

KELLER

INFORMATION SYSTEMS

SAMPLE REPORTS

ACTIVITY REPORTS

PRODUCTIVITY REPORTS

EMPLOYEE MANAGEMENT REPORTS

KELLER INFORMATION SYSTEMS
A Division of Eastern Iowa Computer Services
1702 2nd Avenue
Vinton, IA 52349
(319) 472-3142

REPORT DESCRIPTIONS

ACTIVITY REPORTS

The activity reports will detail employee time clock activity. The actual clock punch-in and punch-out times are recorded and displayed, along with totaled hours. The reports may be used to review an employee's activity, the activity of employees within a certain department, create employee time slips, or see who is currently punched in on the clock system.

The reports can also be used to determine if anyone forgot to punch-out, to determine early and tardy punches, and to determine if corrections are required.

PRODUCTIVITY REPORTS

Productive hours are those hours for which a facility spends money and receives direct labor in return. This includes regular hours, overtime hours, shift differential, or whatever the company determines is productive time.

Non-productive hours are those hours for which a facility puts out money and receives no direct labor in return. This includes sick pay, vacations, jury duty, or whatever the company determines is non-productive time.

These reports may be used to evaluate the hours and dollars spent within the facility for a desired period of time. The results can be displayed by employee, department, departmental group, pay code, or for the entire facility.

EMPLOYEE MANAGEMENT REPORTS

The employee management reports allow management to print the information contained in the human resources package in a number of different formats. Specific search parameters can be requested and only those employees meeting them will be printed.

KELLER

INFORMATION SYSTEMS

activity sample reports

SINGLE EMPLOYEE REPORT

ACTIVITY REPORTS - SELECTION 1

EMPLOYEE ACTIVITY REPORT PRINTED AT 01:02:36 PM ON 12/06/89						
REPORT FOR EMPLOYEE NUMBER : 35: RUTH A. BAXA						
FOR DATES BETWEEN 09/24/89 AND 10/07/89						
REPORT PRINTED FOR ALL CLOCKS						
DEPT #	CLK#	START TIME	STOP TIME	START DATE	STOP DATE	HOURS
1200	1	11:02:35PM	03:32:05AM	09/24/89	09/25/89	4.50
1200	1	03:49:59AM	07:41:23AM	09/25/89	09/25/89	4.00
1200	1	11:01:39PM	03:32:22AM	09/25/89	09/26/89	4.50
1200	1	04:05:13AM	07:29:19AM	09/26/89	09/26/89	3.50
1200	1	10:58:24PM	05:11:11AM	09/26/89	09/27/89	6.25
1200	1	05:24:15AM	07:32:04AM	09/27/89	09/27/89	2.00
1200	1	10:58:36PM	07:28:50AM	09/27/89	09/28/89	8.50
1200	1	11:01:12PM	07:23:20AM	09/30/89	10/01/89	8.50
1200	1	11:01:55PM	04:18:39AM	10/01/89	10/02/89	5.25
1200	1	04:33:38AM	07:22:32AM	10/02/89	10/02/89	2.75
1200	1	11:00:04PM	03:25:52AM	10/02/89	10/03/89	4.50
1200	1	03:47:19AM	07:22:14AM	10/03/89	10/03/89	3.50
1200	1	11:00:49PM	04:09:03AM	10/03/89	10/04/89	5.25
1200	1	04:31:30AM	07:30:11AM	10/04/89	10/04/89	3.00
1200	1	11:01:25PM	07:43:33AM	10/04/89	10/05/89	8.75
1200	1	10:56:40PM	07:47:51AM	10/05/89	10/06/89	8.75
						83.50

ACT1.DOC

DESCRIPTION:

An individual employee activity report for a requested time period. Information listed includes employee number, name, department number, start time, stop time, start date, stop date and computed hours worked. No rounding rules are used to calculate times. Automatic lunch deductions are not shown.

USES:

The report will show raw punch information. In the event management is requested to provide this type of raw information to either the employee or some other agency, it can be produced for any employee and for any specified range of dates. An example would be hours verification for someone receiving unemployment benefits.

ACT1

KELLER

INFORMATION SYSTEMS

activity sample reports

REPORT GROUPED BY DEPARTMENT NUMBER

ACTIVITY REPORT - SELECTION 2

EMPLOYEE #	CLK#	START TIME	STOP TIME	START DATE	STOP DATE	HOURS
ACTIVITY FOR DEPARTMENT : 2100: FOR DATES BETWEEN 09/24/89 AND 09/24/89 THIS REPORT CONTAINS ENTRIES THAT ARE AT LEAST 0.00 HOURS IN LENGTH PRINTED AT 01:15:05 PM ON 12/06/89 FOR ALL CLOCKS						
580	1	10:51:43PM	07:35:21AM	09/24/89	09/25/89	8.75
KARL LAVERNE GRAVEL						8.75
787	1	10:53:46PM	03:02:33AM	09/24/89	09/25/89	4.00
787	1	03:32:00AM	07:37:23AM	09/25/89	09/25/89	4.00
JAN M. HOLTEN						8.00
790	1	02:58:20PM	07:31:37PM	09/24/89	09/24/89	4.50
790	1	08:04:10PM	11:44:42PM	09/24/89	09/24/89	3.75
RONALD L. HORAK						8.25
1330	1	02:58:47PM	07:32:24PM	09/24/89	09/24/89	4.50
1330	1	08:04:19PM	11:44:36PM	09/24/89	09/24/89	3.75
SUE L. REMINGTON						8.25
ACT2.DOC						

DESCRIPTION:

A department activity report for a requested time period. Information listed includes department number and all activity information for each employee having activity in the requested department. No rounding rules are used to calculate times. Automatic lunch deductions are not shown.

USES:

This report can be presented to department supervisors to verify an employee's time and can be "marked-up" by the supervisor to indicate any incorrect employee punches. We recommend that this process be accomplished at least 3 times weekly to insure the information in the time clock database is current and accurate.

ACT2

KELLER

INFORMATION SYSTEMS

activity sample reports

REPORT GROUPED BY DEPARTMENT - ERROR REPORT

ACTIVITY REPORT - SELECTION 2

EMPLOYEE #	CLK#	START TIME	STOP TIME	START DATE	STOP DATE	HOURS
ACTIVITY FOR DEPARTMENT : 1100: FOR DATES BETWEEN 09/24/89 AND 10/07/89 THIS REPORT CONTAINS ENTRIES THAT ARE AT LEAST 9.00 HOURS IN LENGTH PRINTED AT 01:17:41 PM ON 12/06/89 FOR ALL CLOCKS						
882	1	07:05:32AM	04:00:40PM	10/03/89	10/03/89	9.00
JANICE KING						
1190	1	02:59:12PM	12:15:20AM	09/24/89	09/25/89	9.25
1190	1	02:56:00PM	12:22:25AM	09/25/89	09/26/89	9.25
1190	1	10:50:20PM	10:21:01AM	09/28/89	09/29/89	11.50
1190	1	10:58:04PM	08:16:25AM	10/04/89	10/05/89	9.25
1190	1	02:54:23PM	12:06:05AM	10/06/89	10/07/89	9.00
CHRIS A. MARTENS						
1295	1	06:54:02AM	03:55:45PM	09/25/89	09/25/89	9.00
1295	1	06:54:58AM	03:55:17PM	09/28/89	09/28/89	9.00
1295	1	06:57:05AM	04:05:35PM	09/29/89	09/29/89	9.00
1295	1	06:49:27AM	04:01:26PM	10/03/89	10/03/89	9.25
1295	1	06:55:03AM	03:54:16PM	10/04/89	10/04/89	9.00
DANNIE PUCKETT						
1420	1	02:59:04PM	12:05:43AM	09/28/89	09/29/89	9.00
GINGER SUCHAN						
ACT2ERR.DOC						

DESCRIPTION:

A department activity report for a requested time period. A field is input during the report request specifying that only those employees with a single punch in excess of the input request (in this case 9.00 hours) will show on the report.

USE:

This limitation that is placed on the employees appearing on the report allows the system manager to limit the amount of information the supervisors need to look at. In this case, they system is being told that the only employees that need to have their time reviewed are those who have a single punch that is in excess of 9 hours.

ACT2ERR

KELLER

INFORMATION SYSTEMS

activity sample reports

REPORT FOR ALL EMPLOYEES AND DEPARTMENTS

ACTIVITY REPORT SELECTION 3

ACTIVITY REPORT FOR 09/24/89 THROUGH 09/24/89						
THIS REPORT CONTAINS ENTRIES THAT ARE AT LEAST 0.00 HOURS IN LENGTH						
PRINTED AT 01:20:27 PM ON 12/06/89 FOR ALL CLOCKS						
EMPLOYEE #	DEPT #	START TIME	STOP TIME	START DATE	STOP DATE	HOURS
35	1200	11:02:35PM	03:32:05AM	09/24/89	09/25/89	4.50
35	1200	03:49:59AM	07:41:23AM	09/25/89	09/25/89	4.00
RUTH A. BAXA						8.50
205	1200	11:13:08PM	07:45:01AM	09/24/89	09/25/89	8.50
JOAN A. CAMPBELL						8.50
265	1200	03:13:20PM	07:03:24PM	09/24/89	09/24/89	3.75
265	1200	07:32:31PM	11:53:31PM	09/24/89	09/24/89	4.50
ROBERT K. DITTMAR						8.25
475	1100	07:00:00AM	08:30:00AM	09/24/89	09/24/89	1.50
475	3100	11:19:47PM	03:30:01AM	09/24/89	09/25/89	4.25
475	3100	03:39:57AM	08:35:27AM	09/25/89	09/25/89	4.75
MICHAEL AMBROSE FISCHER						10.50
490	3200	02:59:02PM	06:12:36PM	09/24/89	09/24/89	3.25
490	3200	06:34:21PM	10:35:51PM	09/24/89	09/24/89	4.00
DENNIS ARLAN FITZPATRICK						7.25
ACT3.DOC						

DESCRIPTION:

A complete facility report for all departments which includes all activity information for any employee who worked in any department during the requested dates. No rounding rules are used to calculate times and automatic lunch deductions do not show on the report.

USES:

This report can be presented to department supervisors to verify an employee's time and can be "marked-up" by the supervisor to indicate any incorrect employee punches. We recommend that this process be accomplished at least 3 times weekly to insure the information in the time clock database is current and accurate.

ACT3

KELLER

INFORMATION SYSTEMS

activity sample reports

REPORT FOR ALL EMPLOYEES AND DEPARTMENTS - ERROR REPORT

ACTIVITY REPORT - SELECTION 3

ACTIVITY REPORT FOR 09/24/89 THROUGH 10/07/89							
THIS REPORT CONTAINS ENTRIES THAT ARE AT LEAST 10.00 HOURS IN LENGTH							
PRINTED AT 01:23:15 PM ON 12/06/89 FOR ALL CLOCKS							
EMPLOYEE #	DEPT #	START TIME	STOP TIME	START DATE	STOP DATE	HOURS	
265	1200	03:04:46PM	01:04:59AM	10/06/89	10/07/89	10.00	
ROBERT K. DITTMAR							
475	3100	11:22:02PM	10:44:56AM	10/01/89	10/02/89	11.50	
475	3100	11:54:36PM	10:43:21AM	10/02/89	10/03/89	10.75	
475	3100	11:30:05PM	01:20:22PM	10/03/89	10/04/89	13.75	
MICHAEL AMBROSE FISCHER							
790	1200	08:13:00PM	06:42:07AM	09/27/89	09/28/89	10.50	
RONALD L. HORAK							
1190	1100	10:50:20PM	10:21:01AM	09/28/89	09/29/89	11.50	
CHRIS A. MARTENS							
1210	2200	11:13:39PM	11:47:30AM	09/26/89	09/27/89	12.50	
SHERRIE MILLER							
ACT3ERR.DOC							

DESCRIPTION:

A complete facility report for all departments which includes all activity information for any employee who worked in any department during the requested dates. A field is input during the report request specifying that only those employees with a single punch in excess of the input request (in this case 10.00 hours) will show on the report.

USE:

This limitation that is placed on the employees appearing on the report allows the system manager to limit the amount of information the supervisors need to look at. In this case, they system is being told that the only employees that need to have their time reviewed are those who have a single punch that is in excess of 9 hours.

ACT3ERR

KELLER

INFORMATION SYSTEMS

activity sample reports

REPORT FOR A SPECIFIED DEPARTMENT GROUP

ACTIVITY REPORT - SELECTION 4

NURSING DEPARTMENT RN/LPN 1ST FLOOR						
ACTIVITY REPORT FOR 09/24/89 THROUGH 09/24/89						
THIS REPORT CONTAINS ENTRIES THAT ARE AT LEAST 0.00 HOURS IN LENGTH						
PRINTED AT 01:26:12 PM ON 12/06/89 FOR ALL CLOCKS						
EMPLOYEE #	DEPT #	START TIME	STOP TIME	START DATE	STOP DATE	HOURS
475	1100	07:00:00AM	08:30:00AM	09/24/89	09/24/89	1.50
MICHAEL AMBROSE FISCHER						1.50
580	2100	10:51:43PM	07:35:21AM	09/24/89	09/25/89	8.75
KARL LAVERNE GRAVEL						8.75
787	2100	10:53:46PM	03:02:33AM	09/24/89	09/25/89	4.00
787	2100	03:32:00AM	07:37:23AM	09/25/89	09/25/89	4.00
JAN M. HOLTEN						8.00
790	2100	02:58:20PM	07:31:37PM	09/24/89	09/24/89	4.50
790	2100	08:04:10PM	11:44:42PM	09/24/89	09/24/89	3.75
RONALD L. HORAK						8.25
1190	1100	02:59:12PM	12:15:20AM	09/24/89	09/25/89	9.25
CHRIS A. MARTENS						9.25
ACT4.DOC						

DESCRIPTION:

A departmental group report for a requested time period. Information listed includes department number and all activity information for any employee having activity in the requested departmental group. No rounding rules are used to calculate times and automatic lunch deductions do not show on the report.

USES:

This report can be presented to a departmental group manager to verify employee's time and can be "marked-up" by the manager to indicate any incorrect employee punches. We recommend that this process be accomplished at least 3 times weekly to insure the information in the time clock database is current and accurate.

ACT4

KELLER

INFORMATION SYSTEMS

activity sample reports

REPORT FOR A SPECIFIED DEPARTMENT GROUP - ERROR REPORT

ACTIVITY REPORTS - SELECTION 4

EMPLOYEE #	DEPT #	START TIME	STOP TIME	START DATE	STOP DATE	HOURS
1190	1100	10:50:20PM	10:21:01AM	09/28/89	09/29/89	11.50
CHRIS A. MARTENS						
1535	1100	03:09:10AM	03:21:40PM	10/05/89	10/05/89	12.00
LYNN M. WINN						

ACT4ERR.DOC

DESCRIPTION:

A department group activity report for a requested time period. A field is input during the report request specifying that only those employees with a single punch in excess of the input request (in this case 10.00 hours) will show on the report.

USE:

This limitation that is placed on the employees appearing on the report allows the system manager to limit the amount of information the supervisors need to look at. In this case, they system is being told that the only employees that need to have their time reviewed are those who have a single punch that is in excess of 9 hours.

ACT4ERR

KELLER

INFORMATION SYSTEMS

activity sample reports

DEPARTMENTAL HOURS TOTAL REPORT

ACTIVITY REPORTS - SELECTION 5

DEPARTMENTAL HOUR TOTAL REPORT FOR DATES BETWEEN 09/24/89 AND 10/07/89			
PRINTED AT 01:31:14 PM ON 12/06/89 FOR ALL CLOCKS			
DEPT #	# HOURS	DEPARTMENT DESCRIPTION	
: 1100:	: 365.00:	:RN - 1ST FLOOR	:
: 1200:	: 1917.25:	:RN - 2ND FLOOR	:
: 2100:	: 554.75:	:LPN - 1ST FLOOR	:
: 2200:	: 252.25:	:LPN - 2ND FLOOR	:
: 3100:	: 88.75:	:CNA	:
: 3200:	: 319.00:	:HOUSEKEEPING	:
ACT5.DOC			

DESCRIPTION:

A summary of all the raw hours in all the departments which had employee activity for the specified period of time.

