



IN THE BUSINESS OF YOUR SUCCESS™

ADP RESOURCE®

CREATING A SSN REPORT with Data Access

Log on to www.MyADPResource.com and go to the **Reporting** tab on the top menu bar.

To set up a new template select from the left navigation bar **Configure Templates**. If more than one Company Code exists, remember to select Company Code in top left corner before you begin.

Create a New Template – Begin by selecting *ANY* existing template

▪ **Select Existing Templates**

Existing Templates: Employee General Dat Set as default Availability: Paygroup Company

- 401K Deductions
- Active EE Verify
- Active Employees
- Emergency Contacts
- Employee General Dat
- PTO Balance
- Pay Rates
- QTD hours
- YTD OT

Type **SSN** under “Name” and then click “Save As...”

▪ **Action Buttons**

Save Save As... Delete Name: SSN

Modify the New Template – Begin by removing all fields from the right side using the arrow buttons. Select each field and then select the “<” button to remove it.

▪ **Edit Template**

Available expand all collapse all

- Employee
- SSN
- Sex
- Birthdate
- Marital St
- Street 1
- Street 2
- City
- State
- Zip
- Home Phone #
- Division ID

Selected expand all collapse all

- Employee
- File #
- Name
- Rate
- Home Dept #
- Orig Hire Date
- Rehire Date
- Home Job Cost# Descr
- Home Dept Descr

Select Here

You can highlight the entire group or choose them individually



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Now there is a blank **SSN** template to edit.

▪ **Select Existing Templates**

Existing Templates: Set as default Availability: Paygroup Company

▪ **Edit Template**

Available	Selected
<div style="border: 1px solid red; border-radius: 50%; padding: 2px; display: inline-block;">+</div> Employee	
+ Check	
+ Accumulation	
+ Hours	
+ Earnings	
+ Deductions	
+ Memo	

Use the + (Expand All) option to view individual columns under “Employee”

▪ **Edit Template**

Available	Selected
- Employee	
File #	
Name	
SSN	
Sex	
Birthdate	

>

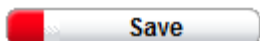
Select **File #**, **Name**, & **SSN** from the left column and then click the “>” button to add it

▪ **Edit Template**

Available	Selected
Full/Part Time	- Employee
Workers Comp Code	File #
Description	Name
Hire Date	SSN
Orig Hire Date	

▪ **Action Buttons**

Click on “Save”:





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Running the SSN Report (Begin here in the future)

Data Access

- Configure Templates
- Employee Filter
- Access Your Data

From the left navigation bar click on **Access Your Data** to proceed.

Year, Week, Payroll | **By Range**

■ **Select Payroll**

Available		Selected	
+ expand all - collapse all		+ expand all - collapse all	
<input checked="" type="checkbox"/> Year 2015 Reports	<input type="button" value=">"/>	<p>Highlight the year(s) you want and use and then select the “>” arrow button in the middle to add.</p>	
<input checked="" type="checkbox"/> Year 2014 Reports	<input type="button" value=">"/>		
<input checked="" type="checkbox"/> Year 2013 Reports	<input type="button" value=">"/>		

■ Select A Template

SSN ▾

Use drop down arrow to choose the SSN Template

■ Select Employees

Filter: All Employees ▾

OR

Individual Employees

Use drop down arrow to choose a filter or select individual employees

■ Action Buttons

Other Options: Show only last four digits of SSN

Un-check this box

Click **Download Now** - A File Download window will appear - Choose “Open” to view or “Save” to save to hard drive.

Downloads are in CSV format (may open with Excel).