Prohub Time & KPI Recorder

# Reports Data Guide

Version 1.1

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Prohub Time & KPI Recorder – Reports Data Guide

Below is a description of each of the reports available in Prohub Time Recorder.

Click on the Reports Tab and you will then see that there is a menu for each area which will give you reports for that area.

You can save any of the reports as a Favourite by ticking the Favourite box besides the report.
This report will now appear on your Dashboard in the Favourite Reports List.
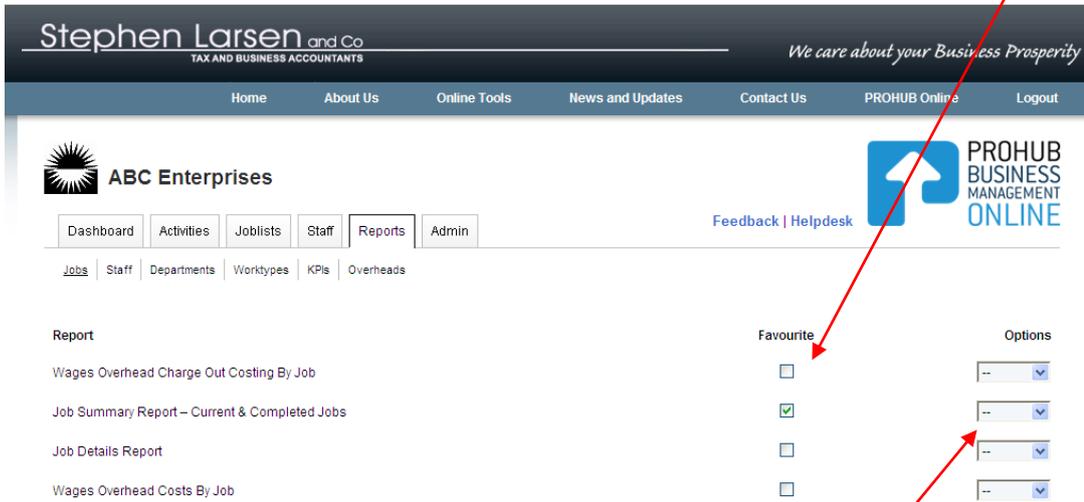
To view each report you simply click on the Options drop-down button
From here you can either preview it on-screen, send it to a PDF or print it out.

Jobs Reports

The first option is Jobs which has the following reports available:

Wages Overhead Charge Out Costing by Job – with this report you choose a Job and the report will tell you the time spent on this particular job and the wages and overhead cost for this job. It will also tell you the actual hours versus the budgeted hours for this job and the difference and the charge out rates for time spent on this job.

Job Summary Report – Current & Completed Jobs – this report will ask for a date range for the report to generate data on and will then display the Current & Completed Jobs and will show the actual hours spent on these jobs between the specified date range you have chosen and will also show the budgeted hours for each of these jobs.

Job Details Report - this report will give you the details of the hours of the team members who have worked on the job chosen and will also show any notes that have been entered in the time data entry window. The report also calculates the total time by the charge out rate. It also gives grand totals of the hours and charge out amount. This report could be used to send with your invoice to show details of hours worked.

Wages Overhead Costs by Job – this is the same as the Wages Overhead Charge Out Costing by Job report except that it doesn't show the charge out rates columns.

Staff Reports

The second option is Jobs which has the following reports available:

Team Members Total Hours by Time Period – this report gives the total time worked by all team members on each day over the date range you have selected. It reports in both minutes and hours.

Payroll Report – this report gives you a report for each team member and tells you the total number of hours worked on the days over the date range you have selected. It also tells you the total number of hours of each work type worked on those days. It also gives you the total number of hours worked for the selected date range and the total number of hours worked in each work type for the date range selected. It is a useful report for preparing your payroll data.

Budget vs Actual Per Team Member (All Team Members) – this report tells you for all Team Members how much time they have spent doing each work type over a selected date range over against what each Team Members budgeted worktypes have been set at. It is a useful report to see where Team Members are actually spending their time over against where you have budgeted them to spend their time.

Productivity by Team Member – this report tells you the Productivity of each Team Member over a selected date range. It will tell you the total hours worked and the total number of productive hours worked and the total number of unproductive hours worked. It is based on whether or not the work types undertaken are productive work types or not. It will give you a grand total of all hours worked as well which is helpful for a business to see if it is overstaffed with unproductive staff. This is especially useful for a manufacturing business.

Team Member Productivity – with this report you can choose an individual team member and choose a date range and see that team members productive hours on each day of the chosen date range. It will give you a grand total and percentage productivity for this date range. This report is useful for assessing which days a team member may not be productive and where their overall productivity may be low.

Productivity for all Team Members – with this report you can choose a date range at which you can look at the productivity of each day. It gives the combined productivity of all Team Members for each day in your chosen date range. This will help you identify which days were low in productivity and help you look for ways to improve this.

Team Members Time Sheet – with this report you can choose an individual team member and choose a date range and can see details of times worked and work types worked and jobs worked on. It also tells you the cost per day of the Team Members wages.

