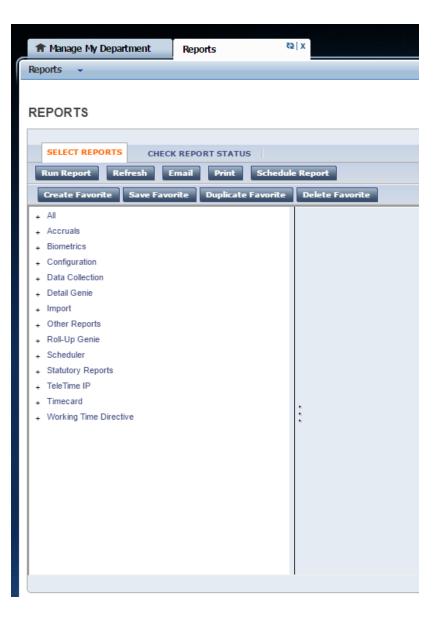


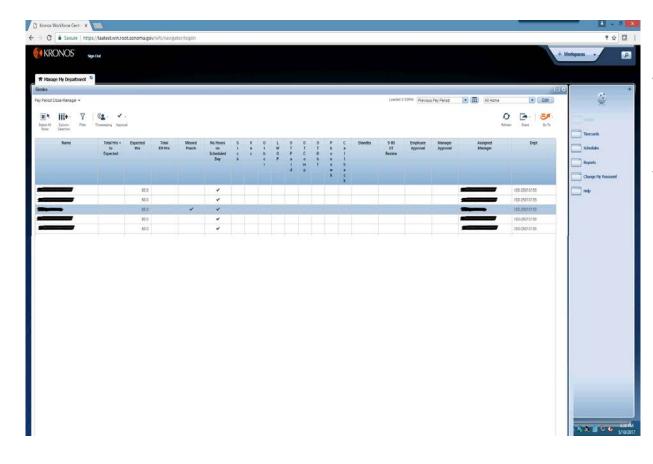
Reports-Hours by Labor Account



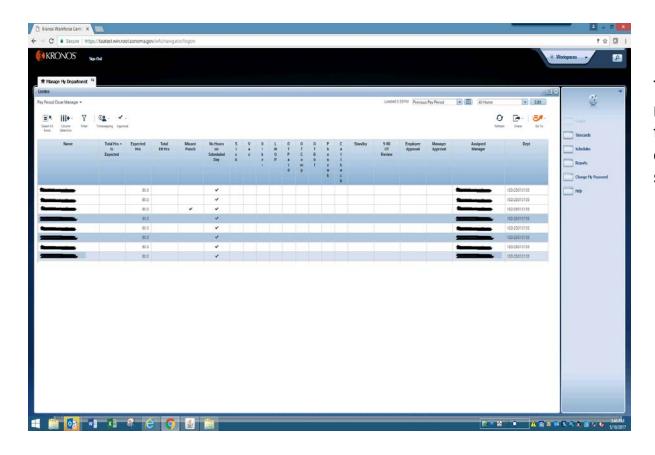


Good day. Welcome to TimeSaver Training. This recording is intended to provide you with an overview of how to run a report in Kronos TimeSaver version 8.

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



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



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



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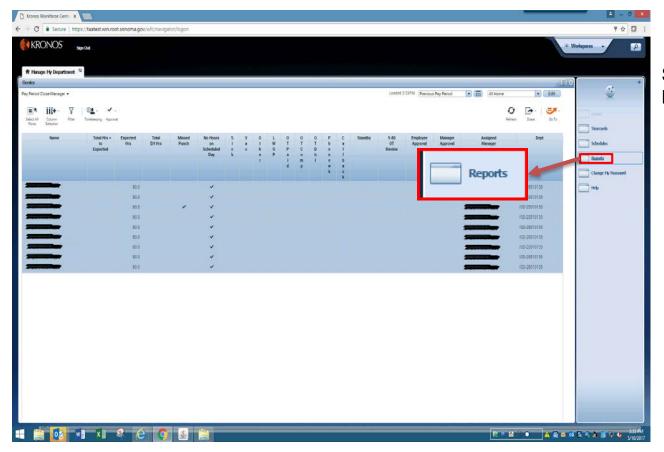
To run a report for a **block** of timecards, click the first timecard of the block, then depress the **Shift** key. Then click the last timecard of the block. All timecards between will be highlighted.

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



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



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

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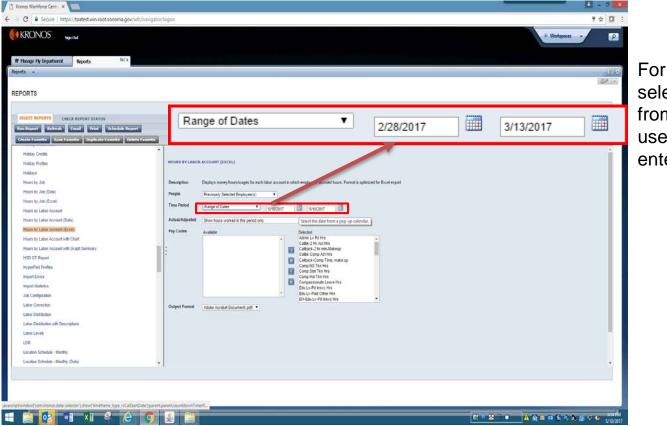
The **Previously Selected Employees** are the timecards you selected in the previous screen.



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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 calender icons to enter dates.



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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.



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

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

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

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The report will open in Excel.



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

End of Procedure.