Step 2 – Derived Fields

There is the ability to add Derived Fields onto the report in the way you are used to with all your Custom Reports.
Step 3: Select Sort Order
Choose your sorts in the same way you are used to doing so.
Step 4: Specify Total
Set your totals in the same way you are used to doing so.
Step 5: Select Format
Format your report in the same way you are used to doing so.
Step 6: Add Filter
Add Filters in the same way you are used to doing so
Step 7: Run Report
Set your output settings in the same way you are used to doing so
Step 7 – Runtime Settings

Step 7: Run Report
Also here is where you choose the report output you want to compare.

Report 1 = “Report with most current data”

Report 2 = “Report with older data”
There are 3 types of report you could compare:
- Use existing report
- Most recent report
- Create new report
Step 7 – Runtime Settings

The same choices are available for the Report 2. Note: Most recent cannot be used for both reports.
Step 7 – Compare Runtime Settings

As with the Quick Compare:
Select the records you would like to include:
• Changed
• Added
• Deleted
• Unchanged

Note: You could make multiple selections

For this example we will only select “Changed Records”
Step 7: Run Report

Setup your Notifications and Schedule in the same way you are used to doing so.
### Report Output – Extra Column

**Compare Type:**
- **C** = Change

**Reports being compared:**
- **R2** = Report 2
- **R1** = Report 1

**Field being compared:**
- **R2** had Rate of **$4,226.00**
- **R1** had Rates of **$4,352.78**

---

<table>
<thead>
<tr>
<th>Home Department Description: R1: Distribution</th>
<th>Payroll Name: R2</th>
<th>Payroll Name: R1</th>
<th>Regular Pay Rate Description: R2</th>
<th>Regular Pay Rate Description: R1</th>
<th>Regular Pay Rate Amount: R2</th>
<th>Regular Pay Rate Amount: R1</th>
<th>X Factor: R2</th>
<th>X Factor: R1</th>
</tr>
</thead>
<tbody>
<tr>
<td>C</td>
<td>C</td>
<td>Alcright, Anthony</td>
<td>Salary</td>
<td>Salary</td>
<td>4,226.00</td>
<td>4,352.78</td>
<td>211.30</td>
<td>217.64</td>
</tr>
</tbody>
</table>

**Date:** 01/22/2013

*Generated on 01/22/2013 07:43 AM Powered by ADP*
Report Output – Extra Row

- Compare Type: C = Change
- Reports being compared: R2 = Report 1, R1 = Report 2
- Field being compared:
  - R2 had Rate of $4,226.00
  - R1 had Rates of $4,352.78

<table>
<thead>
<tr>
<th>Home Department Description</th>
<th>Distribution</th>
<th>Payroll Name</th>
<th>Regular Pay Rate Description</th>
<th>Regular Pay Rate Amount</th>
<th>X Factor</th>
</tr>
</thead>
<tbody>
<tr>
<td>C</td>
<td>R1</td>
<td>Albright, Anthony</td>
<td>Salary</td>
<td>4,352.78</td>
<td>217.64</td>
</tr>
<tr>
<td>C</td>
<td>R2</td>
<td>Albright, Anthony</td>
<td>Salary</td>
<td>4,226.00</td>
<td>213.80</td>
</tr>
</tbody>
</table>

Generated on 01/22/2013 08:08 AM  Powered by ADP
## Compare Compensation by Department

Date: 10/13/2014
Page: 1 of 5

<table>
<thead>
<tr>
<th>Home Department Description*: Corporate Staff</th>
<th>Regular Pay Rate Description*</th>
<th>Regular Pay Rate Amount</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>T</strong></td>
<td><strong>R#</strong></td>
<td><strong>Payroll Name</strong>*</td>
</tr>
<tr>
<td>D</td>
<td>R2</td>
<td>Dearborne, Susan M</td>
</tr>
<tr>
<td>A</td>
<td>R1</td>
<td>Dukiet, Francine</td>
</tr>
<tr>
<td>A</td>
<td>R1</td>
<td>Balse, Reni</td>
</tr>
<tr>
<td>D</td>
<td>R2</td>
<td>Byrnes, Ronald A</td>
</tr>
<tr>
<td>D</td>
<td>R2</td>
<td>Delaney, Albert L</td>
</tr>
<tr>
<td>D</td>
<td>R2</td>
<td>Jeffreys, Melvin</td>
</tr>
<tr>
<td>A</td>
<td>R1</td>
<td>Dearborne, Susan M</td>
</tr>
<tr>
<td>A</td>
<td>R1</td>
<td>Albright, Anthony P</td>
</tr>
<tr>
<td>A</td>
<td>R1</td>
<td>Intes, Marie L</td>
</tr>
<tr>
<td>A</td>
<td>R1</td>
<td>Byrnes, Ronald A</td>
</tr>
</tbody>
</table>

