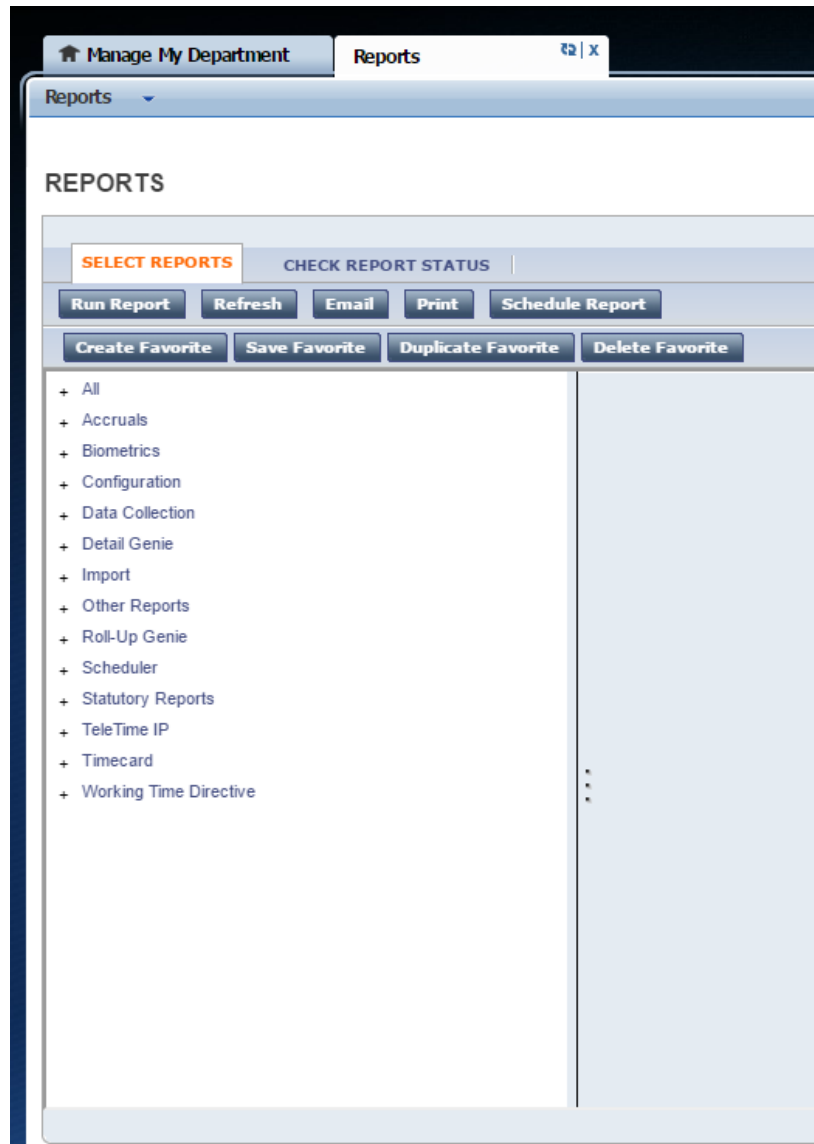


# Reports-Hours by Labor Account



Good day. Welcome to TimeSaver Training. This recording is intended to provide you with an overview of how to run a report in Kronos TimeSaver version 8.

These instructions are specifically for the report called: **Hours by Labor Account (Excel)**. However, the instructions can be used to run most reports.

Name	Total Hrs - In Expected	Expected Hrs	Total Hrs	Missed Punch	No Hours in Scheduled Day	S i c k	V a c a t i o n	O t h e r	L e a v e	O u t o f o f f	O u t o f o f f	P r e s e n t	C o u n t	Standby	9-80 OT Review	Employee Approval	Manager Approval	Assigned Manager	Dept
[REDACTED]		80.0			✓													[REDACTED]	USD-25010135
[REDACTED]		80.0			✓													[REDACTED]	USD-25010135
[REDACTED]		80.0		✓	✓													[REDACTED]	USD-25010135
[REDACTED]		80.0			✓													[REDACTED]	USD-25010135
[REDACTED]		80.0			✓													[REDACTED]	USD-25010135

To run a report for an **individual timecard**, click on the desired row to highlight the employee's timecard.

Name	Total Hrs to Expected	Expected Hrs	Total EN Hrs	Mixed Punch	No Hours on Scheduled Day	S	V	B	L	O	D	P	C	Standby	9-90 OT Review	Employee Approval	Manager Approval	Assigned Manager	Dept
[Redacted]		80.0			✓													[Redacted]	100-25010133
[Redacted]		80.0			✓													[Redacted]	100-25010133
[Redacted]		80.0		✓														[Redacted]	100-25010133
[Redacted]		80.0			✓													[Redacted]	100-25010133
[Redacted]		80.0			✓													[Redacted]	100-25010133
[Redacted]		80.0			✓													[Redacted]	100-25010133
[Redacted]		80.0			✓													[Redacted]	100-25010133
[Redacted]		80.0			✓													[Redacted]	100-25010133
[Redacted]		80.0			✓													[Redacted]	100-25010133
[Redacted]		80.0			✓													[Redacted]	100-25010133

To run a report for **two or more timecards**, click in the first timecard, then depress the **Ctrl** Key while selecting other timecards.

