Running a Report for Non-Exempt Employees

Running the Schedule Report

The Schedule report provides scheduled account transfers and vacation time entries.

1. Access the My Reports widget.

2. From Available Reports, select Schedule.

3. From the Time Period drop-down list, select the option that includes the start and end date of the period for which you want to view details.
   - Optionally, select the Specific Date option or the Range of Dates option to request more specific time frames. Select the dates from the calendar(s).

4. Click the View Report button.
   - Leave entered directly on the Timecard will not report here.

5. Click Return to return to My Reports.

Note: Only entries entered on the schedule will be returned in this report. Leave is only entered on the schedule via the Kronos Time of Request.
Running a Report for Non-Exempt Employees

Running the Time Detail Report

The Time Detail report provides details on entries made directly on your Timecard. This includes any pay code edits that were made, for leave used on premium hours worked, if applicable (holidays, differential).

1. Access the My Reports widget.
2. From Available Reports, select Time Detail.
3. From the Time Period drop-down list, select the option that includes the start and end date of the period for which you want to view details.
4. Optionally, select the Specific Date option or the Range of Dates option to request more specific time frames. Select the dates from the calendar(s).
5. Click View Report.
   - Review the visible entries by date.
6. Click Return to return to My Reports.
   - The bottom of the report includes an account summary for each job displayed by pay code.

Running the My Accrual Balances and Projections Report

The My Accrual Balances and Projections report provides you with a summary of available leave time and projected future balances.

1. Access the My Reports widget.
2. From Available Reports, select My Accrual Balances and Projections.
3. Select the As of Date for which you want to run the report.
4. Click the View Report button.
5. Refer to the Period Ending Balance column to determine your balance on the As Of date selected. This balance includes all projected accruals and recorded leave usage as of that date.
6. Use the Return button to close the My Accrual Balances and Projections Report and access the My Reports widget options.

For further assistance or additional information please visit http://www.ecu.edu/cs-admin/HumanResources/Kronos.cfm

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