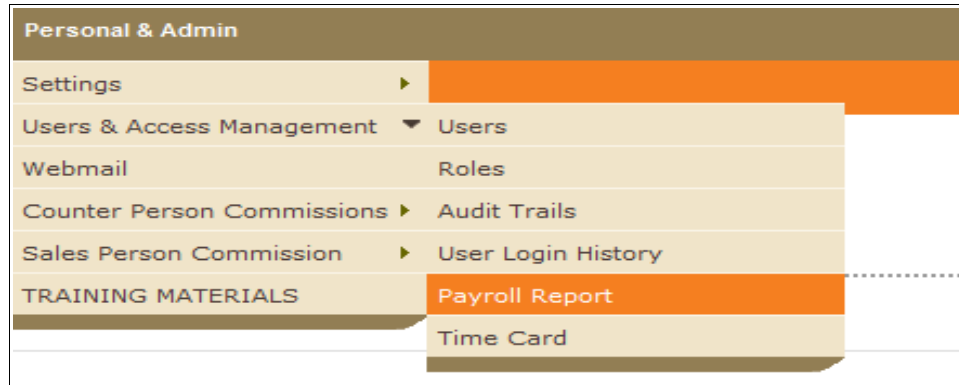



# Personal & Admin

## Payroll Report

The Payroll Report is available by going to PERSONAL & ADMIN > USER & ACCESS MANAGEMENT > PAYROLL REPORT.



This report gives you information about hours worked for all of the users in your Fuse5 system. Select a custom date range and it will show you regular hours, overtime hours, as well as several other pieces of information about the employee. This system is set up only to track the hours worked based on employees logging into and out of Fuse5. The “Create Report” button allows you to generate a printable version of the payroll report.


**Settings > Payroll Report**  
 Display Payroll Detail of users

---

**Payroll Report**

Payroll Periods

☐ None
 ☒ Custom

Select Date From :

07-04-2013

To :

07-17-2013

Go

Payroll Detail

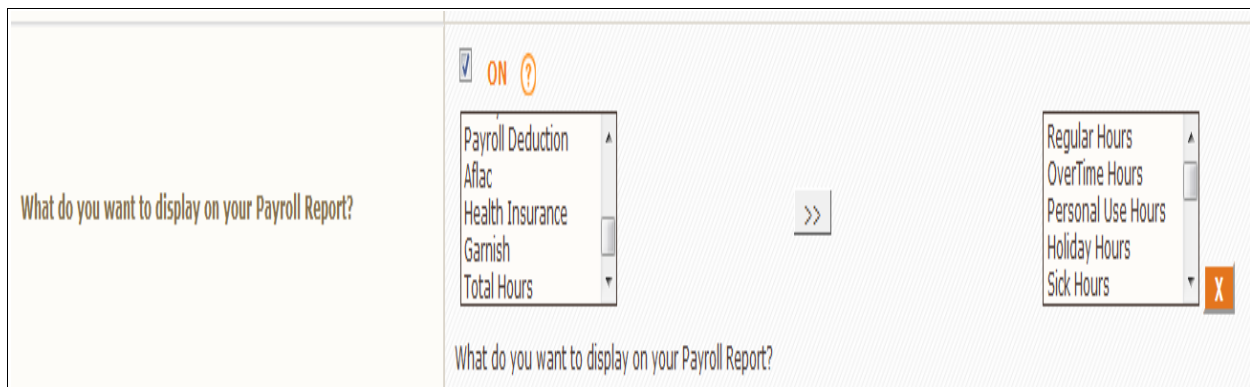
Create Report

|           | Regular Hours | OverTime Hours | Personal Use Hours | Holiday Hours | Salary           | Payroll Deduction | Aflac | Health Insurance | Garnish |
|-----------|---------------|----------------|--------------------|---------------|------------------|-------------------|-------|------------------|---------|
| admin     | 00:00 Hrs     | --             | 00:00 Hrs          | 00 Hrs        | Salaried         |                   | Yes   | Yes              | Yes     |
| JBrewster | 00:00 Hrs     | --             | 00:00 Hrs          | 00 Hrs        | Salaried         |                   | Yes   | Yes              | Yes     |
| PWalker   | 00:00 Hrs     | --             | 00:00 Hrs          | 00 Hrs        | Salaried         |                   | Yes   | Yes              | Yes     |
| MSchulze  | 00:00 Hrs     | --             | 00:00 Hrs          | 00 Hrs        | Salaried         |                   | Yes   | Yes              | Yes     |
| VDiesel   | 00:00 Hrs     | --             | 00:00 Hrs          | 00 Hrs        | Salaried         |                   | Yes   | Yes              | Yes     |
| DJohnson  | 00:00 Hrs     | --             | 00:00 Hrs          | 00 Hrs        | Salaried         |                   | Yes   | Yes              | Yes     |
| GGadot    | 00:00 Hrs     | --             | 00:00 Hrs          | 00 Hrs        | Warehouse-Hourly |                   | Yes   | Yes              | Yes     |
| TCruise   | 00:00 Hrs     | --             | 00:00 Hrs          | 00 Hrs        | Warehouse-Hourly |                   | Yes   | Yes              | Yes     |
| KBacon    | 00:00 Hrs     | --             | 00:00 Hrs          | 00 Hrs        | Sales-Hourly     |                   | Yes   | Yes              | Yes     |
| JCarrey   | 00:00 Hrs     | --             | 00:00 Hrs          | 00 Hrs        | Salaried         |                   | Yes   | Yes              | Yes     |
| IFleming  | 00:00 Hrs     | --             | 00:00 Hrs          | 00 Hrs        | Salaried         |                   | Yes   | Yes              | Yes     |

## Fuse5 Training Materials

The Human Resource information is for informational purposes and does not integrate with other systems. The payroll and time card information in Fuse5 does not integrate directly with Quick Books, rather you would access the information and enter it to Quick books or any other payroll system via manually entering into the payroll system or by entering as a spreadsheet.

