

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**

Genies
Hours Summary
Loaded 16:44 Previous Pay Period All Home and Transferred... Edit

GWid	Name	Ben... Org...	Department Name	Manag... Appr...	Miss... Punch	Annual Hours	Sick Hours	Holiday Hours
G66660003	Ford, Betty	9999...	Vice Presidents Office		✓		8.0	8.0
G66660002	Ford, Gerald	9999...	Vice Presidents Office					
G66660005	Jacqueline, Kennedy	9999...	Vice Presidents Office	1				
G66660001	John, Adams	9999...	Vice Presidents Office	1		8.0	8.0	8.0

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

Manage My Department
Hours Summary

REPORTS

SELECT REPORTS CHECK REPORT STATUS

Run Report Refresh Email Print Schedule Report

Create Favorite Save Favorite Duplicate Favorite Delete Favorite

GW PAY REPORT

Description Displays detailed information about each employees clocked time (actual and rounded) Paycode Edits and hours

People Previously Selected Employee(s)

Time Period Previous Pay Period

Actual/Adjusted Show hours credited to this period only.

Output Format Adobe Acrobat Document (.pdf)

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

Manage My Department
Hours Summary

REPORTS

SELECT REPORTS CHECK REPORT STATUS

View Report Refresh Status Delete

Name Search

Report Name	Format	Date In	Date Done	Status	Output	User
GW Pay Report	pdf	12/12/2017 16:35		Waiting	Screen	gwashing