



Weekly Averages Report Guide

Products :

Wiztec Business Suite

Wiztec Business Solutions

Using Wiztec applications

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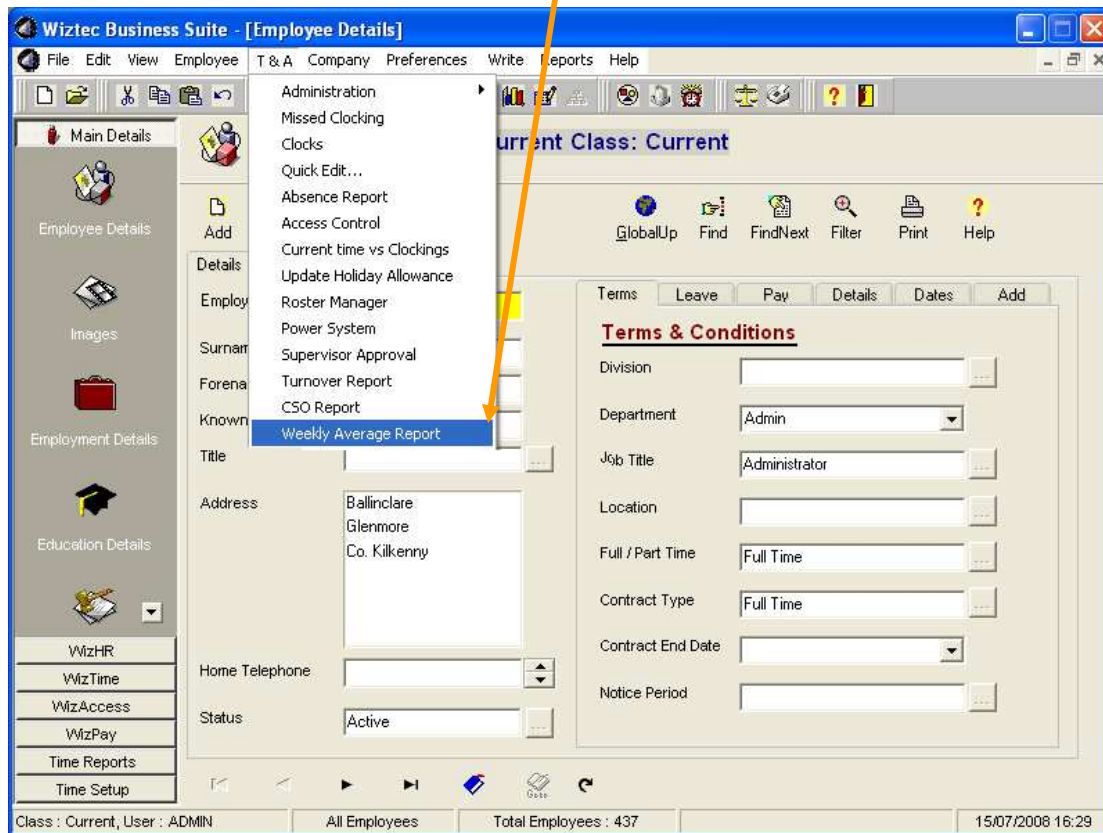
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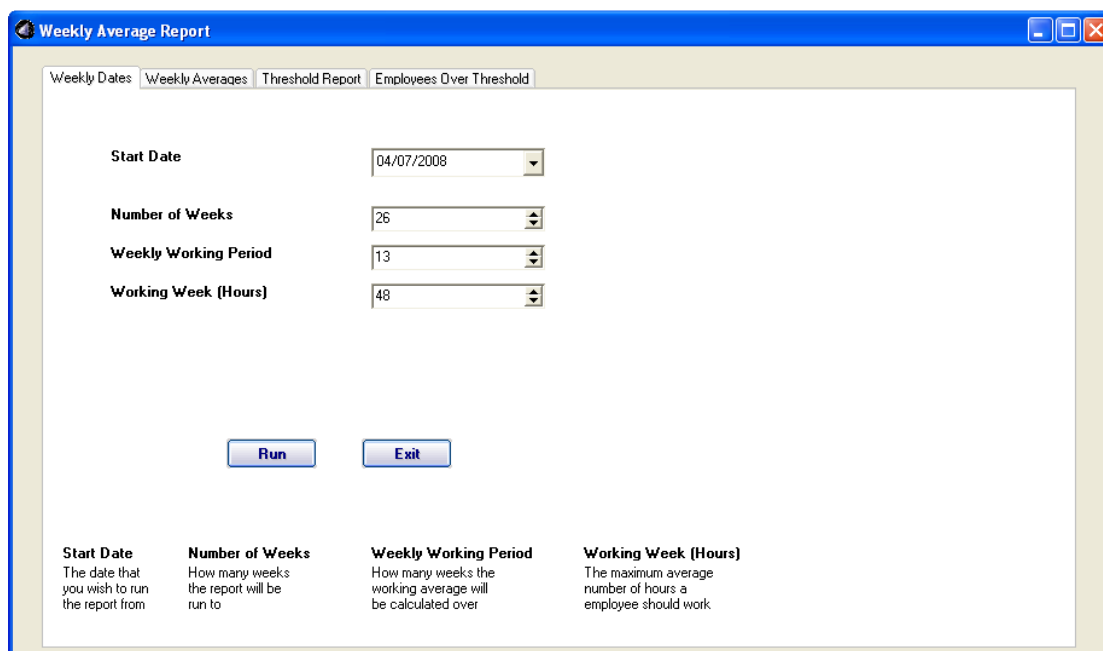


