

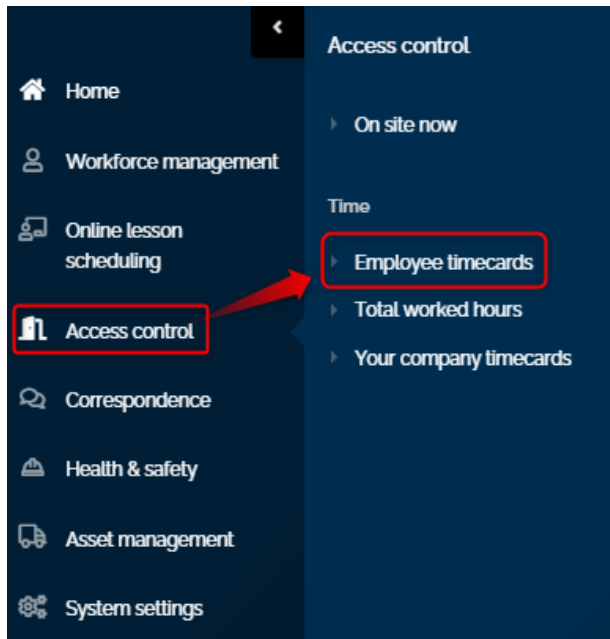
Access Control – Employee Timecards

Manage your Company

Author: J-Pee De Guzman

Product: EPP WFM

The Employee Timecards page can be accessed via the left side menu of the EPP Contractor Portal, by clicking the **Access Control** → **Employee Timecards**.



This report allows company users to generate and view reports on employees' timecards. This displays the individual time and location worked during any given date range based on the selected department, crews and terminals.

Report options

Date range

01/05/2024 →
13/05/2024

Employees

Test, Adam A (Damstra Id:274148) | v

Departments

All departments | v

Crews

All crews | v

Terminals

All terminals | v

Display options

Include days not worked

Run report

The report will display the following information:

- ▶ Name and ID number of the employee – by clicking on the employee’s name will direct you to the employee’s profile.
- ▶ Day of week
- ▶ Date
- ▶ Punch In/Out
- ▶ Shift
- ▶ Cumulative hours
- ▶ Origin or Terminal
- ▶ Department
- ▶ Company
- ▶ Crew
- ▶ Worked Type

Basa, Clarice Joy A (406033)										
Day of week	Date	In	Out	Shift	Cumulative	Origin	Department	Company	Crew	Worker Type
Monday	06/05/2024	9:44 AM		00:00	0h 0m	Clark Office Clark Admin	Training	Darnisa Technology	Carpenter	Permanent

De Guzman, J-Pee R (284737)										
Day of week	Date	In	Out	Shift	Cumulative	Origin	Department	Company	Crew	Worker Type
Monday	06/05/2024	9:42 AM		00:00	0h 0m	Clark Office Clark Admin	Training	Darnisa Technology	Carpenter	Permanent
Monday	06/05/2024	9:43 AM	3:00 PM	05:17	5h 17m	Clark Office Clark Admin	Training	Darnisa Technology	Carpenter	Permanent

Click on Download button to export the generated report into PDF, Excel, and CSV

