CODEKS TA - Time Attendance Reports

Description of different reports
in the Time Attendance editor

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Description of different reports in the Time Attendance editor

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1. Time attendance Reports

In the upper toolbar of the *Time attendance* editor, you will find several icons for creating different reports and data exports.
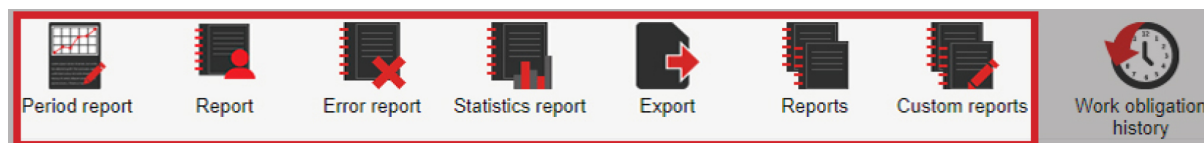
1. First, select the users you wish to make a report about from the *List of users*. To select an individual user just click on him in the *List of users* on the left. To select multiple users hold down the SHIFT or CTRL key and click the desired users.

2. Click on the icon of the desired report and set the additional settings.

3. You can save the newly generated report or view it with a suitable program.

The individual types of reports are described in more detail in the following chapters.

1.1. Period Report
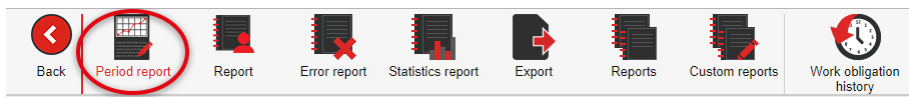
The *Period report* displays the recorded hours and the number of iterations of statistics for all users you have selected in the *list of users* .

Before generating the report you can specify the exact period for display and select the output file format (Portable document format (.pdf), Excel Worksheet (.xls), Excel Worksheet (.xlsx), Open document spreadsheet (.ods), Comma separated values (text document - .cvs)).

The **Period report** shows the duration and number of repetitions of statistics recorded in the selected period for all the users you selected in the *list of users*.

Next, several values from the Current period summary section are displayed: Total number of hours worked, Number of workdays, Saldo, Saldo for the period, 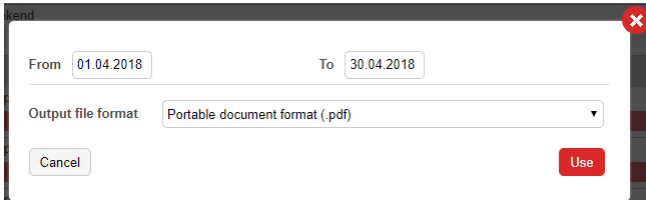Transfer of overtime hours, the value of overtime and stimulation, number of remaining days of annual and old leave days compared to the allocated values at the beginning of the year, Work obligation, number of repetitions of split working time, the Number of lunches and drives to which each user is entitled.
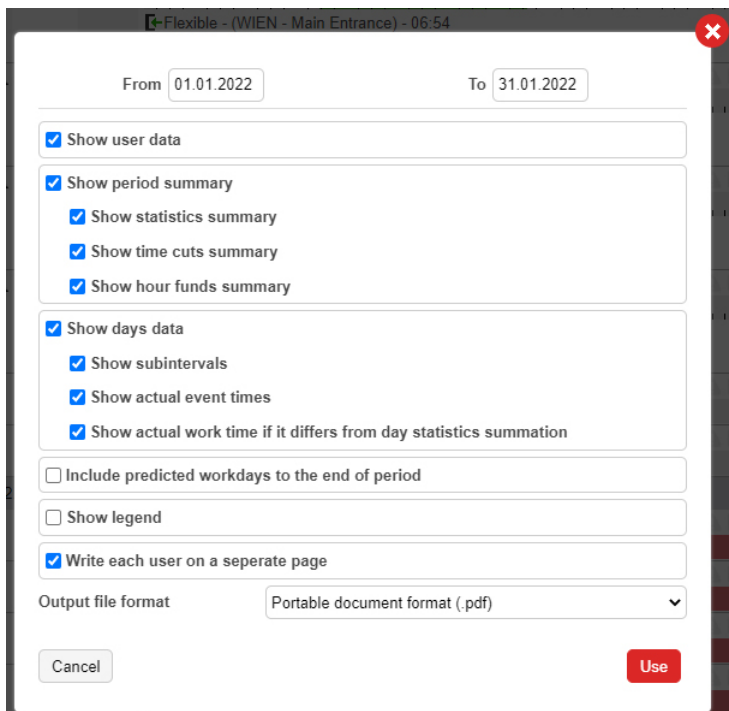
Following the displays for each user, a summary line is displayed with the sums of the listed values for all the users combined.

Finally, a legend of the all the statistics that appear in the report is displayed at the end of the report.

1.2. Report
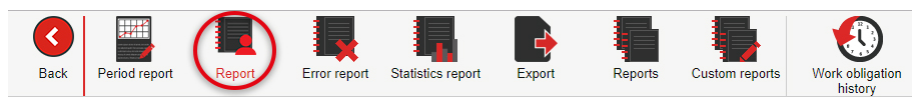
Use *Report* when you want to display a detailed list of entries and exits for selected users of the period currently displayed in the *Time attendance* editor.

Before generating the report you can specify the exact period for display and select the output file format (Portable document format (.pdf), Excel Worksheet (.xls), Excel Worksheet (.xlsx), Open document spreadsheet (.ods), Comma separated values (text document - .cvs)).

You can also set these additional settings:

Settings	Description
Show user data	If this setting is enabled the users' data will be written on the report.
Show period summary	If this setting is enabled the period summary data (the statistic, time cuts, and/or hour funds summaries) will be displayed on the report.
Show statistics summary	If this setting is enabled the report for each user will also contain the sums of all the statistics registered in the displayed period.
Show time cuts summary	If this setting is enabled the report for each user will also contain the sums of all time cuts registered in the displayed period.
Show hour funds summary	If this setting is enabled the report for each user will also contain the sums of hour funds registered in the displayed period.
Show days data	If this setting is enabled detailed daily data will be displayed on the report (the subintervals, actual events, and/or the actual work time).
Show subintervals	If this setting is enabled the report will also contain the recorded daily intervals within the umbrella intervals.
Show actual events	If this setting is enabled the actual times (as well as the recorded rounded-up times) of the time attendance events will be displayed on the report (the actual events will be marked with an asterisk *).

Settings	Description
Show actual work time if it differs from day statistics summation	If this setting is enabled, the *Total* column of the report will display all the user's recorded hours, and next to these values the hours which actually count for working hours will be displayed in parentheses. (This setting is used in cases where the user also records working hours, which are not counted in (obligatory) working hours, but in different statistics (or fund).)
Include predicted workdays to the end of period	If this setting is enabled the report for each user will also contain all future days up to the end of the displayed (payroll) period.
Show legend	If this setting is enabled the report will also contain the legend of the displayed statistics.
Write each user on a separate page	If this setting is enabled every user will be displayed on a separate page in the report.

User	**Anderson Roberto**			Supervisor		**USER DATA**
Period	**1. 04. 2018 - 30. 04. 2018**			User		
Department	**Company\Management\Development**			Administrator		
Registrska tablica						
Timetable	**Fixed timetable 7-15**					
Personal ID	**17**					
User card	**2685402**					

Sum	**173:55**	**Statistic**	001	----	Hd	**PERIOD SUMMARY**
Overtime	**00:00**	**Time**	157:55	00:00	16:00	
Stimulation	**00:00**	**Count**	19	9	2	
Balance	**13:55**					
Saldo period	**05:55**					
Transfer	**08:00**					
Work obligation	**168:00**					
Leave	**21/21**					
Old leave	**2/9**					
Split time	**0**					
Lunch count	**19**					
Second lunch in hours	**00:00**					
Drive count	**19**					

