

Human Resources

ADP Reporting Tool

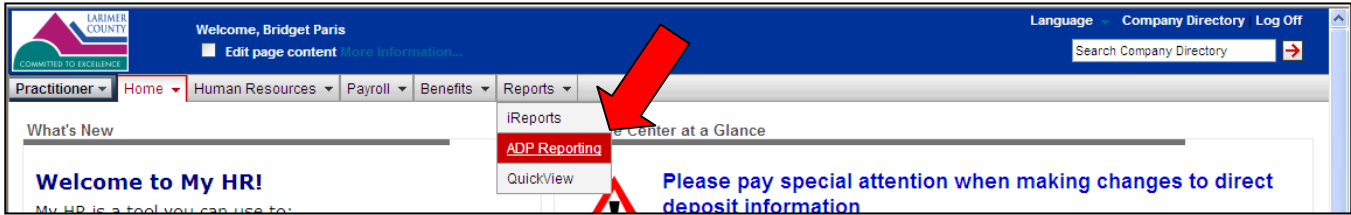
Reports Listing for Payroll Representatives



Accessing ADP Reports

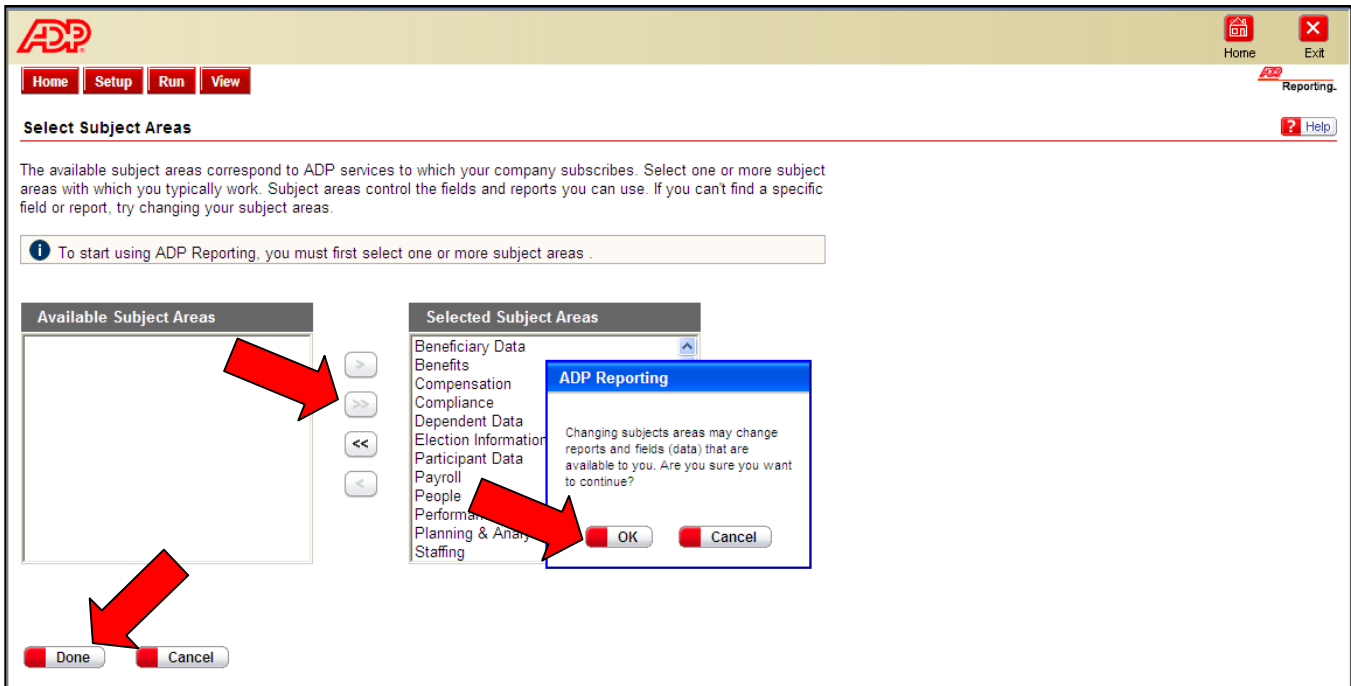
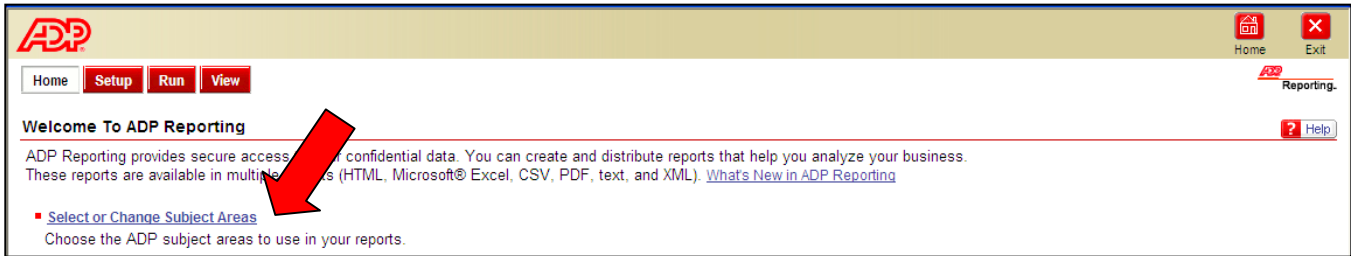
Log into the Portal, <https://portal.adp.com> with your Administrator access.

Navigate to Reports > ADP Reporting



IF you are not a First Time User, go to the next page.

IF you are a **FIRST TIME USER** – navigate to the Select or Change Subject Areas, and using the double arrow >> move all items on the left to the right selection box, and click Done, then OK.



To Run the reports list in this guide, Navigate to the Run menu, then to the Payroll Representatives folder.

ADP Home Exit

Home Setup **Run** View

Run Reports [Change subject areas](#) [Help](#)

Enter information about your report. Click **Run Report** to generate the report and add it to the View List

Filter Reports

Report Name / Title: Subject Areas: All Subject Areas Report Mode: All
 Description: Files: All Files Schedule Status: All

Reports

All Reports
 Bridgets Rep...
 General HR
 HR Payroll
Payroll Repr...
 Risk Managem...

Display 50 Reports per Page Previous 1 Next Total Reports: 20

Report Name / Title	Created On	Last Run
<input type="radio"/> Paysheet Review Report	09/06/2012 - 11:56 AM	09/06/2012 - 03:54 PM
<input type="radio"/> Employee Leave Balance Report	08/08/2012 - 01:24 PM	09/05/2012 - 03:36 PM
<input type="radio"/> Employees Near the Max	08/08/2012 - 10:40 AM	09/05/2012 - 03:50 PM
<input type="radio"/> Employee Birthday Listing	08/08/2012 - 09:33 AM	09/05/2012 - 03:46 PM
<input type="radio"/> Employee Personnel Action History	08/07/2012 - 10:43 AM	09/05/2012 - 03:58 PM

To search for a report within the reports listing, type in a key word in the Report Name/Title field and then click Apply Filter, this will list reports with the key word in the title. To remove the filter click Clear, the Apply Filter.

