



## Kronos Workforce Timekeeper

### Reports

Kronos delivers standard reports that users can run from their desktop. The reporting tool offers a large selection of reports for an individual employee and for groups of employees. Reports can be accessed from the Report menu in the header after identifying your employee population or from under the General Tab.

**Note:** Reports that have (Excel) next to their name can be run to Excel to be formatted as needed.

A screenshot of the Kronos Workforce Timekeeper web application interface. The top navigation bar is dark blue with the Kronos logo on the left and four menu items: "GENERAL", "MY GENIES@", "TIMEKEEPING", and "MY LINKS". Below this is a secondary navigation bar with "Timecard", "Schedule", "People", and "Reports". The "Reports" menu item is highlighted with a red rectangular box. Below the navigation is a search area titled "BC-QUICKFIND" with the text "Last Refreshed: 2:14PM". To the right of the title is a search input field labeled "Name or ID" containing an asterisk, a "Find" button, and a "Time Period" dropdown menu currently set to "Current Pay Period".

OR

**KRONOS**

GENERAL ▾ MY GENIES@ ▾ TIMEKEEPING ▾ MY LINKS ▾

Group Edit Results  
Reports

**REPORTS**

Last Refreshed: 11:38AM

Show: All Home [Edit]

Time Period: Current Pay Period

SELECT REPORT | SET OPTIONS | CHECK RUN STATUS

Run Report Refresh Schedule → E-mail → Send To Printer → Print Screen →

**Categories**

- [-] All ←
- Absent Employees
- Badge Numbers
- BC Detail Extract
- Comments
- Employee Sign-off
- Employee Transactions and Totals
- Employees Currently Earning Time (On Premise)
- Exceptions
- Holidays
- Hours by Job (Excel)
- Hours by Labor Account
- Hours by Labor Account (Excel)
- Hours by Labor Account with Graph Summary
- Majority Rules
- Pay Codes
- Punch Origin
- Schedule by Labor Account - Monthly
- Schedule by Labor Account - Monthly (Excel)
- Schedule by Labor Account - Weekly
- Schedule by Labor Account - Weekly (Excel)
- Time Detail
- Timecard Audit Trail
- Timecard Sign-off, Request and Approval
- [+] Configuration
- [+] Detail Genie
- [+] Roll-Up Genie
- [+] Scheduler
- [+] Timecard

Reports are broken into multiple categories, but they are also all listed in alphabetical order under the All category. Once a report is selected, a report description is displayed in the workspace. Once the report is selected, the group of employees to be included on the report must be identified. This can be done within the Header under the Show list. The Time Period for the report can also be selected here.

**KRONOS** GENERAL MY GENIES® TIMEKEEPING MY LINKS Log Off | Setup

**REPORTS**  
Last Refreshed: 11:38AM

Show: All Home [Edit]  
Time Period: Current Pay Period

**SELECT REPORT** SET OPTIONS CHECK RUN STATUS

Run Report Refresh Schedule → E-mail → Send To Printer → Print Screen →

**Categories**

- All
- Absent Employees
- Badge Numbers
- BC Detail Extract
- Comments
- Employee Sign-off
- Employee Transactions and Totals**
- Employees Currently Earning Time (On Premise)
- Exceptions
- Holidays

**Employee Transactions and Totals**

**Description** Displays pay code transaction data and totals by employee as well as a grand total. Pay codes, their respective time or money amount totals, and wages are included in the display. Combined pay codes display separately with their respective time or money amount totals.

The next step is to Set Options. This is the next tab which identifies more specific options for the report. Options are determined based on each report. Not all reports have options to select from. Some are more standard in how they are run.

**KRONOS** GENERAL MY GENIES® TIMEKEEPING MY LINKS Log Off | Setup

**REPORTS**  
Last Refreshed: 11:38AM

Show: All Home [Edit]  
Time Period: Current Pay Period

**SELECT REPORT** **SET OPTIONS** CHECK RUN STATUS

Run Report Refresh Schedule → E-mail → Send To Printer → Print Screen →

**Options**

- Actual/Adjusted
- Pay Codes**

E-mail / Schedule Format

Adobe Acrobat Document(.pdf)

