

---

# Evaluation Kit

## Virtual TimeClock<sup>®</sup> Basic, Pro & Network Editions

Virtual TimeClock is powerful, easy to use employee time tracking software for your Mac and Windows computers. Whether you're looking for a punch clock replacement or want to get rid of hand written timesheets, you can start saving time and begin lowering your payroll costs today! This kit contains information that you'll find helpful while researching employee time tracking software.



Have more questions? Contact us at 559-434-8544 or [www.redcort.com/contact](http://www.redcort.com/contact).

### What's In This Kit?

How will Virtual TimeClock save me time and money? .....	2
Which edition is right for me? .....	4
Can I try it out for free? .....	4
What if I need help? .....	5
How do I order? .....	5
Appendix .....	6
Virtual TimeClock Feature Comparison	
Virtual TimeClock Sample Reports	

**Note:**

Program screenshots alternate between Mac and Windows editions of Virtual TimeClock. While your Virtual TimeClock software may look slightly different from a particular image, all controls and buttons are functionally the same.

## How will Virtual TimeClock save me time and money?

Virtual TimeClock takes the work out of your existing employee time-tracking method. In just a few minutes, Virtual TimeClock can begin simplifying your payroll, managing your labor costs, tracking your employee hours, and organizing your business.

### Simplify payroll

Virtual TimeClock makes it easy to go from time clock to paycheck in a few simple steps. Integration with popular payroll programs eliminates data entry errors while keeping your payroll processing accurate and hassle-free. Quickly report the total hours worked to your payroll company or accountant.

	Unpaid	Leave	Regular	Weekly OT	Total Paid
Allerton, Mary	8.92	16.00	71.75		87.75
Browne, Peter	9.00	16.00	71.50	0.25	87.75
Doty, Edward	6.18	40.00	47.75	0.25	88.00
English, Thomas	8.88	16.00	72.25		88.25
Howland, John	9.08	16.00	71.75		87.75
Rigsdale, Alice	9.07	16.00	72.00		88.00
Standish, Rose	9.07	16.00	72.00		88.00
Story, Elias	9.40	16.00	71.00	0.25	87.25
Wilder, Roger	9.07	16.00	72.00		88.00
<b>Total Hours For Report</b>	<b>78.67</b>	<b>168.00</b>	<b>622.00</b>	<b>0.75</b>	<b>790.75</b>

### Manage labor costs

Virtual TimeClock enforces employee accountability by accurately recording every employee punch time. Use clock in and out rules to control unnecessary overtime and get the peace of mind that comes from knowing you're not underpaying or overpaying your employees.

Elias Story

**Courtesy clock in before your shift starts?**  
I will start work when my shift begins at 8:00 AM.

**8:00 AM**  
Tuesday, March 26

Activity: Front Counter

Start

Cancel

## Track employee hours

Virtual TimeClock allows you to easily track paid and unpaid holidays, vacation, sick leave, and personal time off. Instantly run reports to view remaining vacation days or late arrivals.

Name	Date	Shift Schedule	Arrival	Late
Allerton, Mary	11/16/23	8:00 AM - 5:00 PM	8:01 AM	0:01
Allerton, Mary	11/17/23	8:00 AM - 5:00 PM	8:02 AM	0:02
Browne, Peter	11/13/23	8:00 AM - 5:00 PM	8:03 AM	0:03
Browne, Peter	11/14/23	8:00 AM - 5:00 PM	8:05 AM	0:05
Doty, Edward	11/13/23	8:00 AM - 5:00 PM	8:02 AM	0:02
Doty, Edward	11/14/23	8:00 AM - 5:00 PM	8:04 AM	0:04
Doty, Edward	11/15/23	8:00 AM - 5:00 PM	8:03 AM	0:03
English, Thomas	11/13/23	8:00 AM - 5:00 PM	8:05 AM	0:05
English, Thomas	11/14/23	8:00 AM - 5:00 PM	8:02 AM	0:02
English, Thomas	11/15/23	8:00 AM - 5:00 PM	8:01 AM	0:01
English, Thomas	11/16/23	8:00 AM - 5:00 PM	8:04 AM	0:04
Howland, John	11/13/23	8:00 AM - 5:00 PM	8:04 AM	0:04
Howland, John	11/14/23	8:00 AM - 5:00 PM	8:04 AM	0:04
Howland, John	11/15/23	8:00 AM - 5:00 PM	8:04 AM	0:04
Howland, John	11/17/23	8:00 AM - 5:00 PM	8:01 AM	0:01
Rigsdale, Alice	11/13/23	8:00 AM - 5:00 PM	8:04 AM	0:04

