



## OnCare Office Ver 3.1

Release Notes: September 16 & 23 , 2016

#	Type	Module	Description	Pg
1	Enhancement	Family Accounting	Child Emergency Contact / Authorized Pickup	2
2	Enhancement	Family Accounting	Monthly Roll Call Sheet – Space for Teacher’s Signature	3
3	Enhancement	Family Accounting	Group by Classroom - 2 Reports	3
4	Enhancement	Family Accounting	Enrollment/Withdrawal Report with Status Filter	5
5	Enhancement	Family Accounting	Report - Immunization Exemption	5
6	Enhancement	Family Accounting	FTE Calculation is implemented for Detailed Schedule	6
7	Enhancement	Family Accounting	Agency Payment Posting displays with Invoice Number (Only applicable for clients opted for Third Party Agency)	7
8	Enhancement	Staff Time Sheet	Staff Payroll Hours Calculation	8

## 1. Enhancement: Child Emergency Contact / Authorized Pickup


Access path: Family Accounting → Main Menu → Child Records

The child information page Enhancement allow users to capture additional fields of information for the child emergency contact and authorized pickup: Home Phone, Cell Phone and Address.

Emergency Contact/Authorized Pickup						
	Name	Relationship	Home Phone	Cell Phone	Email	Address
Contact #1	Alex Barrow	Grandpa	1234567890	(111) 111 1111	alex@oncare3.com	345, Mount View, Santa Clara
Contact #2	Louella Barrow	Grandma	437984324, 324908	(222) 222 2222		345, Mount View, Santa Clara
Contact #3	Andrew Charles	Uncle	32423432442	(333) 333 3333	andrew@oncare3.com	
Authorized Pickup 1	Francis	Cousin	234234423	(444) 444 4444		
Authorized Pickup 2	Benedict	Neighbor	342-4324-4324	(555) 555 5555		
Notes						

These new fields will be displayed on the Family Information Sheet report.

Child Information	
Name :	Ethan Navis
Gender :	Boy
Date of Birth :	01/01/2016
Child Allergy :	No
Allergy Description :	
Primary Classroom :	Blue Room
Secondary Classroom :	
Program :	Music
Schedule :	
Enrollment Date :	8/1/2016
Bus Runs :	



Emergency Contact/Authorized Pickup						
Name	Relationship	Home Phone	Cell Phone	Email	Address	Contact Type
Alex Barrow	Grandpa	1234567890	(111) 111-1111	alex@oncare3.com	345, Mount View, Santa Clara	Emergency Contact
Louella Barrow	Grandma	437984324, 324908273	(222) 222-2222		345, Mount View, Santa Clara	Emergency Contact
Andrew Charles	Uncle	32423432442	(333) 333-3333	andrew@oncare3.com		Emergency Contact
Francis	Cousin	234234423	(444) 444-4444			Authorized Pickup
Benedict	Neighbor	342-4324-4324	(555) 555-5555			Authorized Pickup

## 2. **Enhancement:** Monthly Roll Call Sheet – Space for Teacher’s Signature

Access path: Family Accounting → Reports → Roll Call Sheet

The Teacher’s Signature is introduced below every Classroom’s Monthly Roll Call Sheet.

<b>Company Name</b> : Oncare																										
<b>Center Name</b> : San Jose																										
<b>Rollcall Sheets</b>																										
<b>Classroom Name</b> : Class A	<b>Period</b> : September 2016 <b>Date</b> : _____																									
<b>Child Name</b>	<b>Schedule</b>	<b>M</b>	<b>T</b>	<b>W</b>	<b>Th</b>	<b>F</b>	<b>M</b>	<b>T</b>	<b>W</b>	<b>Th</b>	<b>F</b>	<b>M</b>	<b>T</b>	<b>W</b>	<b>Th</b>	<b>F</b>	<b>M</b>	<b>T</b>	<b>W</b>	<b>Th</b>	<b>F</b>	<b>M</b>	<b>T</b>	<b>W</b>	<b>Th</b>	<b>F</b>
Benedict, Charles	Part time																									
Cibi, Leander																										
Francis, Jim	FullTime																									
James, Antony	Irregular Schedule																									
Maria, Raechel	FullTime																									
Merci, Eva																										
<b>Teacher's Signature:</b> _____		<b>Teacher's Signature:</b> _____																								