Report Output: Keys “*” – Training Note
<table>
<thead>
<tr>
<th>T</th>
<th>R#</th>
<th>Payroll Name*</th>
<th>Regular Pay Rate Amount</th>
</tr>
</thead>
<tbody>
<tr>
<td>C</td>
<td>R1</td>
<td>Dearborne, Susan M</td>
<td>$ 8,775.00</td>
</tr>
<tr>
<td>C</td>
<td>R2</td>
<td>Dearborne, Susan M</td>
<td>$ 32.13</td>
</tr>
<tr>
<td>D</td>
<td>R2</td>
<td>Delaney, Albert L</td>
<td>$ 15.01</td>
</tr>
<tr>
<td>A</td>
<td>R1</td>
<td>Intes, Marie L</td>
<td>$ 3,213.66</td>
</tr>
<tr>
<td>A</td>
<td>R1</td>
<td>Albright, Anthony P</td>
<td>$ 8,350.00</td>
</tr>
<tr>
<td>A</td>
<td>R1</td>
<td>Balse, Reni</td>
<td>$ 4,100.00</td>
</tr>
<tr>
<td>D</td>
<td>R2</td>
<td>Jeffreys, Melvin</td>
<td>$ 23.23</td>
</tr>
<tr>
<td>C</td>
<td>R1</td>
<td>Byrnes, Ronald A</td>
<td>$ 7,945.00</td>
</tr>
<tr>
<td>C</td>
<td>R2</td>
<td>Byrnes, Ronald A</td>
<td>$ 43.22</td>
</tr>
<tr>
<td>A</td>
<td>R1</td>
<td>Dukiet, Francine</td>
<td>$ 5,497.00</td>
</tr>
</tbody>
</table>
Report Output: Changes – Training Note

Step 7 of 7: Run Report

Report Name: Compare Compensation by Department

Compare Runtime Settings

- Print settings on report

Choose the type of details you want to compare between the two reports. These details are based on the fields selected for you below.

Note: In your report output, fields marked with an asterisk (*) indicate the key fields used to match records between the two reports being compared. For more information about key fields, see the online Help.

Select Records to Compare:

- Changed records
  - Do not include original values
  - Show original values in additional rows
  - Show original values in additional columns

- Highlight changed values

- Added records
- Deleted records
- Unchanged records
Recap: Advantages of using Advanced Compare

- It is a reusable template
- Can be scheduled
- Leverages features of Custom Report setups steps
To build...

... or not to build
The Bigger Picture of Reporting

The 3 Pillars of Reporting

- Analytics
- Standard
- Custom a.k.a. Ad-Hoc

ADPR
Reports results may already be created for you

Standard Reports
Sample Reports
Analytics (billable)
Reporting Menu
Standard Reports
Standard Reports
Standard Reports

Before you create a custom report for things like…

- Eligibility/Enrollments
- Benefit Statements
- Time Off Reports
- Timecard (absences, punch detail)

Check to see if one already exists
Standard Reports:
Many benefit, enrollment, eligibility, reporting needs addressed
Standard Reports:
Many time off reporting needs addressed

```
<table>
<thead>
<tr>
<th>Report Name</th>
<th>Last Run</th>
<th>Actions</th>
</tr>
</thead>
<tbody>
<tr>
<td>Time Off Balance Detail</td>
<td>08/14/2014 - 08:31 AM (EST)</td>
<td></td>
</tr>
<tr>
<td>Time Off Balance Summary</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Time Off Policy Assignment</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Time Off Request</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>
```

Welcome, Anthony Albright

Home  Resources  Myself  My Team  People  Process  Reports  Setup

Report Name: [Enter]

Output  Standard  Team  My Reports  Sample  Custom  Schedules

Report Name:

Standard – Time Off

Rows Per Page: 50

1 - 4 of 4

Preferences  Support  Log out
Standard Reports:
Many time and attendance reporting needs addressed
Sample Reports
Standard Reports vs. Sample Reports

**Standard Reports**
- Easy to Run
- Simplified Filter and Sort
- Tried and true format
- Employee List
- My Reports Feature

**Sample Reports**
- Created to run as is
- But can also be viewed as a head start on a Custom Report
- Configurable
- Flexible
Analytics
Analytics Overview

Available Dashboards

Dashboards are organized into three areas:

**My Dashboards**
Custom dashboards that you can update and share.

**Shared Dashboards**
Dashboards received from other people.

**ADP Dashboards**
Standard “out-of-the-box” dashboards.
Analytics Overview

Dashboard Details

Workforce Planning

<table>
<thead>
<tr>
<th>Metric</th>
<th>Value</th>
</tr>
</thead>
<tbody>
<tr>
<td>Average Wage Cost By Age</td>
<td>$27,656</td>
</tr>
<tr>
<td>Headcount This Quarter, Year over Year</td>
<td>3,279</td>
</tr>
<tr>
<td>Overtime This Month</td>
<td>2.06%</td>
</tr>
<tr>
<td>Overtime Cost This Quarter</td>
<td>$40,408</td>
</tr>
</tbody>
</table>

Take A Deep Dive
Click the arrow to see a detailed view of a dashboard.

