Workforce Central Reports in Kronos V8

What's new

In v8.0, the System Settings Audit report was added to Timekeeping reports.

Operational Reporting

Most users are looking for a simple solution to access their data and create reports that are meaningful to their organization. An Excel-based solution was created using JETT (Java Excel Template Translator) for Business Analysts who are Excel experts to create reports. The reports can be accessed through the Workforce Central reporting workspace. They address the top data requests for Time Detail, Hourly Summary, Scheduling, and Employee. For more information, see Getting Started with Excel-based Operational Reporting. Some reports that were prepared with data that was determined to be useful for business analysts are included with the Workforce Central installation. The reports are listed in the Timekeeping and Scheduler Reports categories and are designated with (Spreadsheet Export) next to the name.

Finding a report

Note: Reports may be included in more than one category. All reports are included in the All category.

In the system, reports might be listed in one or more of the following categories:

• All — All of the reports (standard and custom) that are available to the user.

• Accruals — Reports that contain information about accrual balances and calculations.

• Configuration — Reports that contain information about the setup of the system.

• Detail Genie — Reports that relate to the Detail Genies. This list of reports appears by default when you click the Reports launch button when viewing a Detail Genie.

• Roll-Up Genie — Reports that relate to the Roll-Up Genies. This list of reports appears by default when you click the Reports launch button when viewing a Roll-Up Genie.

• Scheduler — Reports that contain information related to scheduling and employee schedules. This list of reports appears by default when you click the Reports launch button from within one of the Schedule Genies.

• Timecard — Reports that contain information from and about employee timecards. This list of reports appears by default when you click the Reports launch button from within the Timecard workspace.

• Working Time Directive — Reports that provide information about employees affected by Working Time Directive rules.

Common options

Reports have common options, such as Description and Output Format. Common options include: Description — A brief description of the contents of the report. People — The employees included in the report. Depending on the report, the People option is a query or location. Time Period — The time period for which report data is generated. The time period might be pay periods or selected dates. Output Format — Formats include PDFs and Excel spreadsheets. Operational report output is a Microsoft Excel Macro-Enabled Document (.xlsm). Common options are not included in report descriptions.

Checking report status

Use Check Report Status tab to check on the progress of reports that you have run and to view the results of reports that have completed. Users with the appropriate access rights can view all reports, regardless of who ran the reports. The Refresh Status table automatically begins refreshing after you press the Refresh button. The table continues to refresh each time a report request is added or deleted from the queue. The status column reflects the current status of the report with one of the following conditions: • Waiting • Updating • Running • Complete • Failed • You can set the time interval (in seconds) for when the data automatically refreshes by going to Setup >System Settings > Reports and modify the site. reporting.status.refresh.timer.seconds system setting. Note: The ability to see reports that were run by other users depends on your access rights.

Deleting reports from the Check Run Status list

A system setting on the Reports tab, called site.Reporting.RepTimeToLive, determines when instances of reports are deleted from the system. The instance of a report is deleted after the number of hours specified in this setting has elapsed.

To delete a report

1. Highlight the name of the report by selecting it from the list.

2. Click Delete in the Action bar.

3. Click Yes in the message box to confirm.

Using Favorites

You can designate any report as a favorite for easy access to reports that are used regularly, using the favorites buttons in the Select Report tab. To use Favorites from the Select Report tab: 1. Select a report to designate as a favorite. 2. Select Create Favorite. 3. On the Favorite Report page, enter the following information: – Favorite Report — Enter a name for the report. – Author's Remarks — Enter information that helps you identify the report. – Additional fields appear, depending on the report selected. Enter the appropriate information in the fields to reflect the content of the report. 4. Click Save Favorite. 5. The favorite report name appears below the Favorites category on the left side of the page. Only the person who created the favorite can access the report by this name. Two URLs for the report also appear in the Favorite page. Anyone who has the appropriate report access profile can access a report using the URL of the report. – Data Link — The report accessed by this URL can only be viewed in Excel. If you copy this link, you can paste it into the Kronos task pane in the Excel page. – Report Link — The report accessed by this URL can be viewed in any browser. If you copy this link, you can paste it into a browser. You also can duplicate or delete a report from the Favorites menu.

