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: Query: Actual/Adjusted:	Current Pay Period Previously Selected E Show hours credited 1	imployee(s) to this period only.			Data Uj Execute Printed Insert P	o to Date: ed on: for: 'age Break After	6/24/ 6/24/ mokr Each Emplo	2015 4:58:52 PM 2015 4:58PM GM onos yee:	IT-07:00 No			
Employee: A Status: A Primary Account	ALVAREZ, JACQUELINE Active	L ID: Status Date Start 10/13/20	EG9940157 a; 2/17/2015 End	Time Zone: Pay Rule:		Pacific H1 Unclassit	fied					
Date/Time	Apply To In Punch	In Exc Out Pu	unch Out Exc	Override Amount	Adj/Ent Amount	Money Amount	Day Amount	Totaled Amount	Cum. Tot. Amount			
6/16/2015	2:35:00 PM	7:00:0	0 PM		_			4.42	4.42			
6/17/2015	11:02:00 AI	M 7:00:0	0 PM				-	7.47	11.88			
6/18/2015	4:00:00 PM	7:00:0	^{0 PM} Studen	t Worke	^r with	one		3.00	14.88			
6/19/2015	12:47:00 PI	M 4:30:0	0 PM	assianme	ent.			3.72	18.60			
6/22/2015	11:00:00 A	M 7:01:0	0 PM					7.52	26.12			
6/23/2015	2:16:00 PM	7:00:0	0 PM					4.73	30.85			
6/24/2015	10:35:00 AI	M						0.00	30.85			
Labor Association		David	MO					V	Dava			
03/2311/2303/1000/0/0/	/0	Payo	ode					Money	Days			
		Reg H Regula	ours for Roll-up Genie ar Hrs-hourly and Unclassfd			30.85	otal I	Hours V	Vorked			
Combined Pay Code Su	ummary	Total F Pay C	Hours Worked Unclassified ode			30.85 Hours		Money	Days			
		Reg H Total H	lours for Roll-up Genie Hours Worked Unclassified		>	30.85 30.85						
Totals:		Per C	ada			61.70 Hours		\$0.00	0.00			
Pay Code Summary		Regula	ar Hrs-hourly and Unclassfd	<		30.85		Money	Days			
Employee: E	BRITTON, BOBBI I	ID:	QV3737408	Time Zone:		30.85 Pacific		\$0.00	0.00			
Status: A	Active	Status Date	a: 12/4/2014	Pay Rule:	>	H1 Unclassi	fied					
03/2311/2303/1000/0/0/	/0	2/19/2015	5 Forever									
									Page 1			
Time Detail								Data Up f	to Date:	6/25/20	15 10:45:41 AM	1
Time Period:	Previou	s Pay Period						Executed	on:	6/25/20	15 10:45AM GM	MT-07:00
Query: Actual/Adjusted:	Show h	ours credited Employe	ee(s) period only.					Printed fo Insert Pa	or: ge Break After	Each Employee	LAS E	No
E			ID.			Time	7):6:-			
Employee: Status:	Active		ID: Status Date: 8/	14/2013		Pav F	Zone: Rule:		acific 11 Unclassit	fied		
Primary Accourt	nt		Start	End		i ay i	ture.		TT OTICIOSSI	licu		
01/2312/2300/00	10/0/0/0		8/14/2013	Foreve	r	0					T	o. T.
Date/Time	Apply To	In Punch In	Exc Out Punch	Out Exc		Amo	unt	Adj/Ent Amount	Money Amount	Day Amount	I otaled Amount	Amount
Xfr/Move: Acco 6/2/2015	ount	Comment 9:04:00 AM	3:03:00 PM	: Work Rule							5.48	5.48
03/2312/5	317/0010/05 COLLEG	GE ASST V//										
6/2/2015		3:08:00 PM	7:00:00 PM								3.87	9.35
01/2312/23	300/0010/08 COLLEG	GE ASST VIII//										
6/3/2015		9:09:00 AM	9:31:00 AM								0.37	9.72
01/2312/23	300/0010/08 COLLEG	GE ASST VIII//			C	ollege	Assist	tant wit	th 2			
6/3/2015		9:34:00 AM	1:09:00 PM			26,0110	cignm	onte			3.58	13.30
03/2312/5	317/0010/05 COLLEG	GE ASST V//				as	JISIIII	ients				
6/3/2015 <i>01/2312/2</i> 3	300/0010/08 COLLEG	1:11:00 PM SE ASST VIII//	5:11:00 PM								4.00	17.30
6/3/2015		5-14-00 PM	7-12-00 PM								1 97	19.27
03/2312/53	317/0010/05 COLLEG	SEASST V//	7.12.001 W								_ \/	

