

Important note

The Action Tracker system provides functionality that allows you to generate reports on the activity of contractors in a team for a period and download them in pdf and csv formats..

The screenshot displays the 'ACTION TRACKER' interface. On the left is a dark sidebar menu with a hamburger icon and the following items: 'User Menu', 'Manager Menu', 'My Team' (highlighted in green), and 'Team Schedules'. The main content area is titled 'My Team' and features a search input field with the placeholder text 'Start typing here'. Below the search field are two green buttons: 'CREATE REPORT' and 'REQUEST NEW USER'. A table of team members is shown below the buttons, with columns for 'ID' and 'E-mail'. The table contains several rows of data, with the last two rows clearly visible: 'Yurii Test QA' and 'Yurii QA QA'. Each row has a blue checkmark in the first column. A red minus sign icon is located above the first column of the table. Red arrows point from the 'My Team' menu item to the 'CREATE REPORT' button and from the search bar to the 'REQUEST NEW USER' button.

The system implements two types of reports that differ in the logic of calculating the time worked by marks Check-in/Check-out:

- **Hourly Rate** - implies payment by the hour.
- **Fixed Rate** - involves a flat rate of pay

Report Hourly Rate - applies to contractors who have an hourly payment type. You can check which type is set for a contract employee in their profile

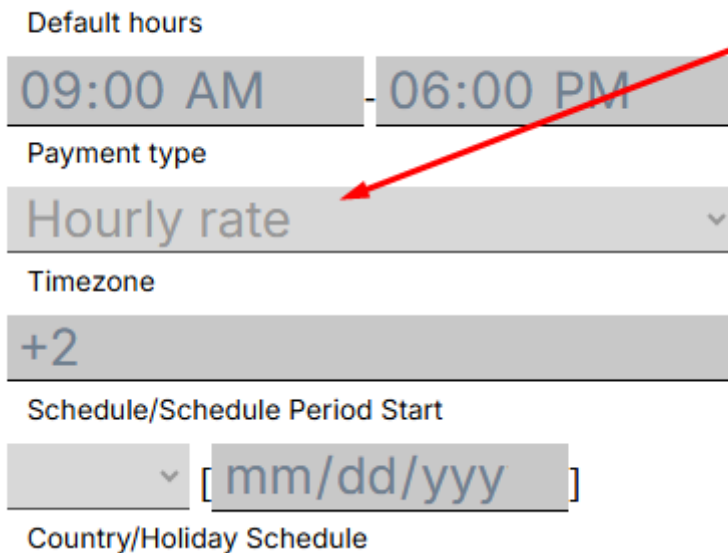
Default hours
09:00 AM - 06:00 PM

Payment type
Hourly rate

Timezone
+2

Schedule/Schedule Period Start
[mm/dd/yyyy]

Country/Holiday Schedule



Key features of the report Hourly Rate:

- The total time between the executed Check-in ?? Check-out
- A fixed 1-hour pause is automatically deducted from the total time of the work shift.
- Overtime, are automatically recorded in the report.
- The manager may include unrecorded overtime in the contractors employment schedule.

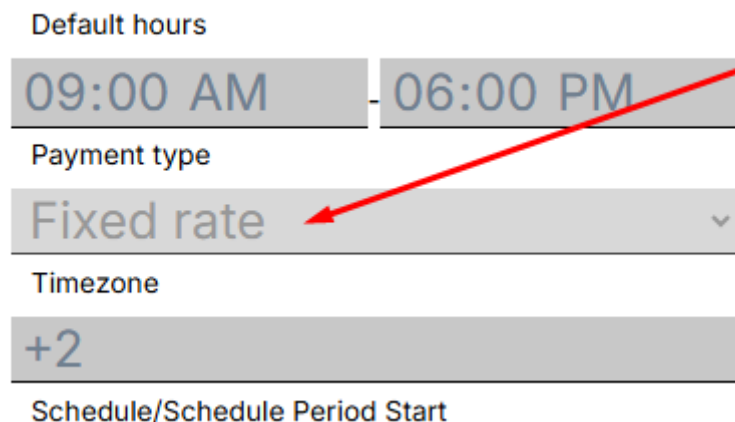
Report Fixed Rate - applies to contractors whose payment type is fixed rate. You can check which type is set for a contractor in his profile

Default hours
09:00 AM - 06:00 PM

Payment type
Fixed rate

Timezone
+2

Schedule/Schedule Period Start



Key features of the report Fixed Rate:

- The report takes the hours specified in the contractor`s schedule.
- A fixed pause of 1 hour is automatically deducted from the working hours defined in the employment schedule.
- Overtime, are not recorded in the report.
- Overtime hours are entered manually by the manager.

Important: it is not recommended to generate a report for a period longer than 30 days, especially if you have a large team. This can take a lot of time.

Revision #6

Created 1 February 2024 09:07:30

Updated 11 September 2025 15:01:29 by ATMan