

Running Reports

1. In the **My Genies®** tab select **Pay Period Close**.
2. Select the Org and Time Period for the report
3. Click **Actions** to **Select All** or use Control-Click on keyboard to select one or more employees.
4. Click on **Reports**

PAY PERIOD CLOSE
Last Refreshed: 9:54AM

Show: 87229 [Edit]
Time Period: Current Pay Period [Refresh]

Actions	Punch	Amount	Accruals	Schedule	Approvals	Payroll Prep	Person
Missed Punch	Expected PP Hours	Total Regular	Leave Taken Vacation	Leave Taken Sick	Leave Taken Comp	Leave T ONA Hc	
	0:00	52:30					
	0:00	32:24					
	0:00	56:12					
	0:00	57:18					
	0:00	54:00		2:00			
Reed, Colette M	0:00	56:00					

5. Make sure you are on the **Select Report tab** at the top. Click **ALL** under **Categories** to expand full list of reports.
6. Click on the report you would like to run under the Categories listing. A description of what data the report will give you appears in the right hand side of the screen.
7. Click on **Run Report**

REPORTS
Last Refreshed: 10:32AM

Show: Previously Selected Employee(s) [Edit]
Time Period: Current Pay Period

SELECT REPORT | SET OPTIONS | CHECK RUN STATUS

Run Report | Refresh | Schedule → | E-mail → | Send To Printer → | Print Screen →

Categories

- All
- Accruals
- Biometrics
- Configuration
- Data Collection
- Detail Genie
- Import
- Other Reports
 - OHSU Comments Audit Report
 - OHSU Employee Absenteeism Report
 - OHSU Employee Hours by Pay Code
 - OHSU FMLA OFLA Audit Report
- Roll-Up Genie
- Scheduler
- Statutory Reports
- Timecard
- Working Time Directive

OHSU Comments Audit Report

Description OHSU Comments Audit Report

8. You will now be in the Check Run Status Tab
9. Click Refresh Status several times until Status shows Complete
10. Click View Report
11. Print or Email.

REPORTS
Last Refreshed: 11:11AM

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Show: Previously Selected Employee(s) [Edit]
Time Period: Current Pay Period

SELECT REPORT SET OPTIONS CHECK RUN STATUS

View Report Refresh Status Delete Print Screen →

Report Name	Format	Date In	Date Done	Status	Output
OHSU Time Detail Report	pdf	Thu 3/25/2010 11:11:24AM	Thu 3/25/2010 11:11:32AM	Complete	Screen

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Helpful Reports to Run:

- **OHSU Employee Hours by Pay Code** (under Other Reports). Displays employee hours and labor account for selected pay codes.
- **Accrual Debit Activity Summary** (under Accruals). Displays the accrual code abbreviations (and pay codes debited) and the amount of time debited for each employee in the format of a monthly calendar.
- **OHSU Comments Audit Report** (under Other Reports). Displays comments.
- **OHSU Time Detail Report** (under Timecard). Displays payable hours by code. This is the report that displays transactions from the employees' timecard. Can only be run for 1 full pay period at a time. Please choose the exact dates of 1 pay period.
- **Timecard Audit Trail** (under Timecard). Displays audit information for specific timecard editor actions, including date and time of the action, who performed the action, and what information changed.
- **OHSU FMLA OFLA Audit Report** . Displays all hours with FMLA OFLA comments.

Running Reports in EXCEL

1. Choose a report named with “(Excel)” E.g. OHSU Comments Audit Report (Excel)
2. Make sure your Show and Time Period options are accurate

The screenshot shows the Kronos Reports interface. At the top, there are navigation tabs: GENERAL, MY GENIES®, TIMEKEEPING, SCHEDULING, RECORD RETENTION, and DEVICE MANAGER. Below this, the 'REPORTS' section is visible, with 'Last Refreshed: 5:40PM'. There are input fields for 'Show' (88273) and 'Time Period' (Previous Pay Period), along with an 'Edit' button. The main area has three tabs: 'SELECT REPORT', 'SET OPTIONS', and 'CHECK RUN STATUS'. Under 'SELECT REPORT', there are buttons for 'Run Report', 'Refresh', 'Schedule', 'E-mail', 'Send To Printer', and 'Print Screen'. A list of reports is shown on the left, with 'OHSU Comments Audit Report (Excel)' highlighted. The right pane displays the report's name and a description: 'OHSU Comments Audit Report (Excel)' and 'Description: Select comments from the Set Options screen. Report is formatted for Excel.'

3. Click on SET OPTIONS.
4. Change Email/Schedule format to Microsoft Excel Document
5. Click on Email and enter your OHSU email address. Excel documents must be emailed. Selecting Run Report will not produce an excel version of the report.

The screenshot shows the Kronos Reports interface with the 'SET OPTIONS' tab selected. The 'OHSU Comments Audit Report (Excel)' is still selected. The 'Options' section is expanded, showing a 'comments' field. Below this, there is an 'E-mail / Schedule Format' dropdown menu with three options: 'Adobe Acrobat Document(.pdf)', 'Adobe Acrobat Document(.pdf)', and 'Microsoft Excel Document(.xls)'. The 'Microsoft Excel Document(.xls)' option is highlighted. The right pane shows the report's name and a 'Details' section.

Scheduling Reports

Reports can be scheduled on a daily, weekly, pay period, or other recurring schedule to be run and sent to your email or another employee's email. A common report is the OHSU Time Detail Report that is sent to the manager at the end of every pay period.

1. Choose a report and click on Schedule
2. Make sure your Show and Time Period options are accurate. You may want to select a hyperfind for your unit.

REPORTS
Last Refreshed: 5:57PM

Show: 88273
Time Period: Previous Pay Period

SELECT REPORT | SET OPTIONS | CHECK RUN STATUS

Run Report | Refresh | **Schedule** | E-mail | Send To Printer | Print Screen

- OHSU Employee Schedule - Weekly
- OHSU Float
- OHSU Float (Excel)
- OHSU FMLA OFLA Audit Report
- OHSU Location Schedule with Coverage
- OHSU Staffing Sheet - Daily
- OHSU Time Detail Report**
- OHSU Unscheduled Absence (Excel)
- On Call
- Open Shifts - Monthly
- Open Shifts - Weekly
- Organizational Job Configuration
- Organizational Map Location Types
- Organizational Map Locations
- Organizational Sets
- Overtime Equalization Detail
- Overtime Rules
- Pay Code Data Access Profiles

OHSU Time Detail Report

Description Displays de
period totals

3. Fill out the following fields : Name: may be changed; Email: enter full ohsu email address; Schedule Type and schedule parameters. Verify Start Date and Time.
4. Save. (To edit reports, go to SETUP and Event Manager to see scheduled reports listed.)

SCHEDULE REPORT

Last Saved: 5:51PM

New | Duplicate | Save | Reload | Properties | Run | Enable | Disable | Delete | Print Screen

Scheduled Events

Name	User	Status	Schedule
OHSU Time Detail Report _1321494632141	SUPERUSER	Enabled	Weekly; Begin:11/14/2011 8:00AM; Forever

Event Details

*Name: OHSU Time Detail Report _1321494632141
Description: OHSU Time Detail Report
*User name: SUPERUSER

Event Schedule

Schedule Type: Weekly
*Number of weeks between runs: 2
*Day(s): Monday Tuesday Wednesday Thursday Friday Saturday Sunday

*Start Date: 11/14/2011 *Time: 8:00AM
*End Date: Forever

Event Output

Printer: APVA005P
 E-Mail: me@ohsu.edu
Example: person1@company.com, person2@company.com