

# WORKFORCE TIMEKEEPER REPORTS

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## Reports

The screenshot displays the Genies software interface. At the top, there is a browser tab labeled "Manage My Department" and a window title "Genies". Below the title bar, there is a "QuickFind" search bar and a "Current Pay Period" dropdown menu. A toolbar contains icons for "Select All Rows", "Column Selection", "Filter", "People", "Timekeeping", "Approval", and "Schedule". Below the toolbar is a table header with columns: "Name", "Lawson Emp Number", "File Number", "Pay Rule", "Status", "Cost Center", and "Primary Labor Account". A text box in the center of the screen reads: "You will now learn how to run a report. In this example you will be specifically running a Location Daily Staffing by Zone report." On the right side, a menu is open, showing options: "Timecard Approval", "Exceptions", and "Group Edit Results".

# Running a Location Daily Staffing by Zone Report

The screenshot shows the Kronos web application interface. At the top left is the Kronos logo. Below it is a navigation bar with 'Manage My Department' and 'Reports' tabs. The main content area is titled 'REPORTS' and contains several buttons: 'SELECT REPORTS', 'CHECK REPORT STATUS', 'Run Report', 'Refresh', 'Create Favorite', 'Save Favorite', 'Duplicate Favorite', and 'Delete Favorite'. A sidebar on the left lists various report categories: All, Accruals, Biometrics, Configuration, Data Collection, Detail Genie, and Import. On the right side, there is a 'Related Items' pane with a globe icon and four menu items: Genies, Actions, Help, and Reports. The 'Reports' item is highlighted with a red rectangular border. An 'Instructions' callout box in the top right corner contains the text: '1. On the Related Items pane, select Reports'.

The screenshot shows the Kronos Reports interface. At the top left is the Kronos logo. Below it is a navigation bar with 'Manage My Department' and 'Reports' tabs. A 'Reports' dropdown menu is open, showing a list of report categories. The 'Timecard' category is highlighted with a red box. To the right of the main interface is a vertical sidebar with icons for 'Genies', 'Actions', 'Help', 'Reports', 'Timecards', and 'Exceptions'. An 'Instructions' callout box is overlaid on the top right, containing two steps: '1. On the Related Items pane, select Reports' and '2. Click Timecard'.

**KRONOS**

Manage My Department Reports

Reports

**REPORTS**

SELECT REPORTS CHECK REPORT STATUS

Run Report Refresh

Create Favorite Save Favorite Duplicate Favorite Delete Favorite

- All
- Accruals
- Biometrics
- Configuration
- Data Collection
- Detail Gene
- Import
- Mobile
- Other Reports
- Roll-Up Gene
- Scheduler
- Statutory Reports
- TimeTime ID
- Timecard**

Genies

Actions

Help

Reports

Timecards

Exceptions

Group Edit Results

**Instructions**

1. On the Related Items pane, select Reports
2. Click Timecard

KRONOS

Manage My Department Reports

REPORTS

SELECT REPORTS CHECK REPORT STATUS

Run Report Refresh

Create Favorite Save Favorite Duplicate Favorite Delete Favorite

- Timecard
  - Accrual Debit Activity Summary
  - Accrual Debit Activity with Graph
  - Accrual Detail
  - Accrual Detail (Data)
  - Accruals (Spreadsheet Export)
  - Accrual Summary
  - All Zone
  - All Zone Report
  - Brazilian Timecard Mirror
  - Comments By Employee
  - Comments By Location
  - Comprehensive Audit Report (Spreadsheet Export)
  - Coverage - Monthly
  - Coverage - Weekly
  - Daily Staffing by Zone Report**

Actions

Help

Reports

Timecards

Exceptions

Group Edit Results

Schedules

Timecard Approval

## Instructions

1. On the Related Items pane, select **Reports**
2. Click **Timecard**
3. Click **Daily Staffing by Zone Report**

The screenshot shows the Kronos web application interface. At the top left is the Kronos logo. Below it is a navigation bar with 'Manage My Department' and 'Reports' tabs. The 'Reports' tab is active, and a dropdown menu is open showing 'Reports'. Below this is a section titled 'REPORTS' with two main buttons: 'SELECT REPORTS' and 'CHECK REPORT STATUS'. Under 'SELECT REPORTS', there is a 'Run Report' button highlighted with a red box, and a 'Refresh' button. Below these are four buttons: 'Create Favorite', 'Save Favorite', 'Duplicate Favorite', and 'Delete Favorite'. A list of reports is shown below, including 'Timecard' and 'Accrual Debit Activity Summary'. On the right side of the report list, there is a button for 'DAILY STAFFING BY ZONE REPORT'.

