

# Your Company Name, Inc.

## Employee Work Details by Employee 9/26/2004 thru 10/2/2004

Monday, November 01, 2004

Diane Boston

**Type of Work: Bookkeeper**

Start Date/Time	End Date/Time	Client	Month/Year	Time (Hr:Min)
9/27/2004 2:33:57 PM	9/27/2004 2:52:17 PM	Body Craft Inc.	September 2004	0:10
9/27/2004 5:22:36 PM	9/27/2004 7:22:52 PM	MMN Enterprises, Inc.	August 2004	2:00
<b>Total Bookkeeper Time</b>				2:10

**Type of Work: Bookkeeper Review**

Start Date/Time	End Date/Time	Client	Month/Year	Time (Hr:Min)
9/27/2004 3:43:34 PM	9/27/2004 3:58:55 PM	Berne & Sons, Inc	August 2004	0:15
9/27/2004 4:01:54 PM	9/27/2004 4:48:17 PM	Choppers Inc.	August 2004	0:18
9/27/2004 4:55:46 PM	9/27/2004 5:05:46 PM	Bayside Computers	August 2004	0:10
9/27/2004 5:06:07 PM	9/27/2004 5:14:24 PM	Quality Tool Company	July 2004	0:08
9/27/2004 5:14:37 PM	9/27/2004 5:20:37 PM	Quality Tool Company	August 2004	0:06
<b>Total Bookkeeper Review Time</b>				0:57

**Type of Work: Client Contact**

Start Date/Time	End Date/Time	Client	Month/Year	Time (Hr:Min)
9/27/2004 3:33:25 PM	9/27/2004 3:35:16 PM	MF DiPinto, Ltd.		0:02
9/27/2004 3:35:35 PM	9/27/2004 3:37:00 PM	Discovery for Kids, Inc		0:01
9/27/2004 3:37:13 PM	9/27/2004 3:38:41 PM	Lake County Tree Service, Inc.		0:01
9/27/2004 3:38:53 PM	9/27/2004 3:39:39 PM	Manny's Electric Company		0:01
9/27/2004 3:40:14 PM	9/27/2004 3:41:39 PM	Missy Labs, LTD.		0:01
9/27/2004 3:41:49 PM	9/27/2004 3:43:20 PM	BI Company		0:01
<b>Total Client Contact Time</b>				0:07

**Type of Work: Unassigned**

Start Date/Time	End Date/Time	Comments	Time (Hr:Min)
9/27/2004 2:08:15 PM	9/27/2004 2:33:32 PM		0:25
9/27/2004 2:36:53 PM	9/27/2004 2:44:59 PM	Unassigned Pause Time (No Comments Entered)	0:08
9/27/2004 2:52:26 PM	9/27/2004 3:33:07 PM		0:41
9/27/2004 3:59:03 PM	9/27/2004 4:01:40 PM		0:03
9/27/2004 4:18:01 PM	9/27/2004 4:44:11 PM	Unassigned Pause Time (No Comments Entered)	0:26
9/27/2004 4:46:32 PM	9/27/2004 4:48:09 PM	Unassigned Pause Time (No Comments Entered)	0:02
9/27/2004 5:20:44 PM	9/27/2004 5:22:22 PM		0:02
9/27/2004 7:34:00 PM	9/27/2004 7:34:00 PM	Comp Time 8/22 - 8/28	3:00
<b>Total Unassigned Time</b>			4:47

**Diane Boston Total Time 8:01**

**Total Bookkeeper Time 2:10**

**Total Bookkeeper Review Time 0:57**

**Total Client Contact Time 0:07**

**Total Unassigned Time 4:47**

**Diane Boston Total Time 8:01**

**Your Company Name, Inc.**

**Employee Work Details by Employee**  
**9/26/2004 thru 10/2/2004**

**Monday, November 01, 2004**

**Sue Beuro**

**Type of Work: 1040 Only Tax Return**

Start Date/Time	End Date/Time	Client	Month/Year	Time (Hr:Min)
9/27/2004 12:42:14 PM	9/27/2004 1:29:28 PM	Parkall, Scott B & Elizabeth A	December 2003	0:43
<b>Total 1040 Only Tax Return Time</b>				<b>0:43</b>

