# Running a Timecard Detail Report

**Purpose:** Supervisors can run a time card detail report for their employees. This report can be scheduled to run automatically and emailed on a scheduled basis or it can be run on demand.

| Reference Guide Details | |
|---|---|
| Guide Objectives | Upon completion, the user will:<br>• Know how to run a Time Card Detail Report on-demand<br>• Know how to schedule a Time Card Detail Report to be emailed on a scheduled basis |
| Prerequisites | None |
| Kronos Role | Supervisors |
| Revision Date | 09/23/2019 |

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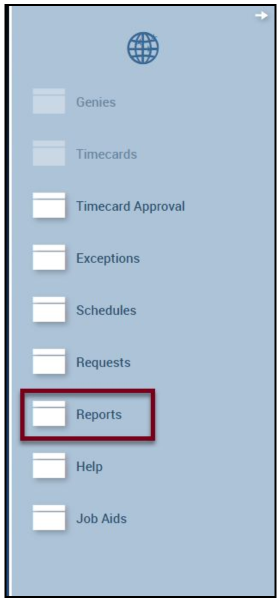
## Run the Time Detail Report On-Demand

1. Click the **Reports** link on the right-hand side.

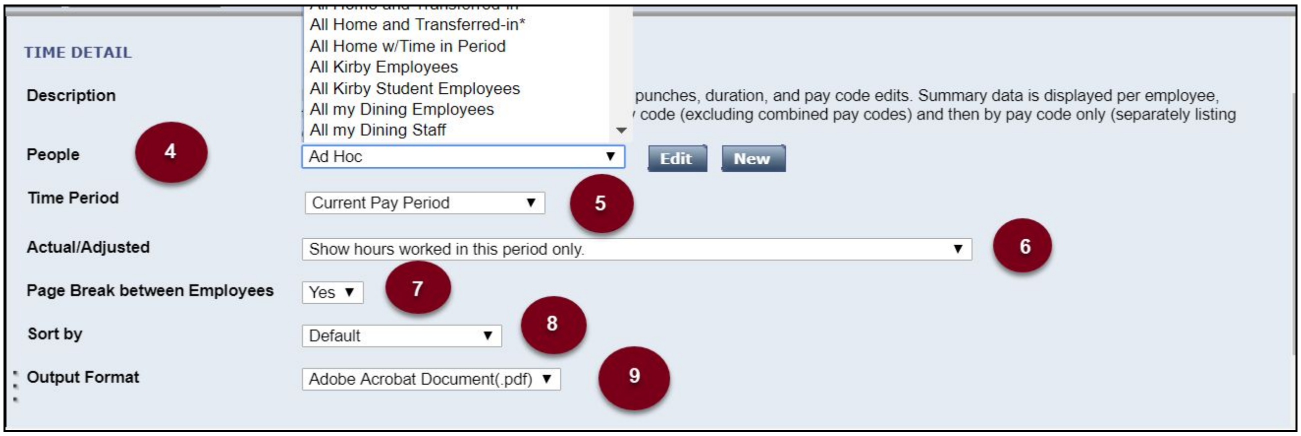



2. Scroll-down and click on the + (plus) sign next to **Timecard** to view the list of available Timecard reports.

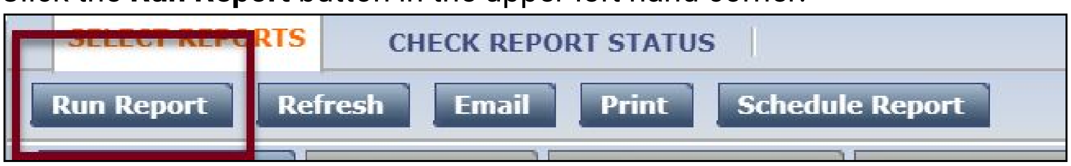

3. Scroll-down and select **Time Detail**.


4. In the **People** field, select your Hyperfind Query that shows your employees or select *Ad Hoc* to display all of the employees in your view.
   **NOTE:** To set-up a Hyperfind Query to display only your direct reports, refer to the **Create Hyperfind Queries** Job Aid.
5. In the **Time Period** field, select the Time Period to run this report for.

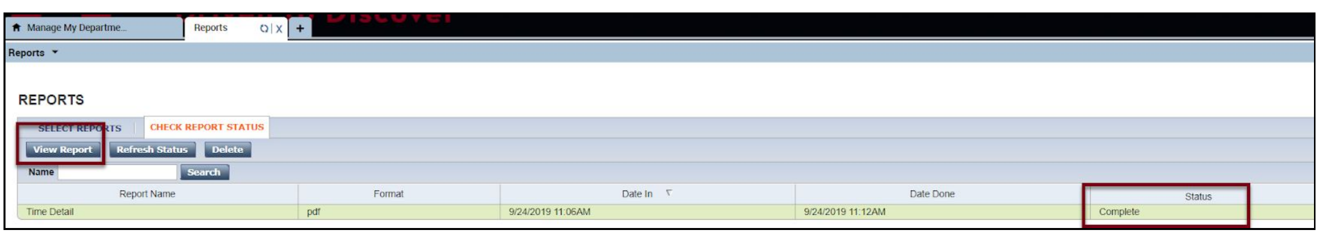
6. In the **Actual/Adjusted** field, select whether you want to show just hours for this period or if you want to include historical corrections.
7. In the **Page Break between Employees** field, select **Yes** if you want a separate page for each report so you can give this to your employee. Accept the default of **No** if you want to print this report without a page break between employees.
8. In the **Sort by** field, select how to sort the report.
9. In the **Output Format** field, accept the default of Adobe Acrobat (PDF).




10. Click the **Run Report** button in the upper-left hand corner.




The **Check Report Status** screen displays.




11. Click on the **View Report** button when the report is done running and the status is **Complete** and open the PDF file.

## Schedule the Time Detail Report

You can schedule the Time Detail report to be emailed to you using a schedule you determine.

1. Follow the steps to create the Time Detail Report.
2. Click the **Schedule Report** button.


3. Type in a name for the report in the **Name** field.
4. Type in an optional description for this report in the **Description** field.
5. Select the **E-Mail** output type and enter your email address to mail the report to.
6. Select a schedule from the **Schedule Type** drop-down list.
7. Enter the **Number of weeks between runs**.
8. Select the day(s) of the week to run the report.
9. Enter a **Start Date** to begin running the report or accept the default of the current date.
10. Enter a **Start Time** for the report to be run.
11. Enter an **End Date** for the scheduled report. Go out as far as possible so you don't need to continually run this report.
12. Enter an **End Time** for running a report.
13. Click the **Save** button to schedule this report. **Note:** Only a Kronos Administrator can cancel a scheduled report. Contact [Kronos-Notify@umn.edu](mailto:Kronos-Notify@umn.edu) to cancel a report.