KRONOS

Sample Reports

Kronos Workforce TeleStaff™ for Law Enforcement

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Introduction

The Kronos Workforce TeleStaff solution provides many canned reports allowing your users to quickly obtain and analyze the data they need. Workforce TeleStaff uses the familiar environment of Microsoft Excel®. Users can take advantage of all Excel features and functions, including aggregate functions, pivot tables, formatting, increased report font size, and more.

Accrual Report

The Accrual Report displays all employee names, with the organization-defined accrual codes showing each employee's balance, earned/remaining hours, and taken/in-period hours.

Workforce TeleStaff
Accruals Report [01/01/2015 - 04/27/2015] **Effective Date:** [04/27/2015]
Limits: Accrual Group: 1

Accrual Group Number 1		Remaining	In Period
Abundiz, David	VA - Vacation Accrued		100.00
Abundiz, David	VAC - Vacation	232.00	-51.00
Administrator, TeleStaff	VA - Vacation Accrued		
Administrator, TeleStaff	VAC - Vacation	0.00	
Aguilar, Lewis	VA - Vacation Accrued		100.00
Aguilar, Lewis	VAC - Vacation	340.50	-34.00
Barnum, TheodCae W.	VA - Vacation Accrued		100.00
Barnum, TheodCae W.	VAC - Vacation	391.00	
Beam, Dan	VA - Vacation Accrued		100.00
Beam, Dan	VAC - Vacation	246.00	-54.00
Benson, Dan	VA - Vacation Accrued		100.00
Benson, Dan	VAC - Vacation	223.50	
Bloomberg, Judy	VA - Vacation Accrued		100.00
Bloomberg, Judy	VAC - Vacation	74.50	-25.50
Boleslawski, William A.	VA - Vacation Accrued		100.00
Boleslawski, William A.	VAC - Vacation	55.00	
Bronson, Eddie	VA - Vacation Accrued		100.00
Bronson, Eddie	VAC - Vacation	232.00	-25.50
Cadan, Frank A.	VA - Vacation Accrued		100.00
Cadan, Frank A.	VAC - Vacation	165.00	
Caenzen, Barbara B.	VA - Vacation Accrued		100.00
Caenzen, Barbara B.	VAC - Vacation	183.00	
Carlson, Kenneth	VA - Vacation Accrued		100.00
Carlson, Kenneth	VAC - Vacation	357.50	
Carpenter, Paul W.	VA - Vacation Accrued		100.00
Carpenter, Paul W.	VAC - Vacation	106.50	

Features and benefits:

- Provides timely and easy access to data on those employees with accrued time

- Provides advance warnings to administrators that an employee has the time available before he or she requests leave

- Can be filtered by date range, rank, shift, and individual employee

- Includes common accrual codes: vacation, sick leave, and compensatory overtime

- May be printed, faxed, or exported in Excel-supported formats

Audit Report

The Audit Report enables you to track changes to records within Workforce TeleStaff.

Workforce TeleStaff
Audit History Report [04/21/2015]

Person	Date/Time	Target	Type	Description
Salazar, Jeffery J.	04/21/2015 14:12:57	Staffing Record	Update	Officer <Switch> Officer #2
	04/21/2015 14:12:57	Staffing Record	Insert	Officer #2 <Switch> Officer
	04/21/2015 14:12:26	Staffing Record	Insert	Officer #1 <Switch> Officer #3
	04/21/2015 14:12:26	Staffing Record	Update	Officer #3 <Switch> Officer #1
	04/21/2015 14:12:11	Unit Deploy	Insert	98
	04/21/2015 14:12:11	Unit Deploy	Insert	98
	04/21/2015 14:12:11	Event	Insert	Football
	04/21/2015 13:50:57	Staffing Record	Insert	Edit Insert
	04/21/2015 13:49:48	Staffing Record	Insert	Edit Insert
	04/21/2015 13:48:31	Staffing Record	Insert	Edit Insert
	04/21/2015 13:48:22	Staffing Record	Insert	Edit Insert
	04/21/2015 13:48:22	Staffing Record	Insert	Edit Insert
	04/21/2015 13:48:22	Staffing Record	Insert	Edit Insert
	04/21/2015 13:48:22	Staffing Record	Insert	Edit Insert
	04/21/2015 13:48:22	Staffing Record	Insert	Edit Insert
	04/21/2015 13:48:22	Staffing Record	Insert	Edit Insert
	04/21/2015 13:48:22	Staffing Record	Insert	Edit Insert
	04/21/2015 13:48:22	Staffing Record	Insert	Edit Insert
	04/21/2015 13:02:01	Fix / Finalize	Update	Finalized: 1 - 03/22/2015
	04/21/2015 08:13:15	Staffing Record	Insert	.../Area 2 - Days/Officer <move
	04/21/2015 08:10:21	List	Update	3 Contact On Duty Supervisor
	04/21/2015 08:09:44	List	Update	2a Overtime List Less than 3
	04/21/2015 08:09:32	List	Update	1a Overtime Signup List Less than
	04/21/2015 08:09:11	List	Update	1b Overtime Signup List 3-7
	04/21/2015 08:07:27	Person	Update	Castro, Loren

