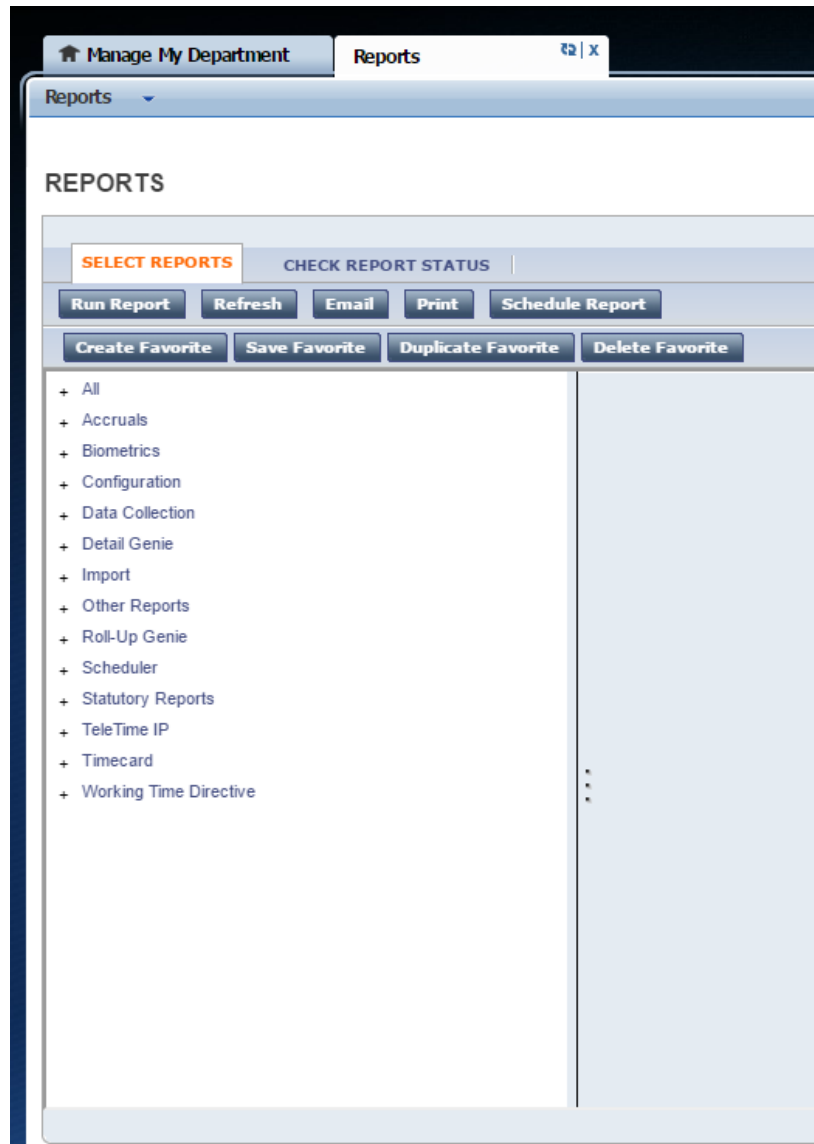# Reports-Hours by Labor Account

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.

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.

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

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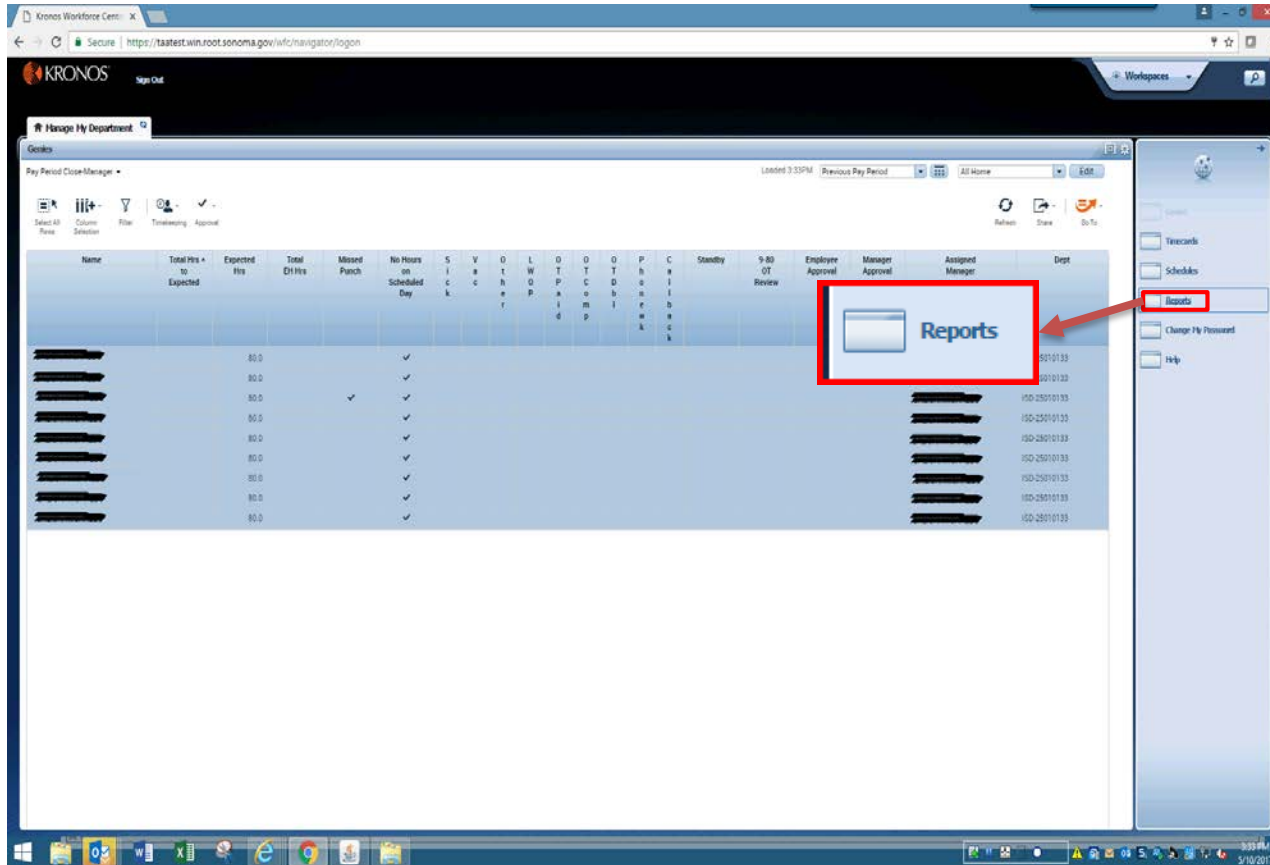
Select **Reports** from the **Related Items** pane.
