



Reports

Extract detailed information about your company's HR

HR Starter

Professional Plan

Enterprise Plan

File for the administrator

Hello!

Welcome to Sesame, the software that simplifies HR management.

In this file we will explain what the “**Reports**” section is and how you can set it up in your dashboard.

We will take you step by step, so don't worry. We are here to help you with whatever you need!

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1. Reports

Information is key to proper company management.

In Sesame we keep everything securely stored in the cloud, but we understand that you may want to download detailed reports for printing, saving, sharing, etc.

Whenever you need to get a report:

Access the **Apps** section, click on **“Reports”** and on **“Install”**. In a few seconds, you will find this functionality on the lateral menu.

Once you access the tool, select the document you want, filter the necessary information and download it in **PDF, EXCEL or CSV**.

The screenshot shows the 'Reports' interface with a search bar and a 'Lateral reports' button. The dashboard contains six report cards, each with a 'Display' button:

- Employment data history**: It shows the change history in the employment data of all employees. Includes a table with columns: Employee, Date, Worked time.
- Personal data history**: It shows the change history in the personal data of all employees. Includes a table with columns: Employee, Date, Worked time.
- Daily clock ins/outs report**: It shows employees' daily clock ins/outs. Includes a table with columns: Employee, Date, Worked time.
- Detailed clock in/out report**: Detailed clock in/out report. Includes a table with columns: Employee, Permissions, Spent, Left.
- Total hourly balance**: It shows total work hours with positive or negative balance. Includes a table with columns: Employee, Hours, Balance, Spent.
- Overtime balance report**: Overtime balance report. Includes a table with columns: Employee, Permissions, Spent, Left.

2. Which reports can be exported?

22 types of reports can be exported:

1. Employment data history.
2. Personal data history.
3. Daily clock ins/outs report.
4. Detailed clock in/out report.
5. Total hourly balance.
6. Overtime balance report.
7. Clock in/out report by shifts and absences.
8. Categorized hours report.
9. Attendance report.
10. Exits before working day end.
11. Summarised report.
12. Summary of Holidays and absences.
13. Unexcused absences and balances.
14. Absences and holidays approved.

The image displays six report preview cards arranged in a 2x3 grid. Each card has a title, a brief description, a data table, and a 'Display' button.

- Total hourly balance**: Shows hourly work total with a positive or negative balance. Table columns: Employee, Hours, Balance, Graphic. Data: Employee 1 (136:00, +50:36, green bar), Employee 2 (86:00, -10:18, red bar).
- Summary of holidays and absences**: Holidays and absences calendar by employee. Table columns: Employee, Type of absence, Days spent, Days left. Data: Employee 1 (15, 30), Employee 2 (1, 0).
- Daily clock ins/outs**: Shows employees daily clock ins/outs. Table columns: Employee, Date, Time worked. Data: Employee 1 (26/06/2020, 08:12 h), Employee 1 (27/06/2020, 07:43 h), Employee 1 (26/06/2020, 08:05 h).
- Clock ins/outs requests history**: Shows employees clock ins and outs. Table columns: Employee, Request type, Status. Data: Employee 1 (Delete clock in, Accepted), Employee 1 (Update clock out, Rejected), Employee 1 (Delete clock in, Accepted).
- Absence request history**: Shows employees holidays and absences. Table columns: Employee, Request type, Days, Status. Data: Employee 1 (Holidays, 15, Accepted), Employee 1 (Leave, 1, Pending).

15. Clock ins/outs request history.
16. Absence request history.
17. Gender report.
18. Missing data report.
19. Complete employee information.
20. Projects profitability report.
21. Project summary.
22. Contract data report.

Project profitability report

It shows projects economic data at company level

Employee	Hours	Balance	Status
[Avatar] [Name]	136:00	+ 50:36	[Green bar]
[Avatar] [Name]	86:00	- 15:18	[Red bar]

[Display](#)

Gender report

Show the gender of all of your employees

Employee	Gender
[Avatar] [Name]	Male
[Avatar] [Name]	Female
[Avatar] [Name]	Rather not say

[Display](#)

Missing data report

It shows the missing data to fill in for each employee

Name	Number of users
[Avatar] [Name]	1

[Display](#)

Complete employee information

Shows all employee information, including custom fields

Employee	Date	Time worked
[Avatar] [Name]	28/06/2020	08:12 h
	22/06/2020	07:45 h
	26/06/2020	08:03 h

[Display](#)

Unjustified absences and balances

Shows all the days employees have missed work without being on holidays or absent

Employee	Hours	Balance	Status
[Avatar] [Name]	136:00	+ 50:36	[Green bar]
[Avatar] [Name]	86:00	- 15:18	[Red bar]

[Display](#)

Attendance report

Shows your employees' attendance and punctuality data

Employee	Date	Time worked
[Avatar] [Name]	28/06/2020	08:12 h
	22/06/2020	07:45 h
	26/06/2020	08:03 h

[Display](#)

Grow your company. Empower your team!

Do you still have questions? In our help centre you can find many resolved queries. If that's not enough we'd love to hear from you!

Contact us, we are just one phone call away: [+34 96 062 73 51](tel:+34960627351).

Email us, we will reply as soon as possible: soporte@sesametime.com