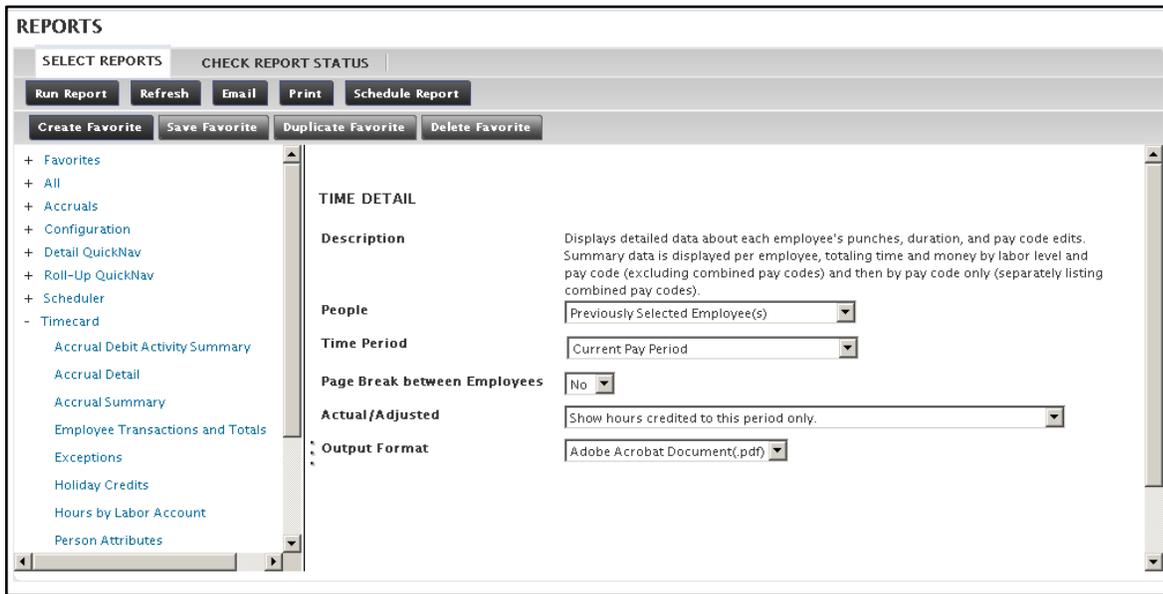


ADP/Enhanced Time & Attendance: Reports

Time & Attendance reports organize information from the database into an easy-to-read, easy-to-distribute file format. Use reports to view timecard details, employees currently earning time, employee schedules, and system configuration settings, among other things.

Depending on your organization’s configuration and your access rights, you may be permitted to schedule and print reports, create favorites, and email reports.



Use the step-action tables in this job aid to perform the following tasks:

