Running and Scheduling Reports for Active and Termed Employees

1. Log into Kronos
2. **Hours Summary** opens up to time period **previous pay period**.
3. Select employees you want in your report
   a. Select **All Home Termed Hyperfind** if looking for termed employees and correct date range
4. **Select** correct **Time Period**
5. Select **GoTo**
6. Select **Reports**

7. Scroll down and select a Report to run from the list of reports
8. Select **Run Report** button to run Live
9. Select **Schedule Report** to run at a later time
10. If running report live Select **Refresh Status**
11. Status will say **complete** when report is done running
12. Select **View Report** to review output

13. When Scheduling a Report the Schedule Events box will pop up after select the Schedule Report button
14. On the Schedule Events Box fill out:
   a. **Schedule type** (how often do you want the notification)
   b. **Start Date** (when do you want it to start)
   c. **Start Time** (when do you want it to send)
   d. **End Date** (How long do you want to receive it)
   e. **Email** (Who do you want to get it? You can add multiple emails)
15. Once done **Save**

To Delete a Schedule Report

1) Go to Directory on the Related Items bar
2) Select Setup

![Setup screenshot]

3) Select Event Manager

![EventManager screenshot]

4) Select the report and it will give you the options to duplicate, delete, disable and so on.

![EventManager report screenshot]