ADP Home Exit

Home Setup **Run** View

Run Reports [Change subject areas](#) [Help](#)

Enter information about your report. Click **Run Report** to generate the report and add it to the View List

Filter Reports

Report Name / Title: Birthday Subject Areas: All Subject Areas Report Mode: All
 Description: Files: All Files Schedule Status: All

Reports

All Reports
 Bridgets Rep...
 General HR
 HR Payroll
Payroll Repr...
 Risk Managem...

Display 50 Reports per Page Previous 1 Next Total Reports: 1

Report Name / Title	Created On	Last Run
<input type="radio"/> Employee Birthday Listing	08/08/2012 - 09:33 AM	09/05/2012 - 03:46 PM

To Run a Report, select the report by click on the radio button next to the report, and selecting Run Report. **Then locate the report in this guide to put in the appropriate Run Time Settings.**

Run Standard or Sample Reports

Enter information about your report. Click **Run Report** to generate the report and add it to the View List

Filter Reports

Report Name / Title: Subject Areas: All Subject Areas Report Mode: All
 Description: Files: All Files Schedule Status: All

Apply Filter Clear

Reports

All Reports
 Bridgets Rep...
 General HR
 HR Payroll
Payroll Repr...
 Risk Managem...

Display 50 Reports per Page Previous 1 Next Total Reports: 20

Report Name / Title	Created On	Last Run
Review Report	09/06/2012 - 11:56 AM	09/06/2012 - 03:54 PM
Employee Leave Balance Report	08/08/2012 - 01:24 PM	09/05/2012 - 03:36 PM
Employees Near the Max	08/08/2012 - 10:40 AM	09/05/2012 - 03:50 PM
Employee Birthday Listing	08/08/2012 - 09:33 AM	09/05/2012 - 03:46 PM
Employee Personnel Action History	08/07/2012 - 10:43 AM	09/05/2012 - 03:58 PM
Employee Hours by Distribution	08/06/2012 - 12:34 PM	08/06/2012 - 12:37 PM
Other Earnings - Account/Fund / Costing	07/20/2012 - 05:22 PM	
Personnel Action Review Report	07/09/2012 - 03:21 PM	09/05/2012 - 04:03 PM
Employee Evaluation Dates	06/15/2012 - 03:11 PM	09/05/2012 - 04:07 PM
Employee Mailing Address Report	06/14/2012 - 11:59 AM	09/05/2012 - 04:11 PM
Viso Org Chart Report	06/05/2012 - 03:51 PM	09/06/2012 - 10:36 AM
New Hire Report	05/30/2012 - 02:06 PM	09/06/2012 - 10:40 AM
Termination Report	05/30/2012 - 12:43 PM	09/06/2012 - 10:45 AM

Run Report

Next find the report in the guide and following the instructions for the Run Time Settings in the report.

After reviewing the Run Time Settings, click Run Report. You will then be taken to the View Menu where you can view the output of your report in multiple format options, choose the output that works best for you. Outputs include html, excel, csv, text, pdf and xml.

View Reports

To view a report, click on an icon in the Output Format column. To customize the list of reports, use Filter Reports.

Filter Reports

Reports

All Reports (28)
 Bridgets Rep... (0)
 HR Payroll (0)
 Payroll Repr... (4)

Display 50 Reports per Page Previous 1 2 3 4 5 6 7 8 9 10 Next Total Reports: 723

Status	Report Name / Title	Run Date	Rcs	Output Format
Completed	Employee Leave Balance Report	09/07/2012 - 11:22 AM	5164	

Report Outputs: html, excel, csv, pdf, text, xml

Reports Listing

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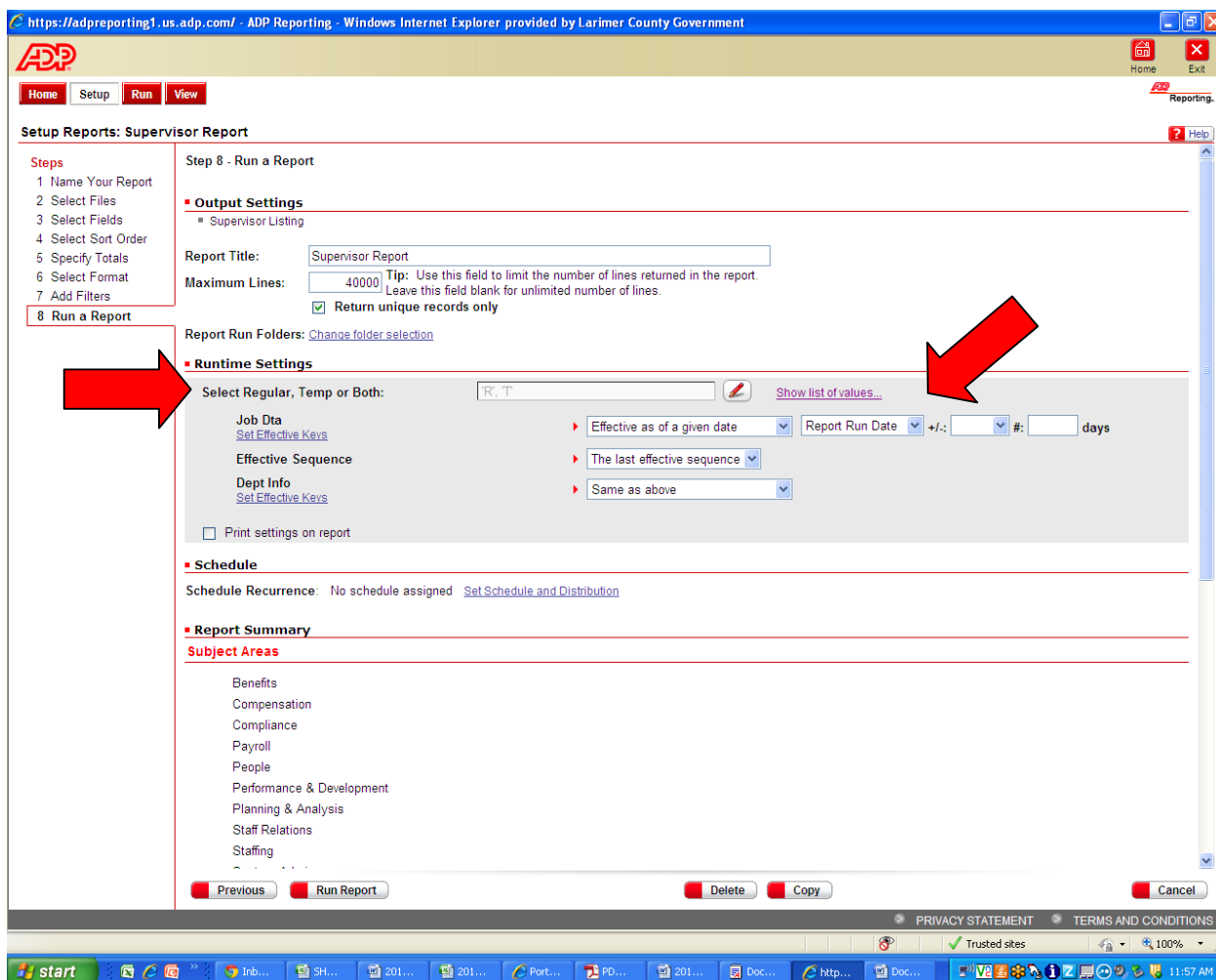
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Supervisor Report