You can choose the information that you want to see on the payroll report by going to Custom Settings under the Other section and use the setting called “What do you want to display on your Payroll Report?” You can choose regular hours, overtime hours, personal use hours, holiday hours, sick hours, vacation hours, salary (as in login only, clock in and log in, clock in only), payroll deduction, Aflac, health insurance, garnish, and total hours. (See Image Below)



The screenshot shows a software interface for a custom setting. On the left, a text label reads "What do you want to display on your Payroll Report?". To the right, there is a control area with a checked checkbox and the word "ON" in orange. Below this is a list box containing "Payroll Deduction", "Aflac", "Health Insurance", "Garnish", and "Total Hours". A double-right arrow button ">>" is positioned between this list and another list box on the right. The second list box contains "Regular Hours", "OverTime Hours", "Personal Use Hours", "Holiday Hours", and "Sick Hours". An orange "X" icon is located at the bottom right of the second list box. The entire interface is set against a light gray background with a subtle grid pattern.

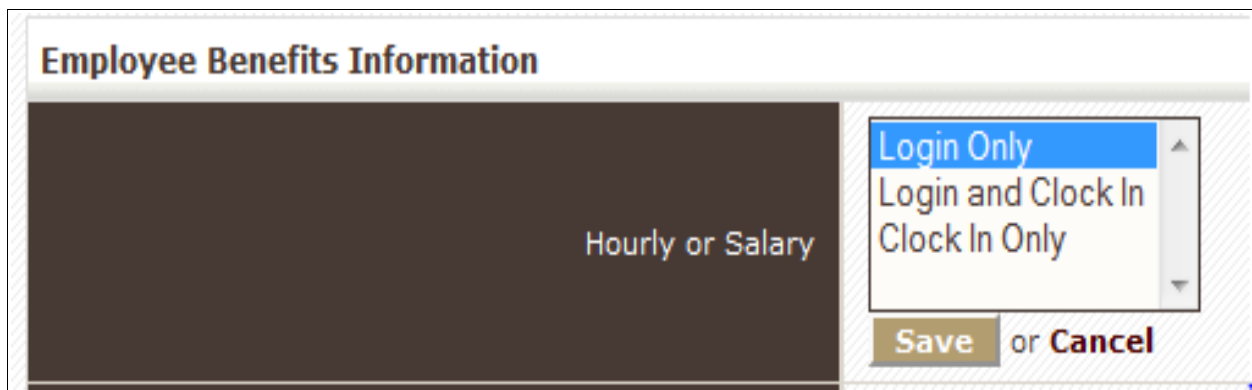


The screenshot shows a software interface for a custom setting. On the left, a text label reads "Time Card Module Access". To the right, there is a control area with a checked checkbox and the word "ON" in orange. Below this is a list box containing "Accounting", "Asst. Manager", "Controller", "Counter", and "Manager". The interface has a light gray background with a subtle grid pattern.

All users with admin status or those designated with the Custom Setting “Time Card Module Access” can access the time card functionality, payroll report, user login history, and audit trails from a management perspective.

## Time Card

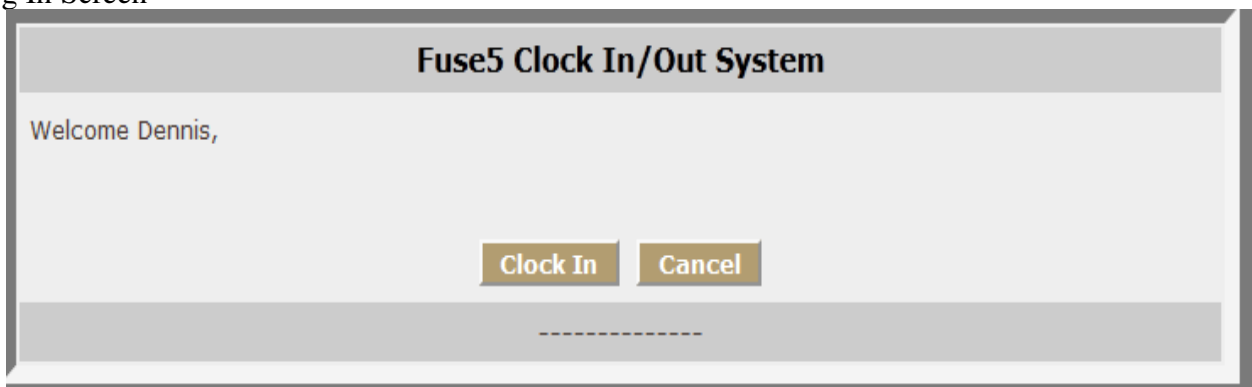
Within the user settings you are able to select between three user options for each of your employees. Whether they are hourly or salary there is an appropriate login view for each one of your employees available. To access this go to PERSONAL & ADMIN > USERS & ACCESS MANAGEMENT > USERS. Select the user you want to adjust. Under EMPLOYEE BENEFITS INFORMATION you will see the line item for Hourly or Salary. In this User setting you can decide how you want fuse5 and the timeclock to interact with your employees, see the options below.