**Employee Transactions and Totals**

**Pay Codes**

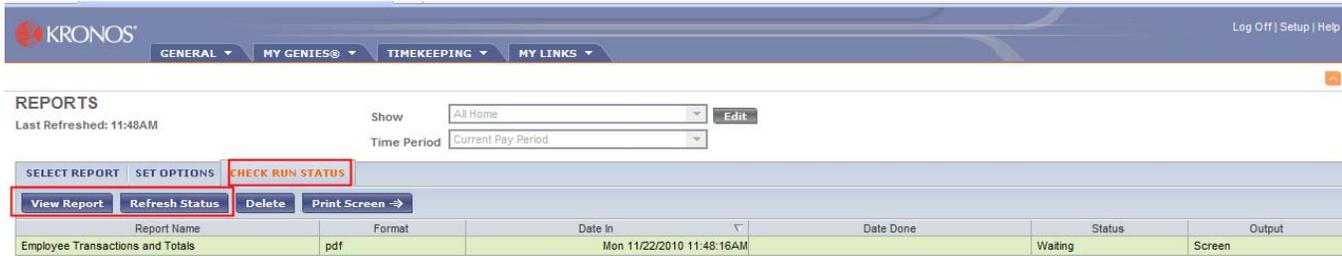
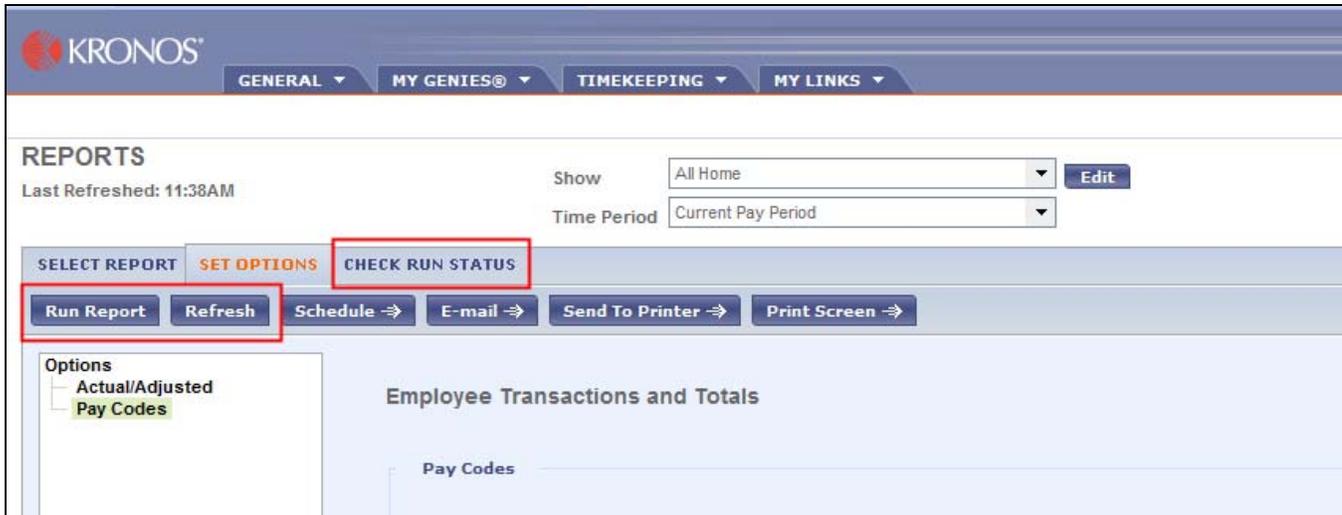
**Available**

**Selected**

- REG - Benefit
- REN-No Ben
- STU-Stu Pay
- OTP-OTx1.50
- HOL-Hol Pay
- SCK-Sick Pay
- VAC-Vacation
- EL7-NRA EELN
- EL9-NRA EELN
- ELN-LateNite
- H17-Hol W17
- HGP-Prem Pay
- RE4-WKPT403b
- JUR-JuryDuty
- MIL-Military
- Non Paid Hours
- NPD-NurPyDif
- OCS-OnCall

