

**Kronos Workforce Timekeeper  
Employee Reports**

**My Reports Window**

<b>Reports</b>	
<b>Time Detail</b>	This report provides detailed information about the hours you worked during a specified period of time.
<b>Schedule</b>	Schedule reports can only be run for employees who have been set-up with a schedule through the Kronos Schedule module.
<b>Date</b>	

As Of	Select one from the following menu list to specify a time period for the selected report: Current Pay Period, Previous Pay Period, Next Pay Period, Week to Date, Last Week, and Range of Dates.
Start:	If you selected Range of Dates from the Range menu list, enter a start date for the selected report.
End:	If you selected Range of Dates from the Range menu list, enter an end date for the selected report.
View Report	Click to run the specified report

### Running Reports

All employees using Kronos may run Time Detail reports for themselves. Employees set-up with a Kronos schedule may run Schedule reports also.

1. Click either **Time Detail** or **Schedule** report under Available Reports.
2. Select a time period from the **As Of** drop down and **Start/End Date** if applicable.
3. Click View Report to run the selected report. The report window will open.

---

Copyright - The Trustees of Boston College  
 URL: [http://www.bc.edu/bc\\_org/hvp/hrsc/hr-kronos-reportsee.pdf](http://www.bc.edu/bc_org/hvp/hrsc/hr-kronos-reportsee.pdf)  
 Last Updated: November 30, 2010  
 When directing comments and questions about this page to [hr@bc.edu](mailto:hr@bc.edu) please include the URL above.

This page is provided by the HRSC of the Department of [Human Resources](#)