You can generate Kronos Timekeeper reports if/when you need a printed copy of time and attendance information. When you need to run a report, activate the **Reports** widget from the **Related Items Pane**.

Click on the (+) symbol next to ALL to open a list of all reports.	Select report name and populate query options. Then click
report.	

Report

to

generate the

Manager Workspace	Banarts	X 5	l
Reports -	Reports		ĺ
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REPORTS			
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SELECT REPORTS CHE	CK REPORT STATUS		
Run Report Refresh	Validate Template	Edit Template	
Create Favorite Save Fav	orite Duplicate Fa	avorite Delete Favorite	
- All	equat (Excel)	+ All	
Employees Currently Earning	Time (On Premise)	Detail Genie	
Employee Transactions and	Totals (Excel)	Roll-Up Genie	
Exceptions		Timecard	
Hours by Labor Account (Ex	el)		
Punch Origin			
Time Detail (Spreadsheet Ex	port)		

	AU					
-	All					
	Employee Hours by Labor Account (Excel)					
	Employees Currently Earning Time (On Premise)					
	Employee Transactions and Totals (Excel)	EMPLOYEE HOURS BY LABOR ACCOUNT (EXCEL)				
	Exceptions					
	Hours by Labor Account (Excel)	Description	Description Displays hours/smounts/wages for each labor account/pay code in which the employee accrued hours. Format is optimized for Excel export.			
	Punch Origin	Break	All Home Y			
	Time Detail (Spreadsheet Export)	People				
+	Detail Genie	Time Period	Current Pay Period V			
+	Roll-Up Genie	Pay Codes	Available		Calastad	
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				•	Regular Hourly	
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1		Actual/Adjusted	Actual/Adjusted Show hours worked in this period only.			
		Output Format				

Below is a detailed description of each report:

Report Name	Format	Description	Query Options		
Employee Hours by Labor Account (Excel)	Excel	This report shows the worked hours per employee for each organization code within the selected time period. The hours for each organization code are organized by pay code. (Regular Work Hours and Overtime)	People, Time Period, Actual/Adjusted, Output		
Employees Currently Earning Time (On Premise)	PDF	This report list the employees who are punched in for the selected period of time. (Includes the computer IP addresses)	People, Time Period		
Employee Transaction and Totals (Excel)	Excel	This report displays pay code (Regular Work and Overtime) transaction data and totals by employee for a selected time period. Pay codes, their respective time amount totals, are included in the display. Can also run the report to contain empty totals to see which employees have not punched in or out for the time period selected.	People, Time Period, Actual/Adjusted, Output		
Exceptions	PDF	This report shows exceptions and comments attached to the start or end of a shift, break or meal, as well as absences for each employee within the specified time period. A summary of exceptions for each employee is also included.	People, Time Period, Absences, Exceptions (Missed Punch In, Missed Punch Out)		
Hours by Labor Account (Excel)	Excel	This report sorts all the time worked by a set of employees by organization code.	People, Time Period Pay Codes, Actual/Adjusted		
Time Detail	PDF	This report shows a detailed view of daily punch records similar to the employee timecard.	People, Time Period		
Punch Origin	PDF	This report shows all punches, both in and out, for selected employees. The report is organized by employee name and does include the IP address which created the punch.	People, Time Period		

When the

tab displays, click on Refresh Status CHECK REPORT STATUS



to view report status.

Once Complete, select report name and click on

View Report

to open the report.