**Log In Only** - user will not clock in or out of the time clock function in fuse5. This is recommended for employees that are not required to punch in and out but will be using fuse5 for their day to day operations. An example of an employee that would use this would be a salaried employee.

**Login and Clock In**– user will be forced to use the “Fuse5 Clock In/Out System”. When they log in it will tell them what time they clocked in. When they sign out it will give them the option to CLOCKOUT & SIGNOUT (this takes them out of fuse5 and OFF the time clock) or they can simply SIGNOUT (this leaves them on the time clock but out of fuse5). This should be used for employees that you want on the time clock that also use Fuse5 regularly during their day.

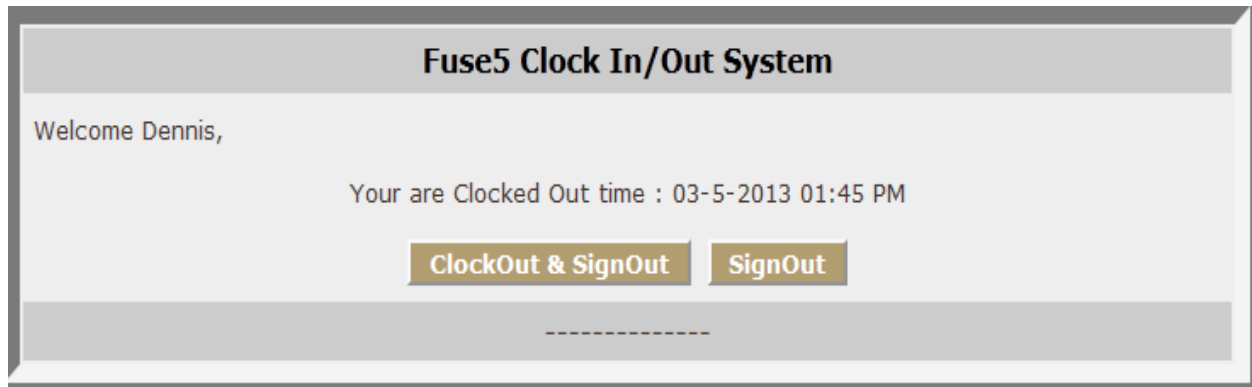
### Log In Screen



## Fuse5 Training Materials

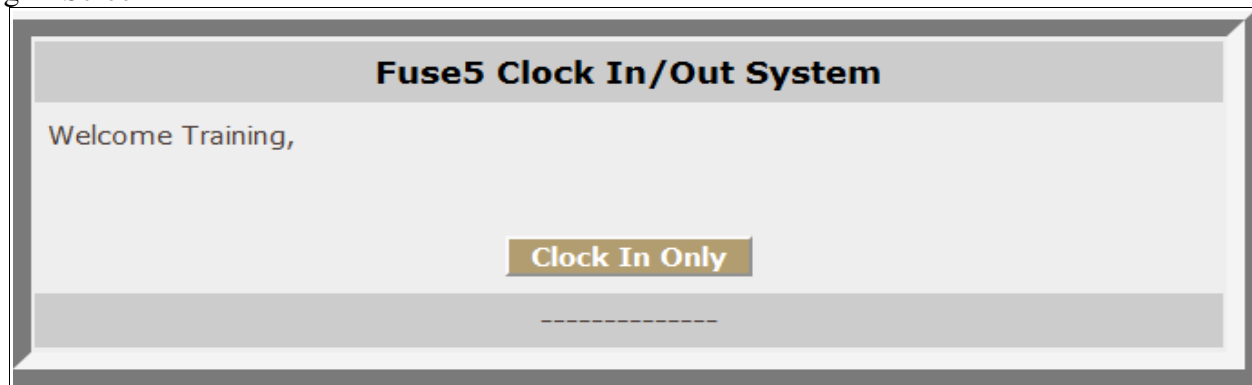
Click 'Clock In' to be in the time card system, click 'Cancel' to enter Fuse5 without putting an 'In' time on the Time Clock.

