

Aspect Software, Inc.

Sample Payroll Reports:

Edit Daily Labor Report:

First, open the Navigator and click on the Labor Reporting Tab. The second option is the Daily Labor Report, click on this option.

The screenshot shows the Aspect Navigator software interface. The title bar reads "Aspect Navigator". The main header area contains the Aspect Software logo, the company name "Aspect Software, Inc.", and the tagline "Back-Office Software for Restaurateurs". Contact information is provided: Phone: 800-454-3280, Fax: 800-854-5057, and email: Support@Aspect-Software.Net. Copyright 2001, Aspect Software, Inc. is also noted.

The interface features a left-hand navigation pane with the following menu items: Welcome, Setting Up Your Store, Sales Reporting, Labor Reporting (highlighted), Employee Scheduling, Inventory Setup, Inventory Maintenance, Menu Costing, Passwords, Scripts, Support & Upgrades, and Frequently Asked Questions.

The main content area is divided into four sections:

- Employee Records**: Employees are automatically imported from your point-of-sale system at the end of each day. Use this feature to record addresses, phone numbers, tax information, employee notes and other information that may not be included on your point-of-sale system.
- Daily Labor**: Aspect provides detailed daily labor reports including clock in/out times, hours, rate and pay for every employee on a daily basis.
- Labor Summary Report**: The Labor Summary Report shows scheduled pay, actual pay, budgets and labor percentages for each day. Customize this report to show totals for each individual schedule (wait, bar, kitchen, etc.).
- Labor Detail Report**: At the end of the pay period, use this report to print your payroll timesheet. You will also find export routines for popular payroll and accounting packages.

At the bottom of the main content area, there is a checkbox and the text: (Click here for more information about Aspect's sales and labor reports).

The footer of the interface includes navigation options: Navigator On/Off, Close the Navigator, and Exit Aspect. The date and time are displayed as Tue, Jul 14, 2009 11:21p.

This is the Edit Daily Labor Report, it provides all the time clock information including clock in/out times, hours, rate and pay for every employee on a daily basis.

Day	Date	No. Emp	Regular Hours	Overtime Hours	Total Hours	Regular Pay	Overtime Pay	Total Pay	Budgeted Dollars	Total Pay +/- Budget
Sun	06-01-08									
Mon	06-02-08	64	319.47		319.47	2,008.26		2,008.26		2,008.26
Tue	06-03-08	69	280.95		280.95	1,748.16		1,748.16		1,748.16
Wed	06-04-08	72	309.18		309.18	1,840.10		1,840.10		1,840.10
Thu	06-05-08	67	332.65		332.65	1,913.73		1,913.73		1,913.73
Fri	06-06-08	72	382.08	17.72	399.80	2,180.47	174.06	2,354.53		2,354.53
Sat	06-07-08	67	340.25	56.52	396.77	1,914.64	548.25	2,462.89		2,462.89
Sun	06-08-08									
Mon	06-09-08	67	271.98		271.98	1,723.97		1,723.97		1,723.97
Tue	06-10-08	66	286.10		286.10	1,790.85		1,790.85		1,790.85
Wed	06-11-08	59	311.23		311.23	1,889.10		1,889.10		1,889.10
Thu	06-12-08	70	298.92	1.57	300.48	1,906.11	7.92	1,914.03		1,914.03
Fri	06-13-08	75	387.75	19.33	407.08	2,388.98	172.78	2,561.77		2,561.77
Sat	06-14-08	81	300.65	78.43	379.08	1,841.93	757.30	2,599.24		2,599.24
Sun	06-15-08									
Mon	06-16-08	59	292.13		292.13	1,822.74		1,822.74		1,822.74
Tue	06-17-08	71	312.82		312.82	2,019.04		2,019.04		2,019.04
Wed	06-18-08	69	336.47		336.47	2,108.53		2,108.53		2,108.53
Thu	06-19-08	77	377.68		377.68	2,362.82		2,362.82		2,362.82
Fri	06-20-08	62	393.17	37.73	430.90	2,364.92	326.05	2,690.97		2,690.97
Sat	06-21-08	69	277.87	124.93	402.80	1,765.21	1,193.90	2,959.11		2,959.11
Sun	06-22-08	2	3.93	5.08	9.02	36.38	74.34	110.73		110.73
Mon	06-23-08	61	308.62		308.62	1,918.43		1,918.43		1,918.43
Tue	06-24-08	70	321.32		321.32	2,107.17		2,107.17		2,107.17
Wed	06-25-08	74	333.30		333.30	2,044.58		2,044.58		2,044.58
Thu	06-26-08	87	401.28		401.28	2,353.87		2,353.87		2,353.87
Fri	06-27-08	80	443.53	0.23	443.77	2,631.08	1.18	2,632.26		2,632.26
Sat	06-28-08	74	330.17	64.60	394.77	1,945.87	628.14	2,574.01		2,574.01
Sun	06-29-08									
Mon	06-30-08	60	301.75		301.75	1,785.27		1,785.27		1,785.27
Tue	07-01-08	61	307.45		307.45	1,795.45		1,795.45		1,795.45
Wed	07-02-08	66	337.50		337.50	2,009.39		2,009.39		2,009.39
Thu	07-03-08	77	370.17	0.60	370.77	2,193.59	3.03	2,196.63		2,196.63
Fri	07-04-08									
Sat	07-05-08	60	348.00	13.42	361.42	2,140.16	136.11	2,276.27		2,276.27
Sun	07-06-08	1	2.58		2.58		42.63	42.63		42.63
Mon	07-07-08	66	324.15		324.15	1,850.20		1,850.20		1,850.20
Tue	07-08-08	70	320.47		320.47	1,945.39		1,945.39		1,945.39
Wed	07-09-08	69	340.23		340.23	1,985.34		1,985.34		1,985.34
Thu	07-10-08	71	335.50		335.50	2,006.85		2,006.85		2,006.85
		6466	30,552.43	1,294.18	31,846.61	198,002.20	14,354.92	212,357.14		212,357.14

