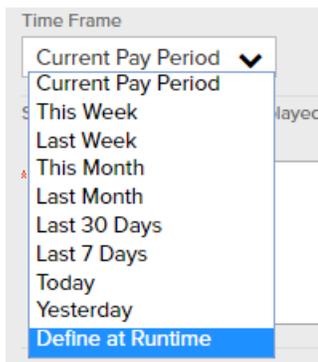


Filtering Reports In ADP Time & Attendance

Choosing a Custom Date Range

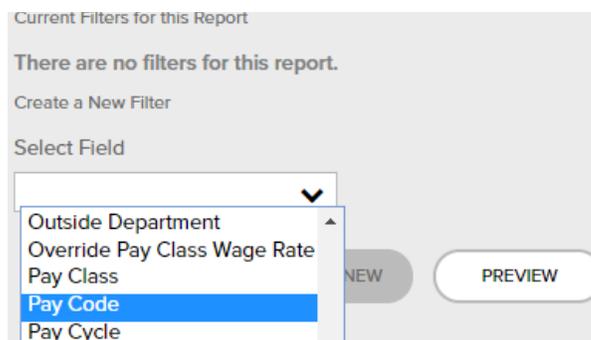
1. Locate the report you would like to pull under **Reports > Standard Reports**.
2. Click the pencil icon  to edit the report.
3. From **Edit Report**, find the **Time Frame** section to choose from the drop-down.
4. If you want to enter your own date range, select **Define at Runtime**.



5. Make any other selections desired before clicking **Preview**. A new tab will open with fields available for you to enter the desired date range.

Filtering Reports

6. Locate the report you would like to pull under **Reports > Standard Reports**.
7. Click the pencil icon  to edit the report.
8. From **Edit Report**, scroll to the bottom of the page to find the **Current Filters for this Report** section. In the drop-down, select the field you wish to filter for. In this example, we are filtering by **Pay Code**.



Filtering Reports In ADP Time & Attendance

- Once your selection is made, you will be able to click the plus sign **+** to choose from available pay codes to filter by. Check the box next to the pay code desired and click **Submit**. In this example, we are filtering by the **Overtime** pay code.

Pay Code Lookup

Search in: for:

Scroll To: [1](#) [3](#) [A](#) [B](#) [D](#) [E](#) [F](#) [G](#) [H](#) [J](#) [L](#) [M](#) [O](#) [P](#) [R](#) [S](#) [T](#) [V](#) [W](#)

<input checked="" type="checkbox"/>	OVERTIME	Overtime
<input type="checkbox"/>	PAIDBREAK	Paid Break
<input type="checkbox"/>	PDLCHAWD	Paid Meal Award
<input type="checkbox"/>	PDLCHAWD10	Paid Lunch Award
<input type="checkbox"/>	PERSONAL	Personal Hours
<input type="checkbox"/>	PTO	Paid Time Off

- Click **Add Filter** on the right to finalize your filter.

Current Filters for this Report

There are no filters for this report.

Create a New Filter

Select Field	Qualifier	Selected Values
Pay Code	Equals	Overtime (OVERTIME) + -

- Click **Preview** to pull the report with this filter. If you will pull this report often, you can also rename the report up at the top to select **Save as New** at the bottom. Saving as new will place the custom report into **Reports > My Reports**.

Current Filters for this Report

There are no filters for this report.

New Filters (not yet saved)

DELETE FILTER	FILTER DESCRIPTION
<input type="button" value="x"/>	Pay Code Equals ('OVERTIME')

Create a New Filter

Select Field



Filtering Reports In ADP Time & Attendance

Including terminated employees in reporting

1. From the **Edit Report** screen, locate the **Employee Status** section.
2. Choose **All employees using Time & Attendance (includes Active, Inactive, Scheduled for Termination, and Terminated)**.

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

Note: If the report fails to open in a new tab, please ensure your browsers **Pop-up Blocker** is turned off.