



Administration Guide: Running Timecard Reports













View and Download Timecard Reports

RUN Practitioners: Log into runpayroll.adp.com and click on Time  from the left navigation bar
TLM Practitioners: Log into Time and Attendance through <https://time.adp.com>

- From Time and Attendance Common Tasks select **View Reports**.















- To run and view the timecard report for the current pay period, select **printer** icon (). The report will open in a new tab of your web browser.

| | |
|---|--------------------------------------|
|    | Timecard Report w Notes |
|    | Timecard Report with Depts |
|    | Timecard Report with Depts and Notes |
|    | Timecard Report with Notes |













- From your browser you can download or print the report.

- To run and download the timecard report in **csv/excel** format, for the current pay period, click on the **download** icon ().

| | |
|---|--------------------------------------|
|    | Timecard Report w Notes |
|    | Timecard Report with Depts |
|    | Timecard Report with Depts and Notes |
|    | Timecard Report with Notes |

Edit or Filter the Timecard Report

- To edit a report click on the **pencil** icon (✎) to begin.

| | |
|---|--------------------------------------|
|    | Timecard Report w Notes |
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|    | Timecard Report with Depts and Notes |
|    | Timecard Report with Notes |

- Update the Name and Report Title of the report to Save to your **My Reports**.

Edit Report

Name *

Change the Name of Report if Saving

Report Title *

Change the Title of Report if Saving

Description *

Detailed timecard report for each employee.

- From the **Time Frame** drop-down, select from an established date option or choose Define at Runtime to use **custom dates**.

Time Frame

- Current Pay Period ▾
- Current Pay Period
- ⌵ This Week
- Last Week
- ⌵ This Month
- Last Month
- Last 30 Days
- Last 7 Days
- Today
- Yesterday
- Define at Runtime

- Choose one of the three options available upon completion of making changes to your report.
 - Save: Overwrites default timecard report options.
 - Preview: Allows a view of the report in your web browser without overwriting default timecard report options.
 - Save & Preview: Saves the report to your My Reports without overwriting the default timecard report options. Allows a view of your custom report in your web browser.

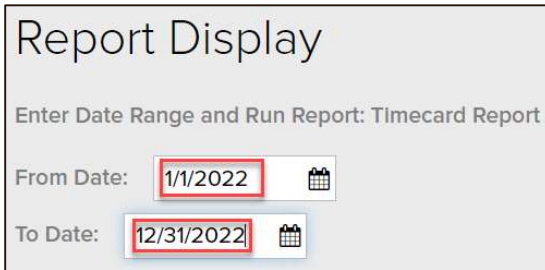
 SAVE

PREVIEW

 SAVE AND PREVIEW

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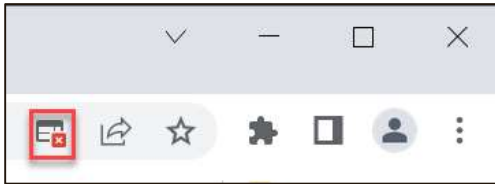
5. If your report's timeframe was updated to Define at Runtime, a new window will populate allowing you to add the From and To Dates of your report.



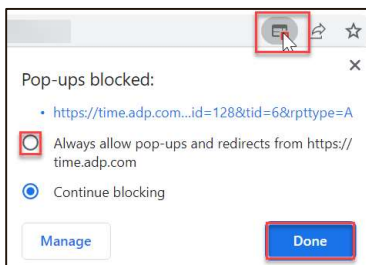
6. The report will populate in a new tab of your browser.

Note: If the report did not populate, check to ensure that your pop-up blocker has been allowed for the Time and Attendance site. A pop-up blocker icon may look slightly different depending on the browser, but all are located within the address bar.

1. Navigate to the address bar of your browser.



2. To allow pop-ups, select the pop-up blocker icon and choose Allow pop-ups. Select **Done** to finalize.

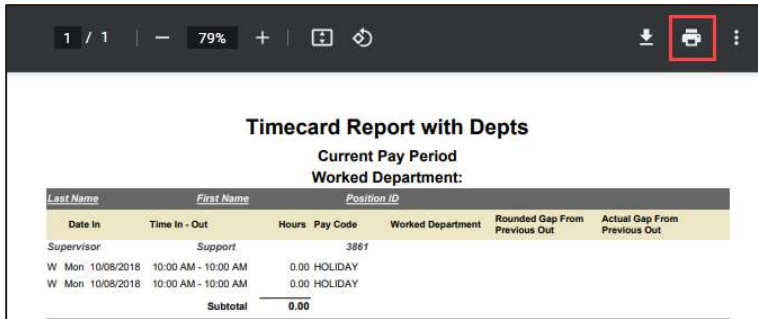


3. Select Preview or Save and Preview to run the report again.

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Download the Timecard Report

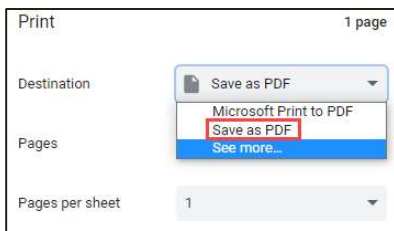
1. From your browser window, click the **print** icon.



Timecard Report with Depts
Current Pay Period
Worked Department:

| Last Name | First Name | Position ID | | | | |
|------------------|---------------------|-----------------|-------------|-------------------|-------------------------------|------------------------------|
| Date In | Time In - Out | Hours | Pay Code | Worked Department | Rounded Gap From Previous Out | Actual Gap From Previous Out |
| Supervisor | Support | 3861 | | | | |
| W Mon 10/08/2018 | 10:00 AM - 10:00 AM | 0.00 | HOLIDAY | | | |
| W Mon 10/08/2018 | 10:00 AM - 10:00 AM | 0.00 | HOLIDAY | | | |
| | | Subtotal | 0.00 | | | |

2. Expand the Destination drop-down box, select **Save as PDF**.



3. Click **Save**.
4. **Rename** report, select desired folder, and Click **Save**.