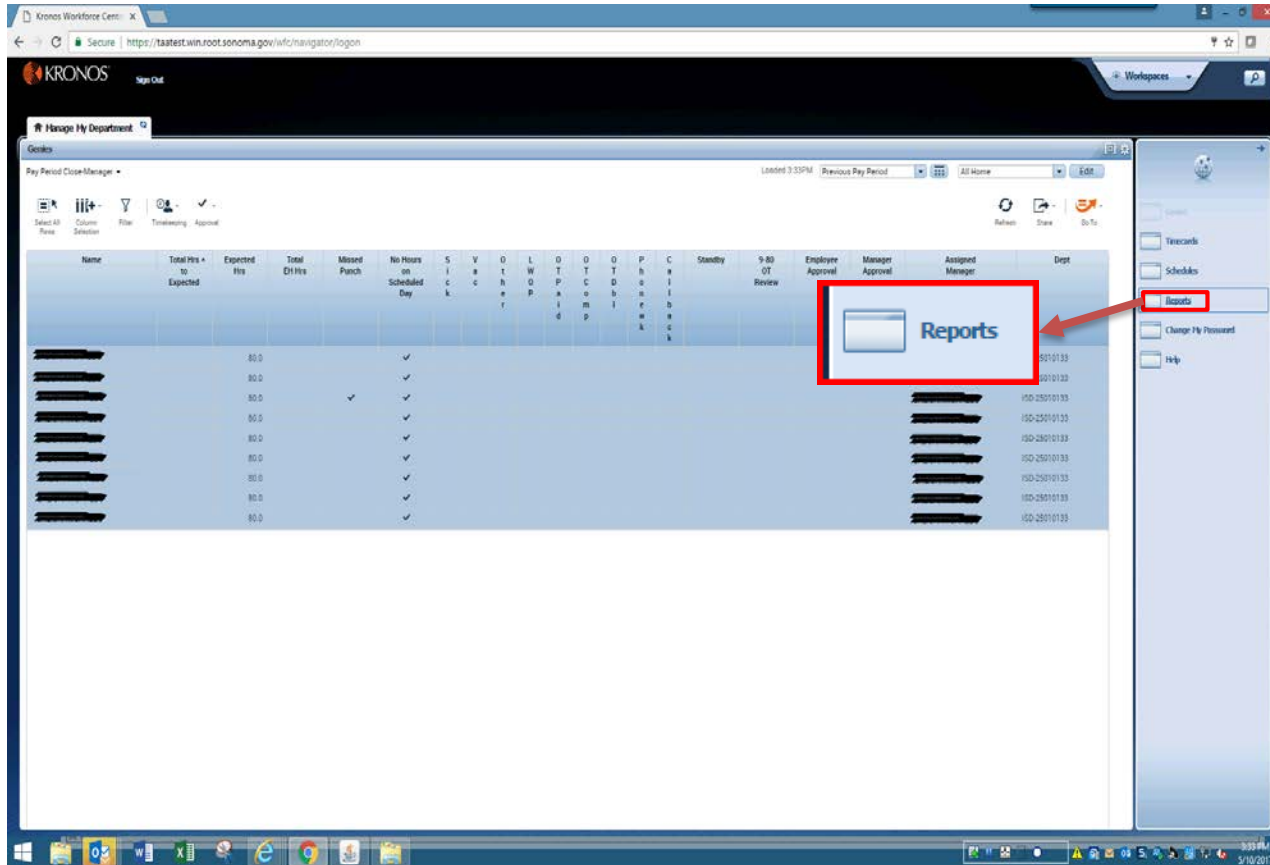
Name	Total Hrs to Expected	Expected Hrs	Total EH Hrs	Missed Punch	No Hours on Scheduled Day	S	V	B	L	O	D	P	C	Standby	9-90 OT Review	Employee Approval	Manager Approval	Assigned Manager	Dept	
[Redacted]		80.0			✓														[Redacted]	ISO-25010133
[Redacted]		80.0			✓														[Redacted]	ISO-25010133
[Redacted]		80.0			✓														[Redacted]	ISO-25010133
[Redacted]		80.0			✓														[Redacted]	ISO-25010133
[Redacted]		80.0			✓														[Redacted]	ISO-25010133
[Redacted]		80.0			✓														[Redacted]	ISO-25010133
[Redacted]		80.0			✓														[Redacted]	ISO-25010133
[Redacted]	8.0	80.0			✓														[Redacted]	ISO-25010133
[Redacted]		80.0			✓														[Redacted]	ISO-25010133

To run a report for a **block of timecards**, click the first timecard of the block, then depress the **Shift** key. Then click the last timecard of the block. All timecards between will be highlighted.

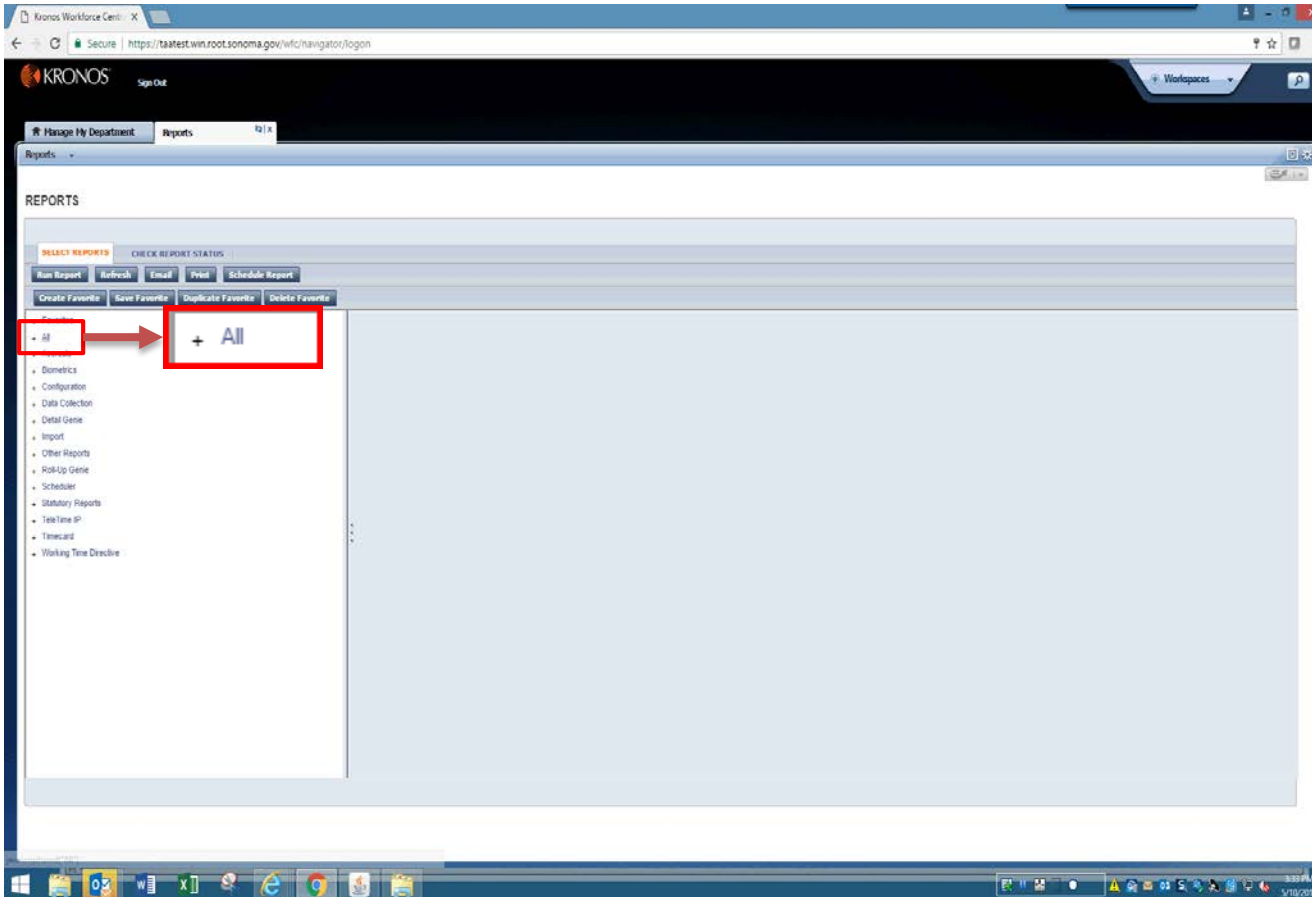
The screenshot shows the Kronos Workforce Central interface. A red box highlights the 'Select All Rows' icon in the top right corner of the report area. A red arrow points from this icon to the 'Select All Rows' text in the top left corner of the report area. The report table below has the following columns: Name, Total Hrs to Expected, Expected Hrs, Total EH Hrs, Missed Punch, No Hours on Scheduled Day, S i k, V a c, O l e, L i t, D o p, O d b, O p c, P a i, C h a, Standby, 9-30 OT Review, Employee Approval, Manager Approval, Assigned Manager, and Dept. The table contains several rows of data, with some cells containing checkmarks or numerical values.

