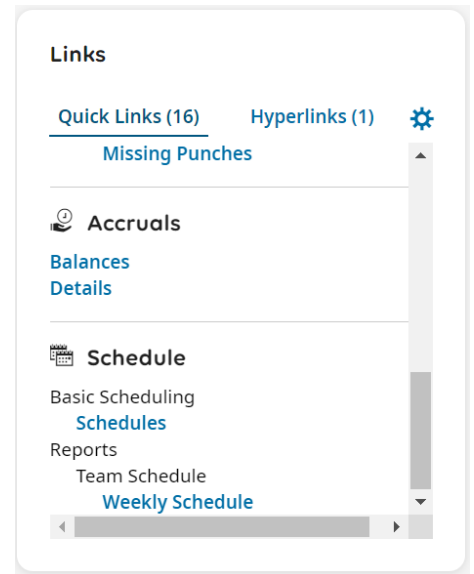
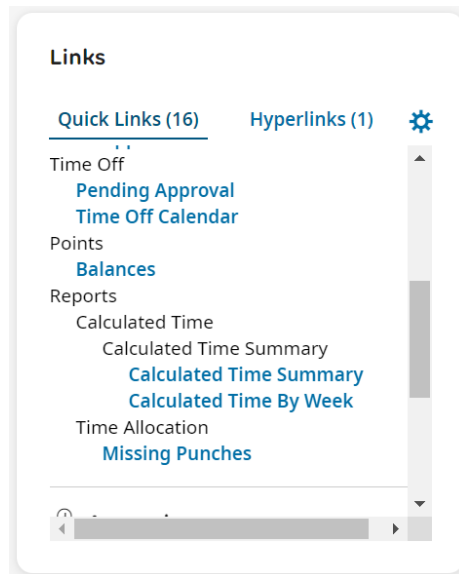
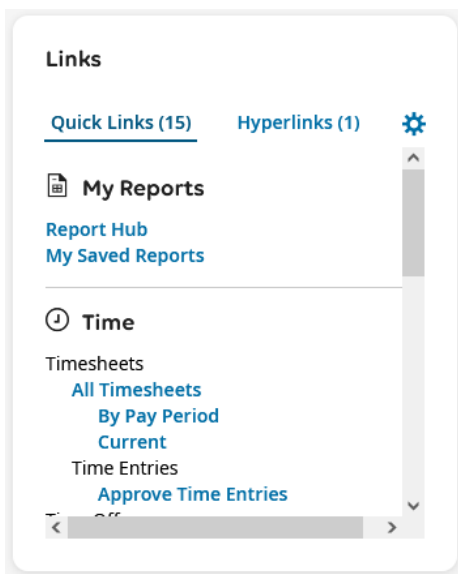
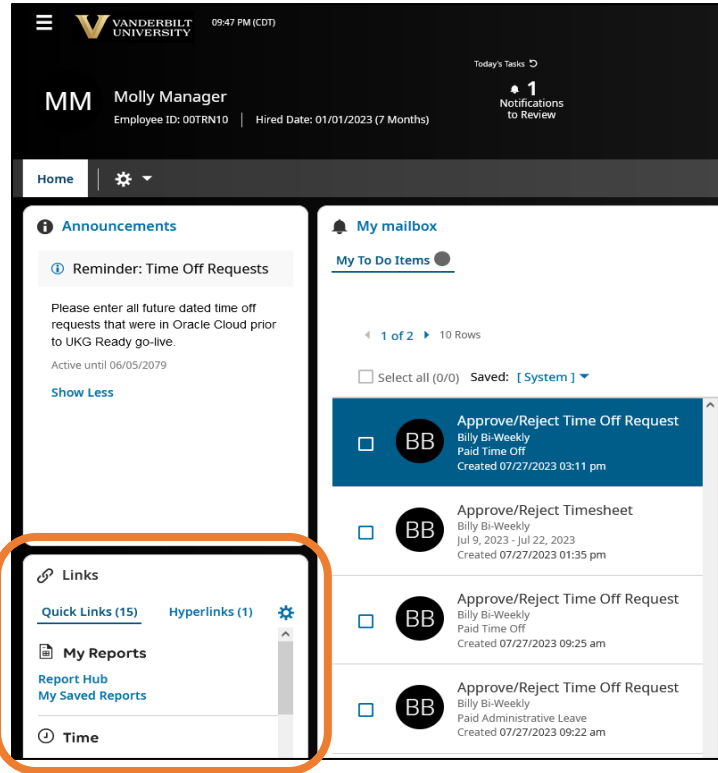


Quick Guide: Using UKG (Kronos) Reports



Navigation

To access the most often used reports, look at the Quick Links box on your home screen. Scroll down for easily accessible options.



