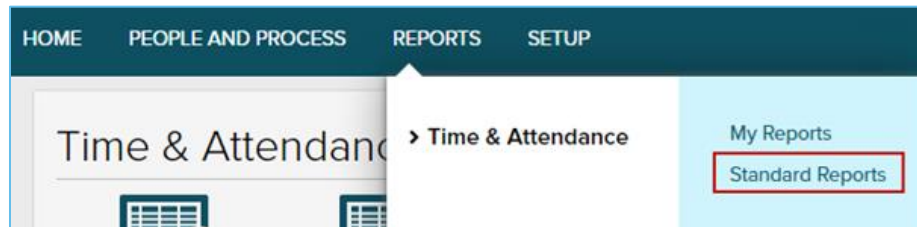




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## Running Timecard Reports in ADP® Time & Attendance

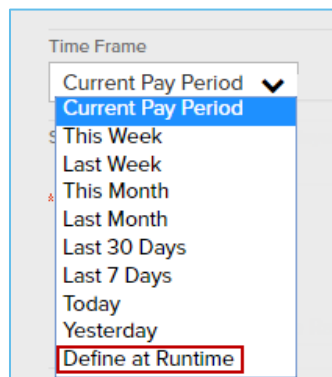
1. Click **Reports > Standard Reports**.



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

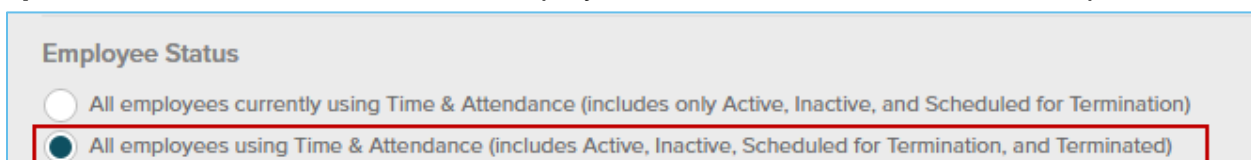


3. In the **Time Frame** section, select **Define at Run Time**.



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.

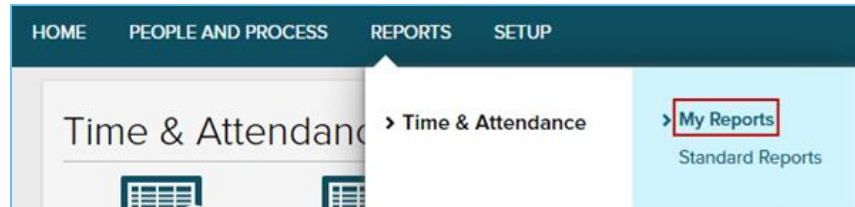




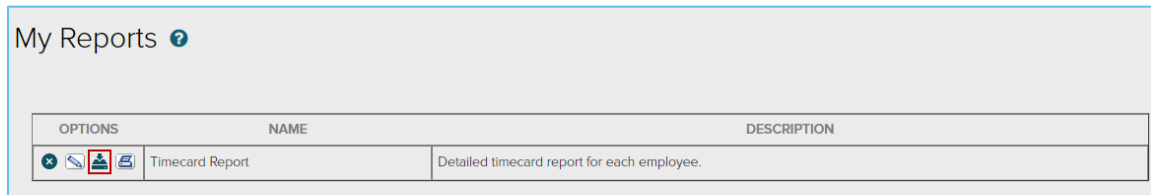
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5. Click **Save**. The report is saved to My Reports.

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.

The screenshot shows the 'Report Display' form. It includes fields for 'From Date' (1/1/2000) and 'To Date' (12/31/2017), both highlighted with red boxes. Below these is a 'File Name' field containing 'Timecard Report', also highlighted with a red box. There is a checkbox for 'Include Column Headers' which is checked. Under 'Employee Status', there are radio buttons for 'All employees currently using Time & Attendance (includes only Active, Inactive, and Scheduled for Termination)' and 'All employees using Time & Attendance (includes Active, Inactive, Scheduled for Termination, and Terminated)'. Below these are checkboxes for 'Active', 'Inactive', 'Scheduled for Termination', and 'Terminated'. At the bottom, a 'SUBMIT' button is highlighted with a red box.