### Log Out Screen

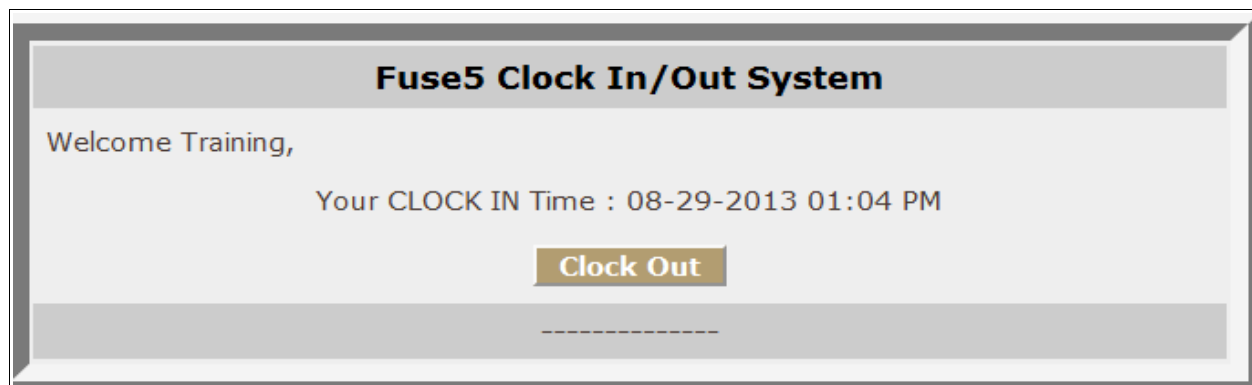


**Clock In Only** - user will be prompted when logging in to CLOCK IN ONLY (logs them into the time clock, but not into fuse5). This is recommended for users that are required to log in and out ,but do not use fuse5 for their daily operations. ( See next page for images).

### Log In Screen

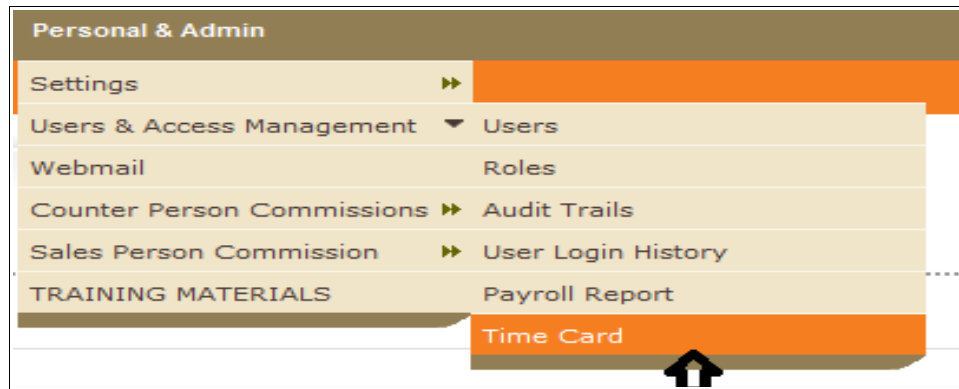


### Log Out Screen



## Fuse5 Training Materials

To access an employees Time Card report go to PERSONAL & ADMIN > USER & ACCESS MANAGEMENT > TIME CARD



Select the user and time period. Once you have done so the users time card for the selected period will become visible.

A screenshot of the 'Settings > Time Card' page. The page title is 'Settings > Time Card' with a subtitle 'Display TimeCard Detail of users'. Below the title, there is a 'Time Card' section with a 'Select User' dropdown menu set to 'Craig' and a 'Last Payroll Period' dropdown menu. Below this is a 'TimeCard Detail' section. It contains a table with columns for dates from 02-25-2013 to 03-03-2013. The table shows 'In' and 'Out' times for user 'CRAIG'. The 'In' times are mostly 'Add' and the 'Out' times are mostly 'Add'. The 'Total' row shows '0.00' for all days except 03-02-2013, which shows '04:29'. The 'Total Hours For Week' is '04:29' and the 'Total Overtime Hours' is '--'. There is a 'Signature' field at the bottom.

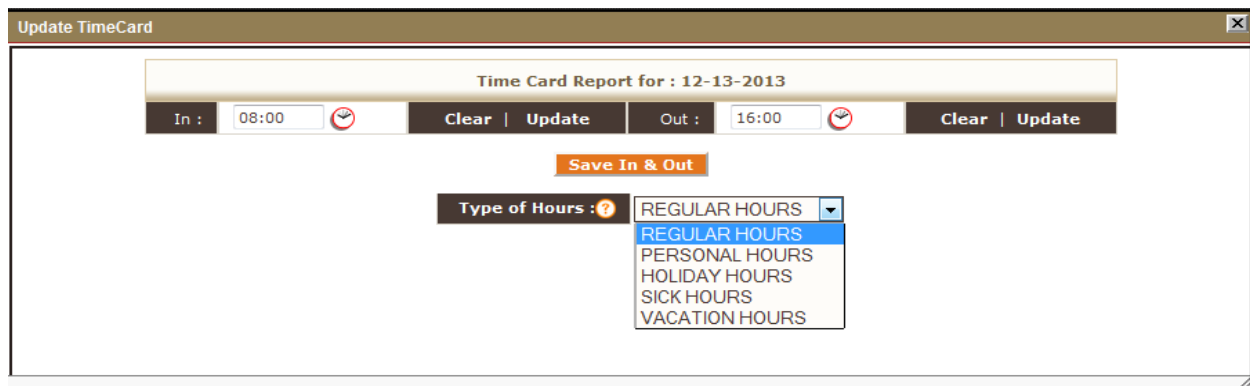
| Records From 02-25-2013 To 03-03-2013 | 02-25-2013 | 02-26-2013 | 02-27-2013 | 02-28-2013 | 03-01-2013 | 03-02-2013 | 03-03-2013 |
|---------------------------------------|------------|------------|------------|------------|------------|------------|------------|
| <b>CRAIG</b>                          |            |            |            |            |            |            |            |
| <b>In</b>                             | Add        | Add        | Add        | Add        | Add        | 08:01      | Add        |
| <b>Out</b>                            | Add        | Add        | Add        | Add        | Add        | 12:30      | Add        |
| <b>In</b>                             | Add        | Add        | Add        | Add        | Add        | Add        | Add        |
| <b>Out</b>                            | Add        | Add        | Add        | Add        | Add        | Add        | Add        |
| <b>In</b>                             | Add        | Add        | Add        | Add        | Add        | Add        | Add        |
| <b>Out</b>                            | Add        | Add        | Add        | Add        | Add        | Add        | Add        |
| <b>In</b>                             | Add        | Add        | Add        | Add        | Add        | Add        | Add        |
| <b>Out</b>                            | Add        | Add        | Add        | Add        | Add        | Add        | Add        |
| <b>Total</b>                          | 0.00       | 0.00       | 0.00       | 0.00       | 0.00       | 04:29      | 0.00       |
| Total Hours For Week                  |            |            |            |            |            | 04:29      |            |
| Total Overtime Hours                  |            |            |            |            |            | --         |            |

