

Kronos Timekeeper Report

Go to this URL and follow instructions:

<http://www.wmich.edu/hr/reporting>

You will need to fill out the Kronos Timekeeper Report Authorization first to get access to this report. To get access to this report you must have a Kronos user account and be the timekeeper for an ORG ID/Department. This form will need to be faxed to HR.

After getting access to run the report go back to the URL for HR reporting:

<http://www.wmich.edu/hr/reporting>

HR has detailed instructions on running the report, and viewing this report.

This report lists all of your employees, their active jobs, and very helpful information. I highly recommend all timekeepers to get access to this report and run on a regular basis. Here you will be able to find out what employees have active jobs, jobcodes ,pay rates and effective dates.

Please utilize this report, this will reduce your calls to HR and Payroll to find out about job data for your employees, it will be helpful in your Kronos entries.

Thank you !