

Systems Design, Inc.

Food Service Management Systems

**TimeCard II
Sample Reports**

OPERATOR		-----SECURITY LEVELS-----			
PASSWORD	INITIALS	DEPARTMENT	INQUIRY	MAINTENANCE	REPORTS
(1)	(2)	(3)	(4)	(5)	
ENCAJE	RKM	0016	Y	N	Y
FECHE	GJG	0025	Y	N	Y
KANT	JSD	9999	Y	Y	Y
TADS	TWH	0087	Y	N	Y
EMERAL	KB	0023	Y	N	Y
SUGAR	NPH	0025	Y	N	Y
MEI	JVO	0036	Y	N	Y
PHJP	PH	0058	Y	N	Y
LOKK	VEE	0089	Y	N	Y
JULI	EEN	0032	Y	N	Y
SALT	DLH	0017	Y	N	Y
MONDE	FRA	0079	Y	N	Y
GENES	DS	0053	Y	N	Y
KANT1	GS	0059	Y	N	Y
DENTEL	JJJ	9999	Y	Y	Y
IVORY	LMH	0034	Y	N	Y

Figure 1 - Adjustment Password Maintenance, Print, Sample Report

D E M O TimeCard II
TIMECARD MASTERFILE AT 05-19-2003

PAGE 1
TMS500II-21
MAY 19, 2003 06:31-PM

EMPLOYEE#	EMPLOYEE NAME	SOC-SEC-NUM	DIST#	CAMP	DEPT	ACT	ST	DEF	BUDGET	CODE	ALLOW
99282	BAKER, EMILY D	125-68-9765	00098468	0041	0016	Y	I				40.00
96389	HOUSER, PAULA	654-89-7456	00032646	0041	0016	Y	I				20.00
96373	KERR, AMELIA	563-21-8699	00321564	0041	0016	Y	I				32.00
559437	LOGAN, OCTAVIA	258-15-5817	00654321	0041	0016	Y	O				40.00
99501	MIRELEZ, MELVA	123-56-4987	08364345	0041	0016	Y	I				24.00
99504	MUNOZ, ROMA	231-87-9324	00324896	0041	0016	Y	O				16.00
99506	RATLIFF, CYNTHIA	987-93-5437	00235467	0041	0016	Y	I				24.00
99500	SMITH, IRMA	215-64-8358	00085648	0041	0016	Y	O				24.00
99510	TRUJILLO, HILDE	893-12-6889	00893152	0041	0016	Y	I				24.00

Figure 2 - Print Employee Master (Short), Sample Report

D E M O TimeCard II
TIMECARD MASTERFILE AT 05-19-2003

PAGE 1
TMS500II-22
MAY 19, 2003 06:37-PM

EMPLOYEE NO	EMPLOYEE NAME	SOC-SEC-NUM	DIST#	CAMP	DEPT	ACT	ST	DEF	BUDGET	CODE	ALLOW
99282	BAKER, EMILY D	125-68-9765	00098468	0041	0016	Y	I				40.00
96389	HOUSER, PAULA	654-89-7456	00032646	0041	0016	Y	I				20.00
96373	KERR, AMELIA	563-21-8699	00321564	0041	0016	Y	I				32.00
559437	LOGAN, OCTAVIA	258-15-5817	00654321	0041	0016	Y	O				40.00
99501	MIRELEZ, MELVA	123-56-4987	08364345	0041	0016	Y	I				24.00
99504	MUNOZ, ROMA	231-87-9324	00324896	0041	0016	Y	O				16.00
99506	RATLIFF, CYNTHIA	987-93-5437	00235467	0041	0016	Y	I				24.00
99500	SMITH, IRMA	215-64-8358	00085648	0041	0016	Y	O				24.00
99510	TRUJILLO, HILDE	893-12-6889	00893152	0041	0016	Y	I				24.00

EMPLOYEE NO	EMPLOYEE NAME	SOC-SEC-NUM	DIST#	CAMP	DEPT	ACT	ST	DEF	BUDGET	CODE	ALLOW
96389	HOUSER, PAULA	654-89-7456	00032646	0041	0016	Y	I				20.00
96373	KERR, AMELIA	563-21-8699	00321564	0041	0016	Y	I				32.00
559437	LOGAN, OCTAVIA	258-15-5817	00654321	0041	0016	Y	O				40.00
99501	MIRELEZ, MELVA	123-56-4987	08364345	0041	0016	Y	I				24.00
99504	MUNOZ, ROMA	231-87-9324	00324896	0041	0016	Y	O				16.00
99506	RATLIFF, CYNTHIA	987-93-5437	00235467	0041	0016	Y	I				24.00
99500	SMITH, IRMA	215-64-8358	00085648	0041	0016	Y	O				24.00
99510	TRUJILLO, HILDE	893-12-6889	00893152	0041	0016	Y	I				24.00

