



Denver Public Schools

KRONOS Workforce Central Suite

Manager/Supervisor/Secretarial Reports

Version 5.2





The Reports application in Kronos allows the user to run pre-programmed reports. Kronos reports reflect data that has been entered into Kronos. All other data coming from Time & Attendance or by another avenue will not be reflected in these reports.

These reports are only available to a Timekeeper. Reports used by Facility Managers and Food Service Managers are reviewed in another lesson.

There are a number of reports available to run. The ones we suggest you become familiar with as a new user are listed below.

XX/242/THR/XXXX/XXXX/XXXX/7300			
XX/242/THR/XXXX/XXXX/XXXX/7300	\$3.90	595.75	\$8,913.96
2000 OTS Overtime Salary	\$0.00	1.25	\$32.93
2000 School Business	\$0.00	10.00	\$175.60
Non Paid Duty	\$0.00	0.00	\$0.00
Salary	\$0.00	118.00	\$2,072.00
Total BASE+NONPROD	\$0.00	129.00	\$2,247.60
Total NONPROD	\$0.00	10.00	\$175.60
Total OT	\$0.00	1.25	\$32.93
Total PROD	\$0.00	118.00	\$2,072.00
Total WORKED	\$0.00	119.25	\$2,105.01
Employee Totals:	\$3.90	595.75	\$8,913.96

Employee Hours by Labor Account

Description: Displays hours/amounts/wages for each labor account/pay code in which the employee accrued hours. Provides totals for each employee and labor account number per employee as well as grand totals.

XX/242/PARA/XXXX/XXXX/XXXX/7047		
1000 Hourly-Regular Pay		
3050 Employee Illness		
3150 Personal Leave		
ETH - Extra Time Hourly		
Non Paid Duty		
Total 1000		
Total BASE+NONPROD		
Total NONPROD		
Total PROD		
Total WORKED		

Hours by Labor Account

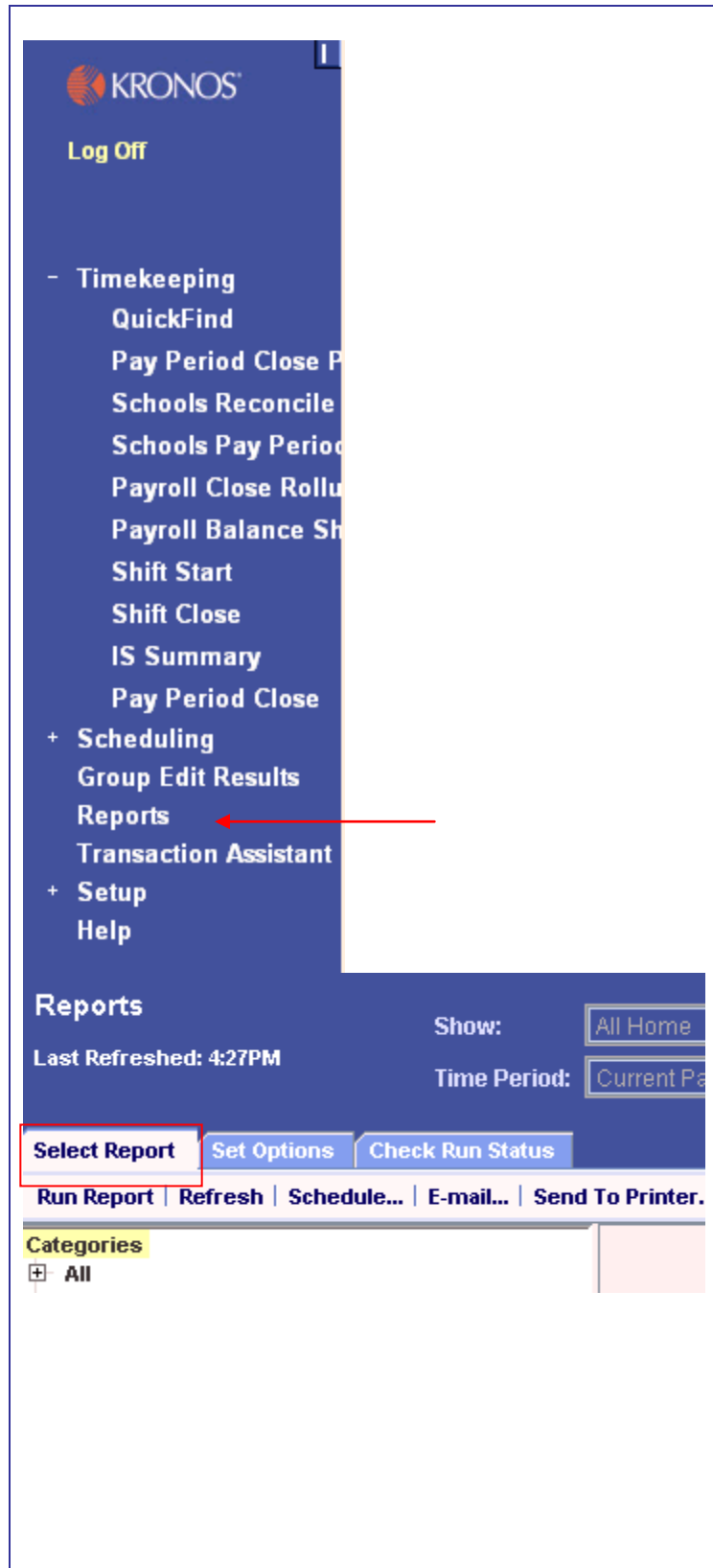
Description: Displays money/hours/wages for each labor account in which employees accrued hours. The report totals money/hours/wages for each labor account by pay code.