USE:

The report provides management the ability to evaluate their raw employee hours for the entire facility detailed by department.

ACT5

KELLER

INFORMATION SYSTEMS

tardy sample reports

TARDY/EARLY REPORT FOR THE ENTIRE FACILITY

TARDY/EARLY REPORTS - SELECTION 1

TARDY/EARLY PUNCH REPORT FOR ENTIRE FACILITY 09/24/89 THROUGH 10/07/89							
REPORT PRINTED ON 12/07/89 AT 06:51:33 AM							
EMP #	DEPT #	START TIME	STOP TIME	START DATE	STOP DATE	CLK#	TYPE
=====							
205	1200	11:13:08PM	07:45:01AM	09/24/89	09/25/89	1	EARLY-3
205	1200	11:15:40PM	03:28:03AM	10/01/89	10/02/89	1	EARLY-3
JOAN A. CAMPBELL							

225	1200	06:48:11AM	11:40:54AM	09/25/89	09/25/89	1	EARLY-1
225	1200	07:10:00AM	04:40:00PM	09/26/89	09/26/89	1	TARDY-1
225	1200	06:56:05AM	11:54:18AM	09/27/89	09/27/89	1	EARLY-1
225	1200	06:53:20AM	12:20:03PM	09/29/89	09/29/89	1	EARLY-1
225	1200	06:49:42AM	11:40:18AM	10/03/89	10/03/89	1	EARLY-1
225	1200	06:54:12AM	11:38:03AM	10/04/89	10/04/89	1	EARLY-1
225	1200	06:50:52AM	12:20:06PM	10/06/89	10/06/89	1	EARLY-1
SALLY NHRISTIENSEN							

265	1200	03:13:20PM	07:03:24PM	09/24/89	09/24/89	1	EARLY-2
265	1200	02:47:46PM	08:09:17PM	09/25/89	09/25/89	1	EARLY-2
265	1200	03:13:53PM	06:56:16PM	09/27/89	09/27/89	1	EARLY-2
265	1200	03:00:23PM	09:46:43PM	09/30/89	09/30/89	1	EARLY-2
265	1200	03:13:53PM	07:37:00PM	10/01/89	10/01/89	1	EARLY-2
265	1200	03:13:34PM	06:37:38PM	10/02/89	10/02/89	1	EARLY-2
265	1200	03:04:46PM	01:04:59AM	10/06/89	10/07/89	1	EARLY-2
ROBERT K. DITTMAR							

392	1200	06:30:16AM	12:46:39PM	10/03/89	10/03/89	1	EARLY-1
392	1200	06:30:00AM	03:45:47PM	10/06/89	10/06/89	1	EARLY-1
JOSEPH D. EVENS							

TARDY1.DOC							

DESCRIPTION:

A facility report showing employees who have punched in either Tardy or Early during the specific range of dates. In the event an employee is assigned multiple departments, a Tardy or Early entry will be printed for any of their departments if appropriate.

USES:

This report can be presented to the facility management to determine if an employee problem is developing so appropriate disciplinary action can be taken in a timely fashion.

TARDY1.DOC

KELLER

INFORMATION SYSTEMS

tardy sample reports

TARDY/EARLY REPORT FOR A SPECIFIED DEPARTMENTAL GROUP

TARDY/EARLY REPORTS - SELECTION 2

NURSING DEPARTMENT RN/LPN 1ST FLOOR							
TARDY/EARLY PUNCH REPORT FOR DATES BETWEEN 09/24/89 AND 10/07/89							
REPORT PRINTED ON 12/07/89 AT 06:55:48 AM							
EMP #	DEPT #	START TIME	STOP TIME	START DATE	STOP DATE	CLK#	TYPE
580	2100	10:51:43PM	07:35:21AM	09/24/89	09/25/89	1	EARLY-3
580	2100	10:50:51PM	07:27:56AM	09/25/89	09/26/89	1	EARLY-3
580	2100	10:50:25PM	07:46:41AM	09/26/89	09/27/89	1	EARLY-3
580	2100	10:53:53PM	07:31:50AM	09/27/89	09/28/89	1	EARLY-3
580	2100	10:50:55PM	07:51:03AM	09/28/89	09/29/89	1	EARLY-3
580	2100	10:51:04PM	07:49:44AM	09/29/89	09/30/89	1	EARLY-3
580	2100	10:55:16PM	07:21:24AM	09/30/89	10/01/89	1	EARLY-3
580	2100	10:53:47PM	07:27:04AM	10/03/89	10/04/89	1	EARLY-3
580	2100	10:56:49PM	07:31:33AM	10/04/89	10/05/89	1	EARLY-3
580	2100	10:53:44PM	08:23:37AM	10/05/89	10/06/89	1	EARLY-3
KARL LAVERNE GRAVEL							
784	2100	07:27:35AM	04:06:10PM	09/25/89	09/25/89	1	TARDY-1
784	2100	07:30:00AM	04:00:00PM	09/26/89	09/26/89	1	TARDY-1
784	2100	07:30:00AM	03:49:33PM	09/27/89	09/27/89	1	TARDY-1
784	2100	07:24:25AM	11:54:18AM	09/28/89	09/28/89	1	TARDY-1
784	2100	07:25:37AM	04:02:14PM	09/29/89	09/29/89	1	TARDY-1
784	2100	07:29:01AM	11:50:58AM	10/02/89	10/02/89	1	TARDY-1
784	2100	07:26:21AM	11:42:17AM	10/03/89	10/03/89	1	TARDY-1
784	2100	07:26:16AM	11:28:30AM	10/04/89	10/04/89	1	TARDY-1
784	2100	07:25:25AM	11:34:30AM	10/05/89	10/05/89	1	TARDY-1
784	2100	07:25:16AM	01:09:56PM	10/06/89	10/06/89	1	TARDY-1
STEVEN MARK HOBART, JR							
TARDY2.DOC							

DESCRIPTION:

A Departmental Group report showing employees who have punched in either Tardy or Early during the specific range of dates. In the event an employee is assigned multiple departments, a Tardy or Early entry will be printed for any of their departments if appropriate.

USES:

This report can be presented to the department management to determine if an employee problem is developing so appropriate disciplinary action can be taken in a timely fashion.

TARDY2.DOC

KELLER

INFORMATION SYSTEMS

tardy sample reports

TARDY/EARLY REPORT FOR A SPECIFIED DEPARTMENT

TARDY/EARLY REPORTS - SELECTION 3

TARDY/EARLY PUNCH REPORT FOR DATES BETWEEN 09/24/89 AND 10/07/89							
REPORT PRINTED ON 12/07/89 AT 07:00:20 AM							
EMP #	DEPT #	START TIME	STOP TIME	START DATE	STOP DATE	CLK#	TYPE
882	1100	07:17:46AM	03:16:44PM	10/01/89	10/01/89	1	TARDY-1
882	1100	07:05:32AM	04:00:40PM	10/03/89	10/03/89	1	TARDY-1
882	1100	02:58:27PM	11:48:15PM	10/05/89	10/05/89	1	EARLY-2
JANICE KING							
1190	1100	10:50:20PM	10:21:01AM	09/28/89	09/29/89	1	EARLY-3
1190	1100	10:58:26PM	07:26:35AM	09/29/89	09/30/89	1	EARLY-3
1190	1100	10:56:15PM	07:27:53AM	10/03/89	10/04/89	1	EARLY-3
1190	1100	10:58:04PM	08:16:25AM	10/04/89	10/05/89	1	EARLY-3
1190	1100	10:52:57PM	07:30:57AM	10/05/89	10/06/89	1	EARLY-3
CHRIS A. MARTENS							
1295	1100	06:54:02AM	03:55:45PM	09/25/89	09/25/89	1	EARLY-1
1295	1100	06:57:19AM	03:42:31PM	09/27/89	09/27/89	1	EARLY-1
1295	1100	06:54:58AM	03:55:17PM	09/28/89	09/28/89	1	EARLY-1
1295	1100	06:57:05AM	04:05:35PM	09/29/89	09/29/89	1	EARLY-1
1295	1100	06:49:27AM	04:01:26PM	10/03/89	10/03/89	1	EARLY-1
1295	1100	06:55:03AM	03:54:16PM	10/04/89	10/04/89	1	EARLY-1
1295	1100	06:57:00AM	03:28:33PM	10/05/89	10/05/89	1	EARLY-1
DANNIE PUCKETT							
TARDY3.DOC							

DESCRIPTION:

A Department report showing employees who have punched in either Tardy or Early during the specific range of dates. In the event an employee is assigned multiple departments, a Tardy or Early entry will be printed for any of their departments if appropriate.

USES:

This report can be presented to the department management to determine if an employee problem is developing so appropriate disciplinary action can be taken in a timely fashion.

TARDY3.DOC

KELLER

INFORMATION SYSTEMS

special day sample reports

SPECIAL DAY SUMMARY REPORT BY DEPARTMENT

SPECIAL DAY REPORT - SELECTION 1

PARAMETERS USED FOR THIS SPECIAL DAY SUMMARY				
REPORT PRINTED ON 12/07/89 AT 08:44:41 AM				
=====				
START DATE =	09/24/89			
ENDING DATE =	10/07/89			
EMPLOYEE NUMBER =	ALL EMPLOYEES			
DEPARTMENT NUMBER =	1100			

SPECIAL DAY SUMMARY BY DEPARTMENT FOR 09/24/89 TO 10/07/89				
SUMMARY PRINTED ON 12/07/89 AT 08:44:41 AM				
DEPT #	PYCD	#HOURS	AMOUNT	DEPARTMENT NAME
=====				
: 1100:	:03:	: 24.00:	: 0.00:	:RN - 1ST FLOOR
	:04:	: 32.00:	: 0.00:	
	:06:	: 8.00:	: 0.00:	

SDE1.DOC				

DESCRIPTION:

A facility summary report by department detailing the department, paycode, number of hours and the amount of the Special Day entry. This report can be requested by employee, by department, and for any range of days.

USES:

A summary of the Special Day entries can be provided to various facility managers for their review and notation. It allows the managers to see the hours taken during the specified range of dates enabling them to review the employee usage of special types of leave or pay.

SDE1.DOC

KELLER

INFORMATION SYSTEMS

special day sample reports

SPECIAL DAY SUMMARY REPORT BY PAYCODE

SPECIAL DAY REPORT - SELECTION 2

REPORT PRINTED ON 12/07/89 AT 08:48:07 AM			
=====			
START DATE = 09/24/89			
ENDING DATE = 10/07/89			
EMPLOYEE NUMBER = ALL EMPLOYEES			
DEPARTMENT NUMBER = ALL DEPARTMENTS			

SPECIAL DAY SUMMARY BY PAYCODE FOR 09/24/89 TO 10/07/89			
SUMMARY PRINTED ON 12/07/89 AT 08:48:07 AM			
PYCD	#HOURS	AMOUNT	PAYCODE DESCRIPTION
=====			
:03:	: 24.00:	: 0.00:	:VACATION
:04:	: 40.00:	: 0.00:	:SICK LEAVE
:06:	: 8.00:	: 0.00:	:FUNERAL LEAVE

SDE2.DOC			

DESCRIPTION:

A facility summary report by paycode detailing the , paycode, number of hours and the amount of the Special Day entry. This report can be requested by employee, by department, and for any range of days.

USES:

A summary of the Special Day entries can be provided to various facility managers for their review and notation. It allows the managers to see the hours taken during the specified range of dates enabling them to review the employee usage of special types of leave or pay.

SDE2.DOC

KELLER

INFORMATION SYSTEMS

special day sample reports

SPECIAL DAY SUMMARY REPORT BY EMPLOYEE

SPECIAL DAY REPORT - SELECTION 3

REPORT PRINTED ON 12/07/89 AT 08:50:30 AM				
=====				
START DATE = 09/24/89				
ENDING DATE = 10/07/89				
EMPLOYEE NUMBER = ALL EMPLOYEES				
DEPARTMENT NUMBER = ALL DEPARTMENTS				

SPECIAL DAY SUMMARY BY EMPLOYEE REPORT FOR 09/24/89 TO 10/07/89				
SUMMARY PRINTED ON 12/07/89 AT 08:50:31 AM				
EMP #	PYCD	#HOURS	AMOUNT	EMPLOYEE NAME
=====				
:	35:	:04:	: 8.00:	: 0.00: :BAXA, RUTH A

:	205:	:03:	: 8.00:	: 0.00: :CAMPBELL, JOAN A.
		:04:	: 8.00:	: 0.00:

:	225:	:04:	: 8.00:	: 0.00: :NHRISTIENSEN, SALLY
		:06:	: 8.00:	: 0.00:

:	228:	:03:	: 8.00:	: 0.00: :COLTON, DANIEL L.
		:04:	: 8.00:	: 0.00:

:	265:	:03:	: 8.00:	: 0.00: :DITTMAR, ROBERT K
		:04:	: 8.00:	: 0.00:

SDE3.DOC				

DESCRIPTION:

A employee summary report by paycode detailing the employee number, name, paycode, number of hours and the amount of the Special Day entry. This report can be requested by employee, by department, and for any range of days.

USES:

A summary of the Special Day entries can be provided to various facility managers for their review and notation. It allows the managers to see the hours taken by specific employees during the specified range of dates. This will enable them to review the employee usage of special types of leave or pay.

SDE3.DOC

KELLER

INFORMATION SYSTEMS

special day sample reports

SPECIAL DAY DETAILED LISTING BY EMPLOYEE

SPECIAL DAY REPORT - SELECTION 4

REPORT PRINTED ON 12/07/89 AT 08:52:36 AM									
START DATE = 09/24/89									
ENDING DATE = 10/07/89									
EMPLOYEE NUMBER = ALL EMPLOYEES									
DEPARTMENT NUMBER = ALL DEPARTMENTS									
SPECIAL DAY DETAILED LISTING BY EMPLOYEE REPORT FOR 09/24/89 TO 10/07/89									
REPORT PRINTED ON 12/07/89 AT 08:52:36 AM									
EMP #	DATE	DEPT #	PYCD	SHIFT	CLK#	AMOUNT	#HOURS	COMMENTS	EMPLOYEE NAME
:	35:	09/29/89:	1200:	04:	1:	1:	0.00:	8.00:	:SICK - HOME WITH FLU : BAXA, RUTH A
:	205:	09/26/89:	1100:	04:	1:	1:	0.00:	8.00:	:SICK WITH FLU : CAMPBELL, JOAN A.
:	205:	10/03/89:	1100:	03:	1:	1:	0.00:	8.00:	:DAY OF VACATION :
:	225:	09/28/89:	1100:	06:	1:	1:	0.00:	8.00:	:FUNERAL : NHRISTIANSEN, SALLY
:	225:	10/05/89:	1100:	04:	1:	1:	0.00:	8.00:	:SICK :
:	228:	09/25/89:	1100:	04:	1:	1:	0.00:	8.00:	:HOME WITH COLD : COLTON, DANIEL L.
:	228:	10/06/89:	1100:	03:	1:	1:	0.00:	8.00:	:DAY OF VACATION :
:	265:	09/26/89:	1100:	04:	1:	1:	0.00:	8.00:	:SICK WITH FLU : DITTMAR, ROBERT K
:	265:	10/04/89:	1100:	03:	1:	1:	0.00:	8.00:	:DAY OF VACATION :

DESCRIPTION:

A detailed facility report listing the employee number, name, entry date, department number, shift, clock number, paycode, number of hours and the amount of the Special Day entry. This report can be requested by employee, by department, and for any range of days.

