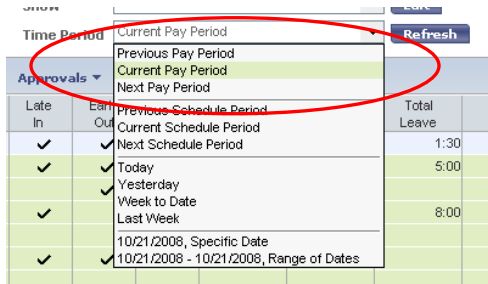


Running Reports In Kronos

There are many different types of reports in Kronos. This quick reference will provide step-by-step instructions on different ways to run reports and also provide examples of some of the most commonly used reports.

There are a few different ways to access reports, here is the most common:

1. From Reconcile Timecard, IS Summary or any other option in the Timekeeping tab:
 - a. Choose the pay period or range of dates to base the report on in the drop down Time Period tab



- b. Choose which employees for whom you want to run the report
 - i. Go to Actions – Select All to run the report for everyone in the list



- ii. OR click on the first person you want to run the report for and drag the mouse down to highlight a group of employees
 - iii. To choose specific people from the employee list, click on the first person you want to run the report for, scroll down to the next person and hold down the Ctrl key as you click the second person, and so on.

RECONCILE TIMECARD

Last Refreshed: 2:03PM

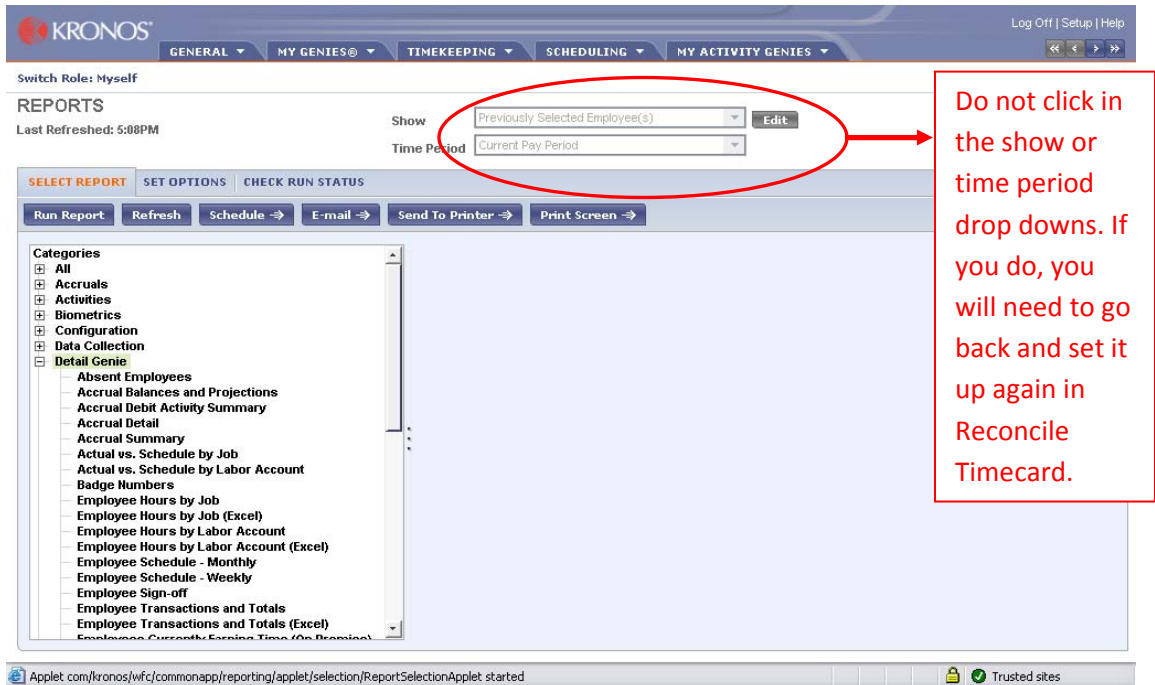
Show
 Time Period

Name	Unexcused Absence	Missed Punch	Early In	Late In	Early Out	Late Out	Comp Time Earned	Total Overtime	Total Leave	Total Hours	Without Pay	Totals Up To Date
Baker, Ronald O				✓						60:15		✓
Castophney, Diane S	✓					✓		12:30		72:30	-1:15	✓
Drinkard, Lucille D					✓					60:00		✓
Easley, LaSheinida R									0:30	60:00		✓
Genereux, Kimberl...										60:15		✓
Gonzales, Mario J	✓		✓							50:00		✓
Imgarten, Maria E		✓		✓		✓		2:45		64:00		✓
Jackson, Monique R					✓				8:00	45:30	16:00	✓
Jiron, Leroy L	✓	✓				✓		4:30	16:00	60:30		✓
Kelley, Karen M												✓
Korthas, Ella S		✓				✓			8:00	57:45		✓
Leeling, Jennifer M		✓				✓		0:45		50:00		✓
Maestas, Melissa A						✓		24:30		80:30		✓
Major, Michael J												✓
Martinez, Betty R	✓			✓	✓	✓		11:00	18:00	64:15		✓
Moreno, Daila H			✓		✓			0:15	8:00	64:00		✓
Murrietta, Lisa D										60:15		✓
Nolasco, Michelle A				✓	✓			2:30	7:30	74:45		✓
Pippin Constable, C...					✓	✓		8:45		64:45		✓

c. Click on Reports in the top of the white area of the screen to the left.

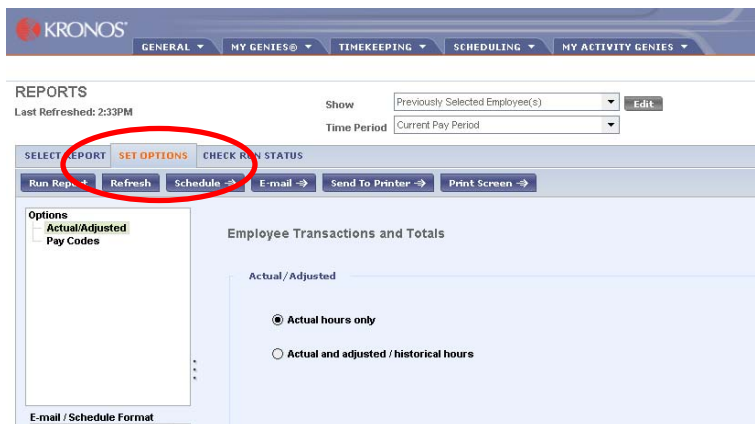


d. This will bring up the Reports screen with the previously selected employees and time period set as the basis of the report



Once you have chosen the employee(s) and the Time Period for the report, follow these steps to select your report criteria:

