

Time Clock Statistics Extended

In this document we cover all of the columns that are in the Time Clock Statistics Extended report.

The explanations will also apply to many of the other Time Clock reports in your system.

There are 26 columns in this report all pertaining to different areas of time clock reporting.

1. Employee# is the number you have entered in the Employee set up of the contact card.
2. Employee is the name of which you have entered in the Employee set up of the contact card.
3. Employee Type is the type of employee you have designated them such as Technician / Service Advisor or both.
4. Invoiced Hours is billed out hours on the invoices. This does not include Work In Progress.
5. Invoice Hours Credited this includes all Credit Invoices that you have posted that have any hours on them. This does not include Credit Slips that have not been posted.
6. Technician Hours is the hours you have set in the Labor lines that you want to credit to a Technician. An example would be you billed a customer for 2 hours but you credit the Technician for 1 hour.
7. Available Hours is the hours that a Technician is there for Attendance.
8. Productive Hours is the total of time clocked on jobs and could also include any Productive Events they are clocked onto.
9. On The Job is the total hours clocked on Work Orders and or Labor lines.

The next 4 columns are the most used in a shop to quickly and easily determine performance.

10. Productivity is Productive Hours divided by Available Hours shown as a percentage.
11. Efficiency is Invoiced Hours divided by time clocked on jobs on a work order shown as a percentage.
12. Proficiency is Invoiced Hours divided by Available hours shown as a percentage.
13. Productive Mix gives you the percentage of Production for each Technician.

Special Note when a Technician is charged back Labor time on a Credit Invoice it does not reduce that value from the 4 main columns for Productivity, Efficiency, Proficiency, and Productive Mix.

The following 4 columns are for separate purposes tracking Events. These items can be set up as Productive Time, Non Productive Time, and Exclusive. They are set up in the Location Settings under Time Clock Events.

14. Productive Event this would show the hours logged to a custom productive event (does not include applied time to a work order).
15. Non-Productive Event this would show the hours logged to a custom non-productive event
16. Non – Productive Mix displays the percentage of mix of these types of events.
17. Non – Productive % the percentage of time spent on Non – Productive Events.

The last 9 columns give you the actual sales, discounts, and cost figures for Parts, Labor, and Sublet.

18. Parts Total Sales.
19. Labor total Sales.
20. Sublet total Sales.
21. Parts Discount total.
22. Labor Discount total.
23. Sublet Discount total.
24. Parts Cost total.
25. Labor cost total.
26. Sublet Cost total.

Drill Down Reports

Please note by clicking on a line and then right clicking you can Drill Down for a list of individual items that make up the totals for Invoices, Productive and Non Productive Events. It will then display 4 columns.

1. Type displays if it is from a Work Order, Labor Line, or an Event.
2. Item displays the Invoice number, contact and service item.
3. Productive Hours for each Work Order, Labor Line, or Event.
4. Non-Productive hours for Non-Productive Events.