### 3. **Enhancement:** Group By Classroom in 2 Reports

#### **Classroom / School Directory Report**

Access path: Family Accounting → Reports → Classroom/School Directory Report

#### **Child Care Facility Roster**

Access path: Family Accounting → Reports → Child Care Facility Roster

A new option “Group by Classroom” is introduced under “Select a Classroom” for Child Care Facility Roster and Classroom/School Directory Report. By default, the box is checked so the report is organized by classroom. To display the list of all children in ascending order (without grouping by classroom), user can UNCHECK the “Group by Classroom in Report” checkbox.

**Classroom / School Directory Report**

[Back](#)

**Family Status**

**Child Status**

**Select a Classroom**

☒ Group by Classroom

**Report Type** ☒ Pdf ☐ Html

**Submit**

**Child Care Facility Roster Report**

[Back](#)

**Family Status**

**Child Status**

**Select a Classroom**

☒ Group by Classroom

**Report Type** ☒ Pdf ☐ Html

**Submit**

## Group by Classroom in Report – Checked

Sorting is done by classroom first and then by Child's Last Name.

Classroom / School Directory Report						
Classroom Name : Class A						
Child Name	Birthdate	Parent #1 Contact Phone	Parent #1 Contact Email	Parent #2 Contact Phone	Parent #2 Contact Email	Child's Schedule
Benedict, Charles	01/01/2015	Andrew Joseph Home: (044) 444-4444 Work: (044) 444-4444 Cell: (044) 444-4444	andrew@beyonduniverse.in	Anna Joseph Work: (044) 444-4444 Cell: (044) 444-4444	parent2@busoftwareolutions.com	Part time
Cibi, Leander	11/02/2015	Jude Thatheus Home: (234) 242-3424 Cell: (234) 242-3423	jude.t@beyonduniverse.in			
Francis, Jim	01/01/2012	Bobby Emiley Home: (044) 444-4444 Work: (044) 444-4444 Cell: (044) 444-4444	bobby@beyonduniverse.in	Frank D'Souza Work: (044) 444-4444 Cell: (044) 444-4444	frank.d@beyonduniverse.in	FullTime

## Group by Classroom in Report – Unchecked



Sorting is done in alphabetical order by Child's Last name.

Classroom / School Directory Report							
Child Name	Classroom Name	Birthdate	Parent #1 Contact Phone	Parent #1 Contact Email	Parent #2 Contact Phone	Parent #2 Contact Email	Child's Schedule
Barrow, Erica	Class B	02/02/2011	Simon James Home: (044) 444-4444 Work: (044) 444-4444 Cell: (044) 444-4444	james@beyonduniverse.in	Avila James Work: (044) 444-4444	parent2@busoftwareolutions.com	Irregular Schedule
Benedict, Charles	Class A	01/01/2015	Andrew Joseph Home: (044) 444-4444 Work: (044) 444-4444 Cell: (044) 444-4444	andrew@beyonduniverse.in	Anna Joseph Work: (044) 444-4444 Cell: (044) 444-4444	parent2@busoftwareolutions.com	Part time
Cibi, Leander	Class A	11/02/2015	Jude Thatheus Home: (234) 242-3424 Cell: (234) 242-3423	jude.t@beyonduniverse.in			
Francis, Jim	Class A	01/01/2012	Bobby Emiley Home: (044) 444-4444 Work: (044) 444-4444 Cell: (044) 444-4444	bobby@beyonduniverse.in	Frank D'Souza Work: (044) 444-4444 Cell: (044) 444-4444	frank.d@beyonduniverse.in	FullTime
James, Antony	Class A	01/01/2012	Simon James Home: (044) 444-4444 Work: (044) 444-4444 Cell: (044) 444-4444	james@beyonduniverse.in	Avila James Work: (044) 444-4444	parent2@busoftwareolutions.com	

#### 4. **Enhancement:** Enrollment/Withdrawal Report with Status Filter

Access path: Family Accounting → Reports → Enrollment/Withdrawal Report

The previous version of the Enrollment/Withdrawal Report included all the families irrespective of the status (active/inactive/waitlist/incoming) in FTE calculation for the selected period.

