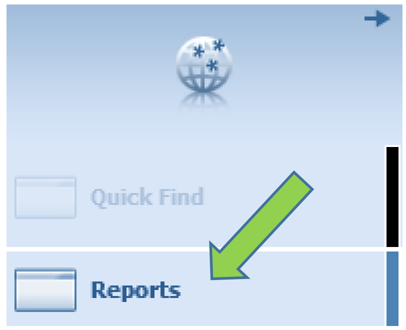
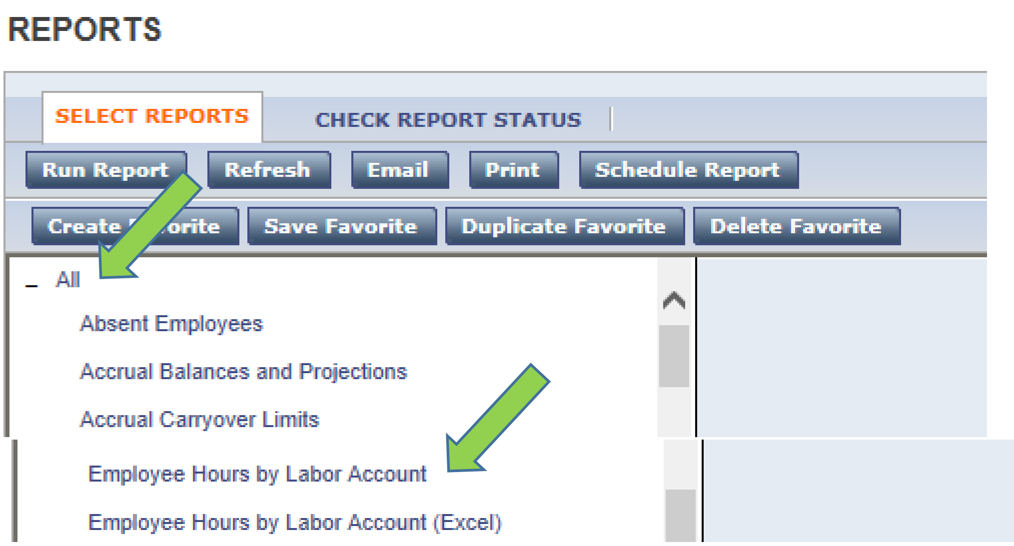
To run a report:

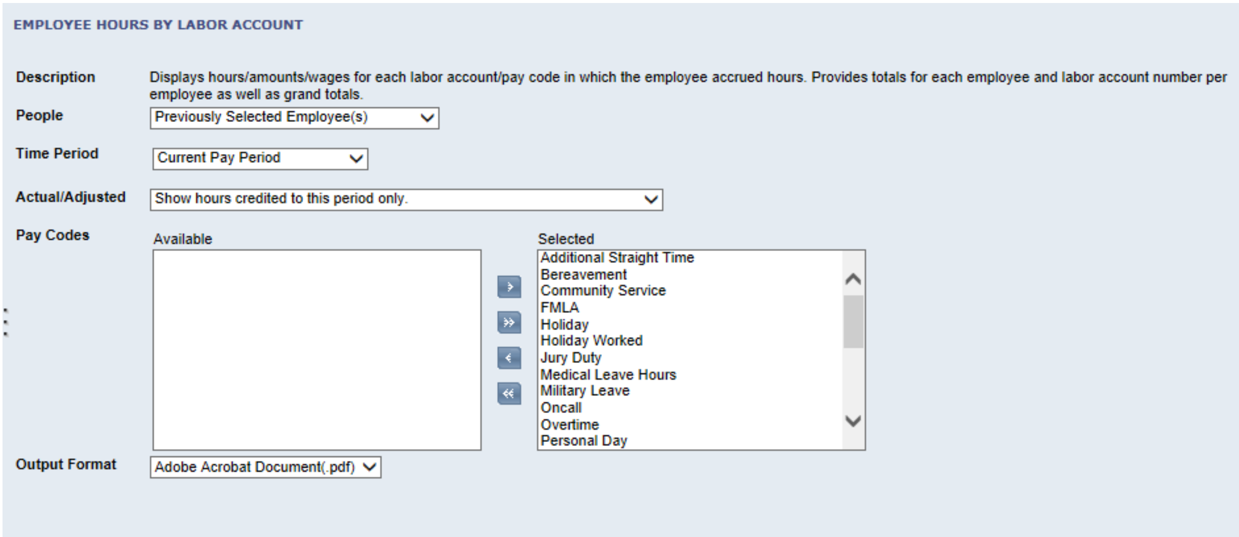
Under your related items pane (under the globe) on the right hand side of the screen, click on "Reports."



