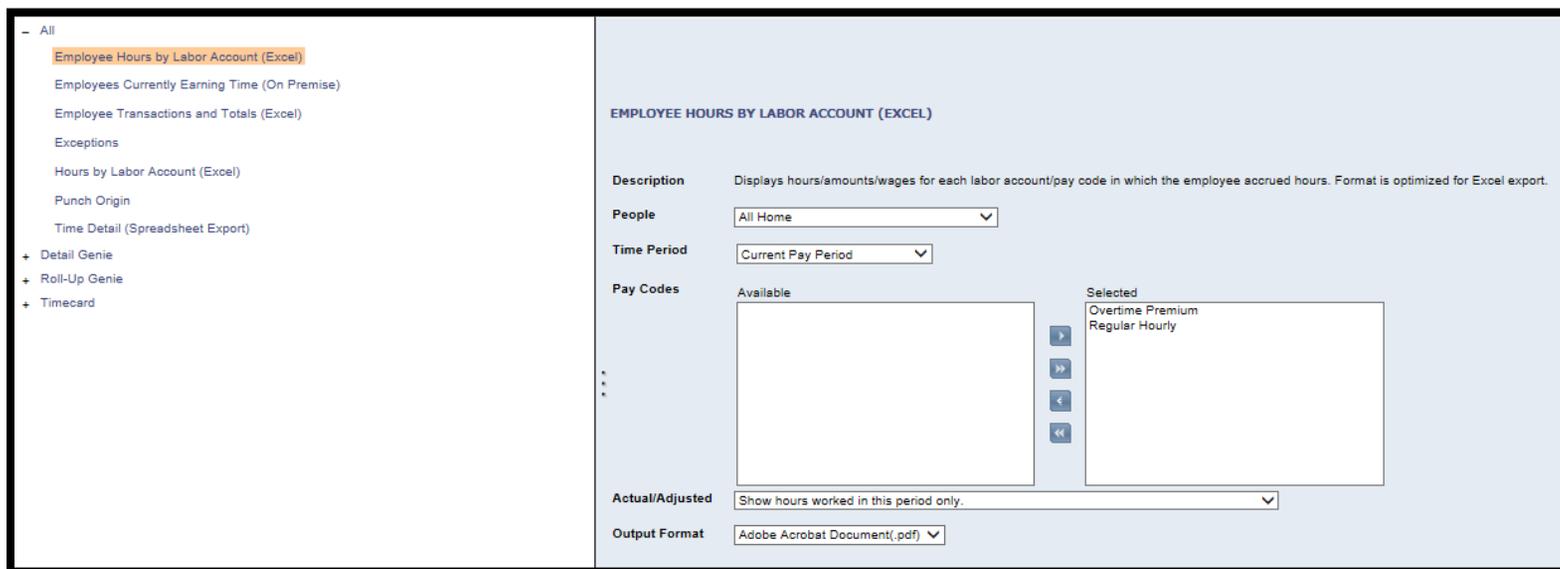
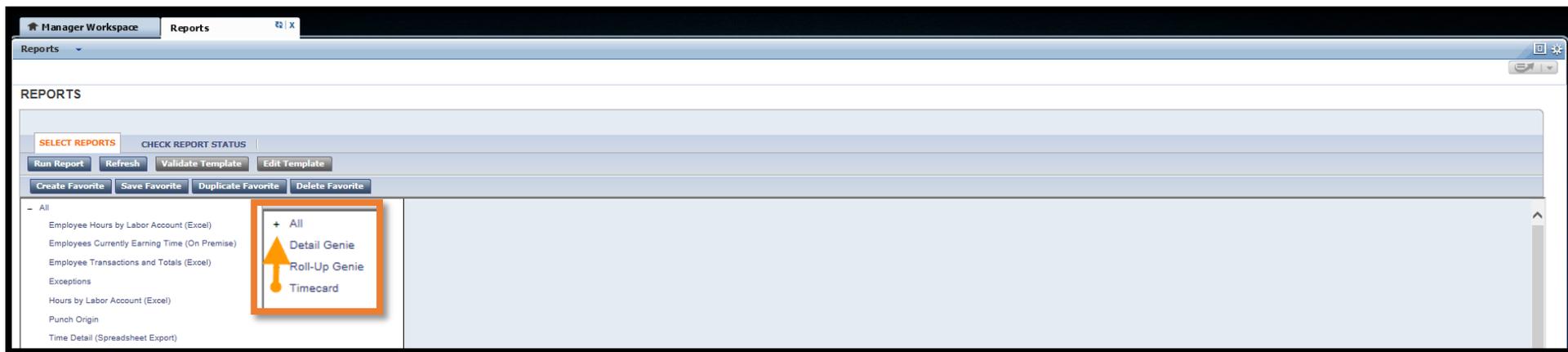


UAB Campus Kronos Timekeeping System

Org Timekeeper/Editor – Generating Reports

You can generate Kronos Timekeeper reports if/when you need a printed copy of time and attendance information. When you need to run a report, activate the **Reports** widget from the **Related Items Pane**.

Click on the (+) symbol next to **ALL** to open a list of all reports. Select report name and populate query options. Then click  to generate the report.

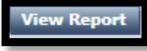


Org Timekeeper/Editor – Generating Reports

Below is a detailed description of each report:

Report Name	Format	Description	Query Options
Employee Hours by Labor Account (Excel)	Excel	This report shows the worked hours per employee for each organization code within the selected time period. The hours for each organization code are organized by pay code. (Regular Work Hours and Overtime)	People, Time Period, Actual/Adjusted, Output
Employees Currently Earning Time (On Premise)	PDF	This report list the employees who are punched in for the selected period of time. (Includes the computer IP addresses)	People, Time Period
Employee Transaction and Totals (Excel)	Excel	This report displays pay code (Regular Work and Overtime) transaction data and totals by employee for a selected time period. Pay codes, their respective time amount totals, are included in the display. Can also run the report to contain empty totals to see which employees have not punched in or out for the time period selected.	People, Time Period, Actual/Adjusted, Output
Exceptions	PDF	This report shows exceptions and comments attached to the start or end of a shift, break or meal, as well as absences for each employee within the specified time period. A summary of exceptions for each employee is also included.	People, Time Period, Absences, Exceptions (Missed Punch In, Missed Punch Out)
Hours by Labor Account (Excel)	Excel	This report sorts all the time worked by a set of employees by organization code.	People, Time Period Pay Codes, Actual/Adjusted
Time Detail	PDF	This report shows a detailed view of daily punch records similar to the employee timecard.	People, Time Period
Punch Origin	PDF	This report shows all punches, both in and out, for selected employees. The report is organized by employee name and does include the IP address which created the punch.	People, Time Period

When the  tab displays, click on  to view report status.

Once Complete, select report name and click on  to open the report.