Features and benefits:

- Displays the name of the person who made the changes

- Lists the types of changes that took place and when

- Displays what area of Workforce TeleStaff was modified or affected

- Provides the type of change that was made and a description of where the change occurred, including a summary of the changes

- May be printed, faxed, or exported in Excel-supported formats

Contact Log Report

The Contact Log Report displays all the attempts that were made to contact staff members during a given date range.

Workforce TeleStaff
Contact Log Report [04/21/2015]

For Date...		Type		Contact	Status	Listened	Expires
000112	**Abundiz, David**						
04/21/2015	D	Vacancy		<online>	Accepted	04/21/2015 08:16	04/21/2015 09:10
06:00	14:30	1//Area 1 - Days/Officer #6			as 2a Overtime List Less than 3		Overtime - Workload (OTWKL)
001430	**Barnum, TheodCae W.**						
04/19/2015	D	Vacancy		(800)850-737	Accepted		04/21/2015 09:03
06:00	14:30	1//Area 1 - Days/Officer #4			as 2a Overtime List Less than 3		Overtime - Workload (OTWKL)
001471	**Carlson, Kenneth**						
04/21/2015	D	Vacancy		18008507374	Rejected	04/21/2015 08:06	04/21/2015 09:06
06:00	14:30	1//Area 1 - Days/Officer #3			as 2a Overtime List Less than 3		Overtime - Workload (OTWKL)
04/21/2015	D	Vacancy			Alternate Accepted		04/21/2015 09:15
06:00	14:30	1//Area 1 - Days/Officer #6			as 2a Overtime List Less than 3		Overtime - Workload (OTWKL)
000088	**Castro, Loren**						
04/21/2015	D	Vacancy		18008507374	Accepted	04/21/2015 08:18	04/21/2015 09:14
06:00	14:30	1//Area 1 - Days/Officer #3			as 2a Overtime List Less than 3		Overtime - Workload (OTWKL)
04/21/2015	D	Vacancy		18008507374	Rejected	04/21/2015 08:07	04/21/2015 09:07
06:00	14:30	1//Area 1 - Days/Officer #6			as 2a Overtime List Less than 3		Overtime - Workload (OTWKL)
003654	**Conlin, Edward**						
01/02/2009	GR	Notification			Auto. Notify		01/02/2009 21:59
22:00	06:30	1//Area 2 - Graves/Officer #2					Training (TR)
013781	**Eide, Donald**						
04/21/2015		Message		<inbound:>	Accepted	04/21/2015 13:54	04/21/2015 23:59
13:54	13:54	Report to Human Resources at your earliest convenience.					

Features and benefits:

- Includes an extensive list of why a staff member was contacted, by whom, and the outcome of each contact

- Shows forms of contact on this window: opportunity, notification, message, and alarm

- May be printed, faxed, or exported in Excel-supported formats

Cost Report

The Cost Report displays the estimated total costs associated with each work code used over a given date range.

Workforce TeleStaff
Cost Report [04/13/2015 - 04/26/2015]

Payroll Code	Description	Total
REG	Exchange Off - Not Working (EO)	$1,124.13
	Exchange Working - Working (EW)	$556.75
OTW	Overtime - Workload (OTWKL)	$2,070.94
RD	Regular Time (REG)	$179,208.50
SL	Sick Leave (S)	$1,124.13
V	Vacation (VAC)	$990.25
		$185,074.69

Features and benefits:

- Displays the financial impact of any code in the organization

- Shows date in any date range and can be further isolated by employee rank

- Defines data by area, region, person, unit, position, rank, shift, or work code

- Enhances budget preparation and forecasts organizational costs based on historical patterns

- Calculates estimated costs by multiplying the work code rate by the number of hours used by the wage of the employee

- May be printed, faxed, or exported in Excel-supported formats

The Cost Report represents an approximate cost associated with work codes and is not intended for use in payroll reporting.