## Organize your business

The in & out board gives you at-a-glance status of every worker. Employees can also login using a PIN or Passcode interface. Improve office communication by using built-in messaging as a simple post office or email system.

In	Name	Status	Date	Time	Elapsed	Msgs
●	Standish, Rose	Printing	Today	7:42 AM	9:04	
●	Wilder, Roger	Delivery	Today	8:02 AM	8:44	1
●	Howland, John	Graphics	Today	8:05 AM	8:41	4
●	Doty, Edward	Front Counter	Today	8:15 AM	8:31	1
●	Rigsdale, Alice	Out for the Day	Today	9:10 AM		2
●	English, Thomas	Lunch	Today	4:44 PM	0:02	
●	Story, Elias	Paid Break	Today	4:44 PM	0:02	1
●	Allerton, Mary	Paid Break	Today	4:45 PM	0:01	
●	Browne, Peter	Out for the Day	Today	5:00 PM		

Administration Mode Security Disabled (Administrator) Sample Data

## Which edition is right for me?

### **Virtual TimeClock scales perfectly with your business**

Virtual TimeClock is available in Basic, Pro, and Network editions. The Basic Edition is perfect if you need an inexpensive time clock for a few employees. The Pro Edition adds PTO tracking, shift rules for controlling time clock use, a report writer for customizing employee timecards, payroll integration, supports unlimited employees and much more. The Network Edition includes all of the features of Pro Edition, but allows you to install the time clock software on multiple computers and network them together for a seamless, local time clock system.

#### **Virtual TimeClock Basic Edition**

Install the Basic Edition as a stand alone time clock when you need simple time clock features for up to (3) employees from a single computer.

#### **Virtual TimeClock Pro Edition**

Install the Pro Edition as a stand alone time clock when you need advanced time clock features and unlimited employee access from a single computer.

#### **Virtual TimeClock Network Edition**

Install the Network Edition when you need advanced time clock features and employee access from multiple computers. The Virtual TimeClock Server is designed to run securely as a background process and handles all the database processing. Pro and User Clients connect to the TimeClock Server over the network to provide time clock access. The Pro Client has administrative features, the User Client does not.



Check out the feature comparison in the appendix of this kit for a complete list of features for each edition of Virtual TimeClock.

## Can I try it out for free?

### **Why a free trial?**

Wouldn't it be great if we could take home all of our purchases and try them out before deciding if we wanted to pay for them? That's exactly what we do for you with our free time clock software trial.

### **The real deal?**

All the Virtual TimeClock downloads are fully functional for a generous evaluation period. Install Virtual TimeClock and use it with your own employees without risk or obligation.

### **How free is free?**

When Virtual TimeClock is installed without a license key, the software runs for 300 time clock entries without any restrictions (200 entries for the Basic Edition). The license is NOT time limited so you can take as long as you need to make sure Virtual TimeClock is the right fit for your business.

### **Do I start over after the trial?**

No. When you purchase a license, you simply enter your activation key and your free trial becomes your permanent time clock software. You can always try out the latest Virtual TimeClock release at [www.redcort.com/timeclock/free-timeclock-software-trial](http://www.redcort.com/timeclock/free-timeclock-software-trial).

## What if I need help?

### U.S.-based technical support

Redcort Software provides world-class technical support by telephone, email, and up-to-date online resources. Go to the **Help** menu and choose **Technical Support** to contact a member of our support team. You can also reach us at 559-434-8544.

### Standard Support

All new software purchases include a free Standard support plan that includes 30 days of support and training, free access to our self-service online documentation, and discounted software upgrades. Technical support or training tickets can be opened for \$69 per incident.