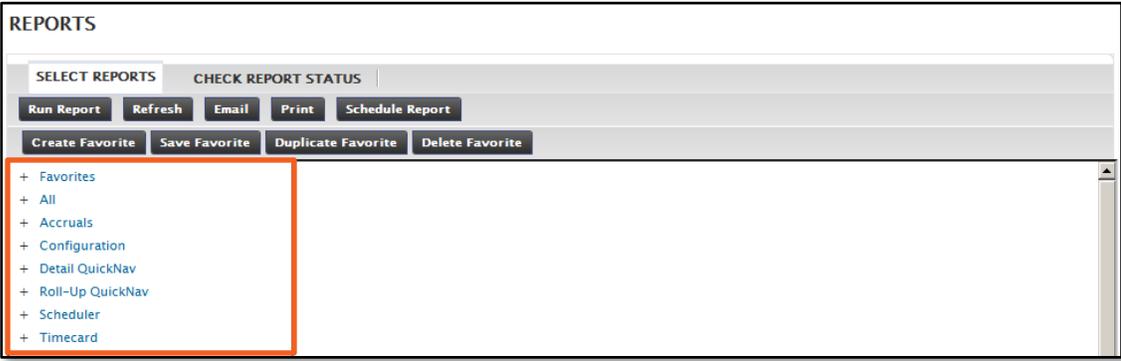
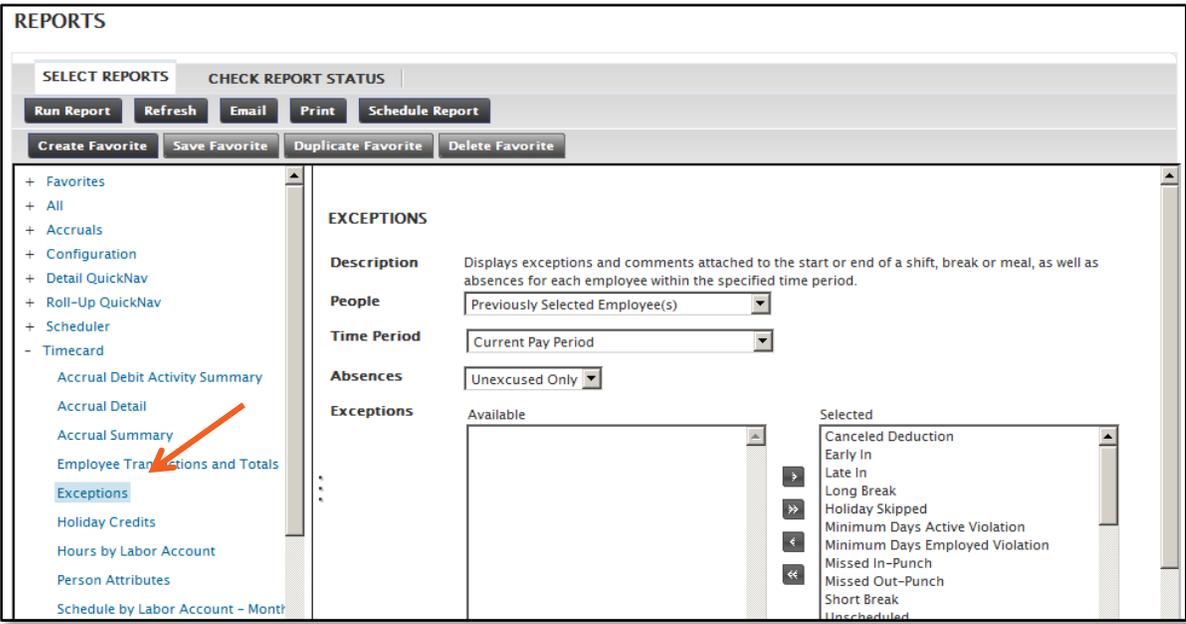
Run a Report	2
Create a Favorite Report	5
Schedule a Report	7
Update a Scheduled Report	9
Delete a Scheduled Report.....	10

Run a Report

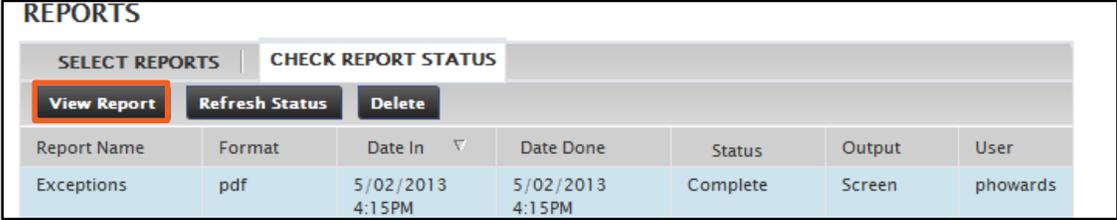
Many standard reports are delivered with the product, each grouped into one or more logical categories.

Perform the following steps to generate a report.

Starting Point: Manage My Employees

Step	Action
1	<p>In the Related Items pane, select Reports.</p> <p>Result: The Reports widget is displayed.</p>
2	<p>Expand the appropriate report category to view the available report options.</p> 
3	<p>Select a report.</p> 