Signature : \_\_\_\_\_

Assuming you have admin status or have been designated in a role that can access the time card, you are able to do the following:

1. Edit in and out times for an employee. The times that an employee truly logs in and out will show up for the appropriate day, but if you want to make adjustments or need to make adjustments for employees that fail to use the time card, you can access and make adjustments by clicking "ADD" for the in or out punch. Once you hit ADD, you will get the following pop up.

## Fuse5 Training Materials




Click on the clock icon or click directly into the time box to make the adjustment. Once the time is picked click on Update or Save In & Out if making a change to both punches. A single can have up to 20 in and out punches in a given day. In addition to picking the time of the in and out punch you can choose the 'Type of Hours'. Your options for Type of Hours are Regular Hours (the default), Personal Hours, Holiday Hours, Sick Hours, or Vacation Hours.

The default time for In and Out punches may be the same for all of your employees if you are adding time. You can set the default In and Out time (in the image above it's 8am and 4pm. To access this setting go to custom settings and under Options "Default In and Out Time on Time Card". Keep in mind to set your time in military time using a 24 hour clock. (ex. 6Pm = 18:00).



2. Export to PDF by clicking the Export to PDF button.
3. Export to CSV for selected user using the appropriate button. This generates a spreadsheet that includes the in and out punches, total daily hours in time and decimal format, and the total weekly hours in time and decimal format.

## Fuse5 Training Materials

|   |            |            |            |            |            |                      |            |
|---|------------|------------|------------|------------|------------|----------------------|------------|
|  |            |            |            |            |            |                      |            |
| Payroll Report of Dennis  |            |            |            |            |            |                      |            |
| Records From 07-08-2013 To 07-14-2013   |            |            |            |            | Week # 28  |                      |            |
| DENNIS  | 07-08-2013 | 07-09-2013 | 07-10-2013 | 07-11-2013 | 07-12-2013 | 07-13-2013           | 07-14-2013 |
| In  | 08:00      | 08:20      | 06:20      |            |            |                      |            |
| Out   | 10:58      | 16:23      | 16:23      |            |            |                      |            |
| In  | 10:56      |            |            |            |            |                      |            |
| Out   | 12:59      |            |            |            |            |                      |            |
| In  | 16:00      |            |            |            |            |                      |            |
| Out   | 16:20      |            |            |            |            |                      |            |
| In  | 16:00      |            |            |            |            |                      |            |
| Out   | 16:23      |            |            |            |            |                      |            |
| In  |            |            |            |            |            |                      |            |
| Out   |            |            |            |            |            |                      |            |
| In  |            |            |            |            |            |                      |            |
| Out   |            |            |            |            |            |                      |            |
| In  |            |            |            |            |            |                      |            |
| Out   |            |            |            |            |            |                      |            |
| In  |            |            |            |            |            |                      |            |
| Out   |            |            |            |            |            |                      |            |
| In  |            |            |            |            |            |                      |            |
| Out   |            |            |            |            |            |                      |            |
| Total   | 05:44      | 08:03      | 10:03      | 0.00       | 0.00       | 0.00                 | 0.00       |
|   |            |            |            |            |            | Total Hours For Week | 23:50      |
|   |            |            |            |            |            | Total Overtime Hours | --         |

- Export to CSV for ALL users using the appropriate button. This generates a spreadsheet that includes the in and out punches, total daily hours in time and decimal format, and the total weekly hours in time and decimal format.

