# TimeKeeper Analytics Custom Report Screens

**TKSQL: 5.10.02**

**4/7/10**

Lavie TimeTech Ltd. (hereinafter: "Lavie:) technical documentation and the product(s) described herein are protected by one or more copyrights, patents, foreign patents trade marks or pending applications. No part of this publication may be reproduced or transmitted into any human or computer language in any form or by any means, stored in a retrieval system, transmitted, redistributed, translated or disclosed to third parties, or decompiled in any way including, but not limited to, photocopy, photograph, electronic, mechanical, magnetic or manual without the expressed written permission of Lavie, or its licensors, if any.

All copies, so authorized, shall contain a full copy of this copyright notice.
Lavie products are licensed products. The product licenses convey the right to use only those specific products, components, modules, features and/or functions specified in the license agreement or contract. This publication may mention or reference products, components, modules, features and/or functions that are not part of a particular license agreement. The customer is not entitled to the receipt of, or use of, any other products, components, modules, features and/or functions that may be referenced in any documentation provided to customer unless additional license fees are paid and an appropriate license agreement is duly executed. Lavie obligations with respect to its products and services are governed solely by the agreements under which they are provided.

This publication is furnished for informational use only and should not be construed as a commitment by Lavie. The information could include technical inaccuracies or typographical errors. Every effort has been made to make this publication as complete and accurate as possible, but it is provided “as is” without warranty of any kind, what so ever, either expressed or implied, including, but not limited to, the implied warranties of merchantability, fitness for a particular purpose, or non- infringement. Lavie may make improvements and/or changes in the program(s), product(s), and/or applications described in this publication at any time without notice. Due to continuous development of Lavie. Products, information published in this document may become obsolete.
Third-party products, services, or company names referenced in this document may be trademarked or copyrighted by their respective owners, and are for identification purposes only.

Notice of Proprietary Rights

All Lavie products are licensed. This document and related products are protected amongst others by copyright and distributed under licenses restricting their use, reproduction, distribution, or decompilation. It is illegal to use any Lavie product, or Lavie product components, modules, features and/or functions that have not been properly licensed through Lavie. This document may reference products, components, modules, features and/or functionality that are not part of your license agreement. Their inclusion or mention in this documentation does not constitute entitlement for receipt or use.

3/0-800

# Table of Contents

**Scenario 1: Overtime Decision Allocation 7**

**Scenario 2: Key Performance Department/Manager 8**

**Scenario 3: Reducing Project Risk 10**

**Scenario 4: Lateness Intervention by the Organization 12**

# TimeKeeper Analytics

## Custom Reports Screens

TimeKeeper Analytics is a comprehensive business intelligence module that helps improve workforce performance by giving managers and executives the information they need in order to make better decisions. This application analyzes data stored in Lavie's TimeKeeper's time and attendance and TimeCosting's labor/task allocation modules and displays them in graphic form. You can filter, shape, drill down, and re-display the data according to your organizational needs and receive immediate and accurate answers to questions regarding your organization's performance.

This document displays samples from the *custom report* functionality. Custom reports are screen output and data from anywhere in the TimeKeeper Analytics that are saved according to your selected name, and are available for later viewing and possible additional modification.

Custom Reports can help in the following:

- Administrative usage such as regulatory compliance reports - these are mainly for the use of HR departments.
- Operational and executive reporting to understand the situation of their human capital and helps understand the implication of it on budget, risk and future planning.
- Evaluating the information to identify trends and intervention steps need to carry.

It is important to mention that the tool should best used to tailor customer specific needs according to his own KPIs.