To view the time clock information for a certain day, simply right click on the date and chose "Edit Record".

Day	Date	No. Emp	Regular Hours	Overtime Hours	Total Hours	Regular Pay	Overtime Pay	Total Pay	Budgeted Dollars	Total Pay +/- Budget
Mon	05-12-08	77	369.10		369.10	2,479.91		2,479.91		2,479.91
Tue	05-13-08	87	377.70		377.70	2,478.82		2,478.82		2,478.82
Wed	05-14-08	79	384.06		384.06	2,438.85		2,438.85		2,438.85
Thu	05-15-08	85	392.74		392.74	2,542.52		2,542.52		2,542.52
Fri	05-16-08	97	498.07	11.04	509.11	3,136.27	162.13	3,298.40		3,298.40
Sat	05-17-08	85	424.35	75.24	499.59	2,735.80	703.99	3,439.79		3,439.79
Sun	05-18-08									
Mon	05-19-08	83	337.47		337.47	2,187.83		2,187.83		2,187.83
Tue	05-20-08	81	379.44		379.44	2,437.16		2,437.16		2,437.16
Wed	05-21-08									
Thu	05-22-08									
Fri	05-23-08			25.29	438.12	2,491.71	232.88	2,724.59		2,724.59
Sat	05-24-08			49.84	375.05	2,011.87	466.74	2,478.61		2,478.61
Sun	05-25-08									
Mon	05-26-08				2.13	21.62		21.62		21.62
Tue	05-27-08				291.75	1,829.15		1,829.15		1,829.15
Wed	05-28-08				345.00	2,093.51		2,093.51		2,093.51
Thu	05-29-08				329.50	2,060.38		2,060.38		2,060.38
Fri	05-30-08				418.35	2,549.37		2,549.37		2,549.37
Sat	05-31-08			22.07	421.02	2,338.29	241.26	2,579.55		2,579.55
Sun	06-01-08									
Mon	06-02-08				319.47	2,008.26		2,008.26		2,008.26
Tue	06-03-08				280.95	1,748.16		1,748.16		1,748.16
Wed	06-04-08				309.18	1,840.10		1,840.10		1,840.10
Thu	06-05-08				332.65	1,913.73		1,913.73		1,913.73
Fri	06-06-08			17.72	399.80	2,180.47	174.06	2,354.53		2,354.53
Sat	06-07-08			56.52	396.77	1,914.64	548.25	2,462.89		2,462.89
Sun	06-08-08									
Mon	06-09-08				271.98	1,723.97		1,723.97		1,723.97
Tue	06-10-08				286.10	1,790.85		1,790.85		1,790.85
Wed	06-11-08				311.23	1,889.10		1,889.10		1,889.10
Thu	06-12-08	70	298.92	1.57	300.48	1,906.11	7.92	1,914.03		1,914.03
Fri	06-13-08	75	387.75	19.33	407.08	2,388.98	172.78	2,561.77		2,561.77
Sat	06-14-08	81	300.65	78.43	379.08	1,841.93	757.30	2,599.24		2,599.24
Sun	06-15-08									
Mon	06-16-08	59	292.13		292.13	1,822.74		1,822.74		1,822.74
Tue	06-17-08	71	312.82		312.82	2,019.04		2,019.04		2,019.04
Wed	06-18-08	69	336.47		336.47	2,108.53		2,108.53		2,108.53
Thu	06-19-08	77	377.68		377.68	2,362.82		2,362.82		2,362.82
Fri	06-20-08	62	393.17	37.73	430.90	2,364.92	326.05	2,690.97		2,690.97
		6466	30,552.43	1,294.18	31,846.61	198,002.20	14,354.92	212,357.14		212,357.14