**Enrollment/Withdrawal Report**  
[Back](#)  
**Select Dates** Current Year ▼  
**From** 01/01/2016  **To** 12/31/2016   
**FTE/Count Calculations based on**  
☒ Program  
☐ Primary Classroom  
☐ Secondary Classroom  
**Family Status** All ▼  
**Child Status** All ▼  
**Report Type** ☒ Pdf ☐ Csv ☐ Html  
**Submit**

Two report filters are added: family and child status. The default family status and child status will be "All".

**Note:** The inactive family/child status will not have FTE#s calculation

Enrollment / Withdrawal Report		
Reporting Period : Current Year		Date From : 01/01/2016 To : 12/31/2016
FTE/Count Calculations based on: Program		
Enrollment / Withdrawal #s	Enrollments This Period	13
	Withdrawals This Period	7
	Total Current Enrolled	14
Count #s	Art	1
	Dance	4
	Gym	2
	Music	7
	Program Unknown	0
FTE#s Count	Art_FTE	0.7
	Dance_FTE	0.56
	Gym_FTE	1
	Music_FTE	1

## 5. Enhancement: Report - Immunization Exemption

If the child marked as exempted from immunization, the “exempt” status is displayed on the reports.

### A. Immunization History Report (Detailed Immunization)

The report indicates the child is “Exempt” from all vaccinations.

Classroom Name : Class A											
Child Name	DTP	POLIO	MMR	HIBMENI	VARCEL	TB	Pneumococcal (State specific) vaccine (HAV)	Hepatitis A vaccine	Hepatitis B vaccine	Rotavirus	Influenza
Antony James 01/01/2012 4 Years - 8 Months											
Charles Benedict 01/01/2015 1 Years - 8 Months											
Jacob Kevin 08/10/2011 5 Years - 1 Months	05/02/2011 07/05/2011	09/10/2011 10/10/2011	12/18/2011	01/12/2012							
Jim Francis 01/01/2012 4 Years - 8 Months	Exempt	Exempt	Exempt	Exempt	Exempt	Exempt	Exempt	Exempt	Exempt	Exempt	Exempt
Leander Cibi 11/02/2015 0 Years - 10 Months	Exempt	Exempt	Exempt	Exempt	Exempt	Exempt	Exempt	Exempt	Exempt	Exempt	Exempt

### B. Immunization Missing Report (Detailed Immunization)

The report indicates the child is “Exempt” for Immunization Due.

Immunization Missing Report			
Classroom Name : Class A			
Child's Name	Child's DOB	Child's Age	Immunization Due
Jim Francis	01/01/2012	4 Years - 8 Months	Exempt
Leander Cibi	11/02/2015	0 Years - 10 Months	Exempt
Raechel Maria	02/25/2001	15 Years - 6 Months	DTP 1st DTP 2nd DTP 3rd

### C. Physical Health Exam Expiration Report

There's no change in this report for detailed Immunization and Immunization Expiration Date.

Physical Health Exam Expiration Report				
Classroom Name : Class A				
Child First Name	Child Last Name	Parent First Name	Parent Last Name	Expiration Date
Antony	James	Simon	James	05/04/2016 Expired
Charles	Benedict	Andrew	Joseph	07/08/2016 Expired
Jacob	Kevin	Peter	Parker	
Jim	Francis	Bobby	Emiley	
Leander	Cibi	Jude	Thatheus	
Raechel	Maria	Simon	James	

#### D. Immunization Expiration Report (Immunization Expiration Date Only)

It indicates if the children are exempted.

