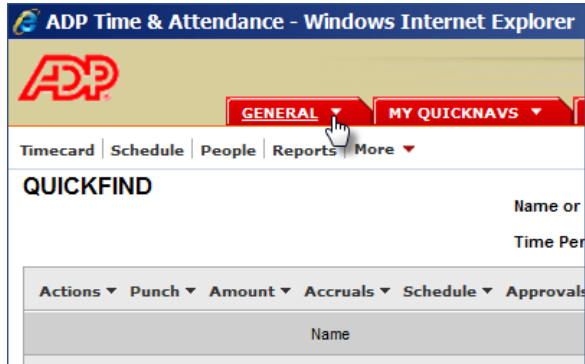


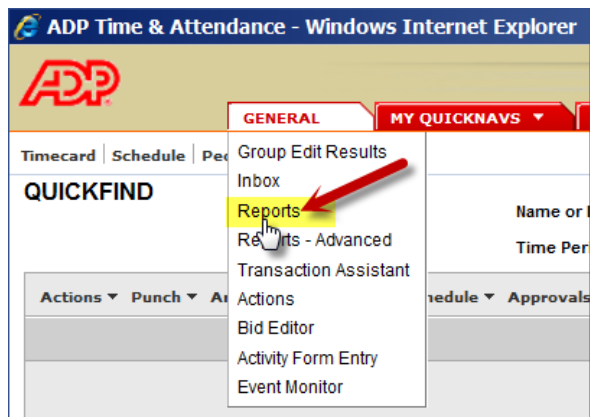
## Reporting on Notes and Comments entered on time cards

Open eTime through the Portal as usual.

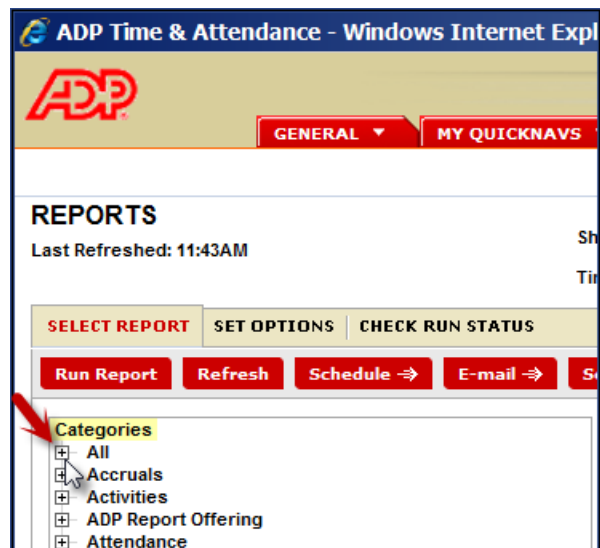
Click the triangle on the GENERAL tab to bring up the menu.



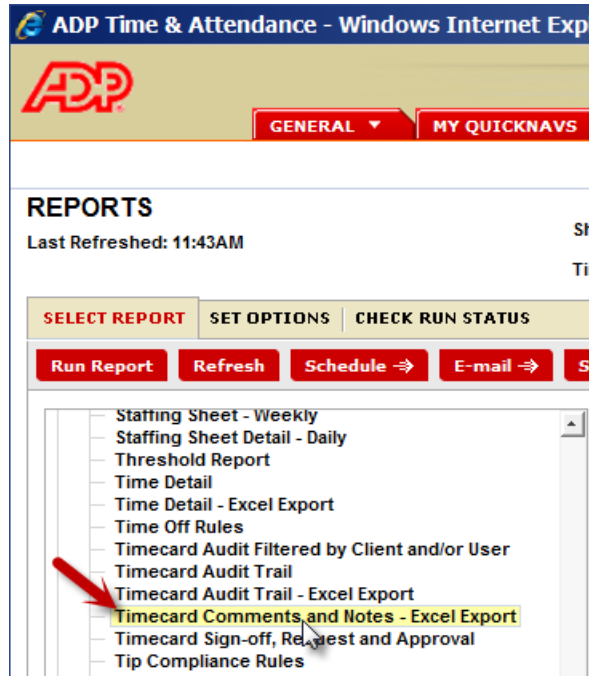
Select **Reports** from the drop-down.



Click the plus sign next to **All** to open the list of all reports.