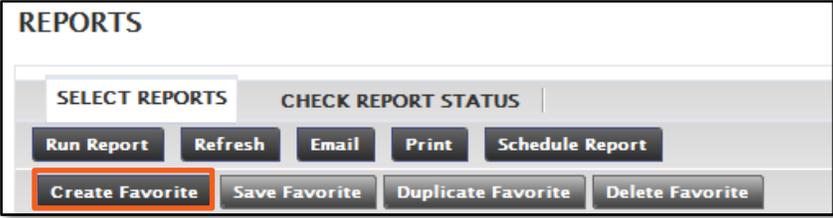
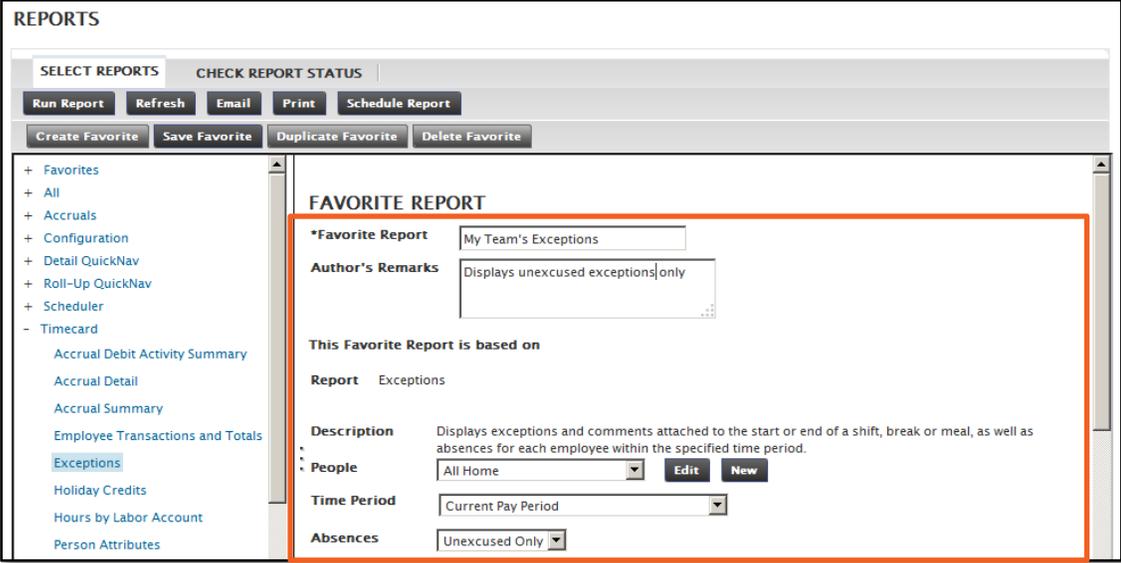
Step	Action														
4	<p>Complete any additional fields that are displayed for the selected report. These fields vary by report.</p> <div data-bbox="264 394 927 573" style="border: 1px solid black; padding: 5px;"> <p>EXCEPTIONS</p> <p>Description Displays exceptions and comments attached to the start or end of a absences for each employee within the specified time period.</p> <p>People <input type="text" value="All Home"/> <input type="button" value="Edit"/> <input type="button" value="New"/></p> <p>Time Period <input type="text" value="Current Pay Period"/></p> </div> <p>The following are two examples:</p> <ul style="list-style-type: none"> • In the People field, select the HyperFind query you want to use to filter the report results. • In the Time Period field, select the time period for this report. 														
5	<p>In the Output Format field, select the appropriate format. The default selection is Adobe Acrobat Document (.pdf).</p>														
6	<p>In the upper-left corner of the widget, click Run Report.</p> <div data-bbox="264 919 1101 1136" style="border: 1px solid black; padding: 5px;"> <p>REPORTS</p> <p>SELECT REPORTS CHECK REPORT STATUS</p> <p><input type="button" value="Run Report"/> <input type="button" value="Refresh"/> <input type="button" value="Email"/> <input type="button" value="Print"/> <input type="button" value="Schedule Report"/></p> <p><input type="button" value="Create Favorite"/> <input type="button" value="Save Favorite"/> <input type="button" value="Duplicate Favorite"/> <input type="button" value="Delete Favorite"/></p> </div> <p>The following additional options may be displayed depending on your access permissions:</p> <ul style="list-style-type: none"> • Print: Print the report by selecting the appropriate printer. • Email: Send an email to recipients by entering one or more email addresses. • Schedule Report: Schedule reports to run at a specific time or at specified intervals. 														
7	<p>The Check Report Status tab is displayed with the report in a Waiting status. Click Refresh Status and wait until the status changes to Complete.</p> <div data-bbox="264 1482 1385 1713" style="border: 1px solid black; padding: 5px;"> <p>REPORTS</p> <p>SELECT REPORTS CHECK REPORT STATUS</p> <p><input type="button" value="View Report"/> <input type="button" value="Refresh Status"/> <input type="button" value="Delete"/></p> <table border="1" data-bbox="284 1619 1339 1709"> <thead> <tr> <th>Report Name</th> <th>Format</th> <th>Date In <input type="text" value="5/02/2013 4:15PM"/></th> <th>Date Done</th> <th>Status</th> <th>Output</th> <th>User</th> </tr> </thead> <tbody> <tr> <td>Exceptions</td> <td>pdf</td> <td>5/02/2013 4:15PM</td> <td></td> <td>Waiting</td> <td>Screen</td> <td>phowards</td> </tr> </tbody> </table> </div>	Report Name	Format	Date In <input type="text" value="5/02/2013 4:15PM"/>	Date Done	Status	Output	User	Exceptions	pdf	5/02/2013 4:15PM		Waiting	Screen	phowards
Report Name	Format	Date In <input type="text" value="5/02/2013 4:15PM"/>	Date Done	Status	Output	User									
Exceptions	pdf	5/02/2013 4:15PM		Waiting	Screen	phowards									

