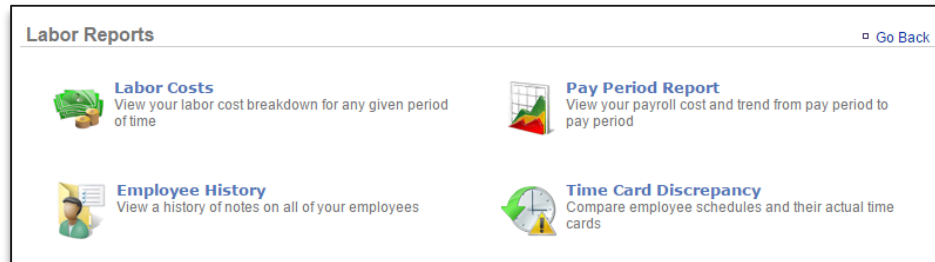

LABOR REPORTS OVERVIEW

The Employee Management module of NCR Console gives you the ability to view detailed labor data in a variety of ways within Console. Report features include the ability to modify time card data, import time card data and export reports to excel.



Labor Costs: Allows you to view labor costs for any given period of time

- Pay rates must be set to calculate labor costs (see the **Creating a New User** and **Time Card** training modules)

Pay Period Report: Allows you to view payroll costs and track trends from pay period to pay period

- Payroll settings must be established for this report to generate (see **Store Settings – General Settings** training module)

Employee History: Allows you to view a history of notes for all employees you've entered notes for

- Notes must be entered for the employee for this report to generate (see **Employee Notes** training module)

Time Card Discrepancy: Allows you to compare hours worked to hours scheduled for all employees

- A work schedule must be generated for this report to generate (see **Creating a Work Schedule** training module)