

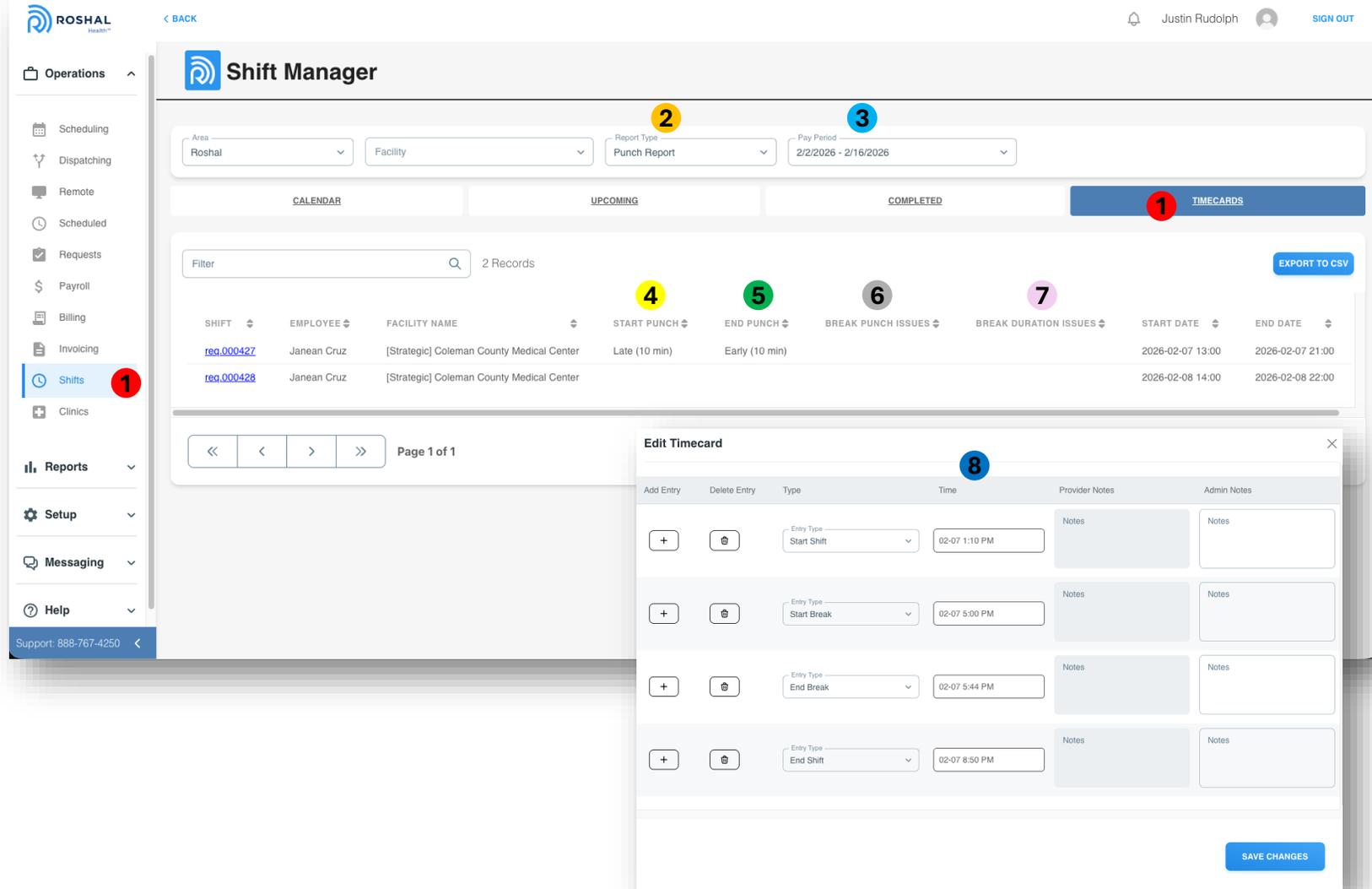
Timecard Punch Report Training

Date: 3/17/2026

Shift Punch Report

The **Shift Punch Report** is a report designed to show you which employees have issues with their timecard before each pay period end

- 1 • Select the **Shift** menu option and navigate to the **Timecards** Tab
- 2 • Change your **Report Type** filter to **Punch Report**
- 3 • Modify any other **filters** (area, facility or pay period) as you see fit
- From here you can view all employees and their **Punch Report** for each order
- 4 • **Start Punch:** Shows either late or early and by how many minutes
- 5 • **End Punch:** Shows if missed, late or early and by how many minutes
- 6 • **Break Punch Issues:** Shows if missed
- 7 • **Break Duration Issues:** Shows if it was a long break or short break and by how many minutes
- 8 • Click inside an entry to view and edit the employees **Timecard** for that specific order

