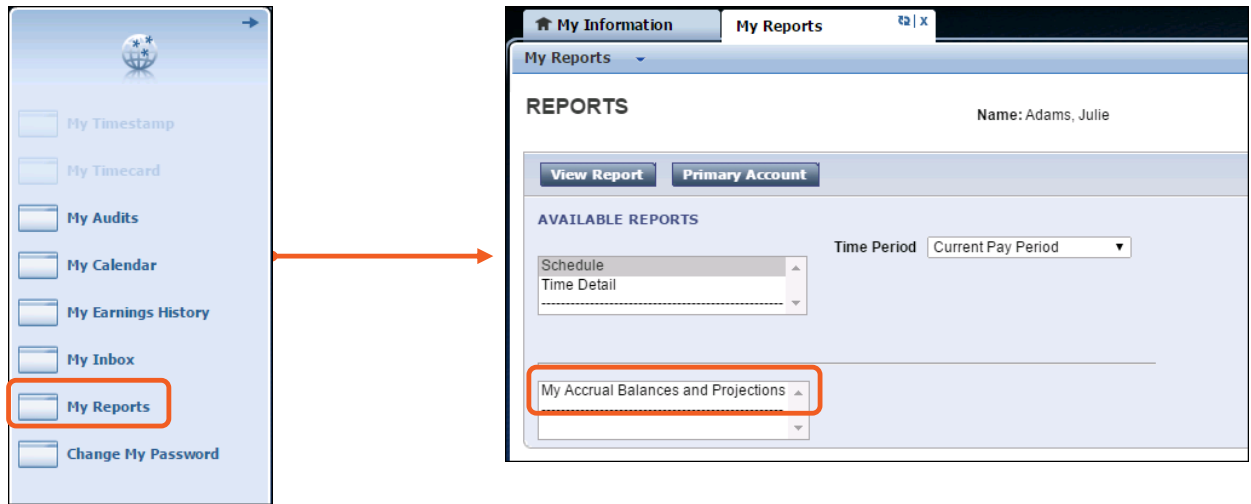


In Workforce Central Navigator, as an employee, you access to the My Reports widget. The My Reports widget contains three reports that help you to track your accrual balances and schedule, and provides details regarding the time that you worked.

In this job aid you will learn how to access and run reports using the My Reports widget.

### Accessing My Reports

- 1 Go to <https://sclogistics.kronos.net/wfc/logon>
- 2 Log in using your credentials.
- 3 Access the **My Reports** widget from the **Related Items** pane, and click the **My Reports** link.



### Running the My Accrual Balances and Projections report

The My Accrual Balances and Projections report provides you with a summary of available leave time and projected future balances.

- 1 Access the **My Reports** widget.
- 2 From **Available Reports**, select **My Accrual Balances and Projections**.
- 3 If you are not running the report using today's date, from the **Time Period** drop-down list, select the **Specific Date** for which you want to run the report.
- 4 In the **Date** field, enter or select the applicable date.
- 5 Click the **View Report** button.
- 6 To print the report, click the print icon within your browser.

MY ACCRUAL BALANCES AND PROJECTIONS							
Date Selected: 2/04/2014 Name: Adams, Julie				Printed: 2/04/2014 ID: 1			
Accrual Code	Accrual Type	Period Ending Balance	Furthest Projected Taking Date	Projected Takings	Projected Credits	Projected Balance	Balance w/o Proj. Credits
Vacation	Hour	160:00	1/01/2015	0:00	120:00	160:00	160:00

Column Name	Description
Period Ending Balance	Displays the number of hours or days you will have accrued as of the date of the report.
Furthest Projected Taking Date	Displays either the date you selected or the furthest date in the future for which your accruals have been projected, whichever is later.
Projected Takings	Displays how much leave time you will have used between the date you selected for the report and the furthest projected takings date.
Projected Credits	Displays leave time that is expected to be credited to you during that interval.
Projected Balance	Displays the balance for the furthest projected taking date after considering all projected takings and credits.
Balance w/o Proj. Credits	Displays the balance you would have as of the furthest projected taking date without considering any projected credits.

### Running the Schedule report

The Schedule report provides details regarding dates and times you are expected to work as well as scheduled account transfers and vacation times.

- 1 Access the **My Reports** widget.
- 2 From **Available Reports**, select **Schedule**.
- 3 From the **Time Period** drop-down list, select the option that includes the start and end date of the period for which you want to view details.
- 4 Click the **View Report** button.
- 5 Click **Return** to return to **My Reports**.

### Running the Time Detail report

The Time Detail report provides details regarding the time you worked, the account you worked under, and any pay code edits that were made, for example, sick or personal time.

- 1 Access the **My Reports** widget.
- 2 From **Available Reports**, select **Time Detail**.
- 3 From the **Time Period** drop-down list, select the option that includes the start and end date of the period for which you want to view details.
  - Optionally, select the **Specific Date** option or the **Range of Dates** option to request more specific time frames. Select the dates from the calendar(s).

- 4 Click **View Report**.
- 5 Click **Return** to return to **My Reports**.

Date	Apply To	In Punch	In Exc	Out Punch	Out Exc	(\$)Amt	Adj/Ent Amount	Totaled Amount	Cum. Tot. Amount	Absence
Mon 2/10									0:00	
Tue 2/11									0:00	
Wed 2/12									0:00	
Thu 2/13									0:00	
Fri 2/14									0:00	
Sat 2/15									0:00	
Sun 2/16									0:00	
<b>Totals</b>						0.00	0:00	0:00	0:00	