Audience: Managers

Clocking Source Report

This report shows the source of clocking data for the selected organization unit(s) or employee, for the selected date range.

To run the report, ensure the fields below are populated. In the **Original Transaction Source** field, select the **Values** from the **Field Look Up Values**. Click **Request Report** to run the report.

Note: The report will only generate results for the current pay period, and three previous pay periods. Clocking source data prior to that timeframe is not retrievable.

Report Parameters

The report is sorted by organization unit. Fields include the **Original Source**, **Total**, percentage of **Manual Edits**, and **% No User Intervention**. Optional fields can include employee name, codes and whether to show device detail (which badge entry device was used). Bottom totals list total clocking's, percentage of clockings with manual edits and percentage of clockings with no user intervention for each branch and trunk level organization unit.

Report parameters include the following options:

- Organization unit to include in the report, or ability to search for a single employee.
- Range of start and end dates you want included in the report.
- Ability to include employee information details of each clocking or date range summaries.
- Ability to include device details.
- The original transaction source choices includes **ALL**, **Badge Reader**, **Manual**, **Mobile and Quick Badge**.

The report will generate as shown below.

*Example shows **All** original transaction sources:*

When only a specific transaction source is selected, a summary is displayed showing only that source (see second example below). An additional column is added to the report, in this case to show the percentage of the total for this original transaction source.

Regardless of which selection is made for the original transaction source, you can switch to other sources by using the links at the top of the report. The red link lets you know which source you are currently viewing. The blue links are other sources, you can click on to view.

Example shows only **Mobile** *original transaction source:*

You can switch to other sources by clicking the links at the top, such as **All**, **Badge Reader**, **Manual**, etc.

Clocking Source

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Original Transaction Source

All   Badge Reader   Manual   Mobile

Quick Badge

This report shows clocking source data for DIRECTOR - Director - 10000 for the date range 06/06/2021 to 06/08/2021 for the Mobile transaction source.

	% of Total	Total	Manual Edits	% No User Interaction
Director: DIRECTOR - Director - 10000 Totals:	0.06%	2	0 (0.00%)	100.00 %
Business Unit: 10000 – HM Corporate Division Totals:	0.06%	2	0 (0.00%)	100.00 %