KRONOS REPORTS- TIME DETAIL/SERVICE CARD/ACCRUAL DETAIL/EMPLOYEE HOURS BY LABOR ACCOUNT P1 FOR QUESTIONS CONTACT ANYONE IN PAYROLL

Time Detail Time Period: Query: Actual/Adjusted:	Previ Previ Show	ious Pay Period iously Selected Em v hours credited to t	bloyee(s) his period only.				Data U Execut Printed Insert F	p to Date: ed on: I for: Page Break After	6/25/2 6/25/2 CCAS Each Employ	015 10:45:41 / 015 10:45AM (ILLAS ee:	AM GMT-07:00 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: Accourt	nt	Comment		XII:	Work Rule						
6/12/2015 <i>01/2312/2300</i>	0/0010/08 COLLE	12:56:00 PM EGE ASST VIII//		4:30:00 PM						3.57	49.37
6/13/2015 <i>01/2312/2300</i>	0/0010/08 COLLE	8:00:00 AM EGE ASST VIII//		5:00:00 PM						8.50	57.87
		O: See Note									
Labor Account Sum	mary			Pay Code				Hours		Money	Days
(X)01/2312/2300/00	10/08 COLLEGE	EASST VIII/0/0									
				Reg Hours to	or Roll-up Genie			36.42			
				Regular Hrs	houriy and Unclassid			-36.42			
				I otal Hours	Norked Unclassified			36.42		_	
(X)03/2312/5317/00	10/05 COLLEGE	ASST V/0/0									
				Reg Hours to	or Roll-up Genie			21.45			
				Regular Hrs-	hourly and Unclassid			21.45			
	-			otal Hours	Norked Unclassified			21.45			
Combined Pay Code	e Summary			Pay Code				Hours		Money	Days
				Reg Hours to	or Roll-up Genie			57.87			
				Total Hours	Norked Unclassified			57.87			/
l otals:								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:

Cupor Nov Q		
Quickfind ~		
Back to Quickfind		
REPORTS		
SELECT REPORTS CHECK REPORT ST	ATUS	
Run Report Refresh Email Pri	nt Schedule Report	
Create Favorite Save Favorite Dupin	cate Favorite Delete Favorite	
Primary Account Detail		
Punch Origin	TIME DETAIL	
Schedule by Labor Account - Monthly	Description	Displays detailed data about each employee's punches, duration, and pay code edits. Summary data is
Schedule by Labor Account - Monthly (Ex		displayed per employee, totaling time and money by labor level and pay code (excluding combined pay codes) and then by pay code only (separately listing combined pay codes).
Schedule by Labor Account - Weekly	People	Previously Selected Employee(s)
Schedule by Labor Account - Weekly (Exc	Time Period	Current Pay Period
Timecard Audit Trail	Page Break between Employees	No V
Time Detail	Actual/Adjusted	Show hours credited to this period only
Time Detail (Excel)		
Time Detail Sort	Output Format	Adobe Acrobat Document(.pdf) V
Time Detail Sort (Excel)	:	

KRONOS REPORTS- TIME DETAIL/SERVICE CARD/ACCRUAL DETAIL/EMPLOYEE HOURS BY LABOR ACCOUNT P FOR QUESTIONS CONTACT ANYONE IN PAYROLL

