

How to View Indirect Reports in ADP

1. From any employee timecard, click the <STATUS IS ACTIVE> button.

The screenshot shows the 'Individual Timecard' page for an employee. At the top right, there is a search bar with the text '<STATUS IS ACTIVE>' and a magnifying glass icon. An orange arrow points to this search bar. Below the header, there are tabs for 'Timecard', 'Totals', 'Schedule', and 'Time Off Balances'. The main area displays a table with columns for 'APPROVE', 'WEEK', 'IN - OUT', 'PAY CODE', 'HOURS', 'DEPARTMENT', 'DAILY TOTALS', 'REGULAR', and 'OVERTIME'. The table shows data for two weeks, with a total of 29.00 hours and 29.00 regular hours for Week 1.

2. Only your direct reports show. To view more, checkmark INCLUDE INDIRECT REPORTS.

The screenshot shows the 'Employee Search' interface. At the top, there is a 'Current List' dropdown set to '<status is active>'. Below it, there is a checkbox labeled 'Include Indirect Reports' which is currently unchecked. An orange arrow points to this checkbox. To the right of the checkbox is a search bar with the text 'Search...' and a magnifying glass icon. Below the search bar, there is a table with columns for '#', 'NAME', and 'POSITION ID'. The table shows two records:

#	NAME	POSITION ID
1	First, Last	[US]
2	First, Last	[US]

The screenshot shows the 'Employee Search' interface with the 'Include Indirect Reports' checkbox checked. The 'Total Records' is now 5. The table shows five records:

#	NAME	POSITION ID
1	First, Last	[US]
2	First, Last	[US]
3	First, Last	[US]
4	First, Last	[US]
5	First, Last	[US]