Department: ASD	
HR Organization: ASD Alternative Sentencing	
Supervisor Name	Employee Name
Darling, Gary Alan	Rohloff, Julie A
	Stolen, Laurie Elizabeth
	Bendzsa, Charmaine Christine
	Bondhus, Keyan J
	Campbell, David R
	Clinton, Jeffrey R
	Daher, Justin Michael
	Davidson, Robert L
	Grogan, Melissa Marie
	Newbanks, Toby J
	Newbanks, Troy C
	O'Donnell, Christina Eva
	Mast, Erin
	Rush, Brenna R
	Wohlfahrt, Britta J
Grogan, Sean B	

Lists active employees by supervisor and department – this report includes the Employee ID *BUT I've removed it from the example above.*

To run the report, select either Regular, Temporary or Both – you can use the Show list of values hyper link next to the field to select the items you would like. Select either Report Run Date OR a static date. By selecting a static date, you will get the employee's supervisor as of the date you select.



Job Earnings Distribution Summary

The Job Earnings Distribution Summary displays the employee's costing splits based on the date selected when running the report. (See below). The employee ID is included, but it's removed for confidentiality.

Name: Hoefker, Kimberly Ann		
Empl ID	Percent	Account/Fund
	100.00	101.130200.00000000.302
Name: Hoelter, Johanna Brammer		
Empl ID	Percent	Account/Fund
	100.00	101.130500.CL0302.000
Name: Hoerster, Marcy Lynne		
Empl ID	Percent	Account/Fund
	23.80	142.250005.WC0501.000
	10.30	142.250005.WC0500.000
	65.90	142.250003.WC0300.000
Name: Hoffman, Andrea Lee		
Empl ID	Percent	Account/Fund
	100.00	142.250005.WC0501.000

To run the report select either Report Run Date OR a static date. By selecting a static date, you will get the employee's job earnings distribution as of the date you select.

NOTE: For departments utilizing the features of the TA20 (where the Job Earnings Distribution is updated after payroll run based on the employee time entry) please be cautious of the static date you choose.

The screenshot shows the ADP Reporting software interface. The browser address bar displays "https://adpreporting1.us.adp.com/ - ADP Reporting - Windows Internet Explorer provided by Larimer County Government". The page title is "Setup Reports: Job Earnings Distribution Summary".

Steps:

- 1 Name Your Report
- 2 Select Files
- 3 Select Fields
- 4 Select Sort Order
- 5 Specify Totals
- 6 Select Format
- 7 Add Filters
- 8 Run a Report

Step 8 - Run a Report

Output Settings

- Displays the employees default costing from the job panel from the MOST recent record.

Report Title: Job Earnings Distribution Summary

Maximum Lines: 40000 Tip: Use this field to limit the number of lines returned in the report. Leave this field blank for unlimited number of lines.

Return unique records only

Report Run Folders: Payroll Representatives [Change folder selection](#)

Runtime Settings

- Job Dta: Effective as of a given date | Report Run Date +/-: #: days
- Effective Sequence: The last effective sequence
- Job Earnings Dist - Dynamic Jo: Same as above
- Effective Sequence: The last effective sequence

Print settings on report

Schedule

Schedule Recurrence: No schedule assigned [Set Schedule and Distribution](#)

Report Summary

Subject Areas

- Benefits
- Compensation
- Compliance
- Payroll
- People
- Performance & Development
- Planning & Analysis
- Staff Relations

Buttons: Previous, Run Report, Delete, Copy, Cancel

Employee Leave Balance Report

This report lists each employee's leave balance by leave type. This report is grouped by department, includes the employee's ID, continuous service date, and Supervisor.

Department: ASD Alternative Sentencing					
Name	Employee ID	Continuous Service Date	Supervisor	Leave Type	Current Balance
Bendza,Charmaine Christine		08/01/2001	Fox,Jill Marie	Holiday	29.00
		08/01/2001		Sick	342.35
		08/01/2001		Vacation	90.97
		08/01/2001		Wellness	0.00
Bjorio,Pamela Jane		07/01/2007	Prevost,Kathleen Janeen	Holiday	32.00
		07/01/2007		Sick	223.20
		07/01/2007		Vacation	40.53
		07/01/2007		Wellness	0.00

To run the report select the pay period end date you would like to see leave balances for. Make sure the report has Report Run Date listed.

Employees Near or Over Vacation Max

This report is sorted by **month** of the employee's continuous service date (for state merit employees December is used). The only employees that will show on this report are employees that are ALREADY over their vacation maximum accrual OR employees that are within 35 hours of their max accrual.

Continuous Service Month: January								
Department	Name	Employee ID	Continuous Service Date	Supervisor	Leave Type	Current Balance	Maximum Leave Accrual	Number of Hrs Until Max
ASD Alternative Sentencing	Bryant, Norman Christopher		01/01/2010	Prevost, Kathleen Janeen	Vacation	176.40	144.00	(32.40)
ASD Alternative Sentencing	Cameron, Melody I		01/01/2007	Prevost, Kathleen Janeen	Vacation	152.50	180.00	27.50
ASD Pretrial Release Services	Evans, Katie A		01/01/2009	Bremenkamp, Hilery M	Vacation	111.70	144.00	32.30
ENG Survey Services	Greer, Dale V		01/01/1982	McDaniel, Rusty D	Vacation	297.90	252.00	(45.90)
HAE Community Health	Nichols, Claudia P		01/01/2002	Diede, Linda Kay	Vacation	107.07	108.00	0.93
HAE Community Health	Tracy, Julia D		01/01/2009	Underwood, Warrenetta H	Vacation	126.65	144.00	17.35
HAE Environmental Health	Schemm, Edgar P		01/01/1971	Blehm, Gerald A	Vacation	317.97	252.00	(65.97)

To run the report select the pay period end date you would like to use as the vacation balance period. Make sure the report has Report Run Date listed.

Employee Birthday Listing

This report lists birth day by month, and also provides the employee's supervisor.

Month: April		
Name	Birth Day	Supervisor
Olchin, Gabriel Peter	1	
Tisue, Kimberly Clark	1	Janezich, Gary J
Williams, Dallas Lynn	1	Bellfy, Remy Doreen
Coffey, Jenness Hall	1	Bellfy, Remy Doreen
Merrill, Kathryn Rose	1	Gifford-Hawkins, Ella Rae
Anderson, Brian M	1	Johnston, Kevin Andrew
Greene, Judy Eilen	1	Bellfy, Remy Doreen
Lorance, Patrick J	1	Ruttenberg, Jill Lawrence
Leighty, Wayne R	1	Frick Jr, James H
Werkmeister, Sandra Lynn	2	Salazar, Nancy Jean
Fenton-Nichols, Deborah Louise	2	Richter, Marnie E
O'Connor, Patricia A	2	Bellfy, Remy Doreen
Perry, Matthew Scott	2	Steege, Brian Louis
Stroh, Dawn Lynn	2	Newton, Kay E

To run the report, select either Regular, Temporary or Both – you can use the Show list of values hyper link next to the field to select the items you would like. Make sure it has Report Run Date listed.

