

Printing the Edits

- 1) Hours are transferred from Kronos to Student Appointment System (SAS) every other Tuesday evening. You will be able to print your report Wednesday morning.
- 2) The reports are updated Tuesday night, Wednesday noon & night, and Thursday noon & night. This report is available until Friday of the next week.
- 3) Click on the "Reports" button on the left hand side of the screen.
- 4) From the "Report Category" select the "Payroll Edit."
- 5) Click the yellow arrow next to the "Payroll Edit"
- 6) Enter your UDDS in the "Appointing Department" box. Be sure to start the number with "E."
- 7) Under "Output Type" you can decide whether you want to open your report in PDF format (Adobe Acrobat) or in an Excel spreadsheet. The PDF will be the neatest format. You can use Excel to sort your data if preferred.
- 8) Click on "Create Report." This will generate your report and it will appear on your screen. (If you have a pop-up blocker enabled on your computer, you will not be able to access reports; when you click "Create Report" your computer will just sit there and do nothing)
- 9) At the top of the report, it will show "Data Accurate as of..." This shows the last time the report was created.
- 10) You need to print off your report and file for that pay period.
- 11) When you are finished viewing your report, you can close out of that screen and you will return to the "Payroll Exception" screen and you can navigate from there.