USES:

A detailed listing of the Special Day entries can be provided to various facility managers for their review and notation. It allows the managers to see the hours taken by specific employees during the specified range of dates. This will enable them to review the employee usage of special types of leave or pay.

SDE4.DOC

KELLER

INFORMATION SYSTEMS

special day sample reports

SPECIAL DAY DETAILED LISTING BY DEPARTMENT

SPECIAL DAY REPORT - SELECTION 5

REPORT PRINTED ON 12/07/89 AT 08:55:07 AM										
START DATE = 09/24/89										
ENDING DATE = 10/07/89										
EMPLOYEE NUMBER = ALL EMPLOYEES										
DEPARTMENT NUMBER = ALL DEPARTMENTS										
SPECIAL DAY DETAILED LISTING BY DEPARTMENT REPORT FOR 09/24/89 TO 10/07/89										
REPORT PRINTED ON 12/07/89 AT 08:55:08 AM										
DEPT #	EMP #	DATE	PYCD	SHIFT	CLK#	AMOUNT	#HOURS	COMMENTS	EMPLOYEE NAME	
:	1100:	205:	09/26/89:	04:	1:	1:	0.00:	8.00:	:SICK WITH FLU	: CAMPBELL, JOAN A.
:	1100:	205:	10/03/89:	03:	1:	1:	0.00:	8.00:	:DAY OF VACATION	:
:	1100:	225:	09/28/89:	06:	1:	1:	0.00:	8.00:	:FUNERAL	: NHRISTIANSEN, SALLY
:	1100:	225:	10/05/89:	04:	1:	1:	0.00:	8.00:	:SICK	:
:	1100:	228:	09/25/89:	04:	1:	1:	0.00:	8.00:	:HOME WITH COLD	: COLTON, DANIEL L.
:	1100:	228:	10/06/89:	03:	1:	1:	0.00:	8.00:	:DAY OF VACATION	:
:	1100:	265:	09/26/89:	04:	1:	1:	0.00:	8.00:	:SICK WITH FLU	: DITTMAR, ROBERT K
:	1100:	265:	10/04/89:	03:	1:	1:	0.00:	8.00:	:DAY OF VACATION	:
:	1200:	35:	09/29/89:	04:	1:	1:	0.00:	8.00:	:SICK - HOME WITH FLU	: BAXA, RUTH A

A detailed facility report listing the employee number, name, entry date, department number, shift, clock number, paycode, number of hours and the amount of the Special Day entry. This report can be requested by employee, by department, and for any range of days.

USES:

A detailed listing of the Special Day entries can be provided to various facility managers for their review and notation. It allows the managers to see the hours taken by specific employees during the specified range of dates. This will enable them to review the employee usage of special types of leave or pay.

SDE5.DOC

KELLER

INFORMATION SYSTEMS

time slip sample report

EMPLOYEE TIME SLIP REPORT

PAYROLL GENERATION MENU - SELECTION 5

```

                                TIMECLOCK ACTIVITY FOR PERIOD FROM :09/24/89: TO :10/07/89:
                                PRINTED ON 12/06/89 AT 01:49:50 PM
=====
:      35: : - - : BAXA, RUTH A.
DEPT #   DATE IN   DATE OUT   TIME IN   TIME OUT   HOURS   LUNCH
: 1200: :09/24/89: :09/25/89: :11:02:00PM: :03:32:00AM: : 4.00: : 0.50:
: 1200: :09/25/89: :09/25/89: :03:49:00AM: :07:41:00AM: : 4.00: :
: 1200: :09/25/89: :09/26/89: :11:01:00PM: :03:32:00AM: : 4.00: : 0.50:
: 1200: :09/26/89: :09/26/89: :04:05:00AM: :07:29:00AM: : 3.50: :
: 1200: :09/26/89: :09/27/89: :10:58:00PM: :05:11:00AM: : 5.75: : 0.50:
: 1200: :09/27/89: :09/27/89: :05:24:00AM: :07:32:00AM: : 2.00: :
: 1200: :09/27/89: :09/28/89: :10:58:00PM: :07:28:00AM: : 8.00: : 0.50:
: 1200: :09/30/89: :10/01/89: :11:01:00PM: :07:23:00AM: : 8.00: : 0.50:
: 1200: :10/01/89: :10/02/89: :11:01:00PM: :04:18:00AM: : 4.75: : 0.50:
: 1200: :10/02/89: :10/02/89: :04:33:00AM: :07:22:00AM: : 2.75: :
: 1200: :10/02/89: :10/03/89: :11:00:00PM: :03:25:00AM: : 4.00: : 0.50:
: 1200: :10/03/89: :10/03/89: :03:47:00AM: :07:22:00AM: : 3.50: :
: 1200: :10/03/89: :10/04/89: :11:00:00PM: :04:09:00AM: : 4.75: : 0.50:
: 1200: :10/04/89: :10/04/89: :04:31:00AM: :07:30:00AM: : 3.00: :
: 1200: :10/04/89: :10/05/89: :11:01:00PM: :07:43:00AM: : 8.25: : 0.50:
: 1200: :10/05/89: :10/06/89: :10:56:00PM: :07:47:00AM: : 8.25: : 0.50:
: 1200: :09/29/89: :SICK - HOME WITH FLU : : 8.00: :
-----
                                86.50

I have reviewed all hours and I agree that they accurately reflect
the hours I have worked.

SIGNATURE _____ DATE _____

PGM5.DOC
```

DESCRIPTION:

An employee time slip for a requested pay period. Information listed includes employee number, social security number, name, department numbers, dates punched in and out, time punched in and out, time automatically deducted for lunch, special day entries for that time period, total hours worked using all rounding rules, a signature block, and a date block.

USE:

The time slip provides management with a report for the employee to review and sign stating that they have reviewed the hours and that they agree with what is shown. It can provide some measure of security for management in the event of a labor dispute with an employee.

PGM5.DOC

KELLER

INFORMATION SYSTEMS

productivity sample reports

EMPLOYEE TIME REPORT IN CALENDAR FORMAT

PAYROLL GENERATION MENU - SELECTION 6

EMPLOYEE TIMESLIP IN CALENDAR FORMAT REPORT						
REPORT PRINTED FOR 09/24/89 THROUGH 10/07/89						
REPORT PRINTED ON 12/06/89 AT 01:52:33 PM						
PRINTED FOR EMPLOYEE NUMBER : 35: BAXA, RUTH						
SUNDAY	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY	SATURDAY
09/24/89 4.00	09/25/89 8.00	09/26/89 9.25	09/27/89 10.00	09/28/89	09/29/89 8.00	09/30/89 8.00
10/01/89 4.75	10/02/89 6.75	10/03/89 8.25	10/04/89 11.25	10/05/89 8.25	10/06/89	10/07/89
TOTAL HOURS IN SPECIFIED DATE RANGE : 86.50:						
PGM6.DOC						

DESCRIPTION:

An employee time report that displays an employee's time in a calendar format. Each day has two lines of information. The time on the upper line indicates productive hours worked. The time on the bottom indicates non-productive time such as vacation, sick leave, etc.

USE:

The report provides a format that can be easily compared to an employee's schedule. Additionally, rather than reviewing an employee's time on a punch-by-punch basis, a quick review can first be made of the time worked per day. Then, if a closer look is needed, the specific days punches can be reviewed.

PGM6.DOC

KELLER

INFORMATION SYSTEMS

productivity sample reports

EMPLOYEE TIME REPORT IN CALENDAR FORMAT

PAYROLL GENERATION MENU - SELECTION 7

EMPLOYEE TIMESLIP IN CALENDAR FORMAT REPORT														
REPORT PRINTED FOR 09/24/89 THROUGH 10/07/89														
REPORT PRINTED ON 12/06/89 AT 01:57:39 PM														
	09/24	09/25	09/26	09/27	09/28	09/29	09/30	10/01	10/02	10/03	10/04	10/05	10/06	10/07
35 BAXA, RUTH	4.00	8.00	9.25	10.00		8.00	8.00	4.75	6.75	8.25	11.25	8.25		
205 CAMPBELL, JOAN	8.50		16.50	7.75	8.75	2.50		4.25	9.00	8.00	8.00	8.00	4.25	
225 NHRISTIANSSEN, SALLY		8.75	9.50	8.25	8.00	8.50			8.00	9.00	8.25	8.00	8.75	
228 COLTON, DANIEL		8.00	4.25	3.25			5.50	6.00	7.75	7.50	9.00	6.25	8.00	
265 DITTMAR, ROBERT	8.25	8.50	8.00	8.25			8.75	8.00	8.00	8.00	8.00		10.00	
392 EVENS, JOSEPH		8.00	8.00	8.00	8.00	8.00		9.00	9.00	9.00	9.00	8.75	9.25	
475 FISCHER, MICHAEL	5.75	4.75	4.50	13.25	9.25			13.00	10.75	13.75		16.75	3.50	5.00
490 FITZPATRICK, DENNIS	7.25	8.50	8.00	11.25	9.00			8.00	8.25	8.50	8.50	8.25		
580 GRAVEL, KARL	8.75	8.75	9.00	8.50	9.00	9.00	8.25			8.50	8.50	9.50		
630 GRIMES, SUSAN	8.25	8.00	8.25	8.00				9.25	8.00	8.00	8.00		9.50	
680 HATCH, KAYE	8.75	8.00	11.25	4.25	8.00	8.00	2.50	7.75	6.50	7.75	2.00	6.00		
695 HAYES, BOBBIE		8.50	8.25	8.50	8.00	8.50		8.75	8.75	8.75	8.00	8.00		
784 HOBART, JR, STEVEN		8.50	8.50	8.25	8.00	8.50			7.50	8.00	8.00	7.75	8.00	
787 HOLTEN, JAN	4.00	8.25	7.75	8.50	8.25	4.75		4.00	8.00	8.75	8.00	8.75	4.50	
790 HORAK, RONALD	8.25	8.75	8.25	10.50		9.25	8.25	8.00	8.00	8.50			11.75	
800 HURTT, JOEDY			8.25	8.25	8.00	8.50		8.25	8.25	8.75	8.00	8.00		
815 JACOBUS, ROSE	9.00	9.25	8.75	9.25	2.00			9.00	9.00	9.00	9.50	9.00		
850 JONES, RODNEY	8.75	8.00	8.00	8.00	8.00			8.00	8.25	8.00	8.25	8.00		
882 KING, JANICE	8.00	8.00	8.00	8.00	8.00			8.00	8.25	9.00	8.50	8.75		
890 KREGEL, JEFFREY	5.25	8.25	8.50	8.25	8.25	0.50			8.25	8.75	8.50	8.25	8.25	
895 KRUMM, RANDY		8.00		8.75	8.25	8.25		8.25	8.00	8.75	8.25	8.25	8.50	
950 KUPFER, MICHAEL			3.50	13.00	8.50	8.50			8.50	5.00	7.25	8.75	12.25	
1148 KUPFER, MICHAEL		8.50	8.50	8.25	8.50	4.75	3.25	8.00	7.75	7.75	7.25	6.25	4.50	
1155 LOVELL, LINDA	9.00	9.00	8.50	8.75	8.50			8.75	8.75	8.50	8.25	9.00		
1190 MARTENS, CHRIS	9.25	9.25			11.50	8.50	8.50			8.50	9.25	8.75	9.00	
1195 MARTIN, DELLA		9.00	8.00	8.75	8.50	9.00		8.75	8.75	9.00	7.75	8.00		
PAGE TOTALS	121.00	190.50	199.25	215.75	172.25	123.00	53.00	157.75	198.00	221.25	195.25	195.25	120.00	5.00

DESCRIPTION:

A pay period report, by employee, by day showing the productive hours worked. Each page is then totaled at the bottom for easy evaluation of daily productive hours worked, by employee.

USE:

The report provides a quick review of the number of hours an employee has worked through out the pay period. It can also be used to evaluate the daily productive hours worked within the facility.

PGM7.DOC

KELLER

INFORMATION SYSTEMS

productivity sample reports

PERSONNEL ACTIVITY SUMMARY REPORT

PAYROLL GENERATION MENU - SELECTION 9

PERSONNEL ACTIVITY FOR PERIOD FROM :09/24/89: TO :10/07/89:						
REPORT PRINTED ON 12/06/89 AT 02:05:14 PM						
=====						
: 205: : - - : CAMPBELL, JOAN A.						
DEPT #	DATE IN	DATE OUT	TIME IN	TIME OUT	HOURS	LUNCH
: 1200:	:09/24/89:	:09/25/89:	:11:13:00PM:	:07:45:00AM:	: 8.50:	

: 1200:	:09/26/89:	:09/26/89:	:03:57:00AM:	:07:32:00AM:	: 3.50:	
: 1200:	:09/26/89:	:09/27/89:	:11:21:00PM:	:04:09:00AM:	: 5.00:	
: 1100:	:09/26/89:	:SPECIAL :	:SICK WITH FLU		: 8.00:	

: 1200:	:09/27/89:	:09/27/89:	:04:35:00AM:	:07:35:00AM:	: 3.00:	
: 1200:	:09/27/89:	:09/28/89:	:11:18:00PM:	:03:58:00AM:	: 4.75:	

: 1200:	:09/28/89:	:09/28/89:	:04:21:00AM:	:07:38:00AM:	: 3.50:	
: 1200:	:09/28/89:	:09/29/89:	:11:23:00PM:	:04:47:00AM:	: 5.25:	

: 1200:	:09/29/89:	:09/29/89:	:05:13:00AM:	:07:44:00AM:	: 2.50:	

: 1200:	:10/01/89:	:10/02/89:	:11:15:00PM:	:03:28:00AM:	: 4.25:	

: 1200:	:10/02/89:	:10/02/89:	:03:49:00AM:	:07:34:00AM:	: 3.75:	
: 1200:	:10/02/89:	:10/03/89:	:11:12:00PM:	:04:26:00AM:	: 5.25:	

: 1100:	:10/03/89:	:SPECIAL :	:DAY OF VACATION		: 8.00:	

: 1200:	:10/04/89:	:10/04/89:	:03:50:00AM:	:07:35:00AM:	: 3.75:	
: 1200:	:10/04/89:	:10/05/89:	:11:13:00PM:	:03:24:00AM:	: 4.25:	

: 1200:	:10/05/89:	:10/05/89:	:03:45:00AM:	:07:45:00AM:	: 4.00:	
: 1200:	:10/05/89:	:10/06/89:	:11:10:00PM:	:03:18:00AM:	: 4.00:	

: 1200:	:10/06/89:	:10/06/89:	:03:46:00AM:	:07:57:00AM:	: 4.25:	

						85.50
=====						
BREAKDOWN OF HOURS BY DEPARTMENTS						
DEPT#	HOURS	DEPT DESCRIPTION				
: 1100:	: 16.00:	:RN - 1ST FLOOR	:	:	:	:
: 1200:	: 69.50:	:RN - 2ND FLOOR	:	:	:	:
=====						
PGM9.DOC						

DESCRIPTION:

An individual employee report showing completed punch information for a specified range of dates. This information is then summarized for the employee by department. This selection generates a separate page for each employee.

USE:

The report may be used by departmental supervisors for a review of an employee's hours within their department.