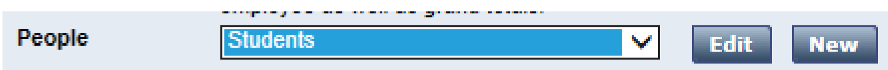
Supervisors have access to a variety of reports. A common report used is the **Employee Hours by Labor Account** report. This report displays all of your employees and their work hours per position in your department. You can find this report by expanding the "All" header and scrolling down until you find the report title; reports are listed alphabetically. This report is available in an excel format and pdf format.



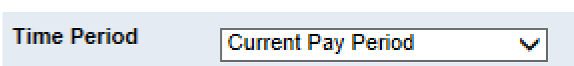
Click on the report title. It will then allow you to set restrictions on the information you would like the report to display.



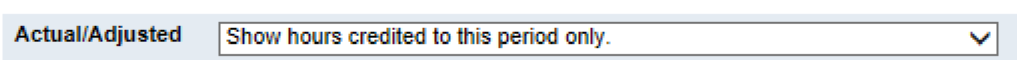
Under the “People” drop-down menu, you can select various groups of employees. To simply gather information for your student employees, select “Students.”



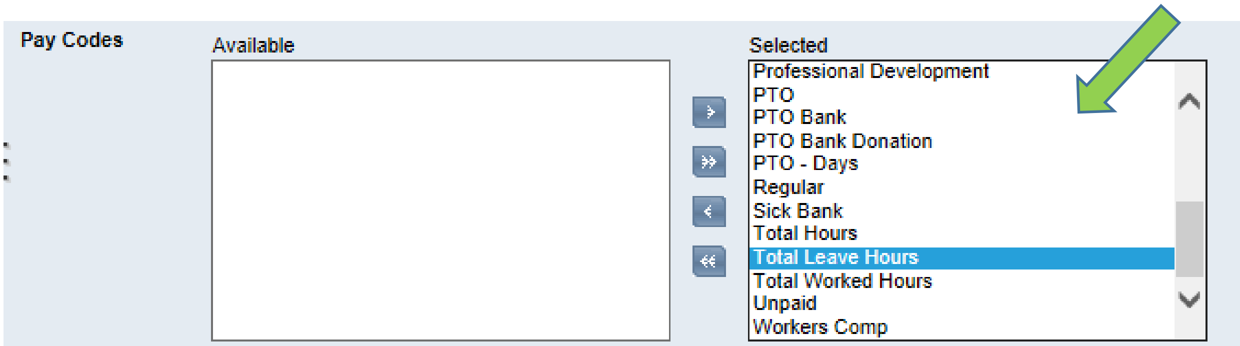
Under the “Time Period” drop-down menu, you can select a time period or range of dates. Select “current pay period” if you are wanting to view information within the scope of the current month (i.e. running report on May 27th when the pay period ends on May 31st) OR select “previous pay period” if you are wanting to view information after the month has ended (i.e. running report on June 1st when the pay period ended on May 31st).



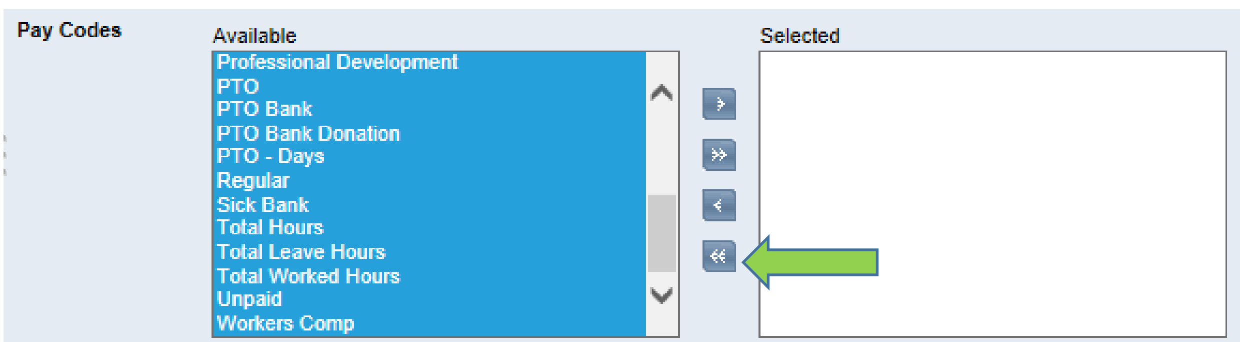
Under the “Actual/Adjusted” drop-down menu, leave it with the default setting of “Show hours credited to this period only.”