Step	Action														
8	<p>When the report is complete, click View Report.</p>  <p>The screenshot shows a web interface titled "REPORTS". At the top, there are two tabs: "SELECT REPORTS" and "CHECK REPORT STATUS". Below the tabs are three buttons: "View Report" (highlighted with a red box), "Refresh Status", and "Delete". Below the buttons is a table with the following data:</p> <table border="1"> <thead> <tr> <th>Report Name</th> <th>Format</th> <th>Date In</th> <th>Date Done</th> <th>Status</th> <th>Output</th> <th>User</th> </tr> </thead> <tbody> <tr> <td>Exceptions</td> <td>pdf</td> <td>5/02/2013 4:15PM</td> <td>5/02/2013 4:15PM</td> <td>Complete</td> <td>Screen</td> <td>phowards</td> </tr> </tbody> </table>	Report Name	Format	Date In	Date Done	Status	Output	User	Exceptions	pdf	5/02/2013 4:15PM	5/02/2013 4:15PM	Complete	Screen	phowards
Report Name	Format	Date In	Date Done	Status	Output	User									
Exceptions	pdf	5/02/2013 4:15PM	5/02/2013 4:15PM	Complete	Screen	phowards									
9	Review the report. You can save or print the report.														

Create a Favorite Report

If you run certain reports regularly, you can designate those reports as favorites in order to run them more quickly. Perform the following steps to create a favorite report.

Starting Point: Manage My Employees > Reports

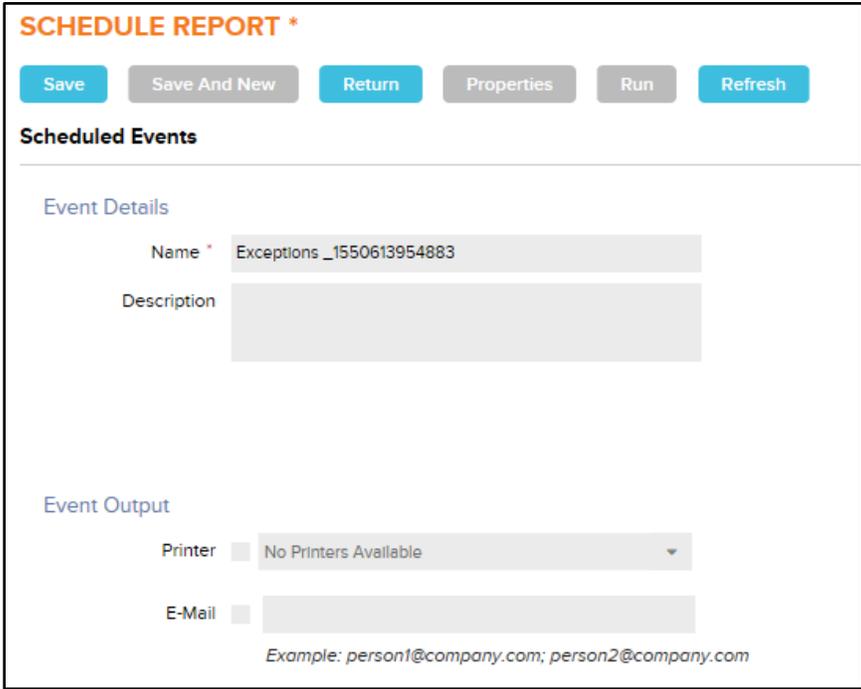
Step	Action
1	Expand the appropriate report category and select a report.
2	In the upper-left corner of the widget, click Create Favorite . 
3	In the Favorite Report field, enter a name for the report. 
4	In the Author's Remarks field, enter any additional information.
5	Complete the additional fields that are displayed for the selected report.