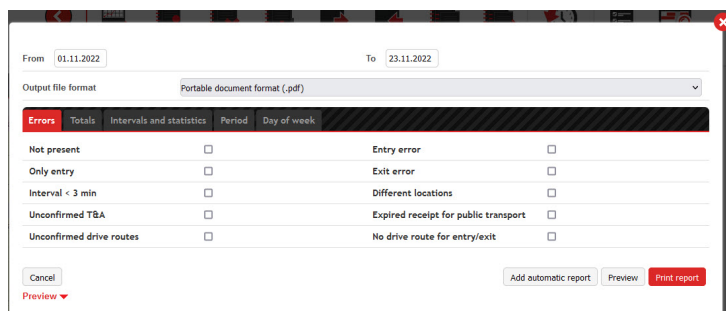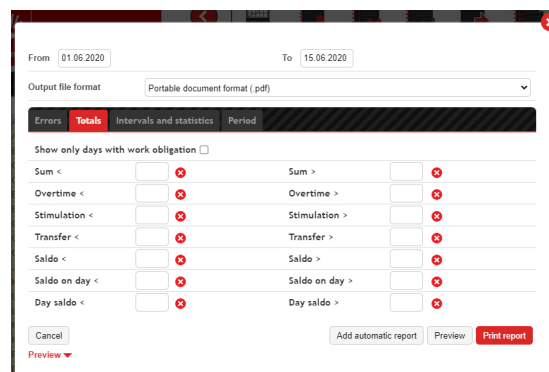| Day Date	Start	End	Total	Statistic
Sun 1. 04. 2018	--:--	--:--	--:--	Weekend
Mon 2. 04. 2018	--:--	--:--	--:--	Holiday
Tue 3. 04. 2018	**07:48** Entry	**16:00** Exit	**08:12**	Worktime
Wed 4. 04. 2018	**07:46** Entry	**16:11** Exit	**08:25**	Worktime
Thu 5. 04. 2018	**07:47** Entry	**15:56** Exit	**08:09**	Worktime
Fri 6. 04. 2018	**07:50** Entry	**16:22** Exit	**08:32**	Worktime
Sat 7. 04. 2018	--:--	--:--	--:--	Weekend
Sun 8. 04. 2018	--:--	--:--	--:--	Weekend
Mon 9. 04. 2018	**07:57** Entry	**15:26** Exit	**07:29**	Worktime
Tue 10. 04. 2018	**07:50** Entry	**16:21** Exit	**08:31**	Worktime
Wed 11. 04. 2018	**07:57** Entry	**15:25** Exit	**07:28**	Worktime
Thu 12. 04. 2018	**07:47** Entry	**16:05** Exit	**08:18**	Worktime
Fri 13. 04. 2018	**07:40** Entry	**16:05** Exit	**08:25**	Worktime
Sat 14. 04. 2018	--:--	--:--	--:--	Weekend

DAYS DATA

1.3. Error Report
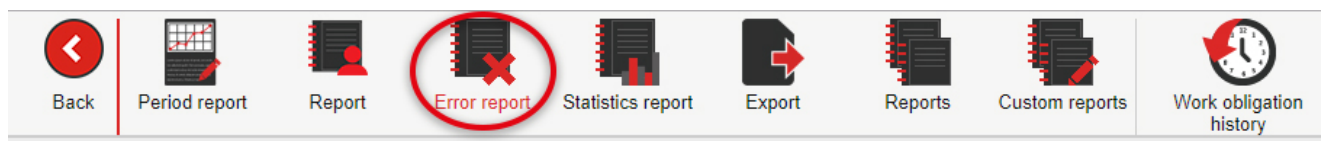
The *Error report* offers different filtering options that enable you to display customized reports of various exceptions and deviations in the time attendance registration. Pay close attention to which settings you have set in each tab because the settings in ALL tabs are taken into account when printing the report!
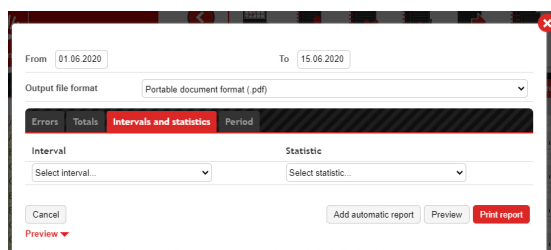
The *Error report* also allows you to *preview the errors* [10] found according to the set parameters. Errors shown in the preview are hyperlinks, and clicking on them opens a new tab, with the *Time attendance* editor, with the marked user and the day on which the error was found. This enables faster search and correction of errors in the employees' time registration.

Before generating the report you can specify the exact period for display and select the output file format (Portable document format (.pdf), Excel Worksheet (.xls), Excel Worksheet (.xlsx), Open document spreadsheet (.ods), Comma separated values (text document - .cvs))
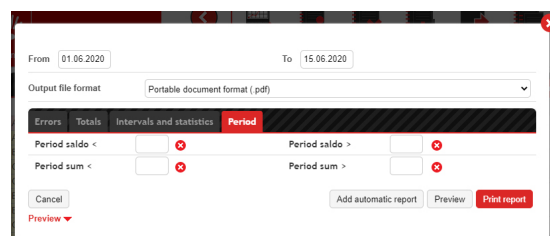

Errors	Description
Not present	Displays the days when the user did not register his work (was not present at work).
Only entry	Displays the days when the user did not register an Exit (e.g. they forgot to register going home from work).
Interval < 3 min	Displays intervals which lasted less than 3 minutes.
Unconfirmed T&A	Displays all the payroll periods which have not yet been confirmed by heads of departments. (You can read more about *Worktime approval* settings in chapter Preferences - Time attendance in main Codeks manual.)
Unconfirmed drive routes	Displays drive routes which were submitted by the user but had not yet been confirmed by the administrator.
Entry error	Displays the days when an error was recorded when the user registered an Entry event.
Exit error	Displays the days when an error was recorded when the user registered an Exit event.
Different locations	Displays the days when the user registered time attendance events at different locations.
* Expired receipt for public transport	Displays users who do not have a valid public transport document. * The setting is displayed only when using the *Codeks Distance Table* add-on.
No drive route for entry / exit	Displays user's entry or exit events at the location which is not defined in the table of routes.
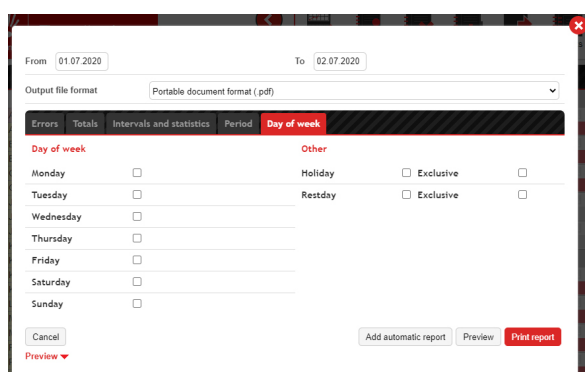
Totals	Description
Show only days with work obligation	If this setting is enabled, the report will only be set for days when the user's work obligation is greater than 0 (e.g. weekends and holidays will remain unchanged).
Sum	This setting limits the report display according to the total number of recorded work hours in the day.
Overtime	This setting limits the report display according to the number of overtime hours.
Stimulation	This setting limits the report display according to the number of stimulation hours.
Transfer	This setting limits the report display according to the number of transfer hours.
Saldo	This setting limits the report display according to the value of *Saldo*.
Saldo on day	This setting limits the report display according to the value of *Saldo on day* (the value of the user's total saldo on a particular day).
Day saldo	This setting limits the report display according to the value of *Day saldo* (the number of hours the user has added to his total saldo on a particular day).

Intervals and statistics	Description
Interval	Displays the days when a user registered a specific interval (or several intervals).
Statistics	Displays the days when a user registered a specific statistic (or several statistics).

Period	Description
Period saldo	This setting limits the report display according to the value of *Period saldo*.
Period sum	This setting limits the report display according to the value of *Period sum*.

Day of week	Description
Monday Tuesday Wednesday Thursday Friday Saturday Sunday	You can limit the error search to specific day of the week.
Holiday Restday	You can limit the error search to only include holidays or restdays. The additional option *Exlusive* enables you to search for special combinations of days when a specific day of the week was also a holiday or restday.

Clicking the *Print report* button will generate a report in the selected file format. Example of a PDF report:

1.3.1. The display and use of the Error overview

1. First, in the list of users, mark all the users you want to scan with an error report and then click the *Error report* icon.
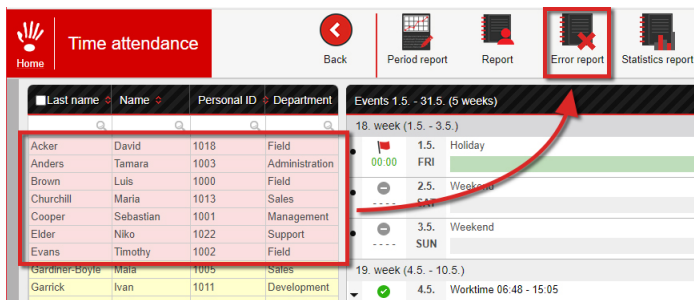
2. In the new pop-up window, first, select the period for display.

3. Then select the desired parameters depending on the registration errors you want to find. Then click the *Preview* button instead of the *Print report* button.