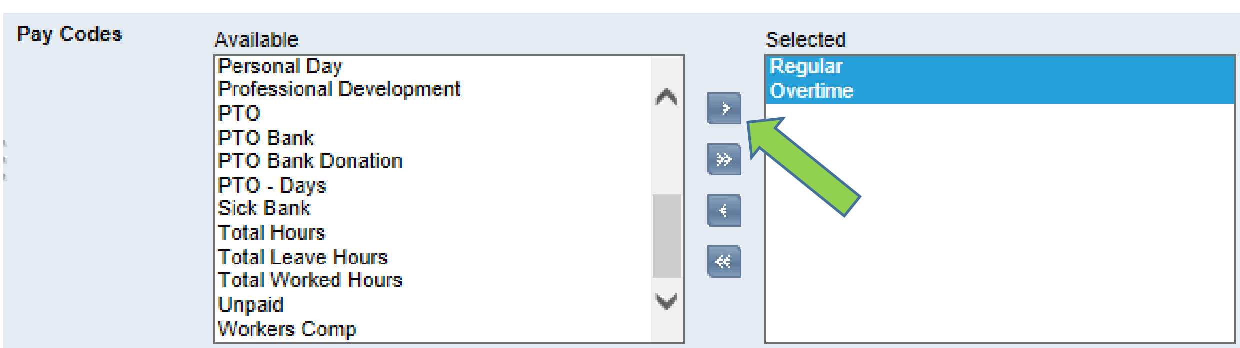
Under the “Pay Codes” section, you will see that all of the pay codes listed are already selected and set to display in the report.



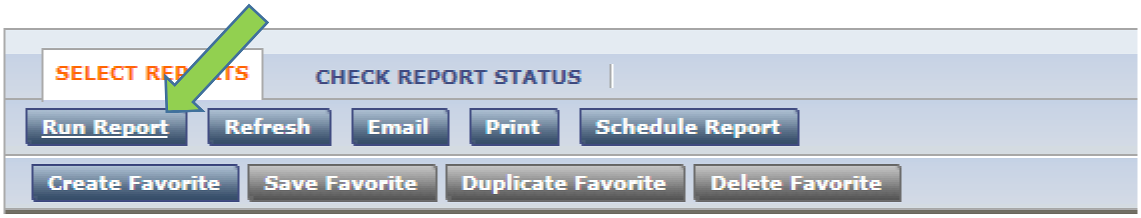
If you are running the report strictly for students, you may want to change this so only Regular and Overtime hours display; the other codes are not applicable to students and may bog the report down. To make this change, click the double arrow facing left.



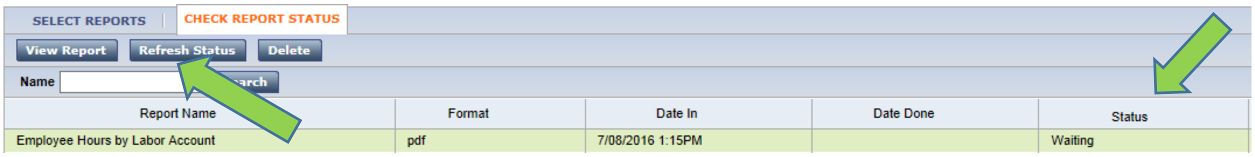
Then you will want to select the “Regular” pay code and click the single arrow facing right. You would then do the same for the “Overtime” pay code.



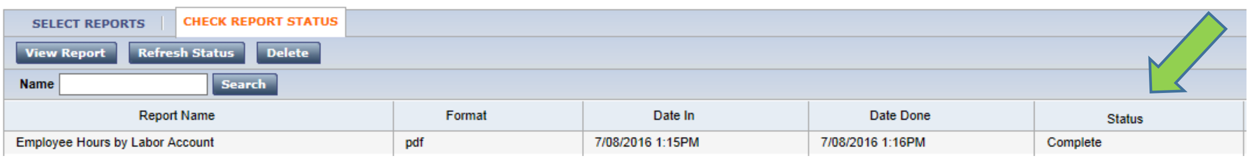
Once all of your restrictions have been set as you'd like them for the report, click on the "Run Report" button.