EMPLOYEE NO	EMPLOYEE NAME	SOC-SEC-NUM	DIST#	CAMP	DEPT	ACT	ST	DEF	BUDGET	CODE	ALLOW
96389	HOUSER, PAULA	654-89-7456	00032646	0041	0016	Y	I				20.00
96373	KERR, AMELIA	563-21-8699	00321564	0041	0016	Y	I				32.00
559437	LOGAN, OCTAVIA	258-15-5817	00654321	0041	0016	Y	O				40.00
99501	MIRELEZ, MELVA	123-56-4987	08364345	0041	0016	Y	I				24.00
99504	MUNOZ, ROMA	231-87-9324	00324896	0041	0016	Y	O				16.00
99506	RATLIFF, CYNTHIA	987-93-5437	00235467	0041	0016	Y	I				24.00
99500	SMITH, IRMA	215-64-8358	00085648	0041	0016	Y	O				24.00
99510	TRUJILLO, HILDE	893-12-6889	00893152	0041	0016	Y	I				24.00

Figure 3 - Print Employee Master (Full), Sample Report

ACCT NO	TYP	OEC	DESC	ACC	ACT	OTC	OT DSC
199-11-6112-00-042-3-11-A	M	046	SUB TEACHER		M		
199-11-6112-00-041-3-11-A	M	068	SUB TEACHER		M		
199-41-6117-00-727-3-99-A	M	727	HUMAN RESOUR		M		
199-11-6129-00-110-3-11-A	M	A01	AIDE SALARY		M	WB7	OVERTIME PAY
199-11-6129-00-101-3-23-A	M	A03	BUS DUTY-REG		M	W84	OVERTIME PAY
199-34-6129-00-933-3-23-A	M	A04	BUS DUTY-REG		M	B15	OT SP E DRIV
211-21-6129-00-803-3-24-A	F	A05	EX.EARNING'S		F		
199-32-6129-00-950-3-24-A	M	A06	AIDE SALARY		M	WC4	OVERTIME PAY
199-12-6129-00-041-3-11-A	M	A07	LIB. SETUP		M	W03	LIB. SETUP
199-32-6129-00-950-3-99-A	M	A08	REG RATE OT		M	W88	OVERTIME PAY
211-61-6129-00-950-3-24-A	F	A09	REG RATE PAY		F		
199-11-6129-00-109-3-25-A	M	A11	REG RATE PAY		M		
280-21-6129-00-809-3-24-A	F	A12	EXTRA EARN.		F		
199-11-6129-00-114-3-11-A	M	A13	AIDE SALARY		M		
199-11-6129-00-042-3-11-A	M	A14	AIDE SALARY		M	SU1	U I L
199-11-6129-00-001-3-24-A	M	A15	REG RATE PAY		M	I28	TUTORIAL
199-11-6129-27-001-3-22-A	M	A16	AIDE SALARY		M	W83	OVERTIME PAY
199-23-6129-00-042-3-99-A	M	A17	AIDE SALARY		M	W06	O/T EARNINGS
199-11-6129-00-102-1-23-A	M	A18	AIDE SALARY		M	W40	O. T. SP ED
199-23-6129-00-041-3-99-A	M	A19	REG EX EARN		M	W05	O/T EARNINGS
199-11-6129-00-102-1-23-A	M	A20	AIDE SALARY		M	W40	O. T. SP ED
224-11-6129-00-042-3-23-A	F	A21	AIDE SALARY		F		
199-23-6129-00-109-3-99-A	M	A22	AIDE SALARY		M	W13	OVERTIME PAY
199-11-6129-00-112-3-24-A	M	A23	AIDE SALARY		M	WJ1	OVERTIME PAY
199-11-6129-00-108-3-24-A	M	A24	AIDE SALARY		M	WE9	OVERTIME PAY
199-11-6129-00-103-3-11-A	M	A25	AIDE SALARY		M	WC5	OVERTIME PAY
199-11-6129-00-042-3-24-A	M	A26	AIDE SALARY		M	WG5	OVERTIME PAY
199-12-6129-00-041-3-24-I	M	A27	LIBRARY-REG.		M	W87	LIBRARY O.T.
212-11-6129-00-001-1-24-A	F	A28	AIDE SALARY		F		
211-12-6129-00-042-1-24-A	F	A29	AIDE SALARY		F		
199-41-6129-00-801-3-99-A	M	A30	REG RATE PAY		M	W68	OT - CURRIC.
199-41-6129-00-716-3-99-A	M	A31	REG RATE PAY		M	W58	OVERTIME
199-31-6129-00-042-3-24-A	M	A32	AIDE SALARY		M	W57	OVERTIME PAY
211-11-6129-00-042-2-24-A	F	A33	AIDE SALARY		F		
212-11-6129-56-042-3-24-A	F	A34	AIDE SALARY		F		
199-23-6129-00-042-3-99-A	M	A35	REG EX EARN		M	W06	O/T EARNINGS
199-21-6129-00-001-3-24-A	M	A36	REG RATE OT		M	W79	OVERTIME PAY
199-21-6129-27-001-3-22-A	M	A37	EX REG RATE		M	E36	EXTRA DAYS
199-11-6129-00-103-3-24-A	M	A38	AIDE SALARY		M	W29	OVERTIME PAY
219-61-6129-00-950-1-25-A	F	A39	REG RATE PAY		F		
756-41-6129-00-999-3-99-A	L	A40	EX. EARNINGS		L	W22	OVERTIME PAY
211-12-6129-00-109-1-24-A	F	A41	STAFF MEETG.		F		
199-23-6129-00-109-3-99-A	M	A42	AIDE SALARY		M	W13	OVERTIME PAY
199-11-6129-00-041-3-11-A	M	A43	AIDE SALARY		M	WF3	OVERTIME PAY
199-31-6129-00-041-3-11-A	M	A44	AIDE SALARY		M	WC6	OVERTIME PAY
211-11-6129-00-042-1-24-A	F	A45	AIDE SALARY		F		
212-11-6129-56-001-3-24-A	F	A46	EXTRA PAY		F		
404-11-6129-00-106-3-24-A	S	A47	REG RATE PAY		S		
199-11-6129-00-108-3-11-A	M	A48	AIDE SALARY		M	ST8	OVERTIME PAY
199-23-6129-00-103-3-99-A	M	A50	REG RATE PAY		M	W09	OVERTIME PAY

