

## Employee Shift Summary Report

The Employee Shift Summary Report summarizes information relating to employee shifts and hours worked within the selected date range.

In order to show data broken down by individual Employees, reports should be run for only a single store at a time.

Data is grouped using the following fields:

- **Store**
- **Employee**
- **Business Date**
- **Quarter**
- **Year**
- **Month**

Data is broken down into the following categories:

- **Regular Work Hours** – Total number of regular hours worked for a given shift.
- **Break Hours** – Total time spent on break.
- **Overtime Hours** – Total overtime hours worked (must be using Overtime Agent at store level).
- **Total Hours** – Total hours worked for a single shift. Includes regular hours, break hours and overtime hours.
- **Punch Type** – A description of the punch type. There are two possible values:
  - 4=Shift
  - 5=Break
- **Break Type** – Numeric representation of the type of break. There are 5 possible values:
  - 0=Rest Break
  - 1=Meal
  - 2=Break Cancelled
  - 3=Rest Break Waived
  - 4=Meal Waived
- **Pay Rate** – The hourly wage for a given employee.
- **Estimated Wage** – Wage owed to the employee for this shift.
- **Paid** – Indicates if a break is paid or not paid.

- 1 = Paid
- 0 = Not paid