This document displays the following custom reports according to relevant scenarios:

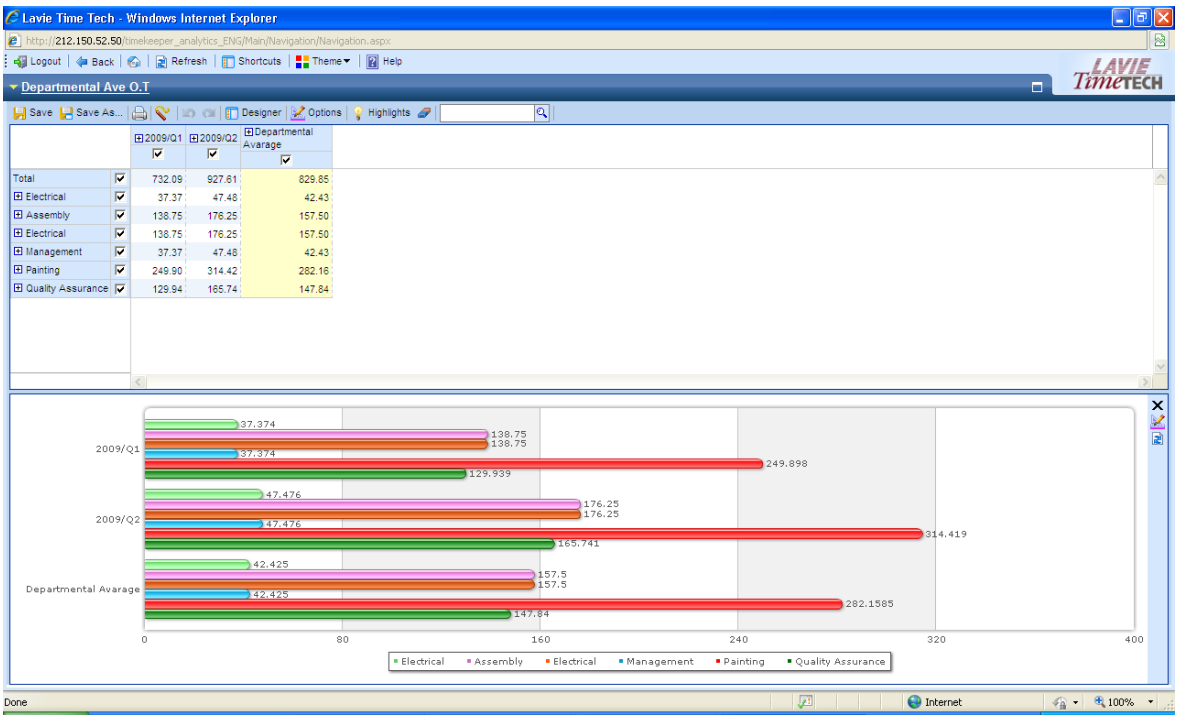

- **Scenario 1: Overtime Decision Allocation on page 7**
- **Scenario 2: Key Performance Department/Manager on page 8**

- Scenario 3: Reducing Project Risk on page 10
- Scenario 4: Lateness Intervention by the Organization on page 12

# Scenario 1: Overtime Decision Allocation

An Operations Manager is requested to provide an estimate for the amount of overtime needed for the next two quarters for different departments based on current projects' progress. The manager runs the **Departmental Average Overtime** report on the department. After running the report, he discovers that three departments - Painting, Assembly, and Electricity - do excessively higher-than-average overtime. Upon seeing this, he can formulate a departmental budget, and decide whether to allocate the same amount of overtime or consider hiring other employees that might cost less. This is the probably the case in the Painting department.

Additionally, he might decide that for the Quality Assurance department, he can leave the overtime at the current level, since the projects are focused on that department for Q3.



