Time Detail Report*: Lists employee's punches by labor account and totals the hours worked during the time period selected. A lot like the timecard we view. Available in Excel & PDF.*

Time Detail

Time Period:	Current Pay Period	Data Up to Date:	6/24/2015 4:58:52 PM
Query:	Previously Selected Employee(s)	Executed on:	6/24/2015 4:58PM GMT-07:00
		Printed for:	mokronos
Actual/Adjusted:	Show hours credited to this period only.	Insert Page Break After Each Employee:	No

Employee:	ALVAREZ, JACQUELINE L	ID:	EG9940157	Time Zone:	Pacific
Status:	Active	Status Date: 2/17/2015	Pay Rule:	H1 Unclassified
Primary Account		Start	End
03/2311/2303/1000/0/0/0		10/13/2014	Forever

Date/Time	Apply To	In Punch	In Exc	Out Punch	Out Exc	Override Amount	Adj/Ent Amount	Money Amount	Day Amount	Totaled Amount	Cum. Tot. Amount
Xfr/Move: Account			Comment		Xfr: Work Rule						
6/16/2015		2:35:00 PM		7:00:00 PM						4.42	4.42
6/17/2015		11:02:00 AM		7:00:00 PM						7.47	11.88
6/18/2015		4:00:00 PM		7:00:00 PM						3.00	14.88
6/19/2015		12:47:00 PM		4:30:00 PM						3.72	18.60
6/22/2015		11:00:00 AM		7:01:00 PM						7.52	26.12
6/23/2015		2:16:00 PM		7:00:00 PM						4.73	30.85
6/24/2015		10:35:00 AM								0.00	30.85
					MO						

Student Worker with one assignment.

Total Hours Worked

Labor Account Summary	Pay Code	Hours	Money	Days
03/2311/2303/1000/0/0/0				
	Reg Hours for Roll-up Genie	30.85		
	Regular Hrs-hourly and Unclassfd	30.85		
	Total Hours Worked Unclassified	30.85		
Combined Pay Code Summary	Pay Code	Hours	Money	Days
	Reg Hours for Roll-up Genie	30.85		
	Total Hours Worked Unclassified	30.85		
Totals:		61.70	$0.00	0.00
Pay Code Summary	Pay Code	Hours	Money	Days
	Regular Hrs-hourly and Unclassfd	30.85		
Totals:		30.85	$0.00	0.00

Employee:	BRITTON, BOBBI I	ID:	QV3737408	Time Zone:	Pacific
Status:	Active	Status Date: 12/4/2014	Pay Rule:	H1 Unclassified
Primary Account		Start	End
03/2311/2303/1000/0/0/0		2/19/2015	Forever

Page 1

Time Detail

Time Period:	Previous Pay Period	Data Up to Date:	6/25/2015 10:45:41 AM
Query:	Previously Selected Employee(s)	Executed on:	6/25/2015 10:45AM GMT-07:00
		Printed for:	CCASILLAS
Actual/Adjusted:	Show hours credited to this period only.	Insert Page Break After Each Employee:	No

Employee:		ID:		Time Zone:	Pacific
Status:	Active	Status Date: 8/14/2013	Pay Rule:	H1 Unclassified
Primary Account		Start	End
01/2312/2300/0010/0/0/0		8/14/2013	Forever

Date/Time	Apply To	In Punch	In Exc	Out Punch	Out Exc	Override Amount	Adj/Ent Amount	Money Amount	Day Amount	Totaled Amount	Cum. Tot. Amount
Xfr/Move: Account			Comment		Xfr: Work Rule						
6/2/2015		9:04:00 AM		3:03:00 PM						5.48	5.48
03/2312/5317/0010/05 COLLEGE ASST V///											
6/2/2015		3:08:00 PM		7:00:00 PM						3.87	9.35
01/2312/2300/0010/08 COLLEGE ASST VIII///											
6/3/2015		9:09:00 AM		9:31:00 AM						0.37	9.72
01/2312/2300/0010/08 COLLEGE ASST VIII///											
6/3/2015		9:34:00 AM		1:09:00 PM						3.58	13.30
03/2312/5317/0010/05 COLLEGE ASST V///											
6/3/2015		1:11:00 PM		5:11:00 PM						4.00	17.30
01/2312/2300/0010/08 COLLEGE ASST VIII///											
6/3/2015		5:14:00 PM		7:12:00 PM						1.97	19.27
03/2312/5317/0010/05 COLLEGE ASST V///											

College Assistant with 2 assignments

Time Detail

Time Period:	Previous Pay Period			Data Up to Date:	6/25/2015 10:45:41 AM	
Query:	Previously Selected Employee(s)			Executed on:	6/25/2015 10:45AM GMT-07:00	
Actual/Adjusted:	Show hours credited to this period only.			Printed for:	CCASILLAS	
				Insert Page Break After Each Employee:		No