Name	Total Hrs to Expected	Expected Hrs	Total EH Hrs	Missed Punch	No Hours on Scheduled Day	S i k	V a c	O l e	L i t	D o p	O d b	O p c	P a i	C h a	Standby	9-30 OT Review	Employee Approval	Manager Approval	Assigned Manager	Dept
[REDACTED]		80.0			✓														[REDACTED]	ISO-25010133
[REDACTED]		80.0			✓														[REDACTED]	ISO-25010133
[REDACTED]		80.0			✓														[REDACTED]	ISO-25010133
[REDACTED]		80.0			✓														[REDACTED]	ISO-25010133
[REDACTED]		1.0																	[REDACTED]	ISO-25010133
[REDACTED]		80.0			✓														[REDACTED]	ISO-25010131
[REDACTED]		80.0		✓	✓														[REDACTED]	ISO-25010133
[REDACTED]		80.0			✓														[REDACTED]	ISO-25010133
[REDACTED]	80.0	80.0			✓														[REDACTED]	ISO-25010133

To run a report for **all timecards**, click the **Select All Rows** icon

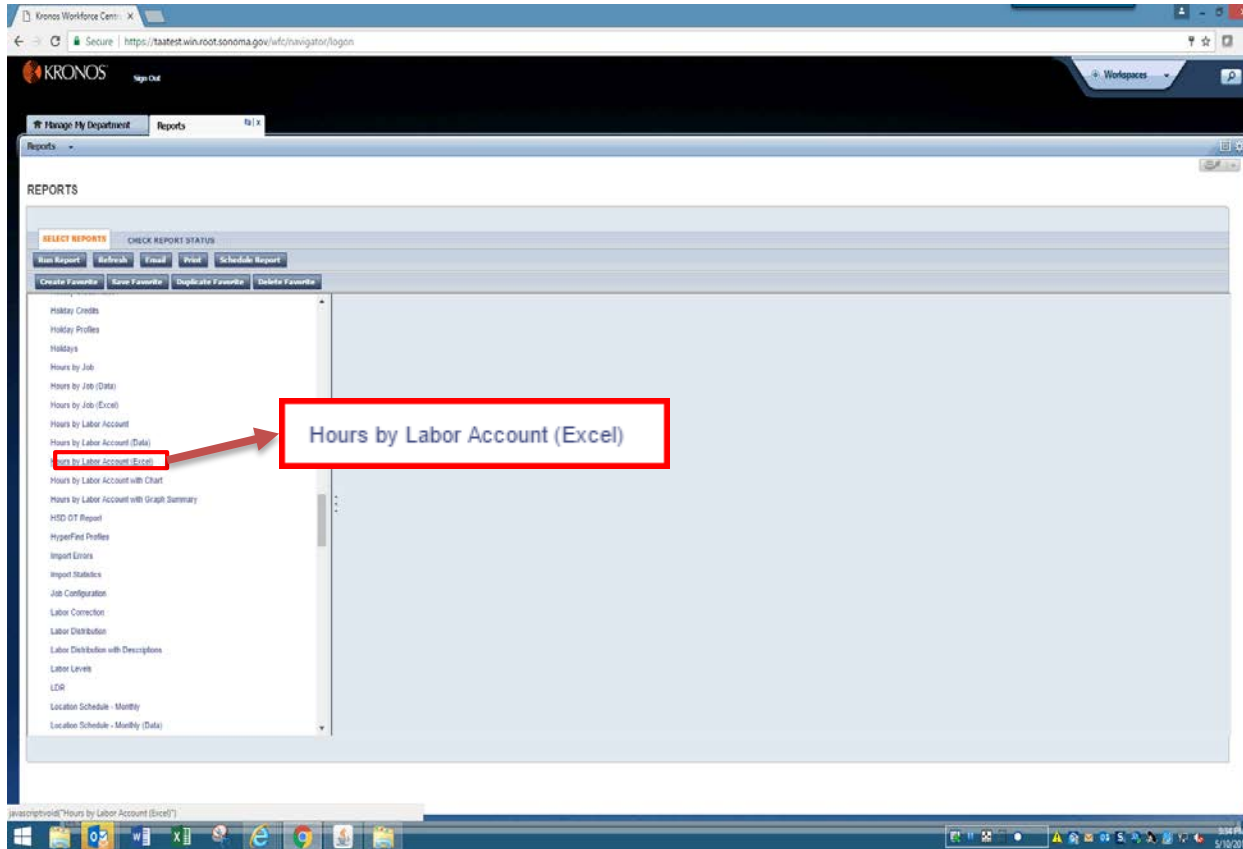


Select **Reports** from the **Related Items** pane.