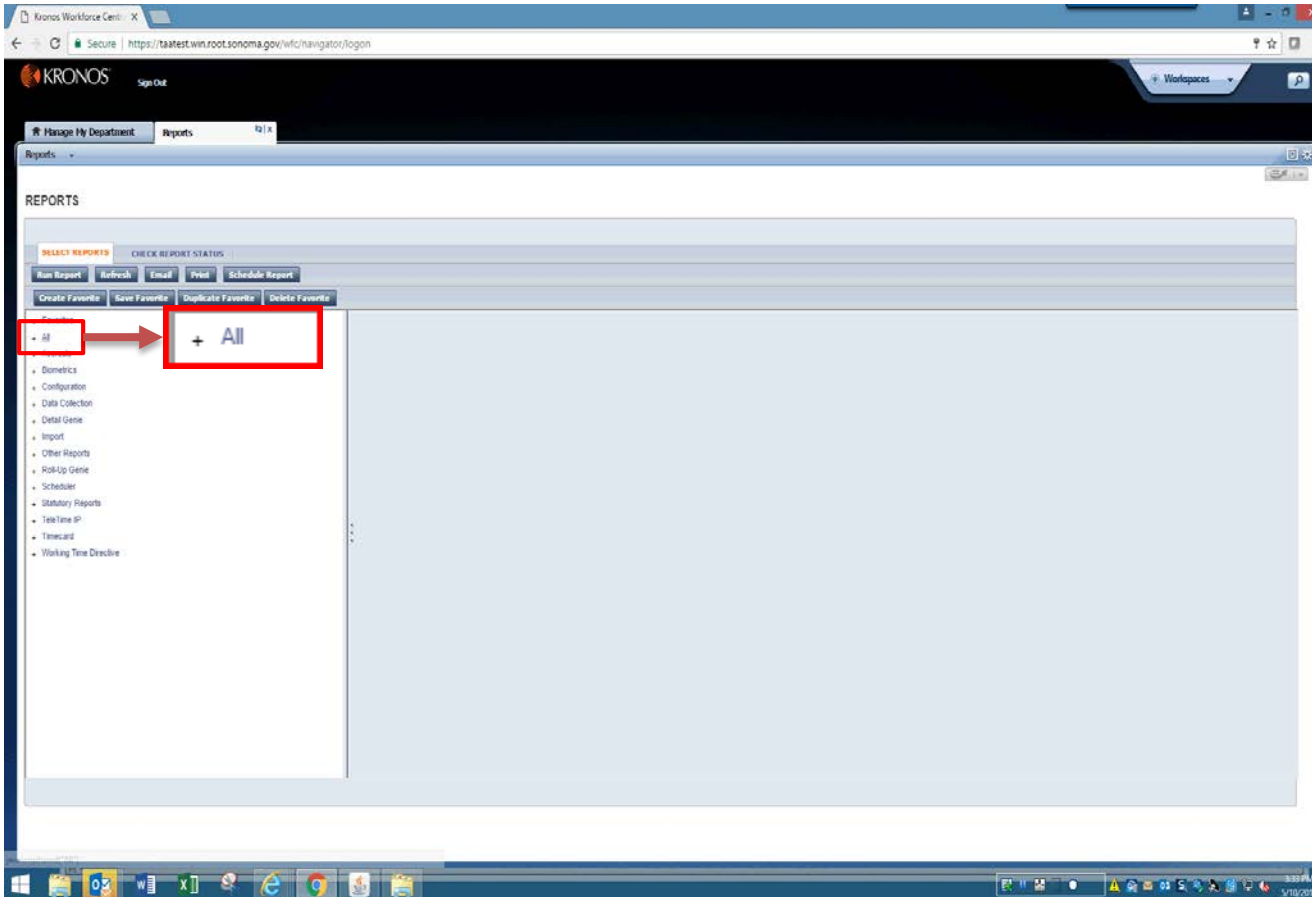
Click **All** for a list of all reports.
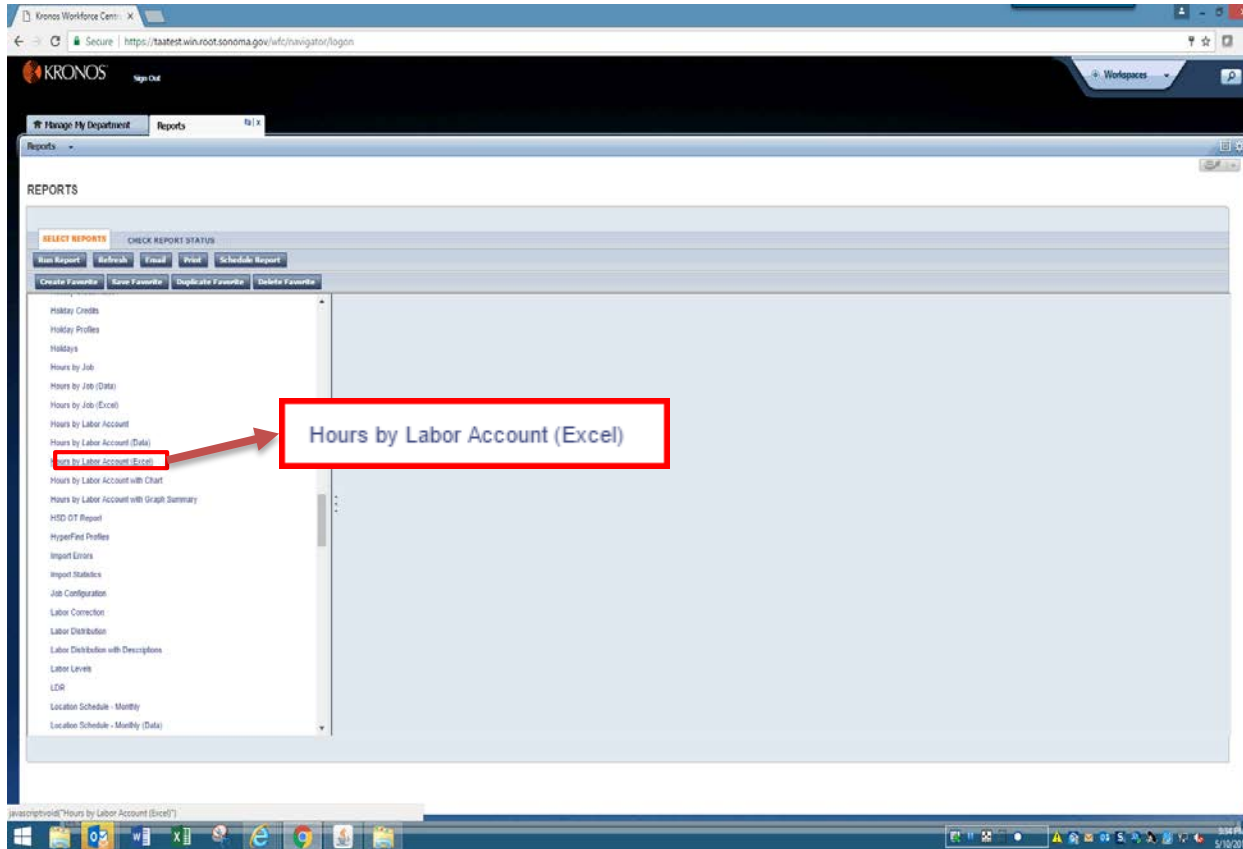
Scroll down and select the **Hours by Labor Account (Excel)** report.
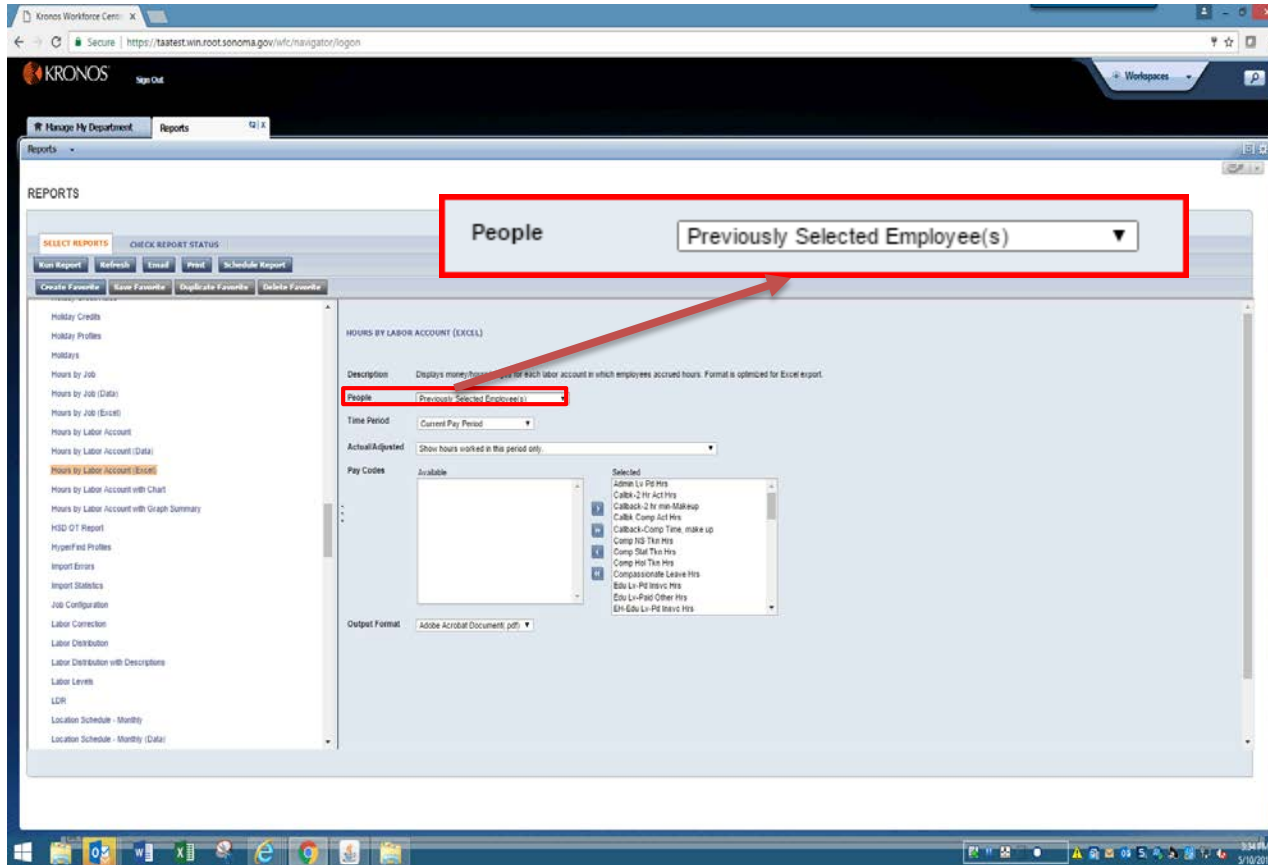
The **Previously Selected Employees** are the timecards you selected in the previous screen.
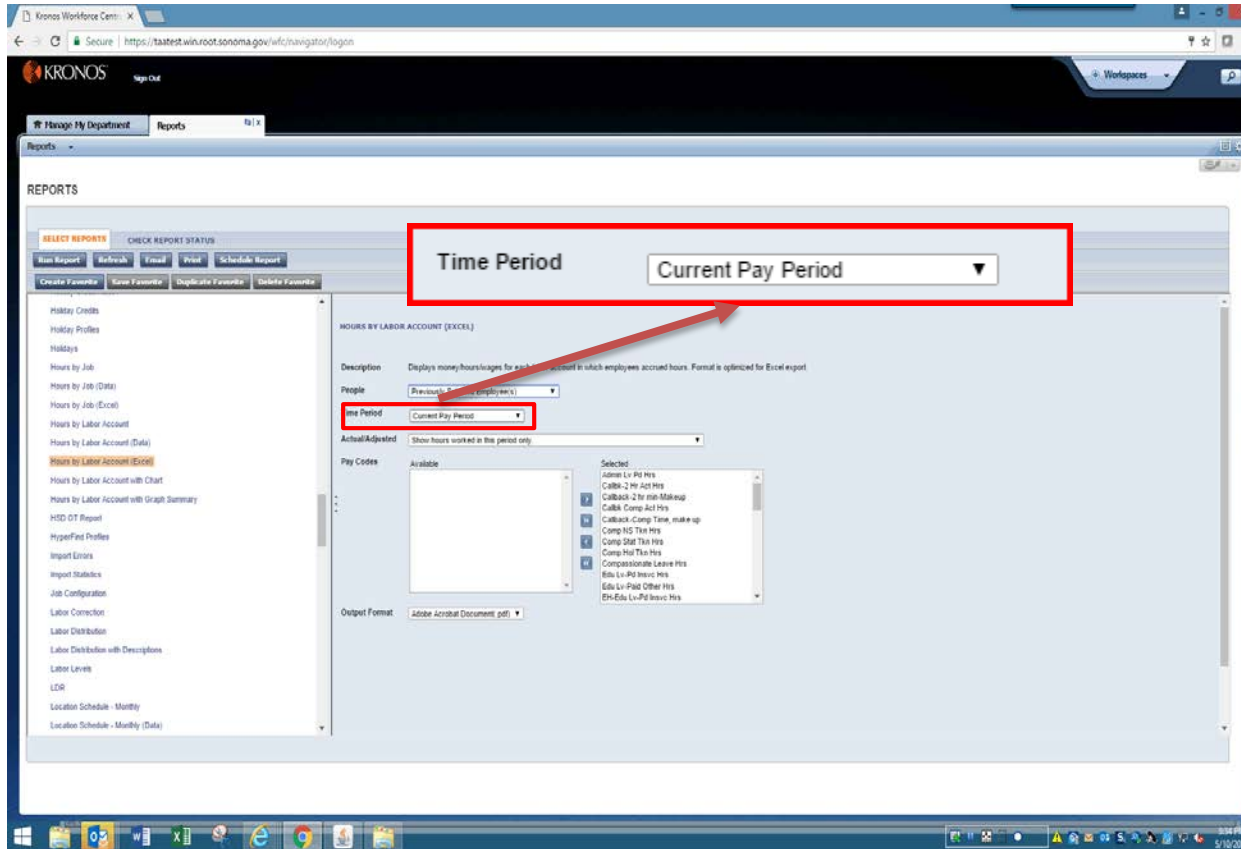
Choose the Pay Period you desire by clicking on the down arrow and select from the list.
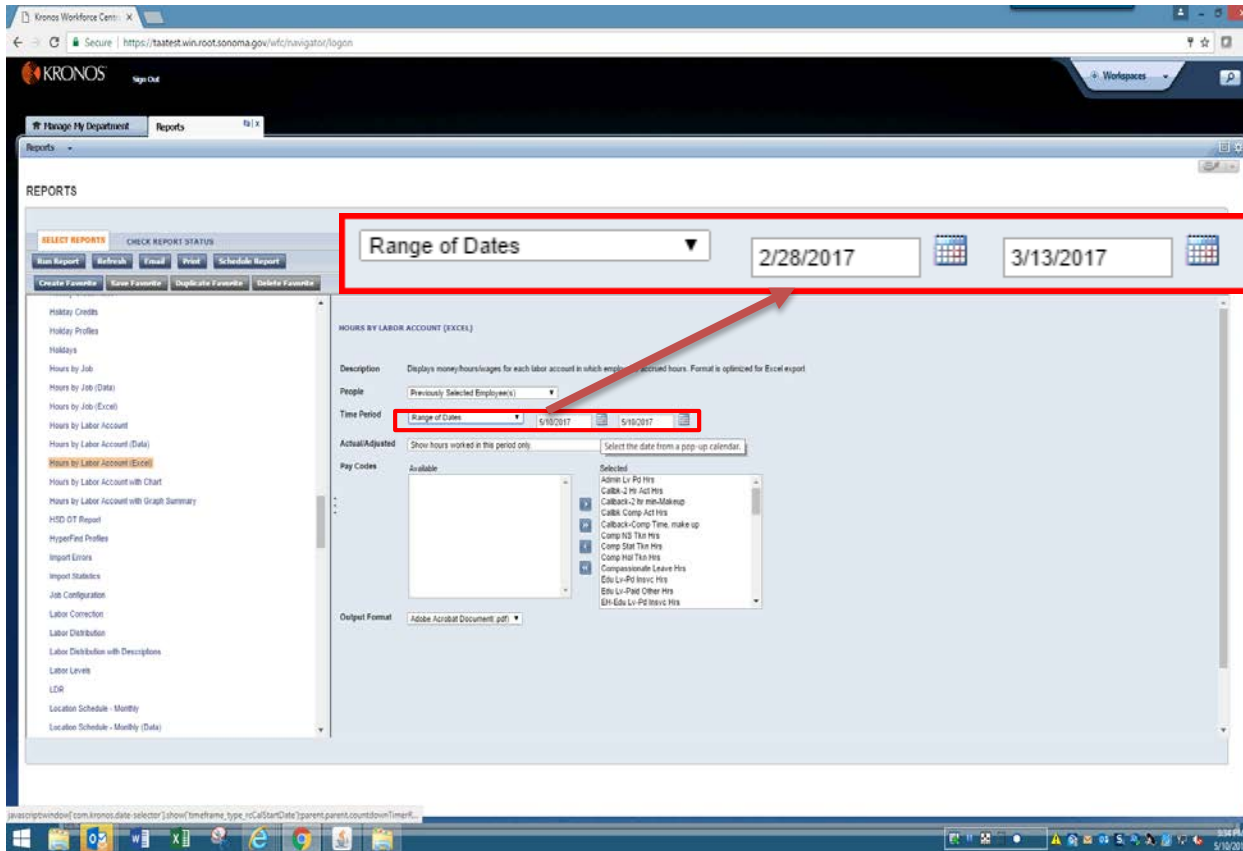
For a range of dates, select **Range of Dates** from the drop down and use the calender icons to enter dates.
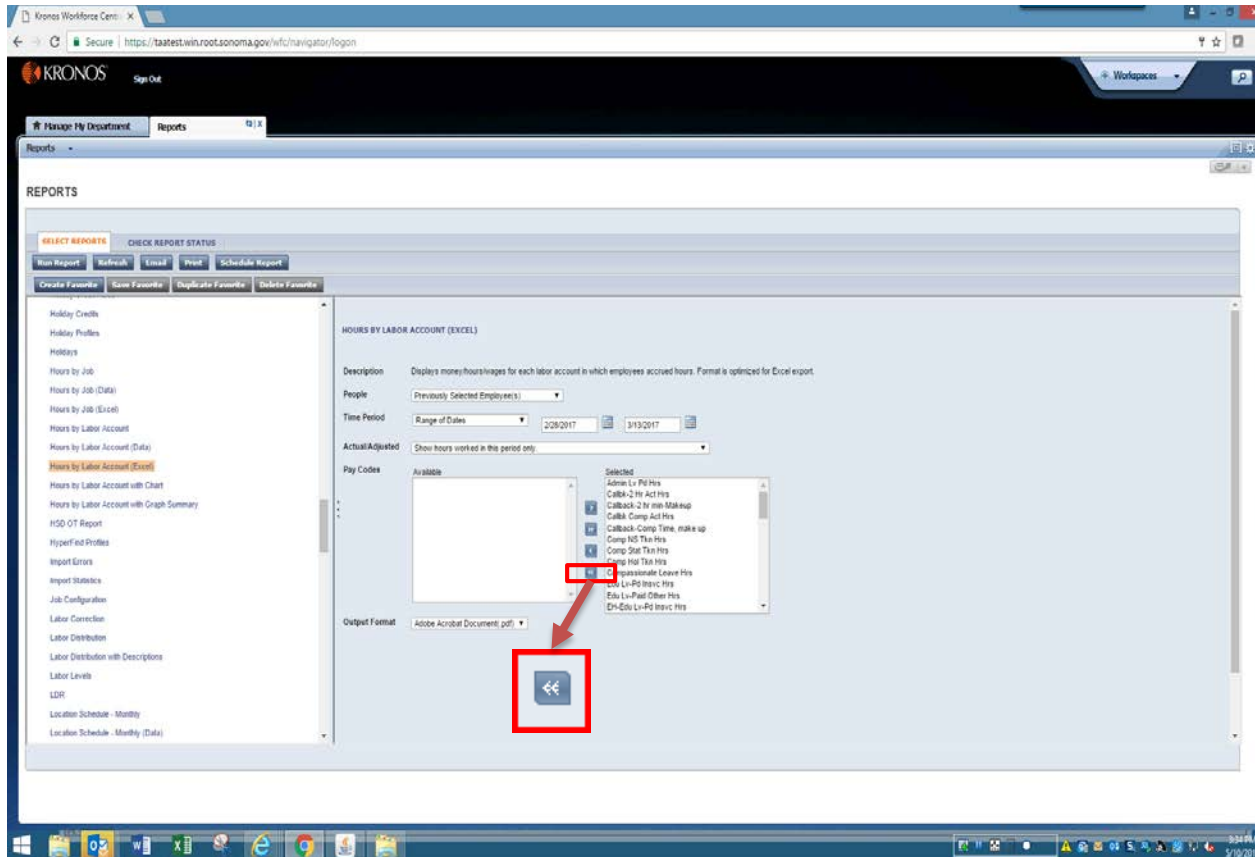
The report defaults to all pay codes.

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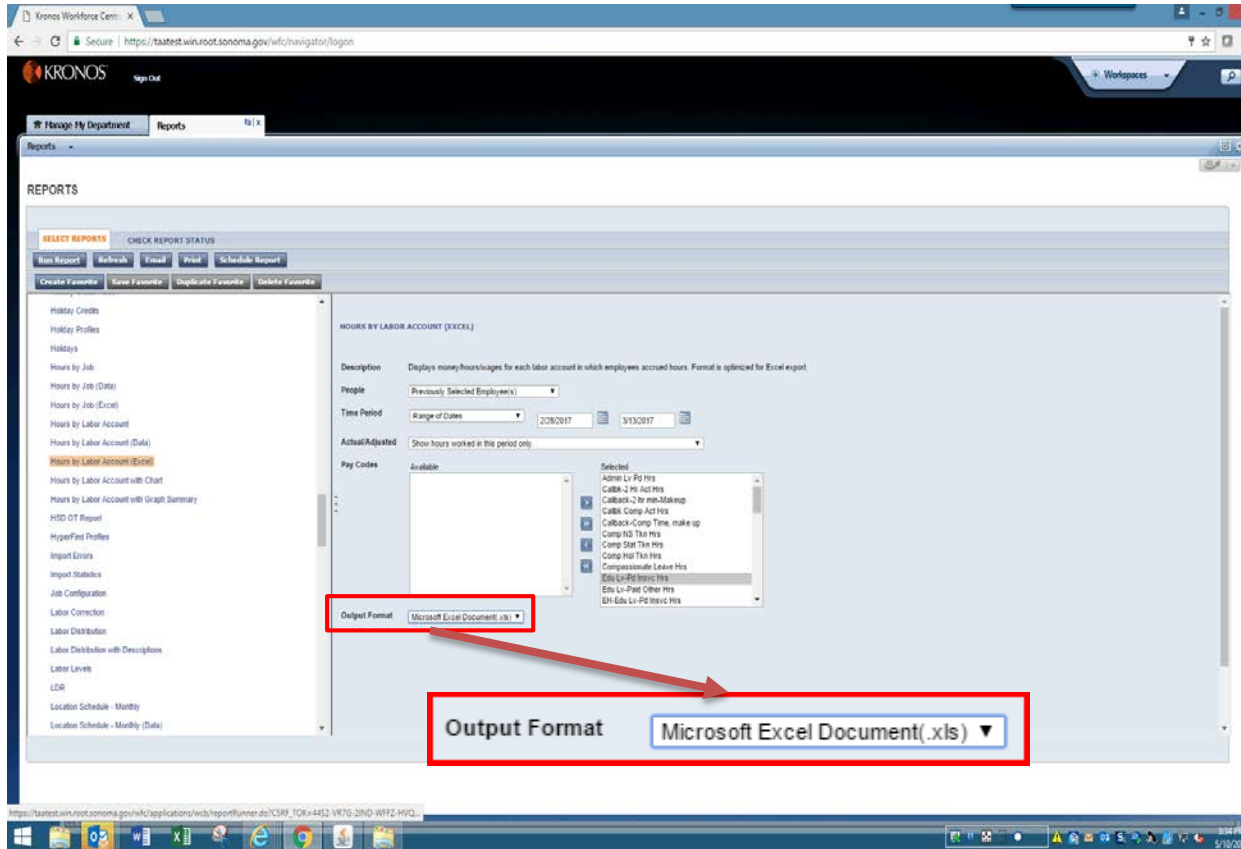
Change the Output Format to **Microsoft Excel Document (.xls)** to generate an Excel report.
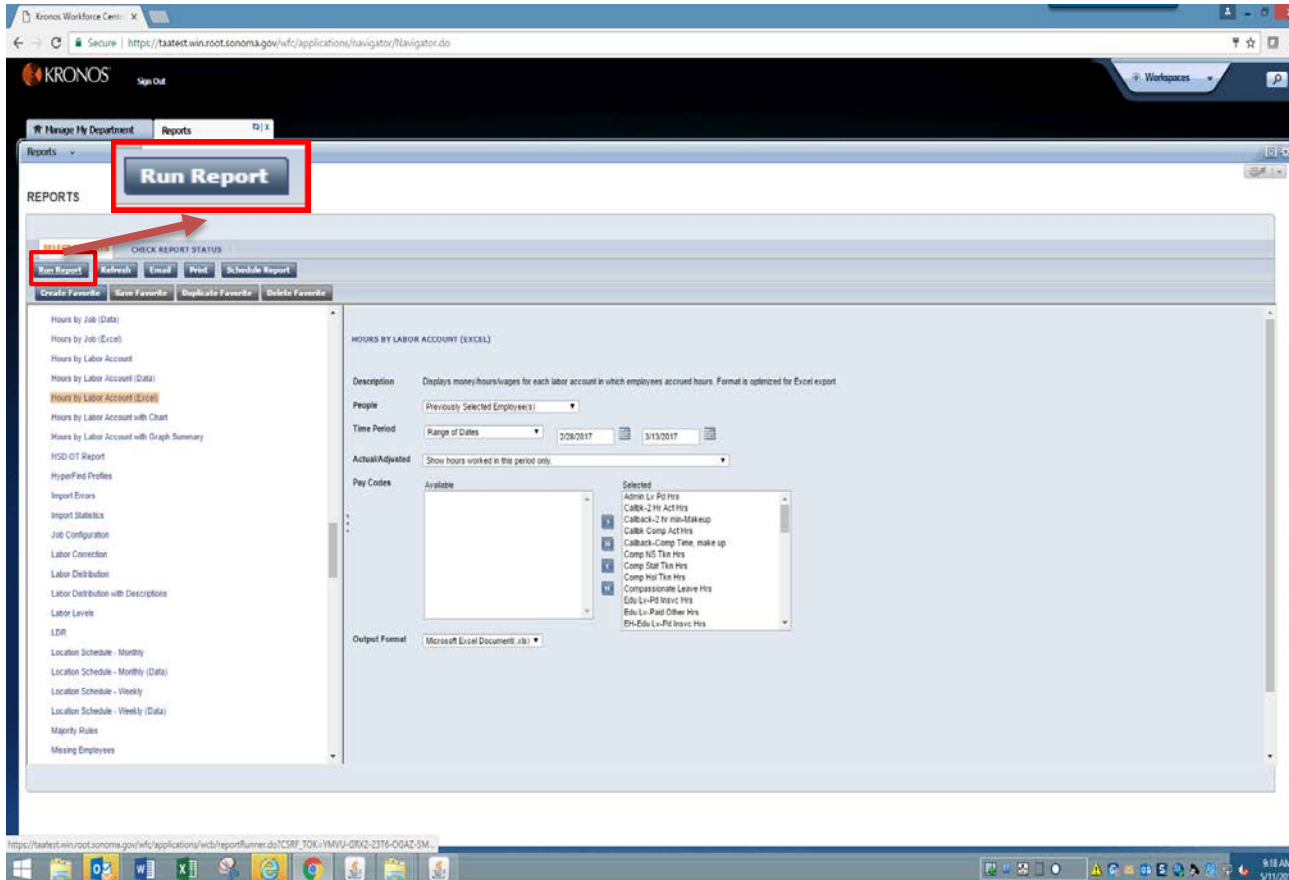
Click **Run Report**.

Now click on the
Refresh Status button.

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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	A	B	C	D	F	H	J