1. Choose which report you want to run. Some of the most common Reports that you can run are the following:
 - a. Time Detail
 - i. This is a useful report for Kronos 4500 Terminal users who cannot print their timecard detail. Supervisors and Managers can provide the detail of the timecard by information:
 - ii. Setting the Options
 1. Choose Actual/Adjusted
 - a. Actual – hours in current timecard
 - b. Actual and Adjusted – includes and historical hours that are included in the totals for the pay period
 2. Then choose, Employee Page Break – this will prepare the report so that starts the next employee’s information on a new page
 - a. Yes
 - b. No
 - b. Comments and notes
 - i. This is a useful report to use when reviewing an employee during PEPs. Supervisors and managers can show each comment and note that was entered on an employee’s timecard
 - ii. Comments on pay code durations and comments on time punches are on two different reports. In options, select Email / Schedule Format: Microsoft Excel Document, then email the report to yourself. Then, you can cut and paste the two reports together.
 1. TimeSheet Punch Comments setting the options, select Email / Schedule Format: Microsoft Excel Document, then email the report to yourself
 2. TimeSheet Pay Code Comment setting the options, select which pay codes you would like to see comments posted on, select Email / Schedule Format: Microsoft Excel Document, then email the report to yourself
 - iii. Setting the options
 1. Choose which
 - c. Accrual Detail
 - i. This report shows past accrual detail activity based on timecard data and future grants
 - ii. No Set Options
 - d. Employee Transactions and Totals
 - i. This report gives a breakdown of the information on the timecard in totals, not detail
 - ii. With this report, you want to choose Set Options to choose the filters that you would like to include in the report



1. Actual/Adjusted

- a. The Actual Report shows the hours in the employee's current timecard
- b. The Actual and Adjusted Report includes the hours in the employee's current timecard and the historical hours that are included in the totals for the current pay period

2. Paycodes

- a. This report shows all of the possible pay codes available
- b. To run this report, you can choose specific pay codes that you want to see in the report. To do this:
 - i. Highlight all of the pay codes and click Remove All
 - ii. Then, highlight only the pay codes that you want included in the report and click Add