4. In the lower part of the pop-up window, a preview of all errors found according to the selected parameters, in the period currently displayed in the *Time attendance* editor, will be displayed.
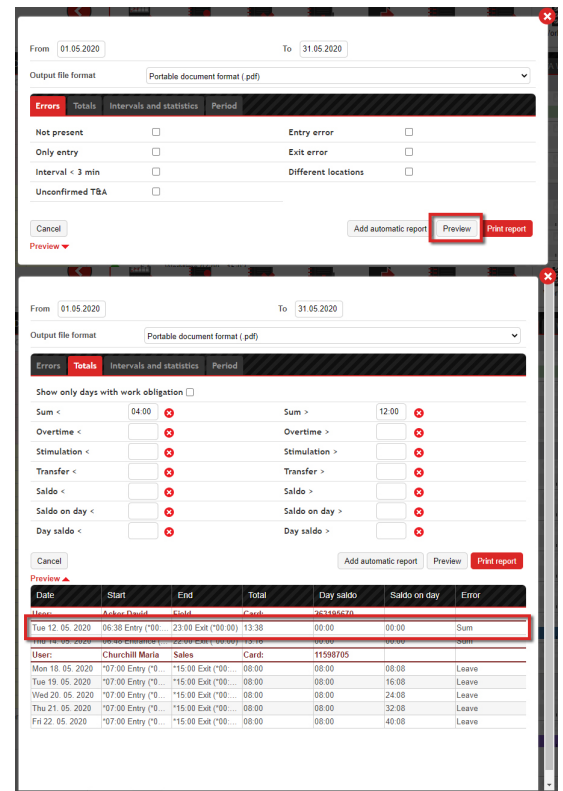
5. Double-clicking on an individual record will open a new tab displaying the location of the registration error found. Here you can then easily correct the error.
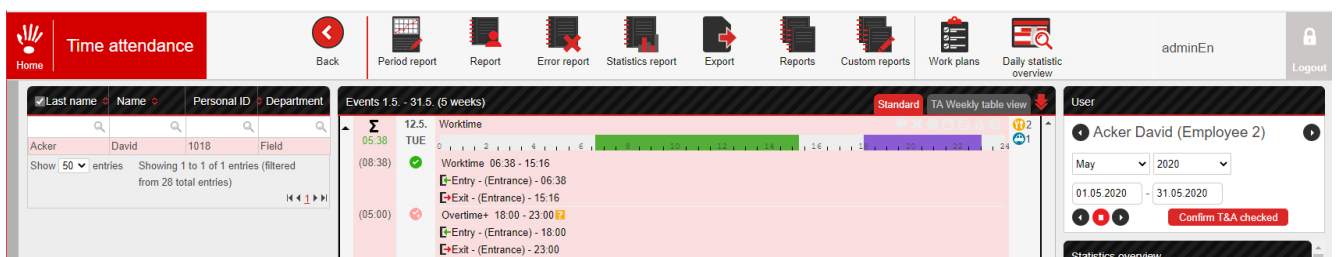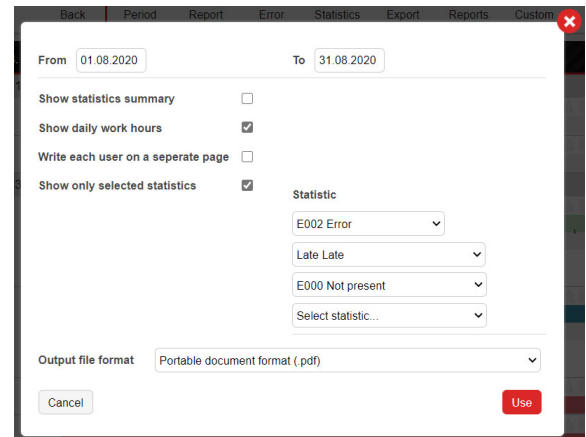
1.4. Statistic Report
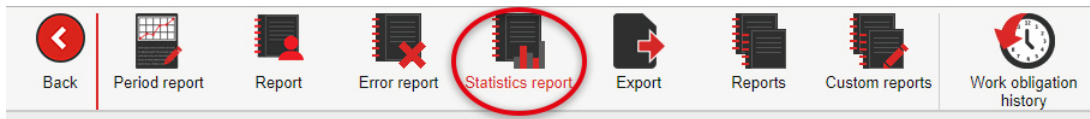
The *Statistics report* graphically displays the recorded daily statistics for the selected period. The report contains a practical graphic visualization of the users' time registration, with which you can easily check, for example, if several users have leave on the same date.

Before generating the report you can specify the exact period for display and select the output file format (Portable document format (.pdf), Excel Worksheet (.xls), Excel Worksheet (.xlsx), Open document spreadsheet (.ods), Comma separated values (text document - .cvs)).

You can also set these additional settings:

Settings	Description
Show statistics summary	If this setting is enabled the report for each user will also contain the sums of all the statistics registered in the displayed period.
Show day statistic sum	If you enable the setting, the report will show the sum of work hours the user has clocked. The sum contains the values of all daily statistics that count work hours.
Write each user on a separate page	If you enable this setting, each user will be written on a separate page in the report.
Show only selected statistics	This setting enables you to only include the selected statistics in the *statistic report*, that you have selected in the additional fields below which have been displayed when you enabled this setting.
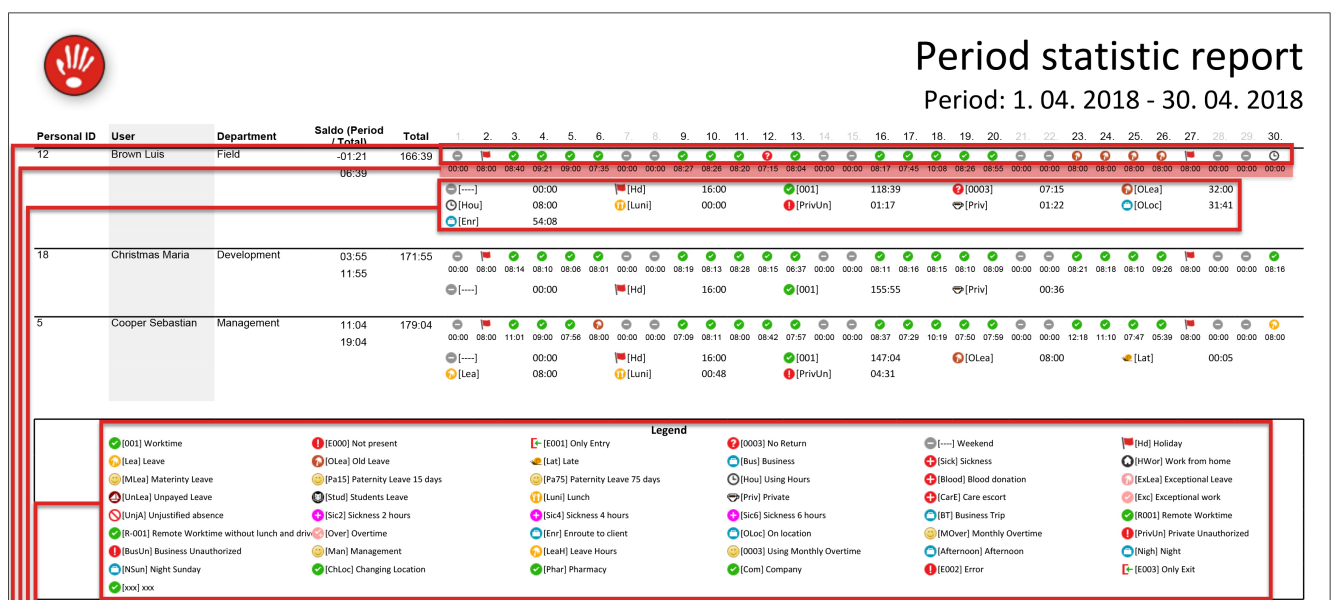
The **Period Statistics Report** displays daily statistics (i.e., icons of daily statistics) for each day in the selected period.

Optionally, it is also possible to print the sum of hours recorded under daily statistics.

Additionally, you can also display the totals of statistics recorded by the user in the selected period. It is possible to print all statistics that are marked to be exported in the *Statistic* editor, or you can manually specify which statistics should be exported on the report (e.g. if you only want to export leave and sick leave absences).

A legend of the statistics exported in this report is added at the end of the report.

