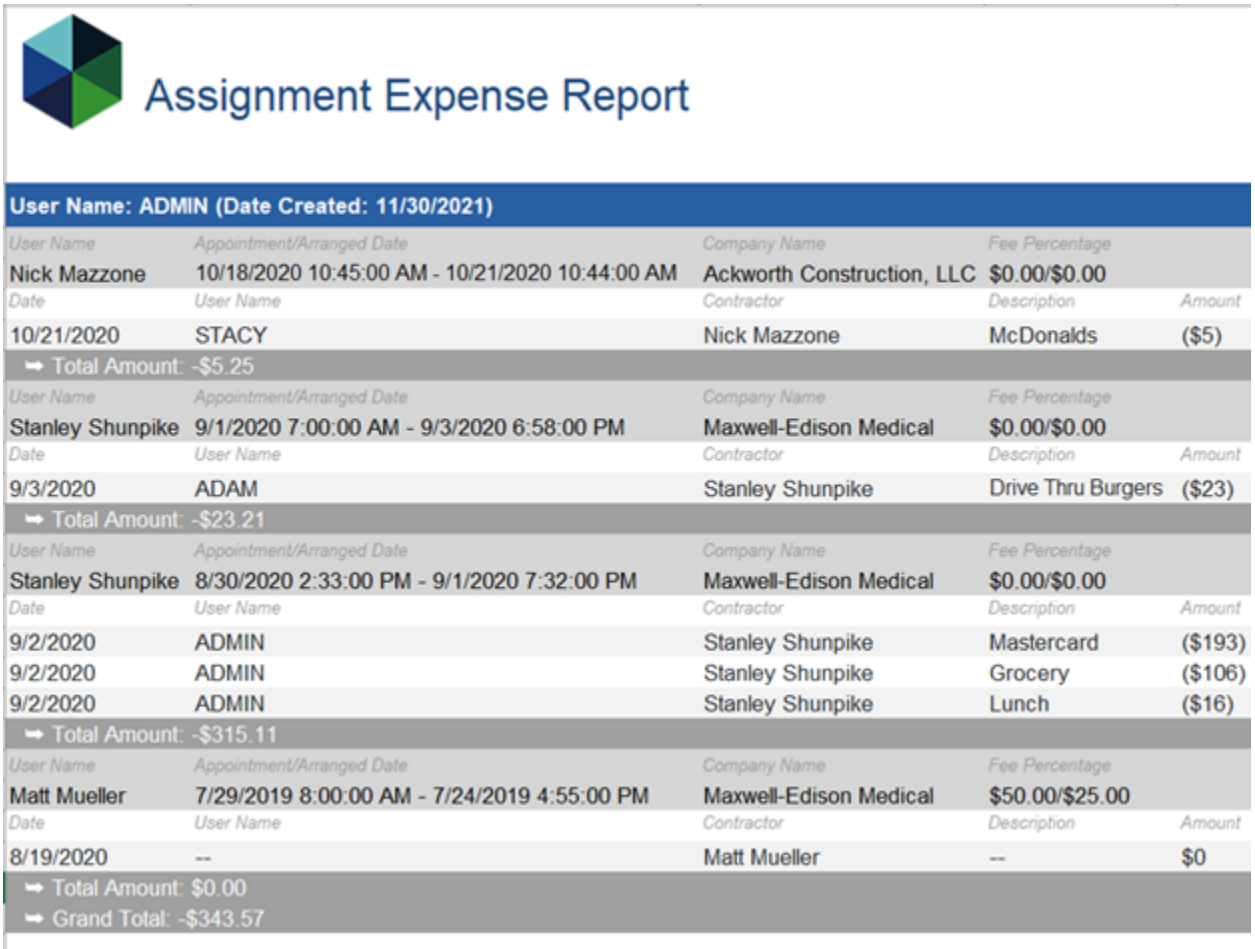
Contract/Temp Reports

Standard Reports · https://learning.pcrecruiter.net/site/docs/reports/contract-temp-reports/

Expense by Category

The Expense by Category report shows Expenses entered for Contractors on assignment either by the contractor or within PCR by the user. The report can be broken down by Category and filtered by Transaction Date, User Name and Rollup List.

