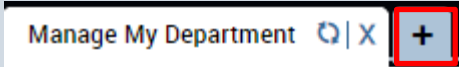
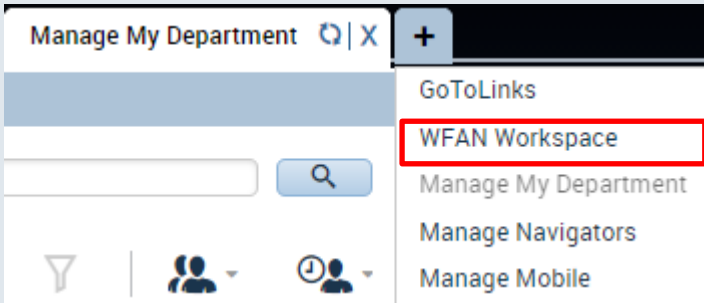
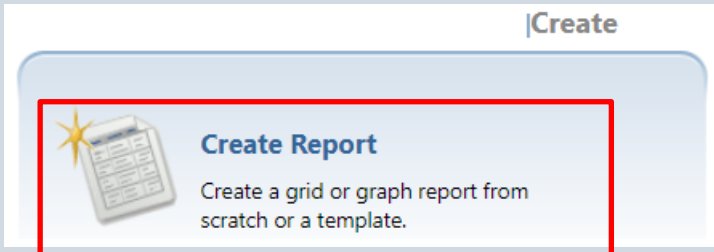


# Creating a Report

## Purpose:

This job aid will help you access Workforce Analytics in the Kronos system and create a report. 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 <b>WFAN Workspace</b> .	
Here you have access to creating new reports or using existing reports.  Here we will select <b>Create Report</b> ..	

## Steps

## Screenshots

This will prompt a few different options for reports, whichever you select will default one of the fields to make it easier to run the dossier.

### Accruals Analysis

Report on and analyze accruals data from Workforce Central. Contains a running balance and month end balance for all defined accruals. The data may be viewed by accrual code, labor account, age, tenure, employee or location.

### Exceptions Analysis

Report on and analyze exceptions data from Workforce Central. Provides the ability to generate a count of exceptions for all exception types. The data may be viewed by employee, labor account, supervisor or location.

### Scheduled Time Details

Report on and analyze scheduling data from Workforce Central. Supports analysis of scheduled amounts and hours by employee, date, pay period, pay code, job, location, supervisor, labor account, age, or tenure.

### Worked & Scheduled Summary

Report on and analyze timekeeping data from Workforce Central. Combines actual data with scheduled data to support the analysis of key areas related to labor cost management. This includes overtime, absenteeism, timeliness and labor utilization.

### Worked Time Details

Report on and analyze timekeeping data from Workforce Central. Supports analysis of payroll amounts and hours by employee, date, pay period, pay code, job, location, supervisor, labor account, age, or tenure.

On the far left, you can see the fields that need to be populated. All these fields will need to be reviewed before running.

### INDEX

#### Summary of your selections

**1** Select business units (Home 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)**

**6** Define a report filter

## Steps

## Screenshots

In the first field you can select the data you want to start off with as the outside view. In this case we chose Agency-Dept-Div and moved it to the right using the **arrow**.

Available:

- ▶ 1 - Home Agency-Dept-Div Description
- ▶ 2 - Home Location Description
- ▶ 3 - Home Combo Code Description
- ▶ 4 - Home Override Reason Code Description
- ▶ 5 - Home Employee ID-Employee Record-Agency Description
- ▶ 6 - Home Supervisor Description
- ▶ 7 - Home Job Description

Selected:

1 - Home Agency-Dept-Div Description [Select In List](#) Empty

The screenshot shows a selection interface. On the left, under 'Available:', there is a list of seven items, each with a house icon and a right-pointing arrow. The first item, '1 - Home Agency-Dept-Div Description', is highlighted with a red box. On the right, under 'Selected:', there is a single item: '1 - Home Agency-Dept-Div Description'. To the right of this item is a link that says 'Select In List' and the word 'Empty' is highlighted with a red box. Between the two panels, there are navigation arrows: a right-pointing arrow (highlighted with a red box) and a left-pointing arrow.

Select the highlighted word **Empty**, and move the agency that needs to be looked at to the right.

Search for:   Match case

Available:

- ◆ -, -
- ◆ DAS, DAS
- ◆ DOC-DOC88000-DOC89400, DC
- ◆ DPS-DPS32000-DPS32100, DPS
- ◆ DPS-DPS32000-DPS32300, DPS
- ◆ DPS-DPS32000-DPS32900, DPS
- ◆ DPS-DPS32000-DPS32700, DPS
- ◆ DPS-DPS32000-DPS32350, DPS

Selected:

- ◆ DCF-DCF91000, DCF-Dept of Ch

1 - 12 of 12

OK Cancel

The screenshot shows a search and selection interface. At the top, there is a search bar with the text 'Search for:' and a search icon. To the right of the search bar is a checkbox labeled 'Match case'. Below the search bar, there are two lists. The left list, under 'Available:', contains seven items, each with a diamond icon and a right-pointing arrow. The first item, 'DAS, DAS', is highlighted with a red box. The right list, under 'Selected:', contains one item: 'DCF-DCF91000, DCF-Dept of Ch'. Between the two lists, there are navigation arrows: a right-pointing arrow (highlighted with a red box), a double right-pointing arrow, a left-pointing arrow, and a double left-pointing arrow. At the bottom right, there are two buttons: 'OK' and 'Cancel'. At the bottom left, there is a page indicator: '1 - 12 of 12'.