Dialog boxes for reports

You may need to use one or more of the following dialog boxes when you select and print reports.

E-mail dialog box

Type one or more e-mail addresses for the distribution of a report. Separate multiple e-mail addresses with a comma. To cancel the e-mail operation and close the dialog box Click Cancel.

Select Location dialog box

1. Select the location or job that you want from the organizational map in one of the following ways: – On the organizational map, click the plus sign (+) to open a location. Click the minus signs (–) to close the list.

2. Click to select the location or job that you want. All locations and jobs under the checked location are included.

3. To deselect all selected locations or job, click Clear All.

4. When you finish, click OK.

Custom location sets

1. You can create a group of locations that is available only for your user account. Do either of the following:

    a. To create a new custom location set: Select Select Locations from the Show drop-down list Go to step 2.

b. To edit a custom location set: Select the custom location set from the Show drop-down list. Click Edit. Go to step 2.

c. To delete a custom location set: Select the custom location set from the Show drop-down list. Click Edit. In the Select Location dialog box, click Delete. Click OK in the confirmation dialog box.

2. In the Select Location dialog box:

a. Navigate to and select the locations.

b. Click Save As.

3. In the Save Custom Location dialog box:

a. Enter a Name. The name must be unique, can be up to 30characters long, and must not include the following characters: &_*%?:;=()/ []\|#@<>

Note: Because the system adds " – custom" to the end of the name, you can use the name of a predefined location set. However, you cannot use the same name as another custom location set.

b. Click OK. 4. You can now select the custom location from the Show drop-down list.

Relative date range dialog box

Specify a range of days to include in the selected report.

– You can define both start and end dates as either a number of days before the run date or as a number of days after the run date.

– If you specify both a start and end date, the range of days included in the report is from the start date to the end date.

For example, to include the previous week and the current week in a report that is run every Monday, make the start date seven days before the run date and the end date seven days after the run date.

– If no start date is specified, the start date is the day that the report is run. The range of days to include in the report can be either a number of days before the run date or a number of days after the run date.

To cancel the time period setting and close the dialog box Click Cancel.

Send to Print dialog box

Choose the printer where the report will be printed. Click the scroll arrow to display the full list of printers attached to your server. To cancel the print operation and close the dialog box Click Cancel.

Intervals: month vs. calendar month

Accrual policies recognize several types of time period intervals used to check for either grant qualification or expiration. For example, an employee may qualify for a certain grant after a month and lose the grant, or have it expire, if he or she does not use it within a year. Two types of intervals that are very similar are “month” and “calendar month.”

• Month — Always a month in length and always occurs on the same day of each month. – For instance, if a grant qualifier is defined on the 22nd day of a given month with an interval type of one “month,” the interval occurs on the 22nd day of each succeeding month. If the qualifier is defined on April 22, the second “month” interval begins May 22, the third interval begins June 22, the fourth July 22, and so on.

• Calendar Month — Begins on the first of each month and ends on the last day of the same month.

Note: May not be the length of a full month the first time that it occurs.

– For example, if a grant qualifier is defined on April 22 with an interval type of one “calendar month,” the second interval begins May 1 - the first day of the next calendar month. The succeeding intervals are all a full month in length - the third interval beginning on June 1, the fourth July 1, and so on.

Configuring Internet Explorer and Adobe Acrobat

To configure Internet Explorer to use the Acrobat product as a helper application instead of as a plug-in, do one of the following, depending on the version of Adobe Acrobat Reader on your system: • If your system runs Adobe Acrobat Reader v4.05, select File > Preferences > General, and ensure that “Web Browser Integration” is not selected. • If your system runs Adobe Acrobat Reader v5.0 or higher, select Edit > Preferences > Options > Web Browser Options, and ensure that “Display PDF in Browser” is not selected.