### Premier Support

Premier Support is available for a low annual fee and includes unlimited tech support, training, and free upgrades to our latest releases.



Check out the order form in the appendix of this kit for support plan pricing and comparison.

### Self-help

A variety of self-help options are available on our website. You can download training guides and documentation, view frequently asked questions, and search our current support blog.

## How do I order?

### Shop online anytime

Get pricing information and purchase securely online anytime at [www.redcort.com/pricing](http://www.redcort.com/pricing). You'll receive a personal email from us with your software license keys when we've completed your order. If you'd rather place your order over the phone, give us a call at 559-434-8544 between 8 AM and 5 PM Pacific Time.

### Download your software immediately

If you're already using the free trial, then there's no new software you need to download unless you purchased a different edition than your free software trial. You can always download the latest Virtual TimeClock release from [www.redcort.com/timeclock/download](http://www.redcort.com/timeclock/download).

### Do you offer discounts?

If you're a current Virtual TimeClock software user, contact us for an upgrade discount. We also offer discount pricing for multiple business locations, so just give us a call at 559-434-8544.



Check out the order form in the appendix of this kit for additional pricing details.

## Appendix

The following items can be found in the appendix of this kit:

- Virtual TimeClock Feature Comparison
- Timecard Detail Report
- Timecard Summary Report
- Payroll Summary
- Activity Detail Report
- Activity Summary Report
- Leave Detail Report
- Leave Summary Report
- Worker Leave Report
- Accrued and Used Leave Hours
- Current Status Report
- Late Arrival Report
- Contact List

The following items are available upon request:

- Timecard Daily Report
- Departmental Detail Report
- Departmental Summary Report
- Shift Detail Report
- Shift Summary Report
- Telephone List
- User Profiles Report



## Virtual TimeClock® Feature Comparison

<b>Program</b>	<b>Basic</b>	<b>Pro</b>	<b>Network</b>
Retail price	\$195	\$295	From \$495
Maximum number of employees	3	Unlimited	Unlimited
In & Out Board shows current worker status	✓	✓	✓
Customize user menus, toolbars and layout	✓	✓	✓
Mac & Windows versions available	✓	✓	✓
Compatible with Windows tablets	✓	✓	✓
Encrypted SQL database	✓	✓	✓
Automatic software updates	✓	✓	✓
Create multiple databases		✓	✓
Built-in messaging for worker communication		✓	✓
Pin and Passcode login options		✓	✓

<b>Time Tracking</b>	<b>Basic</b>	<b>Pro</b>	<b>Network</b>
Record regular, daily & weekly overtime hours	✓	✓	✓
Track salaried and hourly employees	✓	✓	✓
Unlimited daily start & stop entries	✓	✓	✓
Support for hours worked overnight	✓	✓	✓
Define which day the work week begins	✓	✓	✓
Weekly, biweekly, semi-monthly, monthly payroll	✓	✓	✓
Maintain historical payroll periods	✓	✓	✓
Add manual time clock entries	✓	✓	✓
Modify timecard entries	✓	✓	✓
Missed clock out notification	✓	✓	✓
Create different overtime rules for each employee		✓	✓
Track paid and unpaid activities, jobs or tasks		✓	✓
Limit paid activities to a designated threshold		✓	✓

Track paid and unpaid leave accrual, carryover and usage		✓	✓
Create unlimited custom leave categories		✓	✓
Limit paid leave to a designated threshold		✓	✓
Leave award limits for accruals based on hours worked		✓	✓
Include paid leave in overtime calculations		✓	✓
Automatic time deductions for unpaid lunches		✓	✓
Track time spent on paid or unpaid worker breaks		✓	✓
Track paid or unpaid worker lunches		✓	✓
Set limits on paid worker breaks		✓	✓
Assign shifts to individual employees or to groups of users		✓	✓
Control and prevent early employee clock in		✓	✓
Control and prevent late employee clock out		✓	✓
Manager override for shift violations		✓	✓
Automatic clock out after shift end time		✓	✓
Employee departure memos		✓	✓
<b>Employee Groups</b>	<b>Basic</b>	<b>Pro</b>	<b>Network</b>
View & manage workers by location		✓	✓
Assign a different display group to each time clock		✓	✓
Assign specific activities to groups		✓	✓
Assign unique departure memos to groups		✓	✓
Assign specific reports to groups		✓	✓
Assign managers to multiple groups		✓	✓
Assign a different login interface to each time clock		✓	✓
<b>Import / Export</b>	<b>Basic</b>	<b>Pro</b>	<b>Network</b>
Import new user information from QuickBooks or CSV		✓	✓
Export user information		✓	✓
Export hours and overtime to text files		✓	✓
Payroll integration with popular payroll systems		✓	✓



