

# Employee Billing Report

Employee billing hours refer to the number of hours worked by caregivers providing services to patients in Adult Day Care. These hours are vital for calculating employee compensation, compliance with labor laws, and accurate documentation of care, ensuring proper reimbursement and quality patient care.

Timesheet >> Employee Billing Report

To run the Employee Billing Report, the user can select the Employee from list and update the Start Date and End Date and click Search option. The Employee working hours, Over time hours and pay details can be viewed in this screen.

EMPLOYEE BILLING REPORT

Employee Name

Start Date

End Date

Q Search

✕ Reset

Pay Frequency

Q Export To CSV

William Garcia

10/11/2023

10/12/2023

Select Pay Frequency

Employee Name	Scheduled Hours	Working Hours	Regular / Allocated Hrs ⓘ	Overtime Hours	PTO Hours	Regular Pay	Overtime Pay
William Garcia	7.00	7.00	8.00	0.00	0.00	24.00	0.00
William Garcia	7.00	7.00	8.00	0.00	0.00	24.00	0.00

The user can set the Pay Frequency for paying the Employee for their visits in the system. Click Pay Frequency dropdown option and select the Pay Frequency.

EMPLOYEE BILLING REPORT

Employee Name

Start Date

End Date

Q Search

✕ Reset

Pay Frequency

Q Export To CSV

William Garcia

10/11/2023

10/12/2023

Monthly

Employee Name	Scheduled Hours	Working Hours	Regular / Allocated Hrs ⓘ	Overtime Hours	PTO Hours	Regular Pay	Overtime Pay
William Garcia	7.00	7.00	8.00	0.00	0.00	24.00	0.00
William Garcia	7.00	7.00	8.00	0.00	0.00	24.00	0.00

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