

Schedule a Report to Run Automatically

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:

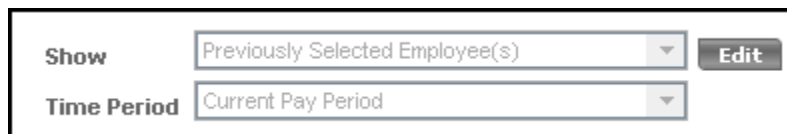
- View and print reports directly in KRONOS.
- Email reports directly to employees.
- Schedule reports to run on a daily, weekly, or monthly basis.

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.

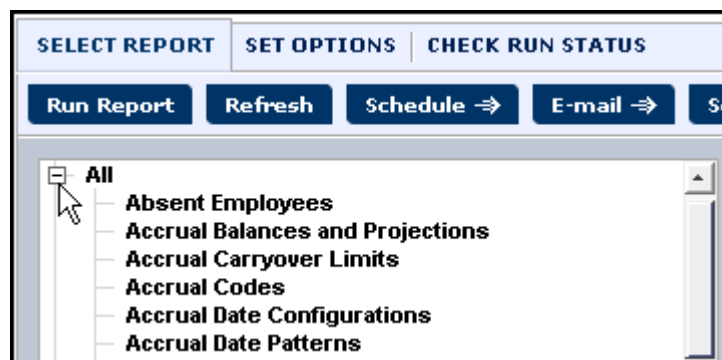


- When selecting the individual employee option, the “**Show**” box at the top middle of the KRONOS screen will display Previously Selected Employee(s).

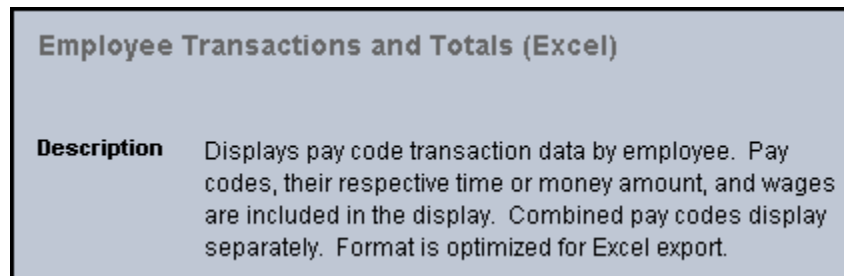
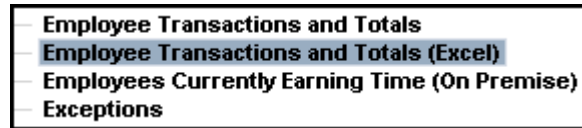


The image shows two dropdown menus. The first is labeled 'Show' and has a dropdown arrow next to the text 'Previously Selected Employee(s)'. To the right of this dropdown is a button labeled 'Edit'. The second dropdown is labeled 'Time Period' and has a dropdown arrow next to the text 'Current Pay Period'.

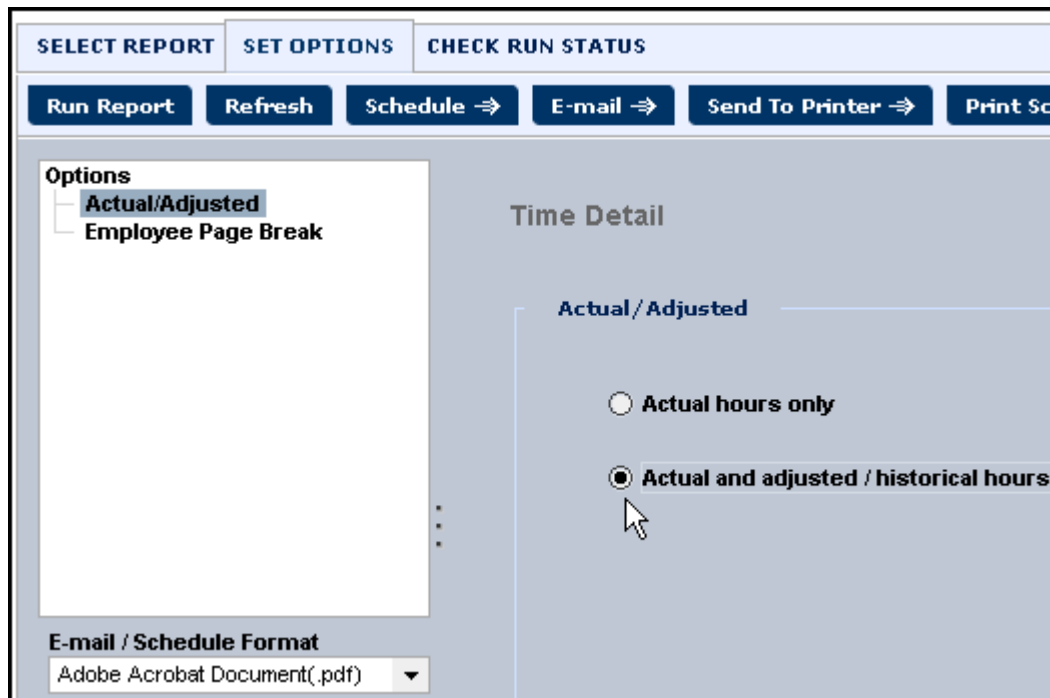
- On the Reports screen, click the + sign next to “All” to expand the category and see a list of all the available reports to run.



