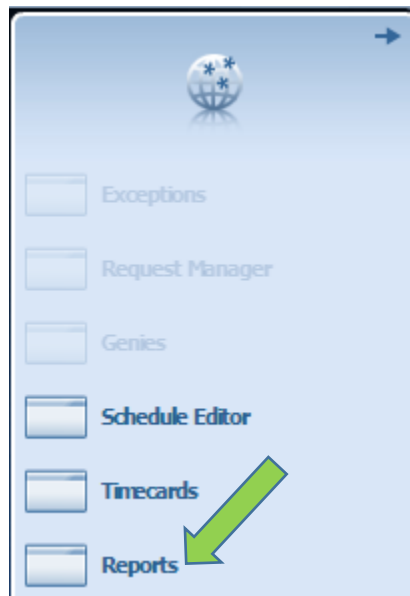




KNIGHTtime

Utilizing Reports in KnightTime

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



2. 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

The screenshot shows the 'REPORTS' section of a software interface. At the top, there are two tabs: 'SELECT REPORTS' (highlighted in orange) and 'CHECK REPORT STATUS'. Below the tabs are several action buttons: 'Run Report', 'Refresh', 'Email', 'Print', and 'Schedule Report'. A second row of buttons includes 'Create Favorite', 'Save Favorite', 'Duplicate Favorite', and 'Delete Favorite'. A green arrow points to the 'Create Favorite' button. Below the buttons is a list of reports under the 'All' category. The reports listed are: 'Absent Employees', 'Accrual Balances and Projections', 'Accrual Carryover Limits', 'Employee Hours by Labor Account', and 'Employee Hours by Labor Account (Excel)'. A green arrow points to the 'Employee Hours by Labor Account' report title.

3. 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 screen for the 'EMPLOYEE HOURS BY LABOR ACCOUNT' report. The title 'EMPLOYEE HOURS BY LABOR ACCOUNT' is at the top. Below it is a 'Description' field with the text: '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.' The 'People' field is a drop-down menu set to 'Previously Selected Employee(s)'. The 'Time Period' field is a drop-down menu set to 'Current Pay Period'. The 'Actual/Adjusted' field is a drop-down menu set to 'Show hours credited to this period only.'. The 'Pay Codes' section has two columns: 'Available' (empty) and 'Selected'. The 'Selected' column contains a list of pay codes: 'Additional Straight Time', 'Bereavement', 'Community Service', 'FMLA', 'Holiday', 'Holiday Worked', 'Jury Duty', 'Medical Leave Hours', 'Military Leave', 'Oncall', 'Overtime', and 'Personal Day'. There are navigation arrows between the columns. The 'Output Format' field is a drop-down menu set to '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.”

The screenshot shows the 'People' drop-down menu with 'Students' selected. To the right of the menu are two buttons: '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).

Time Period

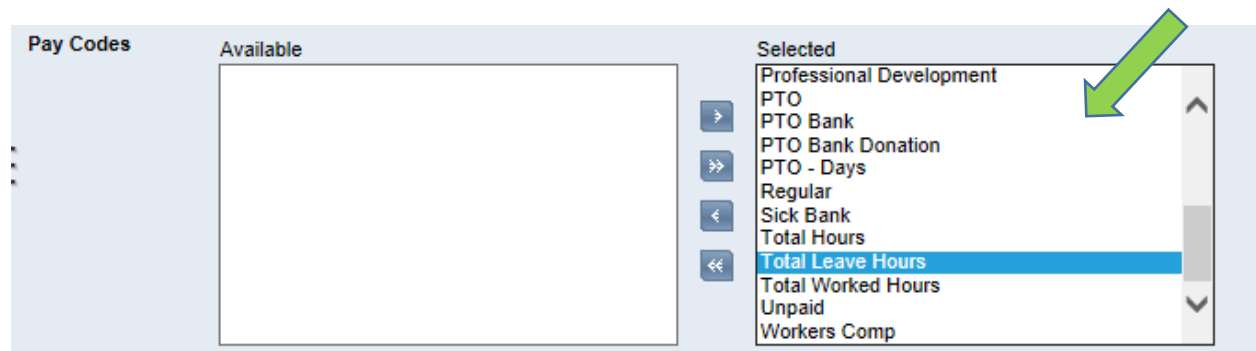
Under the “Actual/Adjusted” drop-down menu, leave it with the default setting of “Show hours credited to this period only.”

