



Filtering a Report by Date and Pay Code using ADP Time and Attendance

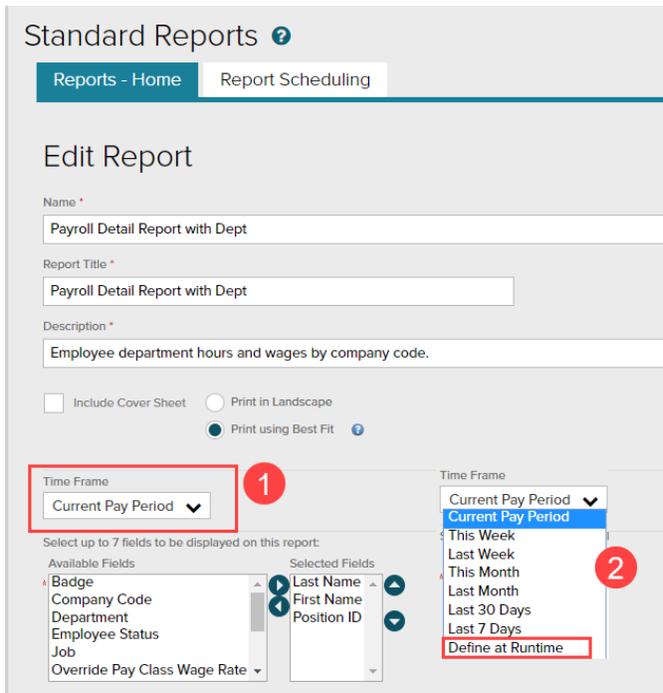
Navigate to **Reports > Standard Reports**.



Click the **edit pencil** for the report you wish to use.



All reports will display the current pay period by default. On the **Edit report** screen, click the **Time Frame** dropdown. Select **"Define at Runtime"**.





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Under the **select field** drop-down menu, pick the **Pay Code**.

Current Filters for this Report

There are no filters for this report.

Create a New Filter

Select Field

SAVE SAVE AS NEW

- Adjustments Only
- Administrator Users Only
- Attestation Status
- Badge
- Badge
- Company Code
- Department
- Employee Transfer to Payroll
- Exclude All Adjustments
- First Name
- Job
- Last Name
- Master Shift
- Override Pay Class Wage Rate
- Pay Class
- Pay Code
- Pay Cycle
- Payroll Approved
- Payroll ID

Optional: In the **Employee Status** section, select **All Employees using Time & Attendance (includes Active, Inactive, Scheduled for Termination, and Terminated)**.

This is to ensure that all employee information is included in the report.

Employee Status

All employees currently using Time & Attendance (includes only Active, Inactive, and Scheduled for Termination)

All employees using Time & Attendance (includes Active, Inactive, Scheduled for Termination, and Terminated)

Include only employees who are:

- Active
- Inactive
- Scheduled for Termination
- Terminated

Click the **plus** button next to the **Selected Values** box.

Create a New Filter

Select Field	Qualifier	Selected Values
Pay Code	Equals	

+

-



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In the **Pay Code Lookup** box, type or select the name of the code you are looking for, then check the box and click **Submit**.

Click on **Add Filter**.

Create a New Filter

Select Field: Pay Code (dropdown) | Qualifier: Equals (dropdown) | Selected Values: Paid Time Off (PTO) (dropdown)

ADD FILTER

New Filters (not yet saved)

DELETE FILTER	FILTER DESCRIPTION
<input type="checkbox"/>	Pay Code Equals (PTO)

Create a New Filter

Select Field: (dropdown)

SAVE SAVE AS NEW **PREVIEW** SAVE AND PREVIEW SCHEDULE REPORT

Scroll down to the bottom and click on **Preview**.

The report will populate in a new tab.

Note: you can also re-name the report and click Save and Preview in the final step, and the report will save to the My Reports section so it can be run again later with the same parameters.

Pay Code Lookup

Search in: All Columns (dropdown) | for: (input field)

40 Found

Scroll To: [A][B][D][F][H][J][L][M][O][P][R][S][T][V][W]

<input type="checkbox"/>	PAY CODE ▲	DESCRIPTION
<input type="checkbox"/>	1099HOURS	1099 Hours
<input type="checkbox"/>	ABSENT	Unpaid Absence
<input type="checkbox"/>	AWARD	Award
<input type="checkbox"/>	BEREAV	Bereavement
<input type="checkbox"/>	BIRTHDAY	Birthday

2 SUBMIT Cancel