Running Reports In Kronos

There are many different types of reports in Kronos. This quick reference will provide step-by-step instructions on different ways to run reports and also provide examples of some of the most commonly used reports.

There are a few different ways to access reports, here is the most common:

1. From Reconcile Timecard, IS Summary or any other option in the Timekeeping tab:
   a. Choose the pay period or range of dates to base the report on in the drop down Time Period tab

   ![Time Period Selection](image1.png)

   b. Choose which employees for whom you want to run the report
      i. Go to Actions – Select All to run the report for everyone in the list

      ![Employee Selection](image2.png)

      ii. OR click on the first person you want to run the report for and drag the mouse down to highlight a group of employees

      iii. To choose specific people from the employee list, click on the first person you want to run the report for, scroll down to the next person and hold down the Ctrl key as you click the second person, and so on.
c. Click on Reports in the top of the white area of the screen to the left.

d. This will bring up the Reports screen with the previously selected employees and time period set as the basis of the report.

Do not click in the show or time period drop downs. If you do, you will need to go back and set it up again in Reconcile Timecard.
Once you have chosen the employee(s) and the Time Period for the report, follow these steps to select your report criteria:

1. Choose which report you want to run. Some of the most common Reports that you can run are the following:
   a. Time Detail
      i. This is a useful report for Kronos 4500 Terminal users who cannot print their timecard detail. Supervisors and Managers can provide the detail of the timecard by information:
      ii. Setting the Options
         1. Choose Actual/Adjusted
            a. Actual – hours in current timecard
            b. Actual and Adjusted – includes and historical hours that are included in the totals for the pay period
   2. Then choose, Employee Page Break – this will prepare the report so that starts the next employee's information on a new page
      a. Yes
      b. No
   b. Comments and notes
      i. This is a useful report to use when reviewing an employee during PEPs. Supervisors and managers can show each comment and note that was entered on an employee’s timecard
      ii. Comments on pay code durations and comments on time punches are on two different reports. In options, select Email / Schedule Format: Microsoft Excel Document, then email the report to yourself. Then, you can cut and paste the two reports together.
         1. TimeSheet Punch Comments setting the options, select Email / Schedule Format: Microsoft Excel Document, then email the report to yourself
         2. TimeSheet Pay Code Comment setting the options, select which pay codes you would like to see comments posted on, select Email / Schedule Format: Microsoft Excel Document, then email the report to yourself
      iii. Setting the options
         1. Choose which
   c. Accrual Detail
      i. This report shows past accrual detail activity based on timecard data and future grants
      ii. No Set Options
   d. Employee Transactions and Totals
      i. This report gives a breakdown of the information on the timecard in totals, not detail
      ii. With this report, you want to choose Set Options to choose the filters that you would like to include in the report
1. Actual/Adjusted
   a. The Actual Report shows the hours in the employee’s current timecard
   b. The Actual and Adjusted Report includes the hours in the employee’s current timecard and the historical hours that are included in the totals for the current pay period

2. Paycodes
   a. This report shows all of the possible pay codes available
   b. To run this report, you can choose specific pay codes that you want to see in the report. To do this:
      i. Highlight all of the pay codes and click Remove All
      ii. Then, highlight only the pay codes that you want included in the report and click Add
e. Employee Transactions and Totals (Excel)
   i. This report provides the same information as the Employee Transactions and Totals Report above, but in an Excel format
   ii. To set the options, follow the steps outlined in 2b.i and 2.B.ii above
f. Accruals Balances and Projections
   i. This report shows general information about current accrual balances and projections for future takings and grants
   ii. No Set Options – Set Options are filters that allow the report to become more specific. These will be discussed in more detail for each specific report.
g. Accrual Debit Activity Summary
   i. This report shows a taking summary, including future scheduled taking time
   ii. No Set Options
h. Accrual Summary
   i. This report shows an employee’s starting balance, takings, grants and ending balance for the time period that is chosen
   ii. No Set Options
i. Exceptions
   i. This report shows various exceptions based on the timeframe of the report
   ii. Set Options
      1. To set Absences, you can choose:
         a. Unexcused Only
         b. Excused Only
         c. Both
         d. None
      2. To set Exceptions, you can choose:
         a. Defaults to all exceptions possible
         b. Choosing specific exceptions to run report on
            i. Highlight all Exceptions and click Remove All
            ii. Highlight only the Exceptions to be run on the report and click Add
j. Timecard Audit Trail
   i. This report lists any audits that have been entered into the employee’s timecard (the same information as the Audits Tab of the timecard), for backup purposes
   ii. First, Set the Options
      1. Choose the Audit Types – what kind of audit entry do you want to include in the report.
         a. Defaults to all Audit Types possible

b. Choose the specific Audit Types to run the report on
   i. Highlight all Audit Types and click Remove All
ii. Highlight only the Audit Types to be run on the report and click Add