REPORTS
Last Refreshed: 10:51AM

Show: All Home [Edit]
Time Period: 10/22/2008, Specific Date

SELECT REPORT | **SET OPTIONS** | CHECK RUN STATUS

Run Report | Refresh | Print Screen →

Options
 Actual/Adjusted
 Pay Codes

E-mail / Schedule Format
Adobe Acrobat Document(.pdf)

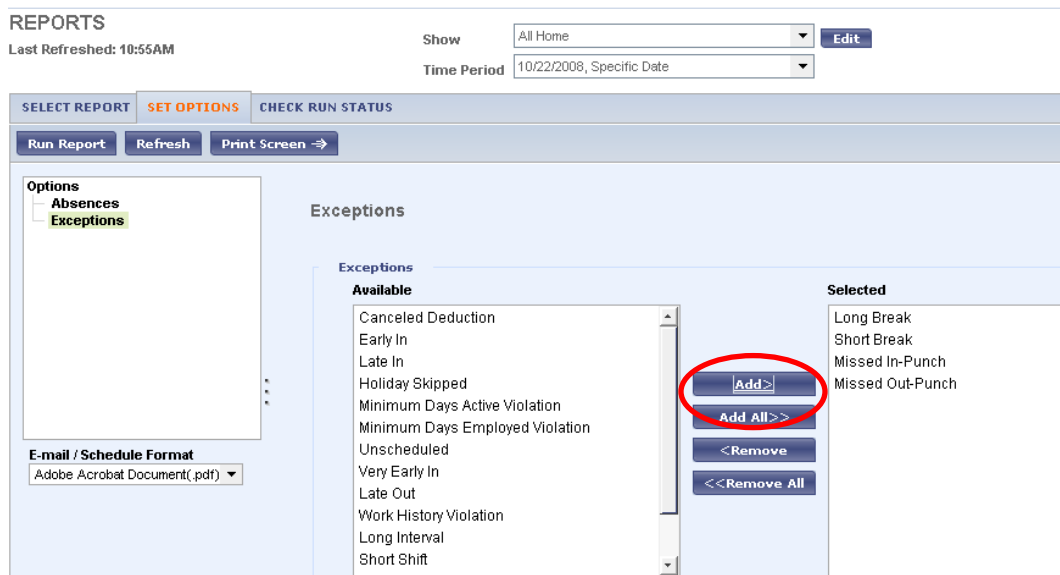
Employee Transactions and Totals

Pay Codes

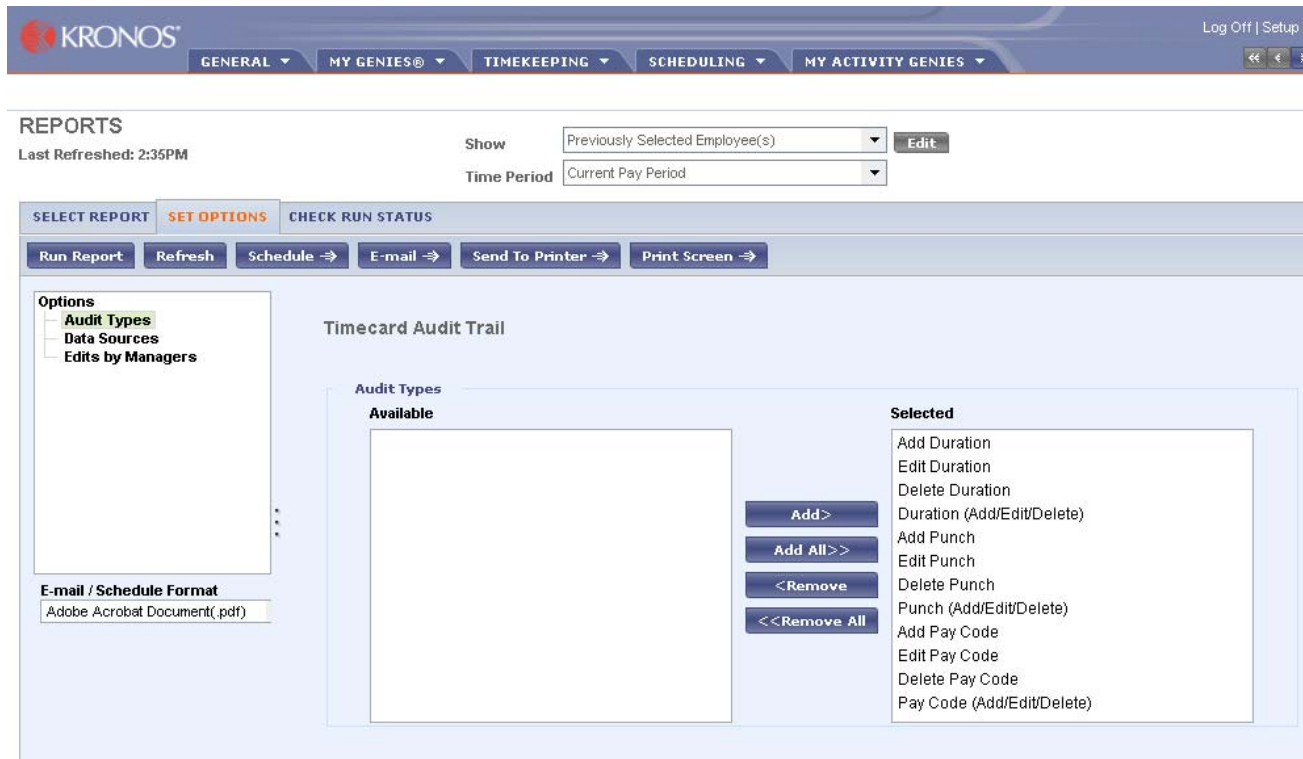
Available	Selected
Training Leave Exception	Comp Time Used Exception
Training Leave Positive	Sick Used Exception
House Usher	Vacation Used Exception
Vacation Adjustment	
Vacation Payout	
Vacation Used Positive	
Without Pay	
Work From Home	
Worker Compensation 80pct	
Worker Compensation Doctor	
Admin Election LV Exception	
Admin Election LV Positive	
Unauthorized Without Pay	