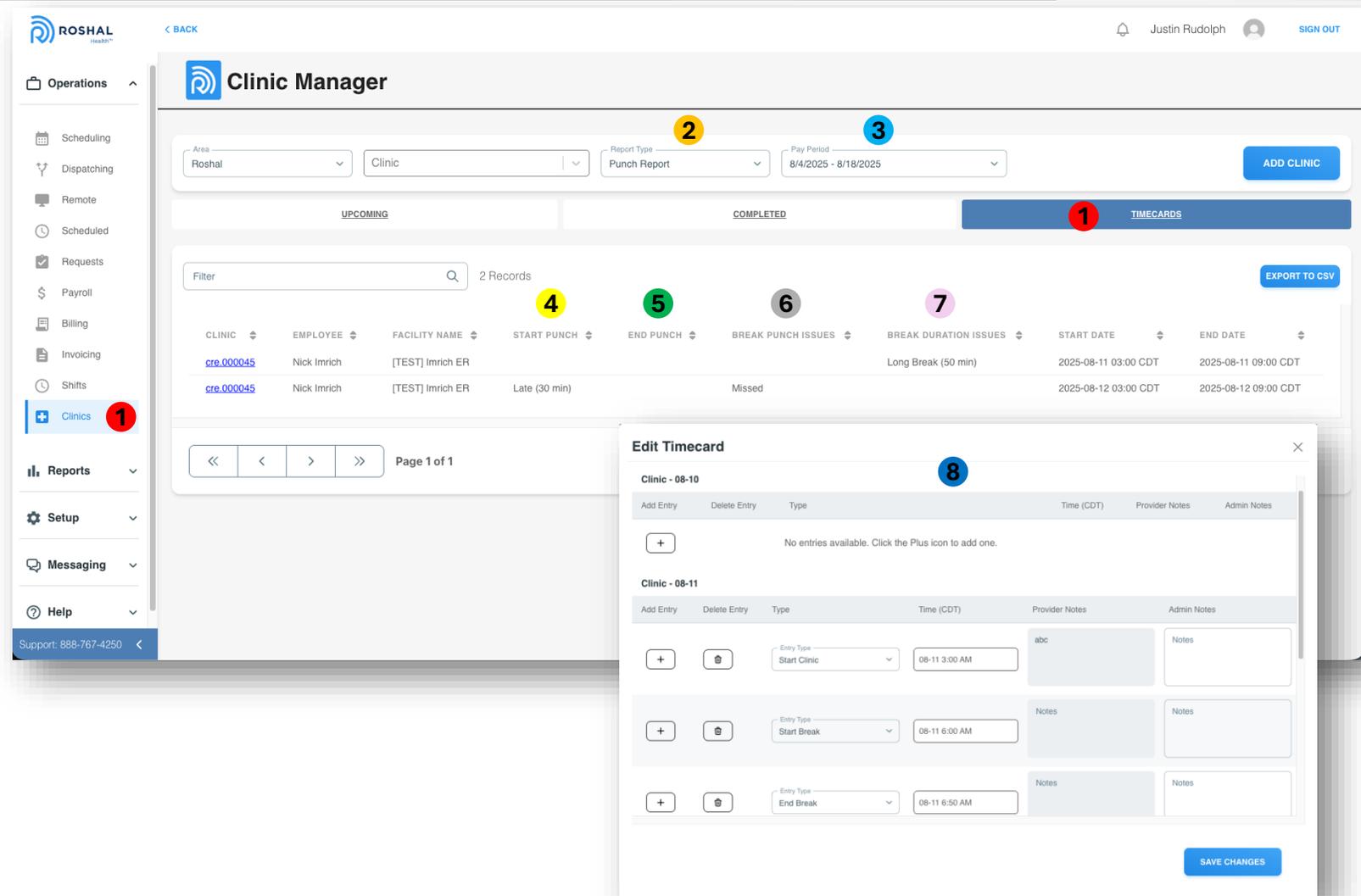


The screenshot displays the Roshal Shift Manager interface. On the left is a navigation sidebar with options like Scheduling, Dispatching, Remote, Scheduled, Requests, Payroll, Billing, Invoicing, Shifts (highlighted with a red 1), and Clinics. The main area is titled 'Shift Manager' and includes filters for Area (Roshal), Facility (Facility), Report Type (Punch Report, highlighted with a yellow 2), and Pay Period (2/2/2026 - 2/16/2026, highlighted with a blue 3). Below these are tabs for CALENDAR, UPCOMING, COMPLETED, and TIMECARDS (highlighted with a red 1). A table shows 2 records with columns for SHIFT, EMPLOYEE, FACILITY NAME, START PUNCH (highlighted with a yellow 4), END PUNCH (highlighted with a green 5), BREAK PUNCH ISSUES (highlighted with a grey 6), BREAK DURATION ISSUES (highlighted with a pink 7), START DATE, and END DATE. An 'EXPORT TO CSV' button is in the top right. At the bottom, an 'Edit Timecard' modal (highlighted with a blue 8) is open, showing a table with columns for Add Entry, Delete Entry, Type, Time, Provider Notes, and Admin Notes. The modal contains four entries: Start Shift at 02-07 1:10 PM, Start Break at 02-07 5:00 PM, End Break at 02-07 5:44 PM, and End Shift at 02-07 8:50 PM. A 'SAVE CHANGES' button is at the bottom right.

Clinic Punch Report

The **Clinic Punch Report** is a report designed to show you which employees have issues with their timecard before each pay period end