2. Data Sources which are how and where the entry was made (i.e. clock, computer, etc.)
   a. All Data Sources
   b. Include only selected Data Sources
      i. Highlight available sources and click Add to select

3. Edits by Managers – can choose specific person who made entries
   a. All Edits – lists anyone who made entries to the employee’s timecard
   b. Edits by Selected Managers – you can choose the specific person’s entries to be audited
      i. Name or ID
         1. Enter EmplID of Manager to be audited, or
         2. Enter last name of Manager to be audited followed by a * (wildcard – the wildcard acts as a generic place holder. In this case it will bring up anyone with the last name that is chosen)
         3. Click Search
         4. Highlight the appropriate Manager in the available column
         5. Click Add
Running the Report once all options are chosen

1. Click Run Report – this will automatically move you to the Check Run Status tab of the reports screen
2. Click Refresh Status periodically until the status changes to Complete

3. Opening Report insert screenshot
   a. Highlight the report you want to open and click View Report, or
   b. Double click on the report you want to open

4. You can save the report in the format in which it opens – PDF or Excel insert screenshot

You can get to the report running feature a couple different ways, depending on your needs or what screen you are on in Kronos.

1. Go to the General tab and click on Reports
   e. This method allows reports to be run based on an entire selection in the SHOW field
   f. This method is limited to the current date only, it does not allow a range of dates

2. Reports can also be run on an individual employee from his or her Timecard
a. Using Reconcile Timecard under the Timekeeping tab, double click on the employee’s name to bring up the employee’s timecard view.

b. Verify the Range of Dates needed for the report.
c. Click Reports at the top left of the white area of the screen

![Image showing the Kronos interface with Reports highlighted]

d. This will bring up the Reports screen with the previously selected employee and time period set as the basis of the report

![Image showing the Kronos Reports screen]

Below are some examples of what the reports look like:

```
Accrual Detail

<table>
<thead>
<tr>
<th>Accrual Code</th>
<th>Effective Date</th>
<th>Action</th>
<th>Amount</th>
<th>Running Balance</th>
<th>Pay Code</th>
<th>Source</th>
<th>Edit Date</th>
<th>Edited By</th>
</tr>
</thead>
<tbody>
<tr>
<td>Monteiro, Jessica</td>
<td>ID: 111490</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

Mon 7/21/2008 Balance Forward 9:00
Total Debits: 8:00 Total Credits: 9:02

Sick (Hours)

Mon 7/21/2008 Balance Forward 9:00
Fri 6/1/2008 Earned 8:00 8:00
Mon 8/1/2008 Taken 6:00 1:30
Sun 8/2/2008 Earned 8:00 9:30
Mon 9/8/2008 Earned 8:00 1:30
Tue 9/9/2008 Takes 1:50 0:00 Sick Used Exception
Wed 9/10/2008 Earned 8:00 8:00
Fri 10/1/2008 Earned 8:00 10:00

Vacation (Hours)

Fri 6/1/2008 Earned 10:00 10:00
Fri 8/1/2008 Taken 8:00 10:00 Vacation Used Exception
Mon 8/2/2008 Taken 7:00 3:00 Vacation Used Exception
Sun 8/3/2008 Earned 10:00 13:00
Tue 8/5/2008 Taken 1:00 12:00 Vacation Used Exception
Thur 8/7/2008 Taken 2:00 10:00 Vacation Used Exception
Fri 8/8/2008 Taken 0:30 3:30 Vacation Used Exception
Mon 8/12/2008 Earned 3:30 3:30 Vacation Used Exception
Fri 9/24/2008 Earned 10:00 10:00
Fri 10/1/2008 Earned 10:00 20:00

Total Debits: 25:00 Total Credits: 40:00
```
### Accrual Balances and Projections