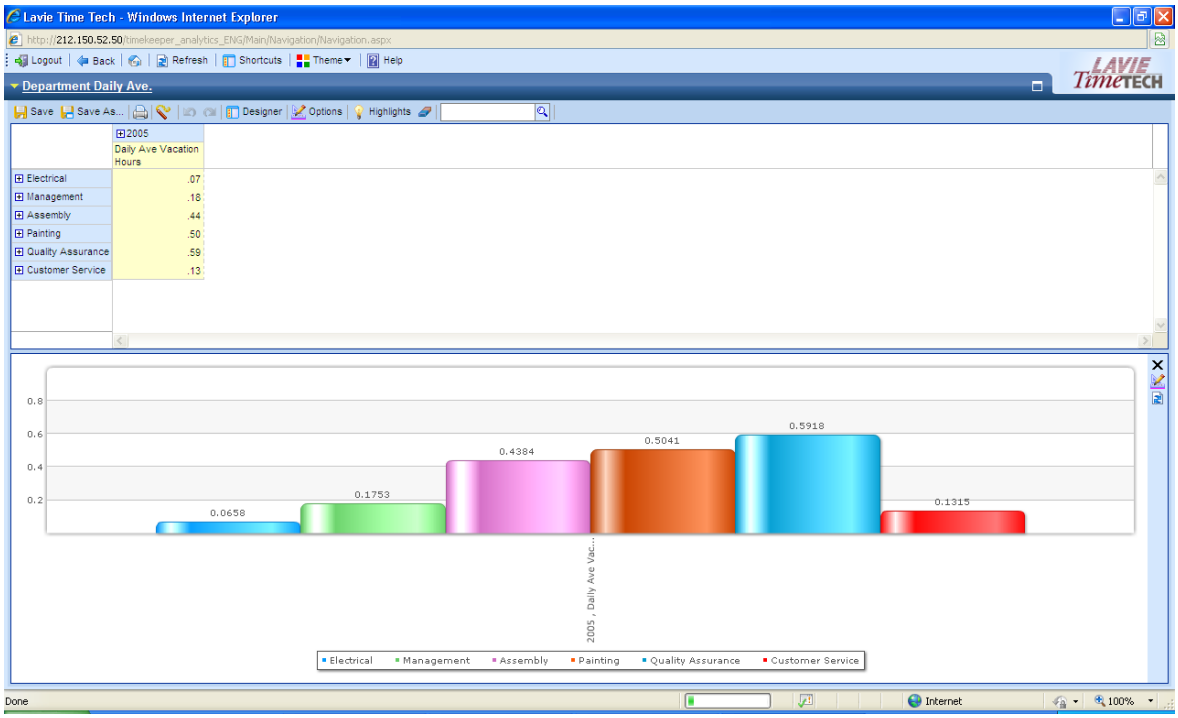

The manager can run the same report on an employee in a specific department.

# Scenario 2: Key Performance Department/Manager

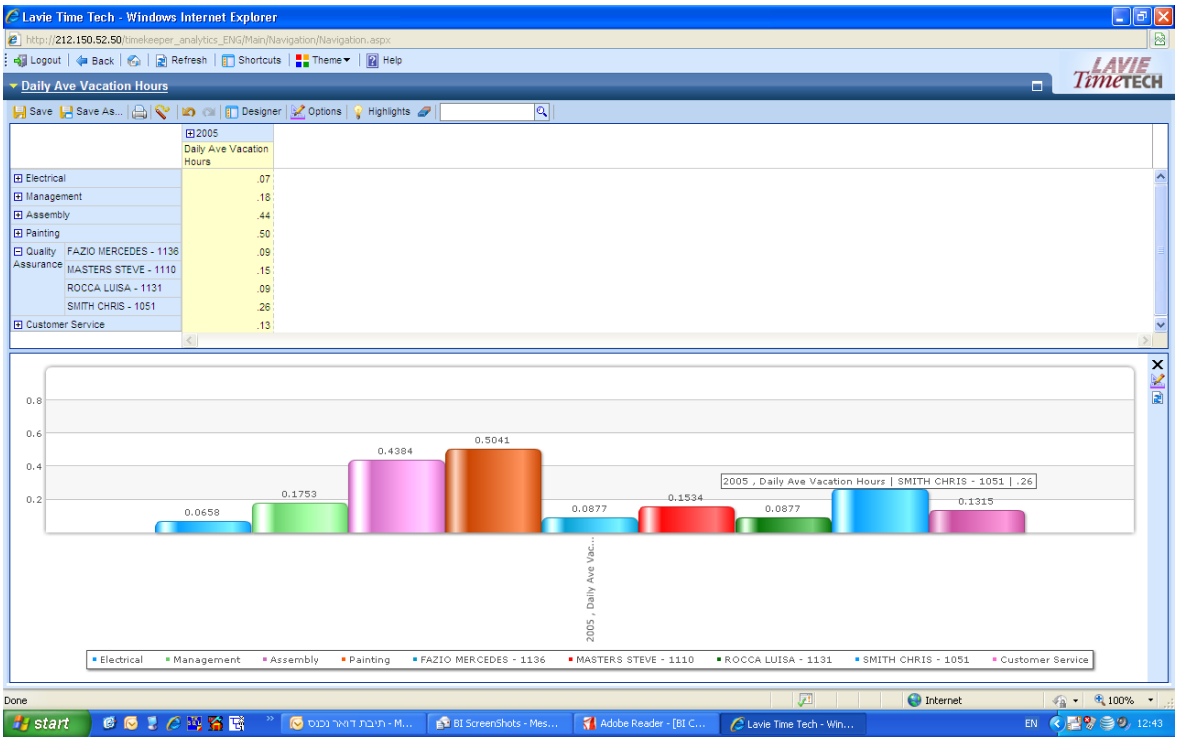
An HR manager wants to identify key performance managers in order to build them successful training programs for their future promotion. One way to achieve this is by examining the motivation of their respective departments.