Immunization Expiration Report					
Classroom Name: Class A					
Child First Name	Child Last Name	Parent First Name	Parent Last Name	Expiration Date	Reason
Antony	James	Simon	James		
Charles	Benedict	Andrew	Joseph		
Jacob	Kevin	Peter	Parker		
Jim	Francis	Bobby	Emiley	-- n/a --	Religious Exemption
Leander	Cibi	Jude	Thatheus	-- n/a --	Final
Raechel	Maria	Simon	James		

#### 6. Enhancement: FTE Calculation is implemented for Detailed Schedule

The FTE calculation is now implemented for center's using Detailed Schedule.

**Child Schedule**

Select TypeRegular ScheduleAdd New

Effective Date09/01/2016 to

Schedule NameFull time 5 daysStart Date09/01/2016End DateEdit

Day	Time In	TimeOut	Total Hrs	Classroom
Mon	08:00 am	12:00 pm	4.00	Blue Room
	12:00 pm	01:00 pm	1.00	Chickadees
	01:00 pm	04:00 pm	3.00	Blue Room
Tue	08:00 am	12:00 pm	4.00	Blue Room
	12:00 pm	01:00 pm	1.00	Chickadees
	01:00 pm	04:00 pm	3.00	Blue Room
Wed	08:00 am	12:00 pm	4.00	Blue Room
	12:00 pm	01:00 pm	1.00	Chickadees
	01:00 pm	04:00 pm	3.00	Blue Room
Thu	08:00 am	12:00 pm	4.00	Blue Room
	12:00 pm	01:00 pm	1.00	Chickadees
	01:00 pm	04:00 pm	3.00	Blue Room
Fri	08:00 am	12:00 pm	4.00	Blue Room
	12:00 pm	01:00 pm	1.00	Chickadees
	01:00 pm	04:00 pm	3.00	Blue Room
Grand Total			40.00	

Vacation Days0

Monthly Contracted Hours

FTE Value : 1



## 7. Enhancement: Agency Payment Posting displays with Invoice Number

Access path: Family Accounting → Functions → Agency Payment / Transfer / Adjustment Posting

**Please Note:** Invoice Number will be shown for those who opted for Agency Invoice function.

The invoice number is introduced in the Agency Payment Posting Page. This helps users to apply payment against invoices.

Agency Name: Child Care Resources of MA Agency Abbreviation: CCRUM

Payment Posting Date: 09/11/2016 Check Number: 12345 Check Amount: \$ 300.00

		\$ 0.00	\$ 0.00	\$ 0.00
Totals:				
Total for Family		\$ 0.00	\$ 0.00	\$ 0.00

Posting Date: 09/01/2016 - 09/30/2016 ☐ Payment same as amount due

Posting Date	Family Acct Key	Child First Name(s)	Comment	Invoice Number	Charges	Applied	Due	Payment	Transfer	Adjustment	Comments
09/01/2016	DAVIS	Jason	Jason Davis	0000038	\$ 300.00	\$ 0.00	\$ 300.00				
09/01/2016	DAVIS	Sophie	Sophie Davis	0000044	\$ 250.00	\$ 0.00	\$ 250.00				
09/01/2016	DEAVERS	Raymond	Raymond Smith	0000045	\$ 100.00	\$ 0.00	\$ 100.00				
09/01/2016	OSBORNE	Ally	Ally Osborne		\$ 785.00						
09/01/2016	OSBORNE	Sally	Sally Osborne	0000039	\$ 1200.00						
09/08/2016	DAVIS	Sophie	Sophie Davis	0000044	\$ 250.00						
09/08/2016	DEAVERS	Raymond	Raymond Smith	0000045	\$ 100.00						
09/15/2016	DAVIS	Sophie	Sophie Davis	0000044	\$ 250.00	\$ 0.00	\$ 250.00				
09/15/2016	DEAVERS	Raymond	Raymond Smith	0000045	\$ 100.00	\$ 0.00	\$ 100.00				

An Invoice with multiple billing item

## 8. Enhancement: Staff Payroll Hours Calculation

### A. Automatic Round-up Hours Setup

Access path: Administrative Functions → Staff Record / Timesheet → Automatic Round-up Hours Setup

Automatic Round-up Hours now allows zero. It means that the staff time sheet need not be rounded off, but the actual time records are calculated.