Transactions: No selected pay codes found in this time period.		
Totals:	Pay Code	Money
	Total 1000	\$0.00
	Total BASE+NONPROD	\$0.00
	Total PROD	\$0.00
	Total WORKED	\$0.00
	Totals:	\$0.00
	1000 Hourly-Regular Pay	\$0.00
	ETH - Extra Time Hourly	\$0.00
	Totals:	\$0.00

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.

This is a great tool to see if any employees are approaching overtime. Choose week to date range option to run your report.



The screenshot shows the KRONOS navigation bar on the left side of the screen. The bar is dark blue with white text. At the top, it says "KRONOS" with the logo. Below that is "Log Off". The main menu items are: "Timekeeping" (with a minus sign), "Scheduling" (with a plus sign), and "Setup" (with a plus sign). Under "Timekeeping", there are several sub-items: "QuickFind", "Pay Period Close P", "Schools Reconcile", "Schools Pay Period", "Payroll Close Rollu", "Payroll Balance Sh", "Shift Start", "Shift Close", "IS Summary", and "Pay Period Close". Under "Scheduling", there are "Group Edit Results", "Reports" (highlighted with a red arrow), and "Transaction Assistant". Under "Setup", there is "Help".

Below the navigation bar, the "Reports" section is visible. It includes a "Show:" dropdown menu set to "All Home" and a "Time Period:" dropdown menu set to "Current Pa". There are three buttons: "Select Report" (highlighted with a red box), "Set Options", and "Check Run Status". Below these buttons are links: "Run Report", "Refresh", "Schedule...", "E-mail...", and "Send To Printer.". At the bottom, there is a "Categories" section with a plus sign and the word "All".

Running a Report

From the **Navigation Bar**, select on **Reports**, or select the appropriate employees from a **Timecard Genie** and click the **Reports Launch Button**.

From the **Category** list click on the + in front of **All**. This will expand to show the list of all available reports.

Reports
Last Refreshed: 4:27PM

Select Report | Set Options

Run Report | Refresh | Schedul

Hours by Labor Account
Hours by Labor Account w
Import Errors

Select Report | Set Options | Check Run Status

View Report | Refresh Status | Delete | Print Screen...

Report Name	Format	Date In	Date Done	Status	Output
Hours by Labor Account	pdf	Mon 4/28/2008 04:32:07PM		Running	Screen
Employee Transactions and Totals	pdf	Mon 4/28/2008 04:18:26PM	Mon 4/28/2008 04:18:32PM	Complete	Screen
Employee Transactions and Totals	pdf	Mon 4/28/2008 04:07:57PM	Mon 4/28/2008 04:08:02PM	Complete	Screen
Hours by Labor Account	pdf	Mon 4/28/2008 03:57:52PM	Mon 4/28/2008 03:57:54PM	Complete	Screen
Employee Hours by Labor Account	pdf	Mon 4/28/2008 03:45:54PM	Mon 4/28/2008 03:45:58PM	Complete	Screen
Employee Transactions and Totals	pdf	Mon 4/28/2008 03:40:50PM	Mon 4/28/2008 03:40:58PM	Complete	Screen
Employee Transactions and Totals	pdf	Mon 4/28/2008 03:39:31PM	Mon 4/28/2008 03:44:54PM	Complete	Screen

Select and Run report

Your reports will show on your screen with the most recent on top. Periodically click on **Refresh Status**. Once completed, the status will change from running to completed.

Click on **View Report** to bring your report to the screen.

Click on **File** and **Print** if hard copy is desired.