<table>
<thead>
<tr>
<th>Accrual Code</th>
<th>Accrual Type</th>
<th>Period Ending Balance</th>
<th>Farthest Projected Taking Date</th>
<th>Projected Taking(s)</th>
<th>Projected Credits</th>
<th>Projected Balance</th>
<th>Balance w/o Pro. Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Monteiro, Jessica</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Comp Time</td>
<td>Hours</td>
<td>6:00</td>
<td>10/22/2008</td>
<td>0:00</td>
<td>0:00</td>
<td>0:00</td>
<td>0:00</td>
</tr>
<tr>
<td>Comp Time Payout</td>
<td>Hours</td>
<td>0:00</td>
<td>10/22/2008</td>
<td>0:00</td>
<td>0:00</td>
<td>0:00</td>
<td>0:00</td>
</tr>
<tr>
<td>Donated Sick</td>
<td>Hours</td>
<td>0:00</td>
<td>10/22/2008</td>
<td>0:00</td>
<td>0:00</td>
<td>0:00</td>
<td>0:00</td>
</tr>
<tr>
<td>Excess Vacation</td>
<td>Hours</td>
<td>0:00</td>
<td>10/22/2008</td>
<td>0:00</td>
<td>0:00</td>
<td>0:00</td>
<td>0:00</td>
</tr>
<tr>
<td>Personal Holiday</td>
<td>Hours</td>
<td>0:00</td>
<td>10/22/2008</td>
<td>0:00</td>
<td>0:00</td>
<td>0:00</td>
<td>0:00</td>
</tr>
<tr>
<td>PTO</td>
<td>Hours</td>
<td>0:00</td>
<td>10/22/2008</td>
<td>0:00</td>
<td>0:00</td>
<td>0:00</td>
<td>0:00</td>
</tr>
<tr>
<td>Sick</td>
<td>Hours</td>
<td>0:00</td>
<td>10/22/2008</td>
<td>0:00</td>
<td>0:00</td>
<td>0:00</td>
<td>0:00</td>
</tr>
<tr>
<td>Vacation</td>
<td>Hours</td>
<td>0:00</td>
<td>10/22/2008</td>
<td>0:00</td>
<td>0:00</td>
<td>0:00</td>
<td>0:00</td>
</tr>
</tbody>
</table>

### Accrual Debit Activity Summary

#### ID:

<table>
<thead>
<tr>
<th>Accrual Code</th>
<th>Day of Week</th>
<th>Effective Date</th>
<th>Amount</th>
<th>Pay Code that Affected Accrual</th>
</tr>
</thead>
<tbody>
<tr>
<td>Comp Time</td>
<td>Wednesday</td>
<td>9/24/2008</td>
<td>1.45</td>
<td>Comp Time Used Exception</td>
</tr>
<tr>
<td></td>
<td>Wednesday</td>
<td>10/1/2008</td>
<td>0:00</td>
<td>Comp Time Used Exception</td>
</tr>
<tr>
<td>Comp Time Payout</td>
<td></td>
<td>10/1/2008</td>
<td>1.37</td>
<td>Comp Time Paid Out</td>
</tr>
<tr>
<td>Sick</td>
<td>Monday</td>
<td>8/11/2008</td>
<td>5:30</td>
<td>Sick Used Exception</td>
</tr>
<tr>
<td></td>
<td>Monday</td>
<td>9/22/2008</td>
<td>5:00</td>
<td>Sick Used Exception</td>
</tr>
<tr>
<td></td>
<td>Tuesday</td>
<td>9/23/2008</td>
<td>1:30</td>
<td>Sick Used Exception</td>
</tr>
<tr>
<td>Vacation</td>
<td>Friday</td>
<td>8/31/2008</td>
<td>3:00</td>
<td>Vacation Used Exception</td>
</tr>
<tr>
<td></td>
<td>Monday</td>
<td>8/25/2008</td>
<td>7:00</td>
<td>Vacation Used Exception</td>
</tr>
<tr>
<td></td>
<td>Tuesday</td>
<td>9/2/2008</td>
<td>1:00</td>
<td>Vacation Used Exception</td>
</tr>
<tr>
<td></td>
<td>Thursday</td>
<td>9/1/2008</td>
<td>2:00</td>
<td>Vacation Used Exception</td>
</tr>
<tr>
<td></td>
<td>Tuesday</td>
<td>9/23/2008</td>
<td>0:30</td>
<td>Vacation Used Exception</td>
</tr>
<tr>
<td></td>
<td>Wednesday</td>
<td>9/24/2008</td>
<td>3:30</td>
<td>Vacation Used Exception</td>
</tr>
</tbody>
</table>

#### Number of Accrual Debits Taken on:

<table>
<thead>
<tr>
<th>Sunday</th>
<th>Monday</th>
<th>Tuesday</th>
<th>Wednesday</th>
<th>Thursday</th>
<th>Friday</th>
<th>Saturday</th>
</tr>
</thead>
<tbody>
<tr>
<td>0</td>
<td>3</td>
<td>3</td>
<td>4</td>
<td>1</td>
<td>1</td>
<td>0</td>
</tr>
</tbody>
</table>

#### ID:

<table>
<thead>
<tr>
<th>Accrual Code</th>
<th>Day of Week</th>
<th>Effective Date</th>
<th>Amount</th>
<th>Pay Code that Affected Accrual</th>
</tr>
</thead>
<tbody>
<tr>
<td>Sick</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>