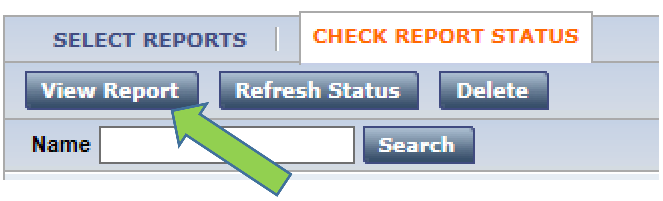
Details regarding the status of the report running will display. You can click the "Refresh Status" button in order to continue to get its updated status.



When the report is done running, "Complete" will display in the status column.



Click on the "View Report" button to display the report.



The report will display in a new window. The report can then be printed (if PDF) or manipulated (if Excel). Below is a sample of the report in the PDF format.

Please note that no wage information is stored in Kronos so only information regarding work hours is displayed. Also, you may notice that the transfer sets are displayed on the left hand side; this report is an easy way to identify incorrect transfer sets.

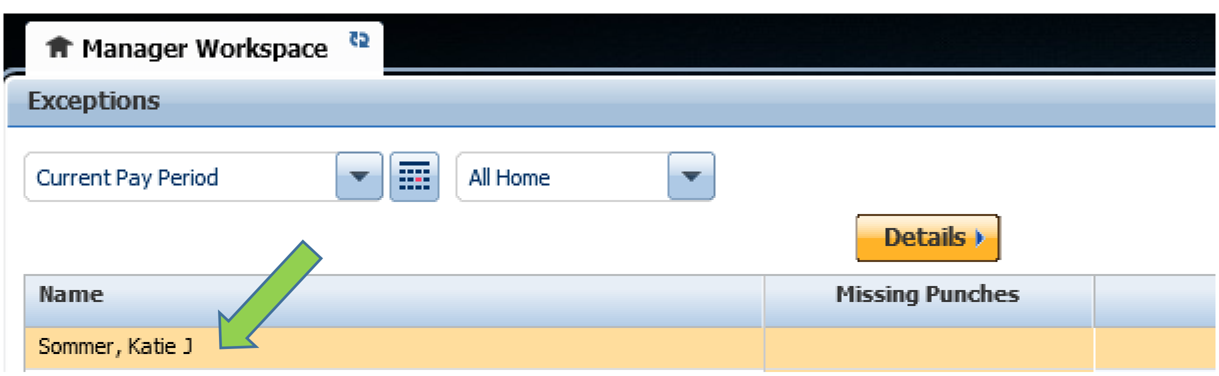
Employee Hours by Labor Account

Time Period:	Current Pay Period	Data Up to Date:	7/8/2016 1:16 PM
Query:	Students	Executed on:	7/08/2016 1:15PM GMT-05:00
Pay Codes:	(2): |Regular|Overtime|	Printed for:	abbie.raum
Actual/Adjusted:	Show hours credited to this period only.		

Name / Home Account	ID	Status/Date	Money	Hours	Days	Wages
Ackerman, Riley J	511849					
		Active: 9/1/2015				
WEL/WELAQALFGSWELL-LIFEGUARD CES/-/1 00 871 700 0000/37881/511849/-						
WEL/WELAQALFGSWELL-LIFEGUARD CES/-/1 00 871 700 0000/37881/511849/-			$0.00	2.25	0.00	$0.00
Regular			$0.00	2.25	0.00	$0.00
		Employee Totals:	$0.00	2.25	0.00	$0.00

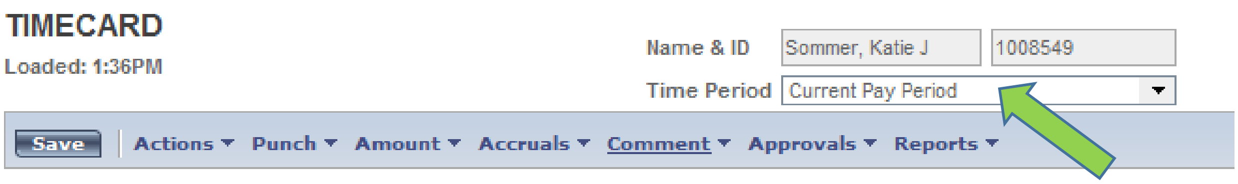
Another common report used is the **Time Detail** report. This report creates a copy of your employee's timecard as displayed in KnightTime. You can access this report in one of two ways. If you're wishing to run this report for a group of your employees, you will want to access this report in a similar fashion as to how we accessed the Employee Hours by Labor Account report. However, if you're wanting to simply run this report for one employee, you will want to access it via the instructions that follow.

