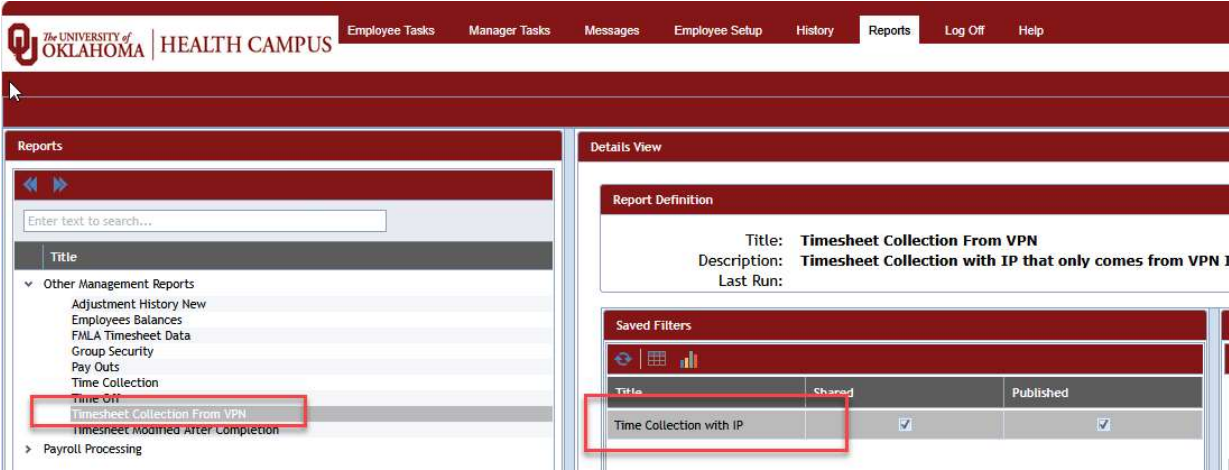


Step	How to run Report for Remote Webclock Activity
Navigation: TAL- Reports-Other Management Reports-Timesheet Collection from VPN-Time Collection with IP	
1	In this document, we will discuss how to run the Remote Webclock Activity report. This report will show all employees in your group that have accessed the webclock to clock in/out from a VPN IP address.
2	Navigate to the report menu in TAL. Under payroll processing, you will select timesheet input. 
3	Enter search criteria, and then click the “grid” icon. 
4	If there were any data inputted onto timesheets for the criteria entered above, a report will generate. Click the down arrow to download the report. 