The screenshot shows the ADP Reporting web application interface. The browser address bar displays "https://adpreporting1.us.adp.com/ - ADP Reporting - Windows Internet Explorer provided by Larimer County Government". The page title is "Setup Reports: Employee Birthday Listing".

The interface includes a navigation menu with "Home", "Setup", "Run", and "View" buttons. The "Run" button is highlighted. The main content area is titled "Step 8 - Run a Report" and contains several sections:

- Output Settings:** Includes a "Report Title" field with the value "Employee Birthday Listing", a "Maximum Lines" field with the value "40000", and a checked checkbox for "Return unique records only".
- Runtime Settings:** A red arrow points to the "Select Regular, Temp or BOTH:" dropdown menu, which is currently set to "R, T". Other options include "Job Dta", "Effective Sequence", and "Dept Info".
- Schedule:** Shows "Schedule Recurrence: No schedule assigned".
- Report Summary:** Includes a "Subject Areas" list with items like Benefits, Compensation, Compliance, Payroll, People, Performance & Development, Planning & Analysis, Staff Relations, and Staffing.

At the bottom of the page, there are buttons for "Previous", "Run Report", "Delete", "Copy", and "Cancel". The Windows taskbar at the bottom shows the time as 1:46 PM.

Employees Near the Max

This report lists employees who are within 5% of the max of their range. It does list the employee Name and job title, it's blanked out for display purposes.

Department: ASD Alternative Sentencing							
Name	Job Title	Grade	Current Hourly Rate	Grade Max	Percent TO Max	Supervisor	Next Review Date
		402	22.29	22.29	0.00	Whitson,Lori Rose	01/01/2013
		502	25.89	25.89	0.00	Prevost,Kathleen Janeen	04/01/2013
Department: ASR Assessor							
Name	Job Title	Grade	Current Hourly Rate	Grade Max	Percent TO Max	Supervisor	Next Review Date
		805	33.15	33.60	0.01	Masters,Jody Sue	01/01/2013
		401	20.27	20.27	0.00	Formanek,Donnice Roe	01/01/2012
		405	28.55	29.67	0.04	Miller,Stephen Allan	04/28/2013
		405	28.83	29.67	0.03	Maxwell,Paulette Kay	10/01/2011
		406	32.96	32.64	(0.01)	Kerr,Ronald G	07/01/2012

To run this report, make sure Report Run Date is listing in Runtime Settings.

The screenshot shows the ADP Reporting web application interface. The browser address bar displays "https://adpreporting1.us.adp.com/ - ADP Reporting - Windows Internet Explorer provided by Larimer County Government". The page title is "Setup Reports: Employees Near the Max".

Steps:

- 1 Name Your Report
- 2 Select Files
- 3 Select Fields
- 4 Select Sort Order
- 5 Specify Totals
- 6 Select Format
- 7 Add Filters
- 8 Run a Report**

Step 8 - Run a Report

This report will return unique records.

Output Settings

- Lists employees within 5% of the Max of the range, displays current salary range maximum and percent from the max of the range.

Report Title:

Maximum Lines: Tip: Use this field to limit the number of lines returned in the report. Leave this field blank for unlimited number of lines.

Return unique records only

Report Run Folders: Payroll Representatives
[Change folder selection](#)

Runtime Settings

- Job Dta: Effective as of a given date Report Run Date +/- #: days
- Effective Sequence: The last effective sequence
- Salary Grades Info: Same as above
- Job Code Info: Same as above
- Dept Info: Same as above
- User Defined Fields: Effective as of a given date Report Run Date +/- #: days

Print settings on report

Schedule

Schedule Recurrence: No schedule assigned [Set Schedule and Distribution](#)

Report Summary

Subject Areas

- Benefits
- Compensation
- Compliance
- Payroll

Buttons: Previous, Run Report, Delete, Copy, Cancel

Employee Personnel Action History

This report displays a listing of personnel actions that have happen to an employee, excluding the automated Job Earnings Distribution updates occurring as part of the TA20 process (this is only a process that occurs for a few departments – if you don't know about it, then it's not your department). *The name, emp ID, Department and Job Title are blocked out in this display to protect the employee.*

Name: [REDACTED]						
Empl ID: [REDACTED]						
Department	Job Title	Action Effective Date	Action	Reason	Hourly Rate	Change Percent
[REDACTED]	[REDACTED]	04/13/2012	Data Change	CNV	35.89	0.00
[REDACTED]	[REDACTED]	08/01/2012	Pay Rate Change	MER	38.25	1.00

To run this report, enter the **START and END date** for the period that you would like to review actions that have happen to an employee, and then enter the **employee ID**.

NOTE: ADP can only report on ADP actions, so the earliest actions you will be able to retrieve are those in ADP.

Personnel Action Review Report

This report is used to review personnel actions that have been entered into EV5 for ALL employees between two dates in your department. This is a good report to double check your personnel action entry for reason codes and accuracy. Employee ID and job title are hidden in the sample to protect the employees.

Empl ID	Name	Department	Job Title	Action Effective Date	Action	Reason
		HSD Child Protection	Intake Specialist TEMP.EEO3	05/03/2012	Additional Job	ADT
		HSD Child Protection	Intake Specialist TEMP.EEO3	07/12/2012	Additional Job	
		CLR Election Year Costs	Election Judge II.EEO1	06/21/2012	Additional Job	ADT
		SHR Patrol	Civilian Civil Proc Svr.EEO11	05/09/2012	Demotion	VOL
		HSD Family Assistance Program	Income Maint Tech II.EEO3	04/19/2012	Demotion	VOL
		HSD Family Assistance Program	Income Maint Tech II.EEO3	05/17/2012	Demotion	VOL
		POL Parks Operations	Seasonal Park Ranger TEMP.EEO6	05/03/2012	Demotion	VOL
		FIN Accounting and Reporting	Accounts Payable Tech II.EEO1	04/13/2012	Data Change	CNV
		FIN Purchasing	Purchasing Director.EEO1	04/13/2012	Data Change	CNV
		ASR Assessor	Subdivision Super.EEO1	04/13/2012	Data Change	CNV
		CLR Motor Vehicle	Vehicle Licensing Super.EEO1	04/13/2012	Data Change	CNV
		HAE Community Health	Sr Dept Spec.EEO8	04/13/2012	Data Change	CNV
		PAR Subordinate	Leadman...The.EEO6	04/13/2012	Data Change	CNV

To run this report, enter the **START and END date** for the period that you would like to review actions that have been entered into EV5 for your department. This report is best viewed as an **Excel Output**.