Figure 4 - Budget Code Masterfile Print, Sample Report

EMP ID#	EMPLOYEE NAME	DEPT	DATE	SEQ	IN	SEQ	OUT	TIME	SCHED	EXCESS	ALLOW	O T	EXCP		
100387	GALLEGOS, DIANE	0016	03-03-2003	010	10:18	020	12:37				40.00				
				030	13:03	040	13:46	3.00	3.00						
			03-04-2003	010	10:19	020	12:35								
				030	13:02	040	13:43	3.00	3.00						
			03-05-2003	010	10:18	020	12:34								
				030	13:03	040	13:42	3.00	3.00						
			03-06-2003	010	10:19	020	12:37								
				030	13:02	040	13:31	2.75	2.75						
			03-07-2003	010	10:16	020	12:42								
				030	13:04	040	13:42	3.00	3.00						
** TOTAL DIST-ID# 100387								14.75	14.75	0.00	0.00	0.00			
302762	GARCIA, DENISE	0016	03-03-2003	010	10:14	020	12:17				40.00				
				030	12:40	040	13:47	3.25	3.25						
			03-04-2003	010	10:11	020	12:13								
				030	12:40	040	13:40	3.00	3.00						
			03-05-2003	010	10:20	020	12:31								
				030	12:41	040	13:53	3.50	3.50						
			03-06-2003	010	10:10	020	12:14								
				030	12:39	040	13:44	3.25	3.25						
			03-07-2003	010	10:14	020	12:14								
				030	12:33	040	13:40	3.00	3.00						
** TOTAL DIST-ID# 302762								16.00	16.00	0.00	0.00	0.00			
100536	GONZALEZ, YVONNE	0016	03-03-2003	010	10:18	020	12:37				40.00				
				030	12:56	040	13:42	3.00	3.00						
			03-04-2003	010	10:19	020	12:34								
				030	12:56	040	13:43	3.00	3.00						
			03-05-2003	010	10:18	020	12:34								
				030	12:57	040	13:42	3.00	3.00						
			03-06-2003	010	10:19	020	12:33								
				030	12:55	040	13:31	2.75	2.75						
			03-07-2003	010	10:16	020	12:33								
				030	12:54	040	13:42	3.00	3.00						
** TOTAL DIST-ID# 100536								14.75	14.75	0.00	0.00	0.00			
207351	HARRIS, CINDY	0016	03-03-2003	010	07:27	020	11:01				40.00				
				030	12:03	040	16:30	8.00	8.00						
			03-04-2003	010	07:28	020	11:00								
				030	12:02	040	16:30	8.00	8.00						
			03-05-2003	010	07:29	020	10:59								
				030	12:01	040	16:30	8.00	8.00						
			03-06-2003	010	07:29	020	11:00								
				030	12:00	040	16:30	8.00	8.00						
			03-07-2003	010	07:27	020	11:00								
				030	12:01	040	16:30	8.00	8.00						
** TOTAL DIST-ID# 207351								40.00	40.00	0.00	0.00	0.00			