Ρ2

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: 6/24/2 Printed for: CCAS				/24/2015 :	5:24:04 S			
				_		Philo	ed for.				
Service	Card for the	e month of	June 2015	5							
Factory	Name:				Standa	rd Departm	ent Report				
Factory	Address:										
Registra	ation Numb	er:									
Name o	f the Work	er			DAVID	ZHU					
Father's	Name				SP8090	0658					
Tokon M	lumbor										
Designed	tion				005 11					-	
Designa	uon				905 H	OURLY UP	NCLASSIFI	ED		-	
Date of e	entry into s	ervice			1/16/20	13					
Total Nu	mber of Da	ays in Atter	ndance		18						
4											
Manage	rs Signatu	re]	
	но	URS	Total			но	URS	Total			
Date	AM	РМ	Hours	Initial	Date	AM	PM	Hours	Initial		
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	2:2/		25	+					
10	8:40 AM	11:02 AM	2:14		26		5				
12	8:36 AM	12:00 PM	3:24		27	SELECT	REPORTS	CHECK REPOR	T STATUS		
13					29	Run Rep	ort Refresh	Email	Print S	Schedule Report	
14					30	Create F	avorite Sav	e Favorite 🛛 🛛	uplicate Fa	vorite Delete Favorite	
15	8:38 AM	11:00 AM	2:22		31	+ All					
16	8:44 AM	11:05 AM	2:21			+ Accruals	5		SERV	VICE CARD	
						+ Activities	5		Desc	rintion Displays the total number of days worked in one month	
						+ Configur	ration				
						+ Data Co	llection		Peop	ple Previously Selected Employee(s)	
						+ Detail G	enie		Time	e Period Range of Dates V 06/01/2015 06/30/2015	
	How to pull the report:					+ Import	Conio		Outp	but Format Adobe Acrobat Document(.pdf)	
						+ Schedul	er				
						_ Statutor	y Reports				
					Muste	er Roll					
					Nation	nal and Festival H	olidays	:			
						Servic	ce Card	-	× *		
						, + TeleTim	e IP				
KRO	NOS REI	PORTS-	TIME DI	ETAIL/	SERVI	CE CARD	/ACCRU	AL DET	AIL/EN	MPLOYEE HOURS BY LABOR ACCOUNT	23
					FOR C	QUESTIO	NS CON	TACT AI	NYONI	E IN PAYROLL	

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						Data Up to Date: Executed on:	6/25/2015 9: 6/25/2015 9:	32:06 AM 32AM GMT-07:00
Time Period:	5/01/2015 - 6/25	/2015				Printed for:	CCASILLAS	
Query:	Previously Selecte	ed Employee(s)						
					_			
Accrual Code								
Effective Date	Action	Amount		Running Balance	Pay Code	Source	Edit Date	Edited By
			ID:					
CompTime (Hou	ırs)							
Thu 4/30/2015			Balance Forward	0.01				
Mon 5/11/2015 Ea	arned	5.25		5.26				
Wed 5/13/2015 Ea	arned	5.25		10.51				
Eri 5/15/2015 Er	arned	1.50		12.01				
Tue 5/19/2015 Ea	arned	2.25		14.26				
Sat 5/23/2015 Ta	aken	-14.25		0.01	hr.CompTime PAY-OFF REQUEST	Timecard Editor	Wed 5/20/2015	
Total Debits	3:	14.25	Total Credits:	14.25				
Extended Sick L	eave (Days)							
The 4/30/2015			Balance Forward	0.60				
Total Debits		0.00	Total Credits:	0.00				
Floating Holiday	(Hours)							
Thu 4/30/2015			Balance Forward	0.00				
Total Debits	3:	0.00	Total Credits:	0.00				
Sick Leave Hour	rs (Hours)							
Thu 4/30/2015			Balance Forward	328.67				
Total Debits	8:	0.00	Total Credits:	0.00				
Vacation Hours	(Hours)							
Thu 4/30/2015			Balance Forward	293.17				
Fri 5/29/2015 Ta	aken	-8.00		285.17	hr.Vacation	Timecard Editor	Mon 6/1/2015	
Sun 5/31/2015 Ea	arned	14.00		299.17	Hours			
		0.00	Total Credits:	14.00				