Add>  
Add All>>  
<Remove  
<<Remove All

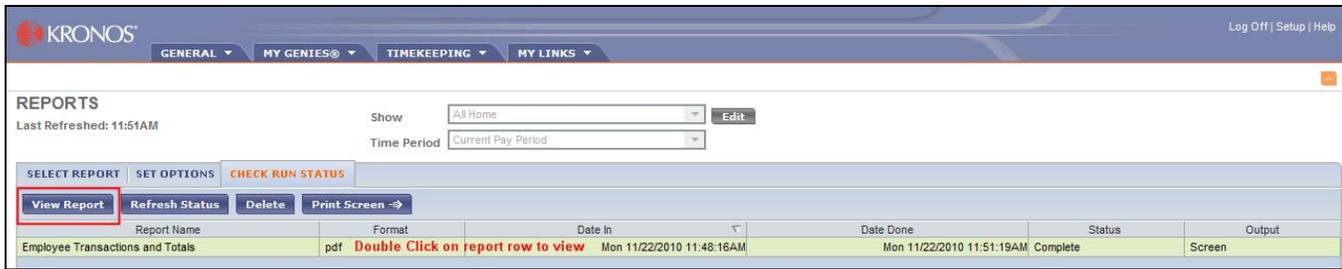
Once options and population have been determined, select Run Report to kickoff the report. Select the Check Run Status Tab to monitor the progress of the report that is running. Use Refresh to update the status periodically.



Once the report displays a status of Completed, it is time to view the report. There are two ways to view a report:

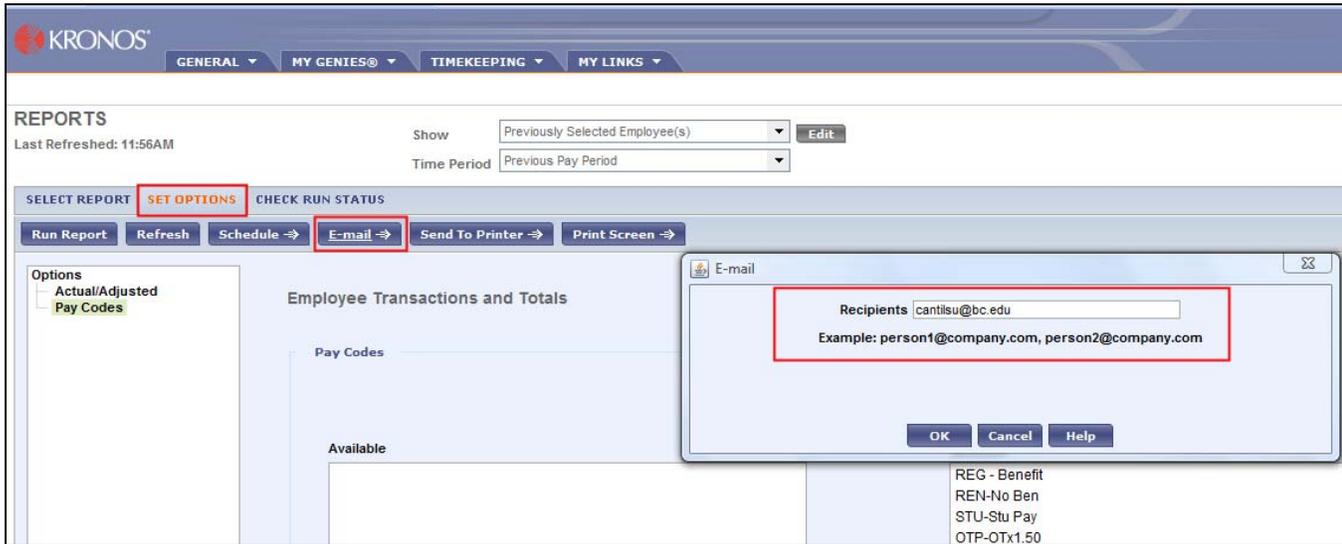
- View the report by double-clicking on it in the status screen
- Highlight the desired report and select View Report from report menu

Now the report can be printed, viewed online or the user can email the report to someone as needed.



Reports can now be run and emailed through Kronos to designated users for viewing.

Under the Set Options Tab, select Email and the system will prompt you for email addresses. If you have more than one email address, place a comma between each address. If the report is identified as Excel format, it will be sent via email in an Excel spreadsheet. Otherwise, it will be a .pdf document.



Copyright - The Trustees of Boston College

URL:

[http://www.bc.edu/bc\\_org/hvp/hrsc/kronos\\_reports.htm](http://www.bc.edu/bc_org/hvp/hrsc/kronos_reports.htm)

Last Updated: November 22, 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](#)