Time Detail Reporting Instructions

1. Log-in to your ADP account.
2. Access your time card.
3. Follow below to run a report to view the number of hours as reported in ADP.
   A. Click on My Reports:

   **My Information**
   - My Timecard
   - My Reports
   - My Actions

   B. Click on Time Detail:

   **REPORTS**

   **AVAILABLE REPORTS**

   Schedule
   Time Detail

   Time Period
   Current Pay Period

   Start Date
   End Date

   As Of

   C. Click on Range of Dates:

   1. Semester dates:
      a. Start: 1/9/2017
      b. End: 4/30/2017 (or present date)

   2. Yearly dates:
      a. Start: 8/15/2017
      b. End: 4/30/2017 (or present date)
ii. Click on View report:

1. The hours reported in ADP will be total on the last line.
Notes: Only the hours reported in ADP will be included in this report. Hours reported on paper will be added to the number on the time detail report to determine if the minimum hourly requirement has been met.