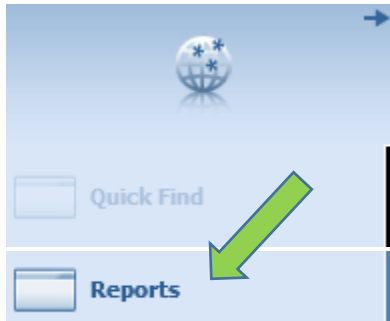


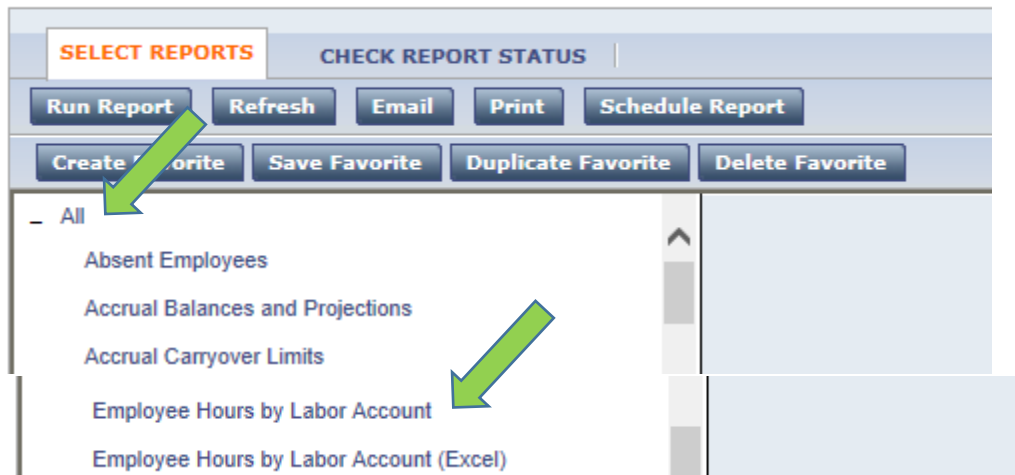
To run a report:

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.

REPORTS



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

The screenshot shows the configuration interface for the 'EMPLOYEE HOURS BY LABOR ACCOUNT' report. It includes several fields for setting report parameters:

- Description:** Displays hours/amounts/wages for each labor account/pay code in which the employee accrued hours. Provides totals for each employee and labor account number per employee as well as grand totals.
- People:** A dropdown menu currently showing 'Previously Selected Employee(s)'.
- Time Period:** A dropdown menu currently showing 'Current Pay Period'.
- Actual/Adjusted:** A dropdown menu currently showing 'Show hours credited to this period only.'.
- Pay Codes:** A section with two columns: 'Available' (an empty box) and 'Selected' (a list of codes). Between the columns are four arrow buttons: a single right arrow, a double right arrow, a single left arrow, and a double left arrow. The 'Selected' list includes: Additional Straight Time, Bereavement, Community Service, FMLA, Holiday, Holiday Worked, Jury Duty, Medical Leave Hours, Military Leave, Oncall, Overtime, and Personal Day.
- Output Format:** A dropdown menu currently showing 'Adobe Acrobat Document(.pdf)'.

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

This close-up shows the 'People' label next to a dropdown menu that has 'Students' selected. To the right of the dropdown are two buttons labeled 'Edit' and 'New'.

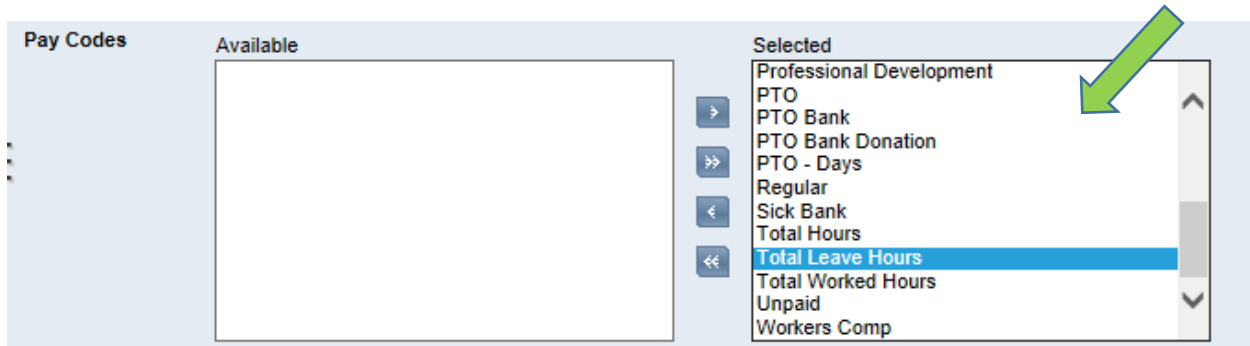
Under the “Time Period” drop-down menu, you can select a time period or range of dates. Select “current pay period” if you are wanting to view information within the scope of the current month (i.e. running report on May 27th when the pay period ends on May 31st) OR select “previous pay period” if you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

This close-up shows the 'Time Period' label next to a dropdown menu that has 'Current Pay Period' selected.