### B. Payroll Hour Variance Treatment

Access path: Administrative Functions → Staff Record / Timesheet → Payroll Hour Variance Treatment

Currently, Over Time (OT) Hours calculation is based on "Daily Hours > 8 hrs". OnCare has introduced new method of OT calculation "Weekly Hours > 40 Hours. This new method will be updated only based on request to [support@oncarecloud.com](mailto:support@oncarecloud.com)

>> Variance Treatment Setup

Variance Treatment Default: Pay actual hrs ▼

Over Time (OT) Hours Setup:

☐ Daily Hours > 8 Hours

☒ Weekly Hours > 40 Hours

## C. Staff Time Card

Access path: Staff Record/Time Sheet → Staff Records → Time Card

If Over Time (OT) Hours Setup is set to **Daily Hours > 8 Hours**, the staff OT hours will be calculated based on daily sign-in/out hours.

No.	Date	Day	Time In	Time Out	Classroom	Hrs	Total Hrs / Day	Std Hrs	Variance		Payroll Hrs		Action
									Hrs	Treatment	Reg	OT	
1	09/02/2016	Fri	09:00 am	05:00 pm	Unassigned	8.00	8.00	8.00			8.00		<a href="#">Edit</a> <a href="#">Del</a>
2	09/05/2016	Mon	10:00 am	05:59 pm	Blue Room	7.98	7.98	0.50	7.48	<a href="#">Pay hrs as OT</a>	0.50	7.48	<a href="#">Edit</a> <a href="#">Del</a>
3	09/06/2016	Tue	10:00 am	06:00 pm	Blue Room	8.00	8.00	8.00			8.00		<a href="#">Edit</a> <a href="#">Del</a>
4	09/07/2016	Wed	06:00 am	11:00 pm	Unassigned	17.00	17.00	8.00	9.00	<a href="#">Pay actual hrs</a>	17.00		<a href="#">Edit</a> <a href="#">Del</a>
5	09/08/2016	Thu	06:00 am	11:00 pm	Unassigned	17.00	17.00	8.00	9.00	<a href="#">Pay actual hrs</a>	17.00		<a href="#">Edit</a> <a href="#">Del</a>
6	09/09/2016	Fri	10:11 am	12:10 pm	Unassigned	1.98							<a href="#">Edit</a> <a href="#">Del</a>
7			01:00 pm	02:00 pm	Unassigned	1.00							<a href="#">Edit</a> <a href="#">Del</a>
8			03:00 pm	04:00 pm	Unassigned	1.00	3.98	8.00	-4.02	<a href="#">Pay actual hrs</a>	3.98		<a href="#">Edit</a> <a href="#">Del</a>
9	09/12/2016	Mon	09:00 am	05:00 pm	Unassigned	8.00	8.00	0.50	7.50	<a href="#">Pay actual hrs</a>	8.00		<a href="#">Edit</a> <a href="#">Del</a>
10	09/13/2016	Tue	09:00 am	04:45 pm	Unassigned	7.75	7.75	8.00	-0.25	<a href="#">Pay actual hrs</a>	7.75		<a href="#">Edit</a> <a href="#">Del</a>
11	09/14/2016	Wed	09:00 am	05:05 pm	Unassigned	8.08	8.08	8.00	0.08	<a href="#">Pay actual hrs</a>	8.08		<a href="#">Edit</a> <a href="#">Del</a>
						<b>Total Hrs</b>	<b>85.79</b>	<b>57.00</b>	<b>28.79</b>		<b>78.31</b>	<b>7.48</b>	

If Over Time (OT) Hours Setup is set to **Weekly Hours > 40 Hours**, the staff OT hours will be calculated based on weekly total sign-in/out hours.

The Date Range is constrained to select a specific date only. **From Date** can always be starting from **Mondays** and likewise **To Date** can always **Friday/Saturday/Sunday** only.