Date/Time	Apply To	In Punch	In Exc	Out Punch	Out Exc	Override Amount	Adj/Ent Amount	Money Amount	Day Amount	Totaled Amount	Cum. Tot. Amount
Xfr/Move: Account		Comment			Xfr: Work Rule						
6/12/2015		12:56:00 PM		4:30:00 PM						3.57	49.37
01/2312/2300/0010/08 COLLEGE ASST VIII//											
6/13/2015		8:00:00 AM		5:00:00 PM						8.50	57.87
01/2312/2300/0010/08 COLLEGE ASST VIII//											
		O: See Note									

Labor Account Summary	Pay Code	Hours	Money	Days
(X)01/2312/2300/0010/08 COLLEGE ASST VIII/0/0				
	Reg Hours for Roll-up Genie	36.42		
	Regular Hrs-hourly and Unclassfd	36.42		
	Total Hours Worked Unclassified	36.42		
(X)03/2312/5317/0010/05 COLLEGE ASST V/0/0				
	Reg Hours for Roll-up Genie	21.45		
	Regular Hrs-hourly and Unclassfd	21.45		
	Total Hours Worked Unclassified	21.45		
Combined Pay Code Summary	Pay Code	Hours	Money	Days
	Reg Hours for Roll-up Genie	57.87		
	Total Hours Worked Unclassified	57.87		
Totals:		115.73	$0.00	0.00
Pay Code Summary	Pay Code	Hours	Money	Days
	Regular Hrs-hourly and Unclassfd	57.87		
Totals:		57.87	$0.00	0.00

How to pull the Time Detail Report:

Service Card: Lists the number of days in attendance by month. Itemizes date worked and total hours worked per day. Report available only in PDF providing a service card per month.

Service Card Report	Executed on:	6/24/2015 5:24:04
	Printed for:	CCASILLAS

Service Card for the month of June 2015

Factory Name:	Standard Department Report
Factory Address:	
Registration Number:	
Name of the Worker	DAVID ZHU
Father's Name	SP8090658
Token Number	
Designation	905 HOURLY UNCLASSIFIED
Date of entry into service	1/16/2013
Total Number of Days in Attendance	18
Manager's Signature	

Date	HOURS		Total Hours	Initial	Date	HOURS		Total Hours	Initial
	A.M.	P.M.				A.M.	P.M.		
1	8:37 AM	11:02 AM	2:25		17	8:40 AM	11:10 AM	2:30	
2	8:47 AM	11:02 AM	2:15		18	8:39 AM	11:03 AM	2:24	
3	8:44 AM	10:59 AM	2:15		19	8:36 AM	12:11 PM	3:35	
4	8:43 AM	11:02 AM	2:19		20				
5	8:40 AM	12:03 PM	3:23		21				
6					22	8:36 AM	11:02 AM	2:26	
7					23	8:35 AM	11:01 AM	2:26	
8	8:41 AM	11:00 AM	2:19		24	8:44 AM	10:59 AM	2:15	
9	8:33 AM	11:00 AM	2:27		25				
10	8:47 AM	11:01 AM	2:14		26				
11	8:40 AM	11:02 AM	2:22		27				
12	8:36 AM	12:00 PM	3:24		28				
13					29				
14					30				
15	8:38 AM	11:00 AM	2:22		31				
16	8:44 AM	11:05 AM	2:21						

How to pull the report:

REPORTS

SELECT REPORTS   CHECK REPORT STATUS

Run Report   Refresh   Email   Print   Schedule Report

Create Favorite   Save Favorite   Duplicate Favorite   Delete Favorite

+ All
+ Accruals
+ Activities
+ Biometrics
+ Configuration
+ Data Collection
+ Detail Genie
+ Import
+ Roll-Up Genie
+ Scheduler
– Statutory Reports
   Muster Roll
   National and Festival Holidays
   Service Card
+ TeleTime IP

SERVICE CARD

Description	Displays the total number of days worked in one month.
People	Previously Selected Employee(s)
Time Period	Range of Dates 06/01/2015 06/30/2015
Output Format	Adobe Acrobat Document(.pdf)

Accrual Detail: This report list Comptime (Overtime), Sick Leave, and Vacation accruals. You can see how it is earned and used throughout a specific time period.

Accrual Detail

Time Period:	5/01/2015 - 6/25/2015					Data Up to Date:		6/25/2015 9:32:06 AM
Query:	Previously Selected Employee(s)					Executed on:		6/25/2015 9:32AM GMT-07:00
						Printed for:		CCASILLAS

Accrual Code

Effective Date	Action	Amount		Running Balance	Pay Code	Source	Edit Date	Edited By
			ID:					
CompTime (Hours)								
Thu 4/30/2015			Balance Forward	0.01				
Mon 5/11/2015	Earned	5.25		5.26				
Wed 5/13/2015	Earned	5.25		10.51				
Fri 5/15/2015	Earned	1.50		12.01				
Tue 5/19/2015	Earned	2.25		14.26				
Sat 5/23/2015	Taken	-14.25		0.01	hr.CompTime PAY-OFF REQUEST	Timecard Editor	Wed 5/20/2015	
	Total Debits:	14.25	Total Credits:	14.25				
Extended Sick Leave (Days)								
Thu 4/30/2015			Balance Forward	0.00				
	Total Debits:	0.00	Total Credits:	0.00				
Floating Holiday (Hours)								
Thu 4/30/2015			Balance Forward	0.00				
	Total Debits:	0.00	Total Credits:	0.00				
Sick Leave Hours (Hours)								
Thu 4/30/2015			Balance Forward	328.67				
	Total Debits:	0.00	Total Credits:	0.00				
Vacation Hours (Hours)								
Thu 4/30/2015			Balance Forward	293.17				
Fri 5/29/2015	Taken	-8.00		285.17	hr.Vacation Hours	Timecard Editor	Mon 6/1/2015	
Sun 5/31/2015	Earned	14.00		299.17				
	Total Debits:	8.00	Total Credits:	14.00				

