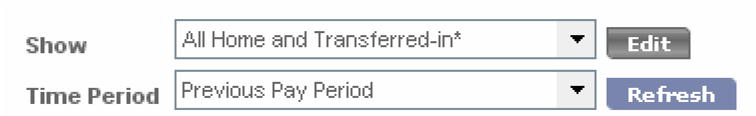
How do I… Run a Report? Best practice is to run reports during off-peak times.

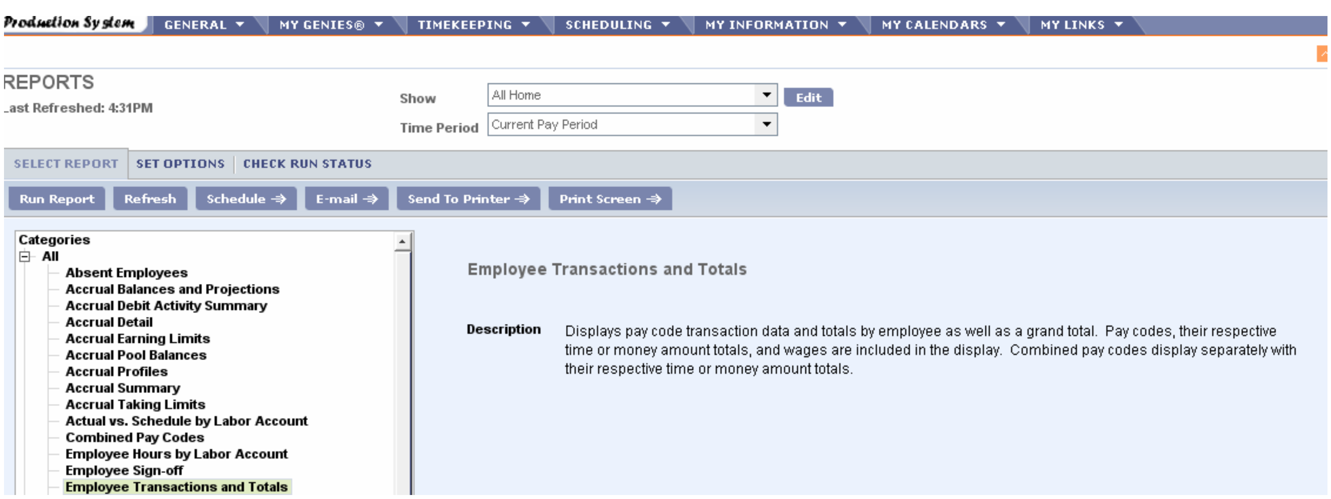
1. Open any *Genie* under *My Genies* 

2. Select the Employee(s) name you want to report on: To select more than one employee, hold down the *Ctrl or Shift* key and select multiple employee names.
3. Select Time Period: Locate the *Time Period* Box in the middle top of the screen. Using the drop down arrow, select the pay period, the date, or range of dates from the drop down calendar.



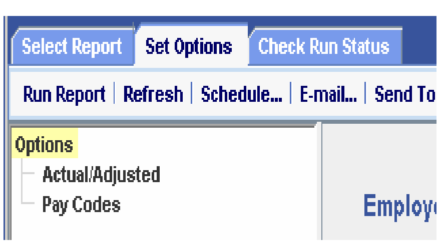
4. Open the Reports Page: 'Click' on Reports in the Workforce Timekeeper Navigation Bar or Select Reports under the General Tab.

5. Select a Report: 'Click' the plus sign (+) next to *All* to see all available reports. Select the report that you want to run. A description of the report appears in the right pane of the workspace.

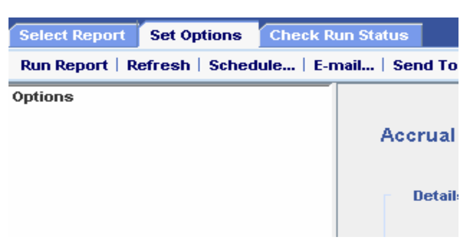


6. Adding Filters: In the Set Options tab, you can add additional filters to the report. For example, if you only want to see overtime paid, you can filter on the overtime pay code. You must select the report first (Step 6) in order to view the options. Options differ for each report; some reports do not use report-specific options.

