



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**

The screenshot shows the 'Hours Summary' interface. At the top right, there is a 'Go To' button with a red arrow icon, highlighted with a yellow box and the number 5. Below the table, a dropdown menu is open, showing '2 Selected' and 'Previous Pay Period'. The 'Reports' option in the dropdown is highlighted with a green box and the number 6.

GWid	Name	Ban... Org ...	Department Name	Manag... Appro...	Miss... Punch	Annual Hours	Sick Hours	Holiday Hours
G66660003	Ford, Betty	9999...	Vice Presidents Office		✓		8.0	8
G66660002	Ford, Gerald	9999...	Vice Presidents Office					
G66660005	Jacqueline, Kennedy	9999...	Vice Presidents Office	1				8
G66660001	John, Adams	9999...	Vice Presidents Office	1		8.0	8.0	8

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

The screenshot shows the 'Manage My Department' interface. The 'REPORTS' section is active, showing a list of reports on the left and a detailed view of the 'GW PAY REPORT' on the right. The 'Run Report' button is highlighted with a green box and the number 8. The 'Schedule Report' button is highlighted with a yellow box and the number 9.

REPORTS

SELECT REPORTS | **CLICK 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

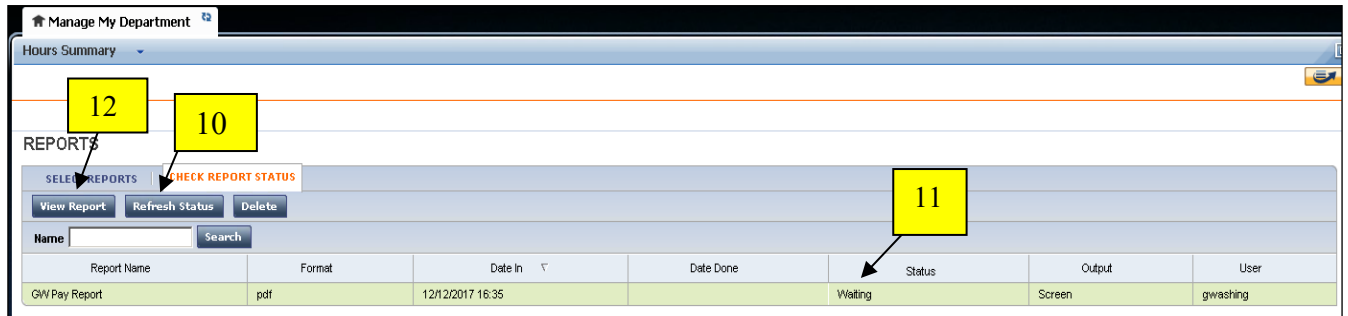
People Previously Selected Employee(s)

Time Period Previous Pay Period

Actual/Adjusted Show hours credited to this period only.

Output Format Adobe Acrobat Document(.pdf)

10. If running report live Select **Refresh Status**
11. Status will say **complete** when report is done running
12. Select **View Report** to review output

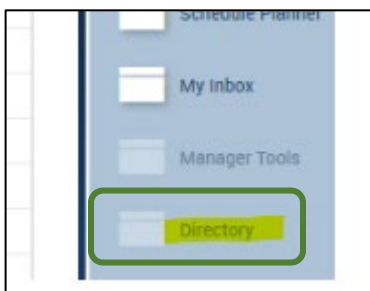


13. When Scheduling a Report the Schedule Events box will pop up after select the Schedule Report button
14. On the Schedule Events Box fill out:
 - a. **Schedule type** (how often do you want the notification)
 - b. **Start Date** (when do you want it to start)
 - c. **Start Time** (when do you want 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**

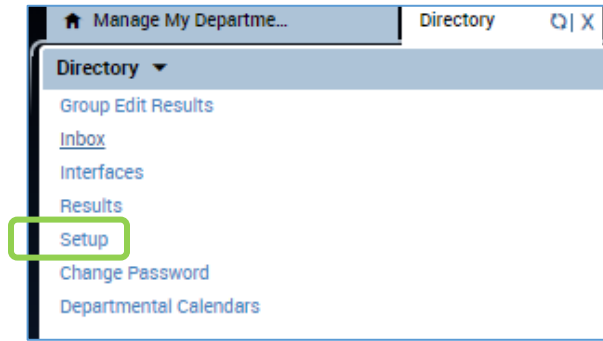


To Delete a Schedule Report

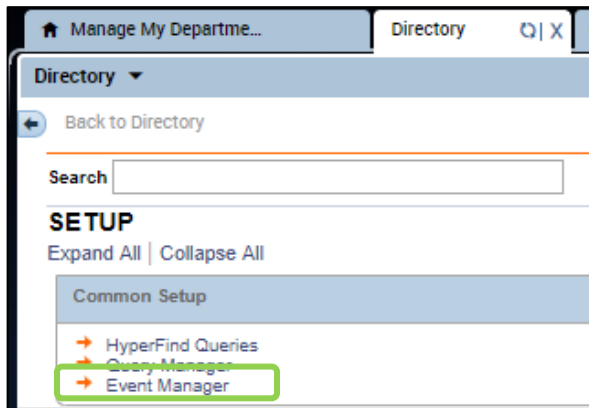
- 1) Go to Directory on the Related Items bar



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.

