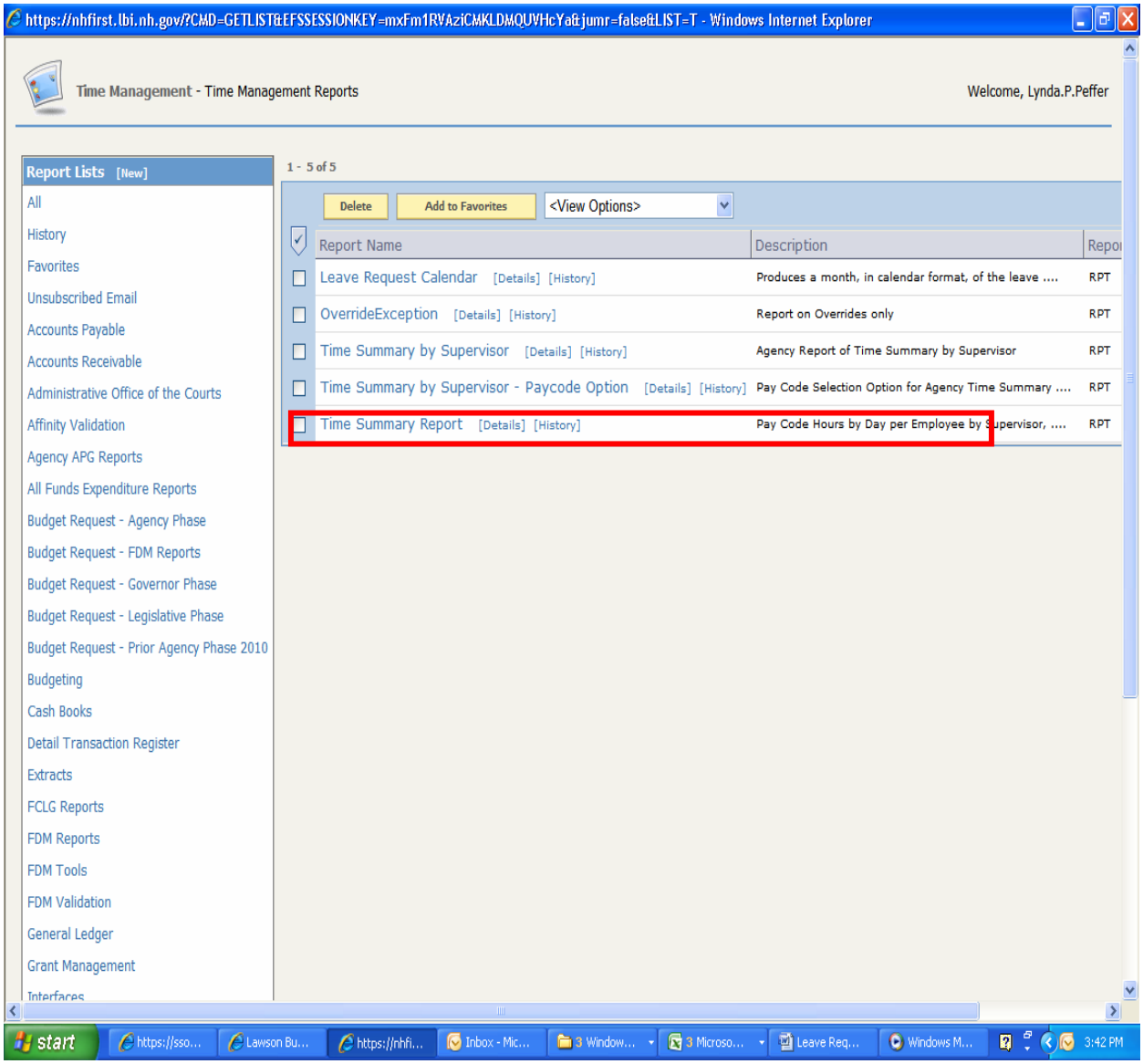
Timecard Summary Report

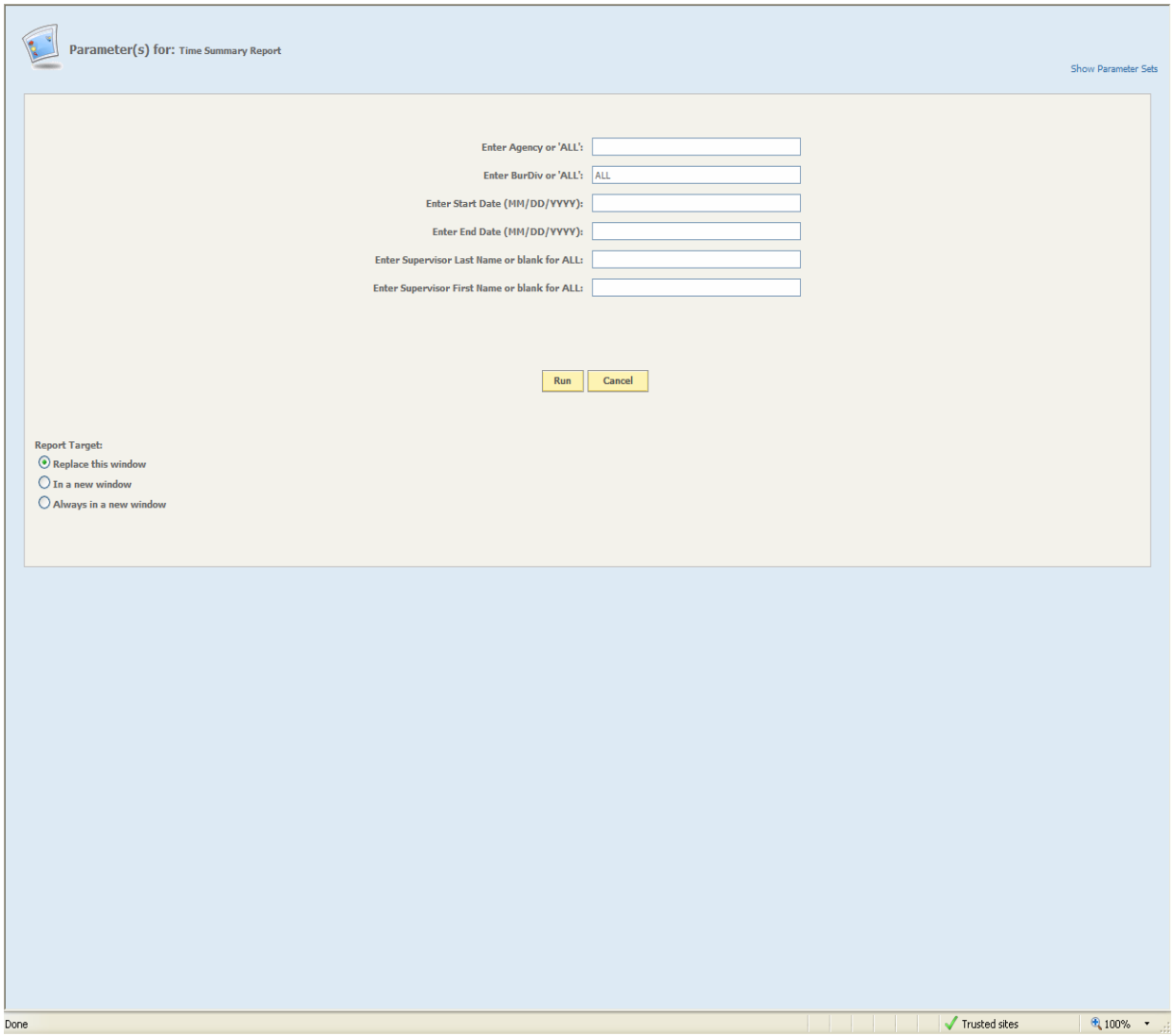
Updated 1/3/2012

This report is used for Supervisors to view their employees Time Summary for a specific range of dates, categorized by Pay Code, totaled daily and by the date range.

To view the report, click on **Time Summary Report** from the Time Management Reports screen.



This brings up the Time Summary Report screen shown below:



Parameter(s) for Time Summary Report:

Note – selecting ALL may result in a large report and accompanying slowdown in computer performance.

