Running and Scheduling Reports for Active and Termed Employees

1. Log into Kronos
2. **Hours Summary** opens up to time period *previous pay period*.
3. Select employees you want in your report
   a. Select *All Home Termed Hyperfind* if looking for termed employees and correct date range
4. Select correct *Time Period*
5. Select *GoTo*
6. Select *Reports*

7. Scroll down and select a Report to run from the list of reports
8. Select *Run Report button* to run Live or *Email button* to have report emailed to you
9. Select *Schedule Report button* to run at a later time
10. If running report live Select **Refresh Status**
11. Status will say **complete** when report is done running
12. Select **View Report** to review output

13. When Scheduling a Report the Schedule Events box will pop up after select the Schedule Report button
14. On the Schedule Events Box fill out:
   a. **Schedule type** (how often do you want the notification)
   b. **Start Date** (when do you want it to start)
   c. **Start Time** (when do you want it to send)
   d. **End Date** (How long do you want to receive it)
   e. **Email** (Who do you want to get it? You can add multiple emails)
15. Once done **Save**

**To Delete a Schedule Report**

1) Go to Directory on the Related Items bar
2) Select Setup

3) Select Event Manager

4) Select the report and it will give you the options to duplicate, delete, disable and so on.