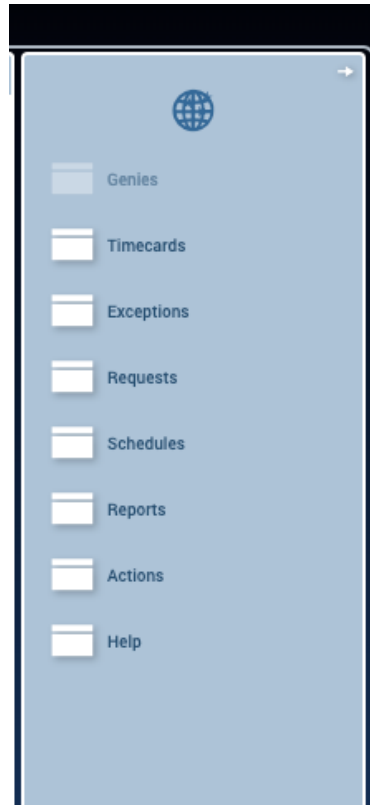
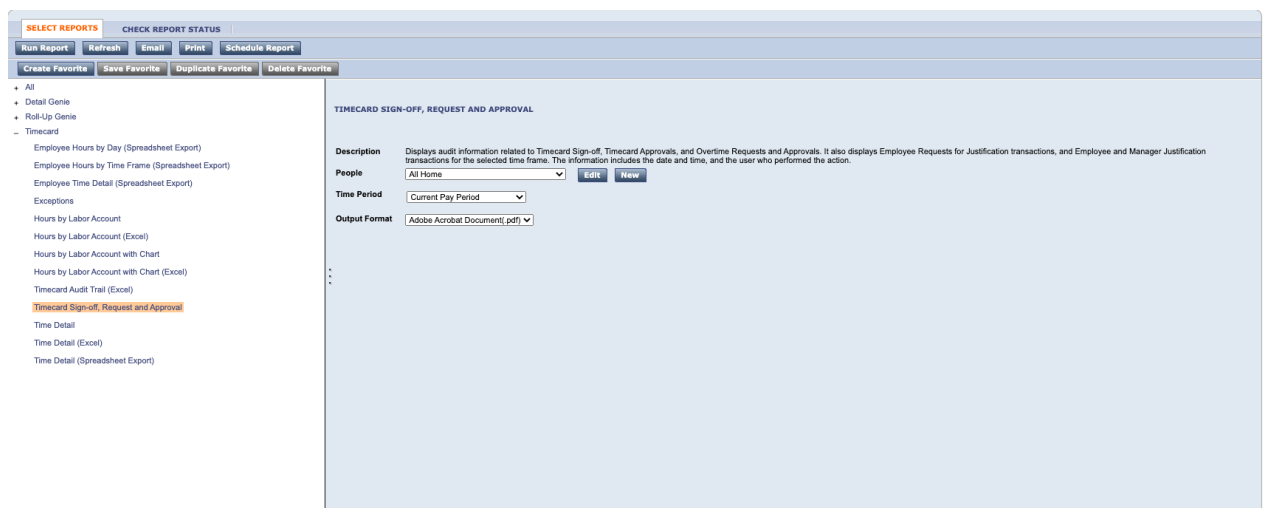


Kronos: How to run a report

- **Step One:** Select the Reports option on the Related Items Pane.



- **Step Two:** Select the report option and enter in appropriate filter options before generating report.



- **Step Three:** Users have the option to 'Create Favorites' for their favorite report.



- Once selected, users need to name the report and enter in additional remarks. Select '**Save Favorite**' when complete.

FAVORITE REPORT

*Favorite Report

Author's Remarks

This Favorite Report is based on

Report Timecard Sign-off, Request and Approval

Description Displays audit information related to Timecard Sign-off, Timecard Approvals, and Overtime Requests and Approvals. It also displays Employee Requests for Justification transactions, and Employee and Manager Justification transactions for the selected time frame. The information includes the date and time, and the user who performed the action.

People

Time Period

Output Format