Select By ☒ Date Range

From  To

Selected Period 08/29/2016 - 09/16/2016

Note: If the "Edit" and "Del" hyperlinks are locked, the staff time card from an administrator has locked the staff time card from an administrator.

Company Administrator has

No.	Date	Day	Time In	Time Out	Classroom	Hrs	Total Hrs / Day	Std Hrs	Reg	OT	Action
1	08/29/2016	Mon	08:00 am	04:00 pm	Blue Room	8.00	8.00	8.00	8.00		<a href="#">Edit</a> <a href="#">Del</a>
2	08/30/2016	Tue	07:00 am	03:55 pm	Blue Room	8.92	8.92	8.00	8.92		<a href="#">Edit</a> <a href="#">Del</a>
3	08/31/2016	Wed	06:45 am	03:15 pm	Falcons	8.50	8.50	8.00	8.50		<a href="#">Edit</a> <a href="#">Del</a>
4	09/01/2016	Thu	08:00 am	03:00 pm	Unassigned	7.00	7.00	8.00	7.00		<a href="#">Edit</a> <a href="#">Del</a>
5	09/02/2016	Fri	09:00 am	05:00 pm	Unassigned	8.00	8.00	8.00	7.58	0.42	<a href="#">Edit</a> <a href="#">Del</a>
						<b>(08/29/2016 - 09/04/2016) Weekly Total</b>			<b>40.00</b>	<b>0.42</b>	
6	09/05/2016	Mon	10:00 am	05:59 pm	Blue Room	7.98	7.98	0.50	7.98		<a href="#">Edit</a> <a href="#">Del</a>
7	09/06/2016	Tue	10:00 am	06:00 pm	Blue Room	8.00	8.00	8.00	8.00		<a href="#">Edit</a> <a href="#">Del</a>
8	09/07/2016	Wed	06:00 am	02:00 pm	Unassigned	8.00	8.00	8.00	8.00		<a href="#">Edit</a> <a href="#">Del</a>
9	09/08/2016	Thu	06:00 am	01:50 pm	Unassigned	7.83	7.83	8.00	7.83		<a href="#">Edit</a> <a href="#">Del</a>
10	09/09/2016	Fri	10:11 am	12:10 pm	Unassigned	1.98	1.98	8.00	1.98		<a href="#">Edit</a> <a href="#">Del</a>
						<b>(09/05/2016 - 09/11/2016) Weekly Total</b>			<b>33.79</b>		
11	09/12/2016	Mon	09:00 am	05:00 pm	Unassigned	8.00	8.00	0.50	8.00		<a href="#">Edit</a> <a href="#">Del</a>
12	09/13/2016	Tue	09:00 am	04:45 pm	Unassigned	7.75	7.75	8.00	7.75		<a href="#">Edit</a> <a href="#">Del</a>
13	09/14/2016	Wed	09:00 am	05:05 pm	Unassigned	8.08	8.08	8.00	8.08		<a href="#">Edit</a> <a href="#">Del</a>
14	09/15/2016	Thu	08:00 am	04:45 pm	Blue Room	8.75	8.75	8.00	8.75		<a href="#">Edit</a> <a href="#">Del</a>
15	09/16/2016	Fri	08:00 am	03:45 pm	Falcons	7.75	7.75	8.00	7.42	0.33	<a href="#">Edit</a> <a href="#">Del</a>
						<b>(09/12/2016 - 09/18/2016) Weekly Total</b>			<b>40.00</b>	<b>0.33</b>	
						<b>Total Hrs</b>	<b>114.54</b>	<b>105.00</b>	<b>113.79</b>	<b>0.75</b>	

## D. Reports

### Staff Time Sheet Report

Access path: Staff Record/Time Sheet → Reports → Staff Time Sheet

The staff time sheet report is enhanced if the setup is configured “Weekly Hours > 40 Hours” (as mentioned above in Payroll Hour Variance Treatment).