Weekly Average Report

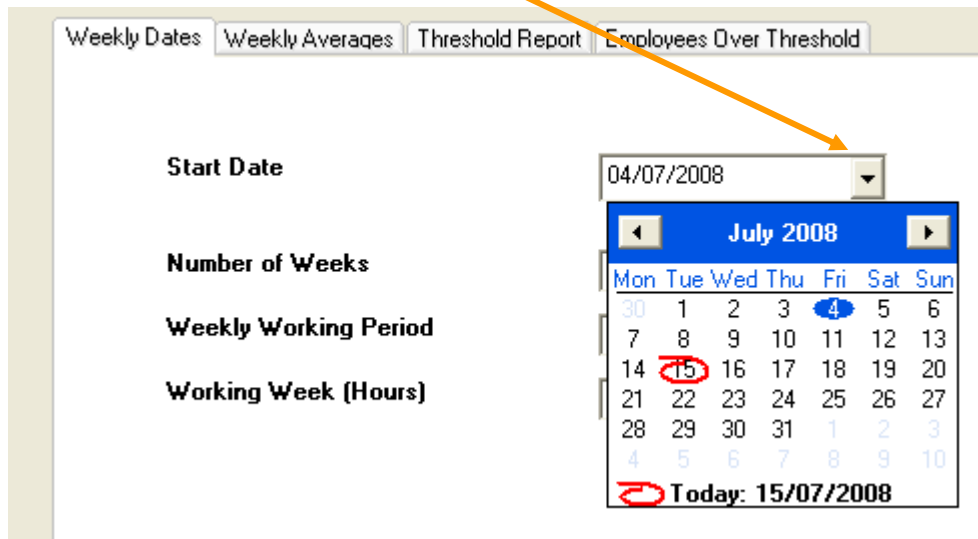
1. To access the Weekly Average Report, in the Wiztec Business Suite Click on T&A and select Weekly Average Report.



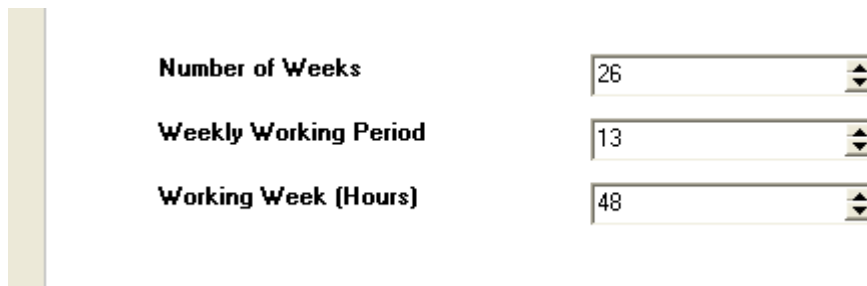
2. You will be presented with the Weekly Dates Screen.