Blank Timesheet – use this report to print off Blank Time Sheets for each Team Member. You can then give each Time Sheet to each Team Member for them to complete manually each day.

Budgets vs Actuals per Team Member – with this report you can choose an individual team member and choose date range and the report tells you for the Team Member how much time they have spent doing each work type over the selected date range over against what that Team Member has as budgeted worktypes that have been set. It is a useful report to see where Team Members are actually spending their time over against where you have budgeted them to spend their time. It has 2 piegraphs to illustrate that data clearly and you can give the Team Member the report for their assistance and encouragement. It may well help them to focus their time better on the what they are actually supposed to be doing.

Summary Time Sheet for all Team Members – with this report you can choose a date range and the report will tell you the total hours worked by all Team Members over the chosen date range.

Department Reports

The third option is Departments which has the following reports available:

Hours Report by Department – with this report you can choose a date range and the report will tell you the total hours worked by all Team Members in each of your Departments. It is another useful way of viewing how your Team are performing.

Worktypes Reports

The fourth option is Worktypes which has the following reports available:

Hours Report by Worktype – with this report you can choose a date range and the report will tell you the total hours worked by all Team Members in each of your Worktypes. It is another useful way of viewing how your Team are performing and where your Team is actually spending their time.
If you want to monitor a particular type of worktype over a period of time then set up a new worktype and monitor the results.

Wages and Overhead by Worktype – with this report you can choose a date range and a work type and the report will tell you the time spent by each Team Member on that particular worktype and the total wages cost per productive hour and the overhead cost spent on this particular work type over the chosen date range.

KPI's Reports

The fifth option is KPI's which has the following reports available:

KPI for Team Member (Summary) – with this report you can choose a date range and a team member and the report will show a summary of the KPI's completed for that Team Member over the chosen date range.
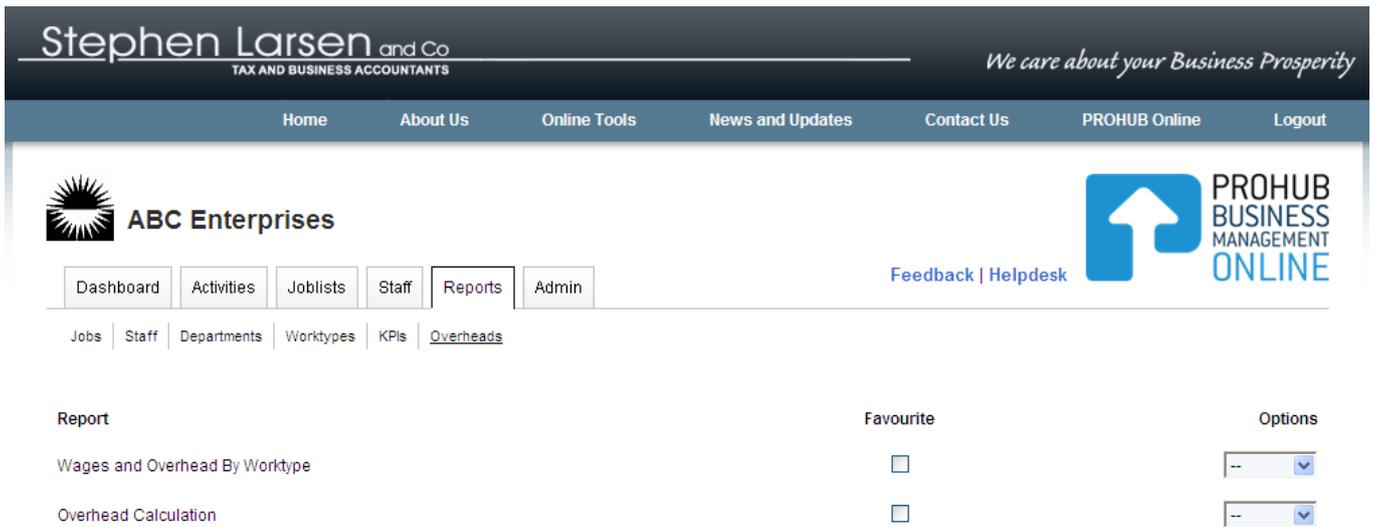
KPI for Team Member (Detailed) – with this report you can choose a date range and a team member and the report will show a detailed report of the KPI's completed for that Team Member on each day over the chosen date range.

KPI for All Team Members – with this report you can choose a date range and the report will show a detailed report of the KPI's completed by each Team Member on each day over the chosen date range.

KPI Summary – with this report you can choose a date range and the report will show a summary of all the KPI's completed by all Team Members over the chosen date range.

Overheads Reports

The sixth option is Overheads which has the following reports available:

Wages and Overhead by Worktype – with this report you can choose a date range and a work type and the report will tell you the time spent by each Team Member on that particular worktype and the total wages cost per productive hour and the overhead cost spent on this particular work type over the chosen date range.

Overhead Calculation – with this report you need to know what your Overheads as a $ amount. For more information on how to calculate this amount see our Overhead Calculation Report. This report will ask you to enter this figure and will then display a range of information of your Team Members wages etc and calculate your Overhead Cost per Productive Hour etc. A very useful report to assess the cost of employing labour in your business.