Figure 5 - TimeCard Audit Report without Budget, Sample Report

F/S-ID#	EMPLOYEE NAME	DATE	SEQ	IN	SEQ	OUT	ACTUAL TIME	BAC RATE	ALLOWED LUNCH	SCHEDULED	WORKED EXCESS	O/T OVERTIME	BAC	EXCP	BALANCE	EXCESS OVER	UNDER
100387	GALLEGOS, DIANE	03-03-2003	010	10:18	020	12:37	2.32	A39	0.00	40.00							
			030	13:03	040	13:46	0.72	A39	0.00		2.32						
											0.72						
DAILY TOTALS							3.00		40.00	0.00	3.00	0.00	0.00	0.00	0.00	0.00	
03-04-2003		010	10:19	020	12:35		2.27	A39	0.00								
			030	13:02	040	13:43	0.68	A39	0.00		2.27						
											0.68						
DAILY TOTALS							3.00		0.00	0.00	3.00	0.00	0.00	0.00	0.00	0.00	
03-05-2003		010	10:18	020	12:34		2.27	A39	0.00								
			030	13:03	040	13:42	0.65	A39	0.00		2.27						
											0.65						
DAILY TOTALS							3.00		0.00	0.00	3.00	0.00	0.00	0.00	0.00	0.00	
03-06-2003		010	10:19	020	12:37		2.30	A39	0.00								
			030	13:02	040	13:31	0.48	A39	0.00		2.30						
											0.48						
DAILY TOTALS							2.75		0.00	0.00	2.75	0.00	0.00	0.00	0.00	0.00	
03-07-2003		010	10:16	020	12:42		2.43	A39	0.00								
			030	13:04	040	13:42	0.63	A39	0.00		2.43						
											0.63						
DAILY TOTALS							3.00		0.00	0.00	3.00	0.00	0.00	0.00	0.00	0.00	
A39-REG RATE PAY							14.75				14.75	0.00	0.00	0.00	0.00	0.00	0.00
WEEK-1 TOTALS							14.75		40.00	0.00	14.75	0.00	0.00	0.00	0.00	0.00	
A39-REG RATE PAY							14.75				14.75	0.00	0.00	0.00	0.00	0.00	0.00
** TOTAL DIST-ID# 100387							14.75		40.00	0.00	14.75	0.00	0.00	0.00	0.00	0.00	
302762	GARCIA, DENISE	03-03-2003	010	10:14	020	12:17	2.05			40.00							
			030	12:40	040	13:47	1.12				2.05						
											1.12						
DAILY TOTALS							3.25		40.00	0.00	3.25	0.00	0.00	0.00	0.00	0.00	
03-04-2003		010	10:11	020	12:13		2.03										
			030	12:40	040	13:40	1.00				2.03						
											1.00						
DAILY TOTALS							3.00		0.00	0.00	3.00	0.00	0.00	0.00	0.00	0.00	
03-05-2003		010	10:20	020	12:31		2.18										
			030	12:41	040	13:53	1.20				2.18						
											1.20						
DAILY TOTALS							3.50		0.00	0.00	3.50	0.00	0.00	0.00	0.00	0.00	
03-06-2003		010	10:10	020	12:14		2.07										
			030	12:39	040	13:44	1.08				2.07						
											1.08						
DAILY TOTALS							3.25		0.00	0.00	3.25	0.00	0.00	0.00	0.00	0.00	
03-07-2003		010	10:14	020	12:14		2.00										
			030	12:33	040	13:40	1.12				2.00						
											1.12						
DAILY TOTALS							3.00		0.00	0.00	3.00	0.00	0.00	0.00	0.00	0.00	
WEEK-1 TOTALS							15.85		40.00	0.00	16.00	0.00	0.00	0.00	0.00	0.00	
** TOTAL DIST-ID# 302762							15.85		40.00	0.00	16.00	0.00	0.00	0.00	0.00	0.00	
100536	GONZALEZ, YVONNE	03-03-2003	010	10:18	020	12:37	2.32			40.00							
											2.32						

Figure 6 - TimeCard Audit Report with Budget, Sample Report

EMPLOYEE NO: 559437
EMPLOYEE NAME: LOGAN, OCTAVIA
PAYROLL PERIOD: 03-01-2003 TO 03-28-2003

SCHOOL: 0041
SSN#: 258-15-5817
DEPT: 0016
DIST NO: 654321

DATE	CAMPUS	SEQ	CLOCK-IN TIME	CLOCK-OUT SEQ	CLOCK-OUT TIME	TIME	ALLOW	LUNCH	SCHED.	WORKED- EXCESS	O/TIME	EXCP HOURS	EXCESS BALANCE	BUDGET CODE	OVERTIME	BUDGET	
03-03-2003	0041	010	05:56	020	12:50	7.00	40.00		7.00					A39-REG RATE PAY			
	0041	030	13:19	040	14:19	1.00			1.00					A39-REG RATE PAY			
DAILY TOTALS						8.00	40.00	0.00	8.00	0.00	0.00	0.00	0.00				
03-04-2003	0041	010	05:57	020	12:47	6.75			6.75					A39-REG RATE PAY			
	0041	030	13:16	040	14:20	1.25			1.25					A39-REG RATE PAY			
DAILY TOTALS						8.00	0.00	0.00	8.00	0.00	0.00	0.00	0.00				
03-05-2003	0041	010	05:56	020	12:47	6.75			6.75					A39-REG RATE PAY			
	0041	030	13:16	040	14:15	1.00			1.00					A39-REG RATE PAY			
DAILY TOTALS						7.75	0.00	0.00	7.75	0.00	0.00	0.00	0.00				
03-06-2003	0041	S I C K								SICK CHILD			8.00		A30-REG RATE PAY		
DAILY TOTALS						0.00	0.00	0.00	0.00	0.00	0.00	8.00	0.00				
03-07-2003	0041	010	05:57	020	12:49	6.75			6.75					A39-REG RATE PAY			
	0041	030	13:16	040	14:25	1.25			1.25					A39-REG RATE PAY			
DAILY TOTALS						8.00	0.00	0.00	8.00	0.00	0.00	0.00	0.00				
A30-REG RATE PAY						0.00			0.00	0.00	0.00	8.00	0.00	SCHD OVER	0.00	SCHD UNDER 0.00	
A39-REG RATE PAY						31.75			31.75	0.00	0.00	0.00	0.00	SCHD OVER	0.00	SCHD UNDER 0.00	
WEEK-1 TOTALS						31.75	40.00	0.00	31.75	0.00	0.00	8.00	0.00				
03-10-2003	0041	010	05:57	020	12:57	7.00			7.00					A39-REG RATE PAY			
	0041	030	13:23	040	14:21	1.00			1.00					A39-REG RATE PAY			
DAILY TOTALS						8.00	0.00	0.00	8.00	0.00	0.00	0.00	0.00				
03-11-2003	0041	010	05:56	020	12:46	6.75			6.75					A39-REG RATE PAY			
	0041	030	13:08	040	15:03	2.00			2.00					A39-REG RATE PAY			
DAILY TOTALS						8.75	0.00	0.00	8.75	0.00	0.00	0.00	0.00				
03-12-2003	0041	010	05:56	020	12:48	6.75			6.75					A39-REG RATE PAY			
	0041	030	13:18	040	14:33	1.25			1.25					A39-REG RATE PAY			
DAILY TOTALS						8.00	0.00	0.00	8.00	0.00	0.00	0.00	0.00				
03-13-2003	0041	010	05:57	020	12:46	6.75			6.75					A39-REG RATE PAY			
	0041	030	13:10	040	14:17	1.25			1.25					A39-REG RATE PAY			
DAILY TOTALS						8.00	0.00	0.00	8.00	0.00	0.00	0.00	0.00				
03-14-2003	0041	010	05:56	020	12:44	6.75			6.75					A39-REG RATE PAY			
	0041	030	13:12	040	14:16	1.00			0.50		0.50			A39-REG RATE PAY	A39-REG RATE PAY		
DAILY TOTALS						7.75	0.00	0.00	7.25	0.00	0.50	0.00	0.00				
A39-REG RATE PAY A39-REG RATE PA						40.50			40.00	0.00	0.50	0.00	0.00	SCHD OVER	0.00	SCHD UNDER 0.00	
WEEK-2 TOTALS						40.50	0.00	0.00	40.00	0.00	0.50	0.00	0.00				
03-17-2003	0001	010	05:55	020	12:00	6.00			6.00					A39-REG RATE PAY			
	0001	030	12:30	040	16:25	4.00			4.00					A39-REG RATE PAY			
DAILY TOTALS						10.00	0.00	0.00	10.00	0.00	0.00	0.00	0.00				

