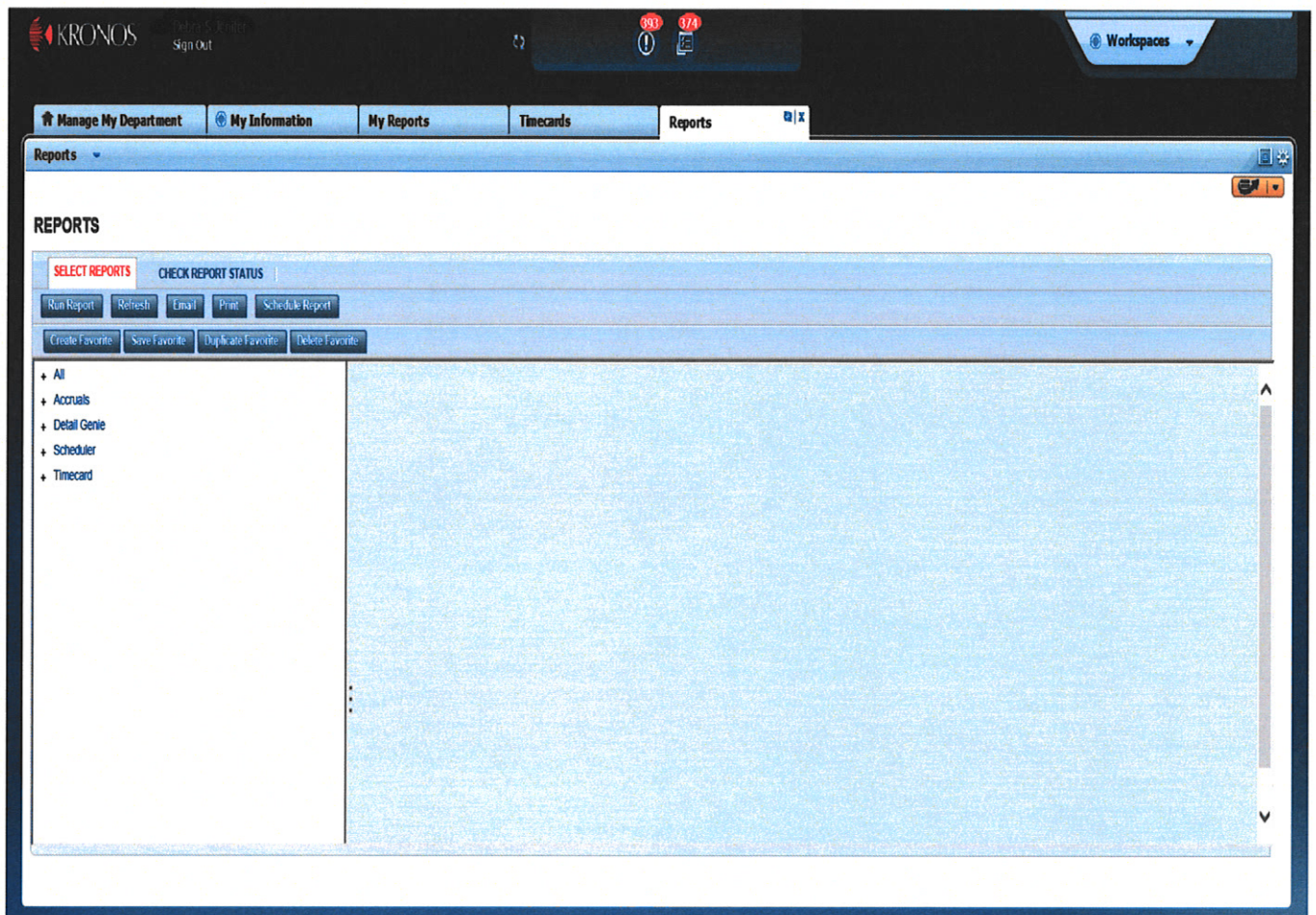
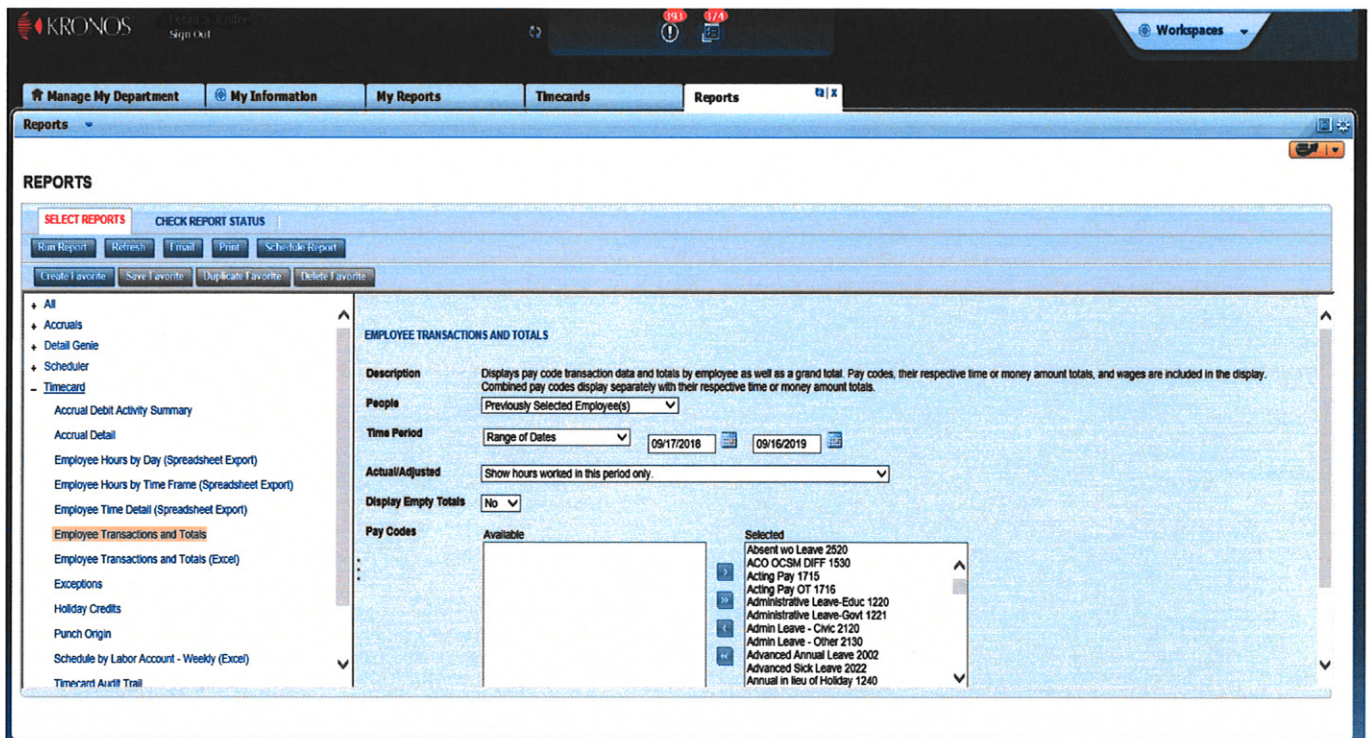