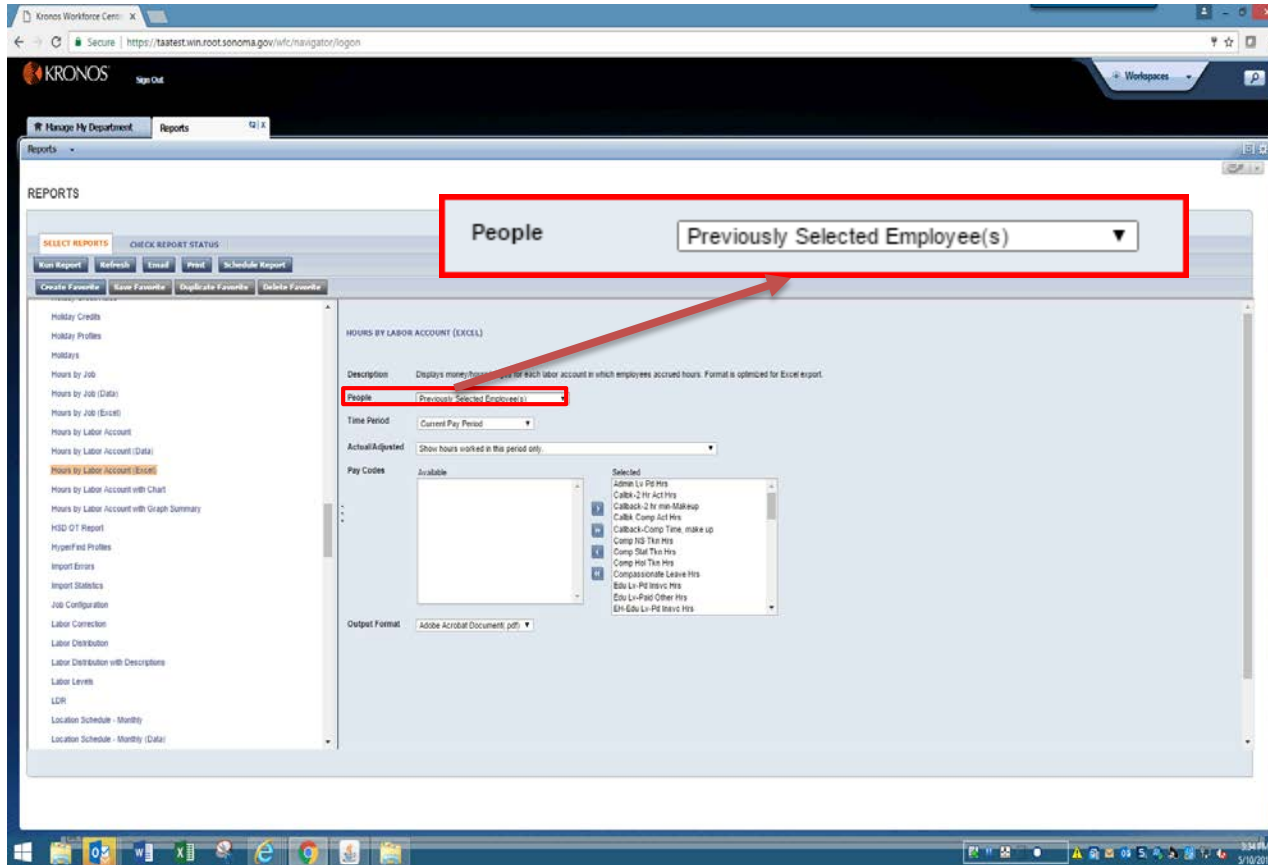


Click **All** for a list of all reports.