Sample Expense Report



Assignment Expense Report

User Name: ADMIN (Date Created: 11/30/2021)

User Name	Appointment/Arranged Date	Company Name	Fee Percentage	
Nick Mazzone	10/18/2020 10:45:00 AM - 10/21/2020 10:44:00 AM	Ackworth Construction, LLC	$0.00/$0.00	
Date	*User Name*	*Contractor*	*Description*	*Amount*
10/21/2020	STACY	Nick Mazzone	McDonalds	($5)
➥ Total Amount: -$5.25				
User Name	*Appointment/Arranged Date*	*Company Name*	*Fee Percentage*	
Stanley Shunpike	9/1/2020 7:00:00 AM - 9/3/2020 6:58:00 PM	Maxwell-Edison Medical	$0.00/$0.00	
Date	*User Name*	*Contractor*	*Description*	*Amount*
9/3/2020	ADAM	Stanley Shunpike	Drive Thru Burgers	($23)
➥ Total Amount: -$23.21				
User Name	*Appointment/Arranged Date*	*Company Name*	*Fee Percentage*	
Stanley Shunpike	8/30/2020 2:33:00 PM - 9/1/2020 7:32:00 PM	Maxwell-Edison Medical	$0.00/$0.00	
Date	*User Name*	*Contractor*	*Description*	*Amount*
9/2/2020	ADMIN	Stanley Shunpike	Mastercard	($193)
9/2/2020	ADMIN	Stanley Shunpike	Grocery	($106)
9/2/2020	ADMIN	Stanley Shunpike	Lunch	($16)
➥ Total Amount: -$315.11				
User Name	*Appointment/Arranged Date*	*Company Name*	*Fee Percentage*	
Matt Mueller	7/29/2019 8:00:00 AM - 7/24/2019 4:55:00 PM	Maxwell-Edison Medical	$50.00/$25.00	
Date	*User Name*	*Contractor*	*Description*	*Amount*
8/19/2020	--	Matt Mueller	--	$0
➥ Total Amount: $0.00				
➥ Grand Total: -$343.57				

Timesheet Profit

When generating this report, users can select the month or week on which to base the report, then filter by User Name, Company Name, Facility Name, or Facility Location.

Sample Timesheet Profit Report



Timesheet Profit/Loss Report

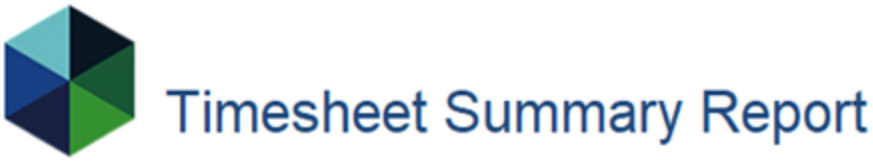
User Name: ADMIN (Date Created: 11/30/2021)

Date	*Username*	*Assignment*	*Customer*	*Contractor*	*AGP*	*AGP Per Hour*
11/7/2021	ADMIN	Marketing Expert	ABC Marketing	Dirk Cresswell	$400	$12
Hours	*Gross*	*Profit*	*Per Hour*	*Percent*		
32	$1,104	$400	$12	0.00%		
➥ Totals						
Hours	*Gross*	*Profit*	*Per Hour*	*Percent*		
104	$1,104	$400	$4	36.2		

Timesheet Summary

When generating this report, users can select the pay period they wish to run it for as well as a Rollup List. They can also choose how the report is grouped. Additionally there are options to filter the report by User Name, Company, Facility Name, Facility Location and Contractor Name.

Sample Timesheet Summary Report



Timesheet Summary Report

User Name: ADMIN (Date Created: 11/30/2021)

ABC Construction

Contractor Name	Assignment Name	Latest Period Ending	User Name		
Stacy Racutt	General Contractor	11/7/2021	ADMIN		
Standard Hours	16	Hours	16	Payroll	$0
Over Time Hours	0	Profit	$0	Expenses	$0
Holiday Hours	0	Per Hour	$0	Pass Through	$0
Double Time Hours	0	Gross	$0		
Vacation Hours	0	Gross Percent	0.00%		
Sick Hours	0	AGP	$0		
On Call Hours	0	AGP/Hour	$0		

ABC Marketing

Contractor Name	Assignment Name	Latest Period Ending	User Name		
Dirk Cresswell	Marketing Expert	11/7/2021	ADMIN		
Standard Hours	32	Hours	32	Payroll	$704
Over Time Hours	0	Profit	$400	Expenses	$0
Holiday Hours	0	Per Hour	$12	Pass Through	$0
Double Time Hours	0	Gross	$400		
Vacation Hours	0	Gross Percent	36.20%		
Sick Hours	0	AGP	$400		
On Call Hours	0	AGP/Hour	$12		

ABC Marketing

Contractor Name	Assignment Name	Latest Period Ending	User Name		
Jake Gooden	Marketing Manager	11/4/2021	ADMIN		
Standard Hours	32	Hours	32	Payroll	$0
Over Time Hours	0	Profit	$0	Expenses	$0
Holiday Hours	0	Per Hour	$0	Pass Through	$0
Double Time Hours	0	Gross	$0		

Invoice Report

When generating the report, users can select the month or week on which to base the report, then filter by User Name, Company Name, Facility Name, or Facility Location. Users can select sort preference as well. The resulting report includes the Date, Company, Contractor, Assignment, Total Hours, Amount, Expenses, and Total.