Actual/Adjusted

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.

Pay Codes

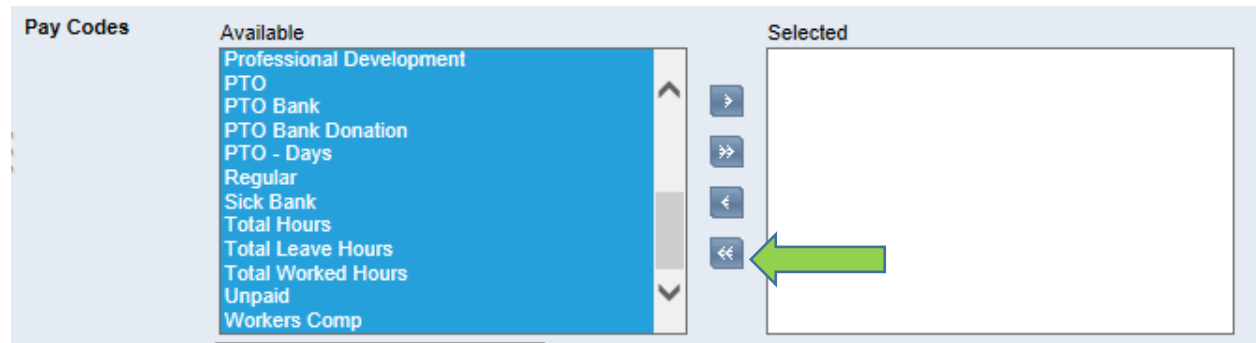
Available	Selected
	Professional Development
	PTO
	PTO Bank
	PTO Bank Donation
	PTO - Days
	Regular
	Sick Bank
	Total Hours
	Total Leave Hours
	Total Worked Hours
	Unpaid
	Workers Comp



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.

Pay Codes

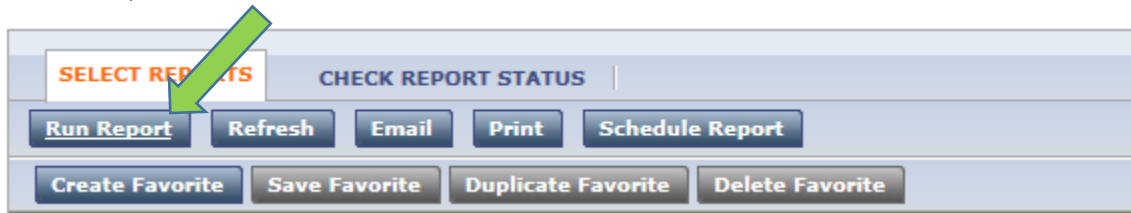
Available	Selected
Professional Development	
PTO	
PTO Bank	
PTO Bank Donation	
PTO - Days	
Regular	
Sick Bank	
Total Hours	
Total Leave Hours	
Total Worked Hours	
Unpaid	
Workers Comp	



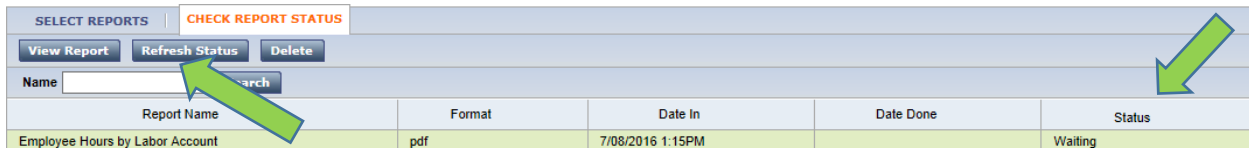
Then you will want to select the “Regular” pay code and click the single arrow facing right. You would then do the same for the “Overtime” pay code.



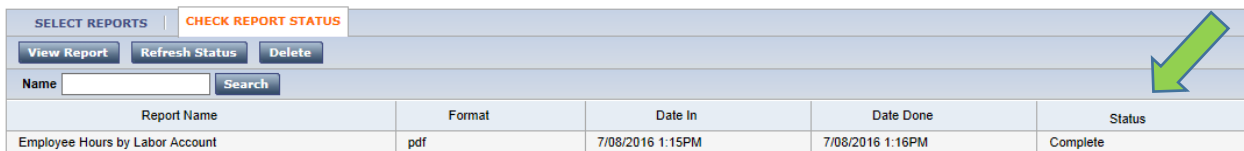
- Once all of your restrictions have been set as you’d like them for the report, click on the “Run Report” button.