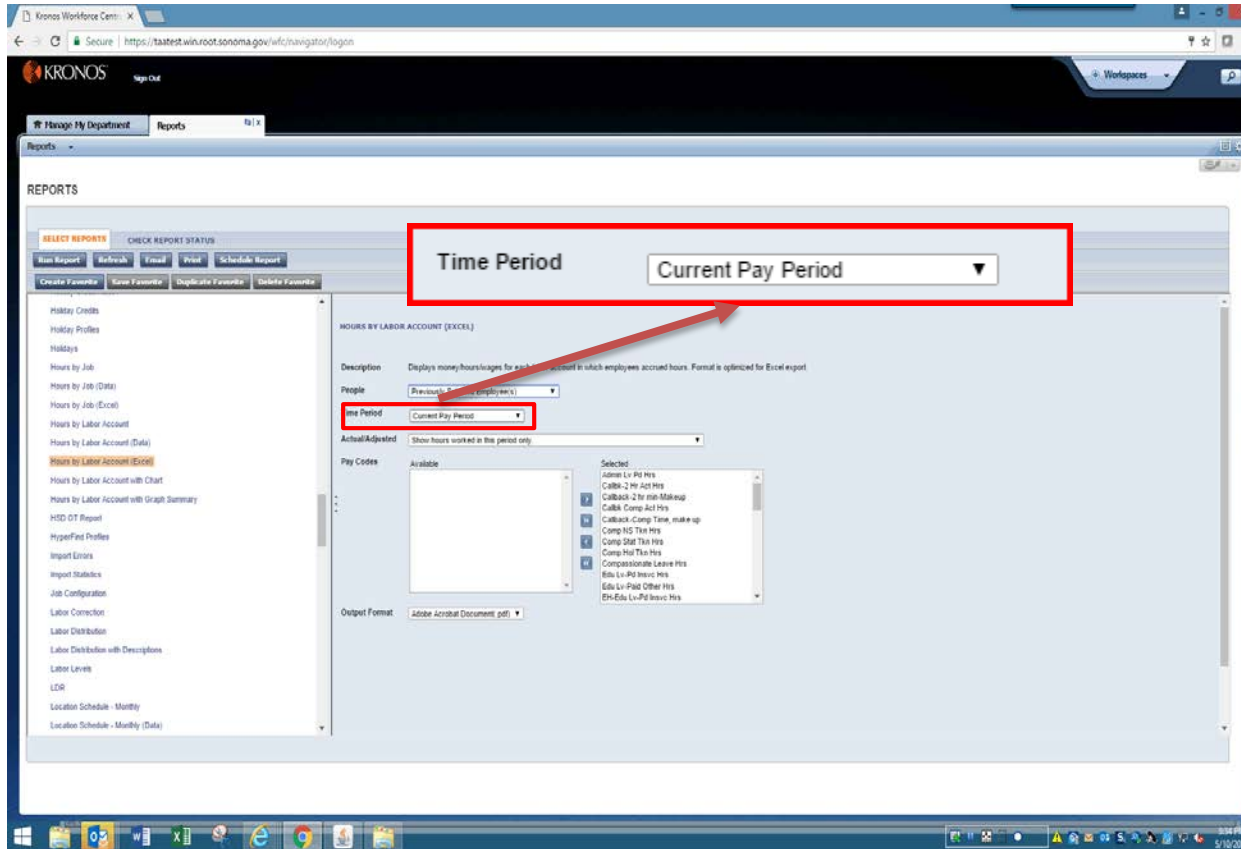




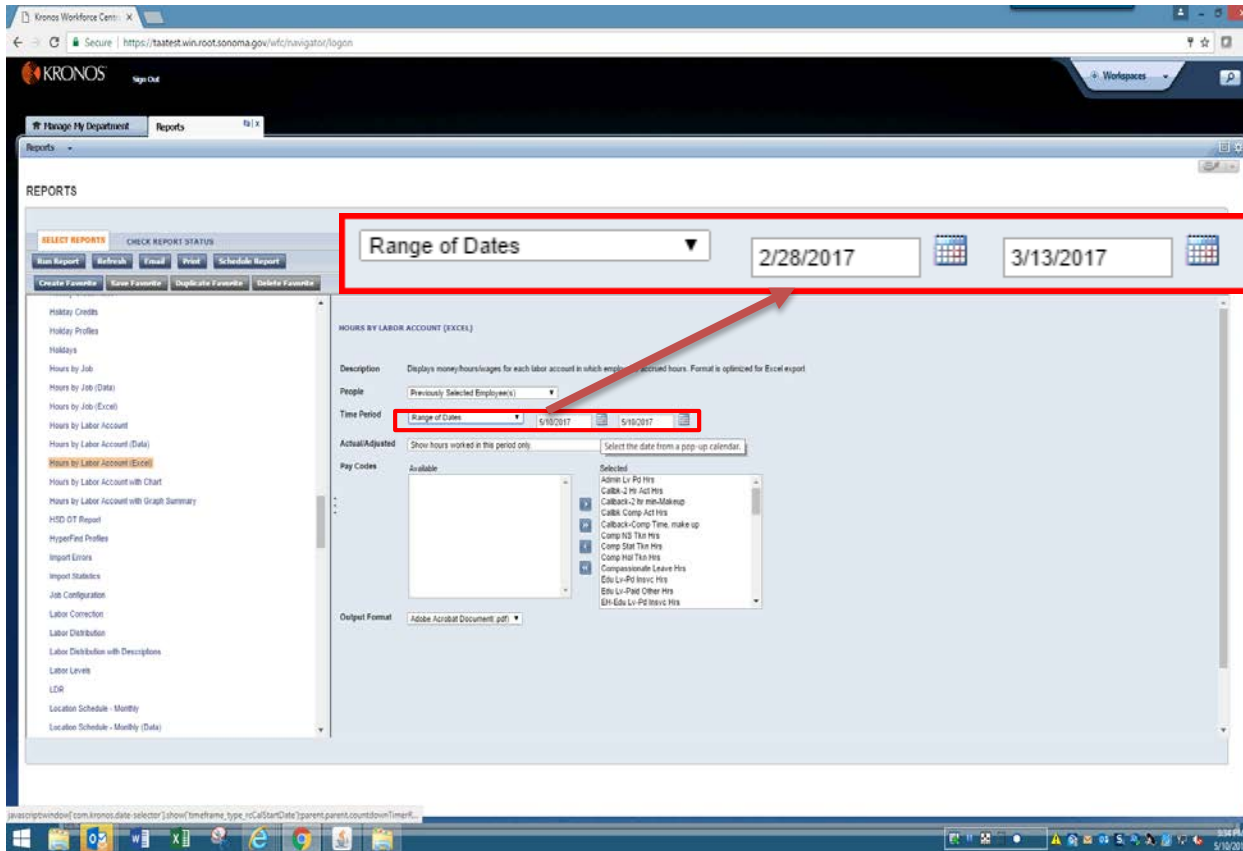
Scroll down and select the **Hours by Labor Account (Excel)** report.



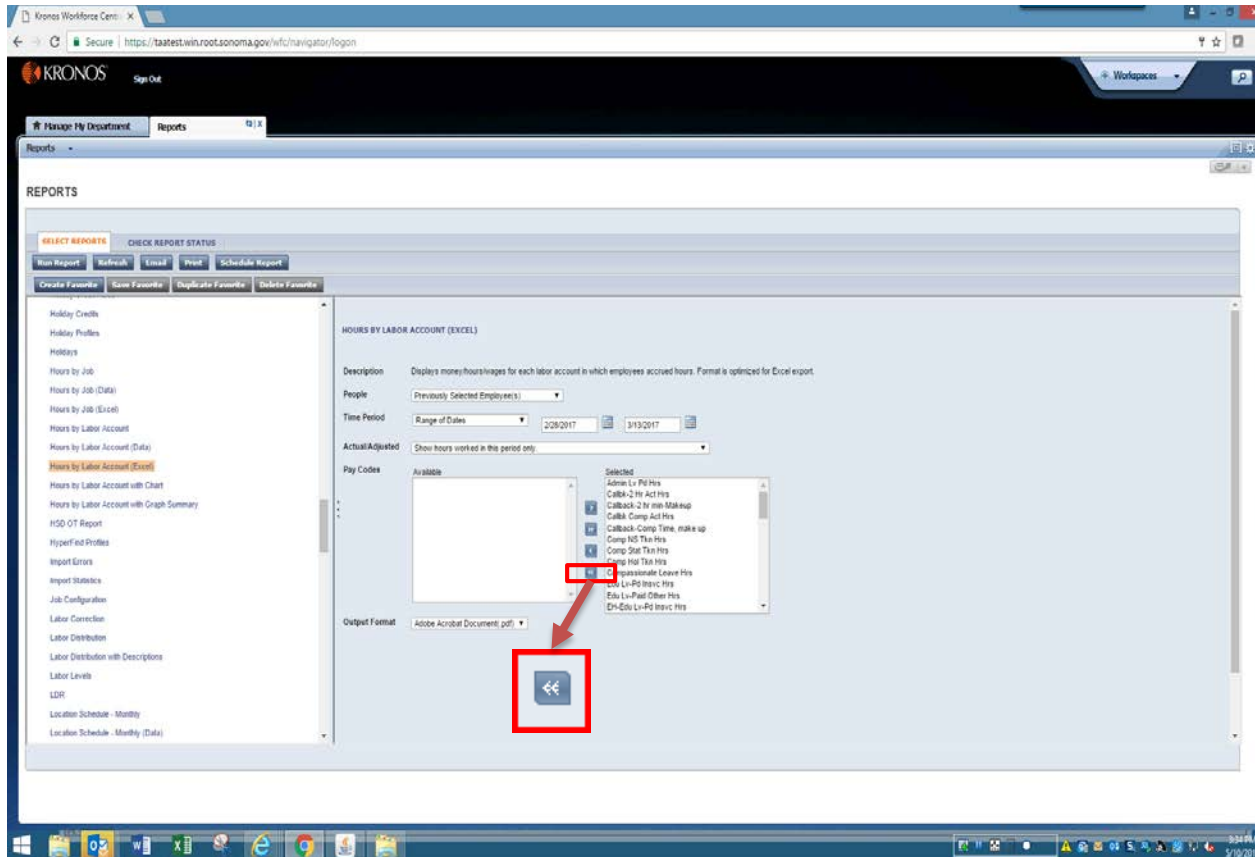
The **Previously Selected Employees** are the timecards you selected in the previous screen.