1.5. Export
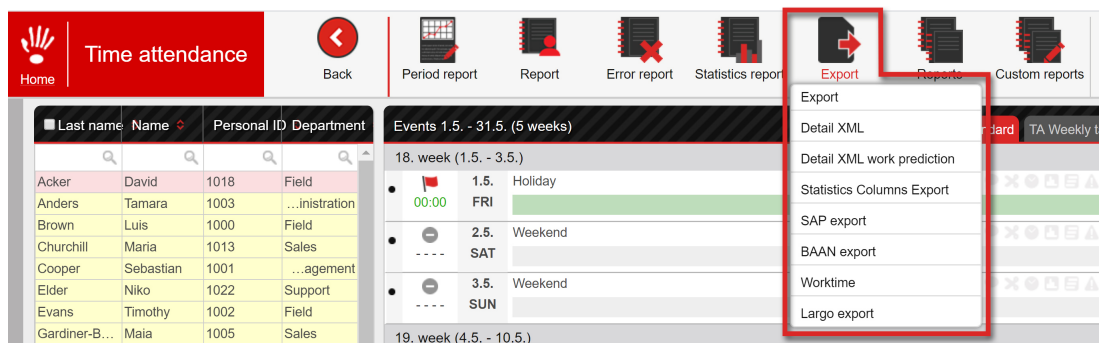
Export enables you to export the users' data into different types of reports that can also be imported and processed by a third-party program or application (for example, a payroll program).

The following chapters describe the individual types of exports in more detail.

1.5.1. Export

The *Export* exports the same data as the *Period report* in .csv format.
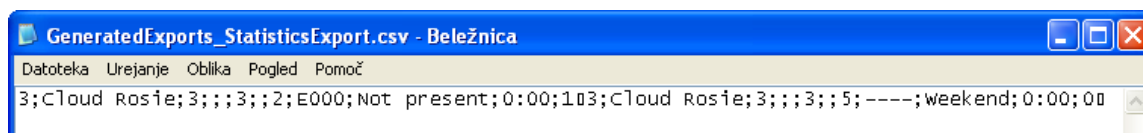
1.5.2. Detail XML and Detail XML work prediction

The Detail XML creates an XML report of the current status of presence (the number of hours) for selected users, and the Detail XML work prediction creates an XML report of predicted presence (number of hours) for selected users. The *work prediction* is based on the user's work obligation. In the xml badge <HOURS>, the presence of the employee is predicted according to his work obligation. This prediction applies to the coming days of the current month. At the end of the month, it is necessary to check the data and adjust them in case of discrepancies.

The difference between the Detail XML (first image below) and Detail XML work prediction (second image below) <u>in the same month, for the same user</u>:
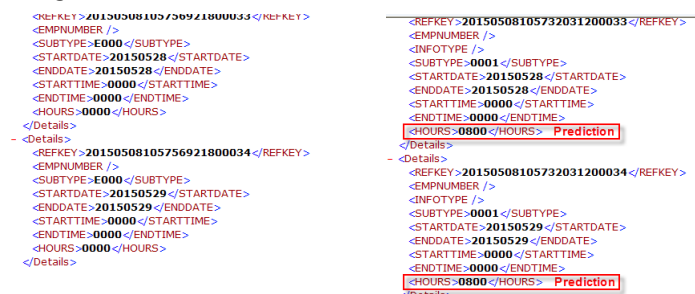

```
Description of XML tags:
<DETAILS> Details for one person, depended of date
        <REFKEY>   Reference key
        <EMPNUMBER> Employee number
        <SUBTYPE> Subtype or statistic code
        <STARTDATE> Start Date of shift
        <ENDDATE> End date of shift
        <STARTTIME> Start time of shift
        <ENDTIME> End time of shift
        <HOURS> Sum of <STARTTIME> and <ENDTIME>
</DETAILS>
```

1.5.3. Statistics Columns Export

The *Statistics Columns Export* offers several different forms of displaying statistics by columns in .csv text file format:
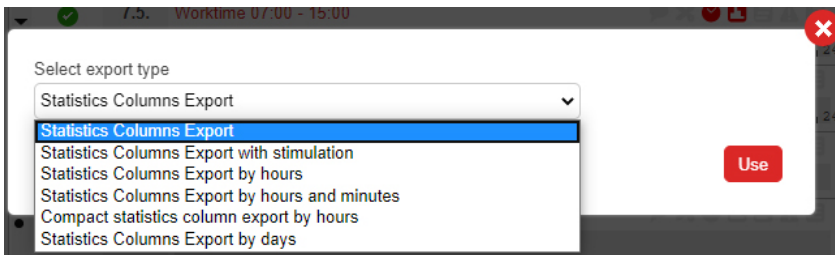
The Statistics Columns Export displays the values of statistics by columns in hours and days. The export is created for those statistics that have the *Export* setting enabled in the *Statistics* editor.	
The Statistics Columns Export with stimulation displays the values of statistics by columns in hours and days, and also displays the value of stimulation. The export is created for those statistics that have the *Export* setting enabled in the *Statistics* editor.	
The Statistics Columns Export by hours displays the values of statistics by columns in hours. The export is created for those statistics that have the *Export* setting enabled in the *Statistics* editor.	
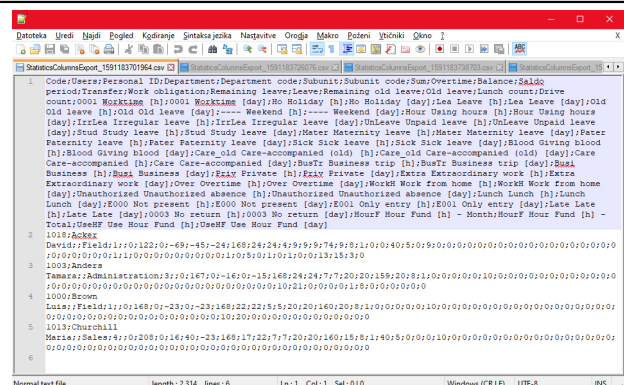
The Statistics Columns Export by hours and minutes displays the values of statistics by columns in hours and minutes. The export is created for those statistics that have the *Export* setting enabled in the *Statistics* editor.

The Compact statistics columns export by hours displays the values of statistics by columns in hours. The export is created for those statistics that have the *Export* setting enabled in the *Statistics* editor. The compact export of statistics by hours does not export all the user data (code, personal number, department, etc.), but only the user's name and statistics values in hours.

The Statistics Columns Export by days displays the values of statistics by columns in days. The export is created for those statistics that have the *Export* setting enabled in the *Statistics* editor.
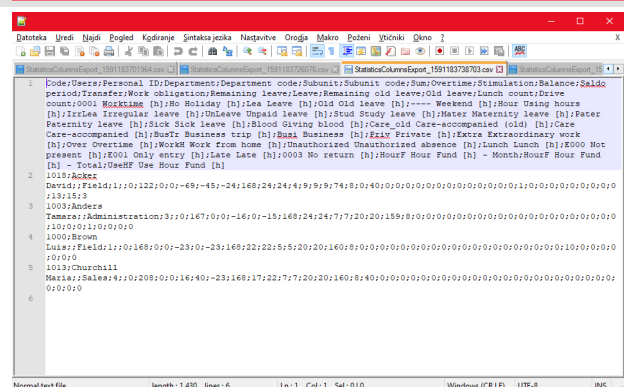
1.5.4. * SAP export

Before you can use the SAP exports you must set the following settings and enter the necessary data in Codeks:

- In the *Users* editor, enter an appropriate value for each user in their users' settings under the *Export ID* setting. This code must coincide with the code assigned to each user in your SAP system.
- In the *Statistics* editor, enable the *Export* setting for all statistics which will be exported in the SAP export, and enter the appropriate value for each statistic under the *Infotype* setting. The *Infotype* setting must coincide with the code assigned to the statistic in the SAP system.