|    | A   | B          | C          | D          | E          | F          | G          | H          |
|----|---|------------|------------|------------|------------|------------|------------|------------|
| 1  | DENNIS                                    | 07-08-2013 | 07-09-2013 | 07-10-2013 | 07-11-2013 | 07-12-2013 | 07-13-2013 | 07-14-2013 |
| 2  | In  | 08:00      | 08:20      | 06:20      | 0          | 0          | 0          | 0          |
| 3  | Out                                       | 10:58      | 16:23      | 16:23      | 0          | 0          | 0          | 0          |
| 4  | In  | 10:56      | 0          | 0          | 0          | 0          | 0          | 0          |
| 5  | Out                                       | 12:59      | 0          | 0          | 0          | 0          | 0          | 0          |
| 6  | In  | 16:00      | 0          | 0          | 0          | 0          | 0          | 0          |
| 7  | Out                                       | 16:20      | 0          | 0          | 0          | 0          | 0          | 0          |
| 8  | In  | 16:00      | 0          | 0          | 0          | 0          | 0          | 0          |
| 9  | Out                                       | 16:23      | 0          | 0          | 0          | 0          | 0          | 0          |
| 10 | In  | 0          | 0          | 0          | 0          | 0          | 0          | 0          |
| 11 | Out                                       | 0          | 0          | 0          | 0          | 0          | 0          | 0          |
| 12 | In  | 0          | 0          | 0          | 0          | 0          | 0          | 0          |
| 13 | Out                                       | 0          | 0          | 0          | 0          | 0          | 0          | 0          |
| 14 | In  | 0          | 0          | 0          | 0          | 0          | 0          | 0          |
| 15 | Out                                       | 0          | 0          | 0          | 0          | 0          | 0          | 0          |
| 16 | In  | 0          | 0          | 0          | 0          | 0          | 0          | 0          |
| 17 | Out                                       | 0          | 0          | 0          | 0          | 0          | 0          | 0          |
| 18 | In  | 0          | 0          | 0          | 0          | 0          | 0          | 0          |
| 19 | Out                                       | 0          | 0          | 0          | 0          | 0          | 0          | 0          |
| 20 | In  | 0          | 0          | 0          | 0          | 0          | 0          | 0          |
| 21 | Out                                       | 0          | 0          | 0          | 0          | 0          | 0          | 0          |
| 22 | Total                                     | 05:44      | 08:03      | 10:03      | 0          | 0          | 0          | 0          |
| 23 | Total - DECIMAL FORMAT                    | 5.73       | 8.05       | 10.05      | 0          | 0          | 0          | 0          |
| 24 | TOTAL HOURS FOR THE WEEK                  | 23:50      |            |            |            |            |            |            |
| 25 | TOTAL HOURS FOR THE WEEK - DECIMAL FORMAT | 23.83      |            |            |            |            |            |            |

## Fuse5 Training Materials

|    |   | B          | C          | D          | E          | F          | G          | H          |
|----|---|------------|------------|------------|------------|------------|------------|------------|
| 1  | ANDREW                                    | 07-08-2013 | 07-09-2013 | 07-10-2013 | 07-11-2013 | 07-12-2013 | 07-13-2013 | 07-14-2013 |
| 2  | In  | 03:25      | 04:25      | 0          | 0          | 0          | 0          | 0          |
| 3  | Out                                       | 16:28      | 16:28      | 0          | 0          | 0          | 0          | 0          |
| 4  | In  | 0          | 0          | 0          | 0          | 0          | 0          | 0          |
| 5  | Out                                       | 0          | 0          | 0          | 0          | 0          | 0          | 0          |
| 6  | In  | 0          | 0          | 0          | 0          | 0          | 0          | 0          |
| 7  | Out                                       | 0          | 0          | 0          | 0          | 0          | 0          | 0          |
| 8  | In  | 0          | 0          | 0          | 0          | 0          | 0          | 0          |
| 9  | Out                                       | 0          | 0          | 0          | 0          | 0          | 0          | 0          |
| 10 | In  | 0          | 0          | 0          | 0          | 0          | 0          | 0          |
| 11 | Out                                       | 0          | 0          | 0          | 0          | 0          | 0          | 0          |
| 12 | In  | 0          | 0          | 0          | 0          | 0          | 0          | 0          |
| 13 | Out                                       | 0          | 0          | 0          | 0          | 0          | 0          | 0          |
| 14 | In  | 0          | 0          | 0          | 0          | 0          | 0          | 0          |
| 15 | Out                                       | 0          | 0          | 0          | 0          | 0          | 0          | 0          |
| 16 | In  | 0          | 0          | 0          | 0          | 0          | 0          | 0          |
| 17 | Out                                       | 0          | 0          | 0          | 0          | 0          | 0          | 0          |
| 18 | In  | 0          | 0          | 0          | 0          | 0          | 0          | 0          |
| 19 | Out                                       | 0          | 0          | 0          | 0          | 0          | 0          | 0          |
| 20 | In  | 0          | 0          | 0          | 0          | 0          | 0          | 0          |
| 21 | Out                                       | 0          | 0          | 0          | 0          | 0          | 0          | 0          |
| 22 | Total                                     | 13:03      | 12:03      | 0          | 0          | 0          | 0          | 0          |
| 23 | Total - DECIMAL FORMAT                    | 13.05      | 12.05      | 0          | 0          | 0          | 0          | 0          |
| 24 | TOTAL HOURS FOR THE WEEK                  | 25:06      | 12:05      | 0          | 0          | 0          | 0          | 0          |
| 25 | TOTAL HOURS FOR THE WEEK - DECIMAL FORMAT | 25.1       |            |            |            |            |            |            |
| 26 |   |            |            |            |            |            |            |            |
| 27 |   |            |            |            |            |            |            |            |
| 28 | BARRY                                     | 07-08-2013 | 07-09-2013 | 07-10-2013 | 07-11-2013 | 07-12-2013 | 07-13-2013 | 07-14-2013 |
| 29 | In  | 02:26      | 07:26      | 0          | 0          | 0          | 0          | 0          |
| 30 | Out                                       | 16:29      | 16:29      | 0          | 0          | 0          | 0          | 0          |
| 31 | In  | 0          | 0          | 0          | 0          | 0          | 0          | 0          |
| 32 | Out                                       | 0          | 0          | 0          | 0          | 0          | 0          | 0          |
| 33 | In  | 0          | 0          | 0          | 0          | 0          | 0          | 0          |
| 34 | Out                                       | 0          | 0          | 0          | 0          | 0          | 0          | 0          |
| 35 | In  | 0          | 0          | 0          | 0          | 0          | 0          | 0          |
| 36 | Out                                       | 0          | 0          | 0          | 0          | 0          | 0          | 0          |
| 37 | In  | 0          | 0          | 0          | 0          | 0          | 0          | 0          |
| 38 | Out                                       | 0          | 0          | 0          | 0          | 0          | 0          | 0          |
| 39 | In  | 0          | 0          | 0          | 0          | 0          | 0          | 0          |
| 40 | Out                                       | 0          | 0          | 0          | 0          | 0          | 0          | 0          |
| 41 | In  | 0          | 0          | 0          | 0          | 0          | 0          | 0          |
| 42 | Out                                       | 0          | 0          | 0          | 0          | 0          | 0          | 0          |
| 43 | In  | 0          | 0          | 0          | 0          | 0          | 0          | 0          |
| 44 | Out                                       | 0          | 0          | 0          | 0          | 0          | 0          | 0          |
| 45 | In  | 0          | 0          | 0          | 0          | 0          | 0          | 0          |
| 46 | Out                                       | 0          | 0          | 0          | 0          | 0          | 0          | 0          |
| 47 | In  | 0          | 0          | 0          | 0          | 0          | 0          | 0          |
| 48 | Out                                       | 0          | 0          | 0          | 0          | 0          | 0          | 0          |
| 49 | Total                                     | 14:03      | 09:03      | 0          | 0          | 0          | 0          | 0          |
| 50 | Total - DECIMAL FORMAT                    | 14.05      | 9.05       | 0          | 0          | 0          | 0          | 0          |