- 1 • Select the **Clinic** menu option and navigate to the **Timecards** Tab
- 2 • Change your **Report Type** filter to **Punch Report**
- 3 • Modify any other **filters** (area, clinic or pay period) as you see fit
- From here you can view all employees and their **Punch Report** for each order
- 4 • **Start Punch:** Shows either late or early and by how many minutes
- 5 • **End Punch:** Shows if missed, late or early and by how many minutes
- 6 • **Break Punch Issues:** Shows if missed
- 7 • **Break Duration Issues:** Shows if it was a long break or short break and by how many minutes
- 8 • Click inside an entry to view and edit the employees **Timecard** for that specific order (shows all timecards for the entire clinic)



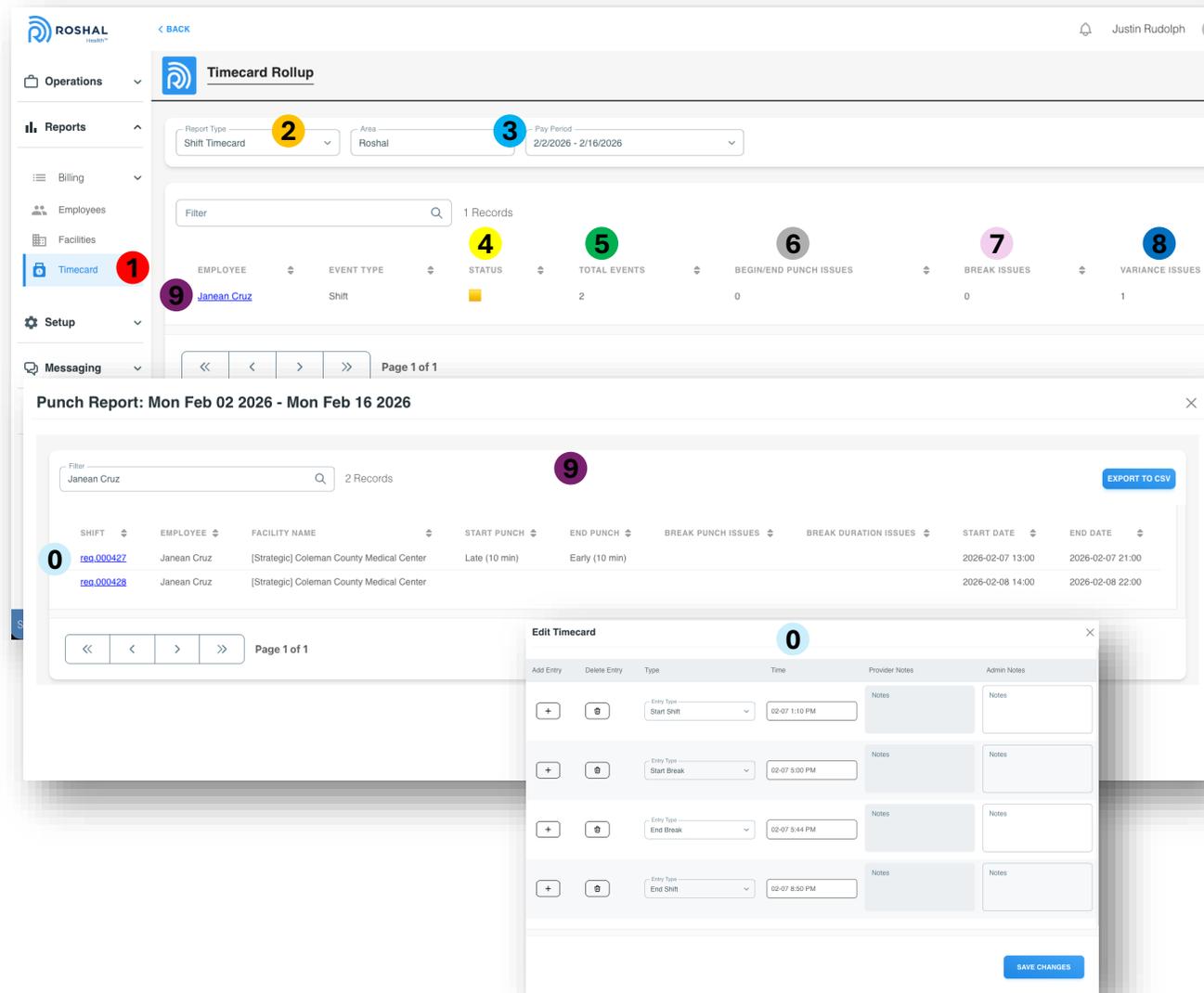
The screenshot displays the Roshal Clinic Manager interface. The left sidebar shows the navigation menu with 'Clinics' highlighted (1). The main area shows the 'Clinic Manager' page with filters for Area (Roshal), Clinic, Report Type (Punch Report), and Pay Period (8/4/2025 - 8/18/2025). The 'TIMECARDS' tab is selected (1). A table displays 2 records with columns for CLINIC, EMPLOYEE, FACILITY NAME, START PUNCH (4), END PUNCH (5), BREAK PUNCH ISSUES (6), BREAK DURATION ISSUES (7), START DATE, and END DATE. An 'Edit Timecard' modal is open, showing a table for 'Clinic - 08-10' and 'Clinic - 08-11' with columns for Add Entry, Delete Entry, Type, Time (CDT), Provider Notes, and Admin Notes. The modal is numbered 8.