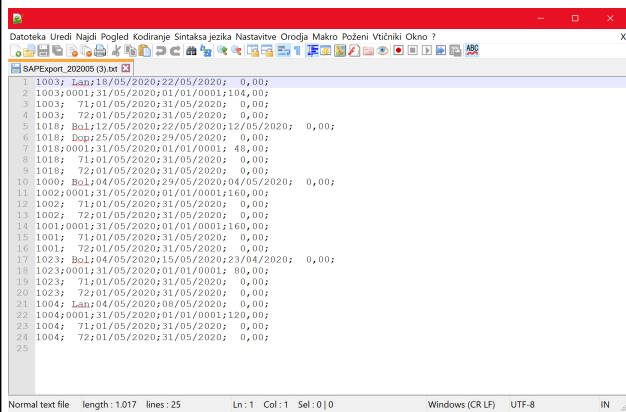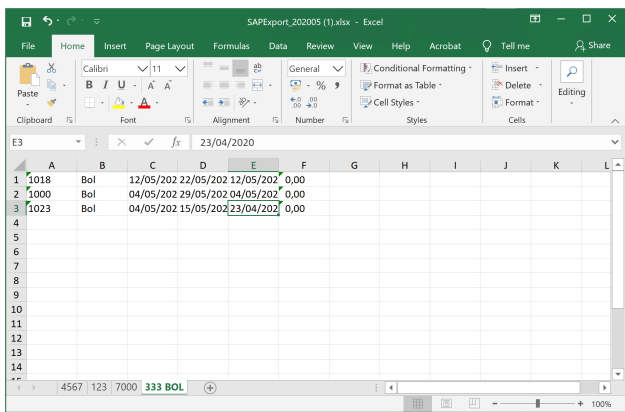Additionally you must enable the *This statistic indicates absence* setting for all absence statistics (e. g. Leave and Old leave), and also enable both the *This statistic indicates absence* and *This statistic indicates sickness* settings for all sick leave statistics.

- In the *Preferences -> Time attendance tab -> SAP export section* set the format in which you wish to generate the SAP export, define how the information of statistics with a specific *Infotype* will be displayed and whether the report should also contain data about lunches, drives and stimulation.

According to the selected file format the corresponding SAP export will be generated:

.csv SAP export	.xlsx SAP export
In the text file format, the SAP export displays the values of statistics in separate lines for each statistic recorded by a user in the selected period.	In the spreadsheet format, the SAP export displays the data on each specific statistic infotype on a separate worksheets. The individual sheets then contain data of users who recorded statistics of a certain statistic infotype in the selected period.

1.5.5. * BAAN export

Before you can use the SAP exports you must set the following settings and enter the necessary data in Codeks. Based on this entered information the BAAN system will then identify users and statistics:

- In the *Users* editor, enter an appropriate value for each user in their users' settings under the *Export ID* setting. This code must coincide with the code assigned to each user in your BAAN system.

- In the *Statistics* editor, enable the *Export* setting for all statistics which will be exported in the SAP export, and enter the appropriate value for each statistic under the *Infotype* setting. The *Infotype* (3 characters long) setting must coincide with the code assigned to the statistic in the BAAN system.
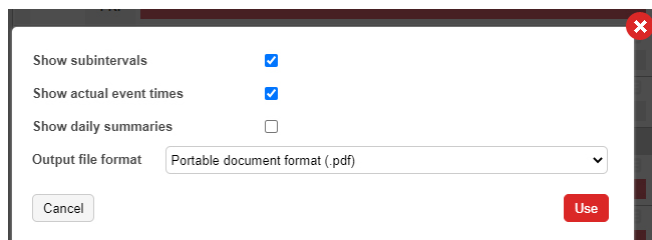
The report will be generated .csv format, which is suitable for import into the BAAN system, and will contain data on the duration of registered statistics and the number of lunches and drives for each selected user in the currently selected month.

```
BAANExport_202005 (1).csv ☒
 1  010030123066010008
 2  010030874016000002
 3  010030031000000008
 4  010030032000000008
 5  010180031000000000
 6  010180032000000000
 7  010000031000000000
 8  010000032000000000
 9  010020031000000000
10  010020032000000000
11  010010031000000000
12  010010032000000000
13  010230031000000000
14  010230032000000000
15  010040031000000000
16  010040032000000000
17  010170031000000000
18  010170032000000000
19
```

1.5.6. Worktime

The *Worktime* export displays data on registered intervals for each individual user in the selected period, and can be printed in any format.

You can also enable some additional settings when exporting:

Settings	Description
Show subintervals	If this setting is enabled the report will also contain the recorded daily intervals within the umbrella intervals.
Show actual event times	If this setting is enabled the actual times (as well as the recorded rounded-up times) of the time attendance events will be displayed on the report (the actual events will be marked with an asterisk *).
Show daily summaries	If this setting is enabled, the report for each user will also include the totals of all statistics that they registered in the slected period.
Output file format	Before generating the report you can specify the exact period for display and select the output file format (Portable document format (.pdf), Excel Worksheet (.xls), Excel Worksheet (.xlsx), Open document spreadsheet (.ods), Comma separated values (text document - .cvs)).

An example of the report in PDF format:

1.5.7. Largo export

The Largo export is especially adapted for further import and processing in the *Perftech.Largo* system.

You can adjust the values of the displayed statistics using the formulas in the *Largo Export* section of the *Time Registration* tab in the *Preferences* menu.

Additionally, the Largo Export is specially adapted for exporting the mileage data when using the *Codeks Distance Table* add-on.

In the Largo Export, new mileage data according to different workplaces are presented in the last columns of the report table. For each location (workplace or several workplaces marked with the same Location Code), the repetition counter and the total number of kilometers are displayed.

1.6. Reports

Through the *Reports* icon you can access special reports:

- Leave report,
- Day report,
- Monthly Saldo Report,
- [1] Overtime report,
- [2] Unconfirmed TA report,
- Monthly hour report,
- [3] Planned shift work,
- [3] Hours Realization Report,
- [4] Current presence report,
- Record of work hours,
- Monthly overtime report.

_____

[1] This report is only available when using a specially configured system for confirming overtime.

[2] This report is available and relevant to use only when using the worktime approval function.

[3] This report is only available when using the Codeks Shifts add-on.

[4] This report is only available when using the Codeks ePermits add-on.
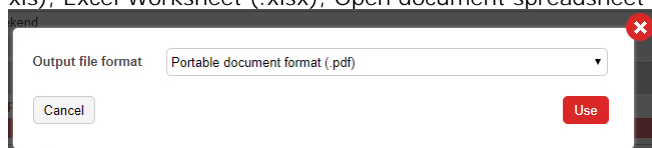
1.6.1. Leave report

The *Leave report* displays the current state of used and available leave and old leave days for all selected users.

If you are printing the *Leave report* for the current month, the report will display the status of leave days on the current day.

If you are printing the *Leave report* for any month in the past, the status of leave days on the last day of the month will be displayed. It is not possible to create a report showing the status of holidays on a particular day in the past for any month in the past.

Before generating the report you can select the output file format (Portable document format (.pdf), Excel Worksheet (.xls), Excel Worksheet (.xlsx), Open document spreadsheet (.ods), Comma separated values (text document - .cvs)).

Output file format	Portable document format (.pdf) ▾
Cancel	Use

Leave report
30. 04. 2021

User	Department	Saldo	Sum	Leave	Old leave
Anders Tatiana	Administration	2:55	112:55	24/24	6/24
Jameson Boris	Field	1:20	111:20	22/22	0/0
Brown Luis	Field	0:01	110:01	22/22	7/22
Spring Dave	Field	5:23	115:23	15/24	0/23
Smith Frank	Production	2:12	112:12	25/25	3/24
				108/117	16/93

1.6.2. Day report

The *Day report* will display all Entry and Exit events as well as the daily statistics on a particular day for all selected users. To generate a *Day report*, first, set the date to be displayed (From).

If the *Show subintervals* setting is enabled the report will also contain the recorded daily intervals within the umbrella intervals.
If the *show actual event times* setting is enabled the actual times (as well as the recorded rounded-up times) of the time attendance events will be displayed on the report (the actual events will be marked with an asterisk *).

From	03.04.2018
Show subintervals	☑
Show actual event times	☑
Output file format	Portable document format (.pdf) ▾
Cancel	Use
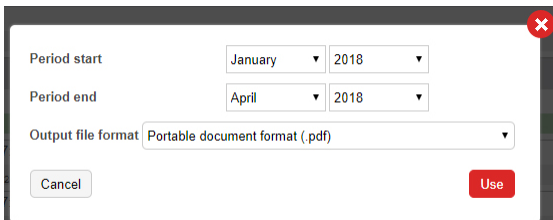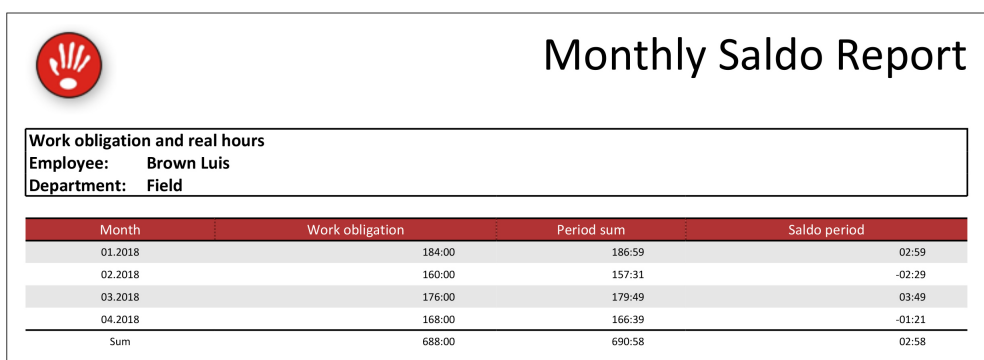
Before generating the report you can select the output file format (Portable document format (.pdf), Excel Worksheet (.xls), Excel Worksheet (.xlsx), Open document spreadsheet (.ods), Comma separated values (text document - .cvs)).

