

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

Genies											• *	
Hours Summar	y -			Loaded 1	16:44 Pr	evious Pay F	Period	•	All Home and Tran	sferred	- Edit	
ER	III+- 7 &	. 0							Ð	-		
Select All Rows S	Column Filter People relection	e Timeł	keeping Approval Schedule						Refresh	Share	Go To	\ <mark></mark>
		_							2 Selected			
GWid	Name 🔺	Ban Org	Department Name	Manag Appro	Miss Punch	Annual Hours	Sick Hours	Holida Hours	Previous Pay Period			
G66660003	Ford, Betty	9999	Vice Presidents Office		~		8.0	8.	▼ Go to widget			
G66660002	Ford, Gerald	9999	Vice Presidents Office						People Editor			
G66660005	Jacqueline, Kennedy	9999	Vice Presidents Office	1				8.	Audits			
G66660001	John, Adams	99999	Vice Presidents Office	1		8.0	8.0	8.	Reports	6		

- 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 Repot button to run at a later time

🖈 Manage My Department 🕫							
Hours Summary							
8							
REPORTS							
Run Report Refresh Email Print Schedule Report Q							
Create Favorite Save Favorite Duplicate Favorite	Delete Favorite						
+ All							
- Detail Genie							
Absent Employees	GW PAY REPORT						
Actual vs. Schedule by Job							
Actual vs. Schedule by Labor Account	Description Displays detailed information about each employees clocked time (actual and rounded) Paycode Edits and hours						
Employee Hours by Job	People Previously Selected Employee(s)						
Employee Hours by Job (Excel)	Time Period						
Employee Hours by Labor Account	Previous Pay Period						
Employee Hours by Labor Account (Excel)	Actual/Adjusted Show hours credited to this period only.						
Employee Schedule - Monthly	Output Format Adobe Acrobat Document(.pdf)						
Employee Schedule - Weekly							
Employees Currently Earning Time (On Premise)							
Employee Transactions and Totals							
Employee Transactions and Totals (Excel)							
GW Pay Report							

- 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

👚 Manage My Department 💈									
Hours Summary -									
12 10 REPORTS									
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									

- 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 mulitpule emails)
- 15. Once done Save

★ Manage My Departme Reports Q X +		
Reports -		*
	I	⇒ Go To
Save Save And New Return Properties Run Refresh		
Scheduled Events	a	J.
Event Details	Event Schedule	
Name * GW Pay Report _1566612404447	Schedule Type: * Weekly	
Description	Number of weeks between runs *	
	1	
User Name* zbarr	Day(s) * 🕜 Monday 🔲 Tuesday	
	🔲 Wednesday 📄 Thursday	
	🔲 Friday 📄 Saturday	
	Sunday	
Event Output		
Printer WFC Printer 1		
E-Mail 🖉 timeren@gwu.edu	Start Time 7.30	
Example: person1@company.com; person2@company.com		
	End Date 9/29/2099	
	End Time* 7:30	
		*

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.

EVENT MANAGER New Duplicate Edit Properties Run Enable Disable Delete Refresh									
Scheduled Events Name	* User	Status							
GW Pay Report _1567100935949	Washington, George	Enabled	Once; Begin:8/29/2019 17:00;						