(Report with Options)

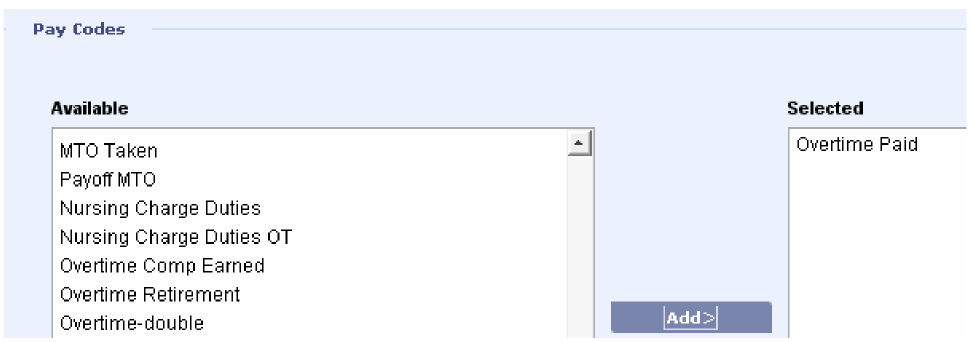


(Report without Options)

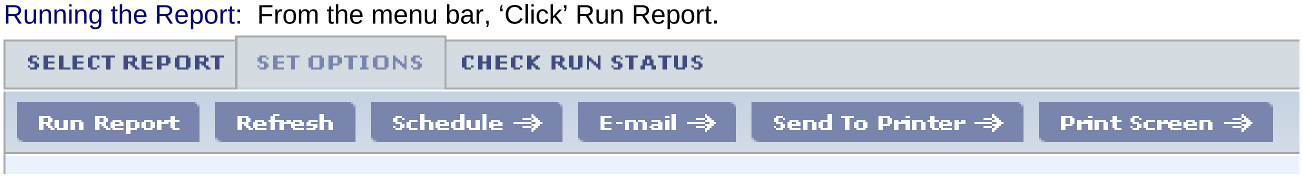


7. Setting Report Options: 'Click' on Options; Pay Codes is one of the Options in this example. The possible values for the selected option appear in the details frame to the right of the Options list. The default is all values selected.

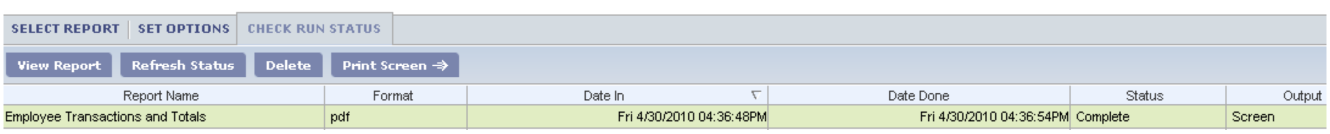
8. Click the **Add** and **Remove** buttons to make your selection. We recommend you <Remove all and the scroll through the list of pay codes and Add> the ones you want to report on.



9. Running the Report: From the menu bar, 'Click' Run Report.

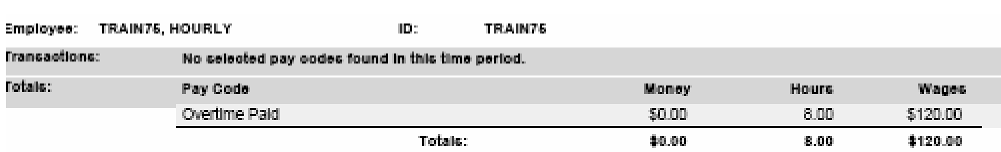


10. Check Report status while it is running: 'Click' the Check Run Status tab & 'Click' Refresh Status.



Report Name	Format	Date In	Date Done	Status	Output
Employee Transactions and Totals	pdf	Fri 4/30/2010 04:36:48PM	Fri 4/30/2010 04:36:54PM	Complete	Screen

11. Viewing your Report: When your report status is Complete, select the report in the Check Run Status tab and double 'Click' on it or select View Report to see the generated output.



Employee: TRAIN75, HOURLY   ID: TRAIN75

Transactions: No selected pay codes found in this time period.

Totals:	Pay Code	Money	Hours	Wages
	Overtime Paid	$0.00	8.00	$120.00
	Totals:	$0.00	8.00	$120.00