



A more human resource.™

Running Timecard Reports in ADP® Time & Attendance

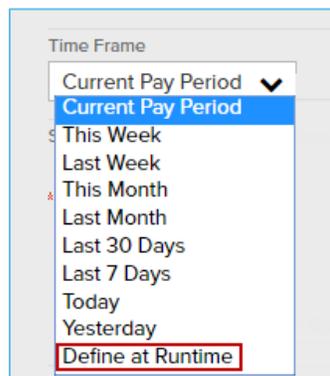
1. Click **Reports > Standard Reports**.



2. Click the **Edit Report** icon next to the **Timecard Report**.

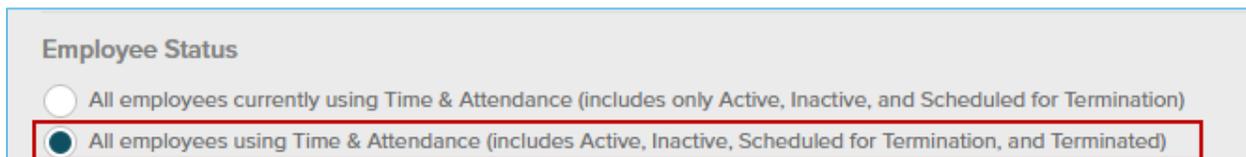


3. In the **Time Frame** section, select **Define at Run Time**.



4. In the **Employee Status** section, select **All Employees using Time & Attendance (includes Active, Inactive, Scheduled for Termination, and Terminated)**.

Important: This is to ensure that all employee information is included in the report.

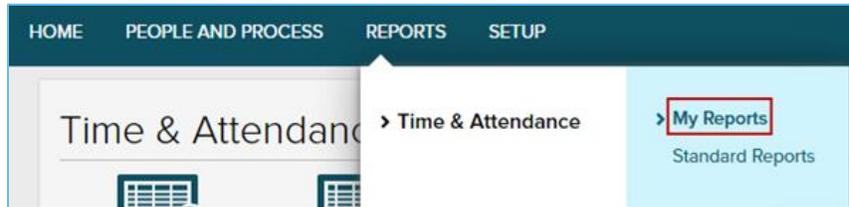




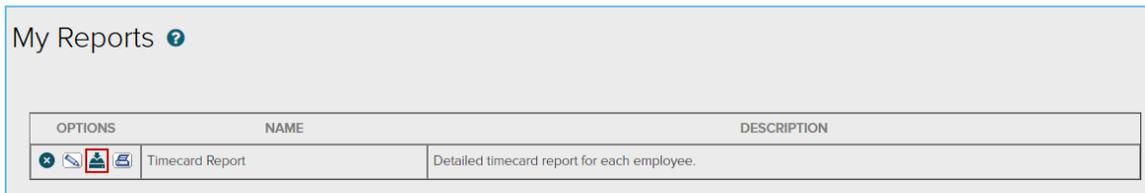
A more human resource.™

5. Click **Save**. The report is saved to My Reports.

6. Click **Reports > My Reports**.



7. Click the **Download Report** icon next to the **Timecard Report**.



8. On the **Report Display** page, complete the following:

- In the **From Date** field, enter 1/1/2000, and in the **To Date** field, enter 12/31 of the current year. This will ensure all timecard data will appear in your report
- In the **File Name** field, enter a filename. The timecard data will be provided in a CSV file.
- Click **Submit**. The CSV file opens. Save the file to your PC.