In order to successfully gauge a department's motivation at work (which can reflect managerial attitudes), she wants to to find out which department takes fewer vacation days.

Using the **Department Daily Average Vacation Hours** can bring this information in seconds and help in identifying the key performance departments (those with less vacation days—here the Customer and Electral departments) and on the other hand, appropriately handle departments that might have problems (Quality Assurance).



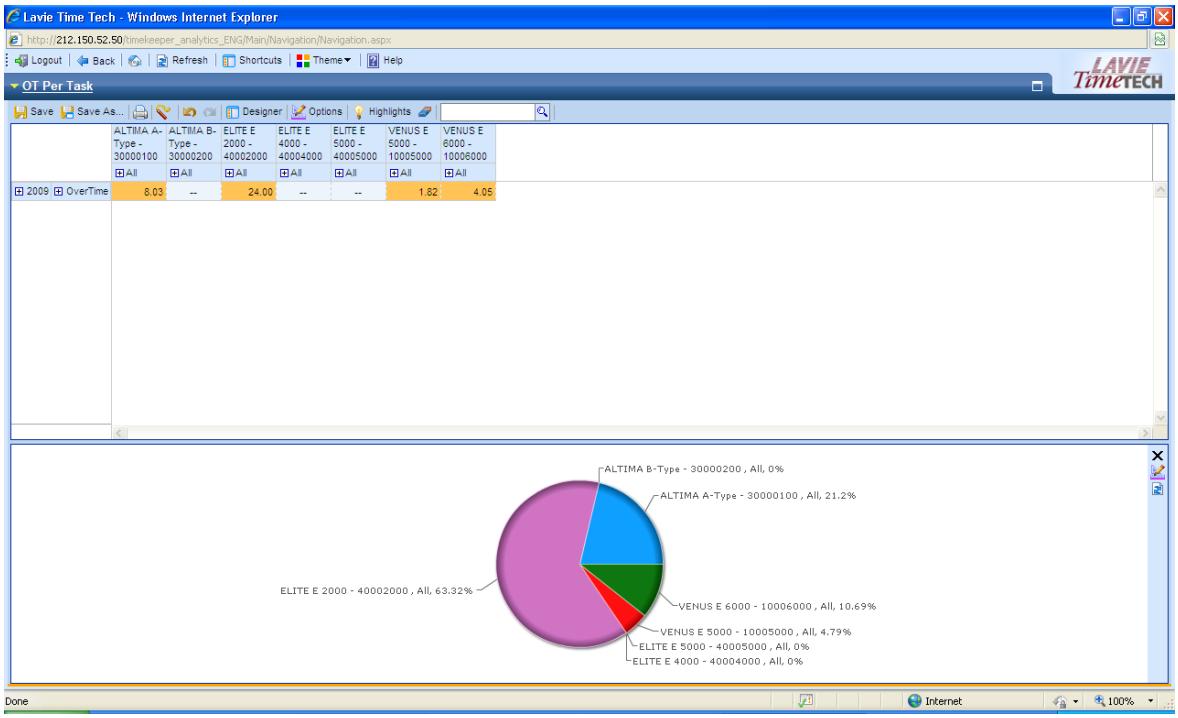
In the latter situation, you will can drill down to employee level - running the **Daily Employee Vacation Hours** report shows which employee contributes the most to the situation (Smith Chris).