Daily Labor							
Store #2 - Thu, Jun 12, 2008				Schedule All		Job Code All	
Job Code	Employee	Time In	Time Out	Regular Rate	Regular Hours	Overtime Hours	Total Pay
Bar	Neal, Ryan	03:52p	09:43p	10.00	5.85		58.50
Bar	Taylor, Doug	09:10a	04:11p	7.00	7.02		49.14
Bar	Wright, Tracy	05:05p	07:53p	10.00	2.80		28.00
Ttl Bar	Ttl Bar				15.67		135.64
Busser	Correa, Maria	08:03a	02:06p	8.00	6.05		48.40
Busser	Espinosa, Milagros	03:22p	04:04p	7.25	0.70		5.07
Busser	Espinosa, Milagros	08:03a	03:11p	7.25	7.13		51.69
Busser	Gonzalez, Enrique	04:31p	10:00p	7.25	5.48		39.73
Busser	Quintana, Martina Ga	04:06p	07:54p	5.85	3.80		22.23
Busser	Rivera, Silvia	02:50p	04:05p	5.85	1.25		7.31
Busser	Rivera, Silvia	08:04a	02:31p	5.85	6.45		37.73
Busser	Salmeron, Mario	03:50p	09:58p	5.85	6.13		35.86
Busser	Zuniga, Alejandro	08:03a	02:05p	5.85	6.03		35.28
Ttl Busser	Ttl Busser				43.02		283.31
Cooks	Arreola, Silfrido	01:00p	10:00p	11.00	9.00		99.00
Cooks	Chavez, Gladys	03:58p	07:16p	7.75	3.30		25.58
Cooks	Chavez, Gladys	07:52p	10:00p	7.75	2.47		19.14
Cooks	Fuentes, Alejandra	06:03a	01:15p	9.25	5.20		48.10
Cooks	Gonzales, Salvador	04:46p	07:46p	7.75	3.00		23.25
Cooks	Gonzales, Salvador	06:00p	10:08p	7.75	2.13		16.51
Cooks	Hernandez, Irving	04:14p	09:59p	7.75	5.75		44.56
Cooks	Hernandez, Jose	03:05p	10:10p	7.75	7.08		54.87
Cooks	Hernandez, Veronica	04:06p	07:40p	7.75	3.57		27.67
Cooks	Hernandez, Veronica	07:58p	10:00p	7.75	2.03		15.73
Cooks	Lorenzo, Matias	03:58p	10:00p	8.25	6.03		49.75
Cooks	Marquez, Maria	08:03a	02:10p	9.25	6.12		56.61
Cooks	Mendez, Judith	03:58p	07:40p	7.75	3.70		28.68
Cooks	Mendez, Judith	07:57p	10:00p	7.75	2.05		15.89
Cooks	Ortega, Janet	08:03a	02:01p	7.75	5.97		46.27
Cooks	Ortiz, Amador	04:46p	07:41p	7.75	2.92		22.63
Cooks	Ortiz, Amador	07:52p	10:00p	7.75	2.13		16.51
Cooks	Sanchez, Armando	08:03a	01:31p	7.75	5.47		42.39
Cooks	Tacuba, Alina	08:03a	01:03p	7.75	5.00		38.75
Cooks	Trujillo, Carlos	08:03a	02:03p	9.50	6.00		57.00
				298.90	1.57		1,914.03

From this screen you can see the in/out times, rate of pay, hours worked, overtime hours and total pay. We can also customize this screen by adding or removing columns. You can also make time clock adjustments and/or edit tips and individual sales totals.

