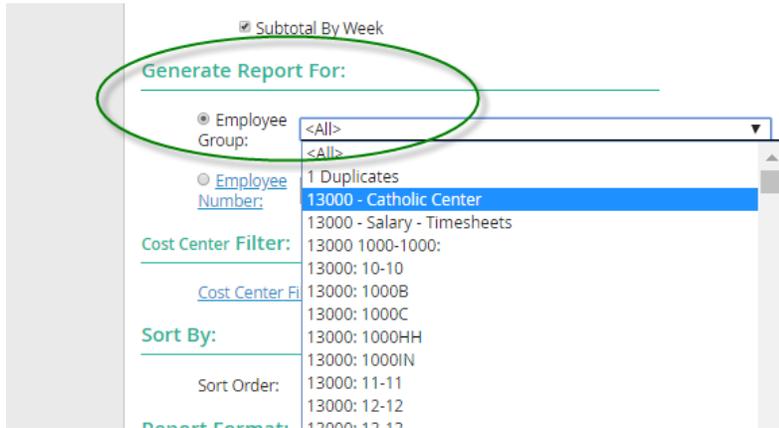
1  
10  
100  
1000  
11

Highlight Company Code and then use the arrow to remove from "Selected" box.

Remove any current Cost Center Filters

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.

**Report Information:**

Name:

Type:

**Include Codes for:**

Include Codes for:

Include Shift Differentials

Employee Number	Name				Company Code		Hours	Reg	OT1	OT2	Total	
Code	Date	Day	Action	Start	Stop	Code					Paid	Unpaid
130004733	02/12/2018	Mon	Work	8:00 AM	12:00 PM	13000	4.00	4.00			8.00	
			Work	1:00 PM	5:00 PM	33602	4.00	4.00				
	02/13/2018	Tue	Work	8:00 AM	12:00 PM	13000	4.00	4.00			6.25	0.75
			Lunch	12:00 PM	12:45 PM	13000	0.00					
			Work	12:45 PM	3:00 PM	13000	2.25	2.25				
	02/14/2018	Wed	Work	1:00 PM	5:00 PM	33602	4.00	4.00			4.00	
<b>Weekly Totals:</b>							18.25	0.00	0.00		18.25	0.75

**Company Code Summary**

13000 Catholic Center	13000	10.25
33602 Catholic Charities Indianapolis Inc	33602	8.00

**Pay Type Summary**

Work	18.25	0.00	0.00	18.25	0.75
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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

 Save  Save & Return  Cancel

### Web Time Configuration

Configuration Name

Report

### Web Time Employee Filters

Employee Group

Include inactive employees

Filter employees within Employee Group

Cost Center

## Name your report

### Editing a "Employee Time Card Report" Report

#### Description:

This report lists employee's 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: