

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.

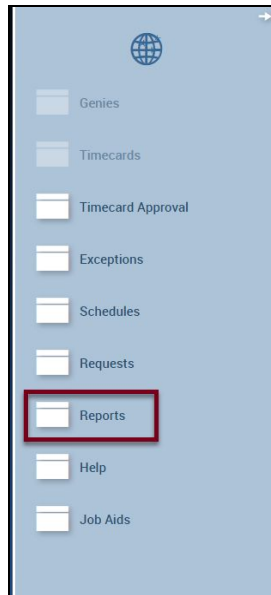
Reference Guide Details	
Guide Objectives	Upon completion, the user will: <ul style="list-style-type: none"> • Know how to run a Time Card Detail Report on-demand • Know how to schedule a Time Card Detail Report to be emailed on a scheduled basis
Prerequisites	None
Kronos Role	Supervisors
Revision Date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

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Run the Time Detail Report On-Demand

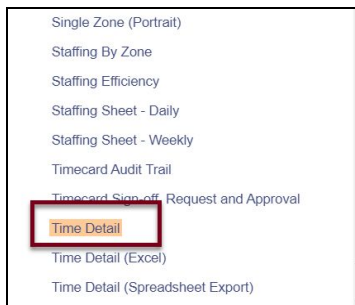
1. Click the **Reports** link on the right-hand side.



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**.



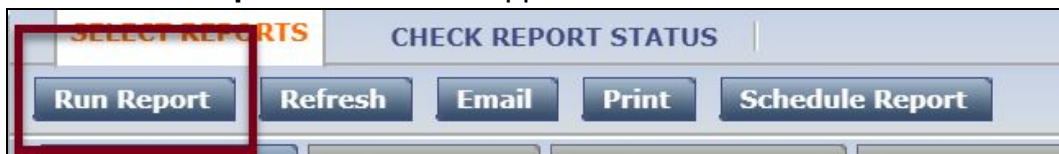
4. In the **People** field, select your Hyperfind Query that shows your employees or select *Ad Hoc* to display all of the employees in your view.
NOTE: To set-up a Hyperfind Query to display only your direct reports, refer to the **Create Hyperfind Queries** Job Aid.
5. In the **Time Period** field,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

The screenshot shows the 'TIME DETAIL' configuration form. Red circles are placed over the following fields:

- 4: People dropdown menu (set to 'Ad Hoc')
- 5: Time Period dropdown menu (set to 'Current Pay Period')
- 6: Actual/Adjusted dropdown menu (set to 'Show hours worked in this period only')
- 7: Page Break between Employees dropdown menu (set to 'Yes')
- 8: Sort by dropdown menu (set to 'Default')
- 9: Output Format dropdown menu (set to 'Adobe Acrobat Document(.pdf)')

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



The **Check Report Status** screen displays.

The screenshot shows the 'CHECK REPORT STATUS' screen. At the top, there are buttons for 'View Report', 'Refresh Status', and 'Delete'. Below is a table with the following data:

Name	Report Name	Format	Date In	Date Done	Status
Time Detail		pdf	9/24/2019 11:06AM	9/24/2019 11:12AM	Complete

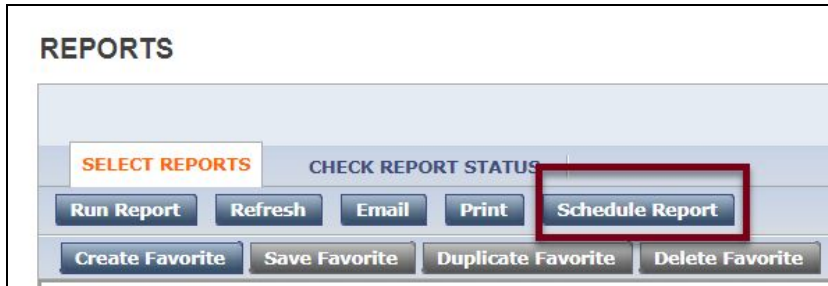
The 'View Report' button and the 'Complete' status cell in the table are highlighted with red boxes.

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

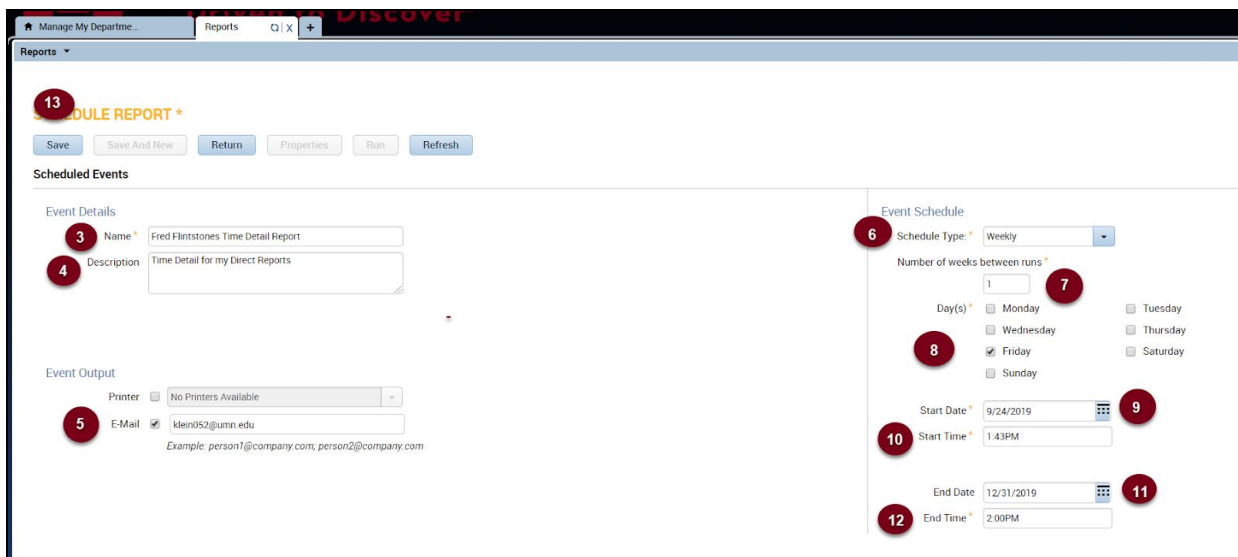
Schedule the Time Detail Report

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 to cancel a report.

A screenshot of a web application interface for scheduling a report. The page title is 'SCHEDULE REPORT +'. It has a navigation bar with 'Save', 'Save And New', 'Return', 'Properties', 'Run', and 'Refresh'. Below this is a 'Scheduled Events' section. The 'Event Details' section has a 'Name' field (3) containing 'Fred Flintstones Time Detail Report' and a 'Description' field (4) containing 'Time Detail for my Direct Reports'. The 'Event Output' section has a 'Printer' dropdown (5) set to 'No Printers Available' and an 'E-Mail' checkbox (5) checked with the email address 'klein052@umn.edu'. The 'Event Schedule' section has a 'Schedule Type' dropdown (6) set to 'Weekly', a 'Number of weeks between runs' field (7) set to '1', and radio buttons for days of the week (8) with 'Friday' selected. The 'Start Date' field (9) is '9/24/2019', the 'Start Time' field (10) is '1:43PM', the 'End Date' field (11) is '12/31/2019', and the 'End Time' field (12) is '2:00PM'. A red circle with the number 13 is in the top left corner of the form area.