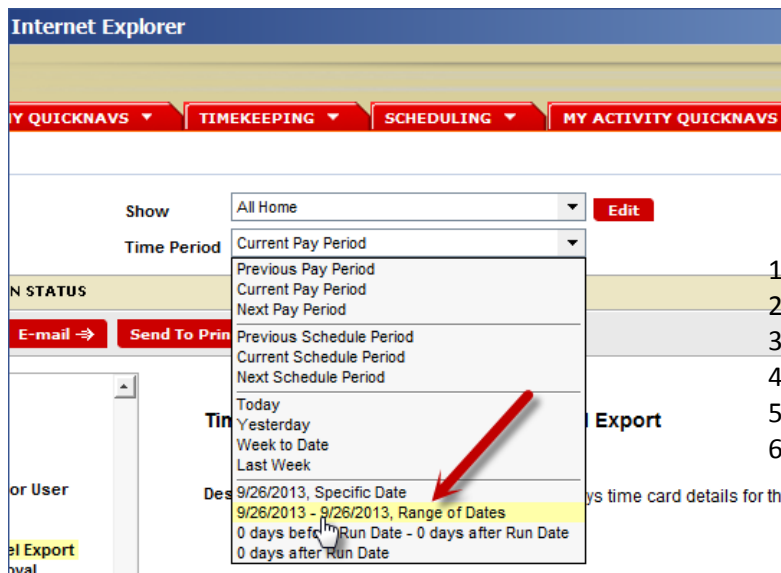
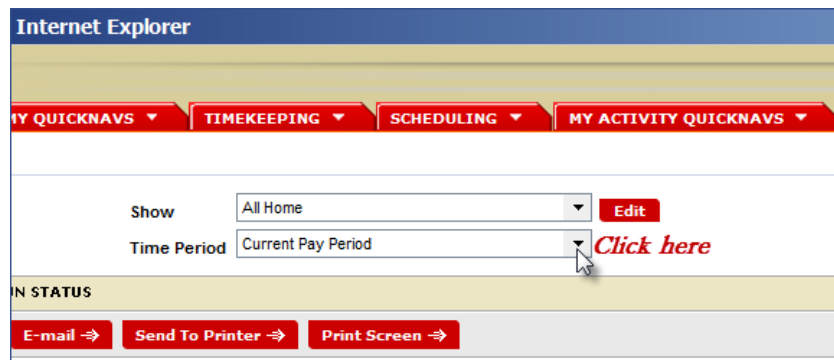


Scroll down to a report called **Timecard Comments and Notes – Excel Export**, and click to select.



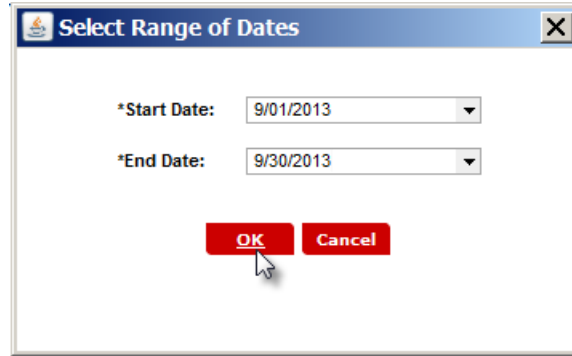
At the top of your screen, select the time frame you're wanting. This example shows how to request a specific range of dates. In the **Time Period** field:

Click the drop-down arrow.

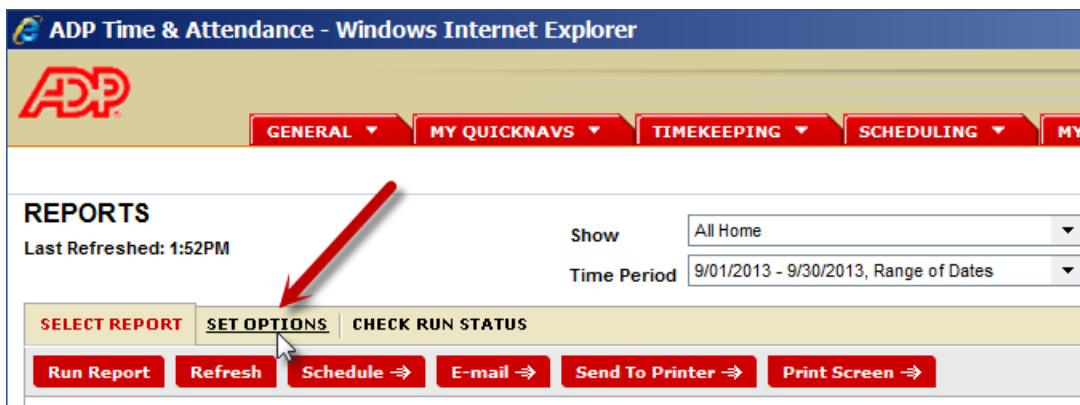


Click the option for **Range of Dates**.

