

# Reports

Reports are critical for making operational decisions, managing compliance, and doing what’s right for your people. However, it can be difficult to dig through all your people data, build the right reports, and distribute the data in time to make an impact. That’s why UKG Ready® eliminates these hassles and simplifies reporting across the solution by putting the information you need right at your fingertips, empowering you to confidently take meaningful action for your organization.

## Real-time Access

With a variety of reports available, you can quickly get to the trusted data you need in real-time to help you make informed business decisions. With the native reporting functionality in UKG Ready you’ll have the flexibility to:

- Use a report builder to create a report from scratch or select from a library of standard reports
- Filter, sort, or group by any column, employee group, or location
- Select from a list of the most used time periods or specify the date range that you need
- Save an unlimited variety of views and share them with colleagues
- Schedule reports to automatically be sent out to your colleagues at the intervals and in the format that you need such as CSV, Excel, PDF, etc.
- Access your most used reports from one centralized location

## Custom Report Builder

Building reports that meet your organization’s unique needs couldn’t be easier with the UKG Ready Custom Report Builder, it takes just two simple steps:

**Step 1:**

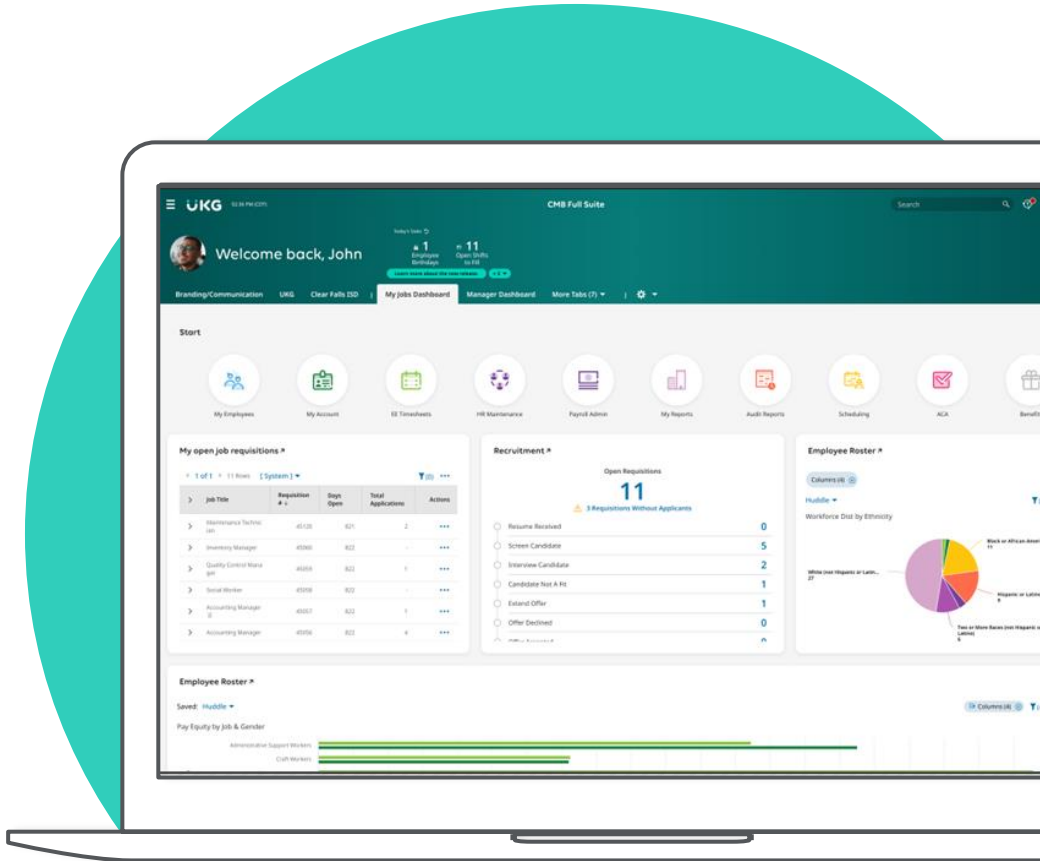
Select a variety of data points from across UKG Ready

**Step 2:**

Preview the report and make any adjustments before saving

## Data At-a-glance

Instantly transform your reports to show actionable insights with our dynamic data visualization options. You can create digestible visuals through displays such as pie charts, bar charts, line graphs, heatmaps, and more. Additionally, all charts you create can easily be pulled into dashboards to provide on demand updates.



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