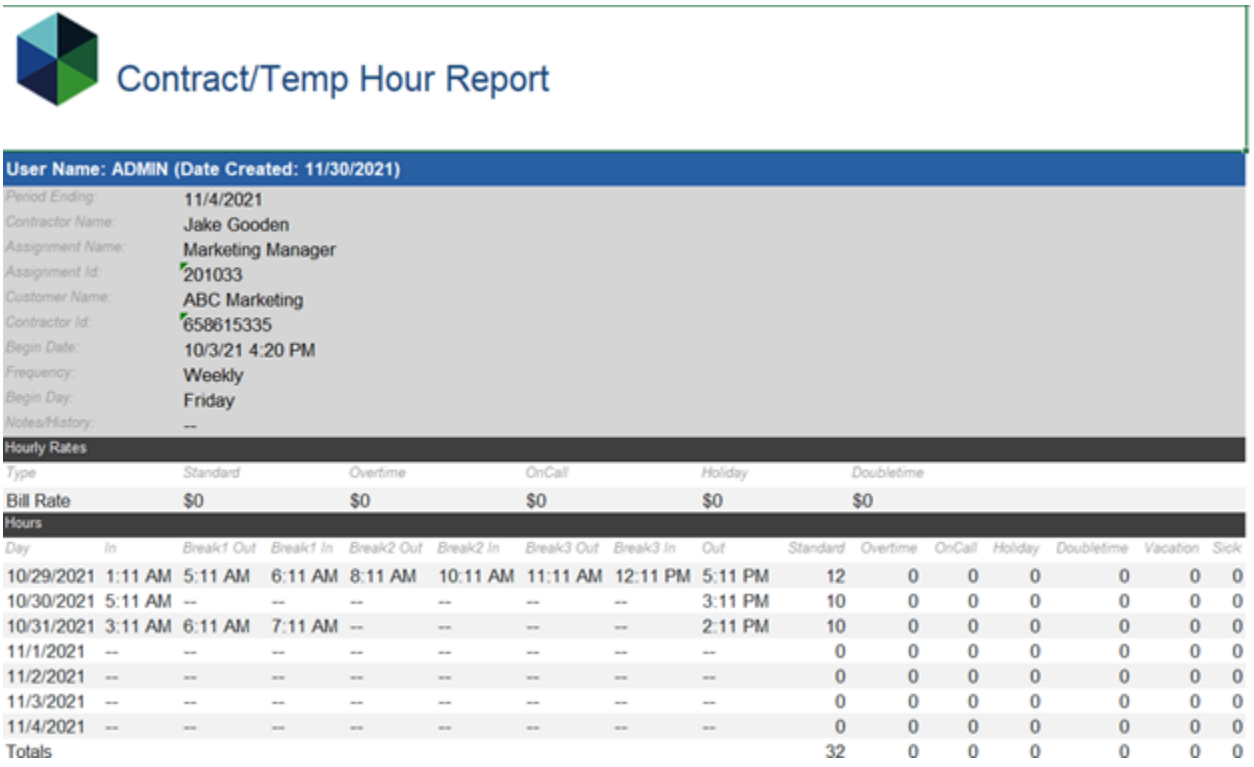
Commission

Commissions can be entered for a Contractor/Temp placement by clicking the Splits button in the Placement list. Users can then generate a report of these commissions. When generating the report, users can select the pay period on which to base the report, then filter by User Name, Company Name, Facility Name, or Facility Location. The resulting report includes the date, Company, Contractor, Assignment Title, User, Hours, Commission, AGP, and Commission Gross.

Hour Reports

When generating the report, users can select the pay period on which to base the report, then filter by User Name, Company Name, Facility Name, or Facility Location. The resulting report presents timesheet information for each Contractor including Contract Details, Hourly Rates, Hours worked (including clock in/out times based on configuration), Billable Expenses and Approvals.

