



# Time Reporting Helpful Tips



## Running GW Pay Report

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

GWid	Name	Ben... Org...	Department Name	Manag... Appro...	Miss... Punch	Annual Hours	Sick Hours	Holiday Hours
G66660003	Ford, Betty	9999...	Vice Presidents Office		✓		8.0	8.0
G66660002	Ford, Gerald	9999...	Vice Presidents Office					
G66660005	Jacqueline, Kennedy	9999...	Vice Presidents Office	1				
G66660001	John, Adams	9999...	Vice Presidents Office	1		8.0	8.0	8.0

6. Scroll down and select **GW Pay Report** from the list of reports
7. Select **Run Report** button

**REPORTS**

**SELECT REPORTS** | **REPORT STATUS**

Run Report | Refresh | Email | Print | Schedule Report

Create Favorite | Save Favorite | Duplicate Favorite | Delete Favorite

- All
- Detail Genie
  - Absent Employees
  - Actual vs. Schedule by Job
  - Actual vs. Schedule by Labor Account
  - Employee Hours by Job
  - Employee Hours by Job (Excel)
  - 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**

**GW PAY REPORT**

**Description** Displays detailed information about each employees clocked time ( actual and rounded ) Paycode Edits and hours

**People** Previously Selected Employee(s)

**Time Period** Previous Pay Period

**Actual/Adjusted** Show hours credited to this period only.

**Output Format** Adobe Acrobat Document (.pdf)

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

**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