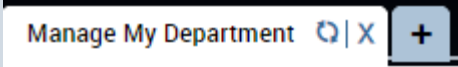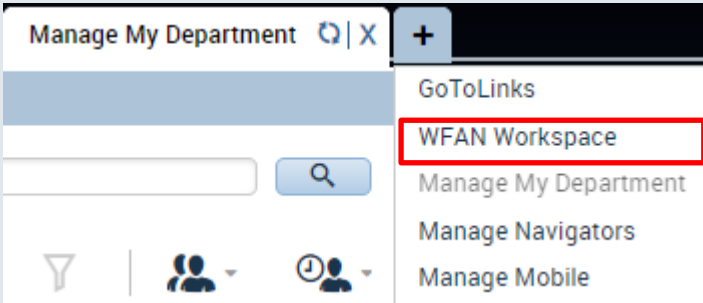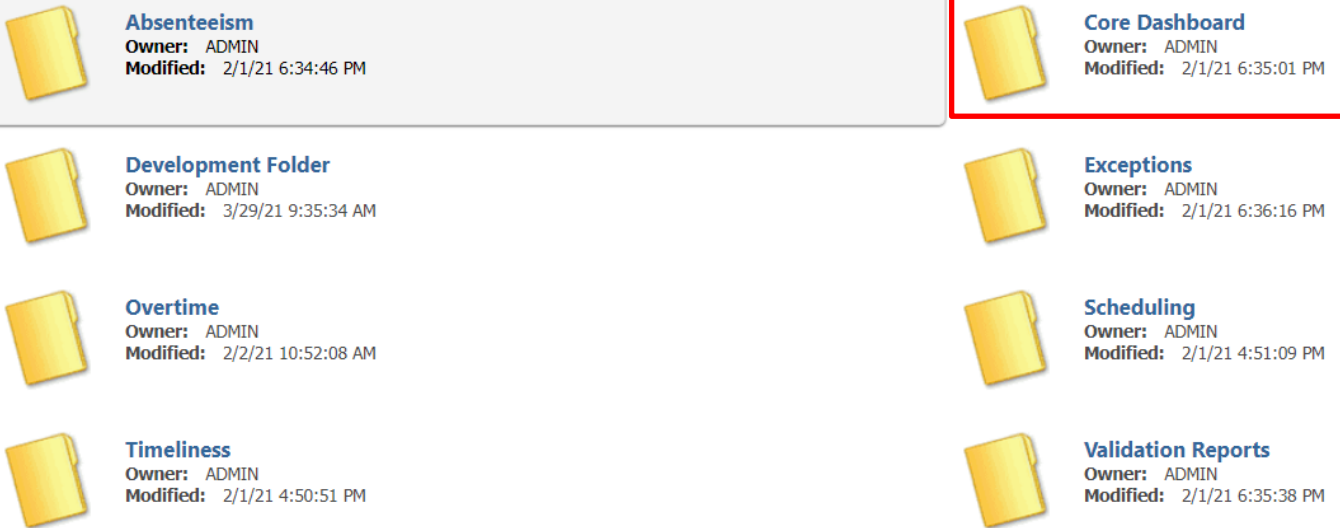# Accessing Workforce Analytics

Purpose:
This job aid will help you access Workforce Analytics in the Kronos system and run a dashboard. Refer to the E-learnings on [this](#) page for more training on Analytics.

Steps	Screenshots
Click on the ' + ' icon next to My Information or Manage my Department.	
From the dropdown, select WFAN Workspace.	
Here you have access to creating new reports or using existing reports. Here we will select Shared Reports.	
Click Core Analytics to advance to the next page.	

Steps	Screenshots

This will take you to a view of all the different available reports and dashboards by category. In this example we will use Core Dashboard. This dashboard encompasses the rest and will allow you to view all data at once.

Absenteeism
Owner: ADMIN
Modified: 2/1/21 6:34:46 PM

Core Dashboard
Owner: ADMIN
Modified: 2/1/21 6:35:01 PM

Development Folder
Owner: ADMIN
Modified: 3/29/21 9:35:34 AM

Exceptions
Owner: ADMIN
Modified: 2/1/21 6:36:16 PM

Overtime
Owner: ADMIN
Modified: 2/2/21 10:52:08 AM

Scheduling
Owner: ADMIN
Modified: 2/1/21 4:51:09 PM

Timeliness
Owner: ADMIN
Modified: 2/1/21 4:50:51 PM

Validation Reports
Owner: ADMIN
Modified: 2/1/21 6:35:38 PM

Absenteeism = Show absence hours and costs by employee, pay code, labor account and unique trends. Can be run as a report or a dashboard.

Development = Materials used to create and test initial dashboards, includes reports created during KT sessions.

Overtime = Overtime reports and dashboards by employee, and labor account. Also trends in overtime by labor account.

Timeliness = Reports providing a comprehensive view of whether employees are punching in early or late by employee and labor account. Also view of potential trends.

Core Dashboard = Encompasses all dashboards including absenteeism, overtime, timeliness, and exceptions. Can be used to view all of the other dashboard information at once.

Exceptions = Report and dashboard going through agency exceptions by supervisor, labor account and employee.

