

## Accessing Productivity Reports in Kronos Analytics

<b>Form Number:</b>	Accessing Productivity Reports in Kronos Analytics
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<b>Prepared Date:</b>	8/25/2022
<b>Revised Date:</b>	

### Objective:

This job aid will provide the steps needed to access Productivity Reports in Kronos Analytics.

### Please Note:

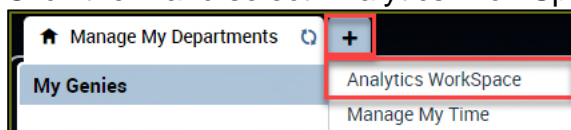
- Access to Kronos Analytics (wages) is granted by submitting a Service Desk Portal ticket.
- All Managers (and above) who have INFOR Direct Reports currently have access to Kronos Analytics (hours).

### Steps:

1. Log in to Kronos with your username and password.

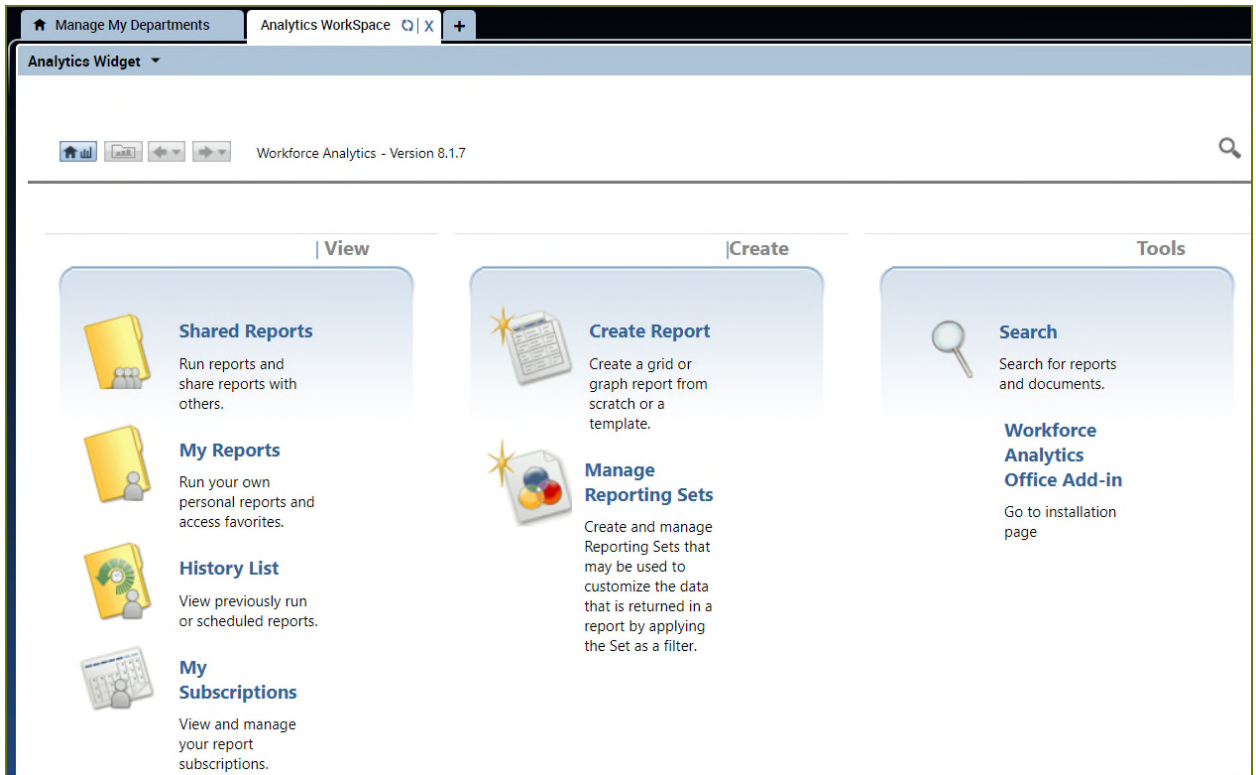
Employee Name	Employee ID	Primary Labor	Accounting Un...	Employee Approval	Manager Approval	Assigned Manager	Total Hours W...	Total Paid Leave	Missed Punch	Absence Ur
...	...	UM CRMC/321...	PHARM				80.0			
...	...	UM CRMC/321...	PHARM					24.0		
...	...	UM CRMC/321...	PHARM				56.0	24.0		
...	...	UM CRMC/321...	PHARM							✓
...	...	UM CRMC/321...	PHARM							✓
...	...	UM CRMC/321...	PHARM							
...	...	UM CRMC/321...	PHARM				32.0			
...	...	UM CRMC/321...	PHARM							
...	...	UM CRMC/321...	PHARM	✓						
...	...	UM CRMC/321...	PHARM				80.0			
...	...	UM CRMC/321...	PHARM							✓
...	...	UM CRMC/321...	PHARM							
...	...	UM CRMC/321...	PHARM							
...	...	UM CRMC/321...	PHARM							