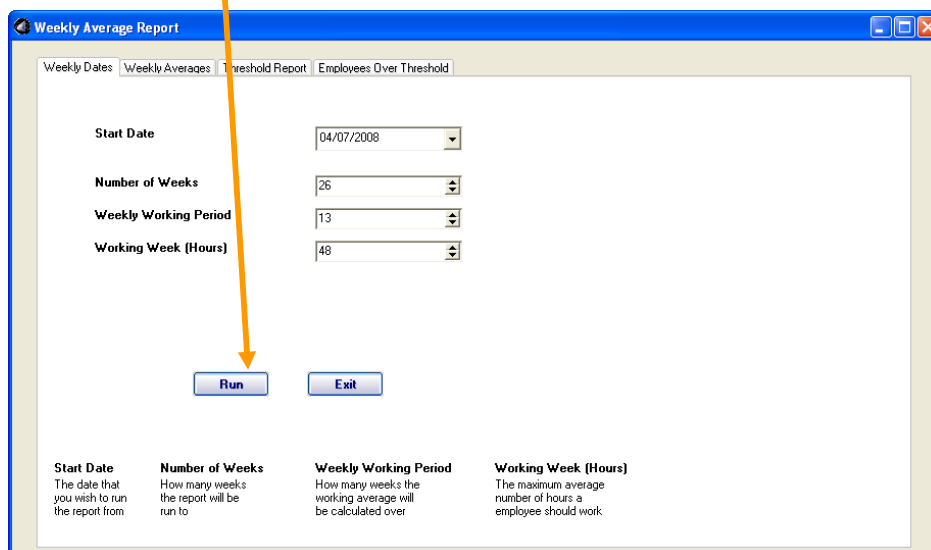
3. Click on the drop down menu to change the start date that you wish to run the report from



4. Enter in the necessary number of weeks you will be running the report to, the number of weeks the weekly total will be calculated over and the maximum number hours an employee can work in the Weekly Working Period you have specified. .



5. Click on **Run** to start the report.



6. The first screen that appears details the employees that have gone over the total number of hours set in the opening screen.

Working Week (Hours)

Employee Details are displayed along with the hourly average and week details.

Employee Number	Forename	Surname	Department	Division	Average	Start	End
110	Mary	Murphy	Administration	Accounts	60.83	01/01/2008	25/03/2008
110	Mary	Murphy	Administration	Accounts	60.22	08/01/2008	01/04/2008
110	Mary	Murphy	Administration	Accounts	60.22	15/01/2008	08/04/2008
110	Mary	Murphy	Administration	Accounts	58.99	22/01/2008	15/04/2008
1147	Tony	Hayes	Administration	HR	55.91	29/01/2008	22/04/2008
1147	Tony	Hayes	Administration	HR	52.83	05/02/2008	29/04/2008
1147	Tony	Hayes	Administration	HR	49.76	01/01/2008	25/03/2008
1147	Tony	Hayes	Administration	HR	48.27	01/01/2008	25/03/2008
1147	Tony	Hayes	Administration	HR			

7. Two other tabs are available; **Threshold Report** and **Weekly Averages**

Employee Number	Forename	Surname	Department	Division	Average	Start	End
110	Mary	Murphy	Administration	Accounts	60.83	01/01/2008	25/03/2008
110	Mary	Murphy	Administration	Accounts	60.22	08/01/2008	01/04/2008
110	Mary	Murphy	Administration	Accounts	60.22	15/01/2008	08/04/2008
110	Mary	Murphy	Administration	Accounts	58.99	22/01/2008	15/04/2008
1147	Tony	Hayes	Administration	HR	55.91	29/01/2008	22/04/2008
1147	Tony	Hayes	Administration	HR	52.83	05/02/2008	29/04/2008
1147	Tony	Hayes	Administration	HR	49.76	01/01/2008	25/03/2008
1147	Tony	Hayes	Administration	HR	48.27	01/01/2008	25/03/2008
1147	Tony	Hayes	Administration	HR			

