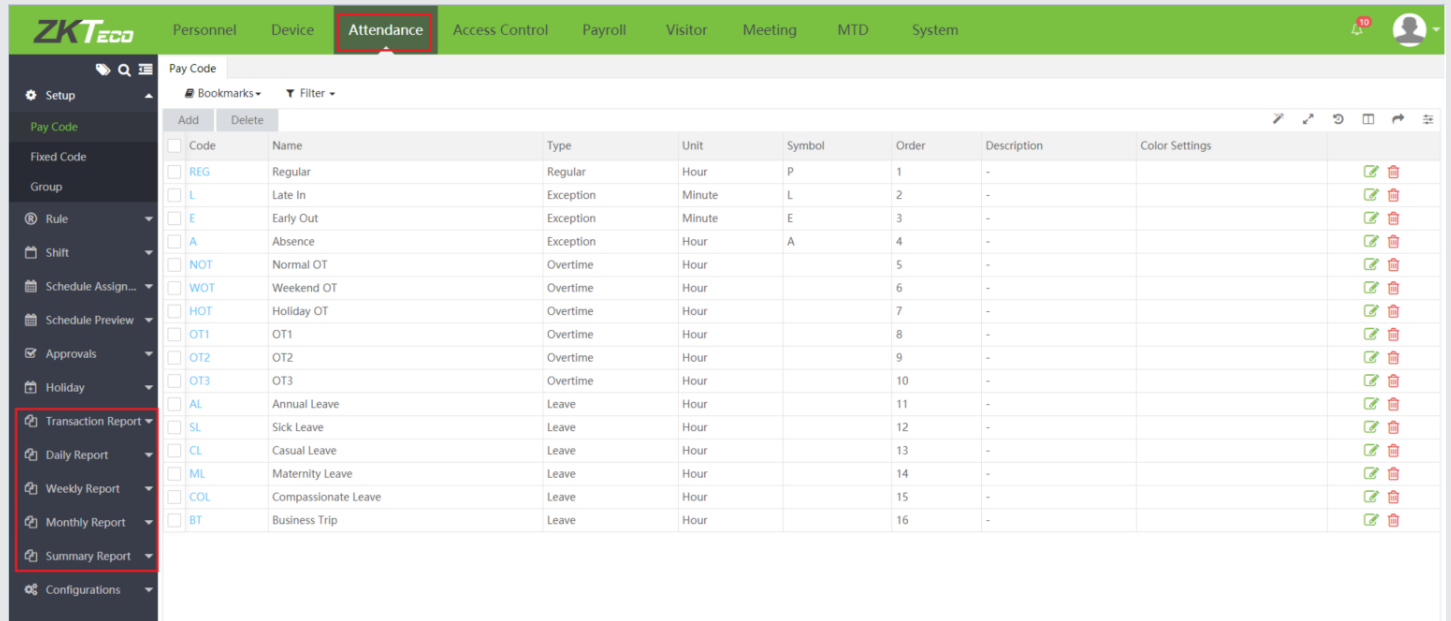


Biotime 8 – Type of Reports

There are 5 main types of Reports on Biotime.

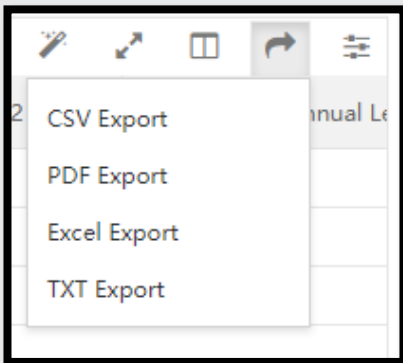
Go to the Attendance Module



| Code | Name | Type | Unit | Symbol | Order | Description | Color Settings |
|------|---------------------|-----------|--------|--------|-------|-------------|----------------|
| REG | Regular | Regular | Hour | P | 1 | - | |
| L | Late In | Exception | Minute | L | 2 | - | |
| E | Early Out | Exception | Minute | E | 3 | - | |
| A | Absence | Exception | Hour | A | 4 | - | |
| NOT | Normal OT | Overtime | Hour | | 5 | - | |
| WOT | Weekend OT | Overtime | Hour | | 6 | - | |
| HOT | Holiday OT | Overtime | Hour | | 7 | - | |
| OT1 | OT1 | Overtime | Hour | | 8 | - | |
| OT2 | OT2 | Overtime | Hour | | 9 | - | |
| OT3 | OT3 | Overtime | Hour | | 10 | - | |
| AL | Annual Leave | Leave | Hour | | 11 | - | |
| SL | Sick Leave | Leave | Hour | | 12 | - | |
| CL | Casual Leave | Leave | Hour | | 13 | - | |
| ML | Maternity Leave | Leave | Hour | | 14 | - | |
| COL | Compassionate Leave | Leave | Hour | | 15 | - | |
| BT | Business Trip | Leave | Hour | | 16 | - | |

To export a report, click on the Export button and select a format.