Total Number of Employees: 1

How to pull the "Accrual Detail" Report

REPORTS

SELECT REPORTS   CHECK REPORT STATUS

[Run Report] [Refresh] [Email] [Print] [Schedule Report]

[Create Favorite] [Save Favorite] [Duplicate Favorite] [Delete Favorite]

+ All
+ Accruals
+ Activities
+ Biometrics
+ Configuration
+ Data Collection
− Detail Genie
   Absent Employees
   acc
   Accrual Balances and Projections
   Accrual Debit Activity Summary
   Accrual Debit Activity with Graph
   Accrual Detail

Description — Displays running accrual balances for each employee. For example, you can see what types of accrual transactions occurred in the past, when accrual balances were reset, and effective dates.

People — Previously Selected Employee(s)

Time Period — Current Pay Period

Output Format — Adobe Acrobat Document(.pdf)

Determine the desired Time Period with "Range of Dates"

Employee Hours by Labor Account: this report provides all hours recorded in KRONOS for your cost center. It can be modified to view only hourly, certificated, or staff employees within a specific time period. The wages are an estimate ONLY. To properly calculate wages, insert a formula multiplying the hours with the employee's rate.

Employee Hours by Labor Account (Excel)

Time Period: 7/01/2014 - 6/22/2015
Query: Previously Selected Employee(s)
Pay Codes: (2): |OT Hours OT Pending|Reg Hours for Roll-up Genie|
Actual/Adjusted: Show hours credited to this period only.
Data Up to Date: 6/22/2015 3:59:21 PM
Executed on: 6/22/2015 3:58PM GMT-07:00
Printed for:

Employee Hours by Labor Account (Excel)

Name	ID	Account	Pay Code	Money	Hours	Days	Wages
ALMANZA, KARENA	BV1602272	03/2311/1500/1300/0/0/0	Reg Hours for Roll-	$0.00	71.05	0.00	$639.45
BERBERIAN, ARPI	HX1486079	01/2311/1500/1300/0/0/0	Reg Hours for Roll-	$0.00	27.58	0.00	$248.25
BERBERIAN, ARPI	HX1486079	03/2311/1500/1300/0/0/0	Reg Hours for Roll-	$0.00	584.42	0.00	$5,259.75
BERBERIAN, ARPI	HX1486079	03/2311/1500/1300/STUDEN	Reg Hours for Roll-	$0.00	10.00	0.00	$90.00
CARPIO, LESLIE E	MV8748315	01/2311/1350/0000/STUDEN	Reg Hours for Roll-	$0.00	154.12	0.00	$1,387.05
CARPIO, LESLIE E	MV8748315	01/2311/1350/1300/0/0/0	Reg Hours for Roll-	$0.00	19.88	0.00	$178.95
CARPIO, LESLIE E	MV8748315	03/2311/1350/1300/0/0/0	Reg Hours for Roll-	$0.00	635.15	0.00	$5,716.35
CARPIO, LESLIE E	MV8748315	03/2311/1350/1300/STUDEN	Reg Hours for Roll-	$0.00	20.38	0.00	$183.45
EGUEZ, SHAKIRA T	CY8004190	01/2311/2701/1300/0/0/0	Reg Hours for Roll-	$0.00	26.00	0.00	$234.00
EGUEZ, SHAKIRA T	CY8004190	03/2311/2701/1300/0/0/0	Reg Hours for Roll-	$0.00	418.10	0.00	$3,762.90
ESTRELLA, RUBY	MM6928366	01/2311/2303/1300/0/0/0	Reg Hours for Roll-	$0.00	6.07	0.00	$54.60
ESTRELLA, RUBY	MM6928366	03/2311/2303/1300/0/0/0	Reg Hours for Roll-	$0.00	300.30	0.00	$2,702.70
FLORES, KARLA V	VW0130164	03/2311/2302/1300/0/0/0	Reg Hours for Roll-	$0.00	2.23	0.00	$20.10
FLORES, KARLA V	VW0130164	03/2311/2303/1300/0/0/0	Reg Hours for Roll-	$0.00	229.62	0.00	$2,066.55

How to run the report:

Step 1: select the report and time period.

Step 2: Move all paycodes to the left

Step 3: Scroll to locate "OT Hours OT Pending" and "Reg Hours for Roll-up Genie", select and bring over. Select Excel or PDF and run the report.