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**
6. Scroll down and select **Timecard Audit Trail** from the list of reports
7. Select **Run Report** button
8. Select **Refresh Status**
9. Status will say **complete** when report is done running
10. Select **View Report** to review output