The next field will allow you to select the date range that you want to look at, this can be set to the Current Pay Period if you are reviewing time mid pay period. Move the name of the time period to the right using the **arrow**.

Available:

- ▼ Date Range
- ▼ Yesterday
- ▼ Next Pay Period
- ▼ Previous Pay Period
- ▼ Pay Period-to-date
- ▼ Current Week (calendar)
- ▼ Next Week (calendar)
- ▼ Previous Week (calendar)

Selected:

- ▼ Current Pay Period

The screenshot shows a selection interface for date ranges. On the left, under 'Available:', there is a list of seven items, each with a downward-pointing arrow. The first item, 'Date Range', is highlighted with a red box. On the right, under 'Selected:', there is one item: 'Current Pay Period'. Between the two panels, there are navigation arrows: a right-pointing arrow (highlighted with a red box), a double right-pointing arrow, a left-pointing arrow, and a double left-pointing arrow. On the far right, there are two vertical arrows: an upward-pointing arrow and a downward-pointing arrow.

## Steps

## Screenshots

The next field will allow you to select the rows you want to use, navigate to the folder and select the specific field such as **Supervisor Full Name** and **Employee Name**.

Available:

- Date
- Employee
- Exceptions
- Home Labor Account
- Pay Code
- Pay Period
- Punch Details
- Supervisor

1 - 9 of 9

Selected:

- Supervisor Full Name
- Employee Name

The field right after the row selection will be the columns you want to view, in this example we can select **Exception type**.

Available:

- Date
- Employee
- Exceptions
- Home Labor Account
- Pay Code
- Pay Period
- Punch Details
- Supervisor

1 - 9 of 9

Selected:

- Exception Type

The next section will allow you to select the values that you want to use, based on the selection you made earlier this field will be filled in by default.

Available:

- (none)

1 - 1 of 1

Selected:

- Exception Count

## Steps

## Screenshots

The last section will allow you to add filters to your data, this can be done here or afterwards once the report has been created.

Available:

- Date
- Employee
- Exceptions
- Pay Code
- Pay Period
- Punch Details
- Supervisor
- Time Card Details

1 - 8 of 8

Selected:

>

<

After all the information has been filled in select **Run Report**.

Run Report Cancel

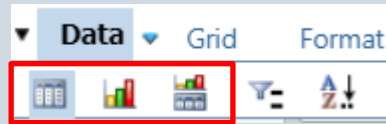
Once you run the report, a preview of all the data will be shown at the bottom of the screen, here you can determine whether this is the report that you envisioned or if changes need to be made or filters added.

Supervisor Full Name ▲	Employee Name ▲	Exception Type ▲	CANCELED_DEDUCT	EARLY	LATE	HOLIDAY_SCHEDULE_VIOLATION
		Metrics	Exception Count ▼	Exception Count ▼	Exception Count ▼	Exception Count ▼
						1
						1
						1

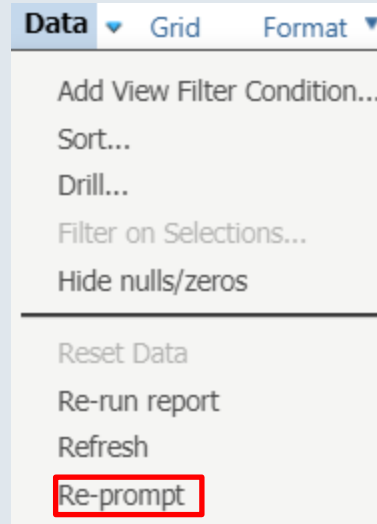
## Steps

## Screenshots

The **three icons** shown here can change how the data is visualized, the default view is the raw data.



From the Data drop down, you will have the option to **Re-prompt**, which is selected new rows or columns to add and then re-running the report.



You can also filter the data on the existing report, you can do this by clicking this **filter icon** here.

From there, drag any of the columns or rows from the table into the filter section. This will allow you to set up filters for the data.



VIEW FILTER    The filter is empty.    Add Condition     Auto-Apply changes

Filter On:

Supervisor	Employee	Exception
Full Name	Name	Type
		Metrics
Burnham		

## Steps

## Screenshots

Under the filter tab, specify what the filter should be by clicking on the Select button. Afterwards click on the exceptions from the list and use the **arrow** to move it to the right.

The screenshot shows a dialog box titled "Exception Type". At the top, there are two radio buttons: "Qualify" (unselected) and "Select" (selected). Below the "Select" radio button is a dropdown menu currently set to "In List". To the right of the dropdown are "Apply" and "Cancel" buttons. Below this is a search field labeled "Search for:" followed by a magnifying glass icon and a checked "Match case" checkbox. The main area of the dialog is split into two columns: "Available:" and "Selected:". The "Available:" list contains the following items: CANCELED\_DEDUCT, EARLY, LATE, HOLIDAY\_SCHEDULE\_VIOLATION, MINIMUM\_DAYS\_ACTIVE\_VIOLAT, MISSED\_PUNCH, MISSED\_OUT\_PUNCH, SHORT, and UNSCHEDULED. A red box highlights the right-pointing arrow next to "HOLIDAY\_SCHEDULE\_VIOLATION". The "Selected:" list currently contains only "--- none ---".

Once this report is ready, you can export it for future use.

Click on the Home dropdown and select Export, then select the **format** you want the data in. This will download automatically.