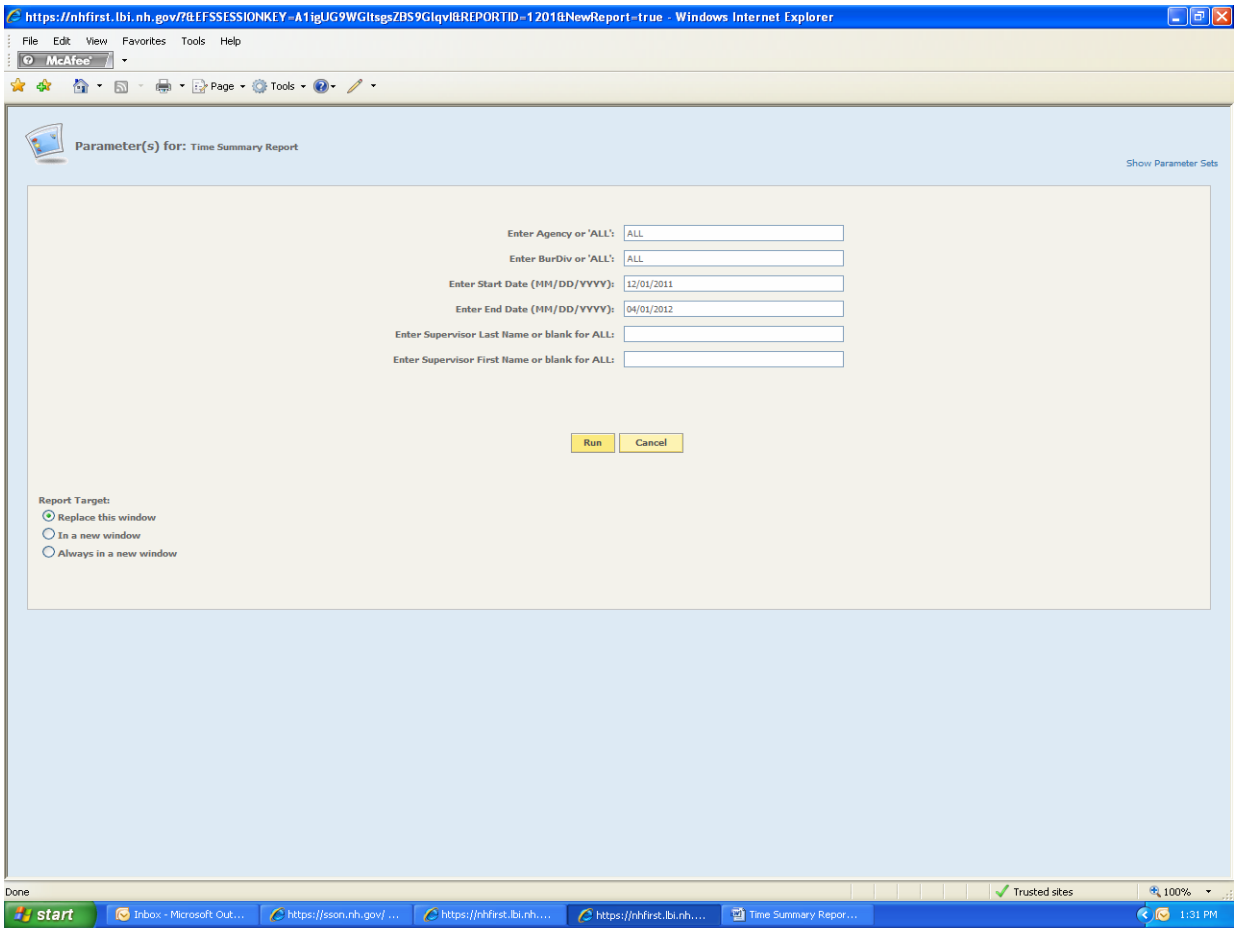
- **TIP:** If you're looking for a specific Agency or Division you can locate a listing at http://sunspot.nh.gov/erp/functionalAreadocuments.aspx, then scroll to the section "Chart of Accounts" choose the Excel file called "NH FIRST Accounting Units COA FY12 with NHIFS Crosswalk " This spreadsheet will provide you with a filtered list of all agencies and divisions.

1. Enter Agency or 'ALL': example ALL
2. Enter Bur/Div or 'ALL': example ALL
3. Enter Start Date (MM/DD/YYYY): example 12/01/2011
4. Enter End Date (MM/DD/YYYY): example 04/01/2012
5. Enter Supervisor Last Name or blank for ALL: example Fairbank

6. Enter Supervisor First Name or blank for ALL: example Mark

7. Choose a Report Target on bottom left of screen:

8. Click Run



Wait for report to run. The below is the output report of employees Time Summary Report:

STATE OF NEW HAMPSHIRE
ADMINISTRATIVE SERVICES

TIMECARD SUMMARY REPORT
FOR 12/01/2011 TO 04/01/2012

Page: 1

12/30/2011
01:35:19PM

AGENCY: 003 DEPT OF INFORMATION TECHNOLOGY
BUR/DIV: 0300 Information Technology Dept of
SUPERVISOR: ALLEN ERIC B

PAY CODE	Friday	Saturday	Sunday	Monday	Tuesday	Wednesday	Thursday	Total Hours	OverRides
KIMBALL DIANNE L									
HLDY	0.00	0.00	0.00	7.50	0.00	0.00	0.00	7.50	
REGLR	15.00	0.00	0.00	7.50	15.00	15.00	15.00	67.50	
TOTAL	**15.00**	**0.00**	**0.00**	**15.00**	**15.00**	**15.00**	**15.00**	**75.00**	
THOMPSON DEBRA E									
HLDY	0.00	0.00	0.00	7.50	0.00	0.00	0.00	7.50	
REGLR	15.00	0.00	0.00	0.00	6.50	15.00	15.00	51.50	
TOTAL	**15.00**	**0.00**	**0.00**	**7.50**	**6.50**	**15.00**	**15.00**	**59.00**	

This report can be saved and printed as a PDF.