Exceptions Report

The Exceptions Report identifies work exceptions on a day-by-day basis for the staffing activity.

Workforce TeleStaff
Exceptions Report [04/21/2015]
Limits: Payroll Information Only

04/21/2015	DAYS Zone 2				Total	
RD	Regular Time (REG)				7.50	
2000138	Sierra, Hector	PO	7.50		7.50	S - Heredia, William (RIOT)
SL	Sick Leave (S)				8.50	
2000211	Heredia, William (RIOT)	PO	8.50		8.50	
V	Vacation (VAC)				8.50	
. 2000132	Kron, James D. (RIOT)	PO	8.50		8.50	
04/21/2015	**Day**				**Total**	
OTW	Overtime - Workload (OTWKL)				17.00	
78129	Abundiz, David (DT)	PO	8.50		8.50 SL	S - Zavala, Anthony A. (FTO)
2000088	Castro, Loren (FTO)	PO	8.50		8.50 SL	S - Harry, Troy I. (RI/RIOT/SV
SL	Sick Leave (S)				17.00	
14053	Harry, Troy I. (RI/RIOT/SWAT)	PO	8.50		8.50	
2000101	Zavala, Anthony A. (FTO)	PO	8.50		8.50	
04/21/2015	**GRAVES**				**Total**	
V	Vacation (VAC)				8.50	
. 13496	Lauritzon, Allen D. (FTO)	PO	2.00	6.50	8.50	

Features and benefits:

- Details events that cause exceptions and tracks total exception work code hours

- Supports reasons why overtime was required in specific situations

- Sorts data by shift, rank, or individual employee over any date range

- Isolates and shows data by district, person, unit, rank, shift, and work code

- Identifies what condition caused the need for the work exception; for example, sick leave, holiday, etc.

- Provides a list of all staff members using a specific pay code on a specific day and how many hours each used

- May be printed, faxed, or exported in Excel-supported formats

Expirations Report

The Expirations Report tracks specialty expiration dates and displays other types of expiring activities and documents, such as physical exams and driver's licenses.

Workforce TeleStaff
Expirations Report [04/21/2015 - 11/30/2015]

Description	Person	ID	Date
Gang Suppression (GS)	Castro, Loren (FTO)	000088	09/15/2015
Field Training Officer (FTO)	Castro, Loren (FTO)	000088	09/15/2015
CPR (CPR)	Abundiz, David (DT)	000112	08/01/2015
Hostage Negotiation (HNT)	Jones, Bob F. (HNT/INST)	000875	08/01/2015
CPR (CPR)	Jones, Bob F. (HNT/INST)	000875	07/15/2015
Special Weapons And Tactics (SWAT)	Carlson, Kenneth (SWAT)	001471	05/01/2015
Special Weapons And Tactics (SWAT)	Carpenter, Paul W. (SWAT)	002002	05/01/2015
Special Weapons And Tactics (SWAT)	Eoppolo, Tony R. (SWAT)	004720	05/01/2015

Features and benefits:

- Displays all specialties entered into Workforce TeleStaff, showing the employee they are assigned to and renewal or expiration dates

- Allows unlimited specialty fields, enhancing a department's ability to track performance evaluations and yearly physicals

- Provides advance warning to administrators that an employee may become ineligible for a position if a certification is not renewed

- Can also be used in conjunction with the telephone-based message delivery system to notify employees

- Assists training divisions by helping to determine which training sessions would be most valuable

- Provides timely and easy access to those employees whose certification(s) will expire

- Filters by date range, ranks, shift, and individual employee

- May be printed, faxed, or exported in Excel-supported formats

FEMA Report

The FEMA Report, populated through the FEMA module, will automatically pre-populate FEMA Report data fields with necessary information exported directly from Workforce TeleStaff, saving agencies valuable time and resources.

DEPARTMENT OF HOMELAND SECURITY FEDERAL EMERGENCY MANAGEMENT AGENCY FORCE ACCOUNT LABOR SUMMARY RECORD									PAGE 1 OF 2			O.M.B. No. 1660-0017 Expires December 31, 2011	
Homeland Police Department [agency]					PA ID NO. 123-PD5X228-0234			PROJECT NO. FEMA 1010-AA-AA			DISASTER DR-0001-CA		
Anytown, CA [city],[state]								CATEGORY			PERIOD COVERING 02/25/17 TO 02/25/17		
DESCRIPTION OF WORK PERFORMED State request for assistance to provide civilian access control, internal patrol and transport requests.													