Figure 7 - TimeCard Print, Sample TimeCard Page 1

D E M O TimeCard II										PAGE 2							
T I M E C A R D										TMS416II-24							
EMPLOYEE NO: 559437										SCHOOL: 0041							
EMPLOYEE NAME: LOGAN, OCTAVIA										SSN#: 258-15-5817							
PAYROLL PERIOD: 03-01-2003 TO 03-28-2003										DEPT: 0016							
										DIST NO: 654321							
										MAY 19, 2003 05:07-PM							
DATE	CAMPUS	SEQ	CLOCK-IN TIME	CLOCK-OUT SEQ	CLOCK-OUT TIME	TIME	ALLOW	LUNCH	SCHED.	EXCESS	WORKED-O/TIME	EXCP HOURS	EXCESS BALANCE	BUDGET CODE	OVERTIME	BUDGET	
03-18-2003	0001	010	05:54	020	12:00	6.00			6.00					A39-REG RATE PAY			
	0001	030	12:30	040	16:24	4.00			4.00					A39-REG RATE PAY			
DAILY TOTALS						10.00	0.00	0.00	10.00	0.00	0.00	0.00	0.00				
03-19-2003	0001	010	05:56	020	12:00	6.00			6.00					A39-REG RATE PAY			
	0001	030	12:30	040	16:34	4.25			4.25					A39-REG RATE PAY			
DAILY TOTALS						10.25	0.00	0.00	10.25	0.00	0.00	0.00	0.00				
03-20-2003	0001	010	05:54	020	12:00	6.00			6.00					A39-REG RATE PAY			
	0001	030	12:30	040	16:25	4.00			3.75	0.25				A39-REG RATE PAY	A39-REG RATE PAY		
DAILY TOTALS						10.00	0.00	0.00	9.75	0.00	0.25	0.00	0.00				
03-21-2003	0041	J U R Y											8.00	A30-REG RATE PAY			
DAILY TOTALS						0.00	0.00	0.00	0.00	0.00	0.00	8.00	0.00				
A30-REG RATE PAY						0.00			0.00	0.00	0.00	8.00	0.00	SCHD OVER	0.00	SCHD UNDER 0.00	
A39-REG RATE PAY A39-REG RATE PA						40.25			40.00	0.00	0.25	0.00	0.00	SCHD OVER	0.00	SCHD UNDER 0.00	
WEEK-3 TOTALS						40.25	0.00	0.00	40.00	0.00	0.25	8.00	0.00				
03-24-2003	0041	010	05:57	020	11:40	5.75			5.75					A39-REG RATE PAY			
	0041	030	12:12	040	13:31	1.25			1.25					A39-REG RATE PAY			
DAILY TOTALS						7.00	0.00	0.00	7.00	0.00	0.00	0.00	0.00				
03-25-2003	0041	010	05:57	020	12:46	6.75			6.75					A39-REG RATE PAY			
	0041	030	13:14	040	14:13	1.00			1.00					A39-REG RATE PAY			
DAILY TOTALS						7.75	0.00	0.00	7.75	0.00	0.00	0.00	0.00				
03-26-2003	0041	010	05:56	020	12:48	6.75			6.75					A39-REG RATE PAY			
	0004	030	13:14	040	14:21	1.25			1.25					A39-REG RATE PAY			
DAILY TOTALS						8.00	0.00	0.00	8.00	0.00	0.00	0.00	0.00				
03-27-2003	0041	010	05:56	020	12:50	7.00			7.00					A39-REG RATE PAY			
	0041	030	13:18	040	14:16	0.75			0.75					A39-REG RATE PAY			
DAILY TOTALS						7.75	0.00	0.00	7.75	0.00	0.00	0.00	0.00				
03-28-2003	0041	V A C A T I O N											8.00	A31-REG RATE PAY			
DAILY TOTALS						0.00	0.00	0.00	0.00	0.00	0.00	8.00	0.00				
A31-REG RATE PAY						0.00			0.00	0.00	0.00	8.00	0.00	SCHD OVER	0.00	SCHD UNDER 0.00	
A39-REG RATE PAY						30.50			30.50	0.00	0.00	0.00	0.00	SCHD OVER	0.00	SCHD UNDER 0.00	
WEEK-4 TOTALS						30.50	0.00	0.00	30.50	0.00	0.00	8.00	0.00				
A30-REG RATE PAY						0.00			0.00	0.00	0.00	16.00	0.00	SCHD OVER	0.00	SCHD UNDER 0.00	
A31-REG RATE PAY						0.00			0.00	0.00	0.00	8.00	0.00	SCHD OVER	0.00	SCHD UNDER 0.00	
A39-REG RATE PAY A39-REG RATE PA						143.00			142.25	0.00	0.75	0.00	0.00	SCHD OVER	0.00	SCHD UNDER 0.00	
PERIOD TOTALS						143.00	40.00	0.00	142.25	0.00	0.75	24.00	0.00				
EMPLOYEE'S SIGNATURE										SUPERVISOR'S SIGNATURE							