The screenshot shows the ADP Reporting web interface in Internet Explorer. The browser address bar shows 'https://adpreporting1.us.adp.com/'. The page title is 'ADP Reporting - Windows Internet Explorer provided by Larimer County Government'. The main content area is titled 'Setup Reports: Personnel Action Review Report'. On the left, there is a 'Steps' sidebar with 8 steps, and step 8 'Run a Report' is highlighted with a red box and a red arrow pointing to the 'Runtime Settings' section. The 'Runtime Settings' section includes:

- Start Date:** 01/01/2012
- End Date:** 08/23/2012
- Job Dta:** All records
- Effective Sequence:** All
- Job Code Info:** Same as above
- Dept Info:** Same as above
- Position Dta:** Same as above
- Effective Sequence:** The last effective sequence

 Other sections include 'Output Settings' (Maximum Lines: 40000, Return unique records only checked), 'Report Run Folders' (HR Payroll, Payroll Representatives), 'Schedule' (No schedule assigned), and 'Report Summary' (Subject Areas: Benefits). At the bottom, there are buttons for 'Previous', 'Run Report', 'Delete', 'Copy', and 'Cancel'. The Windows taskbar at the bottom shows the start button and several open applications like 'Inbox...', 'SHR...', '2012...', 'Portal...', 'PDQ...', 'Docu...', 'Repor...', and 'https...'. The system clock shows 2:01 PM.

Employee Evaluations Dates

This reports lists employee evaluation dates PRIOR to a specific date, by supervisors.

Supervisor: Abele,Kari Jean		
Next Evaluation Date	Name	Department
12/04/2011	Sims,R Todd	TRE Treasurer
Supervisor: Abrahamson,Larry R		
Next Evaluation Date	Name	Department
10/01/2012	Ashkanani,Ruby Patricia	DTA Juvenile Court
01/01/2013	Murray,Mitchell Todd	DTA District Court
01/01/2013	Coxen,Linda A	DTA District Court
01/01/2013	Riedel,Clifford E	DTA District Court
01/01/2013	Bradley,Jane D	DTA District Court
Supervisor: Allison,Melanie Jo		
Next Evaluation Date	Name	Department
11/15/2012	Valenzuela Martinez,Maria Isabel	HAE Community Health
12/28/2012	Gonzalez,Ima J	HAE Community Health

To run this report enter a **FUTURE date** that you want to view evaluation dates that are due prior to that date. If you want all employees in your department enter in a date 1 full year from the date you are running the report.

Employee Mailing Address Report

This reports provides a listing of employee address for creating mailing labels. Recommended output for this report is Excel.

Name	Address - (Line 1)	Address - (Line 2)	Address - (Line 3)	City	State	Zip
	581 Kings Canyon Rd			Bellvue	CO	80512
	38434 County Road 13			Fort Collins	CO	80524
	4811 W 1st St			Greeley	CO	80634
	1451 S Dawn Dr			Milliken	CO	80543
	415 S Howes St # 510n			Fort Collins	CO	80521
	1423 Ascot Ct			Fort Collins	CO	80524
	69 Juniper Ridge Rd			Laporte	CO	80535
	407 W 10th St			Loveland	CO	80537
	1245 E Lincoln Ave	# 308		Fort Collins	CO	80524

To run this report make sure it says Report Run Date in the Runtime Settings.

The screenshot shows the ADP Reporting software interface in a Windows Internet Explorer browser window. The page title is "Setup Reports: Employee Mailing Address Report". On the left, a "Steps" sidebar lists 8 steps, with "8 Run a Report" selected. The main content area is titled "Step 8 - Run a Report" and contains several sections:

- Output Settings:** Report Title is "Employee Mailing Address Report", Maximum Lines is "40000", and "Return unique records only" is checked.
- Runtime Settings:** "Effective as of a given date" is selected, and "Report Run Date" is chosen as the effective date sequence.
- Schedule:** "No schedule assigned" is displayed.
- Report Summary:** A list of "Subject Areas" including Benefits, Compensation, Compliance, Payroll, People, Performance & Development, Planning & Analysis, Staff Relations, Staffing, and System Admin.
- Files:** "Personal Dta" is selected, with "Normal" and "Job Dta" options.

At the bottom, there are buttons for "Previous", "Run Report", "Delete", "Copy", and "Cancel". The browser's address bar shows "https://adpreporting1.us.adp.com/".

Visio Org Chart Report

This report creates an output file (excel) that can be used to import into Viso and create a department org chart.

Employee Name	Department	Job Title	Supervisor Name	Occupied FTE	Regular/Temporary
Wohlfahrt,Britta J	ASD Alternative Sentencing	Correct Svcs Spec I.EE011	Grogan,Sean B	1.00	R
Sand,Teresa M	ASD Alternative Sentencing	Sr ASU Services Spec.EE011	Prevost,Kathleen Janeen	1.00	R
Easterly,Keelia Jo	ASD Alternative Sentencing	Correct Svcs Spec II.EE011	Prevost,Kathleen Janeen	1.00	R
Bjorio,Pamela Jane	ASD Alternative Sentencing	Correct Svcs Spec II.EE011	Prevost,Kathleen Janeen	1.00	R
Abeyta,Christina G	ASD Alternative Sentencing	Correct Svcs Wrkrs TEMP.EE011	Whitson,Lori Rose	1.00	T
Whitson,Lori Rose	ASD Alternative Sentencing	ASU Services Super.EE011	Stolen,Laurie Elizabeth	1.00	R
Schissler,Bryan F	ASD Alternative Sentencing	Sr ASU Services Spec.EE011	Prevost,Kathleen Janeen	1.00	R
Hays,Susan Leanne	ASD Alternative Sentencing	Sr ASU Services Spec.EE011	Schweizer,Linette Elaine	1.00	R

To run the report, select either Regular, Temporary or Both – you can use the Show list of values hyper link next to the field to select the items you would like. Make sure it has Report Run Date listed (or if you need to build a historical org chart, use static date and select the date you need).

The screenshot shows the ADP Reporting web application interface. The browser address bar displays "https://adpreporting1.us.adp.com/ - ADP Reporting - Windows Internet Explorer provided by Larimer County Government". The application has a navigation menu with "Home", "Setup", "Run", and "View" buttons. The main content area is titled "Setup Reports: Viso Org Chart Report" and includes a "Steps" sidebar with 8 steps, where step 8 "Run a Report" is highlighted with a red box and a red arrow pointing to the "Runtime Settings" section.

The "Runtime Settings" section contains the following fields and options:

- Reg or Temp:** A dropdown menu set to "R, T" with a "Show list of values..." link.
- Job Dta:** A dropdown menu set to "Effective as of a given date" with a "Report Run Date" field and a "+/-" field.
- Effective Sequence:** A dropdown menu set to "The last effective sequence".
- Dept Info:** A dropdown menu set to "Same as above".
- Job Code Info:** A dropdown menu set to "Same as above".
- Print settings on report:** An unchecked checkbox.

Below the "Runtime Settings" section are sections for "Schedule" (No schedule assigned) and "Report Summary" (Subject Areas: Benefits, Compensation, Compliance, Payroll, People, Performance & Development, Planning & Analysis). At the bottom of the form are buttons for "Previous", "Run Report", "Delete", "Copy", and "Cancel".

New Hire Report

This report shows both regular and temporary new hires with hire dates between the two dates that you select.

