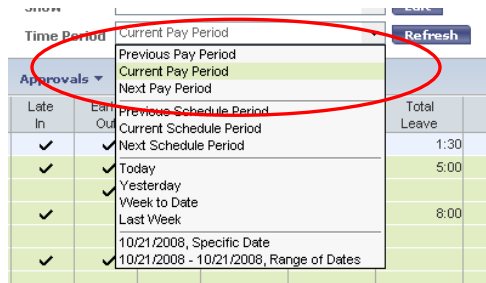


## Running Excel Formatted Reports in Kronos

It is possible to run certain reports out of Kronos directly into a Microsoft Excel format. There are some specific steps on how to perform this task. Below are the instructions on running Kronos reports to excel.

1. From Reconcile Timecard, IS Summary or any other option in the Timekeeping tab:
  - a. Choose the pay period or range of dates to base the report on in the drop down Time Period tab



- b. Choose which employees for whom you want to run the report
    - i. Go to Actions – Select All to run the report for everyone in the list



- ii. OR click on the first person you want to run the report for and drag the mouse down to highlight a group of employees
    - iii. To choose specific people from the employee list, click on the first person you want to run the report for, scroll down to the next person and hold down the Ctrl key as you click the second person, and so on.

## RECONCILE TIMECARD

Last Refreshed: 2:03PM

Show 311 Call Center [Edit](#)

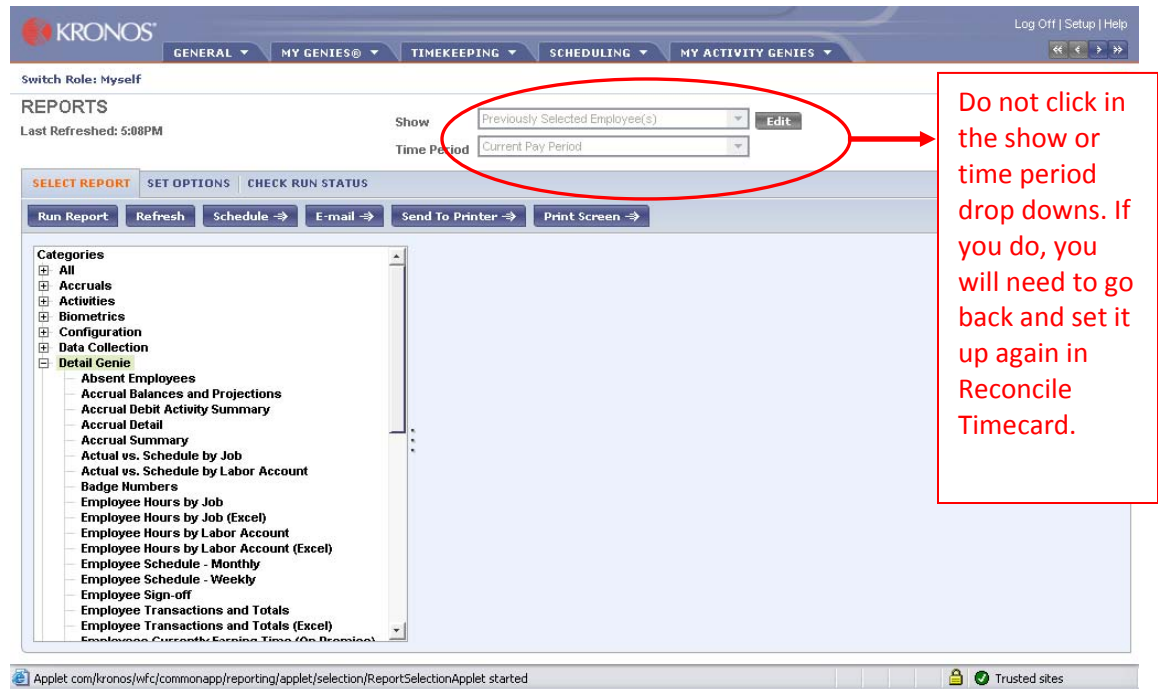
Time Period Current Pay Period [Refresh](#)

Actions ▾ Punch ▾ Amount ▾ Accruals ▾ Schedule ▾ Approvals ▾ Person ▾ Leave ▾													
Name	1 A	Unexcused Absence	Missed Punch	Early In	Late In	Early Out	Late Out	Comp Time Earned	Total Overtime	Total Leave	Total Hours	Without Pay	Totals Up To Date
Baker, Ronald O					✓						60:15		✓
Castophney, Diane S	✓						✓		12:30		72:30	-1:15	✓
Drinkard, Lucille D						✓					60:00		✓
Easley, LaSheinida R										0:30	60:00		✓
Genereux, Kimberl...											60:15		✓
Gonzales, Mario J	✓			✓							50:00		✓
Ingarten, Maria E			✓		✓		✓		2:45		64:00		✓
Jackson, Monique R						✓				8:00	45:30	16:00	✓
Jiron, Leroy L	✓		✓				✓		4:30	16:00	60:30		✓
Kelley, Karen M													✓
Korthas, Ella S			✓				✓			8:00	57:45		✓
Leeling, Jennifer M			✓				✓		0:45		50:00		✓
Maestas, Melissa A							✓		24:30		80:30		✓
Major, Michael J													✓
Martinez, Betty R	✓				✓	✓	✓		11:00	18:00	64:15		✓
Moreno, Dailia H				✓					0:15	8:00	64:00		✓
Murrietta, Lisa D											60:15		✓
Nolasco, Michelle A					✓	✓			2:30	7:30	74:45		✓
Pippin Constable, C...						✓	✓		8:45		64:45		✓

