

## 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, 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"

Edit Report	
Approved Time Off Report	
Report Title *	
Approved Time Off Report	
Description *	
Detailed start and stop times by	employee.
Include Cover Sheet Print	in Landscape using Best Fit 🛛 😡
Today	
This Week	
Last Week Next Week This Month Last Month Last 30 Days Last 7 Days Next 7 Days Next 7 Days Next 30 Days Today Tomorrow Yesterday	8. Attendance (includes only Active, inactive, and Scheduled for Termination) lance (includes Active, Inactive, Scheduled for Termination, and Terminated)
Define at Runtime	



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



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

Select Field	
Non-Worked	~

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



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

