

## Running and Scheduling Kronos Reports

- When you bring up Kronos, on the left-hand side of your screen, choose Reports.
- Click on the plus sign beside All, and you will see a list of reports.
- To schedule a report that shows all the hours your employees worked/were paid for, choose Employee Hours by Labor Account
- At the top of your screen, find the time period you wish to run the report for (if you run it every Monday, you might want to choose last schedule period)
- Under Set Options, bring up pay codes. Be sure and remove “Total,” or it will double the hours worked. I would recommend you keep the rest.
- Then click on run report (you can view it to make sure it looks like you wanted)
- If you are satisfied with the report, click on Schedule Report
- In the Event Details, name the report something that you will recognize
- Under event output, click on e-mail and add the addresses of the people you want to receive the report (such as you and your principal/manager/director); BE SURE to include the full e-mail address (for instance, if you were sending it to me, you would need to type [Hamilja@tulsaschools.org](mailto:Hamilja@tulsaschools.org)) and separate the list of names by commas, not semicolons
- Under Event Schedule, select how often you want the report to run, the start date, and the time of day. You can put an end date of the end of the school year, or you can schedule the report to run forever.
- When you are through, click on Save, and you are done.