

Run a Report for a Group of Employees

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

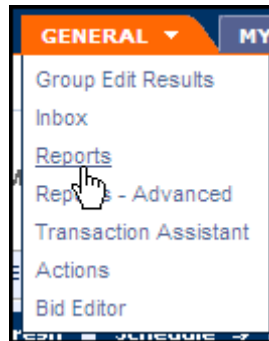
KRONOS reports will open by default in Adobe Reader (.pdf) format.

The KRONOS reporting tool has a few different options:

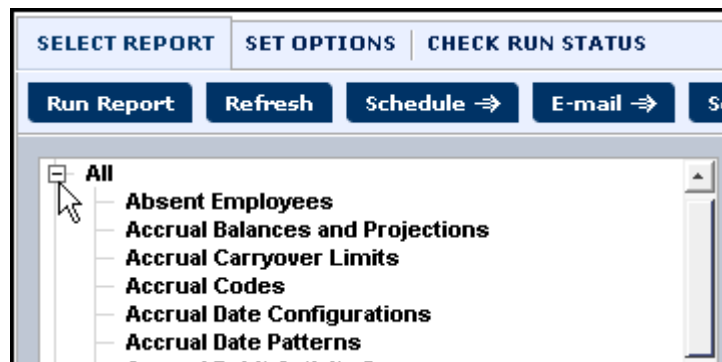
- View and print reports directly in KRONOS.
- Email reports directly to employees.
- Schedule reports to run on a daily, weekly, or monthly basis.

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

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



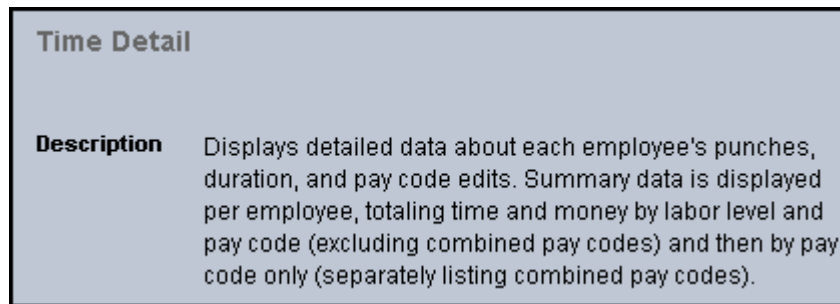
- On the Reports screen, click the + sign next to “All” to expand the category and see a list of all the available reports to run.



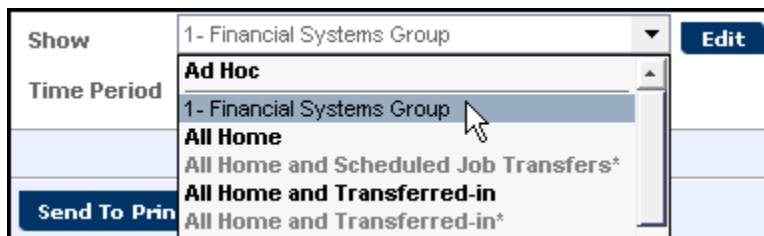
- Click once on a report name to select.



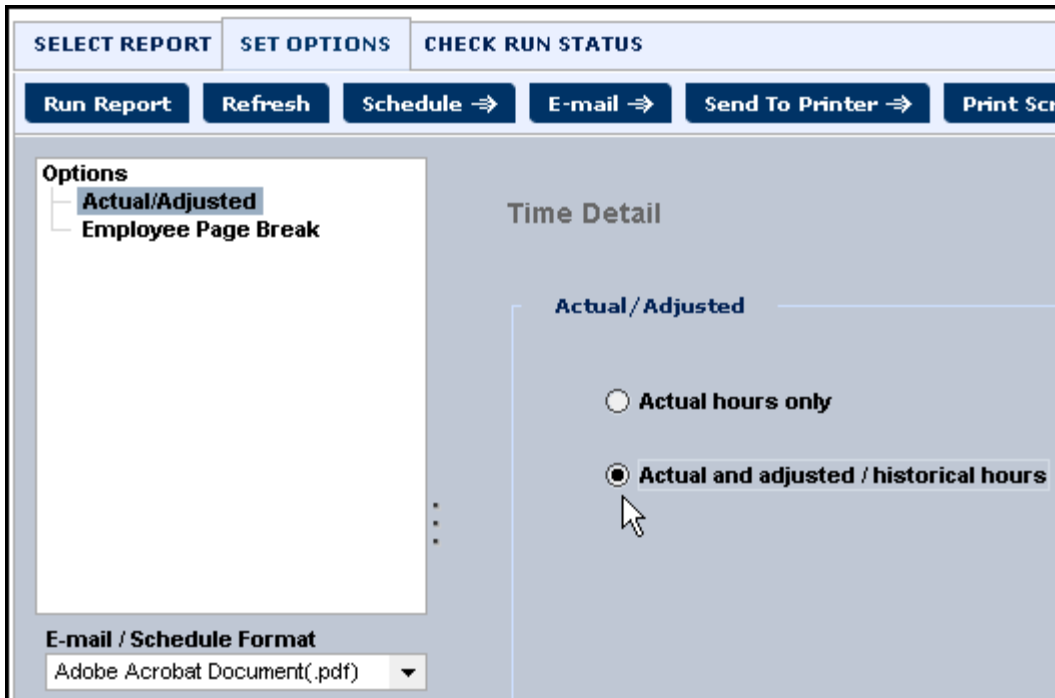
- A Description of what the report will display is shown on the right side of the screen.