PGM9.DOC

KELLER

INFORMATION SYSTEMS

productivity sample reports

PERSONNEL DEPARTMENTAL ACTIVITY SUMMARY REPORT

PAYROLL GENERATION MENU - SELECTION A

PERSONNEL DEPARTMENTAL ACTIVITY FOR DEPARTMENT # 1100							
REPORT PRINTED FOR 09/24/89 THROUGH 10/07/89							
REPORT PRINTED ON 12/06/89 AT 02:12:31 PM							
=====							
PUNCH INFORMATION FOR EMPLOYEE #: 205: CAMPBELL, JOAN							
DEPT #	DATE IN	DATE OUT	TIME IN	TIME OUT	HOURS	LUNCH	
: 1100:	:09/26/89:	:SPECIAL :	:SICK WITH FLU		: 8.00:		
: 1100:	:10/03/89:	:SPECIAL :	:DAY OF VACATION		: 8.00:		

TOTALS FOR EMP # :		205: CAMPBELL, JOAN		16.00			
=====							
PUNCH INFORMATION FOR EMPLOYEE #: 228: COLTON, DANIEL							
DEPT #	DATE IN	DATE OUT	TIME IN	TIME OUT	HOURS	LUNCH	
: 1100:	:09/25/89:	:SPECIAL :	:HOME WITH COLD		: 8.00:		
: 1100:	:10/06/89:	:SPECIAL :	:DAY OF VACATION		: 8.00:		

TOTALS FOR EMP # :		228: COLTON, DANIEL		16.00			
=====							
PUNCH INFORMATION FOR EMPLOYEE #: 265: DITTMAR, ROBERT							
DEPT #	DATE IN	DATE OUT	TIME IN	TIME OUT	HOURS	LUNCH	
: 1100:	:09/26/89:	:SPECIAL :	:SICK WITH FLU		: 8.00:		
: 1100:	:10/04/89:	:SPECIAL :	:DAY OF VACATION		: 8.00:		

TOTALS FOR EMP # :		265: DITTMAR, ROBERT		16.00			
=====							
PUNCH INFORMATION FOR EMPLOYEE #: 475: FISCHER, MICHAEL							
DEPT #	DATE IN	DATE OUT	TIME IN	TIME OUT	HOURS	LUNCH	
: 1100:	:09/24/89:	:09/24/89:	:07:00:00AM:	:08:30:00AM:	: 1.50:		
: 1100:	:10/01/89:	:10/01/89:	:07:00:00AM:	:08:30:00AM:	: 1.50:		

TOTALS FOR EMP # :		475: FISCHER, MICHAEL		3.00			
=====							
PUNCH INFORMATION FOR EMPLOYEE #: 882: KING, JANICE							
DEPT #	DATE IN	DATE OUT	TIME IN	TIME OUT	HOURS	LUNCH	
: 1100:	:10/01/89:	:10/01/89:	:07:17:00AM:	:03:15:00PM:	: 8.00:		
: 1100:	:10/02/89:	:10/02/89:	:07:00:00AM:	:03:15:00PM:	: 8.25:		
: 1100:	:10/03/89:	:10/03/89:	:07:00:00AM:	:04:00:00PM:	: 9.00:		
: 1100:	:10/04/89:	:10/04/89:	:03:00:00PM:	:11:24:00PM:	: 8.50:		
: 1100:	:10/05/89:	:10/05/89:	:03:00:00PM:	:11:48:00PM:	: 8.75:		

TOTALS FOR EMP # :		882: KING, JANICE		42.50			
=====							

PGMA.DOC

DESCRIPTION:

A departmental summary report by employee showing daily punch information and total hours worked for each employee for the specified range of days. A page break will be generated when a new department is selected.

USE:

This report would be used by individual department supervisors to review the hours an employee worked within their department.

PGMA.DOC

KELLER

INFORMATION SYSTEMS

productivity sample reports

EMPLOYEE PRODUCTIVITY REPORT

PRODUCTIVE/NON-PRODUCTIVE REPORT MENU - SELECTION 1

KELLER INFORMATION SYSTEMS PAGE 1					
PRODUCTIVITY REPORT BY EMPLOYEE FOR DATES 09/24/89 THROUGH 10/07/89					
REPORT PRINTED ON 12/06/89 AT 02:20:48 PM					
EMP #	PRODUCTIVE		NON-PRODUCTIVE		EMPLOYEE NAME
	HOURS	\$AMOUNT	HOURS	\$AMOUNT	
35	78.50	689.46	8.00	64.00	BAXA R.
205	69.50	574.41	16.00	128.00	CAMPBELL J.
225	69.00	572.00	16.00	128.00	NHRISTIANSEN S.
228	49.50	408.37	16.00	128.00	COLTON D.
265	67.75	563.54	16.00	128.00	DITTMAR R.
392	94.00	808.00	0.00	0.00	EVENS J.
475	100.25	623.56	0.00	0.00	FISCHER M.
490	85.50	462.12	0.00	0.00	FITZPATRICK D.
580	87.75	594.21	0.00	0.00	GRAVEL K.
630	75.25	622.44	0.00	0.00	GRIMES S.
680	80.75	12.55	0.00	0.00	HATCH K.
695	84.00	688.00	0.00	0.00	HAYES B.
784	81.00	511.72	0.00	0.00	HOBART, JR S.
787	83.50	532.81	0.00	0.00	HOLTEN J.
790	89.50	0.00	0.00	0.00	HORAK R.
800	74.25	603.00	0.00	0.00	HURTT J.
815	83.75	709.00	0.00	0.00	JACOBUS R.
850	81.25	667.39	0.00	0.00	JONES R.
882	82.50	672.68	0.00	0.00	KING J.
890	81.00	661.00	0.00	0.00	KREGEL J.
895	83.25	461.10	0.00	0.00	KRUMM R.
950	75.25	408.01	0.00	0.00	KUPFER M.
1155	87.00	746.62	0.00	0.00	LOVELL L.
1190	82.50	743.99	0.00	0.00	MARTENS C.
1195	85.50	707.00	0.00	0.00	MARTIN D.
1210	90.25	618.07	0.00	0.00	MILLER S.
1240	81.00	654.00	0.00	0.00	MUMM R.
1265	86.00	723.28	0.00	0.00	OLINGER G.
1295	79.50	666.45	0.00	0.00	PUCKETT D.
1298	85.25	717.02	0.00	0.00	RAIRDIN D.
1305	85.50	706.00	0.00	0.00	REISS J.
1330	85.00	560.44	0.00	0.00	REMINGTON S.
1345	74.25	616.69	0.00	0.00	REUBLIN M.
1370	79.00	635.00	0.00	0.00	SANKS E.
1392	69.75	575.44	0.00	0.00	SMITH R.
1398	81.25	0.00	0.00	0.00	SNODGRASS J.
1405	75.75	624.94	0.00	0.00	SNYDER J.
1410	76.75	633.19	0.00	0.00	SPANG C.
1420	76.00	656.00	0.00	0.00	SUCHAN G.
1422	51.50	425.00	0.00	0.00	SWANSON B.
1425	51.00	328.91	0.00	0.00	SUMNER B.
TOTALS	3239.75	23183.41	72.00	576.00	

P_NP1.DOC

DESCRIPTION:

A facility report for a requested pay period. Facility managers can see the amount of productive and non-productive hours and their costs for each employee. Allows them to quickly spot irregularities.

USE:

Managers can use this report to spot an employee with a greater-than-expected amount of hours. This can assist in more cost effective management of the facility's human resource.

P_N01.DOC

KELLER

INFORMATION SYSTEMS

productivity sample reports

EMPLOYEE PRODUCTIVITY REPORT - OVERTIME

PRODUCTIVE/NON-PRODUCTIVE REPORT MENU - SELECTION 1

KELLER INFORMATION SYSTEMS PAGE 1					
PRODUCTIVITY REPORT BY EMPLOYEE FOR DATES 09/24/89 THROUGH 10/07/89					
REPORT PRINTED ON 12/06/89 AT 02:23:48 PM					
MINIMUM NUMBER OF HOURS NEEDED TO APPEAR ON THIS REPORT ARE 80.00					
PRODUCTIVE			NON-PRODUCTIVE		
EMP #	HOURS	\$AMOUNT	HOURS	\$AMOUNT	EMPLOYEE NAME
392	94.00	808.00	0.00	0.00	EVENS J.
475	100.25	623.56	0.00	0.00	FISCHER M.
490	85.50	462.12	0.00	0.00	FITZPATRICK D.
580	87.75	594.21	0.00	0.00	GRAVEL K.
680	80.75	12.55	0.00	0.00	HATCH K.
695	84.00	688.00	0.00	0.00	HAYES B.
784	81.00	511.72	0.00	0.00	HOBART, JR S.
787	83.50	532.81	0.00	0.00	HOLTEN J.
790	89.50	0.00	0.00	0.00	HORAK R.
815	83.75	709.00	0.00	0.00	JACOBUS R.
850	81.25	667.39	0.00	0.00	JONES R.
882	82.50	672.68	0.00	0.00	KING J.
890	81.00	661.00	0.00	0.00	KREGEL J.
895	83.25	461.10	0.00	0.00	KRUMM R.
1155	87.00	746.62	0.00	0.00	LOVELL L.
1190	82.50	743.99	0.00	0.00	MARTENS C.
1195	85.50	707.00	0.00	0.00	MARTIN D.
1210	90.25	618.07	0.00	0.00	MILLER S.
1240	81.00	654.00	0.00	0.00	MUMM R.
1265	86.00	723.28	0.00	0.00	OLINGER G.
1298	85.25	717.02	0.00	0.00	RAIRDIN D.
1305	85.50	706.00	0.00	0.00	REISS J.
1330	85.00	560.44	0.00	0.00	REMINGTON S.
1398	81.25	0.00	0.00	0.00	SNODGRASS J.

TOTALS	2047.25	13580.57	0.00	0.00	

P_NP1OT.DOC

DESCRIPTION:

A facility report for a requested pay period which shows only those employees with over a specified number of productive hours (in this case 80 hours). This report may be requested for any date range within the requested pay period.

USE:

A facility manager can use this report for an approaching overtime listing. Only those people with greater than the specified number of hours will be listed. Since any date range within the pay period can be used, an employee's hours from the beginning of the pay period can easily be monitored.

P_NP1OT.DOC

KELLER

INFORMATION SYSTEMS

productivity sample reports

EMPLOYEE REPORT GROUPED BY DEPARTMENT

PRODUCTIVE/NON-PRODUCTIVE REPORT MENU - SELECTION 2

KELLER INFORMATION SYSTEMS PAGE 1					
DEPARTMENTAL TOTAL REPORT BY EMPLOYEE FOR DEPARTMENT # 1200					
REPORT PRINTED FOR 09/24/89 THROUGH 10/07/89					
REPORT PRINTED ON 12/06/89 AT 02:44:13 PM					
EMP #	PRODUCTIVE		NON-PRODUCTIVE		EMPLOYEE NAME
	HOURS	\$AMOUNT	HOURS	\$AMOUNT	
35	78.50	689.46	8.00	64.00	BAKA R.
205	69.50	574.41	0.00	0.00	CAMPBELL J.
225	69.00	572.00	0.00	0.00	NHRISTIANSSEN S.
228	49.50	408.37	0.00	0.00	COLTON D.
265	67.75	563.54	0.00	0.00	DITTMAR R.
392	94.00	808.00	0.00	0.00	EVENS J.
475	8.50	91.31	0.00	0.00	FISCHER M.
630	75.25	622.44	0.00	0.00	GRIMES S.
695	84.00	688.00	0.00	0.00	HAYES B.
790	10.50	0.00	0.00	0.00	HORAK R.
800	74.25	603.00	0.00	0.00	HURT J.
815	83.75	709.00	0.00	0.00	JACOBUS R.
850	81.25	667.39	0.00	0.00	JONES R.
882	40.00	320.00	0.00	0.00	KING J.
890	81.00	661.00	0.00	0.00	KREGEL J.
895	8.25	67.00	0.00	0.00	KRUMM R.
1155	87.00	746.62	0.00	0.00	LOVELL L.
1195	85.50	707.00	0.00	0.00	MARTIN D.
1240	81.00	654.00	0.00	0.00	MUMM R.
1265	86.00	723.28	0.00	0.00	OLINGER G.
1298	85.25	717.02	0.00	0.00	RAIRDIN D.
1305	85.50	706.00	0.00	0.00	REISS J.
1345	74.25	616.69	0.00	0.00	REUBLIN M.
1370	79.00	635.00	0.00	0.00	SANKS E.
1392	69.75	575.44	0.00	0.00	SMITH R.
1405	75.75	624.94	0.00	0.00	SNYDER J.
1410	76.75	633.19	0.00	0.00	SPANG C.
1422	51.50	425.00	0.00	0.00	SWANSON B.
TOTALS	1912.25	15809.10	8.00	64.00	

P_NP2.DOC

DESCRIPTION:

A facility report, in departmental order, displaying the amount of productive and nonproductive hours for individual employees in each department. The report may be requested for any date range within the pay period.

USE:

A department manager can use this report to review the number of hours an employee has accumulated within their department allowing the manager to better control their labor resources.

P_NP2.DOC

KELLER

INFORMATION SYSTEMS

productivity sample reports

EMPLOYEE REPORT GROUPED BY DEPARTMENT - OVERTIME PRODUCTIVE/NON-PRODUCTIVE REPORT MENU - SELECTION 2

KELLER INFORMATION SYSTEMS PAGE 1					
DEPARTMENTAL TOTAL REPORT BY EMPLOYEE FOR DEPARTMENT # 1200					
REPORT PRINTED FOR 09/24/89 THROUGH 10/07/89					
REPORT PRINTED ON 12/07/89 AT 01:00:08 PM					
MINIMUM NUMBER OF HOURS NEEDED TO APPEAR ON THIS REPORT ARE 80.00					
EMP #	PRODUCTIVE		NON-PRODUCTIVE		EMPLOYEE NAME
	HOURS	\$AMOUNT	HOURS	\$AMOUNT	
392	94.00	808.00	0.00	0.00	EVENS J.
695	84.00	688.00	0.00	0.00	HAYES B.
815	83.75	709.00	0.00	0.00	JACOBUS R.
850	81.25	667.39	0.00	0.00	JONES R.
890	81.00	661.00	0.00	0.00	KREGEL J.
1155	87.00	746.62	0.00	0.00	LOVELL L.
1195	85.50	707.00	0.00	0.00	MARTIN D.
1240	81.00	654.00	0.00	0.00	MUMM R.
1265	86.00	723.28	0.00	0.00	OLINGER G.
1298	85.25	717.02	0.00	0.00	RAIRDIN D.
1305	85.50	706.00	0.00	0.00	REISS J.
TOTALS	1912.25	15809.10	8.00	64.00	

P_NP2OT.DOC

DESCRIPTION:

A facility report, in departmental order, displaying the amount of productive hours for individual employees in each department that is in excess of a specified limit. The report may be requested for any date range within the pay period.

USE:

A department manager can use this report for an approaching overtime listing. Only those people with greater than the specified number of hours will be listed. Since any date range within the pay period can be used, an employee's hours from the beginning of the pay period can easily be monitored.

