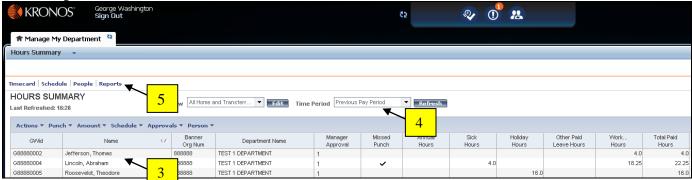


Time Reporting Helpful Tips

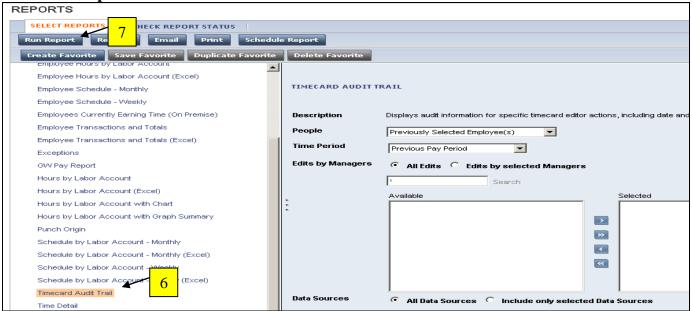


Running Audit Time Detail Report

- 1. Log into Kronos
- 2. Hours Summary opens up to time period previous pay period.
- 3. **Select** employees you want in your report
- 4. Select correct Time Period
- 5. Select Reports



- 6. Scroll down and select runecard Audit Trail from the list of reports
- 7. Select **Run Report** button



- 8. Select Refresh Status
- 9. Status will say **complete** when report is done running
- 10. Select **View Report** to review output