	DATE	Dates and Hours Worked Each Week							TOTAL HOURS	HOURLY RATE	BENEFIT RATE/HR	TOTAL HOURLY RATE	TOTAL COSTS
		2/25									Costs		
NAME Berry, Ernest	REG												
JOB TITLE Police Officer	O.T.	13.0							13.0	$ 42.50		$ 42.50	$ 553
NAME Castillo, Joshua	REG												
JOB TITLE Police Officer	O.T.	13.0							13.0	$ 37.50		$ 37.50	$ 488
NAME Patterson, Erik	REG												
JOB TITLE Police Corporal	O.T.	13.0							13.0	$ 30.22		$ 30.22	$ 393
NAME Sisk, William	REG	24.0							24.0	$ 28.10		$ 28.10	$ 674
JOB TITLE Police Officer	O.T.												
NAME Sowder, Robert	REG	24.0							24.0	$ 35.50		$ 35.50	$ 852
JOB TITLE Police Corporal	O.T.												
NAME Thomas, Renee	REG	24.0							24.0	$ 45.00		$ 45.00	$ 1,080
JOB TITLE Police Sergeant	O.T.												
TOTAL COST FOR FORCE ACCOUNT LABOR REGULAR TIME												$	2,606
TOTAL COST FOR FORCE ACCOUNT LABOR OVERTIME												$	1,433
I CERTIFY THAT THE INFORMATION ABOVE WAS OBTAINED FROM PAYROLL RECORDS, INVOICES, OR OTHER DOCUMENTS THAT ARE AVAILABLE FOR AUDIT.													
CERTIFIED Jeffrey A. Salazar					TITLE FEMA Coordinator,Homeland Police Dept						DATE 3/2/2017		

FEMA Form 90-123, FEB 09   TeleStaff-r1.4

Features and benefits:

- Automatically passes data to FEMA Form 90-123R, with necessary data within Workforce TeleStaff needed for FEMA reimbursement
- Runs queries on work codes and account codes based on a user-defined date range

FLSA Report

The FLSA Report displays a total of FLSA hours per staff member.

Workforce TeleStaff
FLSA Report [04/13/2015 - 04/26/2015]
Limits: Payroll Information Only
Period Finalized

	Person		Hours	Code	Description
78129	Abundiz, David	PO (AR/CPR/DT)		FLSA	
			8.50	OTW	Overtime - Workload (OTWKL)
			76.50	RD	Regular Time (REG)
			8.50	V	Vacation (VAC)
			8.00	OTW	Overtime - Workload (OTWKL)
			101.50		
2000186	Aguilar, Lewis	PO (AR/CPR/	0.00	FLSA	
			8.50	REG	Exchange Off - Not Working (EO)
			2.25	OTHOLI	Overtime - Holdover (OTHOLD)
			7.50	OTW	Overtime - Workload (OTWKL)
			59.50	RD	Regular Time (REG)
			17.00	V	Vacation (VAC)
			94.75		
13557	Barnum, TheodCae W.	PO (DRE)	0.00	FLSA	
			8.50	OTW	Overtime - Workload (OTWKL)
			90.00	RD	Regular Time (REG)
			98.50		

Features and benefits:

- Displays work codes and description
- Provides a total number of hours worked over a targeted date range
- May be printed, faxed, or exported in Excel-supported formats

Login Report

The Login Report allows managers to track who logged in to Workforce TeleStaff during a given date range.

Workforce TeleStaff
Login History Report [04/21/2015]

