In general, tenses move one step to the past in reported speech.
N.B. Reported speech is especially useful for Part 2 and Part 4 of the TOP.

Statements: present ...............................................................................present becomes past
   “I am . . .”— She said she was . . .
   “We can’t . . .”— They began by saying they couldn’t . . .
   “You don’t have to do that . . .”— She told me that I didn’t have to do that . . .

Statements: past ...............................................................................past becomes past perfect
   “We had fun.” — They said they had had fun.
   “We weren’t able to . . .” — They said they hadn’t been able to . . .

Questions: future will ...............................................................will becomes past modal would
   “When will you leave?” — She asked when I would leave.

Questions: future be going to .......................................... be going to becomes past continuous + to
   “Are you going to go?”— He asked if I was going to go. (N.B. if or whether is added)

Questions: continuous ................................................present continuous becomes past continuous
   “Are you going?” — He asked if I was going.
   “Are you going or not?” — He asked whether I was going or not.

Imperative: base form ........................................................base form becomes the infinitive
   “Finish the report for Friday.”— She told me to finish the report for Friday.

Some Exceptions

Polite questions ...............................................................form change but no tense change
   “When would you like me to . . .”— She asked me when I would like her to . . .

Former habits: ..............................................................no tense change
   “We used to work weekends.”— He said that they used to work weekends.

Subjunctive: ..............................................................no tense change
   “Roch suggests that Marta go now.”— Roch suggested that Marta go now.

Preference: should + passive voice ..............................................................no change
   “A new approach should be tried.”— She said a new approach should be tried.