<b>Reports</b>	<b>Basic</b>	<b>Pro</b>	<b>Network</b>
Round time to the tenth or quarter hour	✓	✓	✓
Display hours in decimal or time format	✓	✓	✓
Report historical payroll periods	✓	✓	✓
Timecard detail reports	✓	✓	✓
Timecard summary reports		✓	✓
Departmental reports		✓	✓
Activity, job or task reports		✓	✓
Shift reports		✓	✓
Worker leave reports		✓	✓
Timecard notes for reporting tips, mileage, job details		✓	✓
Calculate gross wages for job costing		✓	✓
Apply shift differential when reporting gross wages		✓	✓
Accrued & used leave reports		✓	✓
Employee telephone list		✓	✓
Employee contact list		✓	✓
Employee profile report		✓	✓
Current worker status report		✓	✓
Late arrival report		✓	✓
Customizable timecard signature line		✓	✓
Optional supervisor signature line		✓	✓
Report Writer for creating & customizing reports		✓	✓

<b>Administration</b>	<b>Basic</b>	<b>Pro</b>	<b>Network</b>
Multi-level password protection	✓	✓	✓
Separate user and manager security access settings	✓	✓	✓
Single password administrative mode	✓	✓	✓
Configuration Center centralizes setup & maintenance	✓	✓	✓
Close payroll periods for historical reporting	✓	✓	✓
Data backup and restore functions	✓	✓	✓
Electronic timecard approval		✓	✓

Payroll approval dashboard		✓	✓
Schedule automatic data backups		✓	✓
Audit logging of all timecard modifications		✓	✓
Automatic logging of errors and messages		✓	✓
SQL database maintenance tools		✓	✓

<b>Multiple Time Clock Stations</b>	<b>Basic</b>	<b>Pro</b>	<b>Network</b>
Zero configuration automatic networking			✓
Multiple time clocks in one or more locations			✓
Connect multiple locations via the Internet			✓
Multiple time zone support			✓
Centralized security, management & reports			✓
Advanced client-server architecture			✓
Reliable and fast TCP/IP communications			✓
Server runs as a background service/daemon			✓
Separate Server Manager program to easily manage server			✓
Option to require a password to log into a group			✓
End-to-end encryption			✓

For additional information about the different features of Virtual TimeClock, visit our [Support page](#).

Copyright 1986-2024 Redcort Software Inc. All Rights Reserved. Virtual TimeClock and Virtual TimeClock Pro are registered trademarks of Redcort Software Inc. All other names mentioned are trademarks or registered trademarks of their respective holders in the United States and other countries.

Version 23.3

Revised 3.1.24

## Timecard Summary Report

Redcort Software Inc.  
 PO Box 25764 Fresno CA 93729

11/16/23 - 11/30/23

	<u>Unpaid</u>	<u>Leave</u>	<u>Regular</u>	<u>Weekly OT</u>	<u>Total Paid</u>
Allerton, Mary	8.92	16.00	71.75		87.75
Browne, Peter	9.00	16.00	71.50	0.25	87.75
Doty, Edward	6.18	40.00	47.75	0.25	88.00
English, Thomas	8.88	16.00	72.25		88.25
Howland, John	9.08	16.00	71.75		87.75
Rigsdale, Alice	9.07	16.00	72.00		88.00
Standish, Rose	9.07	16.00	72.00		88.00
Story, Elias	9.40	16.00	71.00	0.25	87.25
Wilder, Roger	9.07	16.00	72.00		88.00
<b>Total Hours For Report</b>	<b>78.67</b>	<b>168.00</b>	<b>622.00</b>	<b>0.75</b>	<b>790.75</b>