Buttons: Add > (circled in red), Add All >>, < Remove, << Remove All

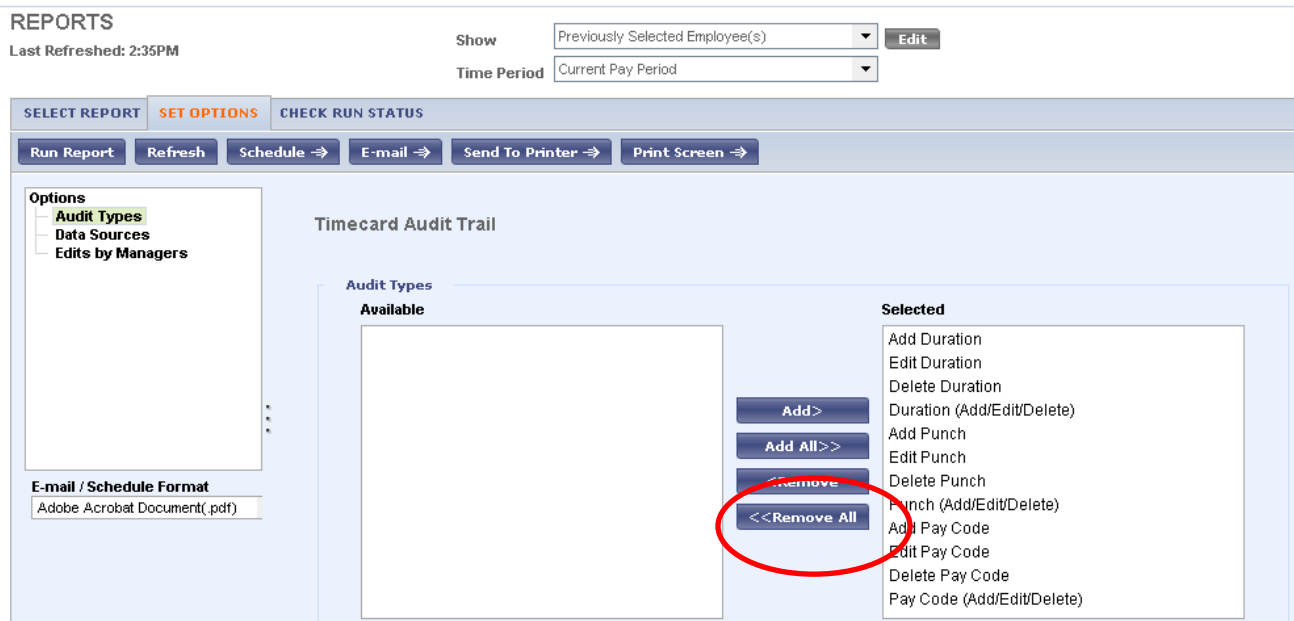
- e. Employee Transactions and Totals (Excel)
 - i. This report provides the same information as the Employee Transactions and Totals Report above, but in an Excel format
 - ii. To set the options, follow the steps outlined in 2b.i and 2.B.ii above
- f. Accruals Balances and Projections
 - i. This report shows general information about current accrual balances and projections for future takings and grants
 - ii. No Set Options – Set Options are filters that allow the report to become more specific. These will be discussed in more detail for each specific report.
- g. Accrual Debit Activity Summary
 - i. This report shows a taking summary, including future scheduled taking time
 - ii. No Set Options
- h. Accrual Summary
 - i. This report shows an employee’s starting balance, takings, grants and ending balance for the time period that is chosen
 - ii. No Set Options
- i. Exceptions
 - i. This report shows various exceptions based on the timeframe of the report
 - ii. Set Options
 - 1. To set Absences, you can choose:
 - a. Unexcused Only
 - b. Excused Only
 - c. Both
 - d. None
 - 2. To set Exceptions, you can choose:
 - a. Defaults to all exceptions possible
 - b. Choosing specific exceptions to run report on
 - i. Highlight all Exceptions and click Remove All
 - ii. Highlight only the Exceptions to be run on the report and click Add



