

Kronos Timekeeper Data

Run Control: wmhr5011-16

Folder: None

Quick Click Instructions:

- 1) Sign in to PeopleSoft
 - 2) Click - <Reporting Tools>
 - 3) Click - <WMU Reporting>
 - 4) Click - <WMU – Human Resource Reporting>
 - 5) Click - <WMU – HR Reporting>
 - 6) Run Control ID begins with <wmhr5011-16> then <Enter> **OR**
<Enter> and select from list
 - 7)) Enter the As of Date then Click yellow <Run> box
 - 8) Check “WMHR5011-Point in time Jobdata” box
 - 9) Click yellow <OK> box (at bottom of page)
 - 10) Click <[Process Monitor](#)>
 - 11) Insure Last: 1 Days then Click yellow <Refresh> box
 - 12) Keep Clicking yellow <Refresh> until “Success” and “Posted”
 - 13) Click <[Details](#)>
 - 14) Click <[View Log/Trace](#)>
 - 14) Click <[wmhr5011-16-date-number.csv](#)>
- Done!