



Time Reporting Helpful Tips



Reading Audit Time Detail Report

1. If the time keeper makes an edit you will see their username under the 'User' column
2. SuperUser under the 'User' column is the System
3. Under 'Client' column you will see where the employee is clocking in and out from
4. 'Client' column displays machine IP: then phone number

Timecard Audit Trail							Executed on:	1/18/2018 16:35 GMT-05:00
Time Period: Previous Pay Period							Printed for:	zbarr
Query: Previously Selected Employee(s)								
Audit Type: (16): Add Duration Edit Duration Delete Duration Duration (Add/Edit/Delete) Add Punch Edit Punch Delete Punch Punch (Add/Edit/Delete) Add Pay Code Edit Pay Code ...								
Datasource: (1): All								
Edits by Manager: (1): All								
Database Time Zone: (GMT -05:00) Eastern Time (Applies to data in Edit Date/Time column)								
Date/Time	Type	Pay Code	Amount	Override	Edit Date/Time			
Account	Comments	Work Rule	User	Server	Client	Data Source		
Name:	Shao, Huijuan		ID:	G49700398				
1/3/2018 6:22 PM	Add Punch		SuperUser	SCGWUKRNPRD02	https://128.164.11.163/Producti on:2029941854			
1/8/2018 10:55 AM	Add Punch		SuperUser	SCGWUKRNPRD02	https://128.164.11.163/Producti on:2029941854			
1/10/2018 9:18 AM	Add Punch		SuperUser	SCGWUKRNPRD01	https://128.164.11.163/Producti on:913016400590			
1/10/2018 2:13 PM	Add Punch		SuperUser	SCGWUKRNPRD02	https://128.164.11.163/Producti on:913016400590			

NETID of user. Shows SuperUser if it is registered by System

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