Person	Rank	Authority		In	Out	Login Source	From
Salazar, Jeffery J.	Sergeant	Full Access		04/21/2015 14:06:43		Web	127.0.0.1
Conlin, Edward		Officer		04/21/2015 14:05:02	04/21/2015 14:06:03	Inbound	
Salazar, Jeffery J.	Sergeant	Full Access	S	04/21/2015 14:04:45		Workstation	
Eide, Donald		Officer		04/21/2015 13:54:33	04/21/2015 13:54:58	Inbound	
Beam, Dan		Officer		04/21/2015 13:54:01	04/21/2015 13:54:11	Inbound	
Salazar, Jeffery J.	Sergeant	Full Access		04/21/2015 13:51:57	04/21/2015 13:59:33	Web	127.0.0.1
	Sergeant	Full Access	S	04/21/2015 13:47:42	04/21/2015 13:59:56	Workstation	
	Sergeant	Full Access		04/21/2015 12:52:32		Web	127.0.0.1
Administrator, TeleStaff		Base Access		04/21/2015 12:52:07	04/21/2015 12:52:28	Web	127.0.0.1
Salazar, Jeffery J.	Sergeant	Full Access		04/21/2015 12:50:57	04/21/2015 12:51:08	Web	127.0.0.1
	Sergeant	Full Access		04/21/2015 12:46:03	04/21/2015 12:50:35	Web	127.0.0.1
	Sergeant	Full Access	S	04/21/2015 12:41:27	04/21/2015 13:06:27	Workstation	
Castro, Loren		Officer		04/21/2015 08:18:33	04/21/2015 08:19:30	Outbound	
Carlson, Kenneth		Officer		04/21/2015 08:17:45	04/21/2015 08:18:07	Outbound	
Abundiz, David		Officer		04/21/2015 08:16:29	04/21/2015 08:24:36	Workstation	
Sierra, Hector		Officer		04/21/2015 08:13:49	04/21/2015 08:14:16	Outbound	
Waelder, Gilbert D.		Officer		04/21/2015 08:12:15	04/21/2015 08:12:31	Outbound	
Abundiz, David		Officer		04/21/2015 08:10:36	04/21/2015 08:11:01	Outbound	
Rosselle, Robert		Officer		04/21/2015 08:08:45	04/21/2015 08:09:53	Outbound	
Castro, Loren		Officer		04/21/2015 08:07:30	04/21/2015 08:07:55	Outbound	
Carlson, Kenneth		Officer		04/21/2015 08:06:10	04/21/2015 08:06:43	Outbound	
Martinez, Miguel D.		Officer		04/21/2015 07:59:51		Workstation	
Farrington, Ralph		Sergeant		04/21/2015 07:59:05		Workstation	
Salazar, Jeffery J.	Sergeant	Full Access	S	04/21/2015 07:58:16	04/21/2015 08:24:36	Workstation	

Features and benefits:

- Provides the name of the person who logged in, including the person's authority

- Displays how the person logged in to Workforce TeleStaff

- Details when the person logged in and logged out

- May be printed, faxed, or exported in Excel-supported formats

Payback Report

The Payback Report tracks payback balances (shift trades) that occur within a given date range. It displays each code, which is tracked and followed by an alphabetical listing of employees who owe for that code.

Workforce TeleStaff
Payback Report [04/01/2015 - 05/31/2015]

Work Code	Person Who Owes	Person Who Is Owed	Hours	Since	Days Ago
Exchange Off - Not Working	Aguilar, Lewis	Chan, Sam	8.50	04/24/2015	0
	Edelman, Thomas D.	Coleman, Shirley	8.50	04/24/2015	0
	Jones, Bob F.	Martinez, Miguel D.	8.50	04/24/2015	0
	Klein, Ronald W.	Carlson, Kenneth	8.50	04/21/2015	3
	Mosqueda, Owen F.	Barnum, TheodCae W.	8.50	04/24/2015	0

Features and benefits:

- Displays a list containing each work code
- Lists each staff member who owes a payback or shift trade
- Automatically removes a shift trade from the report after it has been paid back
- May be printed, faxed, or exported in Excel-supported formats

Payroll Report

The Payroll Report shows how many hours of each organization-defined pay code are used during any user-defined payroll period.

Workforce TeleStaff
Payroll Report [04/21/2015]
Limits: Payroll Information Only
Period NOT Finalized

	Person		Hours	Code	Description
78129	Abundiz, David	PO (AR/CPR/	8.50	OTW	Overtime - Workload (OTWKL)
			8.50		
2000088	Castro, Loren	PO (FTO/GS)	8.50	OTW	Overtime - Workload (OTWKL)
			8.50		
14053	Harry, Troy I.	PO (RI/RIOT/	8.50	SL	Sick Leave (S)
			8.50		
2000211	Heredia, William	PO (RIOT)	8.50	SL	Sick Leave (S)
			8.50		
2000132	Kron, James D.	PO (DRE/RIO	8.50	V	Vacation (VAC)
			8.50		
13496	Lauritzon, Allen D.	PO (DRE/FTC	8.50	V	Vacation (VAC)
			8.50		

