

### **Overview**

This job aid guides you through some of the basic Time & Attendance tasks that you will complete. You must have access to ADP Workforce Now with a username and password to complete the tasks described in this job aid.

This training includes U.S. spellings and the date construct of month/day/year. You will see your expected spellings and date constructs in your solution back on the job.

### Accessing Learning Bytes in ADP Workforce Now

Learning bytes are short demonstrations that show you how to perform specific tasks. A narrator describes the processes, highlighting key points. These learning bytes will support you with the help you need, right when you need it. Learning bytes are available on many pages throughout ADP Workforce Now. This procedure describes how you can access the learning bytes relevant to your timecard.

Step	Action							
1	In the upper left of the page, click 🗖 (learning bytes).							
	HOME RESOURCES MYSELF	S	Search	Q				
	My Timecard	ID (SSN)	Position ID					
	BH Clusteric Cuckoms Service Representative Home Department: 012000 - Customer Service	(-XX-0068	FL8000118 🖼					
	Result: The learning bytes menu is displayed.							
2	Select the desired learning byte.							
	Result: A short video demonstration launches.							
3	To exit the learning byte, click 😵 (close) in the upper-right corner of the windo	W.						

## **Viewing Your Timecard**

When viewing your timecard it will contain all of the punches and position transfers (Cost Number) for that pay period. By default, you will view the Current Pay Period. You can change this to Previous Pay Period or Range of Dates using the fields available at the top of the timecard.

Range of Dates   7/29/2018   8/11/2018   C   FIND   Show Pay Class													
≡	Timeca	ard	Totals	Schedu	le	Time	Off Balances						
	w	EEK 1	IN - 0	DUT	PAY	CODE	HOURS	COST NUMBER	DAILY TOTALS	~	REGULAR	OVERTIME	
	Sun	07/22	-				0:00			0:00	0:00	0:00	
=	Mon	07/23	08:00 AM -	11:00 AM			3:00	1111520SA		3:00	0:00	0:00	
	Tue	07/24	-				0:00			0:00	0:00	0:00	
=	Wed	07/25	03:00 PM -	05:00 PM			2:00	1163600SA		2:00	0:00	0:00	
=	Thu	07/26	-				0:00			0:00	0:00	0:00	
=	Fri	07/27	06:00 AM -	12:00 PM			6:00	1163050SA			0:00	0:00	
=		07/27	01:00 PM -	04:00 PM			3:00	1163600SA		9:00	0:00	0:00	
	Sat	07/28	-				0:00			0:00	0:00	0:00	
							WEE	K 1 TOTALS		14:00	0:00	0:00	

Starting Point: Myself > Time & Attendance > My Timecard

### Entering Your Worked Time

#### Starting Point: Myself > Time & Attendance > My Timecard

Step	Action
1	In the <b>Pay Date Range</b> fields, select the time period for which you want to enter time and click <b>Find</b> . <b>Result:</b> Your timecard for the selected time period is displayed.
2	In the In field for the appropriate day, enter your start time.
	Tips:
	<ul> <li>Enter "am" or "pm" to automatically advance the cursor.</li> </ul>
	You do not need to enter a colon with the time.
3	In the <b>Out</b> field for the appropriate day, enter your end time.
4	If you worked in a department other than your home department, click in the <b>Department</b> field and then click $\mathbf{Q}$ (search) and select the department in which you worked.
5	Click Save.

### Entering Your Non-worked Time via Time & Attendance

To enter non-worked time such as vacation, sick, or personal time, follow these steps.

Step	Action
1	In the Pay Date Range fields, select the time period for which you want to enter time and click Find.
	Result: Your timecard for the selected time period is displayed.
2	In the In field for the appropriate day, enter the time when you will begin taking nonworked time.
3	In the Hours field for the appropriate day, enter your total nonworked hours.
4	In the Pay Code field, click Q (search) and select the appropriate pay code for the nonworked time.
5	Click Save.
	Result: The hours that you entered are saved on your timecard.

# **Adding Notes to Your Timecard**

You can add notes that apply to individual transactions and rows or to the entire timecard. Your supervisor and your company's Time & Attendance practitioner can view all of the notes that you enter.

