

The Detailed Hours Overview Report provides a calendar view of raw and calculated punch times and total hours for each employee, including counter totals per day. The report also offers time data totals for any date range and weekly totals for each employee.

From the **Team tab**:

1. Select **Time > Reports > Time Allocation > Detailed Hours Overview**.
2. The Team Members page will display.
3. The report options appear in the top portion of the screen. Select the report parameters as desired or accept the default settings.
4. The report will display in the middle of the screen.

02:19 PM (EDT)
Time

Search

 21 SP

Time > Reports > Time Allocation > Detailed Hours Overview

← Detailed Hours Overview VIEW TIMESHEETS

Rows On Page 10 ▾ **2 Rows** Refresh Data

Full Screen [Default] ▾ Settings ▾ Filter ^ Select Columns Export

Employee Filter: All Employees

Timesheet Dates: Pay Period ▾ Date ▾ **Profile:** Collier FY 2023-2024 ▾ 06/25/2023

(06/25/2023 – 06/30/2023) ☐ Only Display Employees In This Pay Period

Show: Settings **Filter:** ☐ Employee Has Data ☐ Has Missing Punches Total Hours >= ▾

☐	Employee Overview	Weekly Overview																																						
☐ ☐	Employee: Collier, Michael <table style="width: 100%; border-collapse: collapse;"> <tr> <td style="width: 60%;">Calc Time</td> <td style="text-align: right;">28.50</td> </tr> <tr> <td>VAC</td> <td style="text-align: right;">9.00</td> </tr> <tr> <td>Calc. Total Time:</td> <td style="text-align: right;">37.50</td> </tr> </table>	Calc Time	28.50	VAC	9.00	Calc. Total Time:	37.50	<table border="1" style="width: 100%; border-collapse: collapse; text-align: center;"> <thead> <tr style="background-color: #f0f0f0;"> <th>Sun 06/25</th> <th>Mon 06/26</th> <th>Tue 06/27</th> <th>Wed 06/28</th> <th>Thu 06/29</th> </tr> </thead> <tbody> <tr> <td></td> <td> VAC 9.00 (9420) </td> <td> 07:15a - 02:45p (9420) 03:00p - 05:15p (9420) </td> <td> 07:00a - 02:15p (9420) 02:30p - 05:15p (9420) </td> <td> 07:15a - 03:30p (9420) 04:00p - 04:30p (9420) </td> </tr> <tr> <td></td> <td> Calc Total: 9.00 </td> <td> Calc Total: 9.75 </td> <td> Calc Total: 10.00 </td> <td> Calc Total: 8.75 </td> </tr> <tr> <td></td> <td> Raw Total: 9.00 </td> <td> Raw Total: 9.58 </td> <td> Raw Total: 9.67 </td> <td> Raw Total: 8.85 </td> </tr> </tbody> </table> <table style="width: 100%; border-collapse: collapse;"> <tr> <td style="width: 15%;">Total</td> <td style="width: 15%;">Calc Time</td> <td style="width: 15%;">VAC</td> <td style="width: 15%;">Total</td> </tr> <tr> <td style="border: 1px solid gray;">9420</td> <td style="border: 1px solid gray;">28.50</td> <td style="border: 1px solid gray;">9.00</td> <td style="border: 1px solid gray;">37.50</td> </tr> <tr> <td style="border: 1px solid gray;">Total</td> <td style="border: 1px solid gray;">28.50</td> <td style="border: 1px solid gray;">9.00</td> <td style="border: 1px solid gray;">37.50</td> </tr> </table>	Sun 06/25	Mon 06/26	Tue 06/27	Wed 06/28	Thu 06/29		VAC 9.00 (9420)	07:15a - 02:45p (9420) 03:00p - 05:15p (9420)	07:00a - 02:15p (9420) 02:30p - 05:15p (9420)	07:15a - 03:30p (9420) 04:00p - 04:30p (9420)		Calc Total: 9.00	Calc Total: 9.75	Calc Total: 10.00	Calc Total: 8.75		Raw Total: 9.00	Raw Total: 9.58	Raw Total: 9.67	Raw Total: 8.85	Total	Calc Time	VAC	Total	9420	28.50	9.00	37.50	Total	28.50	9.00	37.50
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Kronos: Detailed Hours Overview Report

Report Overview

This report provides a calendar view of punch times/totals, calculated times/totals, worked cost centers per day, scheduled shifts, daily notes, etc. based on the report's set date range.

Employee Overview		Weekly Overview									
Calc Time28.50 VAC9.00 Calc. Total Time:37.50	9420 28.509.0037.50 Total28.509.0037.50	Sun 06/25		Mon 06/26		Tue 06/27		Wed 06/28		Thu 06/29	
				VAC9.00 (9420)	07:15a - 02:45p (9420)		07:00a - 02:15p (9420)		07:15a - 03:30p (9420)		
				Calc Total:9.00	03:00p - 05:15p (9420)		02:30p - 05:15p (9420)		04:00p - 04:30p (9420)		
				Raw Total:9.00	Calc Total:9.75	Calc Total:10.00	Calc Total:8.75				
					Raw Total:9.58	Raw Total:9.67	Raw Total:8.85				

Missing punches are identified with a red question mark (?)

	Thu 07/06
)	07:15a - ? (9420)
0	
7	

Click on any day of the report to view the timesheet for the selected pay period/employee.

27	Wed 06/28	
:45p (9420)	07:00a - 02:15p (9420)	07:1
:15p (9420)	02:30p - 05:15p (9420)	04:0
9.75	Calc Total: 10.00	Calc To
9.58	Raw Total: 9.67	Raw To

Click the back arrow to return to the Detailed Hours Overview Report.

Time > Timesheets	
←	Timesheet Edit

Note: A red question mark (?) indicates a punch-out time for exempt employees. Exempt employees are only required to punch in and do not punch out, so the red question mark is expected and does not indicate an error.