Name	Empl ID	Department	Regular or Temporary	Original Hire Date	Rehire Date (if appl)	Job Title
Bradley, Jane D		DTA District Court	Reg		08/20/2012	Admin Mgr/Dist Atm, EEO1
Dominguez, Jennifer L		SHR Detention Ctr Operations	Reg	08/15/2012		Detention Deputy I, EEO11
Fragoso-Rivota, Yanet		WFC Larimer County Work Center	Reg	08/09/2012		Dept Specialist I, EEO3
Gann, Bradley A		SHR Detention Ctr Operations	Reg	08/15/2012		Detention Deputy I, EEO11
Mast, Erin		ASD Alternative Sentencing	Reg	08/16/2012		Correct Svcs Spec I, EEO11
Mays, Kensi M		HSD Family Assistance Program	Temp	08/09/2012		Income Maint Tech TEMP, EEO3
Rahner, Marcy A		WFC Larimer County Work Center	Reg	09/19/2011	08/13/2012	Employment Spec, EEO3
Rumfelt, Richard T		SHR Detention Ctr Operations	Reg	08/15/2012		Detention Deputy I, EEO11
Rush, Brenna R		ASD Alternative Sentencing	Reg	08/16/2012		Correct Svcs Spec I, EEO11
Zitney, Shannan R		HSD Family Assistance Program	Reg	08/09/2012		Income Maint Tech II, EEO3

To run this report, enter the **START** and **END** date for the period that you would like to review new hires.

The screenshot shows the ADP Reporting web application interface. The browser address bar displays "https://adpreporting1.us.adp.com/ - ADP Reporting - Windows Internet Explorer provided by Larimer County Government". The application has a navigation menu with "Home", "Setup", "Run", and "View" buttons. The main content area is titled "Setup Reports: New Hire Report" and includes a "Steps" sidebar with 8 numbered steps, where step 8 "Run a Report" is highlighted. The "Step 8 - Run a Report" section contains several configuration options:

- Output Settings:** Includes a "Report Title" field with "New Hire Report", a "Maximum Lines" field with "40000", and a checked "Return unique records only" checkbox.
- Runtime Settings:** Features "Start Date" (08/09/2012) and "End Date" (08/23/2012) fields, both with calendar icons. Below these are dropdown menus for "Job Dta" (Effective as of a given date), "Effective Sequence" (The last effective sequence), "Dept Info" (Same as above), and "Job Code Info" (Same as above). A "Print settings on report" checkbox is also present.
- Schedule:** Shows "Schedule Recurrence: No schedule assigned".
- Report Summary:** Lists "Subject Areas" including Benefits, Compensation, Compliance, Payroll, People, Performance & Development, and Planning & Analysis.

 At the bottom of the configuration area are buttons for "Previous", "Run Report", "Delete", "Copy", and "Cancel". The Windows taskbar at the bottom shows the system tray with the time 8:40 AM and various application icons.

Termination Report

This report show terminated employees with reason codes and termination dates, for a specific period of time that is entered in the run time settings.

Name - Personal Dta	Empl ID	Termination Date	Term Reason	Department	Regular or Temporary	Original Hire Date	Rehire Date (if appl)	Years of Service
Dixon, John L		06/01/2012	RES	RAB Operations	Temp	03/29/2012		0.10
Rhine, Paul P		06/02/2012	TMP	ENG Engineering	Temp	05/18/2009		0.10
Marciiniak, Basil Lloyd		06/05/2012	RES	SHR Patrol	Reg	03/19/2008		4.01
Patterson, Joni D		06/06/2012	ILL	POL Parks Operations	Temp	04/23/2012		0.12
Carroll, Stephanie J		06/06/2012	RUK	COC Intensive Res Treatment	Reg	03/03/2008		4.26
Darrington, Craig A		06/08/2012	AOJ	RAB Operations	Temp	04/23/2012		0.13
Cameron, Denise Marie		06/08/2012	RES	HSD Family Assistance Program	Reg	02/28/2008		4.27
Bucy, Amber		06/09/2012	DMS	HSD Family Assistance Program	Temp	05/03/2012		0.10

To run this report, enter the **START and END date** for the period that you would like to review terminations. Select either Regular, Temporary or Both – you can use the Show list of values hyper link next to the field to select the items you would like. Make sure it has Report Run Date listed.

The screenshot shows the ADP Reporting web interface. The browser address bar displays "https://adpreporting1.us.adp.com/ - ADP Reporting - Windows Internet Explorer provided by Larimer County Government". The page title is "Setup Reports: Termination Report". On the left, a "Steps" sidebar lists 8 steps, with "8 Run a Report" highlighted. The main content area is divided into sections: "Output Settings" (Report Title: Termination Report, Maximum Lines: 40000, Return unique records only checked), "Runtime Settings" (Start Date: 06/01/2012, End Date: 06/30/2012, Regular and/or Temporary Status: R, T, Job Dta: Effective as of a given date, Effective Sequence: The last effective sequence, Dept Info: Same as above), "Schedule" (No schedule assigned), and "Report Summary" (Subject Areas: Benefits, Compensation, Compliance, Payroll, People, Performance & Development). At the bottom, there are buttons for "Previous", "Run Report", "Delete", "Copy", and "Cancel". A red arrow points to the "Runtime Settings" section.

Employee Listing by Element

This report will allow you to pick a specific pay element and get a listing of employees paid that element in the pay period selected.

Name: Crego,Ronald Gene			
Hourly Range:			
Empl ID	Earnings Type	Other Hours	Other Earnings
	VEH	20.00	30.00
Name: Devore,James Earl			
Hourly Range:			
Empl ID	Earnings Type	Other Hours	Other Earnings
	VEH	19.00	28.51
Name: Fleming,Christine C			
Hourly Range:			
Empl ID	Earnings Type	Other Hours	Other Earnings
	VEH	16.00	24.00

To run this report select a Pay Period End date and then select an element (you can select more than one) by using the Show list of values hyperlink. Make sure the Report Run Date is listed.

The screenshot shows the ADP Reporting web application interface. The browser address bar displays 'https://adpreporting1.us.adp.com/'. The page title is 'ADP Reporting - Windows Internet Explorer provided by Larimer County Government'. The application has a navigation menu with 'Home', 'Setup', 'Run', and 'View' buttons. The main content area is titled 'Setup Reports: Employee Listing by Element'. On the left, a 'Steps' sidebar lists 8 steps, with '8 Run a Report' highlighted. The main area is in 'Step 8 - Run a Report' and contains several sections:

- Output Settings:** Includes a 'Report Title' field with 'Employee Listing by Element', a 'Maximum Lines' field with '40000', and a checked checkbox for 'Return unique records only'.
- Runtime Settings:** Features a date picker for 'Enter Pay Period End Date' set to '08/08/2012', a dropdown for 'Select Element' set to 'VEH', and a 'Show list of values...' link. Below this are options for 'Job Dta' (Effective as of a given date), 'Report Run Date' (+/- days), and 'Effective Sequence' (The last effective sequence).
- Schedule:** Shows 'Schedule Recurrence: No schedule assigned'.
- Report Summary:** Lists 'Subject Areas' including Benefits, Compensation, Compliance, Payroll, People, Performance & Development, Planning & Analysis, and Staff Relations.

