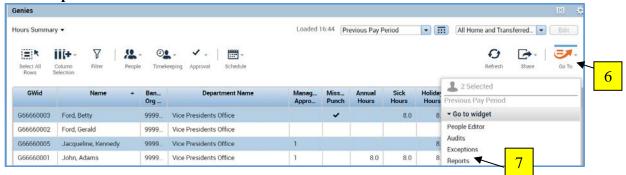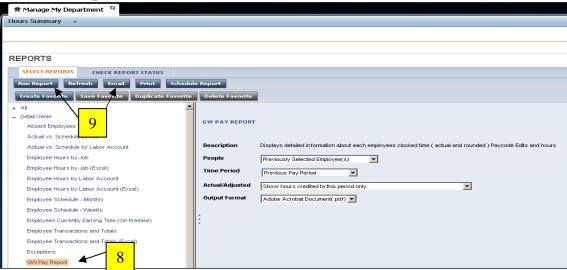# Running GW Pay Report

1. Log into Kronos
2. **Hours Summary** opens up to time period **previous pay period**
3. **Select** employees you want in your report from your Genie
4. Select **All Home-Termed_BW** Hyperfind to run a report for someone who is termed
5. Correct **Time Period**
6. Select **GoTo**
7. Select **Reports**

8. Scroll down and select **GW Pay Report** from the list of reports
9. Select **Run Report** button or **Email** button

10. Select **Refresh Status**
11. Status will say **complete** when report is done running
12. Select **View Report** to review output or if you selected Email then the report will be emailed to your GW email