1. If the total weekly regular hours exceed more than 40, the value is split to Regular and OT under Payroll Hrs.
2. If there are more than one Sign in/out for a day, it is consolidated at the end of the day’s sign out.
3. This report is generated for two weeks – For a two week report the total hours of regular payroll hours will be 80 and the rest will be calculated as OT. The same principle is used for three/four or more periods. For every week the total hours can be in multiples of 40.

**For instance:** If the total Hours exceed 120 for a report generated for a three week period, the rest of the hours are accounted to OT hours.

Time Sheet									
Staff Name : Auxley, Diane		Period : Custom Date		Date From : 09/05/2016		To 09/16/2016			
Date	Day	Time In	Time Out	Hrs	Total / Day	Std Hrs	Payroll hrs		Notes
							Reg.	OT	
9/5/2016	Mon	6:00 am	4:55 pm	10.92	10.92	8.00	10.92		If the total weekly regular hours exceed 40 hours....
9/6/2016	Tue	6:00 am	2:00 pm	8.00	8.00	8.00	8.00		
9/7/2016	Wed	10:00 am	4:00 pm	6.00	6.00	8.00	6.00		
9/8/2016	Thu	6:00 am	5:00 pm	11.00	11.00	8.00	11.00		
9/9/2016	Fri	Waived Medical			8.00		4.08	3.92	
							40.00	3.92	
9/12/2016	Mon	6:00 am	10:00 am	4.00					If there are more than one Sign In/Out for a day....
9/12/2016	Mon	11:00 am	2:00 pm	3.00	7.00	8.00	7.00		
9/13/2016	Tue	6:00 am	5:00 pm	11.00	11.00	8.00	11.00		
9/14/2016	Wed	6:00 am	1:35 pm	7.58	7.58	8.00	7.58		
9/15/2016	Thu	6:00 am	1:35 pm	7.58	7.58	8.00	7.58		
9/16/2016	Fri	8:00 am	3:45 pm	7.75	7.75	8.00	6.84	0.91	Two Week Period Report Total Hours
							40.00	0.91	
Total Hrs				84.83		72.00	80.00	4.83	

## Staff Hours Summary Report

Access path: [Staff Record/Time Sheet](#) → [Reports](#) → [Staff Hours Summary](#)

The Staff Hours Summary Report shows the Time Clock hours for every week (Date From). If the staff had any PTO, it will be marked against the PTO type. The Total Hours for the week will be 'Time Clock Hrs + PTO Types = Total'.

Finally, the total hours will be split to Regular hours (40 hours) and the rest will be considered as OT hours.

This report provides weekly report as well as consolidated report for the selected period.

Staff Hours Summary Report

PTO Hours: Both

Date From: 09/05/2016

To 09/11/2016

Staff Name	Staff Id	Time Clock Hrs	PTO Types										Total	Regular Hrs	OT Hrs	
			Vacation	Sick Time	Training	Holiday	General PTO	Necessity	Bereavement	Waived Medical	Jury Duty	Personal Time				
Auxley, Diane	34124	35.92	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	8.00	0.00	0.00	43.92	40.00	3.92
	Total	35.92	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	8.00	0.00	0.00	43.92	40.00	3.92

PTO Hours: Both

Date From: 09/12/2016

To 09/18/2016

Staff Name	Staff Id	Time Clock Hrs	PTO Types										Total	Regular Hrs	OT Hrs	
			Vacation	Sick Time	Training	Holiday	General PTO	Necessity	Bereavement	Waived Medical	Jury Duty	Personal Time				
Auxley, Diane	34124	40.91	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	40.91	40.00	0.91
	Total	40.91	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	40.91	40.00	0.91

Consolidated For: 09/05/2016 to 09/16/2016

Staff Name	Staff Id	Time Clock Hrs	PTO Types										Total	Regular Hrs	OT Hrs	
			Vacation	Sick Time	Training	Holiday	General PTO	Necessity	Bereavement	Waived Medical	Jury Duty	Personal Time				
Auxley, Diane	34124	76.83	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	8.00	0.00	0.00	84.83	80.00	4.83
	Total	76.83	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	8.00	0.00	0.00	84.83	80.00	4.83