Day report
3. 04. 2018

User	Department	Start	Stop	Total	Statistic
Brown Luis	Field	07:29 Vhod	16:09 Izhod	08:40	Worktime
Brown Luis	Field	10:33 Čas na poti	11:50	01:17	Enroute to client
Brown Luis	Field	15:13 Čas na poti	15:56	00:43	Enroute to client
Christmas Maria	Development	07:00 Vhod (*06:36)	15:14 Izhod	08:14	Worktime
Cooper Sebastian	Management	*08:00 Gibljivo vhod (*19:01)	*19:01 Gibljivo Izhod	11:01	Worktime

1.6.3. Monthly Saldo Report

The *Monthly Saldo Report* will display the value of *Saldo* for each month as well as the total (sum) value of the period saldo for the selected period.

Before generating the report you can specify the exact period for display and select the output file format (Portable document format (.pdf), Excel Worksheet (.xls), Excel Worksheet (.xlsx), Open document spreadsheet (.ods), Comma separated values (text document - .cvs)).

Monthly Saldo Report

Work obligation and real hours
Employee: Brown Luis
Department: Field

Month	Work obligation	Period sum	Saldo period
01.2018	184:00	186:59	02:59
02.2018	160:00	157:31	-02:29
03.2018	176:00	179:49	03:49
04.2018	168:00	166:39	-01:21
Sum	688:00	690:58	02:58

1.6.4. * Overtime report

The *Overtime report* will display data about the confirmed overtime hours of users in a selected month.

> * NOTE
> The use of the *Overtime report* requires a very specific configuration of the Codeks system, which does not make sense for most users of the Codeks software. The report is only available when using statistics for recording overtime and the functions of confirming statistics and confirming the time attendance monthly. The report is only used in systems where the heads of departments need to validate overtime statistics that users record in their time attendance in order for the users' overtime to be granted and paid. Before you can print this report, the time attendance information for the selected user must also be approved. Therefore, the report is usually not displayed, as it would return a blank report in most cases.
>
> To enable the *Overtime report*, the following settings must be prepared in the Codeks application:
> - in the *Statistics* editor, create statistics that have the *Count statistic as* setting set to the *Overtime* value, and also require a confirmation from the head of department, i.e. have the *Statistic needs confirmation* setting enabled.
> - in the *Preferences* editor in the *Time attendance* tab under the *Time attendance* section, you must enable the *Worktime approval* setting and also set the *Worktime approval type* setting to the *Monthly* value.

The report is designed as a form for ordered overtime hours and contains signature fields for the responsible department managers. This report can only be generated in the PDf file format.

You can also display a legal notice to the footer of the overtime report. The legal notice text can be added in the *Preferences* in the *time attendance* tab under the *Overtime report disclaimer* setting.

Overtime ordering form

Employee name	Shift	Date of overtime	Overtime hours	Reason for ordering	Travel cost of overtime	Date of order	Approved by
Garrick Ivan		4. 05. 2020	04:00		0	5. 06. 2020	adminEN adminEn
Garrick Ivan		5. 05. 2020	04:00		0	5. 06. 2020	adminEN adminEn
Garrick Ivan		6. 05. 2020	04:00		0	5. 06. 2020	adminEN adminEn
Garrick Ivan		7. 05. 2020	04:00		0	5. 06. 2020	adminEN adminEn
Garrick Ivan		8. 05. 2020	04:00		0	5. 06. 2020	adminEN adminEn
Garrick Ivan		11. 05. 2020	04:00		0	5. 06. 2020	adminEN adminEn
Garrick Ivan		12. 05. 2020	04:00		0	5. 06. 2020	adminEN adminEn
Garrick Ivan		13. 05. 2020	04:00		0	5. 06. 2020	adminEN adminEn
Garrick Ivan		14. 05. 2020	04:00		0	5. 06. 2020	adminEN adminEn
Garrick Ivan		15. 05. 2020	04:00		0	5. 06. 2020	adminEN adminEn

Managing director	Manager	Supervisor
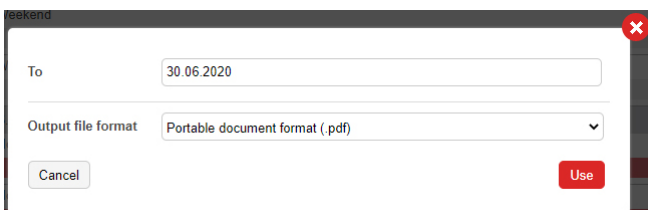
1.6.5. * Unconfirmed TA report

The *Unconfirmed TA report* will list all users who do not have a confirmed time registration up to a selected date. The report can only be used when using the *Worktime approval* function, both for monthly confirmation and custom period confirmation.

> *** NOTE**
> This report is available and relevant to use only when using the *time registration worktime approval* function, both for monthly confirmation and custom period confirmation.

When generating a report, you must first specify the date up to which you wish to check how many users have unconfirmed time registration. You can also select the output file format (Portable document format (.pdf), Excel Worksheet (.xls), Excel Worksheet (.xlsx), Open document spreadsheet (.ods), Comma separated values (text document .cvs)).

Last name	Name	Department	Last confirmed date	Checked by:
Acker	David	Field		
Anders	Tamara	Administration		
Brown	Luis	Field		
Churchill	Maria	Sales		
Cooper	Sebastian	Management		
Elder	Niko	Support		
Evans	Timothy	Field		
Gardiner-Boyle	Maia	Sales		
Garrick	Ivan	Development		
Grayson	Andy	Production		
Jameson	Boris	Sales		
Knowles	Jerry	Field		
Lewis	Joan	Production		
Lewis	Lilly	Support		
Marlowe	Sonia	Development		

1.6.6. Monthly hours report

For each selected user displays, the report *Monthly hours report* displays all the statistics recorded in a given period, including their duration and number of repetitions, additionally it also displays the number of lunches and drives in the given period.

When generating the report, you must first specify the date, then you can also select the output file format (Portable document format (.pdf), Excel Worksheet (.xls), Excel Worksheet (.xlsx), Open document spreadsheet (.ods), Comma separated values (text document .cvs)).

Monthly hours report
Period: 1. 04. 2021 - 30. 04. 2021

Name	Last name	Code	Statistic	Time	Count
Tatiana	Anders	E002	Error	00:00	1
		0001	Worktime	88:55	10
		Ho	Holiday	08:00	1
		Old	Old leave	16:00	2
		----	Weekend	00:00	2
		ConD	Consecutive days of work	17:12	2
			Lunch count		11
			Drive count		10
Boris	Jameson	0001	Worktime	16:20	2
		Ho	Holiday	08:00	1
		----	Weekend	00:00	4
		Busi	Business	02:58	1
		E000	Not present	00:00	8
			Lunch count		2
			Drive count		2
Luis	Brown	Ho	Holiday	08:00	1
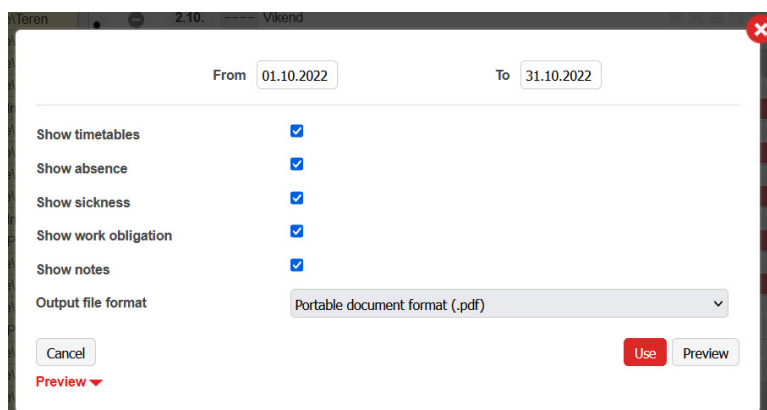
1.6.7. * Planned shift work report
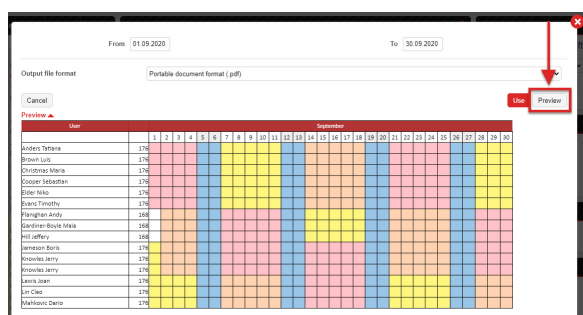
* NOTE
This report is available and relevant to use only when using the Codeks Shifts add-on.