P_NP2OT.DOC

KELLER

INFORMATION SYSTEMS

productivity sample reports

EMPLOYEE BREAKDOWN BY PAYCODE PRODUCTIVE/NON-PRODUCTIVE REPORT MENU - SELECTION 3

EMPLOYEE PRODUCTIVE/NON-PRODUCTIVE BREAKDOWN BY PAYCODE REPORT						
REPORT PRINTED FOR DATES :09/24/89: THROUGH :10/07/89:						
REPORT PRINTED ON 12/06/89 AT 02:36:29 PM						
=====						
INFO FOR :	35 :	-	-	:	BAXA, RUTH A.	
		PRODUCTIVE		NON-PRODUCTIVE		
PAYCODE	HOURS	\$AMOUNT	HOURS	\$AMOUNT	PAYCODE DESCRIPTION	

R	78.25	626.00	0.00	0.00	REGULAR HOURS	
01	0.25	3.00	0.00	0.00	OVERTIME HOURS	
02	0.00	60.46	0.00	0.00	DIFFERENTIAL TIME	
04	0.00	0.00	8.00	64.00	SICK LEAVE	
TOTALS	78.50	689.46	8.00	64.00		
=====						
INFO FOR :	205 :	-	-	:	CAMPBELL, JOAN A.	
		PRODUCTIVE		NON-PRODUCTIVE		
PAYCODE	HOURS	\$AMOUNT	HOURS	\$AMOUNT	PAYCODE DESCRIPTION	

R	69.25	554.00	0.00	0.00	REGULAR HOURS	
01	0.25	3.00	0.00	0.00	OVERTIME HOURS	
02	0.00	17.41	0.00	0.00	DIFFERENTIAL TIME	
03	0.00	0.00	8.00	64.00	VACATION	
04	0.00	0.00	8.00	64.00	SICK LEAVE	
TOTALS	69.50	574.41	16.00	128.00		
=====						
INFO FOR :	225 :	-	-	:	NHRISTIANSSEN, SALLY	
		PRODUCTIVE		NON-PRODUCTIVE		
PAYCODE	HOURS	\$AMOUNT	HOURS	\$AMOUNT	PAYCODE DESCRIPTION	

R	64.00	512.00	0.00	0.00	REGULAR HOURS	
01	5.00	60.00	0.00	0.00	OVERTIME HOURS	
02	0.00	0.00	0.00	0.00	DIFFERENTIAL TIME	
04	0.00	0.00	8.00	64.00	SICK LEAVE	
06	0.00	0.00	8.00	64.00	FUNERAL LEAVE	
TOTALS	69.00	572.00	16.00	128.00		
=====						
P_NP3.DOC						

DESCRIPTION:

A facility report for a requested pay period. Each employee's time will be displayed, distributed between the appropriate paycodes for the specified pay period and the range of days requested within that pay period.

USES:

Allows managers to evaluate an employee's productive and non-productive time at the paycode level. Excesses in overtime hours or in personal time can be spotted quickly.

P_NP3.DOC

EMPLOYEE BREAKDOWN BY PAYCODE - OVERTIME

PRODUCTIVE/NON-PRODUCTIVE REPORT MENU - SELECTION 3

EMPLOYEE PRODUCTIVE/NON-PRODUCTIVE BREAKDOWN BY PAYCODE REPORT						
REPORT PRINTED FOR DATES :09/24/89: THROUGH :10/07/89:						
REPORT PRINTED ON 12/06/89 AT 02:41:25 PM						
MINIMUM NUMBER OF HOURS NEEDED TO APPEAR ON THIS REPORT ARE 85.00						
=====						
INFO FOR :	392 :	- - :	EVENS, JOSEPH D.			
			PRODUCTIVE	NON-PRODUCTIVE		
PAYCODE	HOURS	\$AMOUNT	HOURS	\$AMOUNT	PAYCODE DESCRIPTION	
					=====	
R	80.00	640.00	0.00	0.00	REGULAR HOURS	
01	14.00	168.00	0.00	0.00	OVERTIME HOURS	
02	0.00	0.00	0.00	0.00	DIFFERENTIAL TIME	
TOTALS	94.00	808.00	0.00	0.00	=====	
=====						
INFO FOR :	475 :	- - :	FISCHER, MICHAEL AMBROSE			
			PRODUCTIVE	NON-PRODUCTIVE		
PAYCODE	HOURS	\$AMOUNT	HOURS	\$AMOUNT	PAYCODE DESCRIPTION	
					=====	
R	80.00	426.13	0.00	0.00	REGULAR HOURS	
01	20.25	177.75	0.00	0.00	OVERTIME HOURS	
02	0.00	19.69	0.00	0.00	DIFFERENTIAL TIME	
TOTALS	100.25	623.56	0.00	0.00	=====	
=====						
INFO FOR :	490 :	- - :	FITZPATRICK, DENNIS ARLAN			
			PRODUCTIVE	NON-PRODUCTIVE		
PAYCODE	HOURS	\$AMOUNT	HOURS	\$AMOUNT	PAYCODE DESCRIPTION	
					=====	
R	79.25	404.17	0.00	0.00	REGULAR HOURS	
01	6.25	47.81	0.00	0.00	OVERTIME HOURS	
02	0.00	10.13	0.00	0.00	DIFFERENTIAL TIME	
TOTALS	85.50	462.12	0.00	0.00	=====	
=====						
P_NO30T.DOC						

DESCRIPTION:

A facility report for a requested pay period. Each employee's time will be displayed, distributed between the appropriate paycodes for the specified pay period and the range of days requested within that pay period. Only those employees exceeding the specified number of hours will be displayed.

USES:

Allows managers to evaluate an employee's productive and non-productive time at the paycode level. Excesses in overtime hours or in personal time can be spotted quickly.

KELLER

INFORMATION SYSTEMS

productivity sample reports

EMPLOYEE PRODUCTIVITY BY DEPARTMENTAL GROUP

PRODUCTIVE/NON-PRODUCTIVE REPORT MENU - SELECTION 4

EMPLOYEE PRODUCTIVE/NON-PRODUCTIVE BY DEPARTMENT GROUP REPORT					
NURSING DEPARTMENT RN/LPN 1ST FLOOR					
REPORT PRINTED FOR DATES :09/24/89: THROUGH :10/07/89:					
REPORT PRINTED ON 12/07/89 AT 01:15:12 AM					
=====					
INFO FOR :	205 :	- -	:	CAMPBELL, JOAN A.	
	PRODUCTIVE		NON-PRODUCTIVE		
PAYCODE	HOURS	\$AMOUNT	HOURS	\$AMOUNT	PAYCODE DESCRIPTION
03	0.00	0.00	8.00	64.00	VACATION
04	0.00	0.00	8.00	64.00	SICK LEAVE
TOTALS	0.00	0.00	16.00	128.00	
=====					
INFO FOR :	225 :	- -	:	NHRISTIANSSEN, SALLY	
	PRODUCTIVE		NON-PRODUCTIVE		
PAYCODE	HOURS	\$AMOUNT	HOURS	\$AMOUNT	PAYCODE DESCRIPTION
04	0.00	0.00	8.00	64.00	SICK LEAVE
06	0.00	0.00	8.00	64.00	FUNERAL LEAVE
TOTALS	0.00	0.00	16.00	128.00	
=====					
INFO FOR :	228 :	- -	:	COLTON, DANIEL L.	
	PRODUCTIVE		NON-PRODUCTIVE		
PAYCODE	HOURS	\$AMOUNT	HOURS	\$AMOUNT	PAYCODE DESCRIPTION
03	0.00	0.00	8.00	64.00	VACATION
04	0.00	0.00	8.00	64.00	SICK LEAVE
TOTALS	0.00	0.00	16.00	128.00	
=====					
P_NO4.DOC					

DESCRIPTION:

A report detailing all employee's productive and non-productive hours and their cost at the pay code level. this report is selected by a departmental group (in this case RNs and LPNs of the first floor of the facility.)

USES:

Can be used by departmental supervisors to review the productive and non-productive hours for each employee in a specified departmental group by pay code.

P_NP4.DOC

KELLER

INFORMATION SYSTEMS

productivity sample reports

EMPLOYEE COLUMNAR REPORT BY DEPARTMENT

PRODUCTIVE/NON-PRODUCTIVE REPORT MENU - SELECTION 5

KELLER INFORMATION SYSTEMS PAGE 1															
EMPLOYEE COLUMNAR REPORT GROUPED BY DEPARTMENT FOR 09/24/89 THROUGH 10/07/89															
REPORT PRINTED ON 12/07/89 AT 01:04:50 AM															
EMPLOYEE # :	35: BAKA, RUTH														
DEPT #	09/24	09/25	09/26	09/27	09/28	09/29	09/30	10/01	10/02	10/03	10/04	10/05	10/06	10/07	TOTALS
1200	8.00	7.50	7.75	8.00	8.00		8.00	7.50	7.50	7.75	8.25	8.25			86.50
TOTALS	8.00	7.50	7.75	8.00	8.00		8.00	7.50	7.50	7.75	8.25	8.25			86.50
EMPLOYEE # :	205: CAMPBELL, JOAN														
DEPT #	09/24	09/25	09/26	09/27	09/28	09/29	09/30	10/01	10/02	10/03	10/04	10/05	10/06	10/07	TOTALS
1100		8.00							8.00						16.00
1200	8.50	3.50	8.00	8.25	7.75			8.00	5.25	3.75	8.25	8.25			69.50
TOTALS	8.50	11.50	8.00	8.25	7.75			8.00	13.25	3.75	8.25	8.25			85.50
EMPLOYEE # :	225: NHRISTIANSSEN, SALLY														
DEPT #	09/24	09/25	09/26	09/27	09/28	09/29	09/30	10/01	10/02	10/03	10/04	10/05	10/06	10/07	TOTALS
1100				8.00							8.00				16.00
1200		8.75	9.50	8.25		8.50			8.00	9.00	8.25		8.75		69.00
TOTALS		8.75	9.50	16.25		8.50			8.00	9.00	16.25		8.75		85.00
EMPLOYEE # :	228: COLTON, DANIEL														
DEPT #	09/24	09/25	09/26	09/27	09/28	09/29	09/30	10/01	10/02	10/03	10/04	10/05	10/06	10/07	TOTALS
1100	8.00											8.00			16.00
1200			7.50				7.75	7.25	7.50	7.75	8.00	3.75			49.50
TOTALS	8.00		7.50				7.75	7.25	7.50	7.75	8.00	11.75			65.50
EMPLOYEE # :	265: DITTMAR, ROBERT														
DEPT #	09/24	09/25	09/26	09/27	09/28	09/29	09/30	10/01	10/02	10/03	10/04	10/05	10/06	10/07	TOTALS
1100		8.00								8.00					16.00
1200	8.25	8.50		8.25			8.75	8.00	8.00	8.00			10.00		67.75
TOTALS	8.25	16.50		8.25			8.75	8.00	8.00	16.00			10.00		83.75

DESCRIPTION:

An employee report, displayed by day and by department. It will display the hours an employee has worked in each department, in a columnar format by day. Daily summaries of hours worked, as well as a total for the specified period are provided.

USES:

This report can be used by departmental managers to view the distribution of an employee's time between their available departments for a specified range of dates within the desired pay period.

P_NP5.DOC

KELLER

INFORMATION SYSTEMS

productivity sample reports

EMPLOYEE COLUMNAR REPORT GROUPED BY PAYCODE PRODUCTIVE/NON-PRODUCTIVE REPORT MENU - SELECTION 6

KELLER INFORMATION SYSTEMS PAGE 1															
EMPLOYEE COLUMNAR REPORT GROUPED BY PAYCODE FOR 09/24/89 THROUGH 10/07/89															
REPORT PRINTED ON 12/07/89 AT 01:20:53 AM															
EMPLOYEE # :	35: BAKA, RUTH														
PAYCODE	09/24	09/25	09/26	09/27	09/28	09/29	09/30	10/01	10/02	10/03	10/04	10/05	10/06	10/07	TOTALS
R			1.00	1.00								0.75			2.75
	8.00	7.50	6.75	7.00			8.00	7.50	7.50	7.75	8.25	7.25			75.50
01												0.25			0.25
02			1.00	1.00								1.00			3.00
	8.00	7.50	6.75	7.00			8.00	7.50	7.50	7.75	8.25	7.25			75.50
04					8.00										8.00
TOTALS	8.00	7.50	7.75	8.00	8.00		8.00	7.50	7.50	7.75	8.25	8.25			86.50
EMPLOYEE # :	205: CAMPBELL, JOAN														
PAYCODE	09/24	09/25	09/26	09/27	09/28	09/29	09/30	10/01	10/02	10/03	10/04	10/05	10/06	10/07	TOTALS
R	8.50	3.50	8.00	8.25	7.75			8.00	5.25	3.75	8.25	8.00			69.25
01												0.25			0.25
02	8.50	3.50	8.00	8.25	7.75			8.00	5.25	3.75	8.25	8.25			69.50
03									8.00						8.00
04		8.00													8.00
TOTALS	8.50	11.50	8.00	8.25	7.75			8.00	13.25	3.75	8.25	8.25			85.50

DESCRIPTION:

An employee report, in a columnar format detailing, by pay code, an employees labor distribution by date. Also, there are three lines per day per pay code. This will break the labor apart by shift with the first line being hours work in the first shift, etc.

USES:

May be used by supervisors to review an employees time by pay code, by day, by shift. This will also provide easy verification of hours worked for a person when reviewing an employee's scheduled hours versus those actually worked.

KELLER

INFORMATION SYSTEMS

productivity sample reports

PRODUCTIVITY REPORT BY DEPARTMENT

PRODUCTIVE/NON-PRODUCTIVE REPORT MENU - SELECTION 7

KELLER INFORMATION SYSTEMS PAGE 1					
PRODUCTIVITY REPORT BY DEPARTMENT FOR DATES 09/24/89 THROUGH 10/07/89					
REPORT PRINTED ON 12/07/89 AT 01:24:24 AM					
DEPT #	PRODUCTIVE		NON-PRODUCTIVE		DEPARTMENT NAME
	HOURS	\$AMOUNT	HOURS	\$AMOUNT	
1100	283.50	2443.13	64.00	512.00	RN - 1ST FLOOR
1200	1912.25	15809.10	8.00	64.00	RN - 2ND FLOOR
2100	467.25	2528.09	0.00	0.00	LPN - 1ST FLOOR
2200	252.25	630.62	0.00	0.00	LPN - 2ND FLOOR
3100	88.75	508.25	0.00	0.00	CNA
3200	235.75	1264.22	0.00	0.00	HOUSEKEEPING
TOTALS	3239.75	23183.41	72.00	576.00	

P_NP7.DOC

DESCRIPTION:

A facility report for a requested pay period. Allows facility managers to see the distribution of productive and non-productive labor between the facility's departments.

USES:

Allows management to review labor distribution for a specified period of time to evaluate whether the hours worked are within their expected range.

P_NP7.DOC

KELLER

INFORMATION SYSTEMS

productivity sample reports

DEPARTMENTAL PRODUCTIVITY REPORT

PRODUCTIVE/NON-PRODUCTIVE REPORT MENU - SELECTION 8

KELLER INFORMATION SYSTEMS PAGE 1					
DEPARTMENTAL PRODUCTIVITY REPORT FOR DATES 09/24/89 THROUGH 10/07/89					
REPORT PRINTED ON 12/07/89 AT 01:27:57 AM					
: 1100: - RN - 1ST FLOOR					
PAYCODE	PRODUCTIVE		NON-PRODUCTIVE		PAYCODE DESCRIPTION
	HOURS	\$AMOUNT	HOURS	\$AMOUNT	
R	245.00	1960.00	0.00	0.00	REGULAR HOURS
01	38.50	462.00	0.00	0.00	OVERTIME HOURS
02	0.00	21.13	0.00	0.00	DIFFERENTIAL TIME
03	0.00	0.00	24.00	192.00	VACATION
04	0.00	0.00	32.00	256.00	SICK LEAVE
06	0.00	0.00	8.00	64.00	FUNERAL LEAVE
TOTALS	283.50	2443.13	64.00	512.00	
P_NP8.DOC					

DESCRIPTION:

A departmental report for a requested pay period. It details the distribution of productive and non-productive hours within a selected department (in this case department 1200) detailed by pay code.

USES:

Can be used by department managers to review the labor distribution within their departments by pay code.