 At the bottom, there are buttons for 'Previous', 'Run Report', 'Delete', 'Copy', and 'Cancel'. Two red arrows point to the 'Show list of values...' link and the 'Report Run Date' field. The Windows taskbar at the bottom shows the Start button and several open applications like 'Inbox...', 'SHR...', '2012...', 'Portal...', 'PDQ...', 'Docu...', 'Repor...', and 'https...'. The system clock shows '8:48 AM'.

Employee Pay Review

This report provides a listing of active employees with their job and pay information. This report is best viewed in the **output format of Excel**.

Name	Empl ID	Effective Date	FLSA Status	Standard Hours	Hourly Rate	Department	Employee Classification	Reg Temp	Pay Rule	Description - Job Code Info	Posit
Abele, Kari Jean		04/13/2012	Exempt	40.00		TRE Treasurer	Full	Regular	209	Business Operations Supr.EEO1	2492
Abel, Gregory D		04/13/2012	Nonexempt	40.00		RAB Gravel Roads North	Full	Regular	217	R&B Sr Operator III.EEO2	1668
Abermathy, Patrick S		04/13/2012	Exempt	40.00		FIT Business Application	Full	Regular	209	Database Administrator.EEO1	3221
Abeyta, Christina G		08/01/2012	Nonexempt	40.00		ASD Alternative Sentencing	Temp	Temporary	202	Correct Svcs Wrkrs TEMP.EEO11	5000
Abeyta-Gonzalez, Olivia Rachael		04/13/2012	Nonexempt	40.00		CLR Election Year Costs	Temp	Temporary	0	Election Wrkr/Offic TEMP.EEO1	3893
Abrahamson, Larry R		04/13/2012	Exempt	40.00		DTA District Court	Full	Regular	209	District Attorney.EEO1	59
Abramoff, Julie Hoest		04/13/2012	Nonexempt	1.00		HAE Community Health	Temp	Temporary	216	Public Health Nurse TEMP.EEO8	3893
Abromski, Anthony Wayne		04/13/2012	Nonexempt	40.00		RAB Structures	Full	Regular	217	R&B Master Operator II.EEO2	1830

To run this report, make sure the run time settings say Report Run date.

The screenshot shows the ADP Reporting web interface for setting up an 'Employee Pay Review' report. The interface is displayed in a Windows Internet Explorer browser window. The main content area is titled 'Setup Reports: Employee Pay Review' and includes a 'Steps' sidebar on the left with '8 Run a Report' selected. The main configuration area is divided into several sections:

- Output Settings:** Includes 'Report Title' (Employee Pay Review), 'Maximum Lines' (40000), and a checked option for 'Return unique records only'.
- Runtime Settings:** Contains dropdown menus for 'Job Dta', 'Effective Sequence', 'Dept Info', 'Job Code Info', 'Position Dta', and 'Effective Sequence'. The 'Effective as of a given date' dropdown is set to 'Report Run Date', with a field for '+/-' and '# of days'.
- Schedule:** Shows 'Schedule Recurrence' as 'No schedule assigned' with a link to 'Set Schedule and Distribution'.
- Report Summary:** Lists 'Subject Areas' such as Benefits, Compensation, Compliance, Payroll, People, Performance & Development, Planning & Analysis, and Staff Relations.

At the bottom of the configuration area, there are buttons for 'Previous', 'Run Report', 'Delete', 'Copy', and 'Cancel'. The browser's address bar shows the URL 'https://adpreporting1.us.adp.com/'.

Employee Count by Department

This report will give an regular/limited term employee count by department (please note you will only get your department).

Department: ASD	Employee Count	61
Department: ASR	Employee Count	48
Department: BCC	Employee Count	11
Department: CAT	Employee Count	14

To run this report, make sure report run date is select under run time settings. IF you want an employee count at a historical date, choose static date and enter in the date.

The screenshot shows the ADP Reporting web application interface. The browser address bar displays "https://adpreporting1.us.adp.com/ - ADP Reporting - Windows Internet Explorer provided by Larimer County Government". The application has a navigation menu with "Home", "Setup", "Run", and "View" buttons. The main content area is titled "Setup Reports: Employee Count by Department" and includes a "Steps" sidebar with 8 steps, where "8 Run a Report" is selected. The main configuration area is divided into several sections:

- Step 8 - Run a Report:** This report will return unique records.
- Output Settings:**
 - Employee Count by Department, does not include division roll up.
 - Report Title: Employee Count by Department
 - Maximum Lines: 40000 (Tip: Use this field to limit the number of lines returned in the report. Leave this field blank for unlimited number of lines.)
 - Return unique records only
 - Report Run Folders: Payroll Representatives (Change folder selection)
- Runtime Settings:**
 - Job Dta: Effective as of a given date (Report Run Date +/- # days)
 - Effective Sequence: The last effective sequence
 - Dept Info: Same as above
 - Print settings on report
- Schedule:** No schedule assigned (Set Schedule and Distribution)
- Report Summary:** Subject Areas (Benefits, Compensation, Compliance, Payroll, People, Performance & Development, Planning & Analysis, Staff Relations, Staffing, System Admin)

At the bottom of the configuration area are buttons for "Previous", "Run Report", "Delete", "Copy", and "Cancel". The browser's taskbar at the bottom shows various open applications and the system clock at 8:58 AM.

Employee Count by Location

This report gives a count of regular and limited term employees by location. Note you will only see counts for your employees.

Location Information: EP 1601 Brodie
Employee Count
5
Location Information: EP 17 Hermit Park Rd
Employee Count
2
Location Information: EP 543 Elm
Employee Count
3
Location Information: FC 125 S Howes Ste 501
Employee Count
7
Location Information: FC 1303 N Shields
Employee Count
7
Location Information: FC 1501 Blue Spruce
Employee Count
127

To run this report, make sure it has Report Run Date in the run time settings.

https://adpreporting1.us.adp.com/ - ADP Reporting - Windows Internet Explorer provided by Larimer County Government

ADP Home Exit

Home Setup Run View

Reporting.

Setup Reports: Employee Count by Location Help

Steps

- 1 Name Your Report
- 2 Select Files
- 3 Select Fields
- 4 Select Sort Order
- 5 Specify Totals
- 6 Select Format
- 7 Add Filters
- 8 Run a Report

Step 8 - Run a Report

This report will return unique records.

Output Settings

- Employee Count by Location

Report Title: Employee Count by Location

Maximum Lines: 40000 Tip: Use this field to limit the number of lines returned in the report. Leave this field blank for unlimited number of lines.

Return unique records only

Report Run Folders: [Change folder selection](#)

Runtime Settings

Job Dta: [Set Effective Keys](#) Effective as of a given date Report Run Date +/- # days

Effective Sequence: The last effective sequence

Location Info: [Set Effective Keys](#) Same as above

Dept Info: [Set Effective Keys](#) Same as above

Print settings on report

Schedule

Schedule Recurrence: No schedule assigned [Set Schedule and Distribution](#)

Report Summary

Subject Areas

- Benefits
- Compensation
- Compliance
- Payroll
- People
- Performance & Development
- Planning & Analysis
- Staff Relations
- Staffing

Previous Run Report Delete Copy Cancel

PRIVACY STATEMENT TERMS AND CONDITIONS

Done Trusted sites 100%

start Inbo... SHR... 2012 ... 2012 ... Portal... PDQ... Docu... Repor... https... 9:01 AM

Supervisor Report

This report lists employees by supervisor.