- On the Reports screen choose "Timecard".



- On this screen, choose "Employee Transactions and Totals." First check to see that information on the left of screen is accurate. Then click on "Run Report".



- Once "Status" column displays "complete" click on report you want to see.

The screenshot shows the Kronos Reports interface. At the top, there are navigation tabs: Manage My Department, My Information, My Reports, Timecards, and Reports. The Reports tab is active. Below the navigation, there are buttons for 'View Report', 'Refresh Status', and 'Delete'. A search bar is also present. The main area displays a table of reports:

| Report Name | Format | Date In | Date Done | Status | Output | User |
|----------------------------------|--------|--------------------|--------------------|----------|--------|------------|
| Employee Transactions and Totals | pdf | 12/18/2019 7:57AM | | Waiting | Screen | [Redacted] |
| Employee Transactions and Totals | pdf | 12/17/2019 12:34PM | 12/17/2019 12:34PM | Complete | Screen | [Redacted] |
| Employee Transactions and Totals | pdf | 12/17/2019 12:26PM | 12/17/2019 12:26PM | Complete | Screen | [Redacted] |

- Go to the last page of this report for a summary of leave used/hours worked and totals for each category.

The screenshot shows the 'Employee Transactions & Totals' report page. It includes a header with the report title and date, and a summary table at the bottom.

Employee Transactions & Totals
 Data Up to Date: 12/18/2019 7:58 AM
 Executed on: 12/18/2019 7:57AM GMT-05:00
 Printed for: [Redacted]

Time Period: 9/17/2018 - 5/16/2019
 Query: Previously Selected Employee(s)
 Pay Codes: (113) Absent wo Leave 2520(ACO OCSM DIFF 1530)Acting Pay 1715(Acting Pay OT 1716)Administrative Leave-Educ 1220...
 Actual/Adjusted: Show hours worked in this period only.

| Employee: | ID: | Hours | Money | Days | Wages |
|-------------------------|-----|---------------|---------------|-------------|---------------|
| Holiday Leave 2110 | | 16.00 | \$0.00 | 0.00 | \$0.00 |
| Offsite Work Hours 1100 | | 4.00 | \$0.00 | 0.00 | \$0.00 |
| Regular 1100 | | 371.25 | \$0.00 | 0.00 | \$0.00 |
| Sick Leave 2020 | | 29.25 | \$0.00 | 0.00 | \$0.00 |
| Totals: | | 572.00 | \$0.00 | 0.00 | \$0.00 |

| Summary Totals: | Hours | Money | Days | Wages |
|-------------------------------|-----------------|---------------|-------------|---------------|
| Annual Leave 2000 | 144.00 | \$0.00 | 0.00 | \$0.00 |
| Base Wages | 328.00 | \$0.00 | 0.00 | \$0.00 |
| Comp Earned - County 1.5 1191 | 4.00 | \$0.00 | 0.00 | \$0.00 |
| County Comp Paid 2040 | 3.50 | \$0.00 | 0.00 | \$0.00 |
| Holiday Leave 2110 | 16.00 | \$0.00 | 0.00 | \$0.00 |
| Leave Earned | 4.00 | \$0.00 | 0.00 | \$0.00 |
| Offsite Work Hours 1100 | 4.00 | \$0.00 | 0.00 | \$0.00 |
| Paid Status Hours | 88.00 | \$0.00 | 0.00 | \$0.00 |
| Regular 1100 | 371.25 | \$0.00 | 0.00 | \$0.00 |
| Sick Leave 2020 | 29.25 | \$0.00 | 0.00 | \$0.00 |
| Timecard Total | 331.75 | \$0.00 | 0.00 | \$0.00 |
| Grand Totals: | 1,323.75 | \$0.00 | 0.00 | \$0.00 |

Total Number of Employees: 1

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