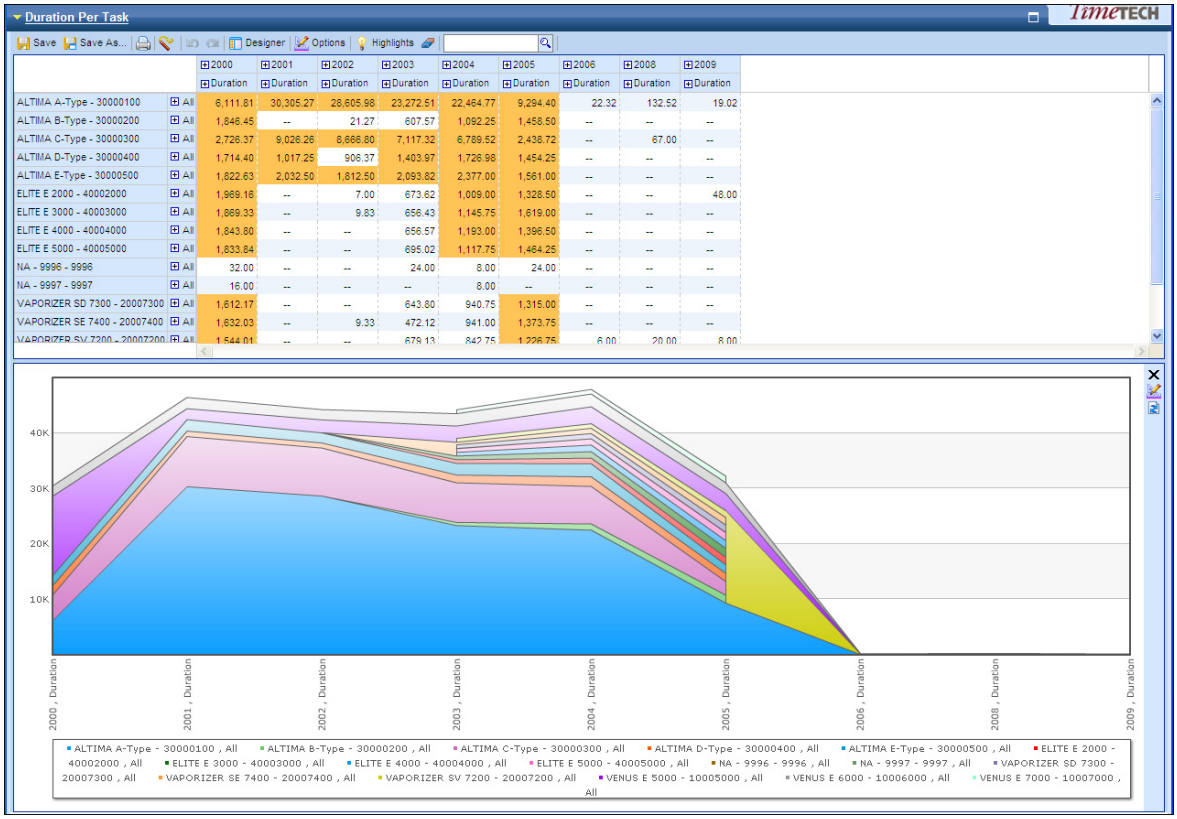
# Scenario 3: Reducing Project Risk

A project manager wants to ensure that her project is not going to exceed the hours that were allocated; in other words, that “planning-to-actual” are the same.

