

Overview

From the Manager Access Report Management page, you can run point-in-time and historical reports to display data about your direct reports and any employees they manage.

Running a Point-in-Time Report

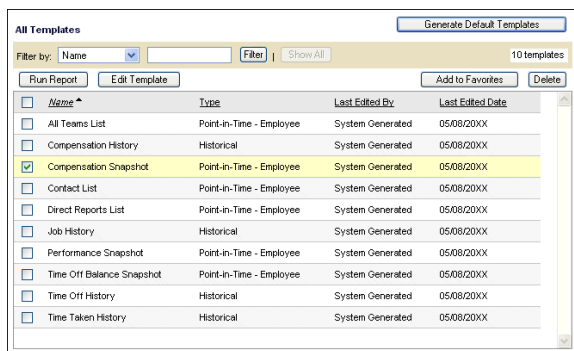
The following table describes how to run a point-in-time report.

Click [here](https://support.adp.com/hrb/manager.html) or navigate to <https://support.adp.com/hrb/manager.html> to view a simulation of this procedure.

Step	Action
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- 1 Point to the **Reports** section and select **Report Management**.
Note: Click the Generate Default Templates button if no report templates display on the Report Management page.

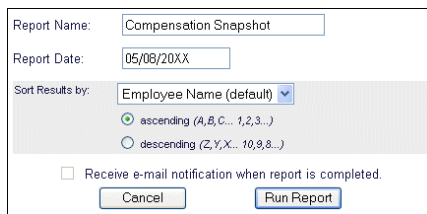
- 2 In the All Templates list, select the point-in-time report you want to run.



Note: Refer to the Type field to locate a point-in-time report.

- 3 Click **Run Report**.

Result: The Run Report window opens.



- 4 In the Report Name field, modify the report name to differentiate it from other reports of the same type.
- 5 In the Report Date field, enter the past, current, or future date of the data you want to view.
- 6 In the Sort Results By list, select how you want to sort the report results.
- 7 Click **Run Report**.

Result: The Run Report window closes and “The report has been sent for processing. Go to the Reports Bin to view the report’s status” message displays on the Report Management page.

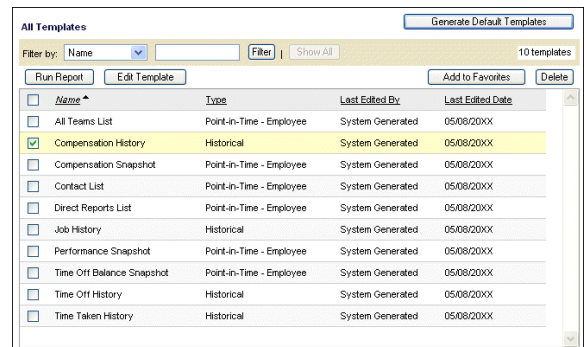
Note: For information on accessing report results, refer to the *Viewing, Printing, and Downloading Reports* job aid.

Running a Historical Report

The following table describes how to run a historical report:

Step	Action
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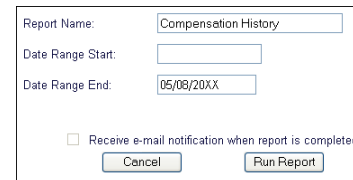
- 1 Point to the **Reports** section and select **Report Management**.
Note: Click the Generate Default Templates button if no report templates display on the Report Management page.
- 2 In the All Templates list, select the historical report you want to run.



Note: Refer to the Type field to locate a historical report.

- 3 Click **Run Report**.

Result: The Run Report window opens.



- 4 In the Report Name field, modify the report name to differentiate it from other reports of the same type.
- 5 In the Date Range Start field, enter the start date for the period of time you want to view.
- 6 In the Date Range End field, enter the end date for the period of time you want to view.
- 7 Click **Run Report**.

Result: The Run Report window closes and “The report has been sent for processing. Go to the Reports Bin to view the report’s status” message displays on the Report Management page.

Note: For information on accessing report results, refer to the *Viewing, Printing, and Downloading Reports* job aid.

Important Information

- The report dates are the dates on which the content you want to view is effective. The dates can be in the past, present, or future. The dates you enter affect the report results.
- You can perform other tasks while your report is running. If you do so, you may want to be notified when the report is complete. To request notification, in the Run Report window, select Receive E-Mail Notification When Report Is Completed before you start running the report. You will receive an e-mail notification message at the e-mail address specified in your employee record.
- For more information on modifying the report parameters before running your report or creating new ad hoc reports, refer to the *Editing, Creating, and Filtering Report Templates* job aid.