

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.

Æ			
HOME PEOPLE A	ND PROCESS REPORTS	SETUP	Search
Standard R	eports 🛛		-
Reports - Home	e Report Scheduling		
OPTIONS	NAME	DESCRIPTION	
S & E Payroll Detail Report with Dept Employee department hours and wages by company code.			

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

Standard Rep	orts 🛛	
Reports - Home	Report Scheduling	
Edit Report		
Name *		
Payroll Detail Report wit	h Dept	
Report Title *		
Payroll Detail Report wit	h Dept	
Description *		
Employee department h	ours and wages by company	/ code.
Include Cover Sheet	Print in Landscape Print using Best Fit	
Time Frame Current Pay Period	1	Time Frame Current Pay Period ↓ Current Pay Period
Select up to 7 fields to be dis Available Fields Badge Company Code Department Employee Status Job Override Pay Class Wag	played on this report: Selected Fields Last Name Position ID ye Rate	 This Week Last Week This Month Last Month Last 30 Days Last 7 Days Define at Runtime

Copyright © 2020 ADP, Inc. ALL RIGHTS RESERVED. ADP, the ADP logo and Always Designing for People are trademarks of ADP, Inc. ADP Confidential



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

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

Current Filters for this Report	Adjustments Only		
There are no filters for this report	Administrator Users Only		
mere are no inters for this report.	Attestation Status		
Create a New Filter	Badge		
Salast Field	Badge		
	Company Code		
~	Department		
	Employee Transfer to Payroll		
	Exclude All Adjustments		
 SAVE SAVE AS N	IEW First Name		RE\
	Job		_
	Last Name		
	Master Shift		
	/erride Pay Class Wage Ra	e	
	-av Class		
	Pay Code		
	Pay Cycle		
	Payroll Approved		
	Payroll ID	-	
			10.0

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	✓



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

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	Qualifier	Selected Values		
Pay Code 🗸	Equals 🗸	, Paid Time Off (PTC		ADD FILTER والس
New Filters (not yet saved)				
DELETE FILTER	FILTER DESCRIPTION			
Pay Code Equals ('PTC	יי			
Create a New Filter				
Select Field				
SAVE	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 Co	de Lookup		×
Search in:		for:	
All Columns	~		
Scroll To: 1 A B	D F H J L M O P R S T V W		40 Found
	PAY CODE	DESCRIPTION	
	1099HOURS	1099 Hours	
	ABSENT	Unpaid Absence	
	AWARD	Award	
	BEREAV	Bereavement	
0	BIRTHDAY	Birthday	+
	Cancel		