### Payroll Summary

Redcort Software Inc.  
 PO Box 25764 Fresno CA 93729

11/16/23 - 11/30/23

<u>Hourly Workers</u>	<u>Regular</u>	<u>Overtime</u>	<u>Leave</u>	<u>Total</u>	<u>User</u>	<u>Manager</u>
Allerton, Mary	71.75		16.00	87.75		X
Browne, Peter	71.50	0.25	16.00	87.75		X
Doty, Edward	47.75	0.25	40.00	88.00		X
Howland, John	71.75		16.00	87.75		X
Standish, Rose	72.00		16.00	88.00		X
Story, Elias	71.00	0.25	16.00	87.25		X
Wilder, Roger	72.00		16.00	88.00		X
 <u>Salaried Worker Leave</u>						
English, Thomas	n/a	n/a	16.00	16.00		X
Rigsdale, Alice	n/a	n/a	16.00	16.00		X

---

Authorized Signature

---

Date

### Activity Detail Report

Redcort Software Inc.  
 PO Box 25764 Fresno CA 93729

11/13/23 - 11/17/23

#### Binding

<u>Day</u>	<u>Date</u>	<u>Start</u>	<u>Stop</u>	<u>Name</u>	<u>Regular</u>	<u>Weekly OT</u>	<u>Total Paid</u>
Mon	11/13	8:01 AM	12:15 PM	Elias Story	4.25		
		8:03 AM	12:24 PM	Peter Browne	4.50		
		8:04 AM	12:23 PM	Alice Rigsdale	4.50		
		8:05 AM	12:02 PM	Thomas English	4.00		
		12:57 PM	4:58 PM	Thomas English	4.00		
		1:24 PM	5:01 PM	Alice Rigsdale	3.50		
		4:56 PM	5:01 PM	John Howland			<b>24.75</b>
Tue	11/14	7:56 AM	11:41 AM	Mary Allerton	3.75		
		8:05 AM	12:18 PM	Peter Browne	4.25		
		8:05 AM	11:54 AM	Roger Wilder	4.00		
		12:52 PM	5:02 PM	Roger Wilder	4.25		
		4:56 PM	5:03 PM	Rose Standish			
		4:57 PM	5:03 PM	Mary Allerton			
4:58 PM	5:01 PM	Alice Rigsdale			<b>16.25</b>		
Wed	11/15	8:01 AM	11:51 AM	Thomas English	3.75		
		8:03 AM	11:59 AM	Edward Doty	4.00		
		8:04 AM	12:27 PM	John Howland	4.50		
		12:55 PM	5:02 PM	Thomas English	4.00		
		12:58 PM	5:01 PM	Edward Doty	4.00		
		1:12 PM	5:00 PM	Rose Standish	3.75		
		4:57 PM	5:02 PM	Alice Rigsdale			
		4:58 PM	5:03 PM	Roger Wilder			<b>24.00</b>
Thu	11/16	8:00 AM	12:04 PM	Peter Browne	4.00		
		8:01 AM	12:04 PM	Mary Allerton	4.00		
		12:54 PM	4:56 PM	Rose Standish	4.00		
		1:03 PM	5:03 PM	Thomas English	4.00		<b>16.00</b>
Fri	11/17	8:01 AM	12:00 PM	Rose Standish	4.00		
		8:03 AM	11:58 AM	Elias Story	4.00		
		1:05 PM	5:02 PM	John Howland	4.00		<b>12.00</b>
Week Ending 11/19/23					93.00		93.00
<b>Total Hours</b>					<b>93.00</b>		<b>93.00</b>