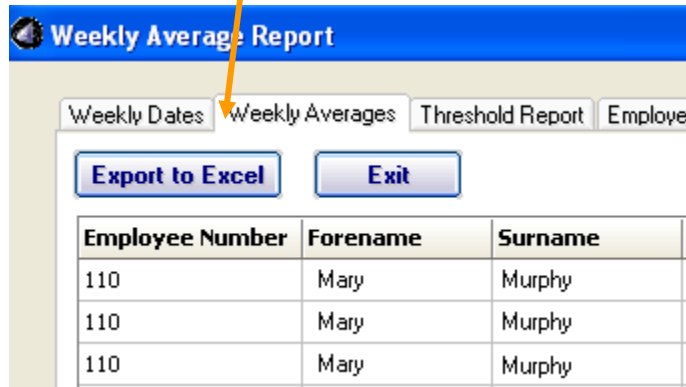
8. Threshold Report displays the average weekly hours for all employees over the period you have set.

Employee Number	Forename	Surname	Department	Division	Average	Start	End
110	Mary	Murphy	Administration	Accounts	0.00	11/03/2008	03/06/2008
110	Mary	Murphy	Administration	Accounts	0.00	18/03/2008	10/06/2008
110	Mary	Murphy	Administration	Accounts	0.00	25/03/2008	17/06/2008
110	Mary	Murphy	Administration	Accounts	0.00	01/04/2008	24/06/2008
1147	Tony	Hayes	Administration	HR	30.37	01/01/2008	25/03/2008
1147	Tony	Hayes	Administration	HR	27.71	08/01/2008	01/04/2008
1147	Tony	Hayes	Administration	HR	24.77	15/01/2008	08/04/2008
1147	Tony	Hayes	Administration	HR	22.58	22/01/2008	15/04/2008
1147	Tony	Hayes	Administration	HR	18.93	29/01/2008	22/04/2008
1147	Tony	Hayes	Administration	HR	15.91	05/02/2008	29/04/2008
1147	Tony	Hayes	Administration	HR	12.83	12/02/2008	06/05/2008
1147	Tony	Hayes	Administration	HR	10.22	19/02/2008	13/05/2008
1147	Tony	Hayes	Administration	HR	7.57	26/02/2008	20/05/2008
1147	Tony	Hayes	Administration	HR	5.11	04/03/2008	27/05/2008
1147	Tony	Hayes	Administration	HR	2.59	11/03/2008	03/06/2008
1147	Tony	Hayes	Administration	HR	2.59	18/03/2008	10/06/2008
1147	Tony	Hayes	Administration	HR	0.00	25/03/2008	17/06/2008
1147	Tony	Hayes	Administration	HR	0.00	01/04/2008	24/06/2008
12	Joe	Bloggs	Administration	HR	0.00	01/01/2008	25/03/2008