Scheduling = Compares the actual hours worked to the scheduled hours, organized by labor account. Also a view of the trend line by labor account.

Validation Reports = Includes a labor hours and cost by paycode, and by labor account. Also a productive hours analysis report and a dashboard for pay code and validation.

Steps	Screenshots
Click on Core Dashboard once more to advance to the next step.	**Dashboard - Core Dashboard** **Owner:** ADMIN **Modified:** 3/30/21 4:38:20 AM Open without Data PDF
On the far left of the page, you will see all the fields you will need to address in order to run the Dashboard.	INDEX Summary of your selections 1 Select business units (Worked Labor Account) (Required) 2 Select Time Period (Required) 3 Select the attribute(s) used to group the data in your report (Row) (Required) 4 Select the attribute(s) used to group the data in your report (Column) 5 Select the metrics used in your report (Required)

Steps	Screenshots
Review each of the individual attributes and see if there is anything that you would like to change, though note that when running a shared report **all of these selections will have default values**. Filters and other edits can be done after actually opening the dashboard.	

3. Select the attribute(s) used to group the data in your report (Row) (Required)

Select from the available attributes to define how the data in your report will be grouped. For example, select the Employee Name attribute to see data by employee or select the Pay Code attribute to see data for each pay code. You may select multiple attributes if required.

This prompt requires at least one selection.

☐ Save this answer when report is run

Look in:

📁 Search results: ▼ 🔳

Search for:

[_____] 🔍

Available:		Selected:
📁 Currency		◆ Calendar Month Name
📁 Date	▷	◆ Calendar Week of Year
📁 Employee	≫	◆ Date
📁 Home Labor Account		◆ Day of Week
📁 Job	◁	◆ Employee ID
📁 Labor Account	≪	◆ Employee Name
📁 Supervisor		◆ Employment Status
📁 Tenure		◆ Worker Type

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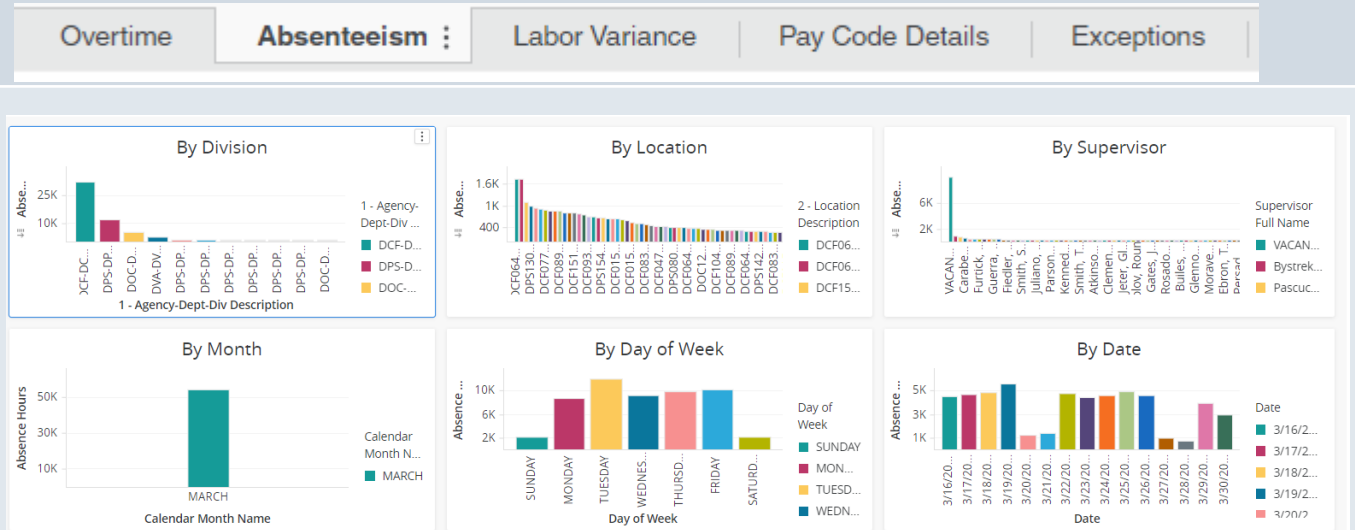|	
Once all the sections have been reviewed, select Run Dossier.	Run Dossier Cancel
The next screen will present you the option of entering a start date and an end date, enter this information and then once again click Run Dossier.	1. Enter a Start Date. (Required) Enter the Start Date 3/16/2021 🔲 2. Enter an End Date. (Required) Enter an End Date ○ Your selection: 3/30/2021 🔲 ⦿ The default selection is: Today (3/30/2021)

Steps	Screenshots
Once the dashboard is open, you will be able to switch between tabs such as Overtime, Absenteeism, Exceptions, etc. Each of these will open up a unique dashboard. Note that you can also see staff inside of your employee group.	

There will also be the option to select which unit you would like to see the dashboard in, whether it is Hours or Rate. Dollars will not be usable as financials are within Core CT. The last option is Details which presents an excel style table of the data.

If the workspace freezes or stops working, click on the refresh icon next to WFAN Workspace.	