CLINIC	EMPLOYEE	FACILITY NAME	START PUNCH	END PUNCH	BREAK PUNCH ISSUES	BREAK DURATION ISSUES	START DATE	END DATE
cre.000045	Nick Imrich	[TEST] Imrich ER				Long Break (50 min)	2025-08-11 03:00 CDT	2025-08-11 09:00 CDT
cre.000045	Nick Imrich	[TEST] Imrich ER	Late (30 min)		Missed		2025-08-12 03:00 CDT	2025-08-12 09:00 CDT

Timecard Rollup

The **Timecard Rollup** is a new report view designed to summarize the **Shift Punch Report** and **Clinic Punch Report** to see which employees have issues during the specific pay period

- 1 • Under **Reports**, select the **Timecard** menu option
- 2 • Choose your **Report Type**: either **Shift** or **Clinic**
- 3 • Modify any other **filters** (area or pay period) as you see fit
- 4 • From here you can view all employees and their **Timecard Rollup** for the specified pay period
- 4 • **Status**:
 -  – begin/end punch issues or break issues
 -  – variance issues only
 -  – no issues
- 5 • **Total Events**: Number of orders user had
- 6 • **Begin/End Punch Issues**: If the begin or end punch was missed
- 7 • **Break Issues**: If the break was missed, too long, or too short
- 8 • **Variance Issues**: If the variance for each order was more than 15 minutes compared to the actual duration of the order
- 9 • Click inside each record to view that users **full Punch Report** for the specific pay period
- 0 • Click again on the specific punch report to view and edit the **Timecard**



Timecard Rollup

Report Type: Shift Timecard (2) Area: Roshal (3) Pay Period: 2/2/2026 - 2/16/2026

Filter: 1 Records

EMPLOYEE	EVENT TYPE	STATUS	TOTAL EVENTS	BEGIN/END PUNCH ISSUES	BREAK ISSUES	VARIANCE ISSUES
Janean Cruz (9)	Shift		2	0	0	1

Punch Report: Mon Feb 02 2026 - Mon Feb 16 2026

Filter: Janean Cruz 2 Records

SHIFT	EMPLOYEE	FACILITY NAME	START PUNCH	END PUNCH	BREAK PUNCH ISSUES	BREAK DURATION ISSUES	START DATE	END DATE
reg.000427	Janean Cruz	[Strategic] Coleman County Medical Center	Late (10 min)	Early (10 min)			2026-02-07 13:00	2026-02-07 21:00
reg.000428	Janean Cruz	[Strategic] Coleman County Medical Center					2026-02-08 14:00	2026-02-08 22:00

Edit Timecard (0)

Add Entry	Delete Entry	Type	Time	Provider Notes	Admin Notes
+	⊗	Entry Type: Start Shift	02-07 1:10 PM	Notes	Notes
+	⊗	Entry Type: Start Break	02-07 5:00 PM	Notes	Notes
+	⊗	Entry Type: End Break	02-07 5:44 PM	Notes	Notes
+	⊗	Entry Type: End Shift	02-07 8:50 PM	Notes	Notes

SAVE CHANGES



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