1	**Hours by Labor Account (Excel)**						
2	Time Period: 2/28/2017 - 3/13/2017						
4	Query: Previously Selected Employee(s)						
6	Pay Codes: (119): |4850 Pay Hrs|Admin Lv Pd Hrs|Bil Intrmt Sal Res Hrs|Bil Int SalResOT Hrs|Bil Intrmt SEIU Hrs|...						
7	Actual/Adjusted: Show hours worked in this period only.						
9	Data Up to Date: 5/12/2017 3:27:02 PM						
10	Executed on: 5/12/2017 3:26PM GMT-07:00						
12	Printed for: 13765						
14							
16							
17							
21	Labor Account	Pay Code	Money	Hours	Wages	Days	
22	ESO-20010100/ESO-00-0777-0001/ESO-EMPPLN/-/-/-/-	Regular Hrs	$0.00	16	$546.88	0.00	
23	ESO-20010100/ESO-00-0777-0001/ESO-EMPPLN/-/-/-/-	Total Hrs-balance to	$0.00	64	$2,187.52	0.00	
24	ESO-20010100/ESO-00-0777-0001/ESO-EMPPLN/-/-/-/-	Vacation Tkn Hrs	$0.00	48	$1,640.64	0.00	
25	ESO-20010100/ESO-00-0777-0001/ESO-EMPPLN/-/-/-	Regular Hrs	$0.00	16	$546.88	0.00	
26	ESO-20010100/ESO-00-0777-0001/ESO-EMPPLN/-/-/-	Total Hrs-balance to	$0.00	16	$546.88	0.00	
27	ESO-20010100/ESO-00-0777-0001/ESO-PRJMGR/-/-/-/-	Comp OT Hrs	$0.00	2	$0.00	0.00	
28	ESO-20010100/ESO-00-0777-0001/ESO-PRJMGR/-/-/-/-	OT 1.5 Hrs	$0.00	5	$256.35	0.00	
29	ESO-20010100/ESO-00-0777-0002/ESO-EMPPLN/-/-/-/-	Regular Hrs	$0.00	64	$64.00	0.00	
30	ESO-20010100/ESO-00-0777-0002/ESO-EMPPLN/-/-/-/-	Standby NP Hrs	$0.00	112	$0.00	0.00	
31	ESO-20010100/ESO-00-0777-0002/ESO-EMPPLN/-/-/-/-	Total Hrs-balance to	$0.00	64	$64.00	0.00	
32	ESO-20010100/ESO-00-0777-0002/ESO-EMPPLN/-/-/-	Regular Hrs	$0.00	16	$16.00	0.00	
33	ESO-20010100/ESO-00-0777-0002/ESO-EMPPLN/-/-/-	Total Hrs-balance to	$0.00	16	$16.00	0.00	
34	ESO-20010100/ESO-00-0777-X001/-/-/-/-/-	EH-Wrkd Hrs	$0.00	41.7	$41.70	0.00	
35	ESO-20010100/ESO-00-0777-X001/ESO-EMPPLN/-/-/-/-	EH-Wrkd Hrs	$0.00	41.8	$41.80	0.00	
36	ESO-20010100/ESO-00-0777-X001/ESO-EMPPLN/-/-/-/-	OT 1.5 Hrs	$0.00	3.3	$4.95	0.00	
37	ESO-20010100/ESO-00-0777-X001/ESO-GRTHMG/-/-/-	EH-Wrkd Hrs	$0.00	3.5	$3.50	0.00	
38	ESO-20010100/ESO-00-0810-0002/ESO-HSP015/-/-/-/-	Regular Hrs	$0.00	30	$699.90	0.00	
39	ESO-20010100/ESO-00-0810-0002/ESO-HSP015/-/-/-/-	Total Hrs-balance to	$0.00	30	$699.90	0.00	
40	ESO-20010100/ESO-50-0780-0001/ESO-EMPPLN/-/-/-/-	Regular Hrs	$0.00	49.5	$1,776.56	0.00	
41	ESO-20010100/ESO-50-0780-0001/ESO-EMPPLN/-/-/-/-	Sick Leave Tkn Hrs	$0.00	1	$35.89	0.00	
42	ESO-20010100/ESO-50-0780-0001/ESO-EMPPLN/-/-/-/-	Total Hrs-balance to	$0.00	76	$2,727.64	0.00	
43	ESO-20010100/ESO-50-0780-0001/ESO-EMPPLN/-/-/-/-	Vacation Tkn Hrs	$0.00	25.5	$915.20	0.00	
44	ESO-20010100/ESO-50-0780-0001/ESO-EMPPLN/-/-/-	Regular Hrs	$0.00	4	$143.56	0.00	
45	ESO-20010100/ESO-50-0780-0001/ESO-EMPPLN/-/-/-	Total Hrs-balance to	$0.00	4	$143.56	0.00	
46	ESO-20010100/ESO-50-0849-0001/ESO-HSPUAS/-/-/-/-	Regular Hrs	$0.00	80	$80.00	0.00	

Sheet1

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The report will open in Excel.

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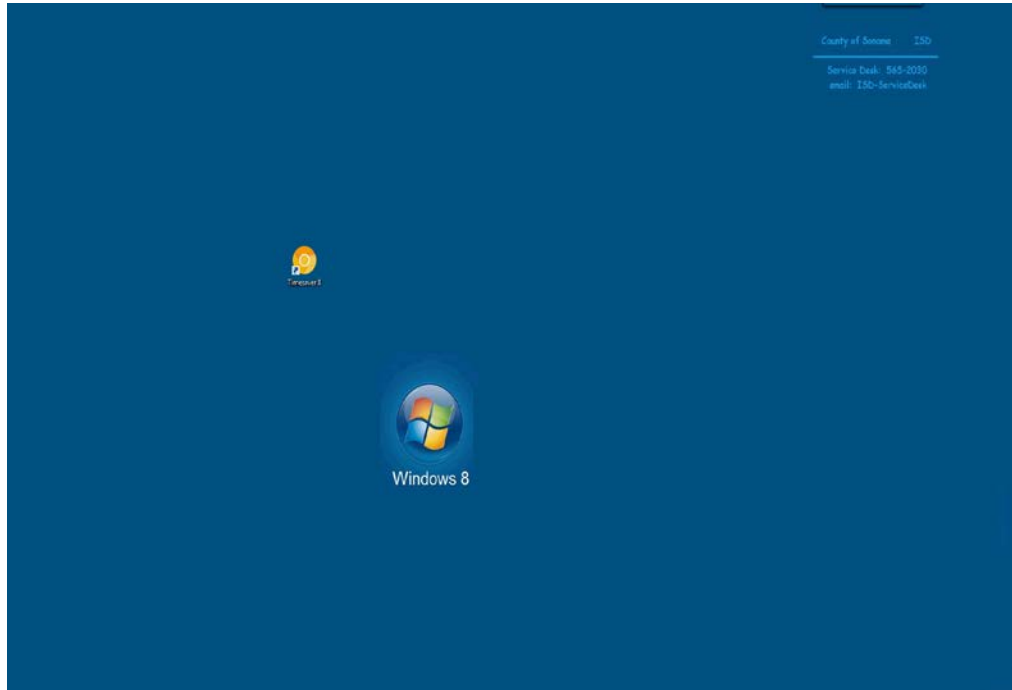
This concludes the video for how to run a report for **Hours** by **Labor Account.**

End of Procedure.