

Run a Report on an Individual Employee

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:

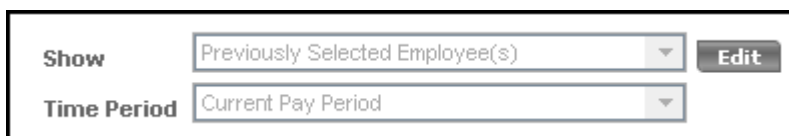
- View and print reports directly in KRONOS.
- Email reports directly to employees.
- Schedule reports to run on a daily, weekly, or monthly basis.

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

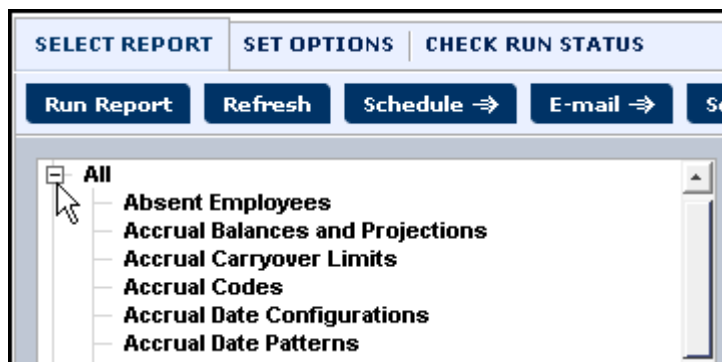
- To run a report on a specific employee, click Reconcile Timecard on the left side Navigation bar.
- Highlight the individual employee. (To select more than one, hold down the control key on your keyboard and click on those employees.)
- Click the Reports launch button in the upper left corner of the KRONOS screen.



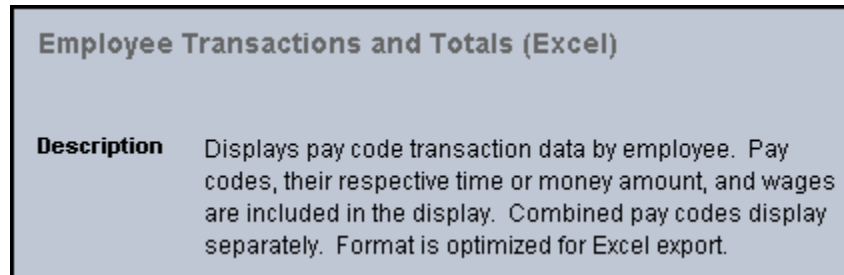
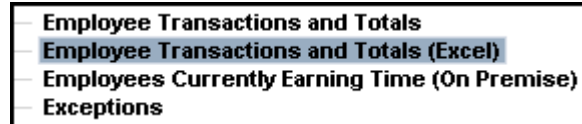
- When selecting the individual employee option, the “**Show**” box at the top middle of the KRONOS screen will display Previously Selected Employee(s).



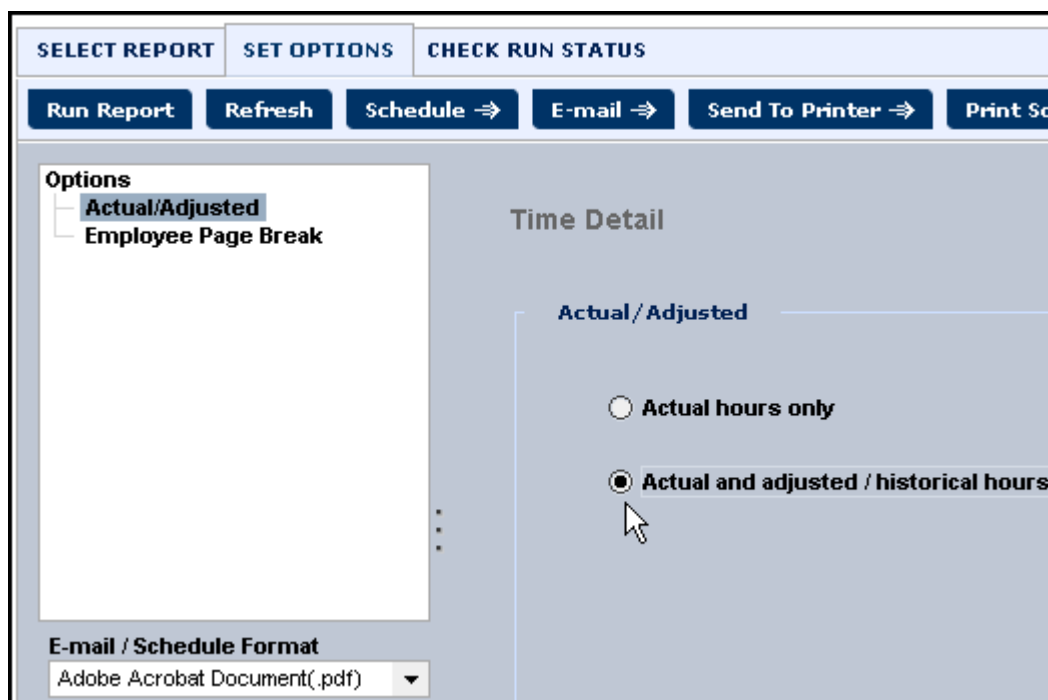
- On the Reports screen, click the + sign next to “All” to expand the category and see a list of all the available reports to run.