Choose the Pay Period you desire by clicking on the down arrow and select from the list.

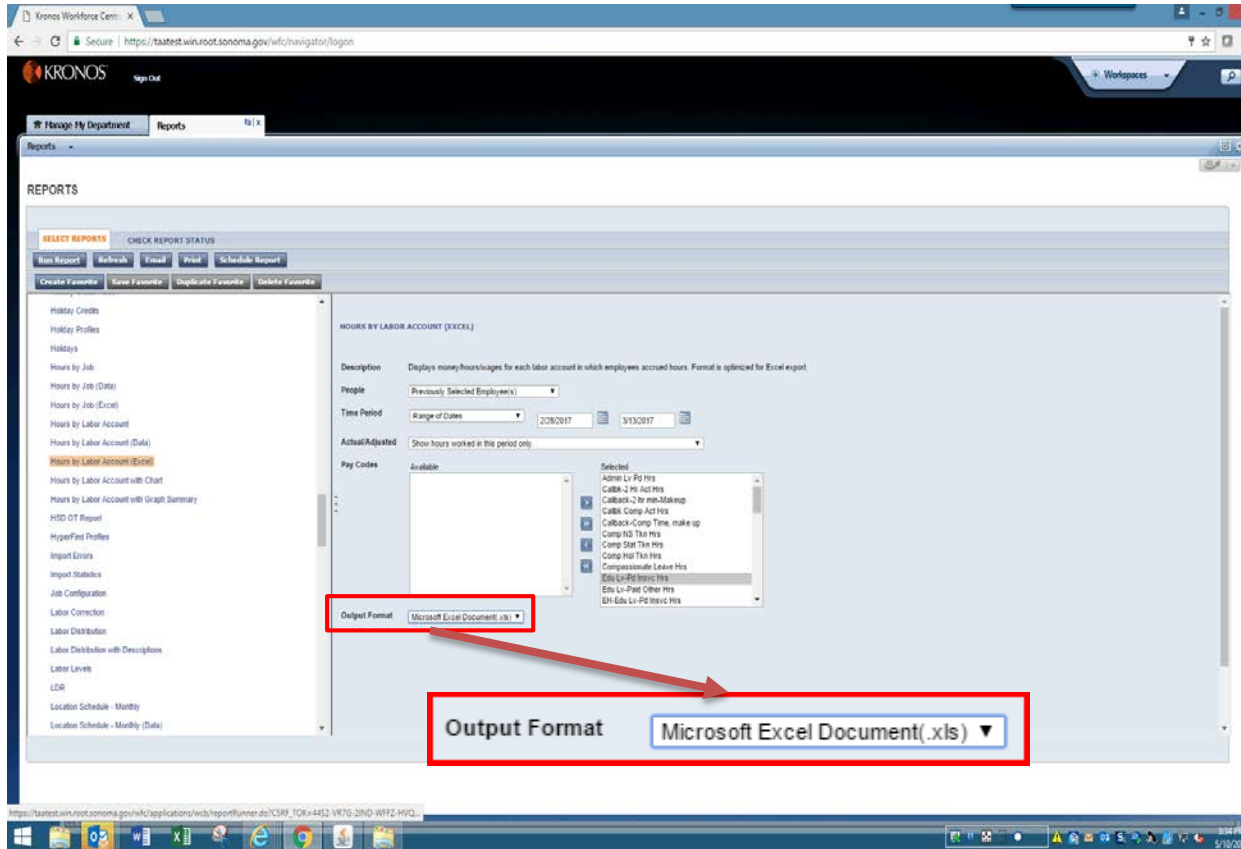


For a range of dates, select **Range of Dates** from the drop down and use the calendar icons to enter dates.