Total Number of Employees: 1

How to pull the "Accrual Detail" Report

SELECT REPORTS CHECK REPORT STATUS Run Report Refresh Email Print Schedule Report Create Favorite Save Favorite Duplicate Favorite Delete Favorite + All + All - Description Displays running acrual balances for each employee. For example, you can see what types of acrual trans occurred in the past, when acrual balances were reset, and effective dates.	sactions
 Activation Detail Genie Accrual Balances and Projections Accrual Debit Activity with Oraph Accrual Debit Activity with Oraph Accrual Debit Activity with Oraph 	

FOR QUESTIONS CONTACT ANYONE IN PAYROLL

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.

			-	_	2			N	D
- 4			E	F	G	I J		N	P Q
1	Employee Hours by Labor Account (Excel)							
2	Time Period: 7/01/2014 - 6/22/2015								
3	Query: Previously Selected Employee(s)	un Operial							
7	Actual/Adjusted: Show hours credited to this period only	up Geniej							
9	Data Up to Date: 6/22/2015 3:59:21 PM								
11	Executed on: 6/22/2015 3:58PM GMT-07:00								
12	Printed for:								
16	Employee Hours by Labor Account (Excel)								
18	Name	ID	Account		Pay Code	Mone	v Hours	Dava	Wates
19	ALMANZA, KARENA	BV1602272	03/2311/	1500/1300/0/0/0	Reg Hours for Roll-	\$0.0	p 71.05	0.00	\$639.45
20	BERBERIAN, ARPI	HX1486079	01/2311/	1500/1300/0/0/0	Reg Hours for Roll-	\$0.0	27.58	0.00	\$248.25
21	BERBERIAN, ARPI	HX1486079	03/2311/	1500/1300/0/0/0	Reg Hours for Roll-	\$0.0	584.42	p.od	\$5,259,75
22	BERBERIAN, ARPI	HX1486079	03/2311/	1500/1300/STUDEN	Reg Hours for Roll-	\$0.0	0 10.00	0.00	\$90.00
23	CARPIO, LESLIE E	MV8748315	01/2311/	1350/0000/STUDEN	Reg Hours for Roll-	\$p.0	0 154.12	d.op*	\$1,387.05
24	CARPIO, LESLIE E	MV8748315	01/2311/	1350/1300/0/0/0	Reg Hours for Roll-	\$0.0	0 19.88	000	\$178.95
25	CARPIO, LESLIE E	MV8748315	03/2311/	1350/1300/0/0/0	Reg Hours for Roll-	\$0.0	0 635.15	0.00	\$5,716.35
26	CARPIO, LESLIE E	MV8748315	03/2311/	1350/1300/STUDEN	Reg Hours for Roll-	\$0 0	0 20.38	0,00	\$183.45
27	EGUEZ, SHAKIRA T	CY8004190	01/2311/	2701/1300/0/0/0	Reg Hours for Roll-	\$Ø.P	0 26.00	0.00	\$234.00
28	EGUEZ, SHAKIRA T	CY8004190	03/2311/	2701/1300/0/0/0	Reg Hours for Roll-	\$0.0	0 418.10	9.0p	\$3,762.90
29	ESTRELLA, RUBY	MM6928366	01/2311/	2303/1300/0/0/0	Reg Hours for Roll-	\$0.0	0 ^{6.07}	0.00	\$54 60
30	ESTRELLA, RUBY	MM6928366	03/2311/	2303/1300/0/0/0	Reg Hours for Roll-	\$0.0	300.30	0.00	\$2,702.70
31	FLORES, KARLA V	VW0130164	03/2311/	2302/1300/0/0/0	Reg Hours for Roll-	\$0.0	2.23	0.00	\$20.10
32	FLORES, KARLA V	VW0130164	03/2311/	2303/1300/0/0/0	Reg Hours for Roll-	\$0.0	229.62	0.00	\$2,066,55
	Sheet1 (+)					: 🗸		V	V
READ	γ								

How to run the report:

Step 1: select the report and time period.

