



# Time Reporting Helpful Tips



## Running Audit Time Detail Report

1. Log into Kronos
2. **Hours Summary** opens up to time period **previous pay period**.
3. **Select** employees you want in your report
4. **Select** correct **Time Period**
5. **Select Reports**

George Washington Sign Out

Manage My Department

Hours Summary

Timecard | Schedule | People | Reports

**HOURS SUMMARY**

Last Refreshed: 16:28

Time Period: Previous Pay Period

GV/Id	Name	1/	Banner Org Num	Department Name	Manager Approval	Missed Punch	Annual Hours	Sick Hours	Holiday Hours	Other Paid Leave Hours	Work...	Total Paid Hours
G88880002	Jefferson, Thomas		888888	TEST 1 DEPARTMENT	1						4.0	4.0
G88880004	Lincoln, Abraham		88888	TEST 1 DEPARTMENT	1	✓		4.0			18.25	22.25
G88880005	Roosevelot, Theodore		88888	TEST 1 DEPARTMENT	1				16.0			16.0

6. Scroll down and select **Timecard Audit Trail** from the list of reports
7. Select **Run Report** button

REPORTS

SELECT REPORTS | CHECK REPORT STATUS

Run Report | Refresh Status | Email | Print | Schedule Report

Create Favorite | Save Favorite | Duplicate Favorite | Delete Favorite

Employee hours by Labor Account

Employee Hours by Labor Account (Excel)

Employee Schedule - Monthly

Employee Schedule - Weekly

Employees Currently Earning Time (On Premise)

Employee Transactions and Totals

Employee Transactions and Totals (Excel)

Exceptions

GW Pay Report

Hours by Labor Account

Hours by Labor Account (Excel)

Hours by Labor Account with Chart

Hours by Labor Account with Graph Summary

Punch Origin

Schedule by Labor Account - Monthly

Schedule by Labor Account - Monthly (Excel)

Schedule by Labor Account - Weekly

Schedule by Labor Account - Weekly (Excel)

**Timecard Audit Trail**

Time Detail

**TIMECARD AUDIT TRAIL**

Description: Displays audit information for specific timecard editor actions, including date and

People: Previously Selected Employee(s)

Time Period: Previous Pay Period

Edits by Managers:  All Edits  Edits by selected Managers

Available | Selected

Data Sources:  All Data Sources  Include only selected Data Sources

8. Select **Refresh Status**
9. Status will say **complete** when report is done running
10. Select **View Report** to review output

Manage My Department

Hours Summary

REPORTS

SELECT REPORTS | CHECK REPORT STATUS

View Report | Refresh Status | Delete

Name: Search

Report Name	Format	Date In	Date Done	Status	Output	User
GW Pay Report	pdf	12/12/2017 16:35		Waiting	Screen	gwashing