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

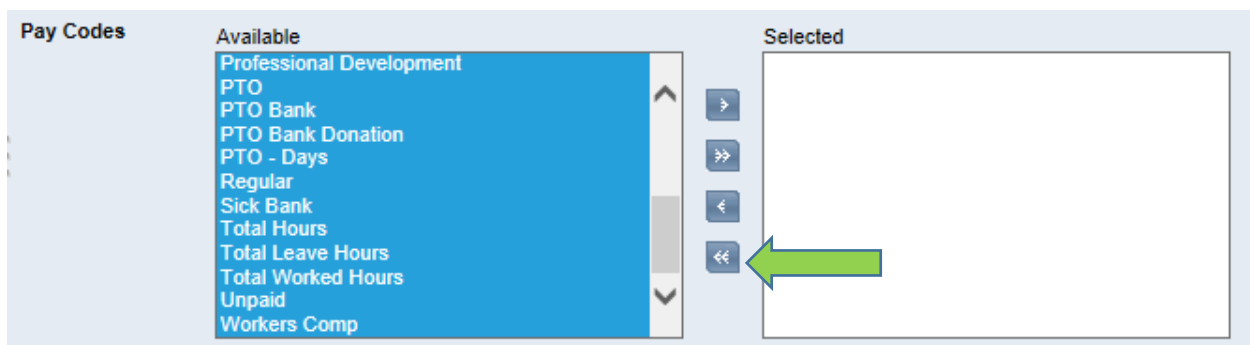
This close-up shows the 'Actual/Adjusted' label next to a dropdown menu that has 'Show hours credited to this period only.' selected.

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.



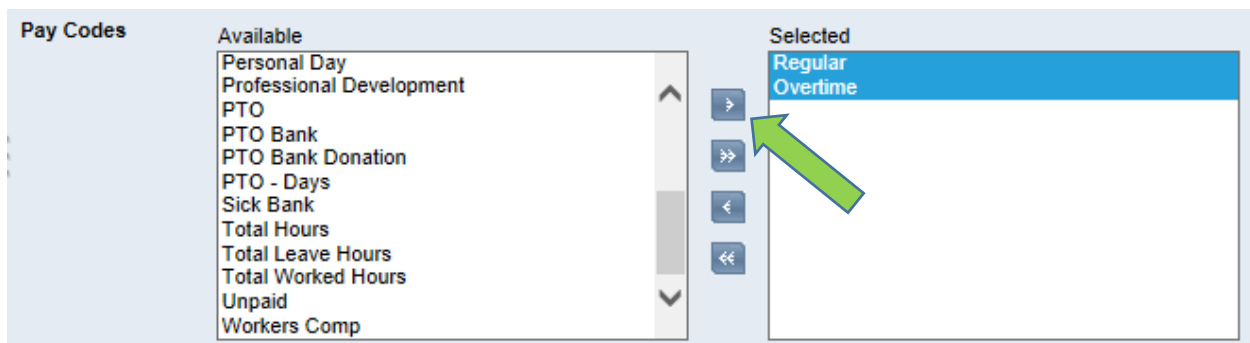
The screenshot shows the 'Pay Codes' section with two columns: 'Available' and 'Selected'. The 'Available' column is empty. The 'Selected' column contains the following pay codes: Professional Development, PTO, PTO Bank, PTO Bank Donation, PTO - Days, Regular, Sick Bank, Total Hours, Total Leave Hours (highlighted in blue), Total Worked Hours, Unpaid, and Workers Comp. A green arrow points to the 'Total Leave Hours' entry in the 'Selected' list. Between the columns are four buttons: a single right arrow (>), a double right arrow (>>), a single left arrow (<), and a double left arrow (<<).

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.



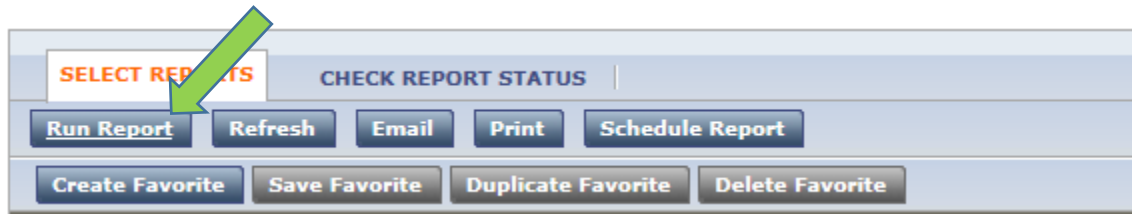
The screenshot shows the 'Pay Codes' section. The 'Available' column contains all the pay codes: Professional Development, PTO, PTO Bank, PTO Bank Donation, PTO - Days, Regular, Sick Bank, Total Hours, Total Leave Hours, Total Worked Hours, Unpaid, and Workers Comp. The 'Selected' column is empty. A green arrow points to the double left arrow (<<) button between the columns.

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.