**Type of Work: Bookkeeper**

Start Date/Time	End Date/Time	Client	Month/Year	Time (Hr:Min)
9/27/2004 8:25:44 AM	9/27/2004 8:58:16 AM	Impressions Count, Inc.	March 2004	0:33
9/27/2004 9:35:22 AM	9/27/2004 10:01:32 AM	Impressions Count, Inc.	March 2004	0:26
9/27/2004 10:13:13 AM	9/27/2004 10:38:30 AM	Impressions Count, Inc.	March 2004	0:25
9/27/2004 10:38:44 AM	9/27/2004 11:41:08 AM	Impressions Count, Inc.	April 2004	1:02
9/27/2004 1:51:44 PM	9/27/2004 2:07:54 PM	Jones Associates, Inc	May 2004	0:16
<b>Total Bookkeeper Time</b>				<b>2:42</b>

**Type of Work: Client Contact**

Start Date/Time	End Date/Time	Client	Month/Year	Time (Hr:Min)
9/27/2004 10:05:22 AM	9/27/2004 10:11:40 AM	Ace Insurance		0:03
9/27/2004 11:43:00 AM	9/27/2004 11:47:44 AM	Ace Insurance		0:05
<b>Total Client Contact Time</b>				<b>0:08</b>

**Type of Work: Notices/Correspondences**

Start Date/Time	End Date/Time	Client	Month/Year	Time (Hr:Min)
9/27/2004 8:20:41 AM	9/27/2004 8:20:43 AM	Ace Insurance		0:06
9/27/2004 11:48:05 AM	9/27/2004 12:02:04 PM	Ace Insurance		0:14
<b>Total Notices/Correspondences Time</b>				<b>0:20</b>

**Type of Work: Unassigned**

Start Date/Time	End Date/Time	Comments	Time (Hr:Min)
9/27/2004 8:08:57 AM	9/27/2004 8:20:14 AM	Read mail, fix email, answer questions	0:06
9/27/2004 9:26:20 AM	9/27/2004 9:26:23 AM	System down	0:15
9/27/2004 9:33:42 AM	9/27/2004 9:34:46 AM	Reading IRS newsletter	0:04
9/27/2004 10:12:25 AM	9/27/2004 10:12:30 AM	Computer issues	0:04
9/27/2004 12:04:53 PM	9/27/2004 12:31:34 PM	Research on gift tax ; come up with prelim amount due	0:27
9/27/2004 1:17:45 PM	9/27/2004 1:22:05 PM	Telephone call with Pat Roberts	0:04
9/27/2004 1:38:43 PM	9/27/2004 1:41:36 PM	Answering phones, front desk,	0:10
9/27/2004 2:09:35 PM	9/27/2004 2:09:40 PM	Answering phones, helping clients, computer problems	0:53
<b>Total Unassigned Time</b>			<b>2:03</b>

**Sue Beuro Total Time 5:56**

**Total 1040 Only Tax Return Time 0:43**

**Total Bookkeeper Time 2:42**

**Total Client Contact Time 0:08**

**Total Notices/Correspondences Time 0:20**

**Total Unassigned Time 2:03**

**Sue Beuro Total Time 5:56**

**Your Company Name, Inc.**

**Employee Work Details by Employee**  
**9/26/2004 thru 10/2/2004**

**Monday, November 01, 2004**

**Frank Jones**

**Type of Work: Payroll**

<b>Start Date/Time</b>	<b>End Date/Time</b>	<b>Client</b>	<b>Month/Year</b>	<b>Time (Hr:Min)</b>
9/27/2004 11:55:28 AM	9/27/2004 12:28:01 PM	Missy Labs, LTD.	October 2004	0:33
9/27/2004 12:29:41 PM	9/27/2004 12:51:27 PM	Dark House Brewery	October 2004	0:22
9/27/2004 12:43:44 PM	9/27/2004 12:43:44 PM	Dark House Brewery	September 2004	0:08
9/27/2004 1:35:01 PM	9/27/2004 2:26:02 PM	Three Rings Sales & Marketing	October 2004	0:51
9/27/2004 2:27:04 PM	9/27/2004 2:33:23 PM	G&L Scape, Inc.	October 2004	0:06
9/27/2004 2:33:45 PM	9/27/2004 2:42:23 PM	Lake County Tree Service, Inc.	October 2004	0:09
9/27/2004 3:01:01 PM	9/27/2004 3:20:35 PM	Happy Time Movers	October 2004	0:20
<b>Total Payroll Time</b>				<b>2:29</b>

**Type of Work: Unassigned**

<b>Start Date/Time</b>	<b>End Date/Time</b>	<b>Comments</b>	<b>Time (Hr:Min)</b>
9/27/2004 3:21:28 PM	9/27/2004 3:35:07 PM		0:14
<b>Total Unassigned Time</b>			<b>0:14</b>