Features and benefits:

- Is easily accessed from the Workforce TeleStaff calendar by clicking the payroll icon
- Displays hours recorded under each payroll-relevant working and nonworking code for each employee during a specified period
- Accurately and easily reports payroll hours to payroll administrators and is sorted by employee name with employee ID (user, payroll, other) displayed
- Shows as Finalized when a payroll report has been verified and approved by appropriate management personnel
- Can be filtered by date range, district, pay information, unit, position, work code, rank, shift, or individual employee
- May be printed, faxed, or exported in Excel-supported formats

Personal History Report

The Personal History Report displays detailed information about all work codes assigned to staff members.

Workforce TeleStaff
Personal History [04/01/2015 - 04/24/2015]
Limits: Person: Aguilar, Lewis

Aguilar, Lewis

								Created	Last Modified By
REG		**Exchange Off - Not Working (EO)**				**8.50**		**Created**	**Last Modified By**
	04/16/201	D	Chan,S(EW)	8.50	0.00	8.50		04/24/2015 12:55:53	Salazar,J
ML		**Military Leave (ML)**				**8.50**		**Created**	**Last Modified By**
	04/03/201	D		8.50	0.00	8.50		04/21/2015 13:50:16	Salazar,J
OTHOLD		**Overtime - Holdover (OTHOLD)**				**6.50**		**Created**	**Last Modified By**
+	04/09/201	D	1//Area 1 - Days/Officer #2	2.00	2.25	4.25		04/21/2015 13:51:15	Salazar,J
+	04/20/201	D	1//Area 1 - Days/Officer #2	2.25	0.00	2.25		04/21/2015 08:02:09	Salazar,J
OTW		**Overtime - Workload (OTWKL)**				**16.00**		**Created**	**Last Modified By**
	04/08/201	G	1//Police Special Operations/	2.00	6.50	8.50		04/21/2015 13:50:57	Salazar,J
	04/21/201	D	1//Area 2 - Days/Officer #6	7.50	0.00	7.50	1a Overtime	04/21/2015 14:46:36	Salazar,J
RD		**Regular Time (REG)**				**110.50**		**Created**	**Last Modified By**
	04/02/201	D	1//Area 1 - Days/Officer #2	8.50	0.00	8.50	<finalized>	04/21/2015 13:01:35	Salazar,J
	04/03/201	D	1//Area 1 - Days/Officer #2	8.50	0.00	8.50	<finalized>	04/21/2015 13:01:35	Salazar,J
	04/04/201	D	1//Area 1 - Days/Officer #2	8.50	0.00	8.50	<finalized>	04/21/2015 13:01:35	Salazar,J
	04/05/201	D	1//Area 1 - Days/Officer #2	8.50	0.00	8.50	<finalized>	04/21/2015 13:01:35	Salazar,J
	04/06/201	D	1//Area 1 - Days/Officer #2	8.50	0.00	8.50	<finalized>	04/21/2015 13:01:35	Salazar,J
	04/09/201	D	1//Area 1 - Days/Officer #2	8.50	0.00	8.50	<finalized>	04/21/2015 13:01:35	Salazar,J
	04/10/201	D	1//Area 1 - Days/Officer #2	8.50	0.00	8.50	<finalized>	04/21/2015 13:01:35	Salazar,J
	04/11/201	D	1//Area 1 - Days/Officer #2	8.50	0.00	8.50	<finalized>	04/21/2015 13:01:35	Salazar,J
	04/12/201	D	1//Area 1 - Days/Officer #2	8.50	0.00	8.50	<finalized>	04/21/2015 13:01:35	Salazar,J
	04/13/201	D	1//Area 1 - Days/Officer #2	8.50	0.00	8.50	<finalized>	04/21/2015 13:01:35	Salazar,J
	04/16/201	D	1//Area 1 - Days/Officer #2	8.50	0.00	8.50	<finalized>	04/21/2015 13:01:35	Salazar,J
	04/18/201	D	1//Area 1 - Days/Officer #2	8.50	0.00	8.50	<finalized>	04/21/2015 13:01:35	Salazar,J
	04/20/201	D	1//Area 1 - Days/Officer #2	8.50	0.00	8.50	<finalized>	04/21/2015 13:01:35	Salazar,J
V		**Vacation (VAC)**				**17.00**		**Created**	**Last Modified By**
.	04/17/201	D		8.50	0.00	8.50		04/21/2015 13:51:32	Salazar,J
.	04/19/201	D		8.50	0.00	8.50		04/21/2015 08:03:21	Salazar,J