### Adding a Note to a Timecard Transaction or Row

Starting Point: Myself > Time & Attendance > My Timecard

Step	Action										
1	Click 📃 (row me	enu) or right-click	on a transaction s	uch as an l	n or Out time and select Add Note.						
	Current Pay Period	✓ 3/9/20XX	/22/20XX 🗃 🔍 Q FI	ND OF							
	= Timecard	Totals Schedule	Time Off Balances								
	WEEK 1	IN - OUT	PAY CODE HOURS	DEPARTMENT	DAILY TOTALS +	-					
		08:00 AM - 05:00 PM	8.00	012000	8.00						
	Tue 03/10 0	08:00 AM - 05:00 PM	8.00	012000							
	03/11 0	05:30 PM - 00:30 PM	4.00	012000	12.00						
	Wed 03/12 0	08:00 AM	8.00	012000	8.00						
	Thu 03/13 0	09:00 AM - 05:00 PM	7.00	012000	↓ 7.00						
	Fri 03/14 0	09:00 AM - 05:00 PM	7.00	012000	+ 7.00						
	Result: The Add	New Note window	w opens.								
2	In the entry field,	, enter a note.									
3	In the Apply Not	te To field, select t	the timecard elem	ent to which	you want to apply the note.						
	11.7		_	_	,						
	V Add N	low Noto			×						
	Totals	iew note									
	IN Local data										
	C8:00 AM	te due to a high volume of custo	mer orders.								
	08:00 AM										
	05:30 PM										
	08:00 AM										
	09:00 AM Apply Note To	out Out	~								
	09:00 AM	Department									
	B SWE										
	Out Pay Code										
Row											
	IN OUT PAT CODE HOURS DEPARTMENT DAILY TOTALS										
4	In the Reason fie	eld, select a code,	if applicable.								
5	Click Save.										
	Result: The I (note) indicator is now visible on the timecard. You can right-click the note and select Edit or point to										
to display the contents of the note.											
	Man 02/00 03	1000 AM 05:00 DM	PATCODE HOOKS	012000	PALTIVIALS .						
	The 02/00 00	8:00 AM - 05:00 PM	8.00	012000	8.00						
	0340 00	530 PM - 0030 PM	400	012000	+ 12.00						
		8:00 AM . 05:00 PM	400	VILOUV	800						
	Thu 03/12 00	9:00 AM . 05:00 PM			7,00						
	Fri 02/12 00	9:00 AM + 05:00 PM	Hahn, Brenda Note: I worked late due to	a high volume of ou	700						
			stomer orders.		0.00						

#### Adding a Note to an Entire Timecard

#### Step Action 1 Click == (timecard menu) and select Add Note. 3/9/2000 🗰 3/22/2000 👹 Q FIND v Totals Schedule Time Off Balances - OUT 🛄 Use Schedule PAY CODE HOURS DEPARTMENT DAILY TOTALS . Add Note - 05:00 PM 8.00 012000 8.00 6.8 Print Timocard AM - 05:00 PM 8.00 012000 - 09:30 PM 4.00 012000 + 12.00 Wed 03/12 08:00 AM - 05:00 PM 8.00 012000 8.00 Thu 03/13 MA 00:00 - 05:00 PM 700 012000 700 4 Fri 03/14 09:00 AM - 05:00 PM 7.00 012000 7.00 4 Result: The Add New Note window opens. 2 In the entry field, enter a note. 3 In the Reason field, select a code, if applicable. Add New Note Totals I had car trouble on Thursday and Friday and can in to work at 9am both days MA 00:80 MA 00:80 05:30 PM MA 00:80 Timecard Apply Note To: \* × MA 00:00 MA 00:00 Enter Custom Note ~ Enter Custom Note SAVE Car - Car Trouble Child Care - Child Care Issues EDIT - Timecard Edit k 1 (42.00) Week 2 (0.00) INLATE - In Late at Timeclock OUTLATE - Out Late at Timeclock Weather - Inclement Weather 4 Click Save. Result: The location (note) indicator is now visible on the timecard menu. You can right-click the note and select Edit or point to it to display the contents of the note. Current Pay Period Q FIND Totals Schedule Time Off Balances Timeca HOURS DEPARTMENT DAILY TOTALS WE . B Hahn, Brenda Mod. 8/24/2016. 07:01 AM Mon 8.00 012000 8.00 Reason: INLATE - In Late at Timeclock 8.00 012000 Tue Note: I had car trouble on Thursday and Friday and came in to work at 9am both days. 4.00 012000 12.00 Wed 8.00 012000 8.00 - 05:00 PM 7.00 012000 7.00 Thu 03/12 09:00 AM ŧ Fri 03/13 09:00 AM - 05:00 PM 7.00 012000 7.00 Ŧ

