Employee Schedule - Weekly

This report shows the weekly schedules of selected employees.

To run the report

You can select specific employees using Hyperfind. You can also select a location and the report will show the schedules of all employees whose primary job is contained in the location. The report also includes the shifts that employees are working outside of the location.

If applicable, the total number of employees who are not totalized also appears as well as the employee's name (last, first) and ID. Employees who have no schedule are not included in the report. **Note:** You cannot change this report, but you can copy it and modify the copy.

1. From your Report Library, click **Run Report.**
2. In the Select Report panel, select **Scheduling** > **Employee Schedule - Weekly** and click **Select**.
3. In the report panel, select the parameters:

   - Click **Select Timeframe**. Then, in the Timeframe panel, select the appropriate timeframe or click **Select Range** to select a range of dates. When finished, **click tap**

   - Click **Select Hyperfind**. Then, in the Locations & Hyperfinds panel, select the appropriate location or Hyperfind. If you have the appropriate access, you can also do the following:

   - Click **New Hyperfind** to create a new Hyperfind.

   - Click **Select Locations** to open the **Select locations glance**.

   - When finished, click the **x** icon**.**

4. Define **Shift Display** for the report:

   - **Shift Times** — displays shift start and end times
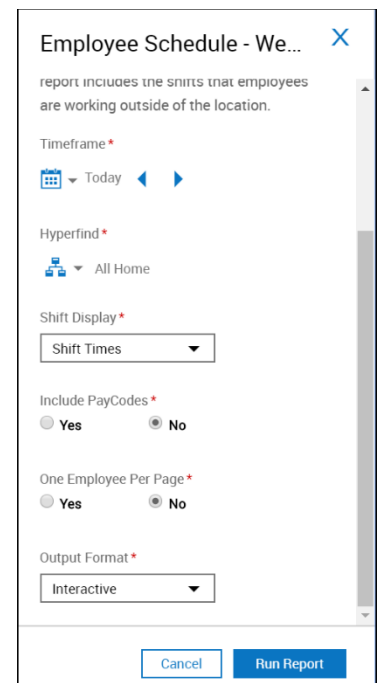
   - **Shift Labels** — displays shift labels

5. Specify whether you want to **Include Paycodes** in the report.
6. Specify whether you want the report to show **One Employee Per Page**.
7. **Output Format** — Select one of the following:

   - **PDF**

   - **XLSX**

   - **Interactive**

8. Click **Run report**. An **In progress** message displays while the report is running.

9. Click **OK** when the **Report is Completed** message appears. If you created a PDF or Excel report, a link appears at the bottom of the Report Library. If you created an interactive report, the report opens in a new tab automatically.

Report Content

The report contains the following data:

Location — Location name appears on the top row; the complete path for the location on the second row. Each location starts a new page showing:

- **Employee** — Sorted by job, listed alphabetically; includes employees who have no scheduled shifts during the time period

- **Job** — Sorted by sort order number, if configured. Otherwise, sorted alphabetically

- **Shifts** — Shifts by start and end time; includes hours and money amounts of Paycodes

KRONOS

Employee Schedule - Weekly

Time Period :	11/04/2019 - 11/04/2019		Executed On :	11/04/2019 10:03 PM
Query :	All Home		Printed For :	MichaelMartin09
Currency Code :	USD			

CO/NorthGroup09/Department 1

Employee	Primary Job	Mon 11/04/2019
Adams, Greg	Associate	7:00 AM - 4:00 PM
Adams, Victor	Associate	7:30 AM - 4:00 PM
Reyes, David	Associate	8:30 AM - 3:30 PM
Edwards, Priscilla	Lead	7:30 AM - 4:30 PM
Adams, Molly	Senior Associate	2:00 PM - 11:00 PM
Adams, Olivia	Senior Associate	7:30 AM - 4:00 PM
Richards, Harold	Senior Associate	8:45 AM - 3:30 PM