

Reports E-mail Option

KRONOS Reporting allows a manager to extract information from the KRONOS system and view it.

KRONOS reports will open by default in Adobe Reader (.pdf) format.

The KRONOS reporting tool has a few different options:

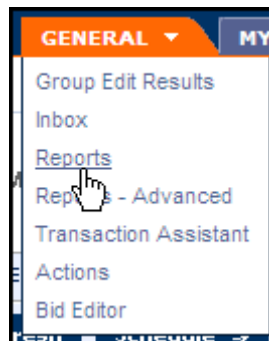
- View and print reports directly in KRONOS.
- Email reports directly to employees.
- Schedule reports to run on a daily, weekly, or monthly basis.

Reports can be run on one specific employee, all the employees in your “All Home” listing, or on a Hyperfind Query.

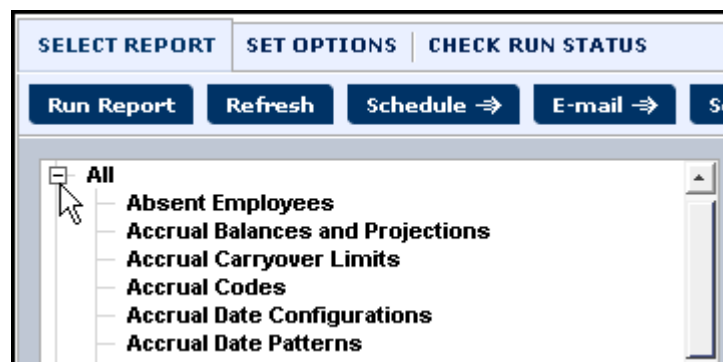
This document shows how to run a report and email the output to one or more employees.

Our example below is for the “Group” report. The same can be done for individual reports.

- To run a report on a group of employees, click **My Genies** → **Reports**.



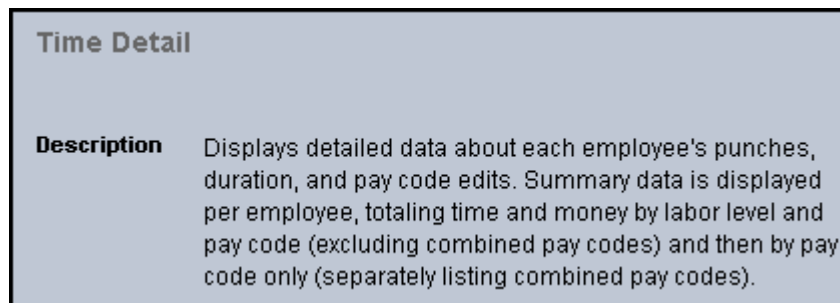
- On the Reports screen, click the + sign next to “All” to expand the category and see a list of all the available reports to run.



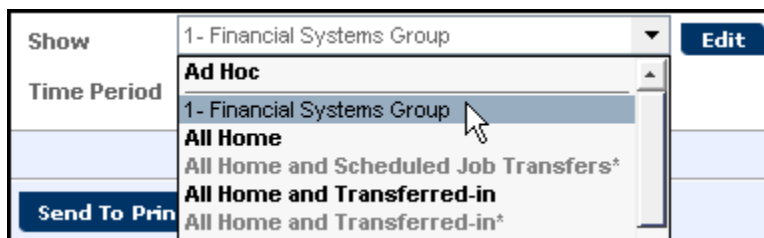
- Click once on a report name to select.



- A Description of what the report will display is shown on the right side of the screen.



- Once a report is selected, the group and Time Period can now be set.
- To run report on all employees, leave "All Home" as the default in the **Show** box.
- To select a previously created Hyperfind Query, click the down arrow and highlight the query.



- Select a Time Period. The Time Period can be for a specific pay period, a particular day, or an entire range of dates.
- Click the **Set Options** tab to see what options are available.
- Not every report has Options. Click on the Set Options tab to determine if options are available.
- If **Actual/Adjusted** is an available option, highlight Actual/Adjusted.
- **Always** select Adjusted/Historical.

SELECT REPORT SET OPTIONS CHECK RUN STATUS

Run Report Refresh Schedule → E-mail → Send To Printer → Print Scr

Options

- Actual/Adjusted
- Employee Page Break

Time Detail

Actual / Adjusted

- Actual hours only
- Actual and adjusted / historical hours

E-mail / Schedule Format

Adobe Acrobat Document(.pdf) ▼

- Some examples of other Options include Pay Codes, Absences, Exemptions, Employee Page Break, etc.
- For this Report, click the Employee Page Break option.

SELECT REPORT SET OPTIONS CHECK RUN STATUS

Run Report Refresh Schedule → E-mail → Send To P

Options

- Actual/Adjusted
- Employee Page Break

Time Detail

Employee Page Break

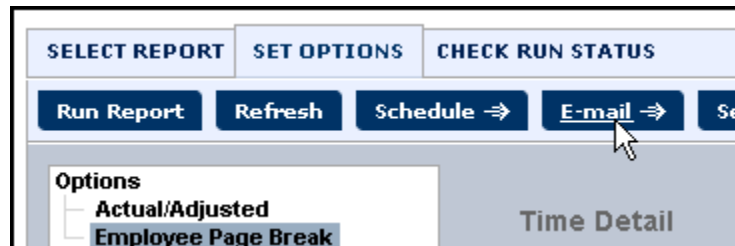
- No
- Yes

E-mail / Schedule Format

Adobe Acrobat Document(.pdf) ▼

- Click Yes to include only one employee per page.

- At the bottom left of the Set Options screen, choose the **email format** in which the report will be displayed.
- This means if you choose Word, the email will arrive in Groupwise and the report will be attached in Microsoft Word format.
- If no selection is made, report will default to Adobe format.
- Next, select “**Email**” on the menu line.



- Enter the email address or addresses of the employees designated to receive the report.



- After entering the email addresses, click OK.
- The report will run automatically.
- After a few minutes, the report should then be delivered to your email.