9. Weekly Averages gives a week by week breakdown of the average working hours during the week.

Employee Number	Forename	Surname	Department	Division	01/01/2008	08/01/2008	15/01/2008	22/01/2008
110	Mary	Murphy	Administration	Accounts	0	0	0	0
110	Mary	Murphy	Administration	Accounts	0	0	0	0
110	Mary	Murphy	Administration	Accounts	0	0	0	0
110	Mary	Murphy	Administration	Accounts	34.63	38.15	28.53	47.4
1147	Tony	Hayes	Administration	HR	0	0	0	0
1147	Tony	Hayes	Administration	HR	0	0	0	0
1147	Tony	Hayes	Administration	HR	0	0	0	0
1147	Tony	Hayes	Administration	HR	0	0	0	0
1147	Tony	Hayes	Administration	HR	32.00	41.33	42.10	40.0
1147	Tony	Hayes	Administration	HR	0	0	0	0
1147	Tony	Hayes	Administration	HR	0	0	0	0
1147	Tony	Hayes	Administration	HR	0	0	0	0
1147	Tony	Hayes	Administration	HR	32.00	33.65	40.70	40.0
1147	Tony	Hayes	Administration	HR	35.08	34.08	34.47	40.0
1147	Tony	Hayes	Administration	HR	32.00	43.25	43.80	32.0
1147	Tony	Hayes	Administration	HR	0	0	0	0
1147	Tony	Hayes	Administration	HR	32.00	32.32	46.48	51.5
1147	Tony	Hayes	Administration	HR	32.00	25.75	34.80	32.0

10. The **Export to Excel** button exports the data that is currently on display to an Excel Sheet.



	A	B	C	D	E	F	G	H	I	J
1	Employee	Forename	Surname	Department	Division	Average	Start	End		
2	101	Mary	Murphy	Administration	Accounts	0.00	01/01/2008	25/03/2008		
3	101	Mary	Murphy	Administration	Accounts	0.00	08/01/2008	01/04/2008		
4	101	Mary	Murphy	Administration	Accounts	0.00	15/01/2008	08/04/2008		
5	101	Mary	Murphy	Administration	Accounts	0.00	22/01/2008	15/04/2008		
6	101	Mary	Murphy	Administration	Accounts	0.00	29/01/2008	22/04/2008		
7	101	Mary	Murphy	Administration	Accounts	0.00	05/02/2008	29/04/2008		
8	101	Mary	Murphy	Administration	Accounts	0.00	12/02/2008	06/05/2008		
9	101	Mary	Murphy	Administration	Accounts	0.00	19/02/2008	13/05/2008		
10	101	Mary	Murphy	Administration	Accounts	0.00	26/02/2008	20/05/2008		
11	101	Mary	Murphy	Administration	Accounts	0.00	04/03/2008	27/05/2008		
12	101	Mary	Murphy	Administration	Accounts	0.00	11/03/2008	03/06/2008		
13	101	Mary	Murphy	Administration	Accounts	0.00	18/03/2008	10/06/2008		
14	101	Mary	Murphy	Administration	Accounts	0.00	25/03/2008	17/06/2008		
15	101	Mary	Murphy	Administration	Accounts	0.00	01/04/2008	24/06/2008		
16	106	Tony	Hayes	Administration	HR	0.00	01/01/2008	25/03/2008		
17	106	Tony	Hayes	Administration	HR	0.00	08/01/2008	01/04/2008		
18	106	Tony	Hayes	Administration	HR	0.00	15/01/2008	08/04/2008		
19	106	Tony	Hayes	Administration	HR	0.00	22/01/2008	15/04/2008		
20	106	Tony	Hayes	Administration	HR	0.00	29/01/2008	22/04/2008		
21	106	Tony	Hayes	Administration	HR	0.00	05/02/2008	29/04/2008		
22	106	Tony	Hayes	Administration	HR	0.00	12/02/2008	06/05/2008		
23	106	Tony	Hayes	Administration	HR	0.00	19/02/2008	13/05/2008		
24	106	Tony	Hayes	Administration	HR	0.00	26/02/2008	20/05/2008		
25	106	Tony	Hayes	Administration	HR	0.00	04/03/2008	27/05/2008		
26	106	Tony	Hayes	Administration	HR	0.00	11/03/2008	03/06/2008		
27	106	Tony	Hayes	Administration	HR	0.00	18/03/2008	10/06/2008		
28	106	Tony	Hayes	Administration	HR	0.00	25/03/2008	17/06/2008		
29	106	Tony	Hayes	Administration	HR	0.00	01/04/2008	24/06/2008		
30	110	Joe	Bloggs	Administration	HR	0.00	01/01/2008	25/03/2008		
31	110	Joe	Bloggs	Administration	HR	0.00	08/01/2008	01/04/2008		