Edit Labor Record						
Name	Mc Mahan, Phillip			Sales		
Position				Ok		
Job Code	Server			Cancel		
Pay Type	Hourly					
	Time In	Time Out	Rate	Regular Hours	Overtime Hours	Total Pay
Approved	08:36a	03:21p	2.13	6.75	0.00	14.38
Break Time	12:00a	12:00a		0.00	<input checked="" type="checkbox"/> Deduct from pay	
Scheduled	12:00a	12:00a	0.00	0.00	0.00	0.00
Time Clock	08:36a	03:21p	2.13	6.75	0.00	14.38

Labor Summary Report:

From the Navigator, Labor Reporting Tab, chose the Labor Summary Report.

Next, chose your store (ie: Store #2) and the dates you would like to see in the report.

■ Labor Detail
✕

Store Name Store #2

From 06-01-08 ▲ ▼ Sun, Jun 1, 2008

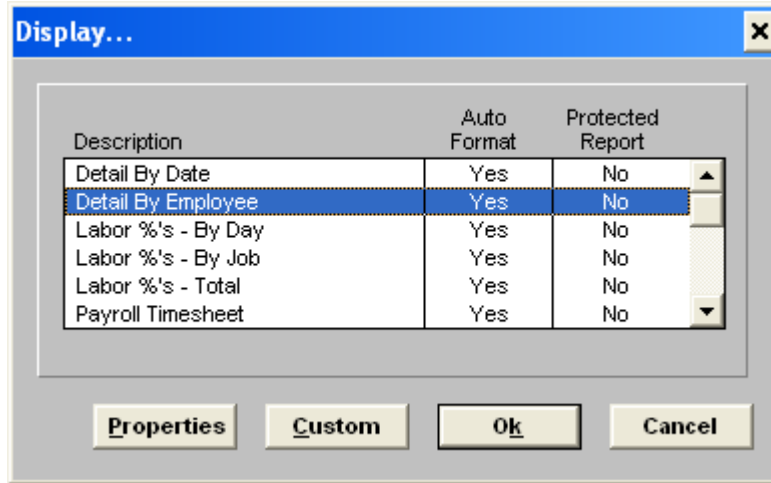
To 06-14-08 ▲ ▼ Sat, Jun 14, 2008

Ok
Cancel

The Labor Summary Report shows scheduled pay, actual pay, budgets and labor percentages for each day. Customize this report to show totals for each individual schedule (wait, bar, kitchen, etc.).

