



Take a Look at

## THE RICH FEATURES



### **What is Premier Timesheet & Attendance CSV Extractor?**

The Timesheet & Attendance CSV Extractor allows organization to import timesheet data into CSV using more complex and specific criteria, which can be viewed as Excel or PDF documents. This module allows the capability to produce summarized information by grouping the data using combination of fields.



#### **Key Features of Timesheet & Attendance CSV Extractor:**

- Extract timesheet reports using different combinations of field criteria
- Produce a more summarized data using grouping method of different fields
- Add more fields to be displayed in the timesheet report
- Create employee attendance reports by extracting Punch In/Punch Out data using different combinations of search criteria.
- You can view your extracted timesheet or attendance reports as Excel or PDF documents.



# Premier Timesheet & Attendance CSV Extractor

The Admin is able to extract timesheet data using the first level filter criteria.

**Export Timesheet Data As CSV**

**Filter Criteria**

Employee	<input type="text"/>	Customer	<input type="text" value="All"/>
Supervisor	<input type="text" value="All"/>	Project	<input type="text" value="All"/>
Employment Status	<input type="text" value="All"/>	Activity	<input type="text" value="All"/>
Timesheet Start Date	<input type="text" value="yy-mm-dd"/>	Sub Unit	<input type="text" value="All"/>
From *	<input type="text" value="yy-mm-dd"/>	To *	<input type="text" value="yy-mm-dd"/>
Timesheet Status <input type="checkbox"/> Saved <input type="checkbox"/> Submitted <input type="checkbox"/> Approved <input type="checkbox"/> Rejected <input type="checkbox"/> Not Filled			

The Admin can add additional fields to be displayed in the CSV/Excel data.

**Additional Fields to Display**

☐ Job Title ☐ Employment Status ☐ Joined Date ☐ Location ☐ Supervisor

The Admin can further provide summarized information by grouping using different combinations of fields.

Admin can extract timesheet data of employees who have worked for specific duration of time.

Admin can further summarize the timesheet data info using the second level grouping that provides a break down view of what the first level grouping comprises of.

**Group By**

**First Level**

☒ Employee ☐ Timesheet Start Date ☐ Timesheet Status ☐ Customer ☐ Project ☐ Activity ☐ Sub Unit

Summarized Duration is:

**Second Level**

☐ Employee ☐ Timesheet Start Date ☐ Timesheet Status ☐ Customer ☐ Project ☐ Activity ☐ Sub Unit

☐ Include Filter Criteria in the CSV

**Export to CSV**

\* required field

# Premier Timesheet & Attendance CSV Extractor

Create summarized or detailed employee attendance reports by extracting employee Punch In/Punch out data into a CSV file.

## Export Attendance Data As CSV

Employee Name

Division

Employment Status

From Date

To Date

Report Type



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