

PROJECTED OVERTIME REPORT

To access the *Projected Overtime* reporting you will use the *Labor* tab, and click on *Reports* then *Projected Overtime*

The report looks like this:

Projected Overtime											
End Date: 01/19/2021											
Date	Location	Time In	Time Out	Total Time	Position	Rate (\$)	Regular Ho...	Regular W...	Overtime ...	Overtime ...	Total Wage...
Employee A											
01/16/2021	0246 Wrentham	12:00	16:00	4.00	Server	5.55	4.00	22.20			22.20
01/17/2021	0246 Wrentham	13:00	16:00	3.00	Server	5.55	3.00	16.65			16.65
Position Tot...				7.00	Server	5.55	7.00	38.85			38.85
Employee T...				7.00			7.00	38.85			38.85
Employee B											
01/15/2021	0246 Wrentham	11:30	16:00	4.50	Host	12.00	4.50	54.00			54.00
01/15/2021	0246 Wrentham	16:00	20:00	4.00	Host	12.00	4.00	48.00			48.00
01/16/2021	0246 Wrentham	13:00	16:00	3.00	Host	12.00	3.00	36.00			36.00
01/16/2021	0246 Wrentham	16:00	19:30	3.50	Host	12.00	3.50	42.00			42.00
01/17/2021	0246 Wrentham	13:00	16:00	3.00	Host	12.00	3.00	36.00			36.00
01/17/2021	0246 Wrentham	16:00	19:00	3.00	Host	12.00	3.00	36.00			36.00
01/18/2021	0246 Wrentham	11:30	16:00	4.50	Host	12.00	4.50	54.00			54.00
Position Tot...				25.50	Host	12.00	25.50	306.00			306.00
Employee T...				25.50			25.50	306.00			306.00
Employee C											
01/15/2021	0246 Wrentham	11:15	16:00	4.75	Bar	5.55	4.75	26.36			26.36
01/15/2021	0246 Wrentham	16:00	22:00	6.00	Bar	5.55	6.00	33.30			33.30
Position Tot...				10.75	Bar	5.55	10.75	59.66			59.66
Employee T...				10.75			10.75	59.66			59.66

If you would like to filter for a specific employee, use the filter tab in the top right to filter by date or hours.

If you would like to remove a specific column, such as employee pay rate, hover your mouse over the column headers and you will be able to use the dropdown menu to sort that column, lock specific columns or add/remove specific columns from the report.