Aspect Software V6.33 - [Labor Detail, Store #2, 06/01/08 - 06/14/08]											
File Edit Action Payroll Sales Inventory Settings Window Help											
Employee	Approved Job Code	Empl No.	Approved Regular Rate	Approved Overtime Rate	Approved Total Hours	Approved Regular Hours	Approved Overtime Hours	Total Tips	Regular Pay	Overtime Pay	Total Pay
Ttl Gray, Ashley	Ttl Bar	01-1066	7.00	10.50	25.32	14.46	10.86	41.00	101.22	114.03	215.25
Ttl Robinson, Molly	Ttl Bar	01-1072	7.00		8.11	8.11		54.00	56.77		56.77
Ttl Sanchez, Miguel	Ttl Bar	01-1073	7.00		11.72	11.72		81.50	82.04		82.04
Ttl Wright, Tracy	Ttl Bar	01-1096	10.00		23.09	23.09		103.50	230.90		230.90
Ttl Neal, Ryan	Ttl Bar	01-1128	10.00		66.56	66.56		222.00	665.60		665.60
Ttl Taylor, Doug	Ttl Bar	01-1151	7.00		12.05	12.05		58.00	84.35		84.35
Ttl Sperber, Matt	Ttl Bar	01-9024	0.01		37.51	37.51		12.00	0.38		0.38
Ttl Quintana, Martina Ca	Ttl Busser	01-1024	5.85		56.94	56.94		49.00	333.10		333.10
Ttl Gonzalez, Enrique	Ttl Busser	01-1031	7.25		73.66	73.66		57.00	534.03		534.03
Ttl Rivera, Silvia	Ttl Busser	01-1038	5.85		79.86	79.86		37.00	467.18		467.18
Ttl Espinosa, Milagros	Ttl Busser	01-1050	7.25	10.88	85.34	80.00	5.34	55.02	580.00	58.07	638.07
Ttl Salmeron, Mario	Ttl Busser	01-1052	5.85		59.92	59.92		44.00	350.53		350.53
Ttl Zuniga, Alejandro	Ttl Busser	01-1080	5.85	8.78	80.74	77.30	3.44	52.00	452.21	30.19	482.39
Ttl Correa, Maria	Ttl Busser	01-1112	8.00	11.94	86.42	80.00	6.42	54.00	640.00	76.68	716.68
Ttl Arreola, Jairo	Ttl Busser	01-1163	5.85		14.17	14.17		32.00	82.89		82.89
Ttl Padilla, Glenn	Ttl Cleaning	01-1082	5.85		21.61	21.61			126.42		126.42
Ttl Ortiz, Amador	Ttl Cooks	01-1000	7.75		73.09	73.09			566.45		566.45
Ttl Hernandez, Irving	Ttl Cooks	01-1001	7.75		69.15	69.15			535.91		535.91
Ttl Williams, Carl	Ttl Cooks	01-1006	11.00		72.61	72.61			798.71		798.71
Ttl Mendez, Judith	Ttl Cooks	01-1007	7.75		78.44	78.44			607.91		607.91
Ttl Ortega, Jair	Ttl Cooks	01-1012	7.75		65.01	65.01			503.83		503.83
Ttl Gonzales, Salvador	Ttl Cooks	01-1015	7.75		64.39	64.39			499.02		499.02
Ttl Zamora, Rosalinda	Ttl Cooks	01-1019	7.75		73.52	73.52			569.78		569.78
Ttl Hernandez, Veronica	Ttl Cooks	01-1021	7.75		71.37	71.37			553.12		553.12
Ttl Tacuba, Alma	Ttl Cooks	01-1026	7.75		64.51	64.51			499.95		499.95
Ttl Chavez, Gladys	Ttl Cooks	01-1029	7.75		71.86	71.86			556.91		556.91
Ttl Ortega, Janet	Ttl Cooks	01-1030	7.75		70.08	70.08			543.12		543.12
Ttl Sanchez, Armando	Ttl Cooks	01-1042	7.75		50.71	50.71			393.00		393.00
Ttl Lorenzo, Matias	Ttl Cooks	01-1060	8.25		69.27	69.27			571.48		571.48
Ttl Hernandez, Jose	Ttl Cooks	01-1094	7.75		66.65	66.65			516.54		516.54
Ttl Amador, Benigno	Ttl Cooks	01-1095	7.75		10.95	10.95			84.86		84.86
Ttl Trujillo, Carlos	Ttl Cooks	01-1100	9.50		68.71	68.71			652.75		652.75
Ttl Marquez, Maria	Ttl Cooks	01-1101	9.25	13.87	81.96	79.16	2.80		732.23	38.85	771.08
Ttl Arreola, Silfrido	Ttl Cooks	01-1111	11.00	16.50	122.16	80.00	42.16		880.00	695.64	1,575.64
Ttl Zalazar, Agustine	Ttl Cooks	01-1115	9.75	14.63	85.18	76.12	9.06		742.17	132.50	874.67
Ttl Zapeda, Nicolas	Ttl Cooks	01-1116	8.00		64.30	64.30			514.40		514.40
Ttl Ventura, Marisol	Ttl Cooks	01-1119	9.25		65.66	65.66			607.36		607.36
Ttl Fuentes, Alejandra	Ttl Cooks	01-1121	9.25		62.76	62.76			580.53		580.53
Ttl Zapeda, Yelson	Ttl Cooks	01-1137	7.75		59.62	59.62			462.06		462.06
Ttl Amador, Erick	Ttl Cooks	01-1145	7.75		25.80	25.80			199.95		199.95

If you would like to view another format under the Labor Summary Report, simply click on the binoculars to chose another report.