- j. Timecard Audit Trail
 - i. This report lists any audits that have been entered into the employee's timecard (the same information as the Audits Tab of the timecard), for backup purposes
 - ii. First, Set the Options
 - 1. Choose the Audit Types – what kind of audit entry do you want to include in the report.
 - a. Defaults to all Audit Types possible



- b. Choose the specific Audit Types to run the report on
 - i. Highlight all Audit Types and click Remove All



- ii. Highlight only the Audit Types to be run on the report and click Add

REPORTS
Last Refreshed: 2:35PM

Show:
Time Period:

SELECT REPORT **SET OPTIONS** **CHECK RUN STATUS**

Options

- Audit Types**
- Data Sources
- Edits by Managers

E-mail / Schedule Format

Timecard Audit Trail

Audit Types

Available	Selected
Add Duration	Add Punch
Edit Duration	Edit Punch
Delete Duration	
Duration (Add/Edit/Delete)	
Delete Punch	
Punch (Add/Edit/Delete)	
Add Pay Code	
Edit Pay Code	
Delete Pay Code	
Pay Code (Add/Edit/Delete)	

2. Data Sources which are how and where the entry was made (i.e. clock, computer, etc.)
 - a. All Data Sources
 - b. Include only selected Data Sources
 - i. Highlight available sources and click Add to select
3. Edits by Managers – can choose specific person who made entries
 - a. All Edits – lists anyone who made entries to the employee’s timecard
 - b. Edits by Selected Managers – you can choose the specific person’s entries to be audited
 - i. Name or ID
 1. Enter EmplID of Manager to be audited, or
 2. Enter last name of Manager to be audited followed by a * (wildcard – the wildcard acts as a generic place holder. In this case it will bring up anyone with the last name that is chosen)
 3. Click Search
 4. Highlight the appropriate Manager in the available column
 5. Click Add

REPORTS

Last Refreshed: 2:35PM

Show
Time Period

SELECT REPORT SET OPTIONS CHECK RUN STATUS

Options

- Audit Types
- Data Sources
- Edits by Managers

E-mail / Schedule Format

Adobe Acrobat Document(.pdf)

Timecard Audit Trail

Edits by Managers

All Edits Edits by Selected Managers

Name or ID

Available

Judah, Susan L. 121908

Selected

Running the Report once all options are chosen

1. Click Run Report – this will automatically move you to the Check Run Status tab of the reports screen

REPORTS

Last Refreshed: 2:35PM

Show
Time Period

SELECT REPORT SET OPTIONS CHECK RUN STATUS

Options

- Audit Types
- Data Sources
- Edits by Managers

E-mail / Schedule Format

Adobe Acrobat Document(.pdf)