P_NP8.DOC

KELLER

INFORMATION SYSTEMS

productivity sample reports

DEPARTMENTAL PRODUCTIVITY BY EMPLOYEE / BY PAYCODE PRODUCTIVE/NON-PRODUCTIVE REPORT MENU - SELECTION 9

DEPARTMENTAL PRODUCTIVE/NON-PRODUCTIVE BREAKDOWN BY EMPLOYEE REPORT					
REPORT PRINTED FOR DATES :09/24/89: THROUGH :10/07/89:					
REPORT PRINTED ON 12/07/89 AT 01:34:52 AM					
=====					
DEPT # :	1100:	INFO FOR :	205:	- - :	CAMPBELL, JOAN A.
PAYCODE	PRODUCTIVE		NON-PRODUCTIVE		PAYCODE DESCRIPTION
	HOURS	\$AMOUNT	HOURS	\$AMOUNT	

03	0.00	0.00	8.00	64.00	VACATION
04	0.00	0.00	8.00	64.00	SICK LEAVE

TOTALS	0.00	0.00	16.00	128.00	
=====					
DEPT # :	1100:	INFO FOR :	225:	- - :	NHRISTIANSSEN, SALLY
PAYCODE	PRODUCTIVE		NON-PRODUCTIVE		PAYCODE DESCRIPTION
	HOURS	\$AMOUNT	HOURS	\$AMOUNT	

04	0.00	0.00	8.00	64.00	SICK LEAVE
06	0.00	0.00	8.00	64.00	FUNERAL LEAVE

TOTALS	0.00	0.00	16.00	128.00	
=====					
DEPT # :	1100:	INFO FOR :	228:	- - :	COLTON, DANIEL L.
PAYCODE	PRODUCTIVE		NON-PRODUCTIVE		PAYCODE DESCRIPTION
	HOURS	\$AMOUNT	HOURS	\$AMOUNT	

03	0.00	0.00	8.00	64.00	VACATION
04	0.00	0.00	8.00	64.00	SICK LEAVE

TOTALS	0.00	0.00	16.00	128.00	
=====					
P_NP9.DOC					

DESCRIPTION:

A departmental report for a requested pay period. It details by employee, by pay code the distribution of productive and non-productive hours and their costs within the desired department, in this case department 1100.

USES:

Can be used by the department supervisors to evaluate an employee's hours, by pay code. It can be used to see if an employee worked their expected amount of hours.

P_NP9.DOC

KELLER

INFORMATION SYSTEMS

productivity sample reports

PRODUCTIVITY REPORT BY PAYCODE

PRODUCTIVE/NON-PRODUCTIVE REPORT MENU - SELECTION A

KELLER INFORMATION SYSTEMS PAGE 1					
PRODUCTIVITY REPORT BY PAY CODE FOR DATES 09/24/89 THROUGH 10/07/89					
REPORT PRINTED ON 12/07/89 AT 01:39:00 AM					
PAYCODE	PRODUCTIVE		NON-PRODUCTIVE		PAYCODE DESCRIPTION
	HOURS	\$AMOUNT	HOURS	\$AMOUNT	
R	3041.75	20793.99	0.00	0.00	REGULAR HOURS
01	198.00	2000.38	0.00	0.00	OVERTIME HOURS
02	0.00	389.04	0.00	0.00	DIFFERENTIAL TIME
03	0.00	0.00	24.00	192.00	VACATION
04	0.00	0.00	40.00	320.00	SICK LEAVE
06	0.00	0.00	8.00	64.00	FUNERAL LEAVE
TOTALS	3239.75	23183.41	72.00	576.00	

P_NPA.DOC

DESCRIPTION:

A facility report for a requested pay period. It will detail an hourly break down for the facility by pay code.

USES:

May be used by management to see the distribution of hours by pay code for the whole facility. This can be matched against the expected hours to see if there are any major variations.

P_NPA.DOC

KELLER

INFORMATION SYSTEMS

productivity sample reports

ENTRY BREAKDOWN BY PAYCODE REPORT

PRODUCTIVE/NON-PRODUCTIVE REPORT MENU - SELECTION B

KELLER INFORMATION SYSTEMS PAGE 1						
ENTRY BREAKDOWN PAYCODE SUMMARY FOR 09/24/89 THROUGH 10/01/89						
REPORT PRINTED ON 12/07/89 AT 01:41:11 AM						
EMP #	DEPT #	IN TIME	OUT TIME	IN DATE	OUT DATE	
=====						
:	35	:	1200	:	:11:02:00PM	:03:32:R0A3 : 09/24/89: :09/25/89:
	[R		4.00 P]		[02 4.00 P]	

:	35	:	1200	:	:03:49:00AM	:07:41:R0A3 : 09/25/89: :09/25/89:
	[R		4.00 P]		[02 4.00 P]	

:	35	:	1200	:	:11:01:00PM	:03:32:RGA3 : 09/25/89: :09/26/89:
	[R		4.00 P]		[02 4.00 P]	

:	35	:	1200	:	:04:05:00AM	:07:29:RGA3 : 09/26/89: :09/26/89:
	[R		3.50 P]		[02 3.50 P]	

:	35	:	1200	:	:10:58:00PM	:05:11:RGA3 : 09/26/89: :09/27/89:
	[R		5.75 P]		[02 5.75 P]	

:	35	:	1200	:	:05:24:00AM	:07:32:RGA3 : 09/27/89: :09/27/89:
	[R		2.00 P]		[02 2.00 P]	

:	35	:	1200	:	:10:58:00PM	:07:28:RGA3 : 09/27/89: :09/28/89:
	[R		8.00 P]		[02 8.00 P]	

:	35	:	1200	:	:	: : : : : : : 09/29/89: :09/29/89:
	[04		8.00 N]			

:	35	:	1200	:	:11:01:00PM	:07:23:R6A3 : 09/30/89: :10/01/89:
	[R		8.00 P]		[02 8.00 P]	
=====						

P_NPB.DOC

DESCRIPTION:

An employee report which will distribute each punch between the appropriate pay code and determine the portion that is productive or non-productive. This information is then detailed below each punch.

USES:

This is a good trouble shooting report when an employee's time is not coming out as expected. The level of detail allows easy evaluation of how the person's time is distributed.

P_NPB.DOC

KELLER

INFORMATION SYSTEMS

productivity sample reports

EMPLOYEE DETAILED BREAKDOWN REPORT

PRODUCTIVE/NON-PRODUCTIVE REPORT MENU - SELECTION C

KELLER INFORMATION SYSTEMS		PAGE 1						
PRODUCTIVITY BREAKDOWN REPORT FOR 09/24/89 THROUGH 10/07/89								
REPORT PRINTED ON 12/07/89 AT 01:47:44 AM								
EMP #	PCODE	DEPT #	IN TIME	OUT TIME	IN DATE	OUT DATE	HOURS	AMOUNT
35	02	1200	11:02:00PM	03:32:R0A3	09/24/89	09/25/89	4.00	5.80 P
35	R	1200	11:02:00PM	03:32:00AM	09/24/89	09/25/89	4.00	0.00 P
35	02	1200	03:49:00AM	07:41:R0A3	09/25/89	09/25/89	4.00	5.80 P
35	R	1200	03:49:00AM	07:41:00AM	09/25/89	09/25/89	4.00	0.00 P
35	02	1200	11:01:00PM	03:32:RGA3	09/25/89	09/26/89	4.00	2.00 P
35	R	1200	11:01:00PM	03:32:00AM	09/25/89	09/26/89	4.00	0.00 P
35	02	1200	04:05:00AM	07:29:RGA3	09/26/89	09/26/89	3.50	1.75 P
35	R	1200	04:05:00AM	07:29:00AM	09/26/89	09/26/89	3.50	0.00 P
35	02	1200	10:58:00PM	05:11:RGA3	09/26/89	09/27/89	4.75	2.38 P
35	02	1200	10:58:00PM	05:11:RGA2	09/26/89	09/27/89	1.00	0.25 P
35	R	1200	10:58:00PM	05:11:00AM	09/26/89	09/27/89	5.75	0.00 P
35	02	1200	05:24:00AM	07:32:RGA3	09/27/89	09/27/89	2.00	1.00 P
35	R	1200	05:24:00AM	07:32:00AM	09/27/89	09/27/89	2.00	0.00 P
35	02	1200	10:58:00PM	07:28:RGA3	09/27/89	09/28/89	7.00	3.50 P
35	02	1200	10:58:00PM	07:28:RGA2	09/27/89	09/28/89	1.00	0.25 P
35	R	1200	10:58:00PM	07:28:00AM	09/27/89	09/28/89	8.00	0.00 P
35	04	1200	:	:	09/29/89	09/29/89	8.00	0.00 N
35	02	1200	11:01:00PM	07:23:R6A3	09/30/89	10/01/89	8.00	11.20 P
35	R	1200	11:01:00PM	07:23:00AM	09/30/89	10/01/89	8.00	0.00 P
35	02	1200	11:01:00PM	04:18:R0A3	10/01/89	10/02/89	4.75	6.89 P
35	R	1200	11:01:00PM	04:18:00AM	10/01/89	10/02/89	4.75	0.00 P
35	02	1200	04:33:00AM	07:22:R0A3	10/02/89	10/02/89	2.75	3.99 P
35	R	1200	04:33:00AM	07:22:00AM	10/02/89	10/02/89	2.75	0.00 P
35	02	1200	11:00:00PM	03:25:RGA3	10/02/89	10/03/89	4.00	2.00 P
35	R	1200	11:00:00PM	03:25:00AM	10/02/89	10/03/89	4.00	0.00 P
35	02	1200	03:47:00AM	07:22:RGA3	10/03/89	10/03/89	3.50	1.75 P
35	R	1200	03:47:00AM	07:22:00AM	10/03/89	10/03/89	3.50	0.00 P

P_NPC.DOC

DESCRIPTION:

A facility report for a requested pay period. Allows a manager to evaluate an employee's time on a punch-by-punch basis. Each entry is tagged with its paycode and whether it is productive or non-productive.

USES:

This is a good trouble shooting report that will allow a manager to examine each punch to see how the software evaluated the punch. Adjustments can then be made to the employee's set up to allow the system to calculate the time properly.

P_NPC.DOC

KELLER

INFORMATION SYSTEMS

employee sample reports

EMPLOYEE NAME, EMP #, AND SSN SUMMARY REPORT

EMPLOYEE BIG SEARCH REPORT - SELECTION 1

KELLER INFORMATION SYSTEMS			
REPORT OF MATCHING EMPLOYEES - PRINTED ON 12/07/89 AT 02:11:00 AM			
FULL NAME	EMPLOYEE #	SSN	
BAXA, RUTH A.	:35	: :	- - :
BELL, JOHNNE J.	:208	: :	- - :
BONNICHSEN, DANIEL M.	:49	: :	- - :
BOOTS, TIMOTHY WAYNE	:72	: :	- - :
BROWN, TERRI	:139	: :	- - :
CAMPBELL, JOAN A.	:205	: :	- - :
CLEVEN, PATRICIA	:602	: :	- - :
COLTON, DANIEL L.	:228	: :	- - :
DAVIS, JEFFERY R.	:230	: :	- - :
DITTMAR, ROBERT K.	:265	: :	- - :
DOE, JON	:20	: :	- - :
EVENS, JOSEPH D.	:392	: :	- - :
FARNQUIST, BEVERLY	:11240	: :	- - :
FISCHER, MICHAEL AMBROSE	:475	: :	- - :
FITZPATRICK, DENNIS ARLAN	:490	: :	- - :
GRAVEL, KARL LAVERNE	:580	: :	- - :
GRIMES, SUSAN HALEY	:630	: :	- - :
HATCH, KAYE JAY	:680	: :	- - :
HAYES, BOBBIE LEE	:695	: :	- - :
HOBART, JR, STEVEN MARK	:784	: :	- - :
HOLTEN, JAN M.	:787	: :	- - :
HORAK, RONALD L.	:790	: :	- - :
HURTT, JOEDY J.	:800	: :	- - :
JACOBUS, ROSE CHRISTINE	:815	: :	- - :
JOHNSON, BARBARA	:10894	: :	- - :
JONES, RODNEY C.	:850	: :	- - :
JONES, SUE	:631	: :	- - :
JONES, WILLIAM	:900	: :	- - :
KING, JANICE	:882	: :	- - :
KREGEL, JEFFREY ROBERT	:890	: :	- - :
KRUMM, RANDY MARTIN	:895	: :	- - :
KUPFER, MICHAEL LEROY	:950	: :	- - :
LAKE, HAROLD	:11506	: :	- - :
LITTLE, SANDRA	:9668	: :	- - :
LOVELL, LINDA	:1155	: :	- - :
MADARIS, OLGA	:8400	: :	- - :
MALMGREN, LORRAINE	:8068	: :	- - :
MARING, JAY GERALD	:1169	: :	- - :
MARTENS, CHRIS A.	:1190	: :	- - :

EMPL.DOC

DESCRIPTION:

The NAME, EMPLOYEE NUMBER, AND SSN REPORT is a simple listing of employees in alphabetical order.

EMPL.DOC

KELLER

INFORMATION SYSTEMS

employee sample reports

EMPLOYEE NAME, EMP #, BIRTHDATE, HIRE DATE, RELEASE REPORT

EMPLOYEE BIG SEARCH REPORT - SELECTION 2

KELLER INFORMATION SYSTEMS					
REPORT OF MATCHING EMPLOYEES - PRINTED ON 05/06/92 AT 05:49:56 PM					
FULL NAME	EMPLOYEE #	SSN	BIRTH DATE	HIRE DATE	RELEASE
BAXA, RUTH A.	:35	: - - :	:11/12/50:	:09/02/70:	: / / :
BELL, JOHNNIE J.	:208	: - - :	:04/11/66:	:02/24/86:	: / / :
BONNICHSEN, DANIEL M.	:49	: - - :	:10/27/51:	:06/02/80:	: / / :
BOOTS, TIMOTHY WAYNE	:72	: - - :	:03/28/60:	:09/27/85:	: / / :
BROWN, TERRI	:139	: - - :	:02/14/67:	:07/15/85:	: / / :
CAMPBELL, JOAN A.	:205	: - - :	:05/15/59:	:01/23/87:	: / / :
CLEVEN, PATRICIA	:602	: - - :	: / / :	: / / :	: / / :
COLTON, DANIEL L.	:228	: - - :	:01/25/66:	:02/27/89:	: / / :
DAVIS, JEFFERY R.	:230	: - - :	:03/26/63:	:08/19/87:	: / / :
DITTMAR, ROBERT K.	:265	: - - :	:05/21/51:	:05/21/89:	: / / :
DOE, JON	:20	: - - :	: / / :	: / / :	: / / :
EVENS, JOSEPH D.	:392	: - - :	:02/16/49:	:09/26/77:	: / / :
FARNQUIST, BEVERLY	:11240	: - - :	: / / :	: / / :	: / / :
FISCHER, MICHAEL AMBROSE	:475	: - - :	:10/17/53:	:02/24/89:	: / / :
FITZPATRICK, DENNIS ARLAN	:490	: - - :	:04/11/64:	:06/07/89:	: / / :
GRAVEL, KARL LAVERNE	:580	: - - :	:01/30/63:	:09/12/89:	: / / :
GRIMES, SUSAN HALEY	:630	: - - :	:03/07/64:	:06/23/89:	: / / :
HATCH, KAYE JAY	:680	: - - :	:10/05/61:	:06/01/85:	: / / :
HAYES, BOBBIE LEE	:695	: - - :	:01/04/54:	:11/20/88:	: / / :
HOBART, JR, STEVEN MARK	:784	: - - :	:05/06/64:	:09/05/84:	: / / :
HOLTEN, JAN M.	:787	: - - :	:09/02/66:	:11/02/88:	: / / :
HORAK, RONALD L.	:790	: - - :	:09/19/61:	:11/01/88:	: / / :
HURTT, JOEDY J.	:800	: - - :	:05/07/69:	:11/14/88:	: / / :
JACOBUS, ROSE CHRISTINE	:815	: - - :	:09/30/57:	:10/13/86:	: / / :
JOHNSON, BARBARA	:10894	: - - :	: / / :	: / / :	: / / :
JONES, RODNEY C.	:850	: - - :	:11/01/66:	:03/29/89:	: / / :
JONES, SUE	:631	: - - :	: / / :	: / / :	: / / :
JONES, WILLIAM	:900	: - - :	: / / :	: / / :	: / / :
KING, JANICE	:882	: - - :	:09/03/62:	:06/14/82:	: / / :
KREGEL, JEFFREY ROBERT	:890	: - - :	:12/29/66:	:06/20/89:	: / / :
KRUMM, RANDY MARTIN	:895	: - - :	:01/09/61:	:11/26/85:	: / / :
KUPFER, MICHAEL LEROY	:950	: - - :	:07/06/58:	:01/17/89:	: / / :
LAKE, HAROLD	:11506	: - - :	: / / :	: / / :	: / / :
LITTLE, SANDRA	:9668	: - - :	: / / :	: / / :	: / / :
LOVELL, LINDA	:1155	: - - :	:09/20/44:	:08/15/88:	: / / :
MADARIS, OLGA	:8400	: - - :	: / / :	: / / :	: / / :
MALMGREN, LORRAINE	:8068	: - - :	: / / :	: / / :	: / / :
MARING, JAY GERALD	:1169	: - - :	:08/20/59:	:01/16/85:	: / / :

EMP2.DOC

DESCRIPTION:

A report detailing NAME, EMPLOYEE NUMBER, SSN, BIRTH DATE, HIRE DATE, AND RELEASE DATE.