Figure 8 - TimeCard Print, Sample TimeCard Page 2

D E M O TimeCard II										PAGE 1	
EXCEPTION TIME REPORT										TMS415--22	
RUN DATE 05-19-2003										MAY 19, 2003 05:12-PM	
PERIOD: 03-01-2003 TO 03-28-2003											
EMPL. NO.	NAME	DEPT	CAMPUS	DATE	TYPE	TIME	REASON	BUDGET CODE			
100387	GALLEGOS, DIANE	0016	0115	03-14-2003	VAC	3.00	SCHEDULED				
			0115	03-17-2003	VAC	3.00	SCHEDULED				
			0115	03-18-2003	VAC	3.00	SCHEDULED				
			0115	03-19-2003	VAC	3.00	SCHEDULED				
			0115	03-20-2003	VAC	3.00	SCHEDULED				
			0115	03-21-2003	VAC	3.00	SCHEDULED				
559437	LOGAN, OCTAVIA	0016	0041	03-06-2003	SCK	8.00	SICK CHILD	A30-REG RATE PAY			
			0041	03-21-2003	JUR	8.00	COURT RECEIPT	A30-REG RATE PAY			
			0041	03-28-2003	VAC	8.00	SCHEDULED	A31-REG RATE PAY			

Figure 9 -Exception Time Report by Department, Sample Report

F/S-ID#	EMPLOYEE NAME	TIME	O T	RATE	EXPENSE
100387	GALLEGOS, DIANE	14.75	0.00	6.50	95.87
302762	GARCIA, DENISE	16.00	0.00	6.50	104.00
100536	GONZALEZ, YVONNE	14.75	0.00	6.75	99.56
207351	HARRIS, CINDY	40.00	0.00	10.16	406.40
559437	LOGAN, OCTAVIA	39.75	0.00	6.50	258.37
101376	LOYA, MONICA M	15.25	0.00	6.50	99.12
101537	MIRANDA, SULEMA	18.75	0.00	6.75	126.56
101532	MONTGOMERY, GERALD	8.75	0.00	6.60	57.75
101384	MONTOYA, YOLANDA Z	20.50	0.00	7.50	153.75
228419	MOTE, LOLLY	40.00	0.00	9.61	384.40
101388	ORTIZ, JESSICA	11.50	0.00	6.75	77.62
101495	PINEDA, VICTOR	12.00	0.00	6.50	78.00
628113	RAMIREZ, ARNOLDO J	40.00	0.00	6.50	260.00
294184	SONNY, VALERIE A	40.00	0.00	11.29	451.60
<< TOTALS >>		332.00	0.00		2653.00