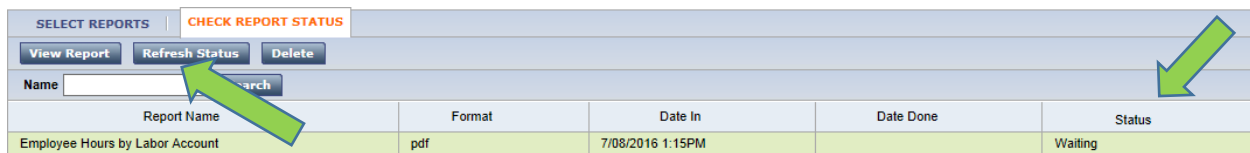


The screenshot shows the 'Pay Codes' section. The 'Available' column contains: Personal Day, Professional Development, PTO, PTO Bank, PTO Bank Donation, PTO - Days, Sick Bank, Total Hours, Total Leave Hours, Total Worked Hours, Unpaid, and Workers Comp. The 'Selected' column contains: Regular and Overtime (both highlighted in blue). A green arrow points to the single right arrow (>) button between the columns.

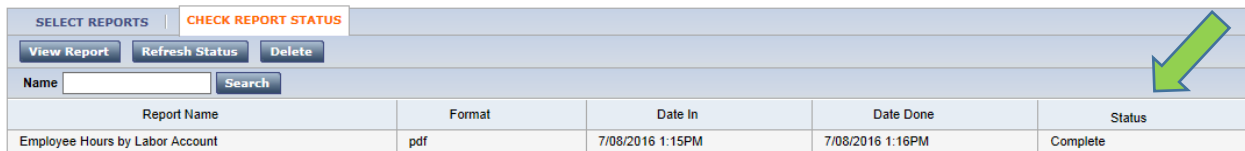
Once all of your restrictions have been set as you'd like them for the report, click on the "Run Report" button.



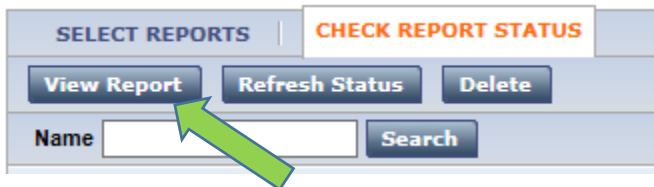
Details regarding the status of the report running will display. You can click the "Refresh Status" button in order to continue to get its updated status.



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

Query: Students

Pay Codes: (2): |Regular|Overtime|

Actual/Adjusted: Show hours credited to this period only.

Data Up to Date: 7/8/2016 1:16 PM

Executed on: 7/08/2016 1:15PM GMT-05:00

Printed for: abbie.raum

Name	ID	Status/Date	Money	Hours	Days	Wages
Home Account						
Ackerman, Riley J	511849	Active: 9/1/2015				
WEL/WELAQAALFGSWELL-LIFEGUARD CES/-/1 00 871 700 0000/37881/511849/-						
WEL/WELAQAALFGSWELL-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.

Manager Workspace

Exceptions

Current Pay Period

All Home

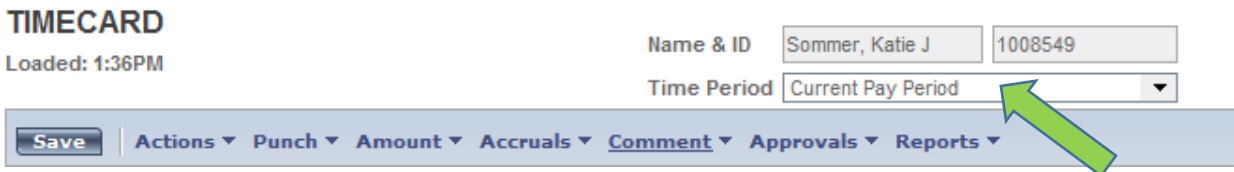
Details

Name	Missing Punches
Sommer, Katie J	

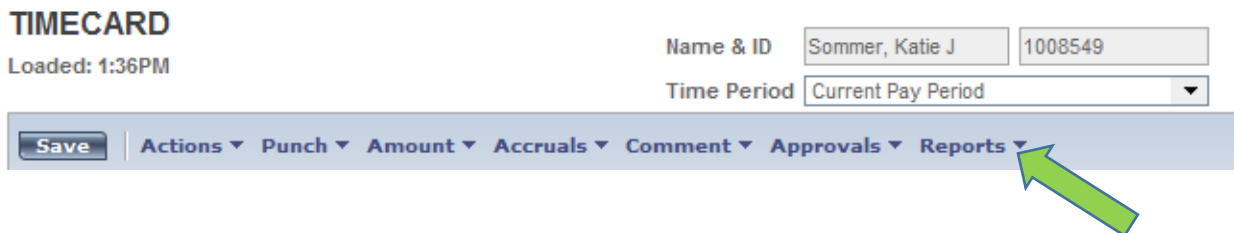
Select "View Timecard" to get the employee's timecard to display.



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
Dates: 7/01/2016 - 7/31/2016

Printed: 7/08/2016

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/FAOFASTSFINAID-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/FAOFASTSFINAID-OFFICE CES/-/1 00 403 700 0000/304283/1008549/-											
	Regular								1.0		