EMP2.DOC

KELLER

INFORMATION SYSTEMS

employee sample reports

DEPARTMENTAL EMPLOYEE SUMMARY REPORT EMPLOYEE BIG SEARCH REPORT - SELECTION 3

KELLER INFORMATION SYSTEMS						
REPORT OF MATCHING EMPLOYEES - PRINTED ON 05/06/92 AT 05:57:34 PM						
DEPT	EMP #	HIRE DATE	F/P	RATE	SSN	FULL NAME
: 1100:	:	: / /	:F:	: 8.00:	: - -	: *, ACCESS NUMBER
:20	:	: / /	:F:	: 8.00:	: - -	: DOE, JON
:8400	:	: / /	:F:	: 8.00:	: - -	: MADARIS, OLGA
:900	:	: / /	:F:	: 8.00:	: - -	: JONES, WILLIAM
:392	:	:09/26/77:	:F:	: 8.00:	: - -	: EVENS, JOSEPH D.
:49	:	:06/02/80:	:F:	: 8.00:	: - -	: BONNICHSEN, DANIEL M.
:882	:	:06/14/82:	:F:	: 8.00:	: - -	: KING, JANICE
:784	:	:09/05/84:	:F:	: 8.00:	: - -	: HOBART, JR, STEVEN MARK
:1169	:	:01/16/85:	:F:	: 8.00:	: - -	: MARING, JAY GERALD
:680	:	:06/01/85:	:F:	: 8.00:	: - -	: HATCH, KAYE JAY
:139	:	:07/15/85:	:F:	: 8.00:	: - -	: BROWN, TERRI
:72	:	:09/27/85:	:F:	: 8.00:	: - -	: BOOTS, TIMOTHY WAYNE
:1440	:	:10/13/85:	:F:	: 8.00:	: - -	: TAYLOR, KEVIN KENNETH
:895	:	:11/26/85:	:F:	: 8.00:	: - -	: KRUMM, RANDY MARTIN
:208	:	:02/24/86:	:F:	: 8.00:	: - -	: BELL, JOHNNE J.
:4001	:	:06/27/86:	:F:	: 8.00:	: - -	: WILLIS, WILLIAM LEE
:1305	:	:08/26/86:	:F:	: 8.00:	: - -	: REISS, JILL
:1420	:	:09/28/86:	:F:	: 8.00:	: - -	: SUCHAN, GINGER
:815	:	:10/13/86:	:P:	: 8.00:	: - -	: JACOBUS, ROSE CHRISTINE
:4002	:	:01/13/87:	:F:	: 8.00:	: - -	: WINN, LYNN M.
:205	:	:01/23/87:	:F:	: 8.00:	: - -	: CAMPBELL, JOAN A.
:230	:	:08/19/87:	:F:	: 8.00:	: - -	: DAVIS, JEFFERY R.
:1330	:	:05/31/88:	:F:	: 8.00:	: - -	: REMINGTON, SUE L.
:1360	:	:06/07/88:	:F:	: 8.00:	: - -	: ROBINSON, ALLEN W.
:1190	:	:06/27/88:	:F:	: 8.00:	: - -	: MARTENS, CHRIS A.
:1500	:	:08/11/88:	:F:	: 8.00:	: - -	: WATSON, RICHARD J.
:1155	:	:08/15/88:	:F:	: 8.00:	: - -	: LOVELL, LINDA
:1210	:	:08/22/88:	:F:	: 8.00:	: - -	: MILLER, SHERRIE
:1398	:	:08/22/88:	:F:	: 8.00:	: - -	: SNODGRASS, JEAN A.
:3900	:	:09/02/88:	:F:	: 8.00:	: - -	: YAUTERS, PATRICK
:1195	:	:09/12/88:	:F:	: 8.00:	: - -	: MARTIN, DELLA
:1240	:	:09/21/88:	:F:	: 8.00:	: - -	: MUMM, RHONDA A.
:225	:	:09/22/88:	:F:	: 8.00:	: - -	: NHRISTIANSSEN, SALLY
:1365	:	:10/17/88:	:F:	: 8.00:	: - -	: ROBINSON, PAUL D.
:790	:	:11/01/88:	:F:	: 8.00:	: - -	: HORAK, RONALD L.
:787	:	:11/02/88:	:F:	: 8.00:	: - -	: HOLTEN, JAN M.
:800	:	:11/14/88:	:F:	: 8.00:	: - -	: HURTT, JOEDY J.
:1425	:	:11/15/88:	:F:	: 8.00:	: - -	: SUMNER, BONNIE B.

EMP3.DOC

DESCRIPTION:

A departmental report is provided that includes DEPARTMENT NUMBER, EMPLOYEE NUMBER, whether the employee is FULL or PART time, their PAYRATE, SSN, and their FULL NAME.

EMP3.DOC

KELLER

INFORMATION SYSTEMS

employee sample reports

EMPLOYEE BASIC PERSONAL INFORMATION REPORT

EMPLOYEE BIG SEARCH REPORT - SELECTION 4

KELLER INFORMATION SYSTEMS			
REPORT OF MATCHING EMPLOYEES - PRINTED ON 05/06/92 AT 04:36:07 PM			
BAXA, RUTH A. 1710 44TH STREET #2 VINTON, IA 52349	BIRTHDAY :11/12/50:	NUMBER :35	: HIRE DATE :09/02/70: PHONE :319-472-5172: SSN : - - :
BELL, JOHNNE J. 313 6TH AVE. VINTON, IA 52349	BIRTHDAY :04/11/66:	NUMBER :208	: HIRE DATE :02/24/86: PHONE :319-472-5172: SSN : - - :
BONNICHSEN, DANIEL M. 602 EAST 4TH STREET #1 VINTON, IA 52349	BIRTHDAY :10/27/51:	NUMBER :49	: HIRE DATE :06/02/80: PHONE :319-472-5172: SSN : - - :
BOOTS, TIMOTHY WAYNE 856 15TH STREET NE VINTON, IA 52349	BIRTHDAY :03/28/60:	NUMBER :72	: HIRE DATE :09/27/85: PHONE :319-472-5172: SSN : - - :
BROWN, TERRI 611 15TH AVENUE SW VINTON, IA 52349	BIRTHDAY :02/14/67:	NUMBER :139	: HIRE DATE :07/15/85: PHONE :319-472-5172: SSN : - - :
CAMPBELL, JOAN A. 176 CARTER STREET NW VINTON, IA 52349	BIRTHDAY :05/15/59:	NUMBER :205	: HIRE DATE :01/23/87: PHONE :319-472-5172: SSN : - - :
CLEVEN, PATRICIA VINTON, MN 52349	BIRTHDAY : / / :	NUMBER :602	: HIRE DATE : / / : PHONE :319-472-5172: SSN : - - :

EMP4.DOC

DESCRIPTION:

An employee's complete ADDRESS, BIRTH DATE, SSN, PHONE NUMBER, AND HIRE DATE.

EMP4.DOC

KELLER

INFORMATION SYSTEMS

employee sample reports

EMPLOYEE VACATION SUMMARY REPORT

EMPLOYEE BIG SEARCH REPORT - SELECTION 5

KELLER INFORMATION SYSTEMS								
REPORT OF MATCHING EMPLOYEES - PRINTED ON 05/06/92 AT 06:02:45 PM								
VACATION INFORMATION								
FULL NAME	SSN	DAYS EARNED	DAYS TAKEN	DAYS REMAINING	AMOUNT OWED	AMOUNT PAID	AMOUNT LEFT	
BAXA, RUTH A.	: - -	: 10:	: 1:	: 9:	: 0.00:	: 0.00:	: 0.00:	

EMP5.DOC

DESCRIPTION:

the VACATION INFORMATION for requested employees is detailed including NAME, SSN, DAYS EARNED, and DAYS TAKEN, DAYS REMAINING, and how much money has been PAID, IS OWED, and REMAINS to be paid.

EMP5.DOC

KELLER

INFORMATION SYSTEMS

employee sample reports

EMPLOYEE LEAVE SUMMARY REPORT

EMPLOYEE BIG SEARCH REPORT - SELECTION 6

KELLER INFORMATION SYSTEMS				
REPORT OF MATCHING EMPLOYEES - PRINTED ON 05/06/92 AT 06:06:13 PM				
LEAVE INFORMATION				
=====				
BAXA, RUTH A.				SSN : - - :
	TYPE	HRS CO.	HRS YTD.	HRS LEFT

	:SICK	: 24.00:	: 8.00:	: 16.00:
	:VACATION	: 80.00:	: 8.00:	: 72.00:
	=====			

EMP6.DOC

DISCRIPTION:

An employee's LEAVE INFORMATION including the leave TYPE, HOURS CARRIED FORWARD, HOURS USED YTD, and HOURS LEFT are provided in this report.

EMP6.DOC

EMPLOYEE DETAILED SUMMARY REPORT

EMPLOYEE BIG SEARCH REPORT - SELECTION 7

```

EMPLOYEE INFORMATION FOR BAXA, RUTH A.
PRINTED ON 05/06/92 AT 04:18:38 PM PAGE # 1
=====
PERSONAL DATA
ADDRESS :1710 44TH STREET #2      :
CITY :VINTON                      : ST :IA: ZIP :52349      :
SOCIAL SECURITY # : - -      : SEX (M/F) :F: BIRTHDATE :11/12/50:
CURRENT EMPLOYEE? (Y/N) :Y: EMP # :35      : FULL/PART TIME (F/P) :F:
HOURLY OR SALARIED (H/S) :H:
AMOUNT OF PAY PER PAY PERIOD IF SALARIED : 0.00:
DEPARTMENT NUMBER IF SALARIED :      :
ETHNIC STATUS :CACU      : JOB GROUP :      :
RELEASE DATE : / /      : REASON FOR RELEASE :      :
-----
EMERGENCY INFORMATION
SPOUSES NAME :      : HOME PHONE :319-472-5172:
EMERGENCY CONTACT :      :
EMERGENCY PHONE # : - -      :
DOCTOR NAME :      : PHONE NUMBER : - -      :
HOSPITAL NAME :      : PHONE NUMBER : - -      :
ALLERGIES AND SPECIAL INFORMATION
:
:
:
:
:
:
:
-----
PAYROLL DATA
W4 STATUS :      : NUMBER OF EXEMPTIONS : 0:
W4-E? (Y/N) :N: IPERS? (Y/N) :N: IS DEPENDENT EMPLOYEED? (Y/N) :N:
OVERRIDE FEDERAL OR STATE? (Y/N) :N: STATE CODE NUMBER :      :
ADDITIONAL FED. WITHHOLDING : 0.00:
ADDITIONAL STATE WITHHOLDING : 0.00:
-----
DEPT #  PAYRATE  |  INSURANCE  AMOUNT OF  |  PAY INCREMENTS
COVERAGE TYPE  PAYMENT  |  AMOUNT  DATE DUE  ST. DATE
-----
1 :1100  : : 8.00:  : : 0.00:  : 0.00: / / : : / / :
2 :1200  : : 8.00:  : : 0.00:  : 0.00: / / : : / / :
3 :2100  : : 6.25:  : : 0.00:  : 0.00: / / : : / / :
4 :2200  : : 6.25:  : : 0.00:  : 0.00: / / : : / / :
5 :3100  : : 5.10:  : : 0.00:  : 0.00: / / : : / / :
6 :3200  : : 5.10:  : : 0.00:  : 0.00: / / : : / / :
7 :4000  : :10.00:  : : 0.00:  : 0.00: / / : : / / :
8 :5100  : : 6.00:  : : 0.00:  : 0.00: / / : : / / :
9 :      : : 0.00:  : : 0.00:  : 0.00: / / : : / / :
-----

```

REPORT PAGE 1

DEDUCTION INFORMATION		
DEDUCTION TYPE	AMOUNT	COMMENTS
:	0.00:	:

VACATION INFORMATION			
DAYS EARNED : 10:		TOTAL AMOUNT OWED : 0.00:	
DATES SCHEDULED	DATES TAKEN	PAID?	AMOUNT
:10/06/89: TO :10/06/89:	:10/06/89: TO :10/06/89:	:Y:	: 0.00:
:12/20/89: TO :12/30/89:	: / / : TO : / / :	:N:	: 0.00:
DAYS TAKEN : 1: DAYS REMAINING : 9: TOTAL AMOUNT PAID : 0.00:			

BONUS SUMMARY			
TYPE	HOURS CO*	HOURS YTD	HOURS LEFT
:SICK :	: 24:	: 8:	: 16:
:VACATION :	: 80:	: 8:	: 72:

BONUS DAYS TAKEN INFORMATION						
BONUS TYPE	START DATE	# HOURS	DEPT #	AMT. PAID	PAYRATE	
:SICK :	:09/24/89:	: 8:	:1:	: 64.00:	: 8.00:	
:VACATION :	:10/06/89:	: 8:	:1:	: 64.00:	: 8.00:	

CONTINUING EDUCATION INFORMATION						
DATE	TYPE	CEUS	DATE	TYPE	CEUS	
:01/08/89:	:CPR REFRESHER :	: 5.0:	: / / :			: 0.0:
:01/25/89:	:CARE/TREAT WOUNDS :	: 2.0:	: / / :			: 0.0:
:02/15/89:	:USE OF INFLT SPLNT:	: 1.0:	: / / :			: 0.0:
:03/28/89:	:MGT PATIENT RECORD:	: 1.5:	: / / :			: 0.0:
:04/15/89:	:NEW DIABT TRMNT :	: 3.0:	: / / :			: 0.0:
:05/21/89:	:GERIATRIC NUTRIT :	: 2.0:	: / / :			: 0.0:
:08/17/89:	:LONLINESS IN RESID:	: 1.0:	: / / :			: 0.0:

MISCELLANEOUS INFORMATION
 DATE OF LAST EVALUATION :06/01/89: DATE OF LAST PHYSICAL :06/01/89:

- PROMOTIONS
1. DATE :05/05/78: FROM :LPN : TO :RN :
 2. DATE :04/02/81: FROM :STAFF NURS: TO :FLR SUPER :
 3. DATE : / / : FROM : : TO : :
 4. DATE : / / : FROM : : TO : :

- JOB BIDS
1. DATE :03/01/78: DEPT. :1100 : CLASSIFICATION :RN :
 ACCEPTED/REJECTED :A: REASON :CAPABLE, ENERGETIC :
 2. DATE :03/13/81: DEPT. :1200 : CLASSIFICATION :FLR SUPER :
 ACCEPTED/REJECTED :A: REASON :WELL ORG, GOOD MGR :

RECOGNITION			
DATE	TYPE OF RECOGNITION	DATE	TYPE OF RECOGNITION
:03/01/78:	:EMPLOYEE OF QUARTER :	: / / :	
:04/01/88:	:SUPERVISOR OF THE YEAR :	: / / :	

