



## Timekeeper Forms and Reports

Form Name	Form#	Form or Report	Inquiry Only	Add	Change	Delete	Subform Info	Form Description
Employee Daily Time Entry	XR32.1	Form	No	Yes	Yes	Yes		Enter daily time records for employees with an overtime pay plan defined on their employee record.
Employee Daily Time Entry	XR32.2	Form	No	Yes	Yes	Yes		View fields for the first seven days in the work period or display subsequent weeks for employees whose work period is 14, 21, or 28 days by selecting the appropriate form action -- SecondWeek, ThirdWeek, FourthWeek.
TIME ENTRY	ZRBT.1	Form	No	Yes	Yes	Yes	Found on XR32.1 and XR32.2	The Employee Totals button is used to calculate total hours entered for an employee.
Daily Time Entry - Batch Totals	ZRBT.2	Form	No	Yes	Yes	Yes	Found on XR32.1 and XR32.2	Used for balancing the time entered with the total for all timesheets in the batch.