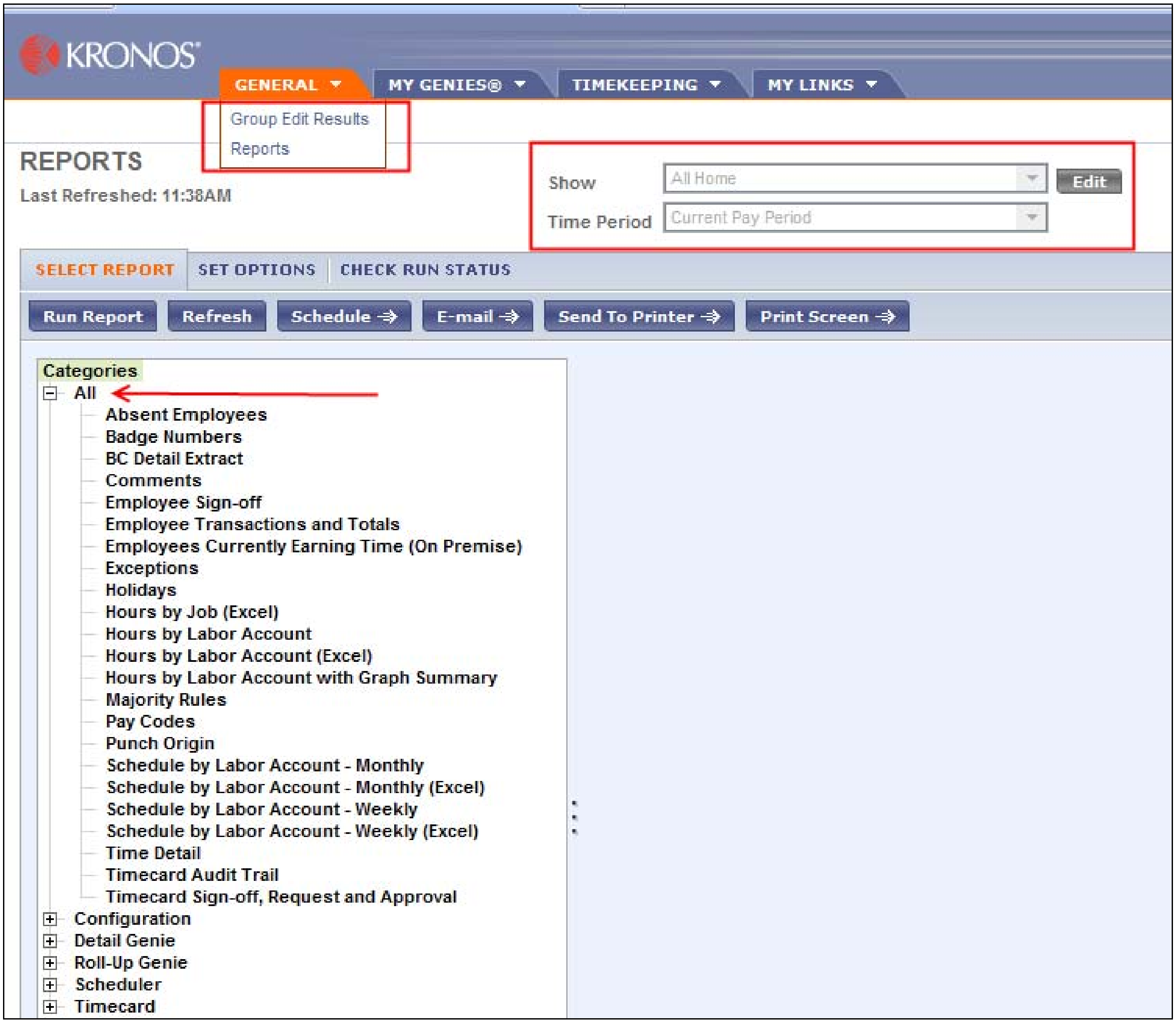
Kronos Workforce Timekeeper

Reports

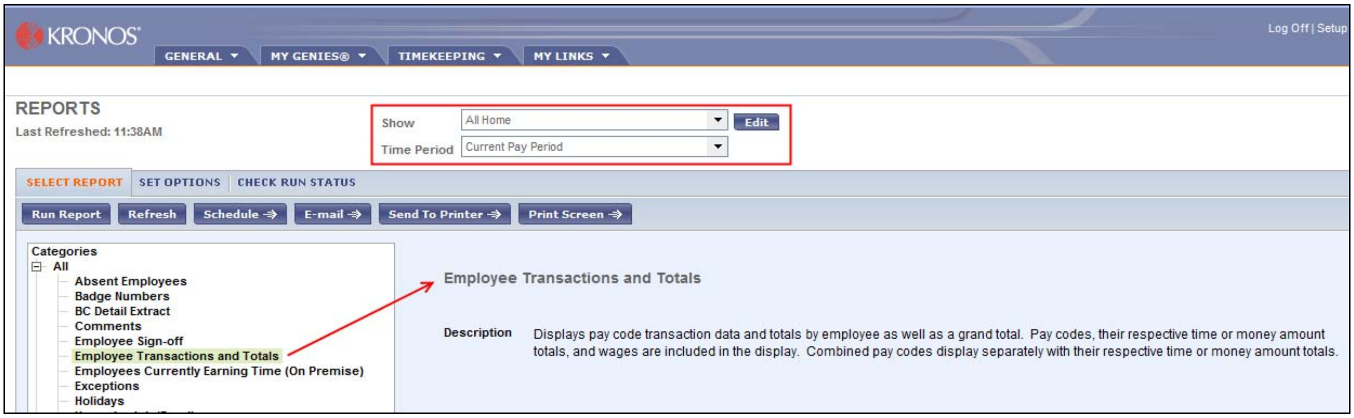
Kronos delivers standard reports that users can run from their desktop. The reporting tool offers a large selection of reports for an individual employee and for groups of employees. Reports can be accessed from the Report menu in the header after identifying your employee population or from under the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