Under your manager workspace, double click on an employee's name.

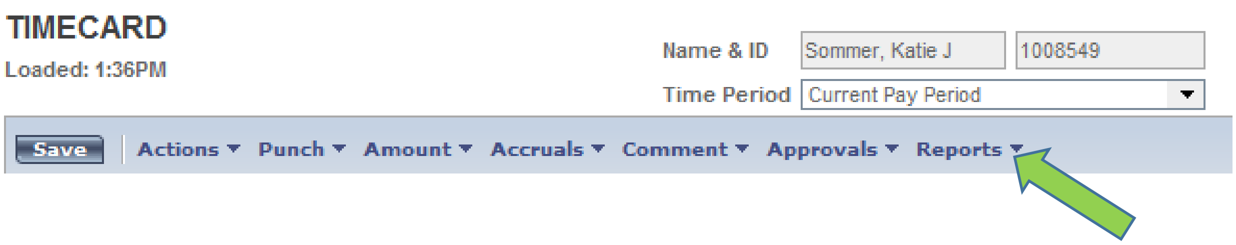


Select “View Timecard” to get the employee’s timecard to display.

Under the “Time Period” drop-down menu, you can select a time period or range of dates. Select “current pay period” if you are wanting to view information within the scope of the current month (i.e. running report on May 27th when the pay period ends on May 31st) OR select “previous pay period” if you are wanting to view information after the month has ended (i.e. running report on June 1st when the pay period ended on May 31st).



Under the “Reports” drop-down menu, select “Timecard Detail.”



The report will display in a new window. Below is a sample of the report in the PDF format.

This report can be handy if a employee would like a copy of their hours or if you'd like to take a closer look at an employee's timecard beyond the KnightTime web application.

TIME DETAIL

Time Period: Current Pay Period   Printed: 7/08/2016
Dates: 7/01/2016 - 7/31/2016

Name: Sommer, Katie J   ID: 1008549   Pay Rule: STUDENTS
Primary Account(s):   5/22/2016 - forever   ADM/ADMOFFASTSADM-OFFICE CES/-/1 00 406 700 0000/83442/1008549/-

Date	Apply To	In Punch	In Exc	Out Punch	Out Exc	($)Amt	Adj/Ent Amount	Totaled Amount	Cum. Tot. Amount	Absence
Fri 7/01									0.0	
Sat 7/02									0.0	
Sun 7/03									0.0	
Mon 7/04									0.0	
Tue 7/05		9:07AM		3:39PM				6.25	6.25	
		ADM/ADMOFFASTSADM-OFFICE CES/-/1 00 406 700 0000/83442/1008549/-								
Wed 7/06		8:58AM		11:50AM				2.75	9.0	
		ADM/ADMOFFASTSADM-OFFICE CES/-/1 00 406 700 0000/83442/1008549/-								
Thu 7/07		8:00AM		9:01AM				1.0		
		FAO/FAOOFFASTSFINAID-OFFICE CES/-/1 00 403 700 0000/304283/1008549/-								
Thu 7/07		10:44AM		3:00PM				4.25	14.25	
		ADM/ADMOFFASTSADM-OFFICE CES/-/1 00 406 700 0000/83442/1008549/-								
Fri 7/08		9:02AM						0.0	14.25	
		ADM/ADMOFFASTSADM-OFFICE CES/-/1 00 406 700 0000/83442/1008549/-								
Sat 7/09									14.25	
Sun 7/10									14.25	
Mon 7/11									14.25	
Tue 7/12									14.25	
Wed 7/13									14.25	
Thu 7/14									14.25	
Fri 7/15									14.25	
Sat 7/16									14.25	
Sun 7/17									14.25	
Mon 7/18									14.25	
Tue 7/19									14.25	
Wed 7/20									14.25	
Thu 7/21									14.25	
Fri 7/22									14.25	
Sat 7/23									14.25	
Sun 7/24									14.25	
Mon 7/25									14.25	
Tue 7/26									14.25	
Wed 7/27									14.25	
Thu 7/28									14.25	
Fri 7/29									14.25	
Sat 7/30									14.25	
Sun 7/31									14.25	
Totals						0.00	0.0	14.25	14.25	

Account Summary

Account	Pay Code	Money	Hours
ADM/ADMOFFASTSADM-OFFICE CES/-/1 00 406 700 0000/83442/1008549/-			
	Regular		13.25
(x)FAO/FAOOFFASTSFINAID-OFFICE CES/-/1 00 403 700 0000/304283/1008549/-			
	Regular		1.0