Department: ASD		
HR Organization: ASD Alternative Sentencing		
Supervisor Name	Employee Name	Employee ID
Darling, Gary Alan	Rohloff, Julie A	
	Stolen, Laurie Elizabeth	
Fox, Jill Marie	Bendza, Charmaine Christine	
	Bondhus, Keyan J	
	Campbell, David R	
	Clinton, Jeffrey R	
	Daher, Justin Michael	
	Davidson, Robert L	
	Grogan, Melissa Marie	
	Newbanks, Toby J	
	Newbanks, Troy C	
	O'Donnell, Christina Eva	
Grogan, Sean B	Mast, Erin	
	Rush, Brenna R	
	Wohlfahrt, Britta J	

To run this report select either Regular, Temporary or Both – you can use the Show list of values hyper link next to the field to select the items you would like. Make sure it has Report Run Date listed.

ADP Reporting - Windows Internet Explorer provided by Larimer County Government

ADP Reporting

Home Exit

Home Setup Run View

Setup Reports: Supervisor Report

Help

Steps

- 1 Name Your Report
- 2 Select Files
- 3 Select Fields
- 4 Select Sort Order
- 5 Specify Totals
- 6 Select Format
- 7 Add Filters
- 8 Run a Report

Step 8 - Run a Report

Output Settings

- Supervisor Listing

Report Title: Supervisor Report

Maximum Lines: 40000 Tip: Use this field to limit the number of lines returned in the report. Leave this field blank for unlimited number of lines.

Return unique records only

Report Run Folders: [Change folder selection](#)

Runtime Settings

Select Regular, Temp or Both: R, T [Show list of values...](#)

Job Dta [Set Effective Keys](#)

- Effective as of a given date Report Run Date +/-: # days

Effective Sequence

- The last effective sequence

Dept Info [Set Effective Keys](#)

- Same as above

Print settings on report

Schedule

Schedule Recurrence: No schedule assigned [Set Schedule and Distribution](#)

Report Summary

Subject Areas

- Benefits
- Compensation
- Compliance
- Payroll
- People
- Performance & Development
- Planning & Analysis
- Staff Relations
- Staffing

Previous Run Report Delete Copy Cancel

PRIVACY STATEMENT TERMS AND CONDITIONS

Done

start

Inbox... SHR... 2012... 2012... Portal... PDQ... Docu... Repor... https... 9:05 AM

Paysheet Review Summary

This report is used to review pay sheets as well as actual pay data. This report includes employee accounting, splits and all pay codes, reg, ot, and 'other' element types.

Employee	Empl ID	Hourly Rate	Acct Code	Distrib Pct	Reg Hours	Reg Earnings	Element Type	Element Hours	Element Earnings
Abele, Kari Jean	1112	\$ 29.57	101.120000.00000000.000	100.00	71.00	\$ 2099.38	ADM	8.00	\$ 236.55
							CLC	1.00	\$ 29.57
Abel, Gregory D	35572	\$ 18.47	252.645100.00000000.000	100.00	70.50	\$ 1302.14	SIC	9.50	\$ 175.47
Abernathy, Patrick S	31296	\$ 47.11	608.460350.00000000.000	100.00	72.00	\$ 3391.57	VAC	8.00	\$ 376.84
Abrahamson, Larry R	389	\$ 94.67	101.151000.00000000.301	50.00	40.00	\$ 3786.75	VAC	24.00	\$ 534.96
	389	\$ 94.67	101.152000.00000000.301	25.00	20.00	\$ 1893.38			
	389	\$ 94.67	101.153000.00000000.301	25.00	20.00	\$ 1893.38			
Abromski, Anthony Wayne	856	\$ 25.85	252.645100.00000000.000	100.00	80.00	\$ 2068.00			
Adachi, Koki	39853	\$ 12.99	112.256207.00000000.000	100.00	26.00	\$ 337.74	SDF	5.00	\$ 3.25
Adams, Dan Edward	14166	\$ 11.25	214.682303.00000000.000	100.00	64.00	\$ 720.00			
Adams, Sharron G	567	\$ 24.79	142.250003.WC0300.000	100.00	48.50	\$ 1202.27			
Adams, Susan A	39754	\$ 21.69	262.360321.HSCWIVE.000	100.00	80.00	\$ 1734.87			
Agboyani, Renee S	50743	\$ 17.52	262.360951.00000000.000	27.52	17.75	\$ 310.98	SIC	2.06	\$ 36.09
							HOL	2.20	\$ 38.54
	50743	\$ 17.52	262.360952.HSCCSBGE.000	72.48	46.75	\$ 819.06	HOL	5.80	\$ 101.62
							SIC	5.44	\$ 95.31
Aguilar, Nicole Marie	20582	\$ 26.21	182.261200.00000000.000	89.47	68.00	\$ 1782.06	SIC	3.58	\$ 93.82
	20582	\$ 26.21	182.261600.00000000.000	10.53	8.00	\$ 209.65	SIC	0.42	\$ 11.01
Ahart, Dianne	103	\$ 28.48	101.140001.00000000.000	100.00	71.50	\$ 2036.32	SIC	6.00	\$ 170.88
							VAC	2.50	\$ 71.20
Aitchison, Bethany Lynn	7508	\$ 21.38	101.130200.00000000.303	100.00	80.00	\$ 1710.40	SOT	3.50	\$ 74.83
Albohn, Teresa Janine	46950	\$ 14.98	262.360602.00000000.000	13.00	9.00	\$ 134.82	CLC	0.03	\$ 0.45
							VAC	0.58	\$ 8.69
							HOL	0.58	\$ 8.69
							SIC	0.19	\$ 2.85
	46950	\$ 14.98	262.360661.00000000.000	87.00	60.25	\$ 902.55	CLC	0.22	\$ 3.30
							SIC	1.31	\$ 19.62
							VAC	3.92	\$ 58.72
							HOL	3.92	\$ 58.72

To run this report, MAKE SURE you select the appropriate pay period end date (remember 28 day has a different pay period end date than the bi weekly). MAKE sure and match the job data record date to the pay period end date, i.e. select Static Date and enter the pay period end date.

ADP Reporting

Home Setup Run View

Setup Reports: Paysheet Review Summary

Steps

- 1 Name Your Report
- 2 Select Files
- 3 Select Fields
- 4 Select Sort Order
- 5 Specify Totals
- 6 Select Format
- 7 Add Filters
- 8 Run a Report**

Step 8 - Run a Report

This report will return unique records.

Output Settings

This reports lists items to review on the pay sheet, reg, ot, and all other earnings. Make sure and select a pay period end date as well as change the job data field to static and match the pay period end date.

Report Title: Paysheet Review Summary

Maximum Lines: 40000 Tip: Use this field to limit the number of lines returned in the report. Leave this field blank for unlimited number of lines.

Return unique records only

Report Run Folders: [Change folder selection](#)

Runtime Settings

Pay Period End Dt: 08/22/2012

Job Earnings Dist: [Set Effective Keys](#)

Effective Sequence: [The last effective sequence](#)

Print settings on report

Effective as of a given date: Static Date 08/22/2012