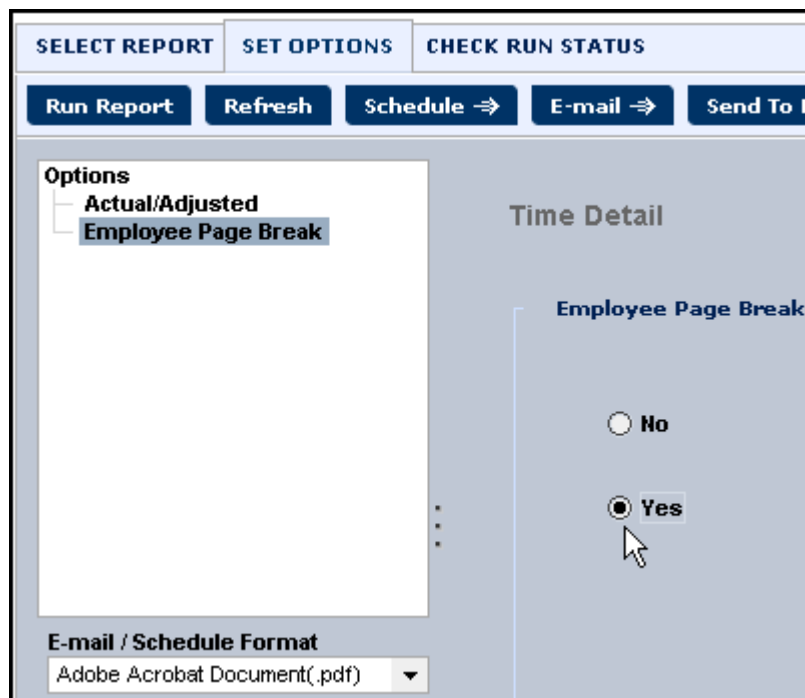
- Once a report is selected, the group and Time Period can now be set.
- To run report on all employees, leave "All Home" as the default in the **Show** box.
- To select a previously created Hyperfind Query, click the down arrow and highlight the query.



- 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.



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



- Click Yes to include only one employee per page.
- Click Run Report.



- Click the Check Run Status tab.



- The Check Run Status tab will show all Reports that have been run under your KRONOS login.
- Click Refresh Status until the report Status shows “Complete”.

Check Run Status tab shows:

- Report Name.
- The format the report will be displayed in (Adobe, by default).
- The date and time the report was started and finished.
- Status (once Complete, report is ready for viewing).
- The Output (whether the report will be viewed on screen or was emailed).
- To open the report, highlight it, then either **double click** or click on **View Report**.

SELECT REPORT		SET OPTIONS		CHECK RUN STATUS			
View Report		Refresh Status		Delete		Print Screen =>	
Report Name	Format	Date In	Date Done	Status	Output	User	▲
Accrual Detail	pdf	Mon 8/18/2008 05:03:02PM	Mon 8/18/2008 05:03:07PM	Complete	Screen	kflore1	
Accrual Detail	pdf	Mon 8/18/2008 04:58:34PM	Mon 8/18/2008 04:58:37PM	Complete	Screen	kflore1	

- The report will open in a separate window.
- The report can be printed using normal Windows printing options.

****If the report will not open, please review the FAQ document titled: “Error Opening or Printing KRONOS Reports.doc”. ****