## Instructions

1. On the Related Items pane, select **Reports**
2. Click **Timecard**
3. Click **Daily Staffing by Zone Report**
4. Complete each field. (Each field has been completed for the sake of this training) Click **Run Report**

The screenshot shows the Kronos Reports interface. At the top left is the Kronos logo. Below it is a navigation bar with 'Manage My Department' and 'Reports' tabs. The 'Reports' tab is active, showing a dropdown menu. Below the navigation bar is a 'REPORTS' section with two tabs: 'SELECT REPORTS' and 'CHECK REPORT STATUS'. The 'SELECT REPORTS' tab is active, showing a 'View Report' button, a 'Refresh Status' button (highlighted with a red box), and a 'Delete' button. Below these buttons is a search field labeled 'Name' with a 'Search' button. A 'Waiting' status indicator is visible. Below the search field is a table with the following data:

Report Name	Format	Date In	Date Done	Status	Output	User
Location Schedule with Coverage	pdf	6/26/2020 12:29PM	6/26/2020 12:29PM	Failed	Screen	testmanager

## Instructions

1. On the Related Items pane, select **Reports**
2. Click **Timecard**
3. Click **Daily Staffing by Zone Report**
4. Complete each field. (Each field has been completed for the sake of this training) Click **Run Report**
5. Under the **Check Report Status** tab, click **Refresh Status**

The screenshot shows the KRONOS Reports interface. At the top, there is a navigation bar with the KRONOS logo and a search bar. Below the navigation bar, there are tabs for 'Manage My Department' and 'Reports'. The 'Reports' tab is active, and a dropdown menu is open. The main content area is titled 'REPORTS' and contains two tabs: 'SELECT REPORTS' and 'CHECK REPORT STATUS'. The 'CHECK REPORT STATUS' tab is active. Below the tabs, there are buttons for 'View Report', 'Refresh Status', and 'Delete'. A search bar is also present. The main content area displays a table with the following columns: Report Name, Format, Date In, Date Done, Status, Output, and User. The table contains one row: 'Daily Staffing by Zone Report' with a status of 'Completed'. A red arrow points to the 'Completed' status.

Report Name	Format	Date In	Date Done	Status	Output	User
Daily Staffing by Zone Report				Completed		

## Instructions

1. On the Related Items pane, select **Reports**
2. Click **Timecard**
3. Click **Daily Staffing by Zone Report**
4. Complete each field. (Each field has been completed for the sake of this training) Click **Run Report**
5. Under the **Check Report Status** tab, click **Refresh Status**
6. Once the Status updates to **Completed**, you can click the report to view it



KRONOS

Manage My Department Reports

Reports

REPORTS

SELECT REPORTS CHECK REPORT STATUS

View Report Refresh Status Delete

Name Search

Report Name	Format	Date In	Date Done	Status	Output	User
Daily Staffing by Zone Report	pdf	6/26/2020 12:29PM	6/26/2020 12:29PM	Completed	Screen	testmanager

## Instructions

1. On the Related Items pane, select Reports
2. Click Timecard
3. Click Daily Staffing by Zone Report
4. Complete each field. (Each field has been completed for the sake of this training) Click Run Report
5. Under the Check Report Status tab, click Refresh Status
6. Once the Status updates to Completed, you can click the report to view it
7. Click Open

- Exceptions
- Group Edit Results
- Schedules
- Timecard Approval

Do you want to open or save **Daily Staffing by Zone Report.pdf** (900 bytes) from **nortonhealthcare-dev.kronos.net**?

Open Save Cancel

REPORTS

SELECT REPORT

View Report

Name

Daily Staffing

- + All
- + Accruals
- + Biometrics

### Daily Staffing by Zone

Time Period: Next Schedule Period

Data Requested On: 6/26/2020 12:53:53 PM  
Executed on: 6/26/2020 12:53:53 PM  
Printed for: testmanager

Sunday 8/2/2020							
DAY							
Location	Job	Employee	Shift	Start Time - End Time	Transfer	Comments	Notes
6E BH	MHA	Ashby, Amanda M	18f7q	6:45 PM-7:15 AM			