ADP Dashboards
The ADP logo displays for standard dashboards. Although you cannot change ADP dashboards, you can use them to create custom dashboards.

Favorite
To mark a dashboard as a favorite, click the Star icon.

Shared
Do you need to know who has access to a dashboard? Click the Shared icon to find out.
Analytics Overview

ADP Provided Dashboards

Attrition Review
Headcount Review
Time and Labor
Time and Cost
Workforce Demographics
Workforce Planning
Analytics Overview

Attrition Review

Terminations

Hires

Retirement Eligibility

Turnover Rate
Analytics Overview

Headcount Review

Headcount
Hires
Terminations
Leave Percentage
Earnings
Analytics Overview

**Time and Labor**

- Total Hours
- Labor Cost
- Overtime
- Premium Time
- Leave Hours
- Absence
- Non-Productive Hours
Analytics Overview

**Time and Cost**

- Total Hours
- Overtime
- Leave Hours
- Absence
- Non-Productive Time
- Labor Cost
- Labor Cost per FTE
Analytics Overview

Workforce Demographics

Average Age
Female Percentage
Average Tenure
Minority Headcount
Retirement Eligibility
Headcount by Tenure
Analytics Overview

Workforce Planning

Headcount
Total Hours
Labor Cost
Absence
Overtime
Hires
Turnover Rate
Analytics Overview

Color Threshold Indicators

Threshold indicators are important. They display a metric's status by comparing it to pre-set thresholds.

- **Green** indicates that a metric's value is within the threshold.
- **Red** indicates a metric's value is outside the threshold.
- **Yellow** indicates that a metric's value is within the tolerance level.

<table>
<thead>
<tr>
<th>Workforce Planning</th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>Headcount</td>
<td>3,279</td>
</tr>
<tr>
<td>This Quarter, Year over Year</td>
<td></td>
</tr>
<tr>
<td>Overtime</td>
<td>2.06%</td>
</tr>
<tr>
<td>This Month</td>
<td></td>
</tr>
<tr>
<td>Overtime Cost</td>
<td>$40,408</td>
</tr>
<tr>
<td>This Quarter</td>
<td></td>
</tr>
<tr>
<td>Labor Cost</td>
<td>$5.61M</td>
</tr>
<tr>
<td>This Month</td>
<td></td>
</tr>
</tbody>
</table>

View all 5 metrics >
Analytics Overview

Thresholds

- **Not to exceed:**
  - Enter a value

- **Warn me at:**
  - Enter a value

- **Not to fall below:**
  - Enter a value

- **Warn me at:**
  - Enter a value

[Apply]  [Cancel]
Create Dashboards
You can build dashboards from scratch or use available dashboards as a starting point.
Analytics Overview

Find Metrics
Metrics are grouped into areas such as HR, Payroll, and Time. To locate metrics, use the search feature.

Tip: You may not have access to some metrics due to security and job restrictions.
Filters Metrics

Termination...  
By: Time  Current Quarter  

Filters

Department: All  
Job: All  
State: All  

Apply  Reset  Cancel

Terminations are 0 in Q4-2014. No change since Q1-2014.
Average Age

Average age of active headcount at a given point in time.
Formula: Total Age of Headcount/Total Headcount

DATA REFRESHED:
Thu, Sep 25, 2014 11:07:30 PM EDT
ADP Benchmark

Average Annual Wages

You can compare your company's average annual wages per employee to other industries across age ranges. Average annual wages are calculated using a rolling sum of average payroll wages from the last four quarters.

Baseline

To view a baseline for comparison, select an industry and drop it below.

- TEST:HO
  - 35-44 Year Olds
  - $28,626

Industries

- Finance/Insurance
- Information
- Professional/Technical
- Utilities
- Natural Resources and Mining
- Manufacturing

Overview
Average Age

Average Age is **57.48** in Oct-14.
Average Age is 57.48 in Oct-14.