The *Planned shift work* report displays the scheduled shifts assigned to the selected users for a specific period.

When generating the report, you must first specify the date, then you can also select the output file format (Portable document format (.pdf), Excel Worksheet (.xls), Excel Worksheet (.xlsx), Open document spreadsheet (.ods), Comma separated values (text document .cvs)).
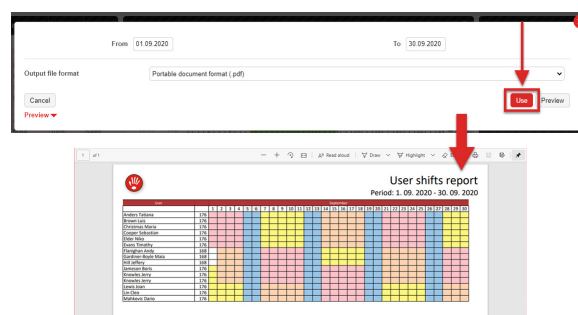
To preview the data that will appear in the report click the *Preview* button.

To print the report in the selected final file format click the *Use* button.
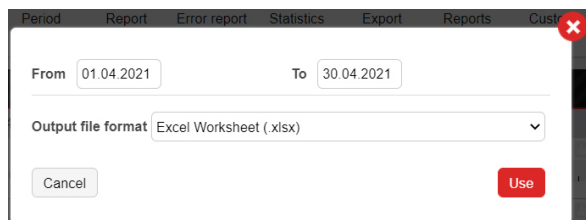
1.6.8. * Hours Realization Report
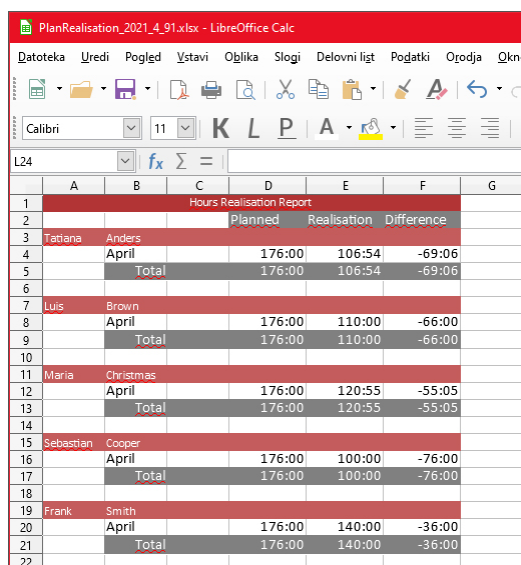
* NOTE
This report is available and relevant to use only when using the Codeks Shifts add-on.

The *Hours Realization Report* displays displays the realization of the performed shift work in comparison with the planned shift work for each selected user.

When generating the report, you must first specify the date, then you can also select the output file format (Portable document format (.pdf), Excel Worksheet (.xls), Excel Worksheet (.xlsx), Open document spreadsheet (.ods), Comma separated values (text document .cvs)).

The report shows the number of scheduled hours of shift work, the number of performed (realized) hours of shift work and the difference between performed and planned hours of shift work for each selected user.

1.6.9. * Current presence report

The *Current presence report* displays a list for checking the current presence of users.

When generating the report, you can also enable the display of *Additional fields*, then you can select the output file format (Portable document format (.pdf), Excel Worksheet (.xls), Excel Worksheet (.xlsx), Open document spreadsheet (.ods), Comma separated values (text document .cvs)).
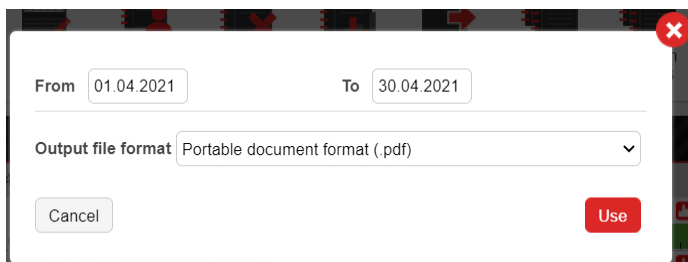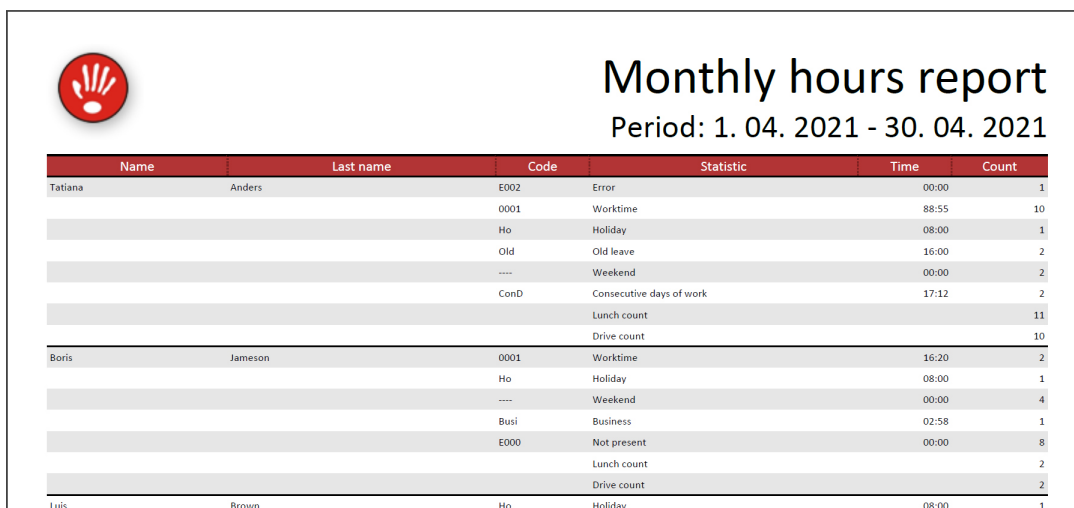

For each selected user the report shows the time of the last event they registered, any permits they have already or will use in the current day, the values entered for them in the *Additional fields* and a blank field where you can manually enter the status of their presence. The Current presence report always shows only the data for the current day.
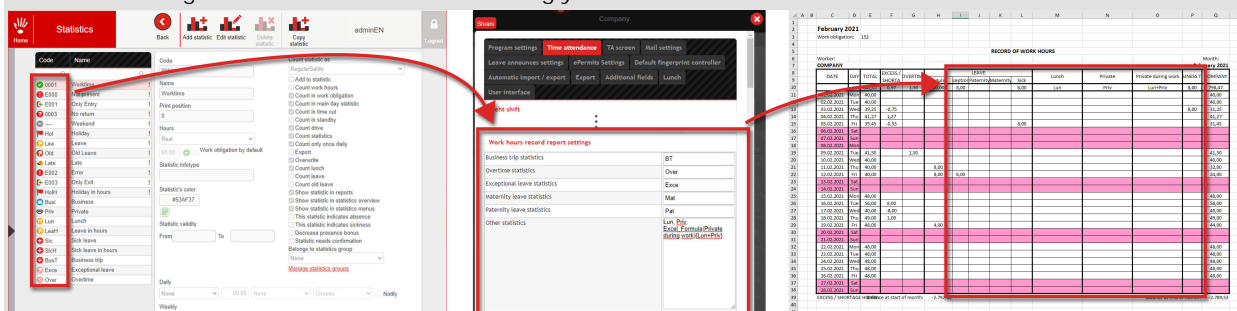
Current presence report

Last name	Name	Last event	Request for exit permit	Room	Presence
Department: Company\Accounting					
Anders	Tatiana	15:14	Private - (14:00 - 15:00)	201	
McEntyre	Bruce	11:20		201	
Lin	Cleo	14:58		201	
Department: Company\Support					
Ryerson	Ernest	08:35		193	
Turner	Michael	09:16		194	
Evans	Timothy	11:24	Private - (18:00 - 20:00)	193	
Elder	Niko	11:25		194	
Knowles	Jerry	10:49		193	
Flanighan	Andy	15:07		193	
Department: Company\Sales					
Hermann	Joe	12:13		158	
Jameson	Boris	14:14	Private - (15:00 - 00:00)	158	