Figure 10- TimeCard Weekly Expense Report without Subtotals, Sample Report

EMPLOYEE NO: 644199
EMPLOYEE NAME: REYNA, MARIA J
PAYROLL PERIOD: 09-01-2003 TO 09-28-2003

CAMPUS: 0905
SSN#: 463-29-4132
DEPT: 1905
F/S NO: 644199

DATE	CLOCK-IN	CLOCK-OUT	HOURS WKD	OTH HRS	SCHL	BUDGET CODE	EXCP REASON
09-01-2003	---- HOLIDAY			8.00	0905	TRD-ROUTE DRIVE	LABOR DAY HOLIDAY
09-02-2003	04:57	08:03	3.00		0905	TRD-ROUTE DRIVE	
	14:45	18:03	3.50		0905	TRD-ROUTE DRIVE	
	18:03	20:16	2.00		0905	MCU-MT CUSTODIAL	
09-03-2003	05:00	08:10	3.25		0905	TRD-ROUTE DRIVE	
	14:35	18:05	3.50		0905	TRD-ROUTE DRIVE	
	18:06	19:54	1.75		0905	MCU-MT CUSTODIAL	
09-04-2003	04:54	08:05	3.25		0905	TRD-ROUTE DRIVE	
	14:41	18:03	3.25		0905	TRD-ROUTE DRIVE	
	18:03	20:08	2.25		0905	MCU-MT CUSTODIAL	
09-05-2003	04:55	08:13	3.25		0905	TRD-ROUTE DRIVE	
	14:34	18:09	3.75		0905	TRD-ROUTE DRIVE	
09-06-2003	08:05	10:11	2.00		0905	TRD-ROUTE DRIVE	
			2.00				
-----			34.75 **	8.00 **	TOTAL HOURS: 42.75 **		
BDG DESCRIPTION	WEEK-1 TOTALS	REG HRS	REG PAY	OT HRS	OT PAY	TOT PAY	
TRD-ROUTE DRIVE	RATE WRK HRS WRK EXT NON HRS	12.00 28.75 345.00 8.00	36.75 441.00 0.00	0.00	0.00	441.00	
MCU-MT CUSTODIAL	8.25 6.00 49.50 0.00	6.00 49.50 0.00	0.00	0.00	49.50		
***	34.75 394.50 8.00	42.75 490.50 0.00	0.00	0.00	490.50		
09-08-2003	04:58	08:20	3.25		0905	TRD-ROUTE DRIVE	
	14:31	18:01	3.50		0905	TRD-ROUTE DRIVE	
	18:00	20:00	2.00		0905	TOP-MECH/OFFICE	
	20:00	20:30	0.50		0905	MCU-MT CUSTODIAL	
09-09-2003	04:52	08:05	3.25		0905	TRD-ROUTE DRIVE	
	14:39	18:05	3.50		0905	TRD-ROUTE DRIVE	
	18:06	20:29	2.25		0905	MCU-MT CUSTODIAL	
09-10-2003	04:58	08:05	3.00		0905	TRD-ROUTE DRIVE	
	14:39	18:38	4.00		0905	TRD-ROUTE DRIVE	
	18:39	19:58	1.50		0905	MCU-MT CUSTODIAL	
09-11-2003	04:56	08:05	3.25		0905	TRD-ROUTE DRIVE	
	14:43	18:04	3.25		0905	TRD-ROUTE DRIVE	
	18:04	20:20	2.25		0905	MCU-MT CUSTODIAL	
			8.75 *				

Figure 12 - Rated TimeCard Print, Sample Detailed TimeCard, Page 1

EMPLOYEE NO: 644199
EMPLOYEE NAME: REYNA, MARIA J
PAYROLL PERIOD: 09-01-2003 TO 09-28-2003

CAMPUS: 0905
SSN#: 463-29-4132
DEPT: 1905
F/S NO: 644199

DATE	CLOCK-IN	CLOCK-OUT	HOURS WKD	OTH HRS	SCHL	BUDGET CODE	EXCP REASON
09-12-2003	04:56	08:03	3.00		0905	TRD-ROUTE DRIVE	
	14:38	18:09	3.75		0905	TRD-ROUTE DRIVE	
09-13-2003	10:14	14:26	4.25		0905	MCU-MT CUSTODIAL	
			4.25 *				
-----			46.50 **	0.00 **	TOTAL HOURS: 46.50 **		
BDG DESCRIPTION	WEEK-2 TOTALS	REG HRS	REG PAY	OT HRS	OT PAY	TOT PAY	
TRD-ROUTE DRIVE	RATE WRK HRS WRK EXT NON HRS	12.00 33.75 405.00 0.00	33.75 405.00 0.00	0.00	0.00	405.00	
TOP-MECH/OFFICE	7.50 2.00 15.00 0.00	2.00 15.00 0.00	0.00	0.00	15.00		
MCU-MT CUSTODIAL	8.25 10.75 88.69 0.00	10.75 88.69 0.00	0.00	0.00	88.69		
***	46.50 508.69 0.00	46.50 508.69 0.00	0.00	0.00	508.69		
09-15-2003	04:59	08:11	3.25		0905	TRD-ROUTE DRIVE	
	14:37	18:07	3.50		0905	TRD-ROUTE DRIVE	
	18:08	19:01	0.75		0905	MCU-MT CUSTODIAL	
09-16-2003	04:51	08:04	3.25		0905	TRD-ROUTE DRIVE	
	14:29	17:57	3.50		0905	TRD-ROUTE DRIVE	
	17:58	19:33	1.50		0905	MCU-MT CUSTODIAL	
09-17-2003	04:57	08:04	3.00		0905	TRD-ROUTE DRIVE	
	14:39	18:10	3.75		0905	TRD-ROUTE DRIVE	
	18:10	20:30	2.25		0905	MCU-MT CUSTODIAL	
09-18-2003	04:57	08:04	3.00		0905	TRD-ROUTE DRIVE	
	14:32	18:03	3.75		0905	TRD-ROUTE DRIVE	
	18:03	19:50	1.75		0905	MCU-MT CUSTODIAL	
09-19-2003	04:54	08:06	3.25		0905	TRD-ROUTE DRIVE	
	14:35	17:58	3.25		0905	TRD-ROUTE DRIVE	
09-20-2003	09:20	10:45	1.50		0905	MCU-MT CUSTODIAL	
			1.50 *				
-----			41.25 **	0.00 **	TOTAL HOURS: 41.25 **		
BDG DESCRIPTION	WEEK-3 TOTALS	REG HRS	REG PAY	OT HRS	OT PAY	TOT PAY	
TRD-ROUTE DRIVE	RATE WRK HRS WRK EXT NON HRS	12.00 33.50 402.00 0.00	33.50 402.00 0.00	0.00	0.00	402.00	
MCU-MT CUSTODIAL	8.25 7.75 63.94 0.00	7.75 63.94 0.00	0.00	0.00	63.94		
***	41.25 465.94 0.00	41.25 465.94 0.00	0.00	0.00	465.94		