## Activity Summary Report

Redcort Software Inc.  
PO Box 25764 Fresno CA 93729

11/16/23 - 11/30/23

		<u>Regular</u>	<u>Weekly OT</u>	<u>Total Paid</u>
<b>Delivery</b>				
Person Summary	Allerton, Mary	8.25		8.25
	Browne, Peter	19.50	0.25	19.75
	Doty, Edward	16.00		16.00
	English, Thomas	12.25		12.25
	Howland, John	23.75		23.75
	Rigsdale, Alice	11.25		11.25
	Standish, Rose	12.25		12.25
	Story, Elias	15.75		15.75
	Wilder, Roger	11.50		11.50
Total Hours		130.50	0.25	130.75
<b>Graphics</b>				
Person Summary	Allerton, Mary	19.00		19.00
	Browne, Peter	16.25		16.25
	Doty, Edward	12.00		12.00
	English, Thomas	23.75		23.75
	Howland, John	19.75		19.75
	Rigsdale, Alice	23.75		23.75
	Standish, Rose	16.00		16.00
	Story, Elias	19.50		19.50
	Wilder, Roger	8.00		8.00
Total Hours		158.00		158.00
<b>Printing</b>				
Person Summary	Allerton, Mary	24.00		24.00
	Browne, Peter	23.75		23.75
	Doty, Edward	19.75	0.25	20.00
	English, Thomas	16.00		16.00
	Howland, John	12.25		12.25
	Rigsdale, Alice	24.50		24.50
	Standish, Rose	12.00		12.00
	Story, Elias	16.00	0.25	16.25
	Wilder, Roger	36.25		36.25
Total Hours		184.50	0.50	185.00
<b>Total Hours For Report</b>		<b>473.00</b>	<b>0.75</b>	<b>473.75</b>

**Leave Detail Report**  
 Redcort Software Inc.  
 PO Box 25764 Fresno CA 93729

11/16/23 - 11/30/23

**Holiday**

<u>Day</u>	<u>Date</u>	<u>Start</u>	<u>Stop</u>	<u>Name</u>	<u>Leave</u>	<u>Regular</u>	<u>Weekly OT</u>	<u>Total Paid</u>
Thu	11/23			Peter Browne	8:00			
				Thanksgiving Holiday				
				Edward Doty	8:00			
				Thanksgiving Holiday				
				Thomas English	8:00			
				Thanksgiving Holiday				
				John Howland	8:00			<b>32:00</b>
				Thanksgiving Holiday				
Fri	11/24			Peter Browne	8:00			
				Thanksgiving Holiday				
				Edward Doty	8:00			
				Thanksgiving Holiday				
				Thomas English	8:00			
				Thanksgiving Holiday				
				John Howland	8:00			<b>32:00</b>
				Thanksgiving Holiday				
Week Ending 11/26/23					64:00			64:00
<b>Total Hours</b>					<b>64:00</b>			<b>64:00</b>

**Vacation**

<u>Day</u>	<u>Date</u>	<u>Start</u>	<u>Stop</u>	<u>Name</u>	<u>Leave</u>	<u>Regular</u>	<u>Weekly OT</u>	<u>Total Paid</u>
Mon	11/20			Edward Doty	8:00			<b>8:00</b>
Tue	11/21			Edward Doty	8:00			<b>8:00</b>
Wed	11/22			Edward Doty	8:00			<b>8:00</b>
Week Ending 11/26/23					24:00			24:00
<b>Total Hours</b>					<b>24:00</b>			<b>24:00</b>

## Leave Summary Report

Redcort Software Inc.  
PO Box 25764 Fresno CA 93729

11/16/23 - 11/30/23

	<u>Leave</u>	<u>Regular</u>	<u>Weekly OT</u>	<u>Total Paid</u>
Holiday	144:00			144:00
Vacation	24:00			24:00
<b>Total Hours For Report</b>	<b>168:00</b>			<b>168:00</b>



