

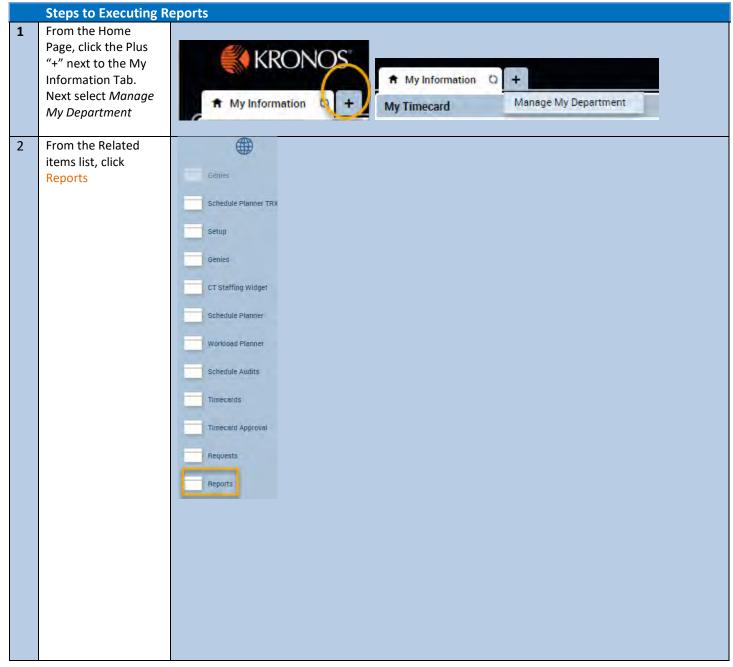
Purpose

The Workforce Central suite components generate numerous reports, most of which are standard to the components. This document includes reports focused on Scheduler.

In the system, reports might be listed in one or more different categories. Each report lists the categories in which it appears in the system. The standard output format is Adobe Acrobat Portable Document Format (.PDF). Alternate formats for emailing include HTML, Microsoft Excel, Microsoft Word, and Rich Text Format



Locating Reports - Navigation





3	Click the "Plus" next					
3	to Scheduler for					
		SELECT REPORTS CHECK REPORT STATUS				
	Reports containing	Run Report Refresh Validate Template				
	info related to scheduling and	Create Favorite Save Favorite Duplicate Fa				
	employee schedules.	· · · · · ·				
	, , , , , , , , , , , , , , , , , , ,		eduler			
		REPORTS	ccrual Balances and Projections (Data)			
		Α	ccrual Debit Activity Summary			
		Α	ccrual Detail (Data)			
		SELECT REPORTS CHE	ccrual Summary			
		Run Report Refresh A	ctual vs. Schedule by Job			
		A	ctual vs. Schedule by Job (Data)			
		Create Favorite Save Fav	ctual vs. Schedule by Labor Account			
		+ Favorites A	Actual vs. Schedule by Labor Account (Data)			
		+ All A	ctual vs. Schedule Summary by Labor Account with			
		+ Accruals C	overage Detail - Weekly			
		+ Attendance C	overage - Monthly			
		+ Biometrics C	overage - Weekly			
		+ Configuration E	mployee Availability (Spreadsheet Export)			
		+ Detail Genie	imployee Schedule - Monthly			
		+ Roll-Up Genie	imployee Schedule - Monthly (Data)			
		+ Scheduler E	mployee Schedule - Weekly			
		+ Timecard E	mployee Schedule - Weekly (Data)			
		L	ocation Schedule (Spreadsheet Export)			
4	The Common					
	Options that you	Description — A brief description of the	contents of the report.			
	will notice include:	 People — The employees included in the report. Depending on the report, the People option is a HyperFind Query or Org Map Location. Time Period — The time period for which report data is generated. The time period might be pay periods, schedule period, or range dates. Output Format — Formats include PDFs and Excel spreadsheets. Operational report extractions in Microsoft Fuel Macro Freehold Decument (view). 				
	output is a Microsoft Excel Macro-Enabled Document (.xlsm).					
	Common options are not included in report descriptions.					



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5	Report Parameters For the EMPLOYEE AVAILABILITY	EMPLOYEE AVAILABILITY (SPREADSHEET EXPORT)						
	(SPREADSHEET EXPORT)	Description	Generates employe	e Availability a	and exports into a sp	oreadsheet		
		People	All Home Location	s 🗸				
		Time Period	Range of Dates	~	7/01/2020	7/31/202	0	
		Output Format	Microsoft Excel Do		∨			
				La La	<i>к</i> ²			
6	Check Report							
	Status Tab is used	REPORTS						
	to monitor the							_
	progress of reports that you have run	SELECT REPOR						
	and to view the		Refresh Stalls Del	ete				
	results of reports	Name	Search	Format	Data la 5	Data Dana		
	that have completed.	Actual vs. Schedule	rt Name by Job	Format pdf	Date In ∇ 7/22/2020 10:03AM	Date Done	Status Waiting	
		Employee Availability	/ (Spreadsheet Export) / (Spreadsheet Export)	xlsx xlsx	7/19/2020 2:53PM 7/19/2020 2:50PM	7/19/2020 2:53PM 7/19/2020 2:50PM	Complete Complete	
7	Ononing							
7	Opening Completed Reports	You can doubl	e click on the rov	w of the re	port or click the	e view Report	Button	
8	Using Favorites							
	You can designate	REPORTS						
	any report as a							
	favorite for easy access to reports that	SELECT REPORTS CHECK REPO						
	are used Regularly							
		Create Favorite	Save Favorite					



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After Naming the	FAVORITE REPORT		
Favorite, click the	*Favorite Report Brian VOT/MOT Coverage report		
Save Favorite Button	Author's Remarks Contains MOT/VOT and Schedules by Shift Set		
	This Favorite Report is based on		
	Report Location Schedule with Coverage		
Description The Location Schedule with Coverage report combines information from the Location Schedule and Coverage reports, schedules and staffing coverage numbers for a location regardless of primary job. The coverage data comes from the 'However, if the selected location contains locations that do not have data, the report does not show the schedules at the scheduled shifts or pay codes first by location, then by zone or shift set, and then by primary job.			
	People Hospital Custody V Select		
	Time Period Specific Date 7/23/2020		
	Pay Codes Available Administrative Leave Paid Sick Agency-Union Picnic or Party Mandatory Overtime Call Back Payment Hours Mandatory Overtime Call Back Payment Hours Voluntary Overtime Carear Mobility Emport SELECT REPORTS CHECK REPOF Run Report Refresh Validate Favorites Brian VOT/MOT Coverage report MOT and VOT Reports		