Each of them can be exported in 4 different formats: CSV, PDF, Excel, or TXT.



Transaction Report

| Employee ID | First Name | Department | Date | Time | Punch State | Data Sources |
|-------------|------------|-------------|------------|-------|-------------|--------------|
| 0001 | Jurie | ETTC_Ermelo | 2021-07-21 | 21:38 | Break In | Mobile |
| 0001 | Jurie | ETTC_Ermelo | 2021-07-21 | 21:38 | Break Out | Mobile |
| 0001 | Jurie | ETTC_Ermelo | 2021-07-21 | 21:38 | Check Out | Mobile |
| 0001 | Jurie | ETTC_Ermelo | 2021-07-21 | 19:00 | Check In | Mobile |
| 0001 | Jurie | ETTC_Ermelo | 2021-07-21 | 18:49 | Check Out | Mobile |
| 0001 | Jurie | ETTC_Ermelo | 2021-07-21 | 18:46 | Check In | Mobile |
| 0005 | Quinton | ETTC_Ermelo | 2021-07-27 | 06:49 | Check In | Mobile |
| 0005 | Quinton | ETTC_Ermelo | 2021-07-26 | 06:50 | Check In | Mobile |
| 0005 | Quinton | ETTC_Ermelo | 2021-07-23 | 13:56 | Break In | Mobile |
| 0005 | Quinton | ETTC_Ermelo | 2021-07-23 | 13:06 | Break Out | Mobile |
| 0005 | Quinton | ETTC_Ermelo | 2021-07-23 | 06:52 | Check In | Mobile |
| 0005 | Quinton | ETTC_Ermelo | 2021-07-22 | 13:10 | Break Out | Mobile |
| 0005 | Quinton | ETTC_Ermelo | 2021-07-22 | 07:09 | Check In | Mobile |
| 0006 | Floris | ETTC_Ermelo | 2021-07-27 | 12:59 | Break Out | Mobile |
| 0006 | Floris | ETTC_Ermelo | 2021-07-27 | 06:40 | Check In | Mobile |
| 0006 | Floris | ETTC_Ermelo | 2021-07-26 | 06:43 | Check In | Mobile |
| 0006 | Floris | ETTC_Ermelo | 2021-07-23 | 17:02 | Check Out | Mobile |
| 0006 | Floris | ETTC_Ermelo | 2021-07-23 | 13:57 | Break In | Mobile |
| 0006 | Floris | ETTC_Ermelo | 2021-07-23 | 13:06 | Break Out | Mobile |

Daily Report

| Employee NO... | First Na... | Depart... | Date | Weekday | Timetable | Check In | Check Out | Duty Du... | Break D... | Work Day | Clock In | Clock Out | Total Hrs | Worked ... | Break Out | Break In |
|----------------|-------------|------------|------------|-----------|-----------|----------|-----------|------------|------------|----------|----------|-----------|-----------|------------|-----------|----------|
| 0001 | Jurie | ETTC_Er... | 2021-07... | Wednes... | | 00:00 | 00:00 | 12:00 | | 1.0 | 18:46 | 21:38 | 02:52 | | | |
| 0001 | Jurie | ETTC_Er... | 2021-07... | Thursday | | 00:00 | 00:00 | | | 0.0 | | | | | | |
| 0001 | Jurie | ETTC_Er... | 2021-07... | Friday | | 00:00 | 00:00 | | | 0.0 | | | | | | |
| 0001 | Jurie | ETTC_Er... | 2021-07... | Saturday | | 00:00 | 00:00 | | | 0.0 | | | | | | |
| 0001 | Jurie | ETTC_Er... | 2021-07... | Sunday | | 00:00 | 00:00 | | | 0.0 | | | | | | |
| 0001 | Jurie | ETTC_Er... | 2021-07... | Monday | | 00:00 | 00:00 | | | 0.0 | | | | | | |
| 0001 | Jurie | ETTC_Er... | 2021-07... | Tuesday | | 00:00 | 00:00 | | | 0.0 | | | | | | |
| 0001 | Jurie | ETTC_Er... | 2021-07... | Wednes... | | 00:00 | 00:00 | | | 0.0 | | | | | | |
| 0001 | Jurie | ETTC_Er... | 2021-07... | Thursday | | 00:00 | 00:00 | | | 0.0 | | | | | | |
| 0001 | Jurie | ETTC_Er... | 2021-07... | Friday | | 00:00 | 00:00 | | | 0.0 | | | | | | |
| 0001 | Jurie | ETTC_Er... | 2021-07... | Saturday | | 00:00 | 00:00 | | | 0.0 | | | | | | |