Quick Guide: Using UKG (Kronos) Reports



Popular Reports

- **All Timesheets (By Pay Period)** – Use this report for a snapshot of who on your team has submitted their timesheets and what hours they’ve worked. You can also easily approve timesheets for your entire team from this screen by selecting all and then view.
- **Approve Time Entries** – Use this report to review employees' daily time entries and hours.
- **Time Off (Pending Approval)** – Use this report for a snapshot of who on your team has submitted a request for time off in Kronos. You can also approve and reject time off requests through this report.
- **Time Off (Calendar)** – Use this report for a snapshot of who on your team has scheduled time off.
- **Points (Balances)** – This report is a snapshot of your team’s attendance and tardy point balances. For more detailed points reports, use the Detailed Points Report or Employee’s Points History Report.
- **Calculated Time Summary (By Week)** – These reports allow you to see calculated time worked by total work hours and pay categories (worked and time off hours) in summary, by calendar day, by employee, by time entry, by week, or by workday. **To view only Students**, navigate to the last column (Pay Cal(2) Profile (Last)), filter like students, and press enter.
- **Missing Punches** – This report displays missed punches by employees scheduled to submit a punch.
- **Accruals (Details)** - Use this report for a snapshot of your employee’s available PTO and Legacy Sick balances.

Working in a Report

To filter and sort a report, there are several ways to complete these actions.

1. Use the boxes at the top of the report,
2. Select the filter icon above the report, or
3. Click the ellipses icon the filter icon.

Approval S...	*1 Last Name	First Name	*2 Employee ...	Username	Person Ass...	Person Ass...	Person Ass...	Calc. Work ...	Calc. Time ...	Calc. Hours	Manager 1 ...	# Unappro...
Submitted	Bi-Weekly	Billy	000TRN6	billybiweekly	E000TRN6	zTraining	00002 - Demo	93.00	24.00	117.00	Molly Manager	19
Submitted	biweeklyIT	Test001	Test001	biweeklyIT	ETest001	zOverview	00003 - Informati onal	-	-	-	Amanda Jacob	-
Submitted	Student	Sally	000TRN5	titusa				27.50	-	27.50	Mike Manager	5
Approved (PayPre p Ready)	student007	Test007	Test007	student007				8.00	-	8.00	Test016 mgr1Stu	-
Submitted	Test	BiWeekly	biweekly	biweekly	ETST0002	zOverview	00003 - Informati onal	-	-	-	Mike Manager	-
Submitted	Test	Cali	cali	cali	ETST0006	zTraining	00002 - Demo	59.50	-	59.50	Molly Manager	13
Submitted	Test	Kentucky	kentucky	kentucky	ETST0011	zOverview	00003 - Informati onal	35.00	-	35.00	Mike Manager	7
Approved (PayPre p Ready)	Volunteer	Valerie	000TRN9	vtsTRN9	E000TRN9	zOverview	00003 - Informati onal	57.75	24.00	81.75	Mary Manager	16
Page Total								280.75	48.00	328.75		60

Quick Guide: Using UKG (Kronos) Reports



4. When hovering over the ellipses icon a user has additional options, which include:
 - a. Refresh
 - b. Reset
 - c. Save View As
 - d. Manage Views
 - e. Sort/Multi-Column Sort
 - f. Add/Remove Columns
 - g. Export
 - h. Export Settings
 - i. Print

The screenshot shows the 'Timesheets (By Pay Period)' interface. A table lists timesheet entries with columns for Approval Status, Last Name, First Name, Employee ID, Username, Person Assignment, Calc. Work, Calc. Time, Calc. Hours, and Manager. A dropdown menu is open on the right side of the table, listing options: Refresh, Reset, Save View..., Save View As..., Manage Views..., Sort/Multi-Column Sort..., Add/Remove Columns..., Export..., Export Settings..., Print..., and Manage Email Schedules...

Accessing Report Hub

Select the hamburger (3 lines) to access the main drop down menu. Select 'My Reports' and then 'Report Hub.' After accessing Report Hub, there are many different reports that can be pursued and utilized. There is a vast selection of reports, and the Popular Solutions overview provides reports sorted into the categories of My Team, Time Management, Accruals, and Schedule.

This screenshot shows the 'My Reports' dropdown menu. The 'Report Hub' option is highlighted with an orange box. Other options include My Information, My Company, My Saved Reports, Time Reports (with a sub-menu), Audit Trail, Calculated Time, Overtime, Points, Time Allocation, Time Off Calendar, and Schedule Reports.

The screenshot shows the 'Report Hub' interface. It features a search bar at the top and a grid of report categories: My Team (Employee Information), Time Management (All Timesheets, Timesheets (Current), Timesheets (By Pay Period), Attendance Board, Calculated Time Summary (Time Entries), Detailed Hours, See all...), Accruals (Accrual Details, Accrual Balances, Accrual Balances As Of Date, Accrual Running Balance Details, Historical Balances), and Schedule (Weekly Schedule, Schedules, Schedule Entries, Daily Schedule, Summary By Employee, Scheduled vs Actual Detailed, See all...). A 'Build Report' button is also visible.