

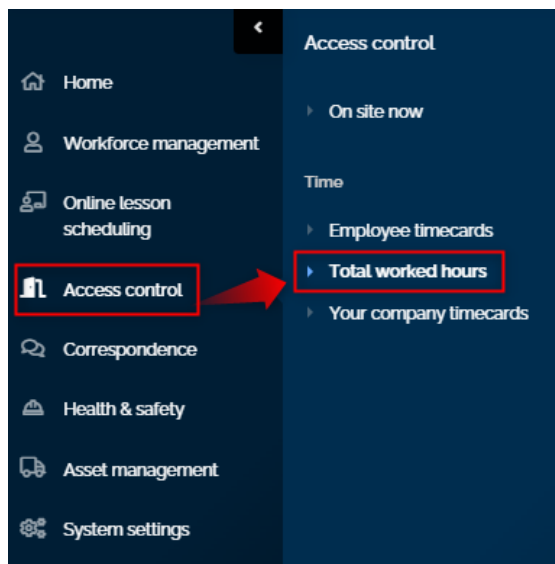
# Access Control – Total Worked Hours

Manage your Company

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Date (if required)

The Total Worked Hours page can be accessed via the left menu of the EPP Contractor Portal, by clicking the **Access Control** → **Total Worked Hours**.



This report allows the company users to generate and view total worked hours by an employee. This page includes the total shift hours of the individual time worked during any given date range, minimum hours and days, department, employment type, terminals, and induction type.

**Report options**

Date range  
From 01/05/2024 To 13/05/2024

Employment type  
All

Minimum hours  
0

Minimum days  
0

To remove the above restrictions, set either (or both) fields to 0.

Department  
All

Person  
All

Terminals  
All

Sub department  
All

Induction type  
All

**Additional options**

☒ Sort by name  
☐ Sort by hours  
☐ Sort by shift count

**Run report**

The report will display the following information:

- ▶ Employee Name – by clicking on the name of the employee, it will direct you to the employee's profile
- ▶ Gender
- ▶ Damstra ID Number
- ▶ Company

- ▶ Worker Type
- ▶ Terminal
- ▶ Hours Accumulated
  - ▶ Total Days by AM and PM
  - ▶ Total Hours by AM and PM

In punches						Hours accumulated					
Name	Gender	Card #	Company	Worker Type	Terminal	Total days	AM	PM	Total hours	AM	PM
<a href="#">Allan, Susan</a>	N	274065	Damstra Technology	Permanent	DMS MAINLAND WH (778855)	4	4	0	32400	3325	000
<a href="#">Bask, Clarice Joy A</a>	N	406033	Damstra Technology	Permanent	DMS CLIK ALM (78323B)	2	2	0	6100	604	000
<a href="#">De Guzman, J-Pee B</a>	N	284737	Damstra Technology	Permanent	DMS CLIK ALM (78323B)	2	3	0	10100	3005	000
<a href="#">Harper, Dean S</a>	N	136681	Damstra Technology	Permanent	DMS MAINLAND OFFICE (778854)	9	9	0	74300	7435	000
<a href="#">Kramers, Serban J</a>	N	7059	Damstra Technology	Permanent	dms Home Serban (78323B)	7	5	2	73700	4623	2725
<a href="#">Lopez, Juvencio</a>	N	343944	Damstra Technology	Permanent	DMS CLIK ALM (78323B)	1	1	0	8600	834	000
Count: 6											

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