## Audit Trails

To access an employees Audit Trail go to PERSONAL & ADMIN > USER & ACCESS MANAGEMENT > AUDIT TRAILS. Select the user with the drop down, then hit the VIEW AUDIT TRAIL button.


**Settings > Audit Trails**  
 Audit Trail of Users who access Fuse5

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**Audit Trails**

Select User
 

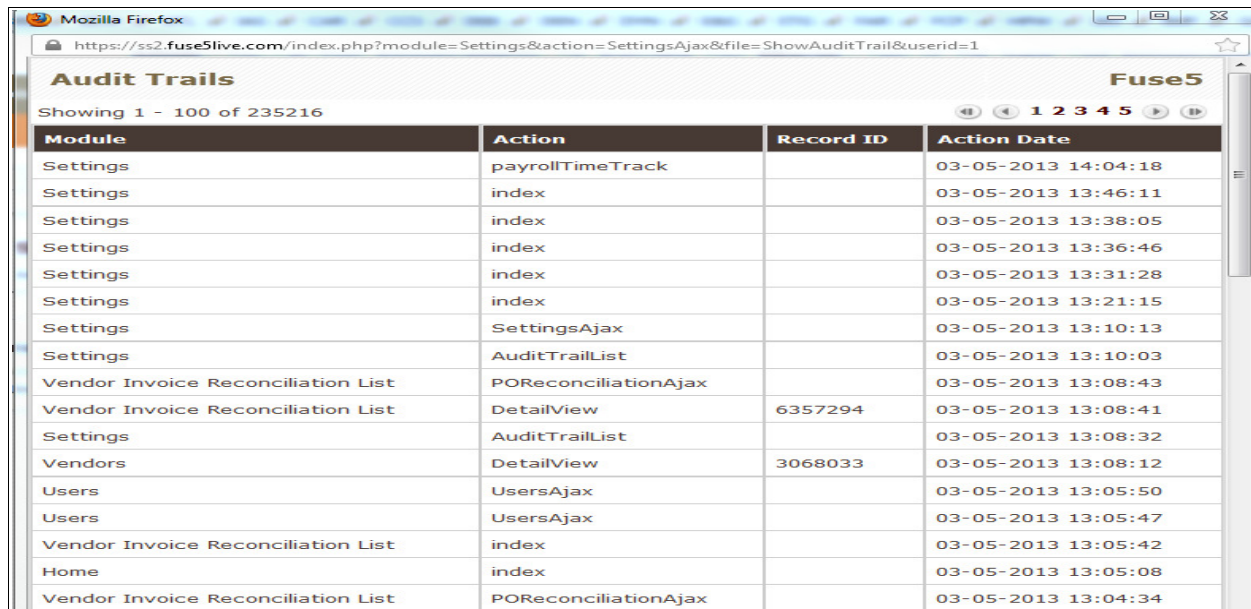
admin

View Audit Trail

You will get a pop up box that shows the employees actions within Fuse5. You can see the module, actions, action date and time within the audit trail.

