



Running Timecard Reports with ezLabor Manager

1. In the upper-right corner, click the **Reports** button. 
2. Choose **Administrator Reports**.
3. Press the  icon next to the **Timecard Report**. In the **Time Frame** drop-down, choose "Define at Runtime" and in the **Employee Status** section choose "All employees (includes Active, Inactive, Scheduled for Termination, and Terminated)". This is to ensure all employee information is included.



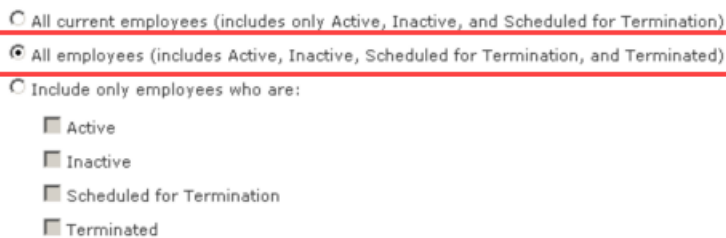
Time Frame
Define at Runtime

Select up to 6 fields to be displayed on this report:



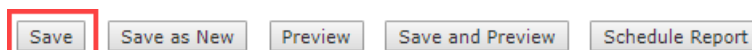
Available Fields	Selected Fields
Badge	Last Name
Company Code	First Name
Department	Employee
Employee Status	
Override Pay Group Wage Rate	
Pay Group	

Employee Status



☐ All current employees (includes only Active, Inactive, and Scheduled for Termination)
☒ All employees (includes Active, Inactive, Scheduled for Termination, and Terminated)
☐ Include only employees who are:
☐ Active
☐ Inactive
☐ Scheduled for Termination
☐ Terminated


4. Click **Save** at the bottom of the page.



Save Save as New Preview Save and Preview Schedule Report

5. Next, click the link at the top of the page to return to Reports – Home. You are here: [Reports - Home](#)
6. The edited Timecard Report will now appear under **My Reports**

Running Timecard Reports with ezLabor Manager

- Click the  icon next to the Timecard Report you created in **My Reports**.
- Enter the range of dates for the entire period the company has utilized ezLabor Manager. You can enter 1/1/2002 if the start date is unknown and 12/31 for the current year. This will ensure all report data is included. Then, enter the File Name – This is what you want to call the report.

Report Display

Enter Date Range and Download Report

From Date:
01/01/2002

To Date:
12/31/2020

File Name:
Timecard Report All Time

☒ Include Column Headers

Employee Status

☐ All current employees (includes only Active, Inactive, and Scheduled for Termination)

☒ All employees (includes Active, Inactive, Scheduled for Termination, and Terminated)

☐ Include only employees who are:

☐ Active

☐ Inactive

☐ Scheduled for Termination

☐ Terminated

Submit

- Finally, click **Submit** to save the file to your computer or network server.

Note: If you receive an error when saving the report, you will have to break up the report into a few more, smaller reports. For example, if you want to pull 2012 – 2020, but there is too much data for a single report, consider pulling each year separately into it's own report.