- 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.



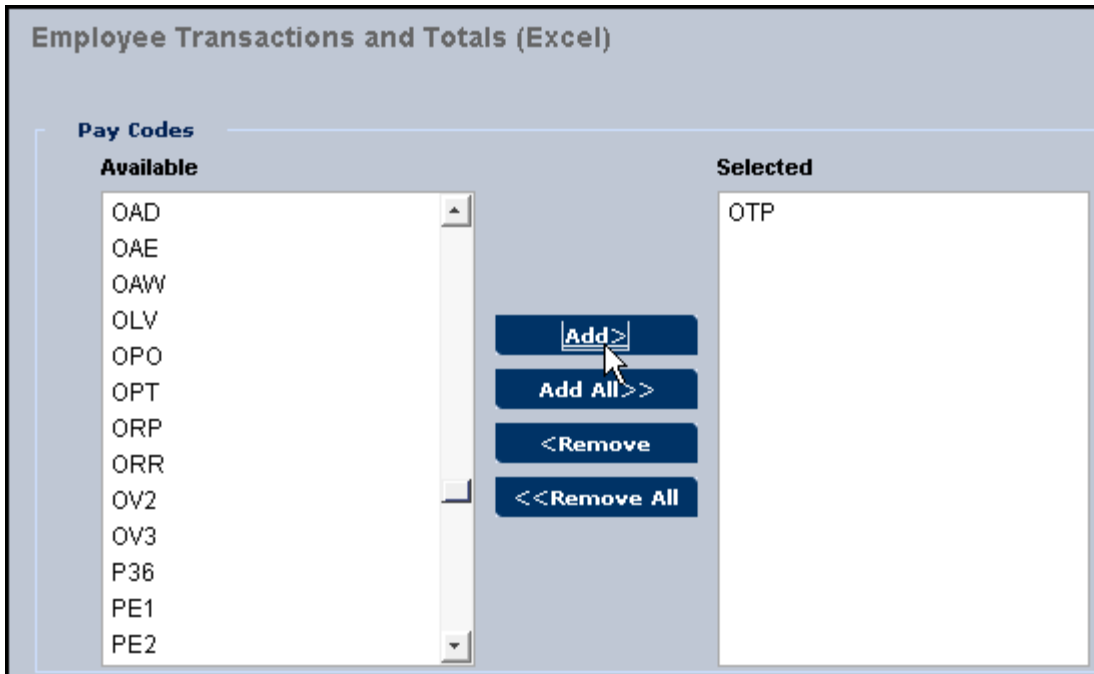
- Some examples of other Options include Pay Codes, Absences, Exemptions, Employee Page Break, etc.
- For this report, click the **Pay Codes** option.

Employee Transactions and Totals (Excel)

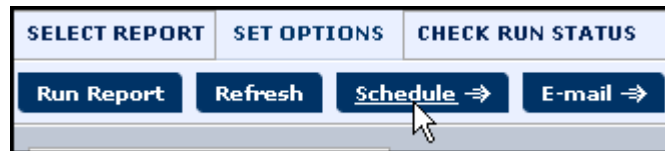
Pay Codes

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.



- On the menu line, click **Schedule**.



- Under **Event Details**, give the report a Name.
- The **Description** will what type of report it is.
- **User name** defaults to the user name of who is currently logged in to KRONOS manager creating the report.

Event Details	
*Name	Name the report here
Description	Employee Transactions and Totals (Excel)
*User name	Fiore, Kurt

- Under **Event Output**, select E-Mail to have the report output automatically emailed to any designated managers.
- Enter the email address or addresses of the people the report should go to.

The screenshot shows the 'Event Output' configuration window. It has two main sections: 'Printer' and 'E-Mail'. The 'Printer' section has an unchecked checkbox and a dropdown menu showing 'WFC Printer 1'. The 'E-Mail' section has a checked checkbox and a text input field containing 'kfiore1, jjorda16@jhmi.edu'. Below the input fields is an example text: 'Example: person1@company.com, person2@company.com'.

- If neither Printer nor Email is selected, the report will automatically run and be viewable from inside KRONOS.
- Under **Event Schedule**, choose how often to run the report.
- Depending on how often you choose to run the report, select the month(s) or day(s) to run the report on.
- To run a report bi-weekly, change “Number of weeks between run” to 2.
- Enter a **start date** for the report.
- Enter the **time of day** for the report to run.

The screenshot shows the 'Event Schedule' configuration window. It includes a 'Schedule Type' dropdown set to 'Weekly'. Below it is a text input for '*Number of weeks between runs' with the value '2'. The '*Day(s)' section has checkboxes for Monday (checked), Tuesday, Wednesday, Thursday, Friday, Saturday, and Sunday. At the bottom, there are fields for '*Start Date' (8/21/2008) and '*Time' (10:40AM), and another row for '*End Date' and '*Time'. A 'Forever' checkbox is checked at the bottom.

- Either leave **forever** checked or select an **end date** and time.
- Click **Save** on the menu line.
- Report is now scheduled to run.