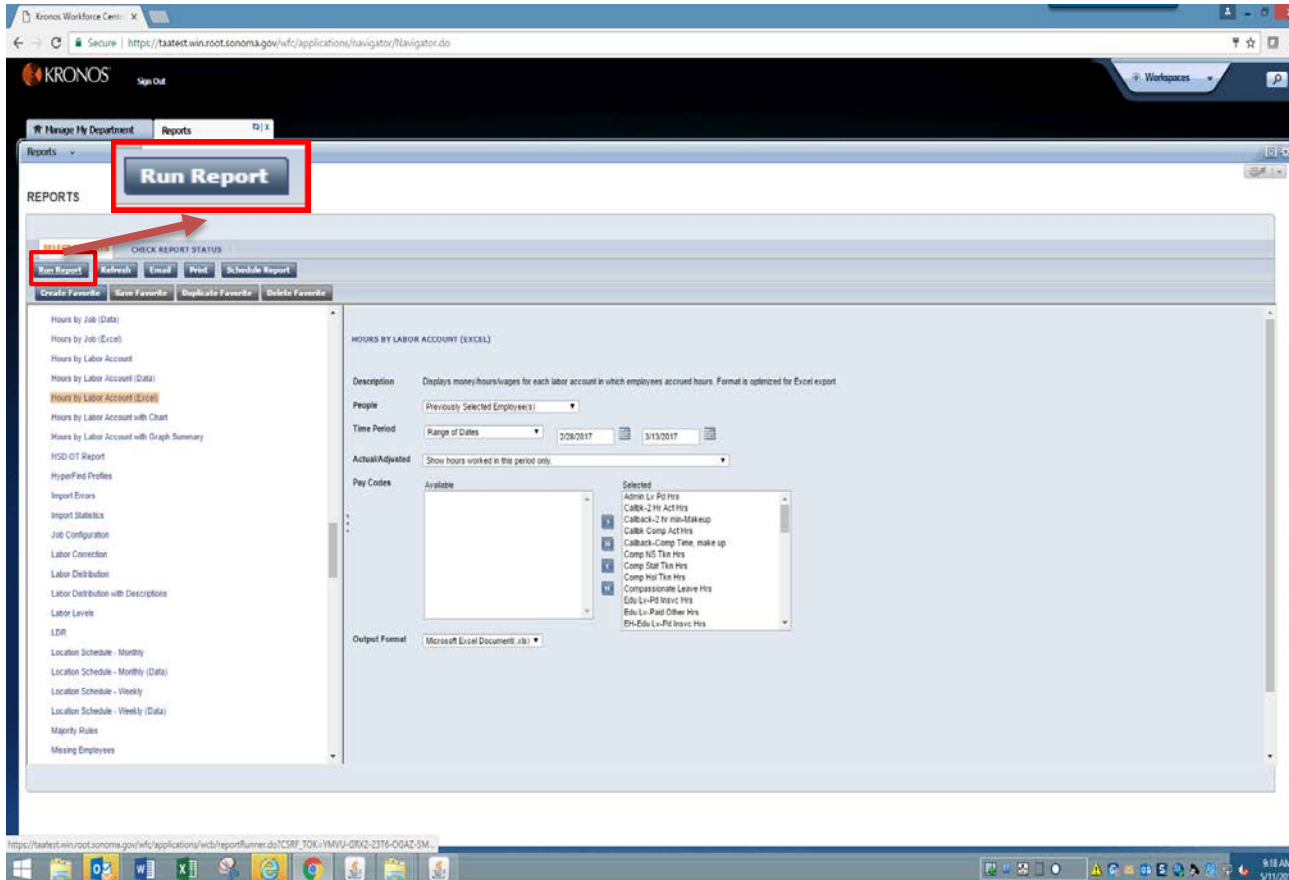


The report defaults to all pay codes.

To run a report for select pay codes, move all **Pay Codes** to the **Available** window by clicking the double arrow. Highlight the pay codes you wish to report on, and click the right arrow to move them to the **Selected** window.



Change the Output Format to **Microsoft Excel Document (.xls)** to generate an Excel report.



Click Run Report.

The screenshot shows the Kronos Workforce Central interface. A red box highlights the 'Refresh Status' button in the top navigation bar. Below this, a table lists reports with the following data:

Name	Report Name	Format	Date In	Date Done	Status	Output	User
Hours by Labor Account (Excel)		xls	5/10/2017 3:34PM		Waiting	Screen	XXX
Hours by Labor Account (Excel)		xls	5/10/2017 3:30PM	5/10/2017 3:30PM	Complete	Screen	XXX
Hours by Labor Account (Excel)		xls	5/10/2017 3:29PM	5/10/2017 3:29PM	Complete	Screen	XXX
Hours by Labor Account (Excel)		xls	5/10/2017 3:29PM	5/10/2017 3:29PM	Complete	Screen	XXX

Now click on the **Refresh Status** button.



The screenshot shows the KRONOS Reports interface. At the top, there is a 'View Report' button highlighted with a red box and a red arrow pointing to it. Below this, there is a table of reports. The table has columns for Report Name, Format, Date In, Date Done, Status, Output, and User. The first three rows of the table show reports with a status of 'Complete'.

Report Name	Format	Date In	Date Done	Status	Output	User
Hours by Labor Account (Excel)	xls	5/10/2017 3:34PM	5/10/2017 3:34PM	Complete	Screen	XXXX
Hours by Labor Account (Excel)	xls	5/10/2017 3:30PM	5/10/2017 3:30PM	Complete	Screen	XXXX
Hours by Labor Account (Excel)	xls	5/10/2017 3:29PM	5/10/2017 3:29PM	Complete	Screen	XXXX
Hours by Labor Account (Excel)	xls	5/10/2017 3:23PM	5/10/2017 3:23PM	Complete	Screen	XXXX

When Status is **Complete**,  
click **View Report**.

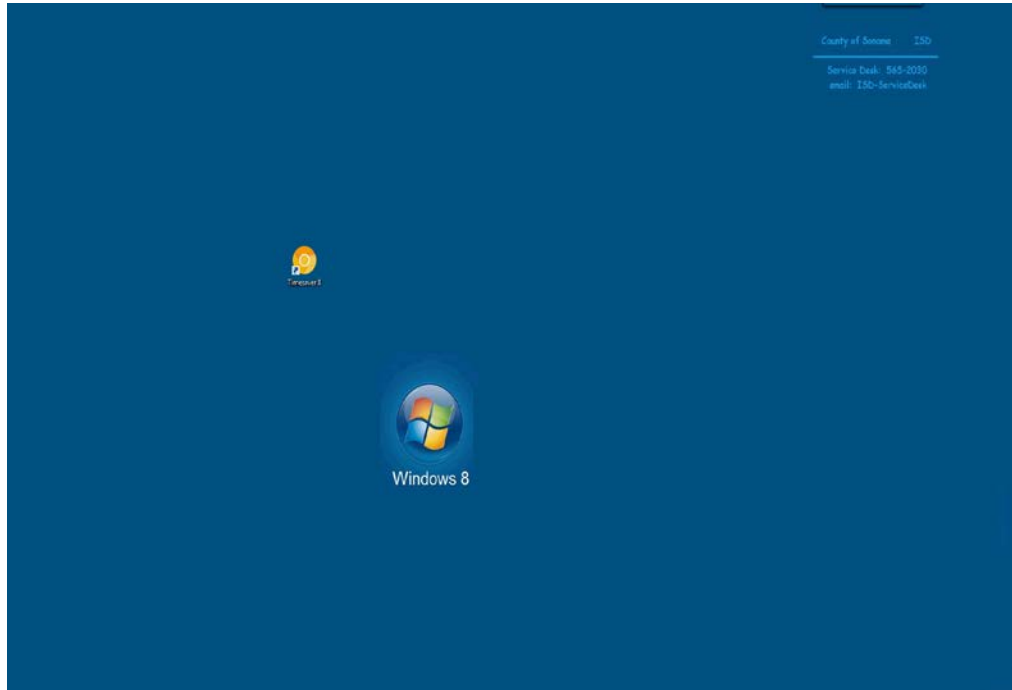
The screenshot shows the Kronos Workforce Central interface. At the top, there's a navigation bar with 'Reports' selected. Below it, a 'REPORTS' section contains a table with columns: Report Name, Format, Date In, Date Done, Status, Output, and User. The table lists four report runs for 'Hours by Labor Account (Excel)' in .xls format, all with a status of 'Complete' and output type of 'Screen'. Below the table, a download link 'Hours by Labor Acc...xls' is visible, highlighted with a red box. A red arrow points from this link to a taskbar icon at the bottom left, also highlighted with a red box. The taskbar shows the file 'Hours by Labor Acc...xls' is open.

