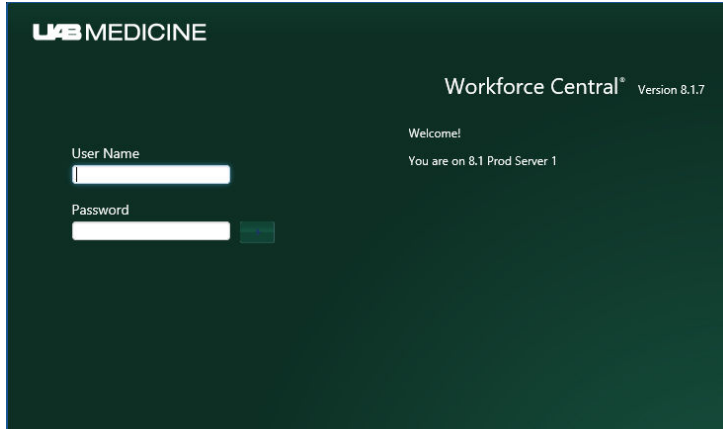


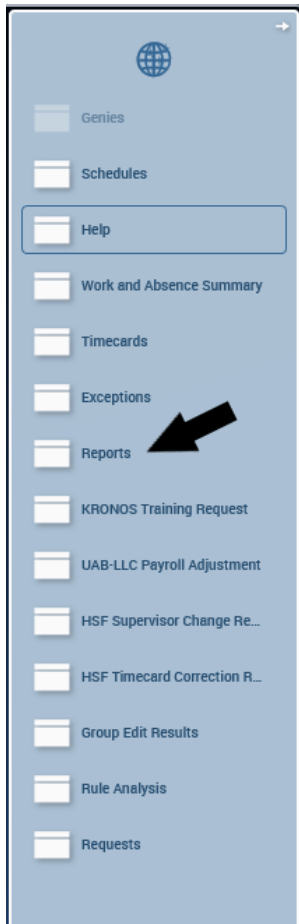
## UAB My Time Stamp Detail with Department

The UAB My Time Stamp Detail with Department report can be generated to determine the employees either taking a meal break or canceling a meal break from each shift. Below are instructions to generate the report using KRONOS.

Sign In using User Name and Password credentials

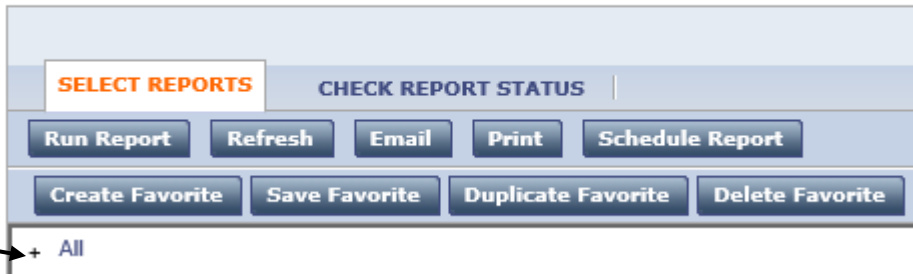


Navigate to 'Reports' in the pane on the right side of the screen



Expand the 'All' Menu option

## REPORTS



The screenshot shows the 'REPORTS' section of a software interface. At the top, there are two tabs: 'SELECT REPORTS' (highlighted in orange) and 'CHECK REPORT STATUS'. Below the tabs are two rows of buttons. The first row contains 'Run Report', 'Refresh', 'Email', 'Print', and 'Schedule Report'. The second row contains 'Create Favorite', 'Save Favorite', 'Duplicate Favorite', and 'Delete Favorite'. Below these buttons, a dropdown menu is open, showing a list of report options. The first option, '+ All', is highlighted, and an arrow points to it from the left.

Select the 'UAB My Time Stamp Detail with Department' report



The screenshot shows the 'REPORTS' section of a software interface, similar to the previous one. The 'SELECT REPORTS' tab is highlighted. Below the tabs are two rows of buttons: 'Run Report', 'Refresh', 'Email', 'Print', 'Schedule Report' in the first row, and 'Create Favorite', 'Save Favorite', 'Duplicate Favorite', 'Delete Favorite' in the second row. Below these buttons, a dropdown menu is open, displaying a list of report options. The list includes: 'UAB Activity Code (EXCEL)', 'UAB Avantas Indirect Errors', 'UAB Callback', 'UAB Daily Hours Worked', 'UAB End of Shift OT Dept', 'UAB End of Shift OT Detail', 'UAB Job Summary', 'UAB Kronos FMLA Man Hours By Day', 'UAB Kronos Man Hours', 'UAB Kronos Man Hours By Day', 'UAB Kronos Man Hours Detail', 'UAB Living Donor Leave', 'UAB Meal Deduct', 'UAB MyTimeStamp Detail', and 'UAB MyTimeStamp Detail with Department'. An arrow points to the last option, 'UAB MyTimeStamp Detail with Department', from the left.

In the report parameters submission screen select the:

1. Applicable Department(s)
2. Select the Time Period
3. Select the Output Format (Excel is recommended)

**UAB MYTIMESTAMP DETAIL WITH DEPARTMENT**

Description Displays all questions and selected answers, the time questions was answered and whether a punch was recorded for the selected employees and time frame.

People 1 All Home

Time Period 2 Current Pay Period

ATK\_Show\_Summary No

Output Format 3 Adobe Acrobat Document(.pdf)

Run the Report

## REPORTS

**SELECT REPORTS** | **CHECK REPORT STATUS**

**Run Report** | **Refresh** | **Email** | **Print** | **Schedule Report**

**Create Favorite** | **Save Favorite** | **Duplicate Favorite** | **Delete Favorite**

Status can be viewed using the 'Check Status Screen'

Refreshing the Browser window will allow you to see the updated Status. When it is 'Complete' double click on the submitted report to view the output.

REPORTS

**SELECT REPORTS** | **CHECK REPORT STATUS**

**View Report** | **Refresh Status** | **Delete**

Name	Report Name	Format	Date in	Date Done	Status	Output
	UAB MyTimeStamp Detail with Department	xls	7/29/2022 14:59		Waiting	Screen

If MS Excel was used as a submission parameter, excel will ask if you would like to open or save the report.

Do you want to open or save **UAB MyTimeStamp Detail with Department.xls** (3.08 MB) from **wfctimekeeper.hs.uab.edu**? **Open** **Save** **Cancel**

Open the report to view the results in MS Excel.

Depending on the size of the data set using an Excel pivot table may be necessary to view the data in a useful way.