# Viewing and Printing Your Timecard

	Click 🗮 (timecard menu).				
	Current Pay Period 🗸	3/9/20XX 🛗	3/22/20XX 🛗	Q FIND	
	<b>Timecard</b>	s Schedu	e Time	Off Balances	
	Result: The timecard menu is displayed	ed.			
	Select Print Timecard.				
	🛱 View Annual Summary				
	Add Noto				
	Add Note				
	Result: The Print Timecard window op	pens.			
4	Select the applicable view and print of	ptions and click Print.			
	Print Timecard				
	View and Print Options:			Ð	PRINT
	Schedules Exceptions Overri	ides 🖌 Notes Signi	ature Lines		_
				Printed: Thursday,	3/26/20XX , 04:38 PM
	Timecard 3/9/20XX - 3/22/20XX (	Current Pay Period)			
	Payroll ID: 000118 Comp	any Code: F1Q Supe	rvisor: Albright, Anthony	(F1Q000127)	
	Employee Approval: Not Approved S	Supervisor Approval: Not	Approved		
	Week 1 In	- Out Pay	Code Hours	Department	Daily Totals
	Mon 03/09 08:30 AM	- 03:30 PM	7.00	012000	7.00

# **Viewing Your Schedule**

You can view your schedule in several different ways, depending on the date range and format that you want to view.

If You Want to View	Then
A month or week at a time	<ol> <li>Select Myself &gt; Time &amp; Attendance &gt; My Schedule.</li> <li>To view a different month, in the Date field, click ♥ (back) or ▶ (forward).</li> <li>To view a week at a time, select Week.</li> <li>MONTH  WEEK</li> <li>Result: One week of your schedule is displayed with each day as a row.</li> <li>Tip: To view each day as a column, click Rotate Week View.</li> </ol>
Your recorded time compared to your scheduled time	<ol> <li>Select Myself &gt; Time &amp; Attendance &gt; Actual vs. Scheduled.</li> <li>To view the actual and scheduled times for other dates, in the Date field, click (calendar) and select a date.</li> <li>Click Find.</li> </ol>

# **Approving Your Timecard**

Step	Action			
1	In the <b>Pay Date Range</b> fields, select the time period that you want to approve and click <b>Find</b> . <b>Result:</b> Your timecard for the selected time period is displayed.			
2	Click Approve Timecard.			
	Current Pay Period v 3/9/20XX 🝵 3/22/20XX 🚔 Q FIND			
	Timecard Totals Schedule Time Off Balances			
	WEEK 1 IN - OUT PAY CODE HOURS DEPARTMENT DAILY TOTALS +			
	Mon 03/09 08:30 AM - 03:30 PM 7.00 012000 , 7.00			
	E Tue 03/10 0B30 AM - 0430 PM 8.00 012000 8.00			
	Wed 03/11 08:30 AM - 07:30 PM 11:00 012000 11:00			
	Result: The Approve Timecard window opens.			
3	Click Approve.			
	Approve Timecard You are about to approve your timecard from 3/9/20XX to 3/22/20XX. This approval is for both time pair and supplemental earnings. Do you want to continue? APPROVE Cancel Result: The Approve Timecard button changes to Approved. APPROVE I V			

# Logging out of ADP

### Starting Point: Top left hand corner of your screen

Beside your name is an icon with an arrow pointing to the right. Click on this icon to log out of ADP.

