

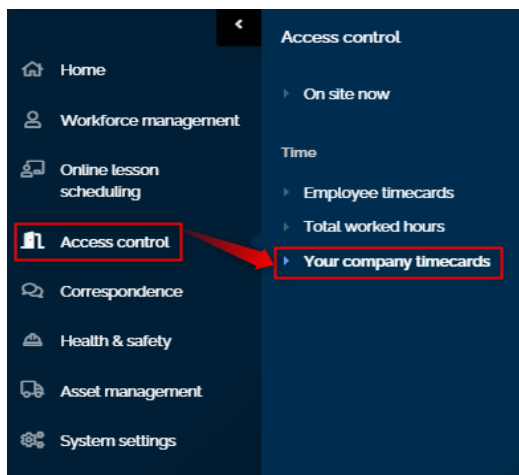
# Access Control – Company Timecards

Manage your Company

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Product: EPP WFM

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



This report allows your company users to generate and view reports for Company Timecards. This page includes the total worked hours of the company during any given date range, terminals, departments, and crews. The user also has an option to display the following information to be shown on the report:

- ▶ Include the employee's name and ID
- ▶ Include department breakdown and summary
- ▶ Display totals for each terminal
- ▶ Show totals for contracting companies vs permanent companies
- ▶ Include FTE calculations
- ▶ Include daily breakdown of hours (decimal only)
- ▶ Include employee details

The user may also select Hours and Minutes (HH:MM) or Decimal for the time to be shown on the report.

Companies	Dates
Terminals <input type="text" value="All terminals"/>	Date range <input type="text" value="01/05/2024"/> → <input type="text" value="11/05/2024"/>
Departments <input type="text" value="All departments"/>	Crews <input type="text" value="All crews"/>
<b>Display options</b>	
Display options <input type="checkbox"/> Include employee name & ID <input type="checkbox"/> Include department breakdown and summary <input type="checkbox"/> Display totals for each terminal <input type="checkbox"/> Show totals for contracting companies vs permanent companies <input type="checkbox"/> Include FTE calculations <input type="checkbox"/> Include daily breakdown of hours (decimal only) <ul style="list-style-type: none"> <li><input type="checkbox"/> Include employee details</li> </ul>	Show time as <input checked="" type="radio"/> Hours & minutes (HH:MM) <input type="radio"/> Decimal
<input type="button" value="Run report"/>	

The report will display the following information:

- ▶ Employees
- ▶ Hours
- ▶ Shifts
- ▶ Days

Other information will be shown in the report based on the selected display options.

Company	Employees			Hours			Shifts			Days		
	Total	F	M	Total	F	M	Total	F	M	Total	F	M
Damstra Technology	5	0	0	238h 38m	0h 0m	0h 0m	17	0	0	38	0	0
<i>Report totals: 1</i>	5			238 633			17			38		

Click the download button to export the generated report into Excel or CSV.

