ADP

TIME DETAIL REPORT

Instructions on how to run a Time Detail report in ADP. This report produces the total number of hours worked by your employees for any given dates.

It is very useful for calculating the amount of your Federal Work Study allocation that has been used.
Log into ADP and go to Time Page for Managers/Approvers. The steps are shown in the next 3 screen shots.

Click on the drop-down arrow next to PRACTITIONER, then click on EMPLOYEE.

Then click on the drop-down arrow next to TIME & ATTENDANCE, then on WELCOME.
Click on the word HERE on the Managers/Approvers line.

You are now at the screen to start the process for reviewing the report.
#1 - Click on the GENERAL tab.

#2 - Select REPORTS from the drop down.
#3 - On the SELECT REPORT tab click the “+” sign in front of ALL under Categories.

#4 - Scroll down the list and select TIME DETAIL near the bottom of the list. When you click on the word it will be highlighted in yellow.
#5 – Move your cursor back up to the row of tabs under REPORTS and click on the SET OPTIONS tab.

#6 - Then select ACTUAL/ADJUSTED.

#7 – Click on the circle for ACTUAL AND ADJUSTED/HISTORICAL HOURS.
#8 – Moving your cursor up the page, click on the SHOW drop down and select ALL HOME AND TRANSFERRED IN option.

#9 - Then click on the TIME PERIOD drop down and select RANGE OF DATES near the bottom of the list. For the moment, please ignore the date range that may appear in front of the words.
#10 - Enter the desired “Start Date” and “End Date” for your report and click “OK.”

#11 - Click on EMPLOYEE PAGE BREAK.

#12 - Then select YES. This will provide separate pages for each employee.
#13 – Next, click on RUN REPORT.

Your report will appear in the cue as listed in the middle of the page.

#14 - Click “Refresh Status” periodically until the “Status” says “Complete” (#15).

#16 - Double click on the report to open.
You will be able to view your report showing hours worked by each employee you approve in ADP.

You may calculate the total dollars paid by multiplying the total hours worked (found at the end of the hourly listing) by the hourly rate.