ADP Benchmark

Industry: Professional/Technical
Revenue: All
Emp Size: All

Apply | Cancel
View Metric “By”

Average Age is 57.45

Location | Average Age | Headcount | ADP Benchmark
---|---|---|---
Pennsylvania | 40.70 | 20 | 42.02
Florida | 58.03 | 30 | 40.31
Georgia | 55.70 | 22 | 41.23
New York | 35.60 | 12 | 38.08
Click on Chart to Drill into Details
Hover over chart or lines to see numbers

Average Age is 57.48 in Oct '14

<table>
<thead>
<tr>
<th>Location</th>
<th>Average Age</th>
<th>Headcount</th>
<th>ADP Benchmark</th>
</tr>
</thead>
<tbody>
<tr>
<td>Pennsylvania</td>
<td>55.51</td>
<td>26</td>
<td>52.62</td>
</tr>
<tr>
<td>Florida</td>
<td>50.03</td>
<td>29</td>
<td>52.21</td>
</tr>
<tr>
<td>Georgia</td>
<td>59.10</td>
<td>22</td>
<td>41.20</td>
</tr>
<tr>
<td>New York</td>
<td>55.00</td>
<td>12</td>
<td>55.95</td>
</tr>
</tbody>
</table>
Average Age is 57.48 in Oct-14.

<table>
<thead>
<tr>
<th>Location</th>
<th>Average Age</th>
<th>Headcount</th>
<th>ADP Benchmark</th>
</tr>
</thead>
<tbody>
<tr>
<td>Pennsylvania</td>
<td>60.19</td>
<td>28</td>
<td>42.02</td>
</tr>
<tr>
<td>Florida</td>
<td>56.02</td>
<td>22</td>
<td>42.21</td>
</tr>
<tr>
<td>Oregon</td>
<td>55.63</td>
<td>22</td>
<td>44.79</td>
</tr>
<tr>
<td>New York</td>
<td>55.00</td>
<td>12</td>
<td>39.99</td>
</tr>
<tr>
<td>UNKNOWN</td>
<td>56.76</td>
<td>3</td>
<td>-</td>
</tr>
</tbody>
</table>
```
Average Age is 57.48 in Oct-14.

<table>
<thead>
<tr>
<th>Employee ID</th>
<th>Full Name</th>
<th>Job Title</th>
<th>Department</th>
<th>Work Location/State</th>
<th>Work Location-City</th>
<th>Employee Status</th>
</tr>
</thead>
<tbody>
<tr>
<td>0001000001</td>
<td>Geraldo, Saul A</td>
<td>Product Engineer</td>
<td>Engineering</td>
<td>New York</td>
<td>New York</td>
<td>Active</td>
</tr>
<tr>
<td>0001000002</td>
<td>Lowell, Kurt</td>
<td>Programmer Analyst</td>
<td>Development</td>
<td>Pennsylvania</td>
<td>Pittsburgh</td>
<td>Active</td>
</tr>
<tr>
<td>0001000003</td>
<td>Michelle, Kerr</td>
<td>Operations Manager</td>
<td>Development</td>
<td>Florida</td>
<td>Orlando</td>
<td>Active</td>
</tr>
<tr>
<td>0001000004</td>
<td>Humpen, Ronald G</td>
<td>Tech Manager</td>
<td>Technical</td>
<td>Georgia</td>
<td>Orlando</td>
<td>Active</td>
</tr>
<tr>
<td>0001000005</td>
<td>George, Isaac</td>
<td>Area Supervisor</td>
<td>Sales</td>
<td>Pennsylvania</td>
<td>Pittsburgh</td>
<td>Active</td>
</tr>
<tr>
<td>0001000006</td>
<td>Guppy, Norman R</td>
<td>Sales Rep</td>
<td>Sales</td>
<td>Pennsylvania</td>
<td>Pittsburgh</td>
<td>Active</td>
</tr>
<tr>
<td>0001000007</td>
<td>Hiep, Linda</td>
<td>Payroll Clerk</td>
<td>Payroll</td>
<td>Florida</td>
<td>Orlando</td>
<td>Active</td>
</tr>
<tr>
<td>0001000008</td>
<td>Jaggery, Daniel G</td>
<td>Software Engineer</td>
<td>Development</td>
<td>Georgia</td>
<td>Orlando</td>
<td>Active</td>
</tr>
</tbody>
</table>
```

sharing goals | driving innovation | enhancing business
Average Age is 57.48 in Oct-14.

There are no comments yet...

Add your comment here
Average Age is 57.48 in Oct-14.
What’s Next for ADP Reporting?
Areas of Focus for the Future

- Integration with Analytics
- Enhanced Usability/Ease of Use
Email Your Questions to Technical Services

Central Service Center - 34, 60, 62 & 69  
CentralTechnicalServices@adp.com

Northeast Service Center – 56 & 10  
NortheastTechnicalServices@adp.com

NY Metro Service Center – 20 & 40  
NYMetroTechnicalServices@adp.com

South Service Center – 30, 32, 36, 52 & 55  
SoutheastTechnicalServices@adp.com

West Service Center – 70, 73, 75 & 76  
WestTechnicalServices@adp.com