**Frank Jones    Total Time    2:43**

**Total Payroll Time    2:29**

**Total Unassigned Time    0:14**

**Frank Jones    Total Time    2:43**

**Employee Work Details by Employee**  
**9/26/2004 thru 10/2/2004**

**Monday, November 01, 2004**

Rich Racer

<b>Type of Work: Payroll</b>						
<b>Start Date/Time</b>		<b>End Date/Time</b>		<b>Client</b>	<b>Month/Year</b>	<b>Time (Hr:Min)</b>
9/27/2004	11:18:04 AM	9/27/2004	11:23:57 AM	MF DiPinto, Ltd.	September 2004	0:06
9/27/2004	11:56:06 AM	9/27/2004	2:32:11 PM	B.Z. Inc.	September 2004	1:32
<b>Total Payroll Time</b>						1:38
<b>Rich Racer</b>					<b>Total Time</b>	1:38
<b>Total Payroll Time</b>						1:38
<b>Rich Racer</b>					<b>Total Time</b>	1:38

**Your Company Name, Inc.**

**Employee Work Details by Employee**  
**9/26/2004 thru 10/2/2004**

**Monday, November 01, 2004**

**Hidekazu Sasaki**

**Type of Work: Bookkeeper**

Start Date/Time	End Date/Time	Client	Month/Year	Time (Hr:Min)
9/27/2004 11:37:08 AM	9/27/2004 12:36:01 PM	Fassett Construction Corporation	July 2004	0:57
9/27/2004 1:30:24 PM	9/27/2004 2:34:22 PM	G's Companies, Inc.	August 2004	0:42
9/27/2004 2:35:12 PM	9/27/2004 2:48:07 PM	Randys Photo Services, Inc.	August 2004	0:07
9/27/2004 2:52:27 PM	9/27/2004 2:56:53 PM	AAA Electrical	August 2004	0:04
9/27/2004 3:03:38 PM	9/27/2004 5:53:05 PM	G's Companies, Inc.	August 2004	2:12
<b>Total Bookkeeper Time</b>				<b>4:02</b>

**Type of Work: Unassigned**

Start Date/Time	End Date/Time	Comments	Time (Hr:Min)
9/27/2004 8:06:07 AM	9/27/2004 8:47:56 AM		0:42
9/27/2004 9:27:06 AM	9/27/2004 11:36:11 AM	Reviewed work	2:09
9/27/2004 12:28:16 PM	9/27/2004 12:30:14 PM	Bathroom	0:02
9/27/2004 1:38:00 PM	9/27/2004 1:38:00 PM	Unassigned Pause Time (No Comments Entered)	0:28
9/27/2004 2:38:00 PM	9/27/2004 2:38:00 PM	Unassigned Pause Time (No Comments Entered)	0:26
9/27/2004 3:52:00 PM	9/27/2004 3:52:00 PM	Unassigned Pause Time (No Comments Entered)	0:25
9/27/2004 4:30:00 PM	9/27/2004 4:30:00 PM	Unassigned Pause Time (No Comments Entered)	0:28
9/27/2004 4:40:26 PM	9/27/2004 4:55:32 PM	Unassigned Pause Time (No Comments Entered)	0:15
9/27/2004 5:17:02 PM	9/27/2004 5:23:49 PM	Unassigned Pause Time (No Comments Entered)	0:07
9/27/2004 5:35:41 PM	9/27/2004 5:38:09 PM	Bathroom	0:02
<b>Total Unassigned Time</b>			<b>5:04</b>

**Hidekazu Sasaki Total Time 9:06**

**Total Bookkeeper Time 4:02**

**Total Unassigned Time 5:04**

**Hidekazu Sasaki Total Time 9:06**

Employee Work Details by Employee  
9/26/2004 thru 10/2/2004

Monday, November 01, 2004

Fred Acer

Type of Work: Bookkeeper

Start Date/Time	End Date/Time	Client	Month/Year	Time (Hr:Min)
9/27/2004 8:11:41 AM	9/27/2004 9:13:06 AM	SeaFood, Inc.	August 2004	0:59
9/27/2004 9:32:47 AM	9/27/2004 1:33:28 PM	SeaFood, Inc.	August 2004	4:01
9/27/2004 2:14:24 PM	9/27/2004 4:39:37 PM	Campbell & Bros	August 2004	2:25
<b>Total Bookkeeper Time</b>				<b>7:25</b>

Type of Work: Unassigned

Start Date/Time	End Date/Time	Comments	Time (Hr:Min)
9/27/2004 8:16:47 AM	9/27/2004 8:19:00 AM	resetting Outlook	0:02
<b>Total Unassigned Time</b>			<b>0:02</b>

**Fred Acer Total Time 7:27**

**Total Bookkeeper Time 7:25**

**Total Unassigned Time 0:02**

**Fred Acer Total Time 7:27**