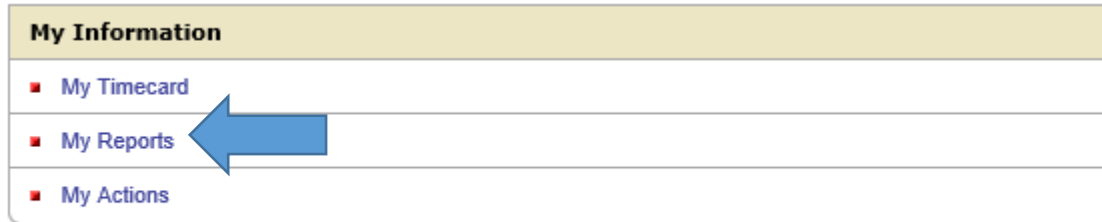


Time Detail Reporting Instructions

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:

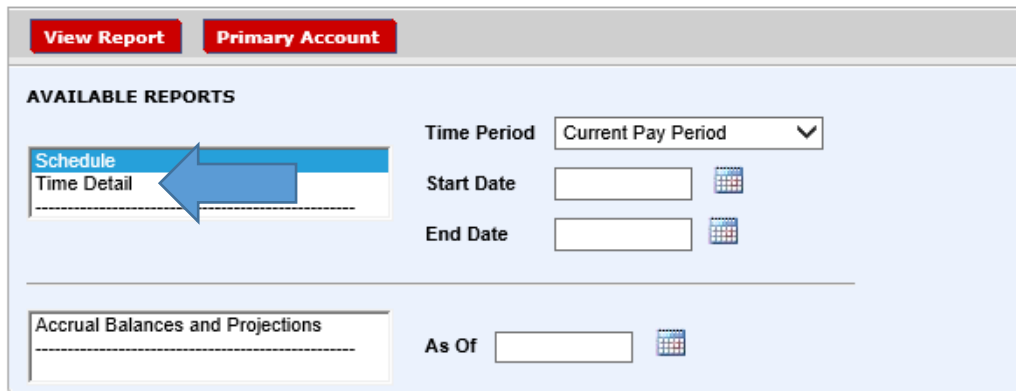


The screenshot shows a navigation menu titled "My Information" with a light green header. Below the header are three menu items, each with a red square icon: "My Timecard", "My Reports", and "My Actions". A large blue arrow points to the "My Reports" item.

- B. Click on Time Detail:

REPORTS

Name: Brown, Dana C



The screenshot shows the "REPORTS" page for Dana C. Brown. At the top, there are two buttons: "View Report" and "Primary Account". Below this is the "AVAILABLE REPORTS" section. On the left, there is a list of report types: "Schedule" and "Time Detail". "Time Detail" is highlighted with a blue bar and a blue arrow points to it. To the right of this list are fields for "Time Period" (set to "Current Pay Period"), "Start Date", and "End Date", each with a calendar icon. Below this is a section for "Accrual Balances and Projections" with an "As Of" date field and a calendar icon.

- 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)

REPORTS

Name: Brown, Dana C

View Report **Primary Account**

AVAILABLE REPORTS

Schedule
Time Detail

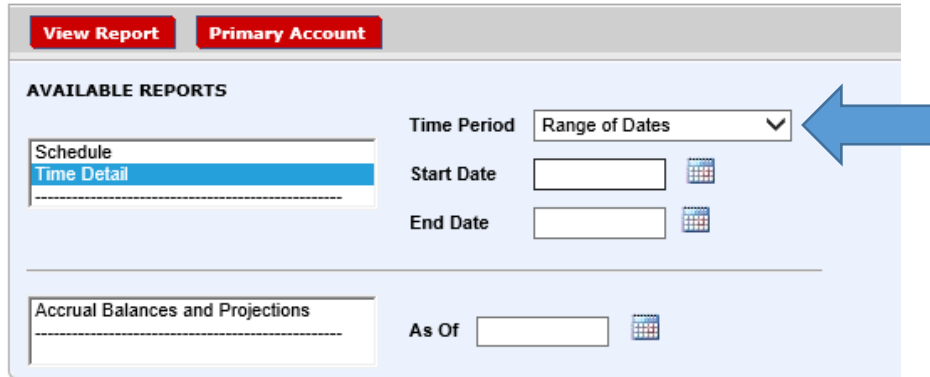
Time Period Range of Dates

Start Date

End Date

Accrual Balances and Projections

As Of



- ii. Click on View report:

REPORTS

Name: Brown, Dana C

View Report

AVAILABLE REPORTS

Schedule
Time Detail

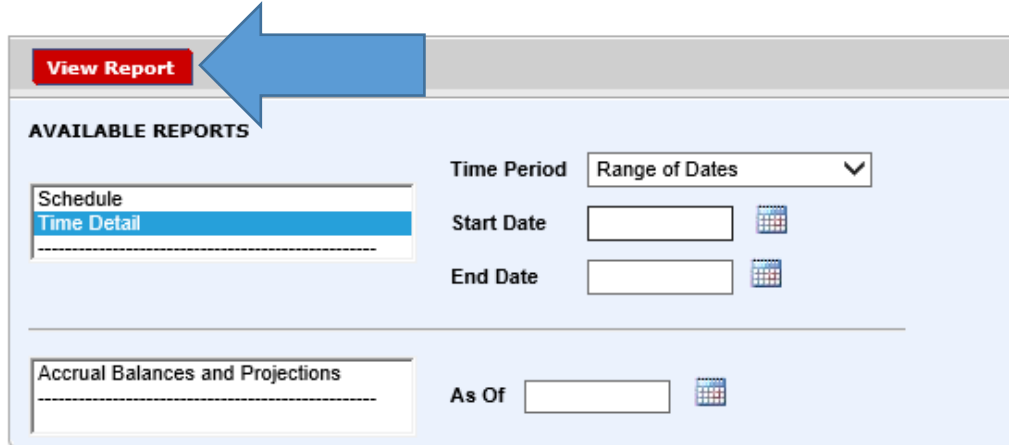
Time Period Range of Dates

Start Date

End Date

Accrual Balances and Projections

As Of



1. The hours reported in ADP will be *total* on the last line.

TIME DETAIL

Return

Time Period: Range of Dates
 Dates: 2/01/2017 - 2/10/2017

Printed: 2/07/2017

Name: [REDACTED] ID: [REDACTED] Pay Rule: [REDACTED]
 Primary Account(s): [REDACTED]

Date	Apply To	In Punch	In Exc	Out Punch	Out Exc	\$Amt	Adj/Ent Amount	Totaled Amount	Cum. Tot Amount	Absence	
Wed 2/01	Hours Worked						8:15		8:15		
Thu 2/02	Hours Worked						8:00		16:15		
Fri 2/03	Hours Worked						8:00		24:15		
Sat 2/04									24:15		
Sun 2/05									24:15		
Mon 2/06	Hours Worked						9:00		33:15		
Tue 2/07	Hours Worked						9:00		42:15		
Wed 2/08	Hours Worked						8:00		50:15		
Thu 2/09	Hours Worked						8:00		58:15		
Fri 2/10	Hours Worked						8:00		66:15		
Totals						0.00	66:15	0:00	66:15		
Account Summary											
Account	Pay Code						Money		Hours		
[REDACTED]											
COMP TIME OT											
COMP TIME STRAIGHT											
REGULAR											
Pay Code Summary											
Pay Code						Money		Hours			
COMP TIME OT											
COMP TIME STRAIGHT											
REGULAR											
Totals						0.00			66:15		



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.