

Reports

Reports are critical for operational decisions, managing compliance, and doing what's right for your people. However, it can be a real struggle to dig through all your people data, build the right reports, and distribute them in time to make an impact.

That's why UKG Ready™ (formerly Kronos Workforce Ready®) eliminates these hassles and simplifies reporting across your HR system. We put the information you need to be a partner to your business and take meaningful action at your fingertips.

Standard and Ad Hoc Reporting

Start with one of over 150 standard reports for quick answers, then modify them in the moment to get the specific data you need for any situation. You can:

- Filter reports by particular groups of employees or columns.
- Sort or group reports based on any column.
- Run reports for any of 45 predefined time periods, such as Today, Last Week, Year to Date, and more. You can even specify a date range, such as “90 days before today.”
- Use standard compliance reports for regulations such as EEO, OSHA, VETS, and more.
- Save reports in one place, schedule and email reports for quick sharing, control access, and export simply to a variety of formats like CSV, Excel, PDF, XML, or text files.

Easy Customization

Build reports that meet your organization's unique requirements in a snap with our built-in customization tools:

 **Change** column labels

 **Adjust** column widths

 **Add** custom columns

 **Add or remove** page breaks

 **Change** margins and font size

 **Hide** headers and footers

Built-In Data Visualizations

Instantly transform your reports to show actionable insights at a glance with our flexible, dynamic data visualization options. You can build out displays such as pie charts, bar charts, line graphs, heatmaps, and others to fit the story you're trying to tell with your people data. Plus, you can easily pull multiple visuals into dashboards to show multiple related areas. This means **your people get the information they need to act in a format they can use.**



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