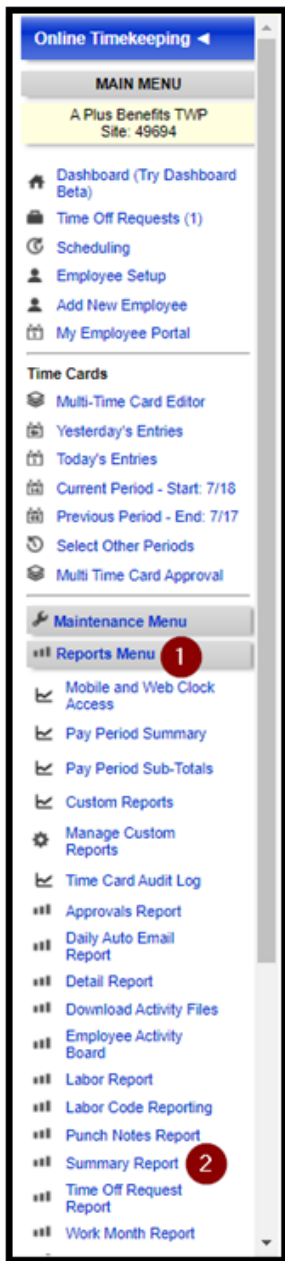


Go to: helpside.com -> Employer -> Timeclock and login with your username and password.

Step 1: From Main Menu click **Reports Menu**.

Step 2: Click **Summary Report**.



Step 3: Select **Pay Period** or enter range start and thru dates.

Step 4: In "Report Options", check mark the option you want the report to display.

Step 5: **Include Which Employees** will default to **All Active Employees**. Change selection if needed.

Step 6: **Include Which Additional Fields** will have options if additional fields are tracked (such as job costing). Check mark fields you would like the report to display.

Step 7: **Sort By** defaults to Name (Last, First). IF another method is preferred, select **Other** and choose from the drop-down list (example: Home Department).

Step 8: **Filter By** is optional.

Step 9: Click **Submit**.

Summary Report [?]

Company-wide summary for a pay period or custom date range. Shows total hours and earnings for each employee, broken down by category.

3 Pay Period

- 7/18/21 thru 7/31/21 (current)
- 7/4/21 thru 7/17/21 (prior)
- 6/20/21 thru 7/3/21
- 6/6/21 thru 6/19/21 (finalized)
- 5/23/21 thru 6/5/21 (finalized)
- 5/9/21 thru 5/22/21 (finalized)
- 4/25/21 thru 5/8/21 (finalized)
- 4/11/21 thru 4/24/21 (finalized)

More pay periods...
 Enter range: [] thru []

4 Report Options

- Show Wages
- Show Dollar Amounts
- Show Week Breakdown
- Show Approval Signature Line
- Show Employee Code
- Show Count of Edits
- Show Row Number
- Do not include unpaid categories

5 Include which employees?

- All active employees
- All employees (including inactive)
- Specific employees
- All employees in group
- Select by criteria

6 Include which additional data fields?

- Timecard-Job
- Timecard-Project

7 Sort By

- Name (Last,First)
- Employee Code
- Other | Select a Home or Clock Prompt Field [v]

8 Filter By

Which field? [No Filter - Show all punches v]

9 [Submit]

Step 10: Click **Print** for a PDF or click **Export to CSV** for an Excel file.

Payroll Summary [?]

10 [Print] [Export to CSV]

A Plus Benefits TWP
7/4/2021 thru 7/17/2021

Name	Category	Total Hrs	Pay Rate	Wage
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