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

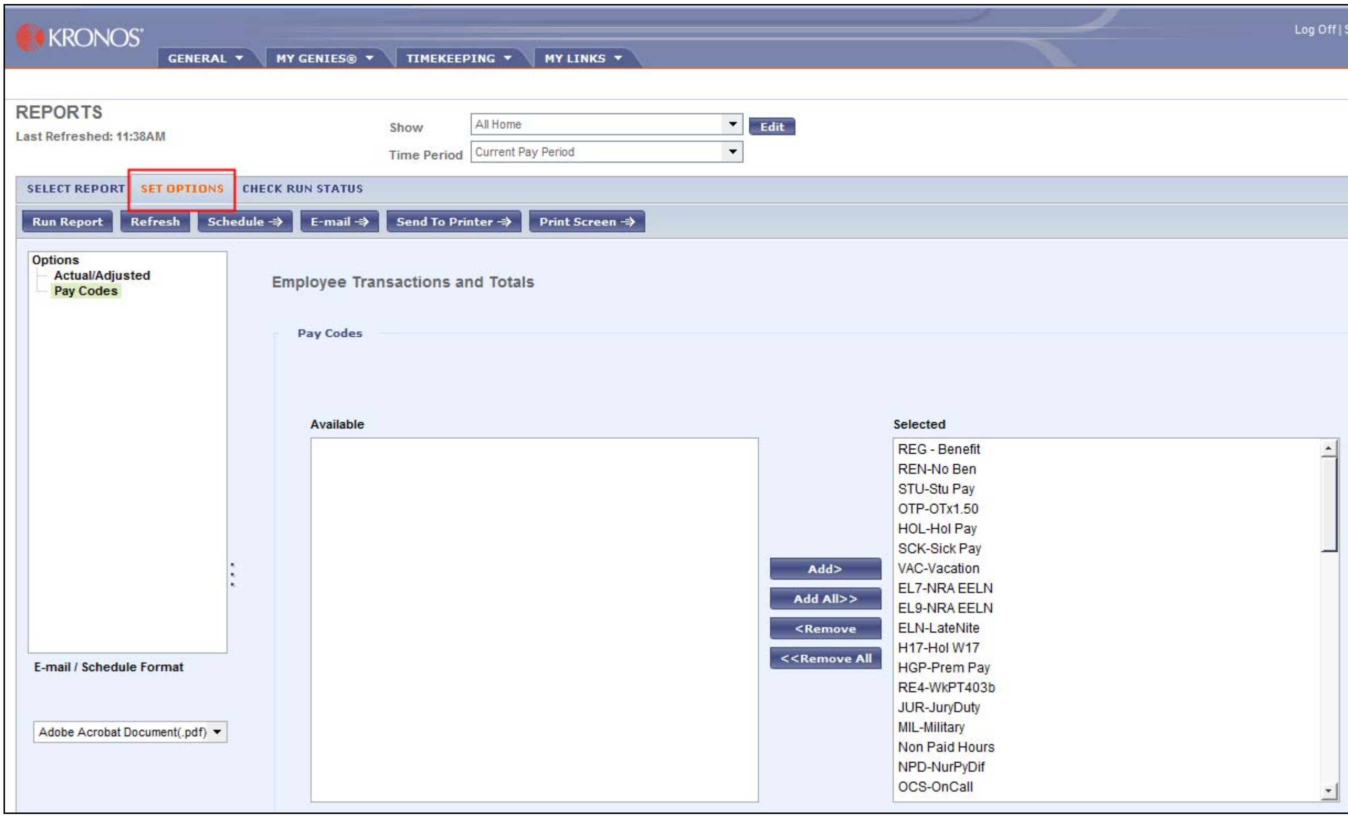
OR



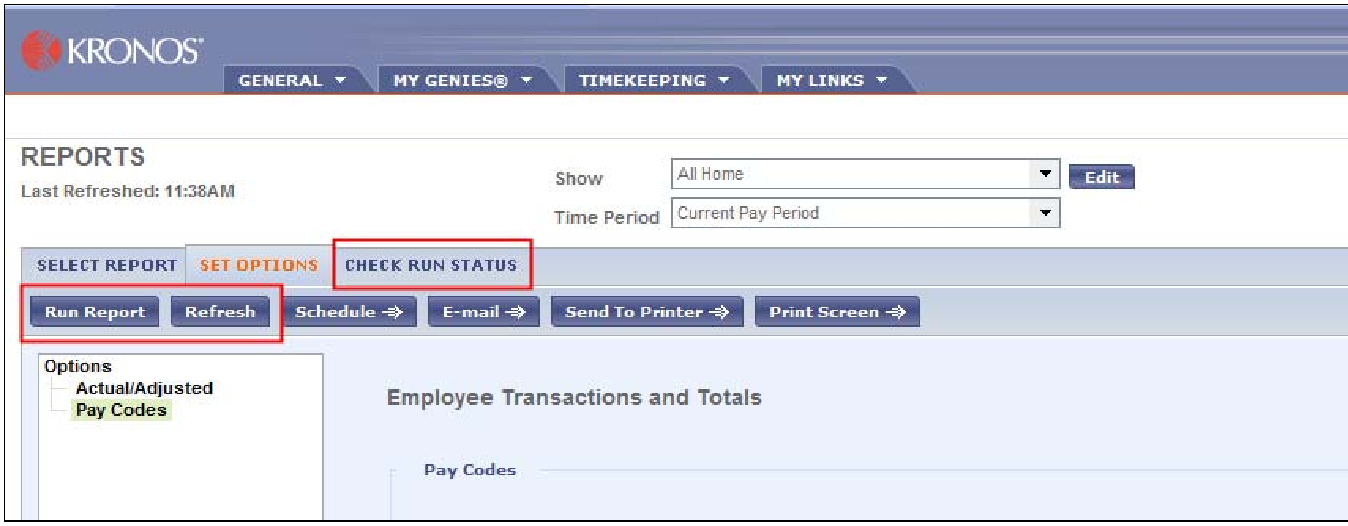
Reports are broken into multiple categories, but they are also all listed in alphabetical order under the All category. Once a report is selected, a report description is displayed in the workspace. Once the report is selected, the group of employees