**Worker Leave Report**  
 Redcort Software Inc.  
 PO Box 25764 Fresno CA 93729

1/1/23 - 12/31/23

**English, Thomas**

<u>Day</u>	<u>Date</u>	<u>Start</u>	<u>Stop</u>	<u>Activity</u>	<u>Leave</u>	<u>Regular</u>	<u>Total Paid</u>
Mon	1/2			Holiday New Years Holiday			
Fri	2/24			Sick Leave			
Mon	5/29			Holiday Memorial Day			
Tue	7/4			Holiday Independence Day			
Mon	8/28			Vacation			
Tue	8/29			Vacation			
Wed	8/30			Vacation			
Thu	8/31			Vacation			
Fri	9/1			Vacation			
Mon	9/4			Holiday Labor Day			
Thu	11/23			Holiday Thanksgiving Holiday			
Fri	11/24			Holiday Thanksgiving Holiday			

### Accrued and Used Leave Hours

Redcort Software Inc.  
PO Box 25764 Fresno CA 93729

	<u>Accrual Period</u>	<u>Accrual Description</u>	<u>Accrued Hrs.</u>	<u>Used Hrs.</u>	<u>Carryover</u>	<u>Balance</u>
<b>Mary Allerton</b>						
Sick Leave	1/1/24 - 3/26/24	24 hours annually	24.00	0.00	0.00	24.00
Vacation	1/1/24 - 3/26/24	2 months @ 3.33333 hrs/mo	6.67	0.00	0.00	6.67
<b>Peter Browne</b>						
Personal	1/1/24 - 3/26/24	24 hours annually	24.00	0.00	0.00	24.00
Sick Leave	1/1/24 - 3/26/24	24 hours annually	24.00	0.00	0.00	24.00
Vacation	1/1/24 - 3/26/24	48 hours annually	48.00	0.00	0.00	48.00
<b>Edward Doty</b>						
Sick Leave	1/1/24 - 3/26/24	24 hours annually	24.00	0.00	0.00	24.00
Vacation	1/1/24 - 3/26/24	40 hours annually	40.00	0.00	16.00	56.00
<b>Thomas English</b>						
Sick Leave	1/1/24 - 3/26/24	24 hours annually	24.00	0.00	0.00	24.00
Vacation	1/1/24 - 3/26/24	80 hours annually	80.00	0.00	0.00	80.00
<b>John Howland</b>						
Personal	1/1/24 - 3/26/24	2 months @ 6.66667 hrs/mo	13.33	0.00	0.00	13.33
Sick Leave	1/1/24 - 3/26/24	40 hours annually	40.00	0.00	0.00	40.00
Vacation	1/1/24 - 3/26/24	120 hours annually	120.00	0.00	0.00	120.00
<b>Alice Rigsdale</b>						
Sick Leave	1/1/24 - 3/26/24	40 hours annually	40.00	0.00	0.00	40.00
Vacation	1/1/24 - 3/26/24	80 hours annually	80.00	0.00	0.00	80.00
<b>Rose Standish</b>						
Sick Leave	1/1/24 - 3/26/24	24 hours annually	24.00	0.00	0.00	24.00
Vacation	1/1/24 - 3/26/24	60 hours annually	60.00	0.00	16.00	76.00

### Current Status Report

Redcort Software Inc.  
 PO Box 25764 Fresno CA 93729

<u>Clocked In</u>	<u>Status</u>	<u>Day</u>	<u>Date</u>	<u>Time</u>
English, Thomas	Front Counter	Wed	3/27/24	9:05 AM
Rigsdale, Alice	Graphics	Wed	3/27/24	7:54 AM
Standish, Rose	Delivery	Wed	3/27/24	8:05 AM
Story, Elias	Front Counter	Wed	3/27/24	8:04 AM
 <u>Paid Break</u>				
Doty, Edward	Paid Break	Wed	3/27/24	10:58 AM
 <u>People On Lunch</u>				
Allerton, Mary	Lunch	Wed	3/27/24	11:06 AM
Wilder, Roger	Lunch	Wed	3/27/24	11:07 AM
 <u>Clocked Out</u>				
Browne, Peter	Out for the Day	Thu	11/30/23	5:00 PM
Howland, John	Out	Thu	11/30/23	5:01 PM