At the end of the project’s first year (although it is possible to do at any time during the year, such as per quarter), she runs the **Overtime Per Task** report and discovers that *four* tasks exceed the hours allocated. As a result, she realizes that she is paying additional salary compensation to her employees. If she is in the service industry, and thus charging her customers, she might run out of a risk not getting full compensation for her work, since that amount of overtime was not taken into account in her planning. Running this report on a timely basis can help control overtime and provide a better estimation for the next project's allocation hours.



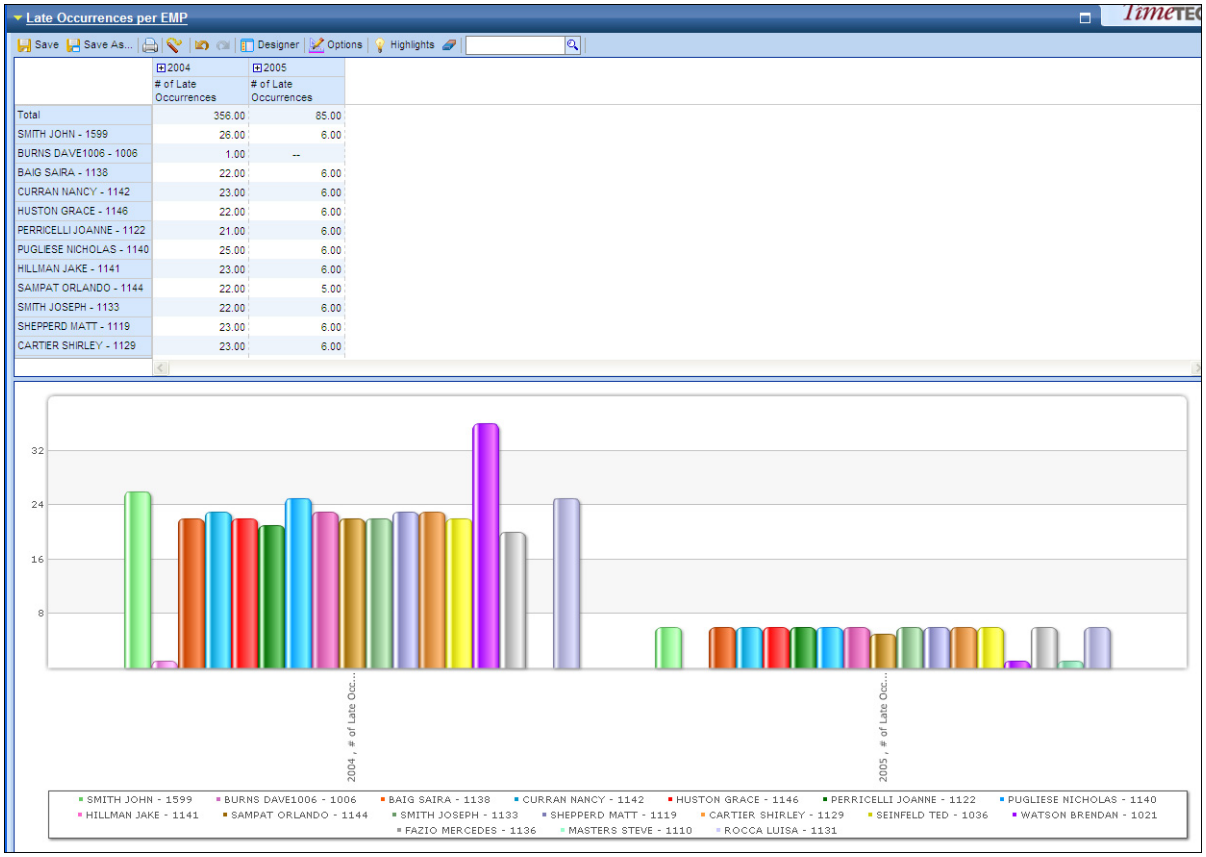

If you want to drill-down, you can use the **Duration Per Task** report.