Step	Action
6	<p>Click Save Favorite. The report name is displayed in the Favorites category.</p> <div data-bbox="272 365 1393 787" style="border: 1px solid black; padding: 5px;"> <p>REPORTS</p> <p>SELECT REPORTS CHECK REPORT STATUS</p> <p>Run Report Refresh Email Print Schedule Report</p> <p>Create Favorite Save Favorite Duplicate Favorite Delete Favorite</p> <div style="display: flex;"> <div style="flex: 1;"> <p>- Favorites</p> <ul style="list-style-type: none"> My Team's Exceptions + All + Accruals + Configuration + Detail QuickNav + Roll-Up QuickNav + Scheduler + Timecard </div> <div style="flex: 2;"> <p>FAVORITE REPORT</p> <p>*Favorite Report My Team's Exceptions</p> <p>Author's Remarks Displays unexcused exceptions only</p> <p>Data Link https://cldtdet80ntrjb3.es.ad.adp.com/50tb2d/ReportServlet?fav_id=689979547325294600829871695661135462191945744400</p> <p>Report Link https://cldtdet80ntrjb3.es.ad.adp.com/50tb2d/applications/wcb/reportRunner.do?formAction=REPORTING.action.doViewRDLCReport&fav_id=689979547325294600829871695661135462191945744400</p> </div> </div> </div> <p>Note: You also have the option to duplicate and delete a favorite report.</p> <div data-bbox="367 898 1084 953" style="border: 1px solid black; padding: 5px; margin-top: 10px;"> <p>Create Favorite Save Favorite Duplicate Favorite Delete Favorite</p> </div>

Schedule a Report

You can schedule any report to run at a future time or repeatedly at specified intervals. Follow these steps to schedule a report.

Starting Point: Manage My Employees > Reports

Step	Action
1	Expand the appropriate report category and select a report.
2	Complete the fields that are displayed for the selected report. Note: Once you schedule a report, these options cannot be updated.
3	<p>Click Schedule Report.</p>  <p>Result: The Schedule Report page is displayed with a new event ready to be configured.</p>
4	<p>In the Name and Description fields, enter the appropriate information.</p> 
5	<p>In the Event Output section, select one or more of the following options:</p> <ul style="list-style-type: none"> • Printer: Print the report on a scheduled basis. Select the appropriate printer. (This option is only available for premise-based clients.) • E-mail: Send an email to recipients on a scheduled basis. Enter one or more email addresses in the field provided.

Step	Action
6	<p>In the Event Schedule section, select a schedule type, a start date and time, and an end date and time.</p> <div data-bbox="269 394 756 957" style="border: 1px solid black; padding: 10px; margin: 10px 0;"> <p>Event Schedule</p> <p>Schedule Type: * <input type="text" value="Once"/></p> <p>Start Date * <input type="text" value="8/05/2016"/></p> <p>Start Time * <input type="text" value="12:31PM"/></p> <p>End Date <input type="text"/></p> <p>End Time <input type="text"/></p> </div> <p>Note: If you select Daily or Monthly as the schedule type, additional options are available.</p>
7	Click Save .

Update a Scheduled Report

Follow these steps to update the scheduled-report parameters, such as how often the report is generated.

Note: To update the options associated with the report, such as the time period or the people included in the report, you must delete the original scheduled report and then schedule a new report with the updated report options. Once you create the scheduled report, the report options cannot be updated.