**Late Arrival**

Redcort Software Inc.  
 PO Box 25764 Fresno CA 93729

11/13/23 - 11/17/23

<u>Name</u>	<u>Date</u>	<u>Shift Schedule</u>	<u>Arrival</u>	<u>Late</u>
Allerton, Mary	11/16/23	8:00 AM - 5:00 PM	8:01 AM	0:01
Allerton, Mary	11/17/23	8:00 AM - 5:00 PM	8:02 AM	0:02
Browne, Peter	11/13/23	8:00 AM - 5:00 PM	8:03 AM	0:03
Browne, Peter	11/14/23	8:00 AM - 5:00 PM	8:05 AM	0:05
Doty, Edward	11/13/23	8:00 AM - 5:00 PM	8:02 AM	0:02
Doty, Edward	11/14/23	8:00 AM - 5:00 PM	8:04 AM	0:04
Doty, Edward	11/15/23	8:00 AM - 5:00 PM	8:03 AM	0:03
English, Thomas	11/13/23	8:00 AM - 5:00 PM	8:05 AM	0:05
English, Thomas	11/14/23	8:00 AM - 5:00 PM	8:02 AM	0:02
English, Thomas	11/15/23	8:00 AM - 5:00 PM	8:01 AM	0:01
English, Thomas	11/16/23	8:00 AM - 5:00 PM	8:04 AM	0:04
Howland, John	11/13/23	8:00 AM - 5:00 PM	8:04 AM	0:04
Howland, John	11/14/23	8:00 AM - 5:00 PM	8:04 AM	0:04
Howland, John	11/15/23	8:00 AM - 5:00 PM	8:04 AM	0:04
Howland, John	11/17/23	8:00 AM - 5:00 PM	8:01 AM	0:01
Rigsdale, Alice	11/13/23	8:00 AM - 5:00 PM	8:04 AM	0:04
Standish, Rose	11/13/23	8:00 AM - 5:00 PM	8:04 AM	0:04
Standish, Rose	11/17/23	8:00 AM - 5:00 PM	8:01 AM	0:01
Story, Elias	11/13/23	8:00 AM - 5:00 PM	8:01 AM	0:01
Story, Elias	11/15/23	8:00 AM - 5:00 PM	8:03 AM	0:03
Story, Elias	11/16/23	8:00 AM - 5:00 PM	8:01 AM	0:01
Story, Elias	11/17/23	8:00 AM - 5:00 PM	8:03 AM	0:03
Wilder, Roger	11/13/23	8:00 AM - 5:00 PM	8:03 AM	0:03
Wilder, Roger	11/14/23	8:00 AM - 5:00 PM	8:05 AM	0:05
Wilder, Roger	11/15/23	8:00 AM - 5:00 PM	8:01 AM	0:01
Wilder, Roger	11/17/23	8:00 AM - 5:00 PM	8:02 AM	0:02

**Contact List**

Redcort Software Inc.  
PO Box 25764 Fresno CA 93729

<u>Name</u>	<u>Address</u>	<u>Other Contact</u>	<u>Dept./Extension</u>	<u>Home/Cell Phone</u>
Allerton, Mary	48 Main Street Fresno, CA 93704	Isaac 360-3285	Production Ext. 112	454-2582
Browne, Peter	1114 Quincy Street Fresno, CA 93721	298-6125	Unassigned Ext. 114	455-1235
Doty, Edward	46 S. Armstong St Woodward Park, CA 93720	307-2525	Unassigned Ext. 113	454-1234 906-3108
English, Thomas	123 Redwood Street Fresno, CA 93710	Jane 221-4321	Unassigned Ext. 110	456-7890 906-9876
Howland, John	1456 Elm Avenue Clovis, CA 93611	706-8852	Admin Ext. 112	457-1478
Rigsdale, Alice	336 Mayflower Avenue Woodward Park, CA 93720	John 707-9825	Admin Ext. 112	456-9812
Standish, Rose	911 Pine Circle Fresno, CA 93711	Myles 222-2222	Production Ext. 112	456-1234
Story, Elias	1456 Beverly Avenue Clovis, CA 93611	Ed 706-8852	Production Ext. 112	457-1478
Wilder, Roger	321 N. Cedar Avenue Clovis, CA 93612	298-2541	Sales Ext. 111	455-9123