Report Name	Format	Date In	Date Done	Status	Output	User
Hours by Labor Account (Excel)	.xls	5/10/2017 3:34PM	5/10/2017 3:34PM	Complete	Screen	XXXX
Hours by Labor Account (Excel)	.xls	5/10/2017 3:30PM	5/10/2017 3:30PM	Complete	Screen	XXXX
Hours by Labor Account (Excel)	.xls	5/10/2017 3:28PM	5/10/2017 3:28PM	Complete	Screen	XXXX
Hours by Labor Account (Excel)	.xls	5/10/2017 3:22PM	5/10/2017 3:22PM	Complete	Screen	XXXX

The report will be found at the lower left of your monitor. Click to open.

Hours by Labor Account (Excel)						
Time Period: 2/28/2017 - 3/13/2017						
Query: Previously Selected Employee(s)						
Pay Codes: (119): [4850 Pay Hrs Admin Lv Pd Hrs Bill Intrmt Sal Res Hrs Bill Int SalResOT Hrs Bill Intrmt SEIU Hrs]...						
Actual/Adjusted: Show hours worked in this period only.						
Data Up to Date: 5/12/2017 3:27:02 PM						
Executed on: 5/12/2017 3:26PM GMT-07:00						
Printed for: 13765						
Labor Account	Pay Code	Money	Hours	Wages	Days	
ESO-20010100/ESO-00-0777-0001/ESO-EMPPLN/---	Regular Hrs	\$0.00	16	\$546.88	0.00	
ESO-20010100/ESO-00-0777-0001/ESO-EMPPLN/---	Total Hrs-balance to	\$0.00	64	\$2,187.52	0.00	
ESO-20010100/ESO-00-0777-0001/ESO-EMPPLN/---	Vacation Tkn Hrs	\$0.00	48	\$1,640.64	0.00	
ESO-20010100/ESO-00-0777-0001/ESO-EMPPLN/---	Regular Hrs	\$0.00	16	\$546.88	0.00	
ESO-20010100/ESO-00-0777-0001/ESO-EMPPLN/---	Total Hrs-balance to	\$0.00	16	\$546.88	0.00	
ESO-20010100/ESO-00-0777-0001/ESO-PRJMGR/---	Comp OT Hrs	\$0.00	2	\$0.00	0.00	
ESO-20010100/ESO-00-0777-0001/ESO-PRJMGR/---	OT 1.5 Hrs	\$0.00	5	\$256.35	0.00	
ESO-20010100/ESO-00-0777-0002/ESO-EMPPLN/---	Regular Hrs	\$0.00	64	\$64.00	0.00	
ESO-20010100/ESO-00-0777-0002/ESO-EMPPLN/---	Standby NP Hrs	\$0.00	112	\$0.00	0.00	
ESO-20010100/ESO-00-0777-0002/ESO-EMPPLN/---	Total Hrs-balance to	\$0.00	64	\$64.00	0.00	
ESO-20010100/ESO-00-0777-0002/ESO-EMPPLN/---	Regular Hrs	\$0.00	16	\$16.00	0.00	
ESO-20010100/ESO-00-0777-0002/ESO-EMPPLN/---	Total Hrs-balance to	\$0.00	16	\$16.00	0.00	
ESO-20010100/ESO-00-0777-X001/---	EH-Wrkd Hrs	\$0.00	41.7	\$41.70	0.00	
ESO-20010100/ESO-00-0777-X001/ESO-EMPPLN/---	EH-Wrkd Hrs	\$0.00	41.8	\$41.80	0.00	
ESO-20010100/ESO-00-0777-X001/ESO-EMPPLN/---	OT 1.5 Hrs	\$0.00	3.3	\$4.95	0.00	
ESO-20010100/ESO-00-0777-X001/ESO-GRTHMG/---	EH-Wrkd Hrs	\$0.00	3.5	\$3.50	0.00	
ESO-20010100/ESO-00-0810-0002/ESO-HSP015/---	Regular Hrs	\$0.00	30	\$699.90	0.00	
ESO-20010100/ESO-00-0810-0002/ESO-HSP015/---	Total Hrs-balance to	\$0.00	30	\$699.90	0.00	
ESO-20010100/ESO-50-0780-0001/ESO-EMPPLN/---	Regular Hrs	\$0.00	49.5	\$1,776.56	0.00	
ESO-20010100/ESO-50-0780-0001/ESO-EMPPLN/---	Sick Leave Tkn Hrs	\$0.00	1	\$35.89	0.00	
ESO-20010100/ESO-50-0780-0001/ESO-EMPPLN/---	Total Hrs-balance to	\$0.00	76	\$2,727.64	0.00	
ESO-20010100/ESO-50-0780-0001/ESO-EMPPLN/---	Vacation Tkn Hrs	\$0.00	25.5	\$915.20	0.00	
ESO-20010100/ESO-50-0780-0001/ESO-EMPPLN/---	Regular Hrs	\$0.00	4	\$143.56	0.00	
ESO-20010100/ESO-50-0780-0001/ESO-EMPPLN/---	Total Hrs-balance to	\$0.00	4	\$143.56	0.00	
ESO-20010100/ESO-50-0849-0001/ESO-HSP1AS/---	Regular Hrs	\$0.00	80	\$80.00	0.00	

The report will open in Excel.



This concludes the video for how to run a report for **Hours** by **Labor Account**.

**End of Procedure.**