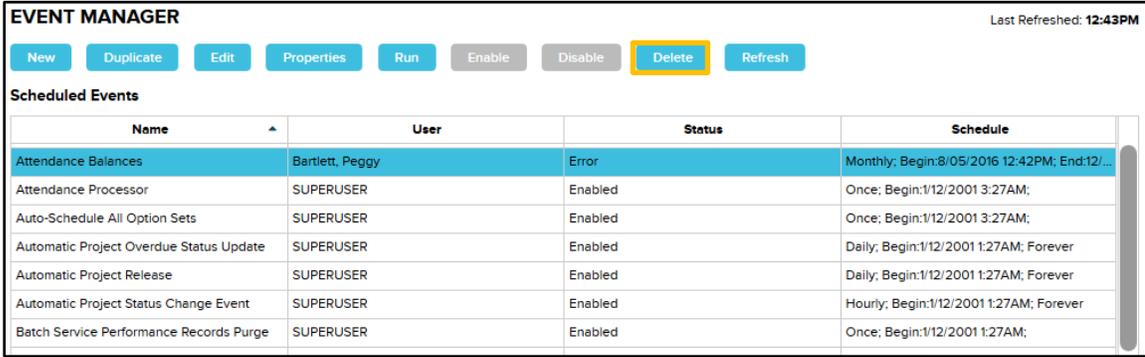
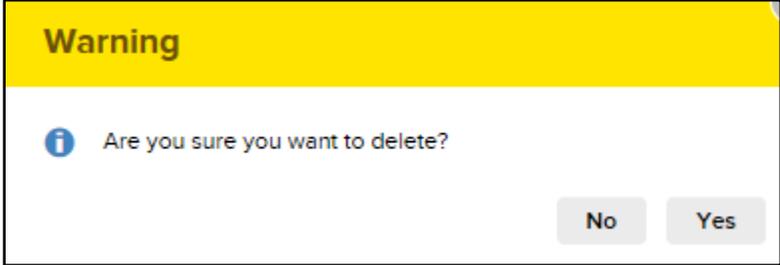
Starting Point: General Maintenance > Setup > Common Setup > Event Manager

Step	Action
1	Select the report that requires the update, and then click Edit .
2	<p>In the Event Details, Event Output, or Event Schedule sections, make the appropriate updates.</p> <div data-bbox="269 766 1435 1352" style="border: 1px solid black; padding: 10px;"> <p>EVENT MANAGER * Last Refreshed: 5:13pm</p> <p> <input type="button" value="Save"/> <input type="button" value="Save And New"/> <input type="button" value="Return"/> <input type="button" value="Properties"/> <input type="button" value="Run"/> <input type="button" value="Refresh"/> </p> <p>Scheduled Events</p> <div style="display: flex; justify-content: space-between;"> <div style="width: 45%;"> <p>Event Details</p> <p>Name * <input type="text" value="Exceptions_1550613954883"/></p> <p>Description <input type="text"/></p> <p>Event Output</p> <p>Printer <input type="checkbox"/> <input type="text" value="No Printers Available"/></p> <p>E-Mail <input checked="" type="checkbox"/> <input type="text" value="test@adp.com"/> <small>Example: person1@company.com; person2@company.com</small></p> </div> <div style="width: 45%;"> <p>Event Schedule</p> <p>Schedule Type: <input type="text" value="Weekly"/></p> <p>Number of weeks between runs * <input type="text" value="1"/></p> <p>Day(s) * <input type="checkbox"/> Monday <input type="checkbox"/> Tuesday <input type="checkbox"/> Wednesday <input type="checkbox"/> Thursday <input checked="" type="checkbox"/> Friday <input type="checkbox"/> Saturday <input type="checkbox"/> Sunday</p> <p>Start Date * <input type="text" value="2/19/2019"/></p> <p>Start Time * <input type="text" value="5:05PM"/></p> <p>End Date <input type="text" value="3/01/2019"/></p> <p>End Time * <input type="text" value="7:00PM"/></p> </div> </div> </div>
3	Click Save .

Delete a Scheduled Report

Follow these steps to delete a scheduled report from the Event Manager.