Timecard Audit Trail

Edits by Managers

All Edits Edits by Selected Managers

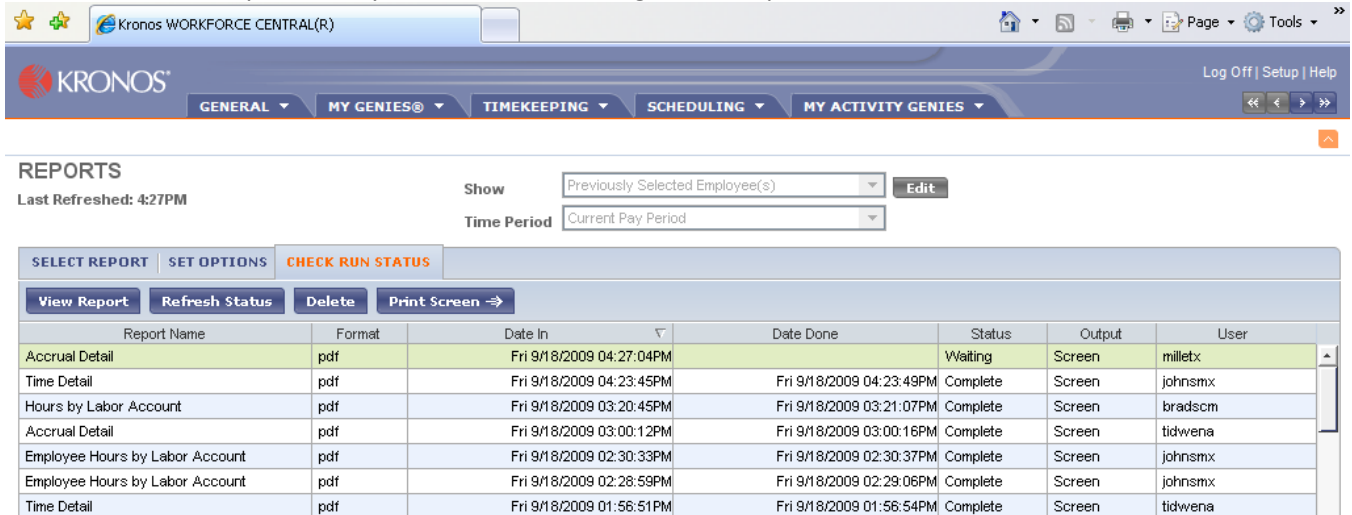
Name or ID

Available

Judah, Susan L. 121908

Selected

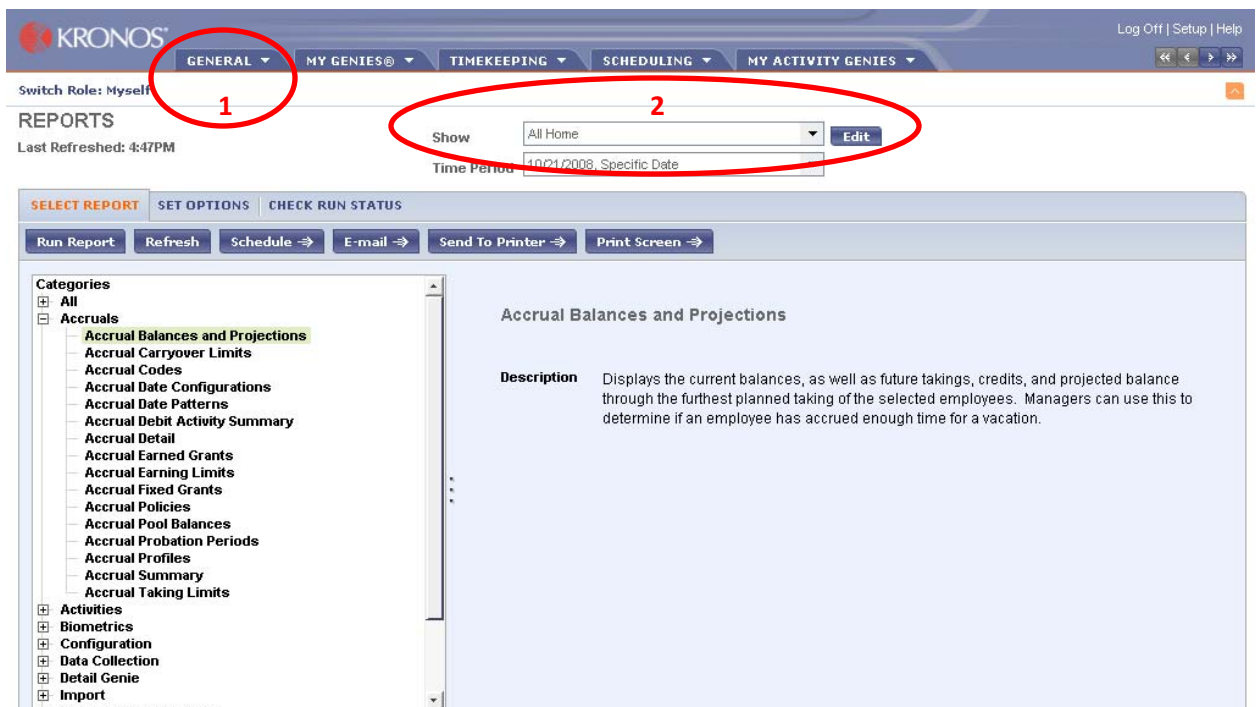
- Click Refresh Status periodically until the status changes to Complete



- Opening Report *insert screenshot*
 - Highlight the report you want to open and click View Report, or
 - Double click on the report you want to open
- You can save the report in the format in which it opens – PDF or Excel *insert screenshot*

You can get to the report running feature a couple different ways, depending on your needs or what screen you are on in Kronos.