Weekly Report

| Employee ID | First Na... | Depart... | Week | Regular | Late In | Early Out | Absence | Normal ... | Weeken... | Holiday ... | OT1 | OT2 | OT3 | Annual L... | Sick Leave | Casual L... |
|-------------|-------------|------------|------|---------|---------|-----------|---------|------------|-----------|-------------|-----|-----|-----|-------------|------------|-------------|
| 0001 | Jurie | ETTC_Er... | 29 | 0.0 | | | | | | | | | | | 10.8 | |
| 0001 | Jurie | ETTC_Er... | 30 | 0.0 | | | | | | | | | | | | |
| 0003 | Billy | ETTC_HCV | 29 | 0.0 | | | | | | | | | | | | |
| 0003 | Billy | ETTC_HCV | 30 | 0.0 | | | | | | | | | | | | |
| 0004 | Neels | ETTC_N11 | 29 | 0.0 | | | | | | | | | | | | |
| 0004 | Neels | ETTC_N11 | 30 | 0.0 | | | | | | | | | | | | |
| 0005 | Quinton | ETTC_Er... | 29 | 0.0 | | | | | | | | | | | | |
| 0005 | Quinton | ETTC_Er... | 30 | 0.0 | | | | | | | | | | | | |
| 0006 | Floris | ETTC_Er... | 29 | 0.0 | | | | | | | | | | | | |
| 0006 | Floris | ETTC_Er... | 30 | 0.0 | | | | | | | | | | | | |
| 117 | Gerald | Depart... | 29 | 0.0 | | | | | | | | | | | | |
| 117 | Gerald | Depart... | 30 | 0.0 | | | | | | | | | | | | |
| 1993 | Juandre | Depart... | 29 | 0.0 | | | | | | | | | | | | |
| 1993 | Juandre | Depart... | 30 | 0.0 | | | | | | | | | | | | |

Monthly Report

| Employee ID | First Name | Department | 1 | 2 | 3 | 4 | 5 | 6 | 7 | 8 | 9 | 10 | 11 | 12 | 13 | 14 | 15 | 16 | 17 | 18 | 19 | 20 |
|-------------|-----------------|-------------|---|---|---|---|---|---|---|---|---|----|----|----|----|----|----|----|----|----|----|----|
| 0001 | Jurie | ETTC_Ermelo | | | | | | | | | | | | | | | | | | | | |
| 0002 | Jacques | ETTC_RBCV | | | | | | | | | | | | | | | | | | | | |
| 0003 | Billy | ETTC_HCV | | | | | | | | | | | | | | | | | | | | |
| 0004 | Neels | ETTC_N11 | | | | | | | | | | | | | | | | | | | | |
| 0005 | Quinton | ETTC_Ermelo | | | | | | | | | | | | | | | | | | | | |
| 0006 | Floris | ETTC_Ermelo | | | | | | | | | | | | | | | | | | | | |
| 0007 | Gert | ETTC_RBCV | | | | | | | | | | | | | | | | | | | | |
| 0008 | Divan | ETTC_RBCV | | | | | | | | | | | | | | | | | | | | |
| 1 | Test | Department | | | | | | | | | | | | | | | | | | | | |
| 1000001 | JOAO DE GOUVEIA | Department | | | | | | | | | | | | | | | | | | | | |

Summary Report

| Employee ID | First Na... | Depart... | Regular | Late In | Early Out | Absence | Normal ... | Weeken... | Holiday ... | OT1 | OT2 | OT3 | Annual L... | Sick Leave | Casual L... | Maternit... |
|-------------|-------------|------------|---------|---------|-----------|---------|------------|-----------|-------------|-----|-----|-----|-------------|------------|-------------|-------------|
| 0001 | Jurie | ETTC_Er... | 0.0 | | | | | | | | | | | 10.8 | | |
| 0005 | Quinton | ETTC_Er... | 0.0 | | | | | | | | | | | | | |
| 0006 | Floris | ETTC_Er... | 0.0 | | | | | | | | | | | | | |