Features and benefits:

- Shows the history of staffing or working exceptions associated with staff members over a specified date range

- Allows employees to easily access their own staffing records

- Enables managers to easily review each employee's staffing history

- Creates an audit record of all employee activity

- Allows employees to view hours they have accrued for vacation, sick leave, or any other code that can accrue time

- May be printed, faxed, or exported in Excel-supported formats

Roster Report

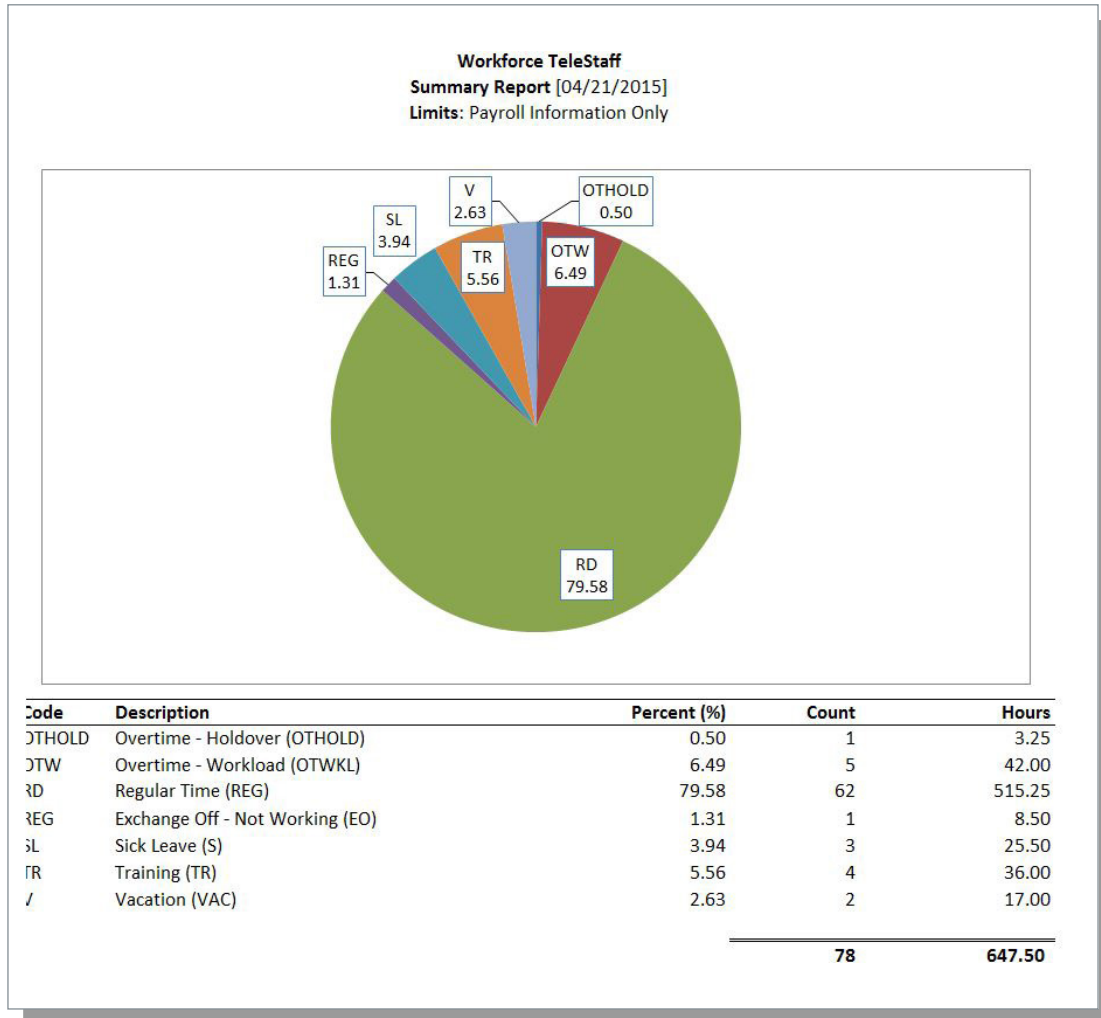The Roster Report provides a capture of the Workforce TeleStaff roster for any given day.