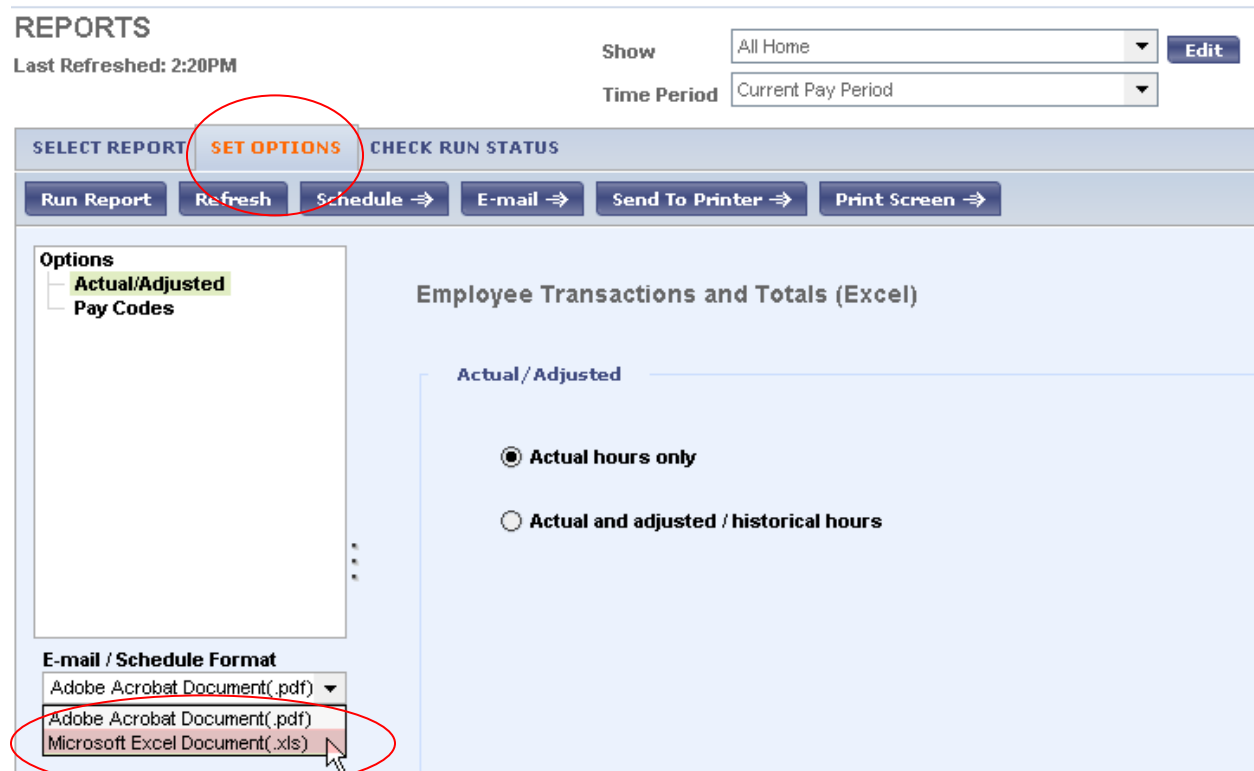
- c. Click on Reports in the top of the white area of the screen to the left.



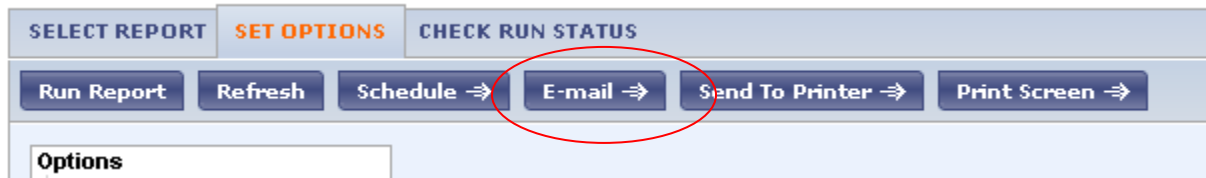
- d. This will bring up the Reports screen with the previously selected employees and time period set as the basis of the report



1. Select the report you would like to run
2. Press the "Set Options" tab and select the correct options from those that are available.
3. For the E-mail/Schedule Format, press the drop-down list and select Microsoft Excel Document (.xls)



4. After you have set all of your options, press the E-Mail button. You will be prompted to enter the e-mail address where you want the output sent (i.e. [john.smith@denvergov.org](mailto:john.smith@denvergov.org))



The screenshot shows a web interface with three tabs: 'SELECT REPORT', 'SET OPTIONS' (which is active and highlighted in orange), and 'CHECK RUN STATUS'. Below the tabs is a row of buttons: 'Run Report', 'Refresh', 'Schedule =>', 'E-mail =>', 'Send To Printer =>', and 'Print Screen =>'. The 'E-mail =>' button is circled in red. Below the buttons is a section labeled 'Options' with a text input field.

5. Once you press OK after entering the e-mail address, the report will run and send an Excel output of the report to this address. There is no need to hit the "Run Report" button.
6. You can click on the Check Run Status button to follow the report progress; however it will simply send the report to the email inbox when it is complete.