REPORTS								
SELECT REPORTS CHECK REPORT STA	TUS							
Run Report Refresh Email Print	Schedule Rep	ort						
Create Favorite Save Favorite Duplica	te Favorite Del	ete Favorite						
Actual vs. Schedule Summary by Labor A								
Badge Numbers	EMPLOYEE HOURS	S BY LABOR ACCOUNT (EXCEL)						
Employee Hours by Job Employee Hours by Job (Excel)	Description	Displays hours/amounts/wages for each labor account/pay code in which the employee accrued hours. Format is optimized for Excel export.						
Employee Hours by Labor Account	People	Previously Selected Employee(s)						
Employee Hours by Labor Account (Exce	Time Period	Current Pay Period						
Employee Schedule - Monthly	Actual/Adjusted	Show hours credited to this period only.						
Employee Schedule - Weekly	Pay Codes	Available Selected						
Employees Currently Earning Time (On P		1210 Overload NonInstructin Hrly 1240 Adi NonInstruction Hrly						
Employee Sign-off		1310 Overload Instructional Hrly						

KRONOS REPORTS- TIME DETAIL/SERVICE CARD/ACCRUAL DETAIL/EMPLOYEE HOURS BY LABOR ACCOUNT P FOR QUESTIONS CONTACT ANYONE IN PAYROLL

Step 2: Move all paycodes to the left									
Create Favorite Save Favorite Dupli	cate Favorite De	lete Favorite							
Actual vs. Schedule Summary by Labor A	People	Previously Selected Employee(s)							
Badge Numbers	Time Period	Current Pay Period							
Employee Hours by Job									
Employee Hours by Job (Excel)	Actual/Adjusted	Show hours credited to this period only.	~						
Employee Hours by Labor Account	Pay Codes	Available	Selected						
Employee Hours by Labor Account (Exce		1210 Overload NonInstructin Hilly 1240 Adj NonInstruction Hilly							
Employee Schedule - Monthly		1310 Overload Instructional Hrly 1320 Adj Instruction Hrly							
Employee Schedule - Weekly	-	1321 Adj Instructn Other Hrly 1330 Adj Instr Substitute Hrly							
Employees Currently Earning Time (On P	-	1xxx Office Hours Adjunct 1xxx Online Hours Adj & Ovrload							
Employee Sign-off		1xxx TBA Hours Adj & Ovrload Adjunct Hours Combined							
Employee Transactions and Totals		Banked Hours Used Banked Hours Worked-Credit							
Employee Transactions and Totals (Excel	Output Format	Adobe Acrobat Document(.pdf) V							

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.

REPORTS	REPORTS								
SELECT REPORTS CHECK REPORT STATUS									
Run Report Refresh Email Print Schedule Report									
Create Favorite Save Favorite Duplic	cate Favorite De	lete Favorite							
Actual vs. Schedule Summary by Labor A	People	Previously Selected Employee(s)]						
Badge Numbers	Time Period	Current Pay Period							
Employee Hours by Job									
Employee Hours by Job (Excel)	Actual/Adjusted	Show hours credited to this period only.	~						
Employee Hours by Labor Account	Pay Codes	Available	Selected						
Employee Hours by Labor Account (Exce		Leave-Paid - Administrative	Reg Hours for Roll-up Genie						
Employee Schedule - Monthly		Leave-Unpaid - Administrative Hr OT for Historical Edit							
Employee Schedule - Weekly	:	OT Hrs OT Pending	×						
Employees Currently Earning Time (On P		Regular Hrs-hourly and Unclassfd Regular Hrs-Mnthly Classfd							
Employee Sign-off		Sabbatical Scheduled Hours							
Employee Transactions and Totals		Sick Accrl C1>C3 Xfer Hrs Sick Accrl C3>C1 Xfer Hrs	~						
Employee Transactions and Totals (Excel	Output Format	Adobe Acrobat Document(.pdf) V							

KRONOS REPORTS- TIME DETAIL/SERVICE CARD/ACCRUAL DETAIL/EMPLOYEE HOURS BY LABOR ACCOUNT FOR QUESTIONS CONTACT ANYONE IN PAYROLL