to be included on the report must be identified. This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

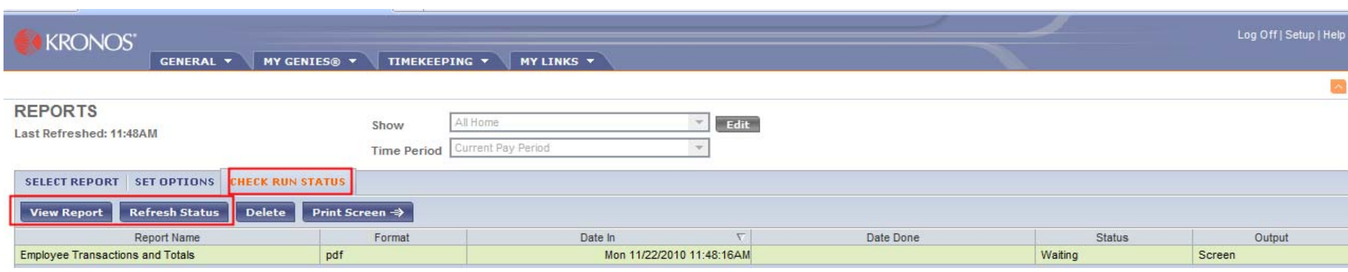


The next step is to Set Options. This is the next tab which identifies more specific options for the report. Options are determined based on each report. Not all reports have options to select from. Some are more standard in how they are run.



