

# Accruals/PTO: Creating an Approved Time Off

## Objectives:

- How to create a report to show Approved time off for a specific date range.

**Note:** This report does not include Pending or Denied Time Off Request. To view these requests, navigate to [People & Process > Employees > Time Off Requests](#).

**RUN Practitioner:** Log into [runpayroll.adp.com](https://runpayroll.adp.com), choose Time Management.

**Time & Attendance Administrator:** Log into <https://time.adp.com>.

## Creating the Report:

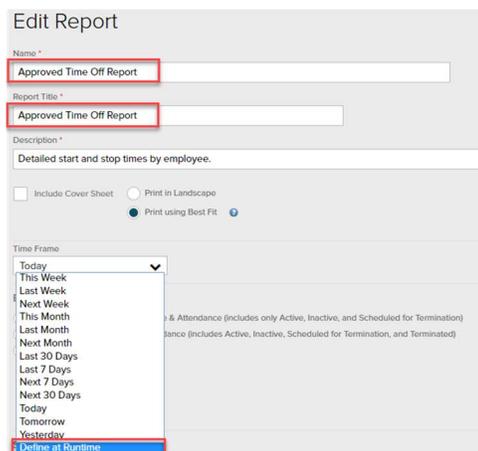
1. From the Time & Attendance Dashboard, select [View Reports](#).



2. Click the edit pencil next to [Daily Schedule Report](#).

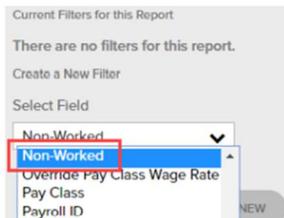


3. Make the following Changes to on the Edit Report screen.
  - Name: Change to "Approved Time Off Report"
  - Report Title: Change to "Approved Time Off Report"
  - Time Frame: Change to "Define at Runtime"

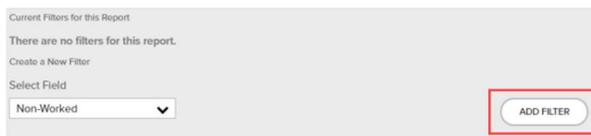


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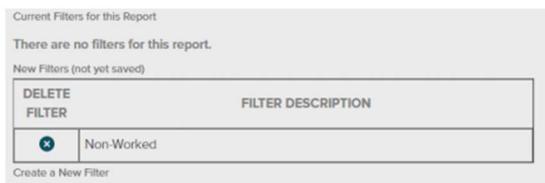
- In the **Current Filters for this Report** section, choose **Non-Worked** in the drop-down menu.



- The page will refresh. Once it refreshes, scroll back down and click on **Add Filter**.



- The page will refresh once more. The filter will be saved to the report. Click **Save**.



- To run your newly created report, navigate to **Reports > My Reports**.

