Period Reports Essentials

The **Period Reports** screen is where you can create, customize, print, and save reports on your employee hours. These reports can be customized to show information on select employees, and can be printed and/or downloaded in **HTML**, **PDF**, or **OpenXML** formats.

Configuring and Running a Report

1. Select the report you'd like to run from the **Period Reports** screen (**Reports** > **Period Reports**).
2. Apply any desired **Employee** and **Job Code Filters** by clicking the respective buttons at the top of the screen.
3. Enter in the date range for the report, or select a pre-defined date range from the drop-down.
4. Click on **Settings** to change individual facets of the report. These settings are unique to each report. For example, if you want to remove employee social security numbers from the **Complete Payroll Report** you would uncheck "**Print social security number at top of page**" in the **Settings** menu.
5. If you would like to change the font, spacing, or page orientation used on the report, click on **Page Layout** at the bottom of **Settings**.
6. If you have customized the report, click **Save** to commit these changes and return to the **Period Reports** screen.
7. Click **Preview** to see an example report and make sure that it includes all of your criteria.
8. Click on the **Download** button to choose which output format you would like to download. TimeClock Plus produces three types of output:
    *   **HTML**: The output is produced in a .html file that can be opened by a web browser.
    *   **PDF**: The output is produced in a .pdf file that can be opened in Adobe reader or another program designed to read .pdf files. As the .pdf report is more difficult to edit than the other formats, many companies use this for producing reports to send out.
    *   **OpenXML**: The report is produced in a .xml file that can be opened in Microsoft Excel or OpenOffice Calc.

For assistance please call Customer Support at: (325) 223-9300

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