EMPLOYEE INFORMATION FOR BAKA, RUTH A.
 PRINTED ON 05/06/92 AT 04:18:38 PM PAGE # 3

INCIDENT DATE	INVOLVEMENT TYPE		DEMOTIONS/DISCIPLINARY ACTIONS DATE	REASON
: / / : :			: / / : :	
: / / : :			: / / : :	
: / / : :			: / / : :	
: / / : :			: / / : :	

ADDITIONAL COMMENTS

```

:CLOCK=01          TMA          :
:CLOCK=02          :
:CLOCK=03          :
:CPR 12/91        :
:ED=HS, C4, BS-RN :
:SATDIFF 1.00 1.30 1.40 :
:SUNDIFF 1.25 1.35 1.45 :
  
```

EMPLOYEE SHIFT DEFINITION CODE : 3:
 SHIFT # 1 :07:00:00AM: TO :03:30:00PM:
 SHIFT # 2 :03:30:00PM: TO :11:59:00PM:
 SHIFT # 3 :11:59:00PM: TO :07:00:00AM:

EMPLOYEE DIFFERENTIAL DEFINITION CODE : 3:
 SHIFT # 1 :07:00:00AM: TO :03:30:00PM:
 SHIFT # 2 :03:30:00PM: TO :11:59:00PM:
 SHIFT # 3 :11:59:00PM: TO :07:00:00AM:

DIFFERENTIAL RATES
 SHIFT 1 RATE :0.00: SHIFT 2 RATE :0.25: SHIFT 3 RATE :0.50:

MINUTES BEFORE SHIFT START TO ROUND UP :10:
 # MINUTES AFTER SHIFT TO ROUND BACK :10:
 # MINUTES AFTER GRACE PERIOD TO DOCK : 5:

LUNCH ROUNDING GRACE PERIOD :10: MINUTES
 AUTOMATIC DEDUCT TIME FOR LUNCH? (Y/N) :Y:
 LUNCH DEFINITION 1:11:00:00AM: TO :11:30:00AM:
 LUNCH DEFINITION 2:01:00:00AM: TO :01:30:00AM:
 LUNCH DEFINITION 3: : : M: TO : : : M:

OVERTIME DEFINITIONS

```

NUMBER OF HOURS IN 24 HOUR PERIOD : 8.00:
NUMBER OF HOURS IN A PAY PERIOD : 80.00:
NUMBER OF HOURS IN ANY CONSECUTIVE 24 HOUR PERIODS :999.00:
NUMBER OF DAYS WORKED AT LEAST MINIMUM HOURS CONSECUTIVELY : 7:
NUMBER OF HOURS MINIMUM TO BE CONSIDERED CONSECUTIVE : 4.00:
NUMBER OF HOURS IN A WEEK BEFORE OVERTIME :999.00:
START TIME FOR 24 HOUR WINDOW :12:00:00AM:
LENGTH OF TIME (in hours) DEFINING A BACK TO BACK ENTRY :24.00:
  
```

REPORT PAGE 3

EMP7.DOC

DESCRIPTION:

A copy of all the employee's information may be printed in this 3-page report.

EMP7.DOC

KELLER

INFORMATION SYSTEMS

employee sample reports

EMPLOYEE DEPARTMENT SUMMARY REPORT

EMPLOYEE BIG SEARCH REPORT - SELECTION 8

KELLER INFORMATION SYSTEMS			
REPORT OF MATCHING EMPLOYEES - PRINTED ON 05/06/92 AT 06:11:07 PM			
DEPARTMENT AND PAYRATE INFORMATION			
EMPLOYEE #	SSN	HIRE DATE	FULL NAME
:35	: - -	: :F: :09/02/70:	BAXA, RUTH A.
	DEPT # 1	:1100	: PAYRATE : 8.00:
	DEPT # 2	:1200	: PAYRATE : 8.00:
	DEPT # 3	:2100	: PAYRATE : 6.25:
	DEPT # 4	:2200	: PAYRATE : 6.25:
	DEPT # 5	:3100	: PAYRATE : 5.10:
	DEPT # 6	:3200	: PAYRATE : 5.10:
	DEPT # 7	:4000	: PAYRATE :10.00:
	DEPT # 8	:5100	: PAYRATE : 6.00:
:208	: - -	: :F: :02/24/86:	BELL, JOHNNE J.
	DEPT # 1	: 1100:	PAYRATE : 8.00:
:49	: - -	: :F: :06/02/80:	BONNICHSEN, DANIEL M.
	DEPT # 1	: 1100:	PAYRATE : 8.00:
	DEPT # 2	: 1200:	PAYRATE : 8.00:
	DEPT # 3	: 2100:	PAYRATE : 6.25:
	DEPT # 4	: 2200:	PAYRATE : 6.25:
	DEPT # 5	: 3100:	PAYRATE : 5.10:
	DEPT # 6	: 3200:	PAYRATE : 5.10:
	DEPT # 7	: 4000:	PAYRATE :10.00:
	DEPT # 8	: 5100:	PAYRATE : 6.00:
:72	: - -	: :F: :09/27/85:	BOOTS, TIMOTHY WAYNE
	DEPT # 1	: 1100:	PAYRATE : 8.00:
	DEPT # 2	: 1200:	PAYRATE : 8.00:
	DEPT # 3	: 2100:	PAYRATE : 6.25:
	DEPT # 4	: 2200:	PAYRATE : 6.25:
	DEPT # 5	: 3100:	PAYRATE : 5.10:
	DEPT # 6	: 3200:	PAYRATE : 5.10:
	DEPT # 7	: 4000:	PAYRATE :10.00:
	DEPT # 8	: 5100:	PAYRATE : 6.00:

DESCRIPTION:

The employee's valid DEPARTMENTS and the associated PAY RATES, HIRE DATE, and PART OR FULL TIME status is easily seen in this report.

EMP8.DOC

KELLER

INFORMATION SYSTEMS

employee sample reports

EMPLOYEE TIME CLOCK SET-UP REPORT

EMPLOYEE BIG SEARCH REPORT - SELECTION 9

```

KELLER INFORMATION SYSTEMS
REPORT OF MATCHING EMPLOYEES - PRINTED ON 05/06/92 AT 06:16:30 PM
INFORMATION DEALING WITH TIMECLOCK OPERATION
=====
INFORMATION FOR :35      : BAXA, RUTH A.
=====
DEPT #  PAYRATE
-----
1 :1100  : : 8.00:
2 :1200  : : 8.00:
3 :2100  : : 6.25:
4 :2200  : : 6.25:
5 :3100  : : 5.10:
6 :3200  : : 5.10:
7 :4000  : :10.00:
8 :5100  : : 6.00:
-----
SHIFT AND DIFFERENTIAL DEFINITIONS
SHIFT DEFINITION CODE : 3:
SHIFT # 1 :07:00:00AM: TO :03:30:00PM:
SHIFT # 2 :03:30:00PM: TO :11:59:00PM:
SHIFT # 3 :11:59:00PM: TO :07:00:00AM:

DIFFERENTIAL DEFINITION CODE : 3:
DIFF # 1 :07:00:00AM: TO :03:30:00PM:
DIFF # 2 :03:30:00PM: TO :11:59:00PM:
DIFF # 3 :11:59:00PM: TO :07:00:00AM:

DIFF RATES (shift1,shift2,shift3) :0.00,0.25,0.50:
SAT DIFF RATES (shift1,shift2,shift3) :1.00 1.30 1.40:
SUN DIFF RATES (shift1,shift2,shift3) :1.25 1.35 1.45:
-----
PUNCH IN/OUT ROUNDING DEFINITIONS
# MINUTES BEFORE SHIFT START TO ROUND UP :10:
# MINUTES AFTER SHIFT TO ROUND BACK :10:
# MINUTES AFTER GRACE PERIOD TO DOCK : 5:
-----
LUNCH DEFINITIONS
LUNCH ROUNDING GRACE PERIOD :10: MINUTES
AUTOMATIC DEDUCT TIME FOR LUNCH? (Y/N) :Y:
LUNCH DEFINITION 1:11:00:00AM: TO :11:30:00AM:
LUNCH DEFINITION 2:01:00:00AM: TO :01:30:00AM:
LUNCH DEFINITION 3: : : M: TO : : : M:
-----
OVERTIME DEFINITIONS
NUMBER OF HOURS IN 24 HOUR PERIOD : 8.00:
NUMBER OF HOURS IN A PAY PERIOD : 80.00:
NUMBER OF HOURS IN CONSECUTIVE 24 HOUR PERIODS :999.00:
NUMBER OF DAYS WORKED AT LEAST MINIMUM HOURS CONSECUTIVELY : 7:
MINIMUM HOURS IN 24 HOUR PERIOD TO BE CONSIDERED CONSECUTIVE : 4.00:
NUMBER OF HOURS IN A WEEK BEFORE OVERTIME :999.00:
START TIME FOR 24 HOUR WINDOW :12:00:00AM:
LENGTH OF TIME (in hours) DEFINING A BACK TO BACK ENTRY :24.00:
=====
EMP9.DOC

```

DESCRIPTION:

This report will detail how an employee is set up on the time clock portion of the system. It includes DEPARTMENT INFORMATION, SHIFT and DIFFERENTIAL DEFINITIONS, ROUNDING RULES, LUNCH DEFINITIONS, and OVERTIME DEFINITIONS.

EMP9.DOC

EMPLOYEE MAILING LABELS REPORT

EMPLOYEE BIG SEARCH REPORT - SELECTION A

RUTH A. BAXA
1710 44TH STREET #2
VINTON, IA 52349

JOHNNE J. BELL
313 6TH AVE.
VINTON, IA 52349

DANIEL M. BONNICHSEN
602 EAST 4TH STREET #1
VINTON, IA 52349

TIMOTHY WAYNE BOOTS
856 15TH STREET NE
VINTON, IA 52349

TERRI BROWN
611 15TH AVENUE SW
VINTON, IA 52349

JOAN A. CAMPBELL
176 CARTER STREET NW
VINTON, IA 52349

PATRICIA CLEVEN
PO BOX 500
VINTON, MN 52349

EMPA.DOC

DESCRIPTION:

MAILING LABELS are provided in the single-wide format for use with press-on labels.

KELLER

INFORMATION SYSTEMS

employee sample reports

EMPLOYEE BONUS HOURS SUMMARY REPORT EMPLOYEE BIG SEARCH REPORT - SELECTION C

BONUS ENTRIES REPORT FOR DEPARTMENT # 1100					
REPORT PRINTED ON 05/06/92 AT 07:48:16 PM					
EMP #	EMPLOYEE NAME	BONUS TYPE	HRSCO	HRSYTD	HRSAVL
=====					
:35	: BAXA, RUTH A.				
		:SICK	: : 24.0:	: 8.0:	: 16.0:
		:VACATION	: : 80.0:	: 8.0:	: 72.0:

EMPC.DOC					

DESCRIPTION:

The BONUS report details any hours taken and defined on the Bonus Hour screens of the employee.

EMPC.DOC

KELLER

INFORMATION SYSTEMS

employee sample reports

EMPLOYEE PHONE LIST

EMPLOYEE BIG SEARCH REPORT - SELECTION D

KELLER INFORMATION SYSTEMS	
REPORT OF MATCHING EMPLOYEES - PRINTED ON 05/06/92 AT 07:57:52 PM	
EMPLOYEE PHONE NUMBER LIST	
EMPLOYEE FULL NAME	PHONE NUMBER
=====	
BAXA, RUTH A.....	319-472-5172:
BELL, JOHNNE J.....	319-472-5172:
BONNICHSEN, DANIEL M.....	319-472-5172:
BOOTS, TIMOTHY WAYNE.....	319-472-5172:
BROWN, TERRI.....	319-472-5172:
CAMPBELL, JOAN A.....	319-472-5172:
CLEVEN, PATRICIA.....	319-472-5172:
COLTON, DANIEL L.....	319-472-5172:
DAVIS, JEFFERY R.....	319-472-5172:
DITTMAR, ROBERT K.....	319-472-5172:
DOE, JON.....	319-472-5172:
EVENS, JOSEPH D.....	319-472-5172:
FARNQUIST, BEVERLY.....	319-472-5172:
FISCHER, MICHAEL AMBROSE.....	319-472-5172:
FITZPATRICK, DENNIS ARLAN.....	319-472-5172:
GRAVEL, KARL LAVERNE.....	319-472-5172:
GRIMES, SUSAN HALEY.....	319-472-5172:
HATCH, KAYE JAY.....	319-472-5172:
HAYES, BOBBIE LEE.....	319-472-5172:
HOBART, JR, STEVEN MARK.....	319-472-5172:
HOLTEN, JAN M.....	319-472-5172:
HORAK, RONALD L.....	319-472-5172:
HURTT, JOEDY J.....	319-472-5172:
JACOBUS, ROSE CHRISTINE.....	319-472-5172:
JOHNSON, BARBARA.....	319-472-5172:
JONES, RODNEY C.....	319-472-5172:
JONES, SUE.....	319-472-5172:
JONES, WILLIAM.....	319-472-5172:
KING, JANICE.....	319-472-5172:
KREGEL, JEFFREY ROBERT.....	319-472-5172:
KRUMM, RANDY MARTIN.....	319-472-5172:
KUPFER, MICHAEL LEROY.....	319-472-5172:
LAKE, HAROLD.....	319-472-5172:
LITTLE, SANDRA.....	319-472-5172:
LOVELL, LINDA.....	319-472-5172:
EMPD.DOC	

DESCRIPTION:

A PHONE LIST is provided by a single key-stroke request.

EMPD.DOC

KELLER

INFORMATION SYSTEMS

employee sample reports

EMPLOYEE CUSTOM REPORT SAMPLE

EMPLOYEE BIG SEARCH REPORT - SELECTION E

KELLER INFORMATION SYSTEMS PAGE # 1	
BIRTHDAY REPORT	
REPORT PRINTED ON 05/06/92 AT 08:05:45 PM	
=====	
BAXA, RUTH A.	11/12/50
BELL, JOHNNE J.	04/11/66
BONNICHSEN, DANIEL M.	10/27/51
BOOTS, TIMOTHY WAYNE	03/28/60
BROWN, TERRI	02/14/67
CAMPBELL, JOAN A.	05/15/59
CLEVEN, PATRICIA	/ /
COLTON, DANIEL L.	01/25/66
DAVIS, JEFFERY R.	03/26/63
DITTMAR, ROBERT K.	05/21/51
DOE, JON	/ /
EVENS, JOSEPH D.	02/16/49
FARNQUIST, BEVERLY	/ /
FISCHER, MICHAEL AMBROSE	10/17/53
FITZPATRICK, DENNIS ARLAN	04/11/64
GRAVEL, KARL LAVERNE	01/30/63
GRIMES, SUSAN HALEY	03/07/64
HATCH, KAYE JAY	10/05/61
HAYES, BOBBIE LEE	01/04/54
HOBART, JR, STEVEN MARK	05/06/64
HOLTEN, JAN M.	09/02/66
HORAK, RONALD L.	09/19/61
HURTT, JOEDY J.	05/07/69
JACOBUS, ROSE CHRISTINE	09/30/57
JOHNSON, BARBARA	/ /
JONES, RODNEY C.	11/01/66
JONES, SUE	/ /
JONES, WILLIAM	/ /
KING, JANICE	09/03/62
KREGEL, JEFFREY ROBERT	12/29/66
KRUMM, RANDY MARTIN	01/09/61
KUPFER, MICHAEL LEROY	07/06/58
LAKE, HAROLD	/ /
LITTLE, SANDRA	/ /
LOVELL, LINDA	09/20/44

EMPE.DOC

DESCRIPTION:

The BIRTHDAY REPORT is a sample report created with the report generator.

EMPE.DOC