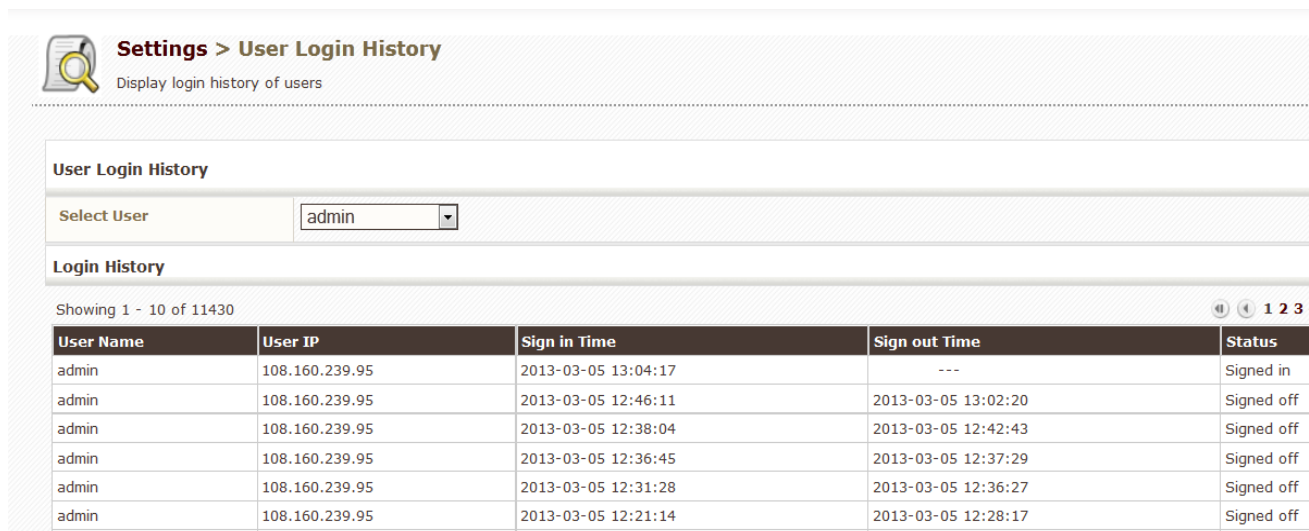


## Fuse5 Training Materials



| Module                             | Action              | Record ID | Action Date         |
|------------------------------------|---------------------|-----------|---------------------|
| Settings                           | payrollTimeTrack    |           | 03-05-2013 14:04:18 |
| Settings                           | index               |           | 03-05-2013 13:46:11 |
| Settings                           | index               |           | 03-05-2013 13:38:05 |
| Settings                           | index               |           | 03-05-2013 13:36:46 |
| Settings                           | index               |           | 03-05-2013 13:31:28 |
| Settings                           | index               |           | 03-05-2013 13:21:15 |
| Settings                           | SettingsAjax        |           | 03-05-2013 13:10:13 |
| Settings                           | AuditTrailList      |           | 03-05-2013 13:10:03 |
| Vendor Invoice Reconciliation List | PORconciliationAjax |           | 03-05-2013 13:08:43 |
| Vendor Invoice Reconciliation List | DetailView          | 6357294   | 03-05-2013 13:08:41 |
| Settings                           | AuditTrailList      |           | 03-05-2013 13:08:32 |
| Vendors                            | DetailView          | 3068033   | 03-05-2013 13:08:12 |
| Users                              | UsersAjax           |           | 03-05-2013 13:05:50 |
| Users                              | UsersAjax           |           | 03-05-2013 13:05:47 |
| Vendor Invoice Reconciliation List | index               |           | 03-05-2013 13:05:42 |
| Home                               | index               |           | 03-05-2013 13:05:08 |
| Vendor Invoice Reconciliation List | PORconciliationAjax |           | 03-05-2013 13:04:34 |

## User Login History



**Settings > User Login History**  
Display login history of users

**User Login History**

Select User: admin

**Login History**

Showing 1 - 10 of 11430

| User Name | User IP        | Sign in Time        | Sign out Time       | Status     |
|-----------|----------------|---------------------|---------------------|------------|
| admin     | 108.160.239.95 | 2013-03-05 13:04:17 | ---                 | Signed in  |
| admin     | 108.160.239.95 | 2013-03-05 12:46:11 | 2013-03-05 13:02:20 | Signed off |
| admin     | 108.160.239.95 | 2013-03-05 12:38:04 | 2013-03-05 12:42:43 | Signed off |
| admin     | 108.160.239.95 | 2013-03-05 12:36:45 | 2013-03-05 12:37:29 | Signed off |
| admin     | 108.160.239.95 | 2013-03-05 12:31:28 | 2013-03-05 12:36:27 | Signed off |
| admin     | 108.160.239.95 | 2013-03-05 12:21:14 | 2013-03-05 12:28:17 | Signed off |

To access an employees User Login History go to PERSONAL & ADMIN > USER & ACCESS MANAGEMENT > USER LOGIN HISTORY. Choose the user who's log in history you want to view. Once chosen, the login history will automatically pop up.