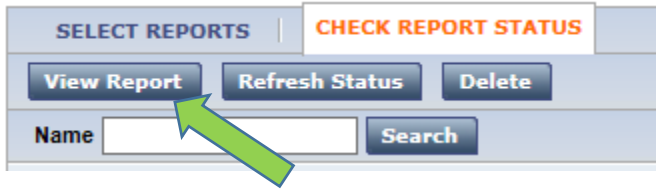
- Details regarding the status of the report running will display. You can click the “Refresh Status” button in order to continue to get its updated status.



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



6. 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

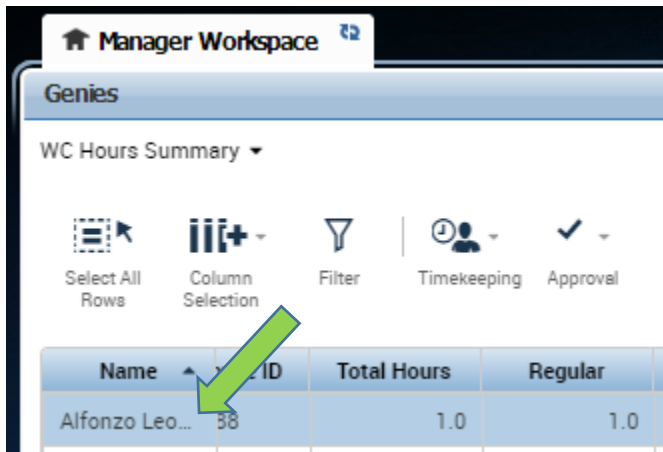
Executed on: 7/08/2016 1:15PM GMT-05:00

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 function is a **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 and print a copy of the student's timecard, you will want to access it via the instructions that follow.

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



2. 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).
3. The "Print Timecard" button allows you to print a copy of the student's timecard.



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 an 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.

Alfonzo Leon, Alfonzo J		1215288		Current Pay Period		
Date	Pay Code	Amount	In	Transfer	Out	In
Sat 7/01						
Sun 7/02						
Mon 7/03			8:00AM	DIN/DIN000ASTSDINING-AST CES/-/1 00 810 700 0000/984277/1215288/-		
			6:00PM		7:00PM	
Tue 7/04						
Wed 7/05						
Thu 7/06						
Fri 7/07						
Sat 7/08						
Sun 7/09						
Mon 7/10						
Tue 7/11						
Wed 7/12						

Another common report that supervisors use is the **Punch Origin** report. This report will display the specific timeclock students are utilizing for each of their punches. This report can take a little bit to process as it is a large report.

Below is a sample of the report in the PDF format. This report can be handy if you are wishing to review several students records and which timeclocks they are utilizing to punch in to.

Punch Origin

Executed on: 6/11/2018 10:28AM GMT-05:00
 Printed for: abbie.raum

Time Period: Current Pay Period
 Query: Students

Punch Date/time	User	Client	Server	Data Source
Blackmer, Becky J			ID: 1172271	
6/1/2018 1:37:00 PM	SuperUser	LH251 (111251)	KnightTimeApp	LH251 (111251)
6/1/2018 4:57:00 PM	SuperUser	FDS191 (111191)	KnightTimeApp	FDS191 (111191)
6/2/2018 7:57:00 AM	SuperUser	CTC111 (111111)	KnightTimeApp	CTC111 (111111)
6/2/2018 12:36:00 PM	SuperUser	CTC111 (111111)	KnightTimeApp	CTC111 (111111)
6/2/2018 5:27:00 PM	SuperUser	CTC111 (111111)	KnightTimeApp	CTC111 (111111)
6/2/2018 9:06:00 PM	SuperUser	CTC111 (111111)	KnightTimeApp	CTC111 (111111)
6/4/2018 8:26:00 AM	SuperUser	STU183 (111183)	KnightTimeApp	STU183 (111183)

<AR 6-8-18>