

TIME CARD DISCREPANCY REPORT

The **Time Card Discrepancy** report in the Employee Management module of NCR Console 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**).

To access the **Time Card Discrepancy** report:

1. Log into NCR Console, go to the **Reports** tab and click **Labor**
2. Click **Time Card Discrepancy**
3. This report defaults to the current week going back one week. Enter the desired date range.
4. Click **Update**
5. Click on a **Scheduled (Hrs)** total to be taken to the work schedule for the starting week in the date range you run
6. Click on an **Actual (Hrs)** total to be taken to the time card for the starting week in the date range you run

Time Card Discrepancy ⓘ					Go Back
Date Range : 1/1/2016 to 8/6/2016 Update					
Name	Scheduled (Hrs)	Actual (Hrs)	Difference (Hrs)	Over/Under (%)	
Logan Ponders	15.5	2.7	-12.8	-82.58%	
Michael Alberty	45.0	0.0	-45.0	-100.00%	
Shannon	15.0	73.8	58.8	392.00%	
Total	75.5	76.5	1.0	1.32%	