Sample Hours Report



Contract/Temp Hour Report

User Name: ADMIN (Date Created: 11/30/2021)

Period Ending:	11/4/2021
Contractor Name:	Jake Gooden
Assignment Name:	Marketing Manager
Assignment Id:	201033
Customer Name:	ABC Marketing
Contractor Id:	658615335
Begin Date:	10/3/21 4:20 PM
Frequency:	Weekly
Begin Day:	Friday
Notes/History:	--

Hourly Rates

Type	Standard	Overtime	OnCall	Holiday	Doubletime
Bill Rate	$0	$0	$0	$0	$0

Hours

Day	In	Break1 Out	Break1 In	Break2 Out	Break2 In	Break3 Out	Break3 In	Out	Standard	Overtime	OnCall	Holiday	Doubletime	Vacation	Sick
10/29/2021	1:11 AM	5:11 AM	6:11 AM	8:11 AM	10:11 AM	11:11 AM	12:11 PM	5:11 PM	12	0	0	0	0	0	0
10/30/2021	5:11 AM	--	--	--	--	--	--	3:11 PM	10	0	0	0	0	0	0
10/31/2021	3:11 AM	6:11 AM	7:11 AM	--	--	--	--	2:11 PM	10	0	0	0	0	0	0
11/1/2021	--	--	--	--	--	--	--	--	0	0	0	0	0	0	0
11/2/2021	--	--	--	--	--	--	--	--	0	0	0	0	0	0	0
11/3/2021	--	--	--	--	--	--	--	--	0	0	0	0	0	0	0
11/4/2021	--	--	--	--	--	--	--	--	0	0	0	0	0	0	0
Totals									32	0	0	0	0	0	0

Place Reports

When generating this report, users can limit by association to a rollup or date range and select Sort options. The User may also filter by Contact Name, User Name, Company Name, Position Id, or Job

Title. The report includes

- Position Status
- Company Name
- Job Title
- Job Type
- City and State
- Contact Name and Phone
- Position ID
- Date Posted

It also includes details specific to the Placement, including:

- End Date
- User Name
- Candidate's Name

The additional pages of the report include the Total Number of Placements, Average Bill and Pay Rates, Average Profit (amount and percentage), Average Assignment Length, and Placement distributions.

Sample Contract Place Report



Contract Place Report

User Name: ADMIN (Date Created: 11/30/2021)

Status	Company Name	Job Title	Job Type	City	State	Contact Name	Contact Phone	Position Id	Date Posted	
F	ABC Marketing	Marketing Manager	FTP	Willoughby	OH	--	--	201033	10/5/2021	--
End Date	*User Name*	*Placement: Name*								
10/13/2021	STACY	Nick Mazzone								
Status	*Company Name*	*Job Title*	*Job Type*	*City*	*State*	*Contact Name*	*Contact Phone*	*Position Id*	*Date Posted*	
F	ABC Marketing	Marketing Manager	FTP	Willoughby	OH	--	--	201033	10/5/2021	--
End Date	*User Name*	*Placement: Name*								
10/30/2021	ADMIN	Jake Gooden								

Splits Reports

The Contract Splits report is designed to be utilized when the Splitdesk feature is enabled in your database. This report looks at the Contractor who is on assignment and shows how much commission a user is to be paid based on hours worked by the contractor. For more information see learning.pcrecruiter.net/site/contract-splits-report/

Expense Report by Receipt

This report allows users to view the details of receipts that have been submitted for expenses. For more on how to have Contractors submit receipts see learning.pcrecruiter.net/site/setting-up-contractor-expenses and learning.pcrecruiter.net/site/mobile-app-for-contractors

Sample Expense by Receipt Report



Contract: Expense Report by Receipt

User Name: ADMIN (Date Created: 11/30/2021)

Date	First Name	Last Name	User Name	Company Name	Job Title	Position Id	Description	Notes	Category	Amount	Pass Thru	Net Expense
10/21/2020	Nick	Mazzone	STACY	Ackworth Construction, LLC	General Contractor	201008	McDonalds	Breakfast on my way to the conference	Meal	5/25/2021	5/25/2021	0.00
9/3/2020	Stanley	Shunpike	ADAM	Maxwell-Edison Medical	Remote Remediation Engineer	EB-2008927483	Drive Thru Burgers	Took lunch with the boss.	Meal	23.21	23.21	0.00
9/2/2020	Stanley	Shunpike	ADMIN	Maxwell-Edison Medical	Assistant Design Engineer	201002	Mastercard	--	Equipment	192.80	192.80	0.00
9/2/2020	Stanley	Shunpike	ADMIN	Maxwell-Edison Medical	Assistant Design Engineer	201002	Grocery	--	Meal	105.85	105.85	0.00
9/2/2020	Stanley	Shunpike	ADMIN	Maxwell-Edison Medical	Assistant Design Engineer	201002	Lunch	LaRich's Pizza	Meal	16.46	16.46	0.00