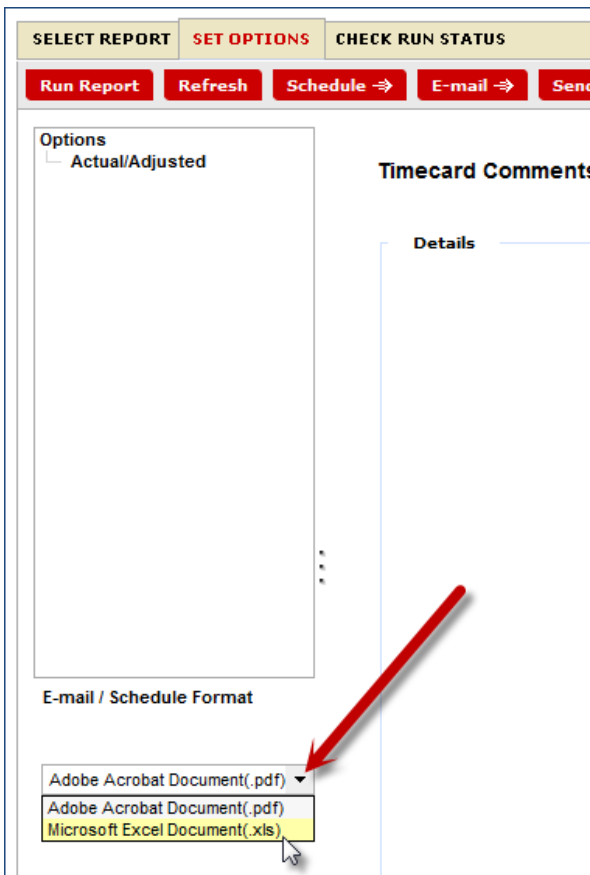
Enter the range. This example shows the month of September 2013. Click **OK**



Click on the second tab, SET OPTIONS.



At the lower left, click the drop-down arrow and select **Microsoft Excel Document(.xls)**.





**The only way to get Excel output is to click the **E mail** button.** If you click **Run Report**, you'll still get a \*.pdf output, even though you've selected Excel.

The screenshot shows the ADP Time & Attendance interface in a Windows Internet Explorer browser. The top navigation bar includes tabs for GENERAL, MY QUICKNAVS, TIMEKEEPING, SCHEDULING, and MY. The main content area is titled 'REPORTS' and shows 'Last Refreshed: 2:10PM'. Below this, there are tabs for 'SELECT REPORT', 'SET OPTIONS', and 'CHECK RUN STATUS'. A row of buttons includes 'Run Report', 'Refresh', 'Schedule', 'E-mail', 'Send To Printer', and 'Print Screen'. A yellow arrow points to the 'E-mail' button with the text 'Click Here'. Below the buttons, there is an 'Options' section with a checkbox for 'Actual/Adjusted' and a section titled 'Timecard Comments and Notes - Excel Export'.

Note that the pop-up can't automatically pull your address from your User ID – you must type it in. If you want to share this report with another person, put a semicolon and space between addresses. Then click "OK."

The screenshot shows an 'E-mail' dialog box. The 'Recipients' field contains the email address 'shimkuje@co.larimer.co.us'. Below this, an example shows 'person1@company.com; person2@company.com'. At the bottom, there are three buttons: 'OK', 'Cancel', and 'Help'.

Your report should show up in your e-mail in a minute or two, but you can verify that it is running if you're not sure. Click the **CHECK RUN STATUS** tab.

The screenshot shows the ADP Time & Attendance interface with the 'CHECK RUN STATUS' tab selected. A red arrow points to this tab. Below the tabs, there are buttons for 'View Report', 'Refresh Status', 'Delete', and 'Print Screen'. Below these buttons is a table with the following data:

Report Name	Format	Date In	Date Done	Status	Outp
Timecard Comments and Notes - Excel Export	xls	Thu 9/26/2013 03:06:37PM		Running	E-mail

You can see on this screen the time you submitted the report, that its status is **Running**, and it will be e-mailed when complete.