- 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.



- After selecting a report, the Time Period can now be set.
- 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.



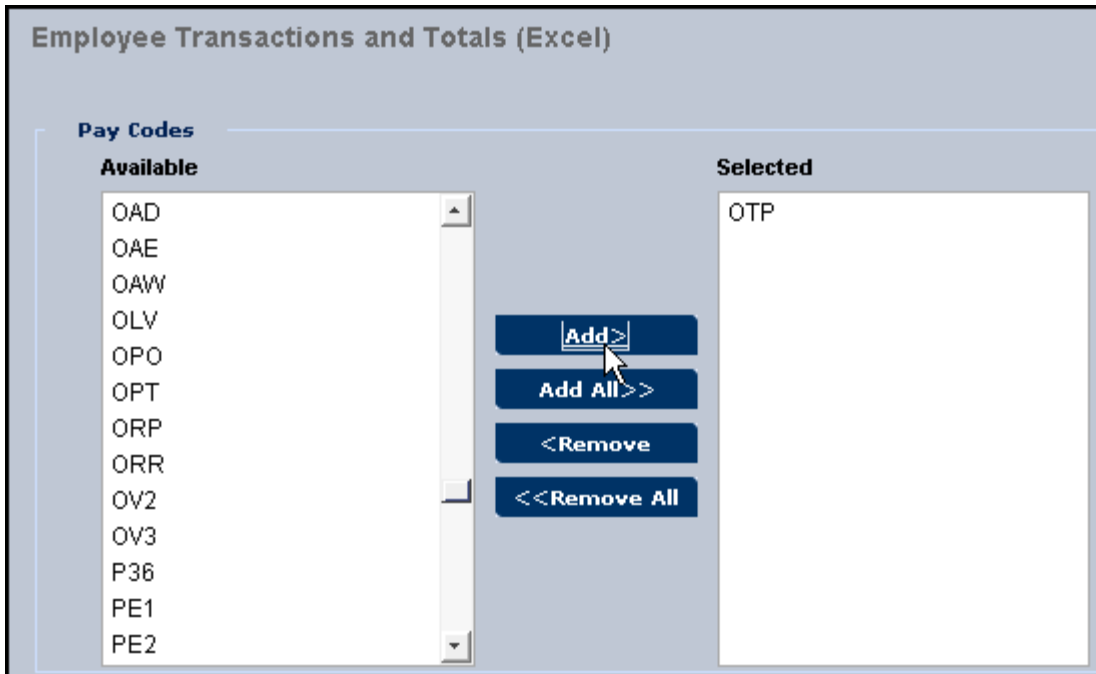
- Some examples of other Options include Pay Codes, Absences, Exemptions, Employee Page Break, etc.
- For this report, click the **Pay Codes** option.

Employee Transactions and Totals (Excel)

Pay Codes

Available		Selected
	Add>	ADD
	Add All>>	ADJ
	<Remove	ADN
	<<Remove All	ADS
		ADW
		AMD
		AM4
		AST
		AVA
		AWS
		A2D
		A2W
		A4W

- All Pay Codes are selected by default.
- Run the report with all selected and only the pay codes that apply to the employee will show on the report.
- To select one pay code, click **Remove All**.
- All the pay codes will move to the available side.
- Highlight the one pay code, OTP for this example.
- Click Add.



- Once all Options are set, 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).

SELECT REPORT		SET OPTIONS		CHECK RUN STATUS			
View Report		Refresh Status		Delete		Print Screen →	
Report Name	Format	Date In	Date Done	Status	Output	User	
Employee Transactions and Totals (Ex...	pdf	Thu 8/21/2008 10:32:24AM	Thu 8/21/2008 10:32:26AM	Complete	Screen	kfiore1	

- To open the report, highlight it, then either **double click** or click on **View Report**.
- The report will open in a separate window.
- The report can be printed using normal Windows printing options.