Starting Point: General Maintenance > Setup > Common Setup > Event Manager

Step	Action																																
1	Select the appropriate report.																																
2	<p>Click Delete.</p>  <p>The screenshot shows the 'EVENT MANAGER' interface with a toolbar containing buttons for New, Duplicate, Edit, Properties, Run, Enable, Disable, Delete (highlighted), and Refresh. Below the toolbar is a table titled 'Scheduled Events' with columns for Name, User, Status, and Schedule. The first row, 'Attendance Balances', is highlighted in blue and has its 'Delete' button highlighted in yellow.</p> <table border="1"> <thead> <tr> <th>Name</th> <th>User</th> <th>Status</th> <th>Schedule</th> </tr> </thead> <tbody> <tr> <td>Attendance Balances</td> <td>Bartlett, Peggy</td> <td>Error</td> <td>Monthly; Begin:8/05/2016 12:42PM; End:12/...</td> </tr> <tr> <td>Attendance Processor</td> <td>SUPERUSER</td> <td>Enabled</td> <td>Once; Begin:1/12/2001 3:27AM;</td> </tr> <tr> <td>Auto-Schedule All Option Sets</td> <td>SUPERUSER</td> <td>Enabled</td> <td>Once; Begin:1/12/2001 3:27AM;</td> </tr> <tr> <td>Automatic Project Overdue Status Update</td> <td>SUPERUSER</td> <td>Enabled</td> <td>Daily; Begin:1/12/2001 1:27AM; Forever</td> </tr> <tr> <td>Automatic Project Release</td> <td>SUPERUSER</td> <td>Enabled</td> <td>Daily; Begin:1/12/2001 1:27AM; Forever</td> </tr> <tr> <td>Automatic Project Status Change Event</td> <td>SUPERUSER</td> <td>Enabled</td> <td>Hourly; Begin:1/12/2001 1:27AM; Forever</td> </tr> <tr> <td>Batch Service Performance Records Purge</td> <td>SUPERUSER</td> <td>Enabled</td> <td>Once; Begin:1/12/2001 1:27AM;</td> </tr> </tbody> </table>	Name	User	Status	Schedule	Attendance Balances	Bartlett, Peggy	Error	Monthly; Begin:8/05/2016 12:42PM; End:12/...	Attendance Processor	SUPERUSER	Enabled	Once; Begin:1/12/2001 3:27AM;	Auto-Schedule All Option Sets	SUPERUSER	Enabled	Once; Begin:1/12/2001 3:27AM;	Automatic Project Overdue Status Update	SUPERUSER	Enabled	Daily; Begin:1/12/2001 1:27AM; Forever	Automatic Project Release	SUPERUSER	Enabled	Daily; Begin:1/12/2001 1:27AM; Forever	Automatic Project Status Change Event	SUPERUSER	Enabled	Hourly; Begin:1/12/2001 1:27AM; Forever	Batch Service Performance Records Purge	SUPERUSER	Enabled	Once; Begin:1/12/2001 1:27AM;
Name	User	Status	Schedule																														
Attendance Balances	Bartlett, Peggy	Error	Monthly; Begin:8/05/2016 12:42PM; End:12/...																														
Attendance Processor	SUPERUSER	Enabled	Once; Begin:1/12/2001 3:27AM;																														
Auto-Schedule All Option Sets	SUPERUSER	Enabled	Once; Begin:1/12/2001 3:27AM;																														
Automatic Project Overdue Status Update	SUPERUSER	Enabled	Daily; Begin:1/12/2001 1:27AM; Forever																														
Automatic Project Release	SUPERUSER	Enabled	Daily; Begin:1/12/2001 1:27AM; Forever																														
Automatic Project Status Change Event	SUPERUSER	Enabled	Hourly; Begin:1/12/2001 1:27AM; Forever																														
Batch Service Performance Records Purge	SUPERUSER	Enabled	Once; Begin:1/12/2001 1:27AM;																														
3	<p>Click Yes.</p>  <p>The screenshot shows a yellow warning dialog box with the text 'Warning' and 'Are you sure you want to delete?'. There are 'No' and 'Yes' buttons at the bottom right.</p> <p>Result: The scheduled report is removed from the Event Manager list.</p>																																

Credits

ADP®, the ADP logo®, and ADP A more human resource® are registered trademarks of ADP, LLC.

All other trademarks and service marks are the property of their respective owners.

Copyright © 2019 ADP, LLC. ADP Proprietary and Confidential - All Rights Reserved. These materials may not be reproduced in any format without the express written permission of ADP, LLC. Any repurposing, reposting, or other use of this content (including, but not limited to YouTube® or any other social media) is expressly prohibited.

ADP provides this publication “as is” without warranty of any kind, either express or implied, including, but not limited to, the implied warranties of merchantability or fitness for a particular purpose. ADP is not responsible for any technical inaccuracies or typographical errors which may be contained in this publication. Changes are periodically made to the information herein, and such changes will be incorporated in new editions of this publication. ADP may make improvements and/or changes in the product and/or the programs described in this publication at any time without notice.