Figure 13 - Rated TimeCard Print, Sample Detailed TimeCard, Page 2

EMPL-NO	EMPLOYEE'S NAME DATE DESCR	ACTUAL	HOURS SCHED	EXCESS	O T	SICK	E X C E P T I O N VAC	H O L	L W O P	D I S T R I B U T I O N COMP	DISC	J U R Y	N O N - W	R E T R O	B E R E V	DOCK
117145	ALVAREZ, PATRICIA 03-04-2003 SICK PAY WEEK-1 TOTALS	.00 .00	.00 .00			.00				.00 .00	.00 .00	.00 .00	.00 .00	.00 .00	.00 .00	.00
	PERIOD TOTAL:	.00	.00	.00		.00	.00	.00	.00	.00	.00	.00	.00	.00	.00	.00
122593	ARELLANO, LINDA M 03-03-2003 SICK PAY WEEK-1 TOTALS	.00 .00	.00 .00			.00										
	PERIOD TOTAL:	.00	.00	.00		.00	.00	.00	.00	.00	.00	.00	.00	.00	.00	.00
100812	BALTIERREZ, VANESSA T 03-03-2003 03-04-2003 03-05-2003 03-06-2003 03-07-2003 WEEK-1 TOTALS	.75 .75 .75 .50 .50 3.25	0284 .00 .00 .00 .00 .00	.75 .00 .75 .50 .50 3.25	.75 .75 .75 .50 .50 3.25											
	03-10-2003 03-11-2003 03-12-2003 03-13-2003 03-14-2003 WEEK-2 TOTALS	.50 .50 .75 .50 2.00 4.25	.00 .00 .00 .00 .00 .00	.50 .50 .75 .50 2.00 4.25	.50 .50 .75 .50 2.00 4.25											
	03-25-2003 03-26-2003 03-27-2003 03-28-2003 WEEK-4 TOTALS	.75 .75 1.75 .75 4.00	.00 .00 .00 .00 .00	.75 .75 1.75 .75 4.00	.75 .75 1.75 .75 4.00											
	PERIOD TOTAL:	11.50	.00	11.50		.00	.00	.00	.00	.00	.00	.00	.00	.00	.00	.00
148697	BENAVIDEZ, RAQUEL 03-07-2003 SICK PAY WEEK-1 TOTALS	.00 .00	.00 .00			.00										
	03-14-2003 SICK PAY WEEK-2 TOTALS	.00 .00	.00 .00			.00										
	PERIOD TOTAL:	.00	.00	.00		.00	.00	.00	.00	.00	.00	.00	.00	.00	.00	.00
101065	CONTRERAS, IGNACIO 03-03-2003 SICK PAY WEEK-1 TOTALS	.00 .00	.00 .00			.00										
	PERIOD TOTAL:	.00	.00	.00		.00	.00	.00	.00	.00	.00	.00	.00	.00	.00	.00
100387	GALLEGOS, DIANE 03-03-2003 03-04-2003 03-05-2003 03-06-2003	.75 .75 .75 .50	40.00 40.00 40.00 40.00			.00										

Figure 16- Campus Worked Summary Report, Sample Report

0000332419	REG	00028.0000
0000332419	OT2	00007.0000
0000102648	REG	00000.0000
0000102648	OT	00028.0000
0000102648	OT2	00007.0000
0000107289	REG	00028.0000
0000107289	OT2	00007.0000
0000109292	REG	00034.7500
0000109292	OT2	00008.2500
0000113726	REG	00000.0000
0000113726	OT	00036.2500
0000113726	OT2	00005.5000
0000118244	REG	00007.5000
0000126084	REG	00028.0000
0000126084	OT2	00007.0000
0000128514	REG	00000.0000

Figure 17- TimeCard Extract Report, Type 2 Sample Report

0000109292	CB5	00004.0167	REG
0000341884	HA7	00005.3000	REG
0000370554	HA7	00005.3333	REG
0000431011	HA7	00005.3333	REG
0000511329	HA7	00005.2833	REG
0000742143	HA7	00004.6500	REG

Figure 18 - TimeCard Extract Report, Type 3 Sample Report

NO SAMPLE AVAILABLE AT THIS TIME

Figure 19 - TimeCard Extract Report, Type 4 Sample Report