Labor Detail Report:

From the Navigator, Labor Reporting Tab, chose the Labor Detail Report.

At the end of the pay period, use this report to print your payroll timesheet. You will also find export routines for popular payroll and accounting packages.

Aspect Software V6.33 - [Labor Detail, Store #2, 06/01/08 - 06/14/08]

File Edit Action Payroll Sales Inventory Settings Window Help

Employee	Approved Job Code	Approved Regular Rate	Approved Regular Hours	Approved Overtime Rate	Approved Overtime Hours	Approved Total Hours	Total Tips	Total Tip %	Total Pay
Ttl Aikens, Jeffrey	Ttl Server	2.18	42.40			42.40	351.63	17.17	92.43
	Ttl Trainee	5.85	11.03			11.03	54.83	13.50	64.53
	Ttl All Jobs		53.43			53.43	406.46	16.57	156.96
Ttl Amador, Benigno	Ttl Cooks	7.75	10.95			10.95			84.86
	Ttl All Jobs		10.95			10.95			84.86
Ttl Amador, Erick	Ttl Cooks	7.75	25.80			25.80			199.95
	Ttl All Jobs		25.80			25.80			199.95
Ttl Arreola, Jairo	Ttl Busser	5.85	14.17			14.17	32.00		82.89
	Ttl Trainee	5.85	17.17			17.17			100.44
	Ttl All Jobs		31.34			31.34	32.00		183.34
Ttl Arreola, Silfrido	Ttl Cooks	11.00	80.00	16.50	42.16	122.16			1,575.64
	Ttl All Jobs		80.00		42.16	122.16			1,575.64
Ttl Baer, Tiffany	Ttl Server	2.13	35.38			35.38	195.01	14.35	75.36
	Ttl All Jobs		35.38			35.38	195.01	14.35	75.36
Ttl Bardos, Jeck	Ttl Server	2.13	79.73			79.73	620.87	16.18	169.82
	Ttl All Jobs		79.73			79.73	620.87	16.18	169.82
Ttl Chavez, Gladys	Ttl Cooks	7.75	71.86			71.86			556.91
	Ttl All Jobs		71.86			71.86			556.91
Ttl Christian, Scott	Ttl Manager	0.01	7.63			7.63			0.08
	Ttl All Jobs		7.63			7.63			0.08
Ttl Clark, Jennifer	Ttl Hostess	7.00	29.79			29.79			208.53
	Ttl All Jobs		29.79			29.79			208.53
Ttl Clifton, Laura	Ttl Server	2.13	22.97			22.97	217.00	15.58	48.93
	Ttl All Jobs		22.97			22.97	217.00	15.58	48.93
Ttl Correa, Maria	Ttl Busser	8.00	80.00	11.94	6.42	86.42	54.00		716.68
	Ttl All Jobs		80.00		6.42	86.42	54.00		716.68
Ttl Duncan, Victoria	Ttl Hostess	7.35	80.00	11.25	6.74	86.74			663.92
	Ttl All Jobs		80.00		6.74	86.74			663.92
Ttl Dunn, Sara	Ttl Server	2.13	26.17			26.17	111.16	15.90	55.74
	Ttl Trainee	5.85	11.80			11.80			69.03
	Ttl All Jobs		37.97			37.97	111.16	15.90	124.77
Ttl Espinosa, Milagros	Ttl Busser	7.25	80.00	10.88	5.34	85.34	55.02		638.07
	Ttl All Jobs		80.00		5.34	85.34	55.02		638.07
Ttl Franklin, Gabrielle	Ttl Hostess	7.00	31.76			31.76			222.32
	Ttl All Jobs		31.76			31.76			222.32
Ttl Fuentes, Alejandra	Ttl Cooks	9.25	62.76			62.76			580.53
	Ttl All Jobs		62.76			62.76			580.53
Ttl Furgerson, Brittney	Ttl Server	2.13	51.73			51.73	387.38	23.41	110.18
	Ttl All Jobs		51.73			51.73	387.38	23.41	110.18
Ttl Garcia, Maria Maga	Ttl Server	2.13	58.55			58.55	390.61	11.91	124.71

Tue, Jul 14, 2009 11:56p 7:184 Complete.