- Go to the General tab and click on Reports
 - This method allows reports to be run based on an entire selection in the SHOW field
 - This method is limited to the current date only, it does not allow a range of dates



- Reports can also be run on an individual employee from his or her Timecard

- a. Using Reconcile Timecard under the Timekeeping tab, double click on the employee's name to bring up the employee's timecard view

The screenshot shows the Kronos software interface. The 'TIMEKEEPING' dropdown menu is open, with 'Reconcile Timecard' highlighted. Below the menu is a table with employee information for Maria H. Fairhurst.

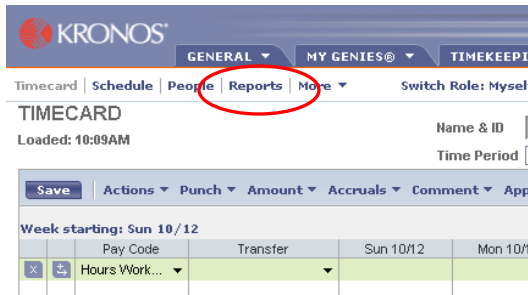
Name	ID	Primary Labor Account	Hire Date
Fairhurst, Maria H	123619	00/0/CC0271/107961/0/0	1/14/2007

- b. Verify the Range of Dates needed for the report

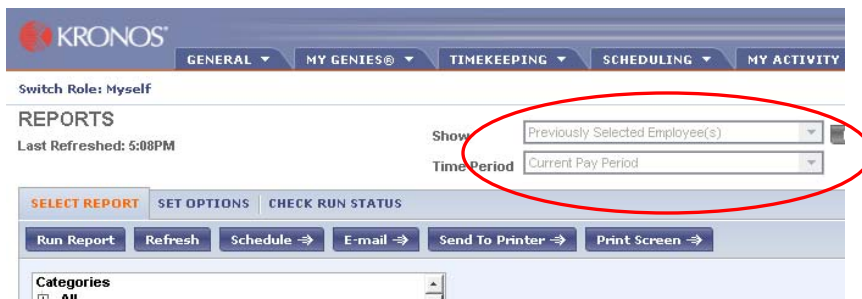
The screenshot shows the Kronos software interface. The 'Time Period' dropdown menu is open, with '10/21/2008 - 10/21/2008, Range of Dates' highlighted. Below the menu is a table with employee information for Maria H. Fairhurst.

Late In	Early Out	Time Period	Total Leave
✓	✓	10/21/2008, Specific Date	8:00
✓	✓	10/21/2008 - 10/21/2008, Range of Dates	8:00

- c. Click Reports at the top left of the white area of the screen



- d. This will bring up the Reports screen with the previously selected employee and time period set as the basis of the report



Below are some examples of what the reports look like:

Accrual Detail								
Time Period: 7/22/2008 - 11/29/2008		Executed on: 10/22/2008 11:17:18 AM		Printed for: britthi				
Quary: Previously Selected Employee(s)								
Accrual Code	Effective Date	Action	Amount	Running Balance	Pay Code	Source	Edit Date	Edited By
Montero, Jessica ID: 111400								
Personal Holiday (Hours)								
	Mon 7/21/2008			Balance Forward	0:00			
Total Debits:			0:00	Total Credits:			0:00	
Sick (Hours)								
	Mon 7/21/2008			Balance Forward	0:00			
	Fri 8/1/2008	Earned	8:00	8:00				
	Mon 8/11/2008	Taken	6:30	1:30	Sick Used Exception	Timecard Editor	Mon 8/18/2008	britthi
	Sun 8/31/2008	Earned	8:00	9:30				
	Mon 9/22/2008	Taken	8:00	1:30	Sick Used Exception	Timecard Editor	Wed 9/24/2008	britthi
	Tue 9/23/2008	Taken	1:30	0:00	Sick Used Exception	Timecard Editor	Wed 9/24/2008	britthi
	Tue 9/30/2008	Earned	8:00	8:00				
	Fri 10/31/2008	Earned	8:00	16:00				
Total Debits:			16:00	Total Credits:			32:00	
Vacation (Hours)								
	Mon 7/21/2008			Balance Forward	8:00			
	Fri 8/1/2008	Earned	10:00	18:00				
	Fri 8/1/2008	Taken	8:00	10:00	Vacation Used Exception	Timecard Editor	Fri 8/1/2008	britthi
	Mon 8/25/2008	Taken	7:00	3:00	Vacation Used Exception	Timecard Editor	Tue 9/2/2008	judahs1
	Sun 8/31/2008	Earned	10:00	13:00				
	Tue 9/2/2008	Taken	1:00	12:00	Vacation Used Exception	Timecard Editor	Fri 9/12/2008	milleb
	Thu 9/11/2008	Taken	2:00	10:00	Vacation Used Exception	Timecard Editor	Fri 9/12/2008	britthi
	Tue 9/23/2008	Taken	6:30	3:30	Vacation Used Exception	Timecard Editor	Wed 9/24/2008	britthi
	Wed 9/24/2008	Taken	3:30	0:00	Vacation Used Exception	Timecard Editor	Wed 9/24/2008	britthi
	Tue 9/30/2008	Earned	10:00	10:00				
	Fri 10/31/2008	Earned	10:00	20:00				
Total Debits:			28:00	Total Credits:			40:00	

Accrual Balances and Projections

Time Period: 10/22/2008
 Query: All Home

Data Up to Date: 10/22/2008 10:47:15 AM
 Executed on: 10/22/2008 10:47:15 AM
 Printed for: brithl

Accrual Code	Accrual Type	Period Ending Balance	Furthest Projected Taking Date	Projected Takings	Projected Credits	Projected Balance	Balance w/o Proj. Credits
Montero, Jessica		ID:					
Comp Time	Hours	6:00	10/1/2009	0:00	0:00	0:00	6:00
Comp Time Payout	Hours	0:00	10/22/2008	0:00	0:00	0:00	0:00
Donated Sick	Hours	0:00	10/22/2008	0:00	0:00	0:00	0:00
Excess Vacation	Hours	0:00	10/22/2008	0:00	0:00	0:00	0:00
Personal Holiday	Hours	0:00	10/22/2008	0:00	0:00	0:00	0:00
PTO	Hours	0:00	10/22/2008	0:00	0:00	0:00	0:00
Sick	Hours	8:00	10/22/2008	0:00	0:00	8:00	8:00
Vacation	Hours	10:00	10/22/2008	0:00	0:00	10:00	10:00
S N		ID:					
Comp Time	Hours	0:00	10/22/2008	0:00	0:00	0:00	0:00
Comp Time Payout	Hours	0:00	10/22/2008	0:00	0:00	0:00	0:00
Donated Sick	Hours	0:00	10/22/2008	0:00	0:00	0:00	0:00
Excess Vacation	Hours	0:00	10/22/2008	0:00	0:00	0:00	0:00
Personal Holiday	Hours	8:00	1/1/2009	0:00	8:00	8:00	8:00
PTO	Hours	0:00	10/22/2008	0:00	0:00	0:00	0:00

Accrual Debit Activity Summary

ID:

Accrual Code	Day of Week	Effective Date	Amount	Pay Code that Affected Accrual
Comp Time				
	Wednesday	9/24/2008	1:45	Comp Time Used Exception
	Wednesday	10/1/2008	0:00	Comp Time Used Exception
Comp Time Payout				
	Wednesday	10/1/2008	1:37	Comp Time Paid Out
Sick				
	Monday	8/11/2008	6:30	Sick Used Exception
	Monday	9/22/2008	8:00	Sick Used Exception
	Tuesday	9/23/2008	1:30	Sick Used Exception
Vacation				
	Friday	8/1/2008	8:00	Vacation Used Exception
	Monday	8/25/2008	7:00	Vacation Used Exception
	Tuesday	9/2/2008	1:00	Vacation Used Exception
	Thursday	9/11/2008	2:00	Vacation Used Exception
	Tuesday	9/23/2008	6:30	Vacation Used Exception
	Wednesday	9/24/2008	3:30	Vacation Used Exception

Number of Accrual Debits Taken on:

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
0	3	3	4	1	1	0

ID:

Accrual Code	Day of Week	Effective Date	Amount	Pay Code that Affected Accrual
Sick				