Workforce TeleStaff
Roster Report [04/21/2015]

Police Department / Police Command / Administrator Shift

Rank	ID	Name			From	Through	
Police Command / Police Command							
.Chief	000229	Jansen, James		REG	07:00	15:00	8
.Captain	017206	Dalton, William D.		REG	07:00	15:00	8
.Lieutenant	001580	Griffin, Brian G.		REG	07:00	15:00	8

Police Department / Police Operations / DAYS Zone 2,Day

Rank	ID	Name			From	Through	
Police Patrol - DAYS / Supervisors - Days							
Sergeant	76787	Chan, Sam		REG	05:30	14:00	8.5
Sergeant	000226	Farrington, Ralph		REG	05:30	14:00	8.5

Rank	ID	Name			From	Through	
Police Patrol - DAYS / Area 1 - Days							
Officer	001472	Harry, Troy I. (RI/RIOT/SWAT)	✔	S	06:00	14:30	8.5
	000088	Castro, Loren (FTO)	✔	OTWKL	06:00	14:30	8.5
Officer	000027	Moyer, Brian D. (FTO)		REG	06:00	14:30	8.5
Officer	000112	Martinez, Miguel D.		REG	06:00	14:30	8.5
Officer	000101	Zavala, Anthony A. (FTO)	✔	S	06:00	14:30	8.5
	000112	Abundiz, David (DT) {T001}	✔	OTWKL	06:00	14:30	8.5
Officer	000114	Mosqueda, Owen F.		REG	06:00	14:30	8.5

Features and benefits:

- Details date, time, district, area, and shift of a specified date

- Provides each employee's name, ID number, and title or rank

- Enables managers to easily view which personnel are unassigned

- May be printed, faxed, or exported in Excel-supported formats

Summary Report

The Summary Report is a graphic depiction displaying all working and nonworking work codes and their overall totals used by all employees over a given date range.

Workforce TeleStaff
Summary Report [04/21/2015]
Limits: Payroll Information Only

Code	Description	Percent (%)	Count	Hours
OTHOLD	Overtime - Holdover (OTHOLD)	0.50	1	3.25
OTW	Overtime - Workload (OTWKL)	6.49	5	42.00
RD	Regular Time (REG)	79.58	62	515.25
REG	Exchange Off - Not Working (EO)	1.31	1	8.50
SL	Sick Leave (S)	3.94	3	25.50
TR	Training (TR)	5.56	4	36.00
V	Vacation (VAC)	2.63	2	17.00
			78	647.50

Features and benefits:

- Reports which codes are impacting staffing activities and displays patterns of working exceptions

- Tracks an entire department or an employee's working codes for planning and budgetary purposes

- Details code, description, percentage, number of occurrences, and hours in a graphic

Personal Calendar Report

The Personal Calendar Report gives each employee access to a personal calendar report detailing his or her shifts, exceptions, paydays, FLSA period, and much more.

| Exception | My Shift | All Shifts | S Special Day | Pay Day | FLSA Day | Vacancy | Events |

Workforce TeleStaff
Calendar Report (Salazar, Jeffery)
11/23/2013 through 01/11/2014
Showing:

Saturday, November 23, 2013					
06:00 – 04:00	10h			Day	1//NB–104/Lieutenant
Sunday, November 24, 2013					
06:00 – 04:00	10h			Day	1//NB–104/Lieutenant
Monday, November 25, 2013					
06:00 – 04:00	10h			Day	1//NB–104/Lieutenant
06:00 – 04:00	10h	VAC		Vacation	
Tuesday, November 26, 2013					
06:00 – 04:00	10h			Day	1//NB–104/Lieutenant
Wednesday, November 27, 2013					
06:00 – 04:00	10h			Day	1//NB–104/Lieutenant
Thursday, November 28, 2013					
06:00 – 04:00	10h			Day	1//NB–104/Lieutenant
		S		Thanksgiving Day	
Friday, November 29, 2013					
06:00 – 04:00	10h			Day	1//NB–104/Lieutenant
06:00 – 06:00	24h	OTCOT		Overtime – Court	

Features and benefits:

- Provides a detailed listing of shifts, exceptions, paydays, special days (holidays), FLSA period, events, and notes

- Details date, time, unit, and shift of a specified date

- Provides each employee's name and title or rank

- May be printed, faxed, or exported in Excel-supported formats

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