2. Click the + and select Analytics WorkSpace.

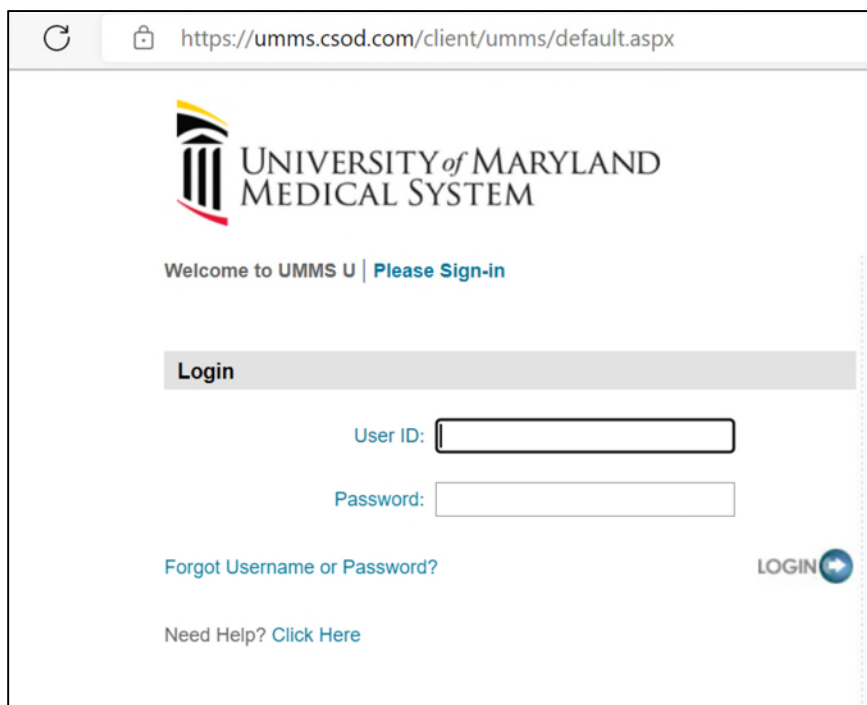


# Accessing Productivity Reports in Kronos Analytics

3. You are now viewing the Analytics Home page.

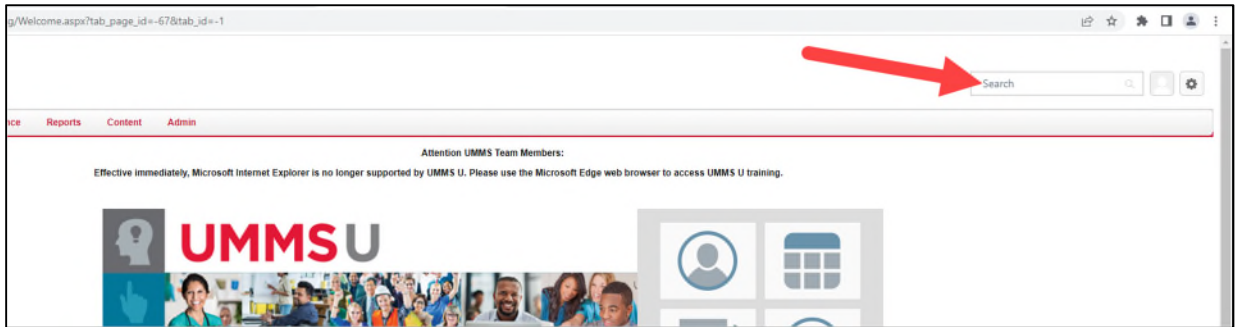


4. Refer to the Analytics training module for additional information by logging into UMMS U: [Open Curriculum - Realize Your Potential: umms \(csod.com\)](https://umms.csod.com)

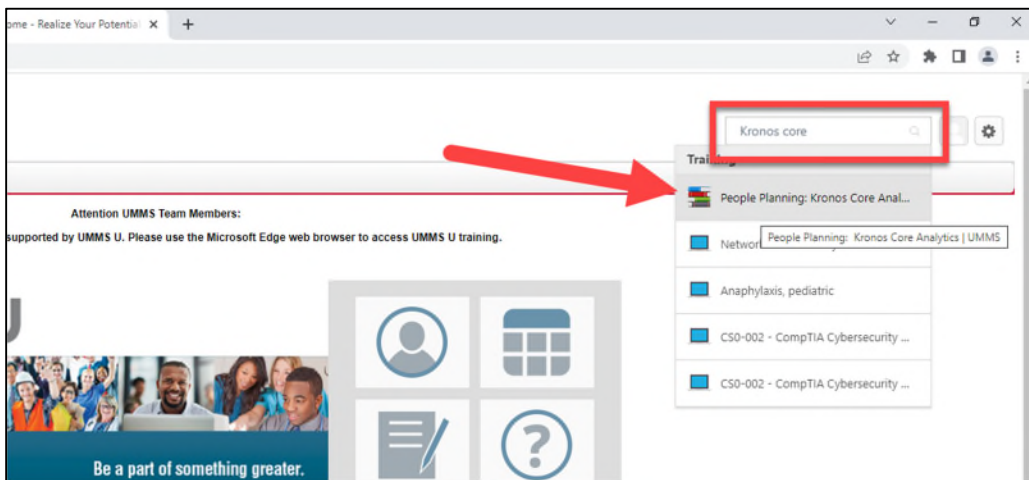


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5. Type in and search for **Kronos core** in the bar at the top right.



6. Choose **People Planning: Kronos Core Analytics** from the drop down menu.



7. Scroll through the contents and click to view your training module topic.

