## **USA** HEALTH

## Kronos: How to run a report

• Step One: Select the Reports option on the Related Items Pane.



• **Step Two:** Select the report option and enter in appropriate filter options before generating report.



## **USA** HEALTH

• **Step Three:** Users have the option to 'Create Favorites' for their favorite report.

SELECT REPORTS CHECK REPORT STATUS
Run Report Refresh Email Print Schedule Report
Create Favorite Save Favorite Delete Favorite Delete Favorite

• Once selected, users need to name the report and enter in additional remarks. Select '**Save Favorite**' when complete.

FAVORITE REPORT		
*Favorite Report		
Author's Remark	<b>IS</b>	
This Favorite Report is based on		
Report Timeca	srd Sign-off, Request and Approval	
Description	Displays audit information related to Timecard Sign-off, Timecard Approvals, and Overtime Requests and Approvals. It also displays Employee Requests for Justification transactions, and Employee and Manager Justification transactions for the selected time frame. The information includes the date and time, and the user who performed the action.	
People	All Home V Edit New	
Time Period	Current Pay Period V	
Output Format	Adobe Acrobat Document(.pdf) 🗸	