1.6.10. Record of work hours

In the *Time attendance* editor, you can print the *Record of work hours* report, which is formed as a customized report for EU projects (i.e. projects that use European funds).
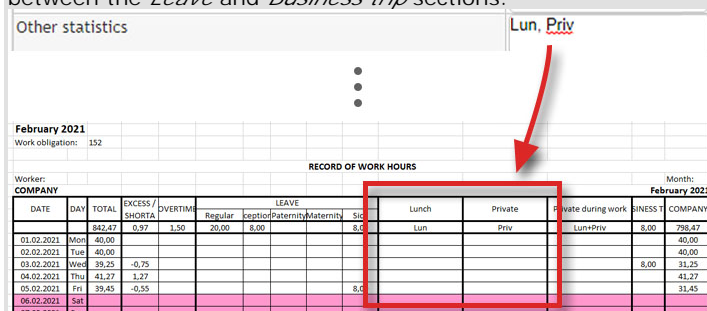
NOTE
Before you can print this report, you must check the codes of statistics used for business trips, overtime, exceptional, maternal and paternal leave and any other statistics you wish to display on the report in the *Statistics* editor, and also edit the settings in the *Work hours record report settings* section of the *Time attendance* tab in the Settings -> Preferences menu accordingly.
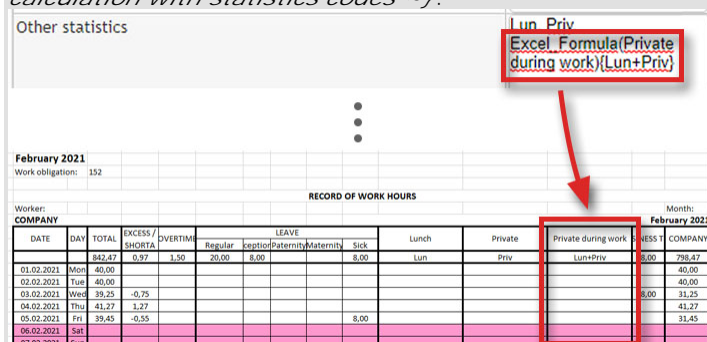
In the fields, enter the codes of statistics, which record business trips, overtime and different types of leaves leave. You can enter codes of several statistics in the field by separating them with commas.

In the field *Other statistics* you can enter the codes of statistics and calculated values, which you also want to print in the *Work hours record report*. Additional statistics and calculated values will be displayed each in its own column between the *Leave* and *Business trip* sections.

You can enter codes of several statistics in the field by separating them with commas.

In this field, you can also enter formulas to calculate additional values. The format of the formula for displaying these values is *Excel_Formula (~ COLUMN NAME to be printed in the table header ~) { ~ mathematical calculation with statistics codes ~}.*

You can use mathematical operations: addition, subtraction, multiplication and division.
You can enter one or more formulas, however, the condition for the formulas to work correctly is that the statistics used in the formula are already displayed in the previous columns of the report.

The report can only be generated in the form of a spreadsheet in .xlsx format.

The *Record of work hours* report is a specifically designed report in the form of a spreadsheet, made according to the specific requirements of recording work on EU projects.

The first part of the report shows data for all selected users together.

The first table in the first part of the report shows the total values for all selected employees for each day of the month:

- the sum of the working hours of all selected employees on a given day,
- excess or shortage of working hours and the sum of overtime hours,
- the sum of regular leave (which includes both this year's annual leave and last year's (old) leave), the sum of exceptional, maternity and paternity leave and the sum of sick leave (all types of sick leave),
- values of other statistics and additional calculated values,
- sum of business trips,
- the sum of work hours without the hours of absences (leave, sick leave and business trips).

The last column of all tables lists the company name as defined in the Codeks system settings.

The second table in the first part of the report shows the monthly values for each employee:

- the sum of the working hours,
- excess or shortage of working hours and the overtime,
- the sum of leave and sick leave absences,
- values of other statistics and additional calculated values,
- sum of business trips,
- the sum of work hours without the hours of absences (leave, sick leave and business trips).

The second part of the report shows the data for each individual user.

The first table of the second part shows the values for each individual day of the month for the selected employee:

- the sum of the employee's working hours on a given day,
- excess or shortage of working hours and the sum of overtime hours,
- the sum of regular leave (which includes both this year's annual leave and last year's (old) leave), the sum of exceptional, maternity and paternity leave and the sum of sick leave (all types of sick leave),
- values of other statistics and additional calculated values,
- sum of business trips,
- the sum of work hours without the hours of absences (leave, sick leave and business trips).

The second table in the second part of the report shows the data of the selected employee for each day of the month:

- their work obligation,
- the time of arrival to work and departure from work and the duration of their presence,
- time of departure on a n unpaid absence and the time of return to work and the duration of the unpaid absence (if an employee clocks several unpaid absences on the same day only the start time of the first absence is recorded and the duration of each subsequent absence is added to the first absence thus the time of return for the first absence is modified; example: Private 7:00 - 7:30 [0:30] and Private 8:45 - 9:00 [0:15] will be recorded as Private 7:00 - 7:45 [0:45]),
- the sum of work hours without the sum of unpaid absences,
- the sum of leave, sick leave, and excess or shortage of work hours (in case two values are recorded on the same day, e.g. leave and overtime, different values in the same field will be separated from each other by a semicolon).

1.6.11. Monthly overtime report

The *Monthly overtime report* will display the value of all overtime hours in a given month (which is equal to the value of Saldo period), the number of paid overtime hours (equal to the manual transfer of hours to overtime), and the difference between the two values, which is transferred to the next month.

Before generating the report you can specify the exact period for display and select the output file format (Portable document format (.pdf), Excel Worksheet (.xls), Excel Worksheet (.xlsx), Open document spreadsheet (.ods), Comma separated values (text document - .cvs)).

The *Monthly overtime report* is most clearly displayed in the form of an excel spreadsheet.

The in the first column of the spreadsheet all selected users are listed, and the following columns show the values of the saldo values for the current month, paid overtime (the value of which is determined by the employer, who manually transfers a certain number of the user's work hours from saldo to overtime), and the difference in hours between the two values, which will be transferred to the next month.

	jan.21			feb.21			mar.21			apr.21			may21			jun.21			Year data		
	TOTAL	PAID OVERTIME	REMAINDER OF WORK HOURS IN	TOTAL	PAID OVERTIME	REMAINDER OF WORK HOURS IN	TOTAL	PAID OVERTIME	REMAINDER OF WORK HOURS IN	TOTAL	PAID OVERTIME	REMAINDER OF WORK HOURS IN	TOTAL	PAID OVERTIME	REMAINDER OF WORK HOURS IN	TOTAL	PAID OVERTIME	REMAINDER OF WORK HOURS IN	TOTAL	PAID OVERTIME	REMAINDER OF WORK HOURS IN
Anders Tamara	0	0	0	13	12	1	12	10	2	6	5	1	3	0	3	10,5	8	2,5	44,5	35	9,5
Arden David	0	0	0	12,5	12	0,5	16	10	6	5,5	5	0,5	3	0	3	8	8	0	45	35	10
Brown Luis	5	0	5	12	12	0	11	10	1	6,5	5	1,5	3,5	0	3,5	10	8	2	48	35	13
Cavanauh John	0	0	0	15	12	3	10,5	10	0,5	7	5	2	1	0	1	8	8	0	41,5	35	6,5
Cooper Sebastian	0	0	0	13,5	12	1,5	12	10	2	6	5	1	2	0	2	8	8	0	41,5	35	6,5
Gardiner-Boyle Maia	2	0	2	19	12	7	10	10	0	6	5	1	6	5	1	8,5	8	0,5	51,5	40	11,5
Hill Simon	0	0	0	14	12	2	11	10	1	7	5	2	8	8	0	9,5	8	1,5	49,5	43	6,5
McEntyre Merida	0	0	0	18	12	6	10	10	0	6	5	1	5	5	0	8	8	0	47	40	7

1.7. Custom report

Custom reports enable you to create a completely customized output report or export data, that can be used for further data processing in third-party programs and applications.

ATTENTION!

Defining a new custom report is a very complex process that demands a detailed knowledge of the data structure within the Codeks database. In addition, you must also understand the process of report generating and the elements used in the custom report definition.

You can read more about *Custom reports* in the documentation of the main Codeks application (https://jantar.si/pdf/CodeksManual-en_V10.pdf).