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.

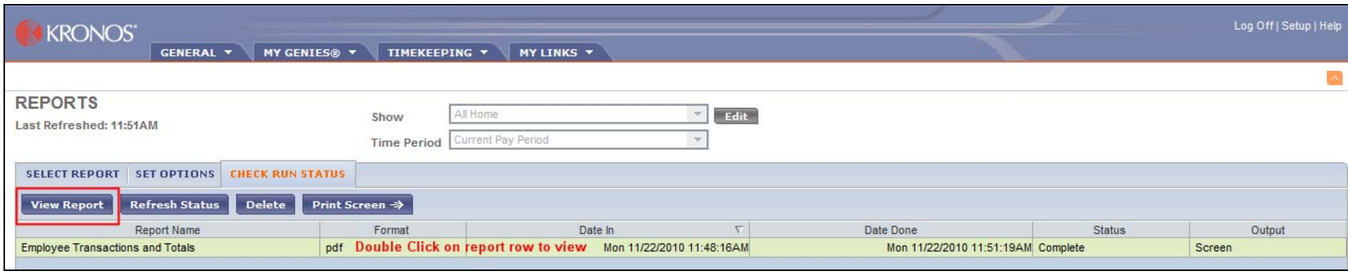




Once the report displays a status of Completed, it is time to view the report. There are two ways to view a report:

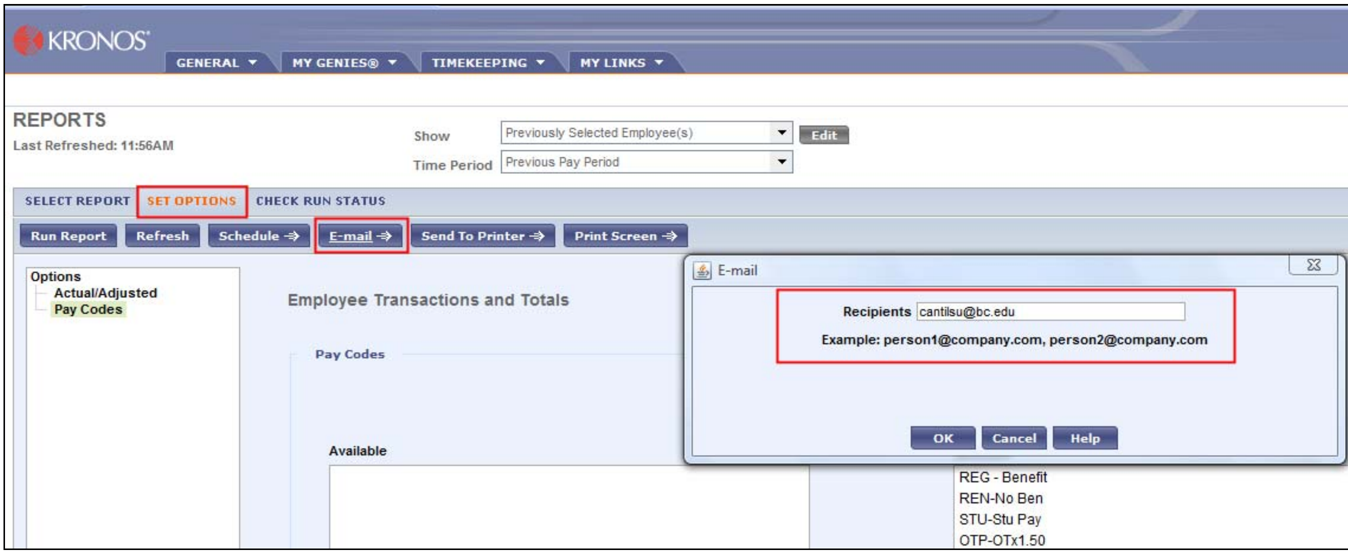
- View the report by double-clicking on it in the status screen
- Highlight the desired report and select View Report from report menu

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.



URL: http://www.bc.edu/bc_org/hvp/hrsc/kronos_reports.htm
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