Duration Per Task
TimeTECH
Save
Save As...
Designer
Options
Highlights
2000 2001 2002 2003 2004 2005 2006 2008 2009
Duration
ALTIMA A-Type - 30000100 All 6,111.81 30,305.27 28,605.98 23,272.51 22,464.77 9,294.40 22.32 132.52 19.02
ALTIMA B-Type - 30000200 All 1,846.45 -- 21.27 607.57 1,092.25 1,458.50 -- -- --
ALTIMA C-Type - 30000300 All 2,726.37 9,026.26 8,666.80 7,117.32 6,789.52 2,438.72 -- 67.00 --
ALTIMA D-Type - 30000400 All 1,714.40 1,017.25 906.37 1,403.97 1,726.96 1,454.25 -- -- --
ALTIMA E-Type - 30000500 All 1,822.63 2,032.50 1,812.50 2,093.82 2,377.00 1,561.00 -- -- --
ELITE E 2000 - 40002000 All 1,969.16 -- 7.00 673.62 1,009.00 1,328.50 -- -- 48.00
ELITE E 3000 - 40003000 All 1,869.33 -- 9.83 656.43 1,145.75 1,619.00 -- -- --
ELITE E 4000 - 40004000 All 1,843.80 -- -- 656.57 1,193.00 1,396.50 -- -- --
ELITE E 5000 - 40005000 All 1,833.84 -- -- 695.02 1,117.75 1,464.25 -- -- --
NA - 9996 - 9996 All 32.00 -- -- 24.00 8.00 24.00 -- -- --
NA - 9997 - 9997 All 16.00 -- -- -- 8.00 -- -- -- --
VAPORIZER SD 7300 - 20007300 All 1,612.17 -- -- 643.80 940.75 1,315.00 -- -- --
VAPORIZER SE 7400 - 20007400 All 1,632.03 -- 9.33 472.12 941.00 1,373.75 -- -- --
VAPORIZER SV 7200 - 20007200 All 1,544.01 -- -- 679.13 842.75 1,226.75 6.00 20.00 8.00
40K
30K
20K
10K
2000 , Duration
2001 , Duration
2002 , Duration
2003 , Duration
2004 , Duration
2005 , Duration
2006 , Duration
2008 , Duration
2009 , Duration
ALTIMA A-Type - 30000100 , All
ALTIMA B-Type - 30000200 , All
ALTIMA C-Type - 30000300 , All
ALTIMA D-Type - 30000400 , All
ALTIMA E-Type - 30000500 , All
ELITE E 2000 - 40002000 , All
ELITE E 3000 - 40003000 , All
ELITE E 4000 - 40004000 , All
ELITE E 5000 - 40005000 , All
NA - 9996 - 9996 , All
NA - 9997 - 9997 , All
VAPORIZER SD 7300 - 20007300 , All
VAPORIZER SE 7400 - 20007400 , All
VAPORIZER SV 7200 - 20007200 , All
VENUS E 5000 - 10005000 , All
VENUS E 6000 - 10006000 , All
VENUS E 7000 - 10007000 , All

# Scenario 4: Lateness Intervention by the Organization

While running an organizational lateness report for2004, you discover that the total has reached 356 days of latenesses. As a result, on the executive level a decision was made to enforce more a rigorous supervisory approach and to lessen that number.

At the end of each month you produce **Late Occurrences Per Employee** report, enabling the organization to deal with the problem as close to real-time as possible (thus eliminating any awkward time gaps). At the end of the year the number is significantly lessened.




To view the same report only with default highlights for fast visual “chunking”, use the **Late Occurrences Per Employee (with Highlights)** report.