

2003-115 - Print Payroll Report

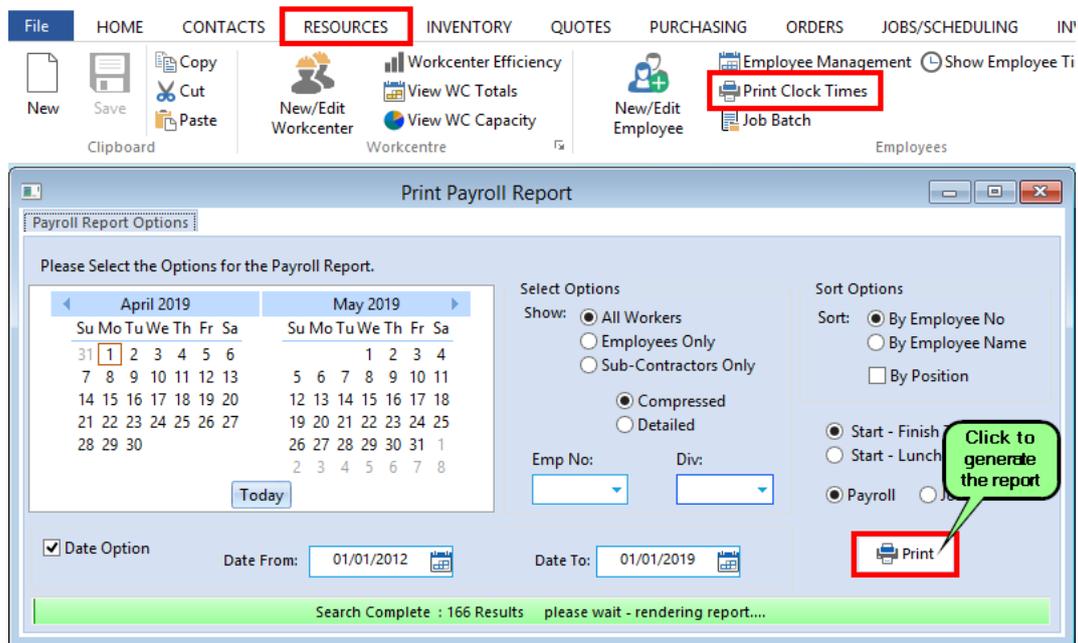
Overview

The Payroll Report window displays Employee Time records between a selected date period. The report includes:

- Employee number and name.
- Individual date entries for the selected period.
- Individual Employee 'Usual Shift' start and finish times
- Individual Employee 'Actual Shift' start and finish times.
- Individual Employee *Daily* and *Total Work* hours, also *Total Normal, Time and a Half*, and *Double Time* hours.
- Individual Employee *Annual, Sick, or Long Service Leave, etc.*, also *Training* hours and *Work Cover*.

To Create a Payroll Report

Open the **Resources** tab in the Opto ribbon and **click** on the 'Print Clock Times' icon. Enter the date range in the "Date From" and the "Date To" fields. Customise the report by using the 'Sort' and 'Show' options and 'Detailed' icon to display all hours including sick leave, annual leave, training, etc.



Click on the **Print** button to generate the report.

Once generated, the report will open in a print preview window (see below). **Click** on the **Print** icon to print the report.

