

Essential Time & Attendance Employee Basics: For Employees Who Clock In & Out



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.

Viewing Your Timecard

Starting Point: Myself > Time & Attendance > My 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.

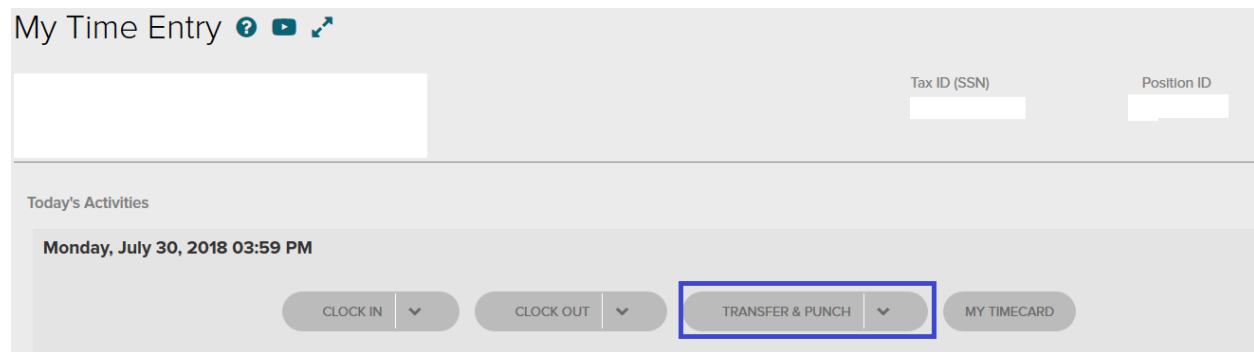
Range of Dates		7/29/2018	8/11/2018	Q FIND	Show Pay Class		
Timecard	Totals	Schedule	Time Off Balances				
WEEK 1	IN - OUT	PAY CODE	HOURS	COST NUMBER	DAILY TOTALS	REGULAR	OVERTIME
Sun 07/22	-		0:00		0:00	0:00	0:00
Mon 07/23	08:00 AM - 11:00 AM		3:00	111520SA	3:00	0:00	0:00
Tue 07/24	-		0:00		0:00	0:00	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
WEEK 1 TOTALS					14:00	0:00	0:00

Recording Your Time

Depending on your company's features, your Home page may display clocking buttons to make your time-entry tasks quickly accessible. Your Home page may display additional shortcut and task buttons, as well. If your Home page doesn't include the My Time portlet, you can locate these buttons on the My Time Entry page.

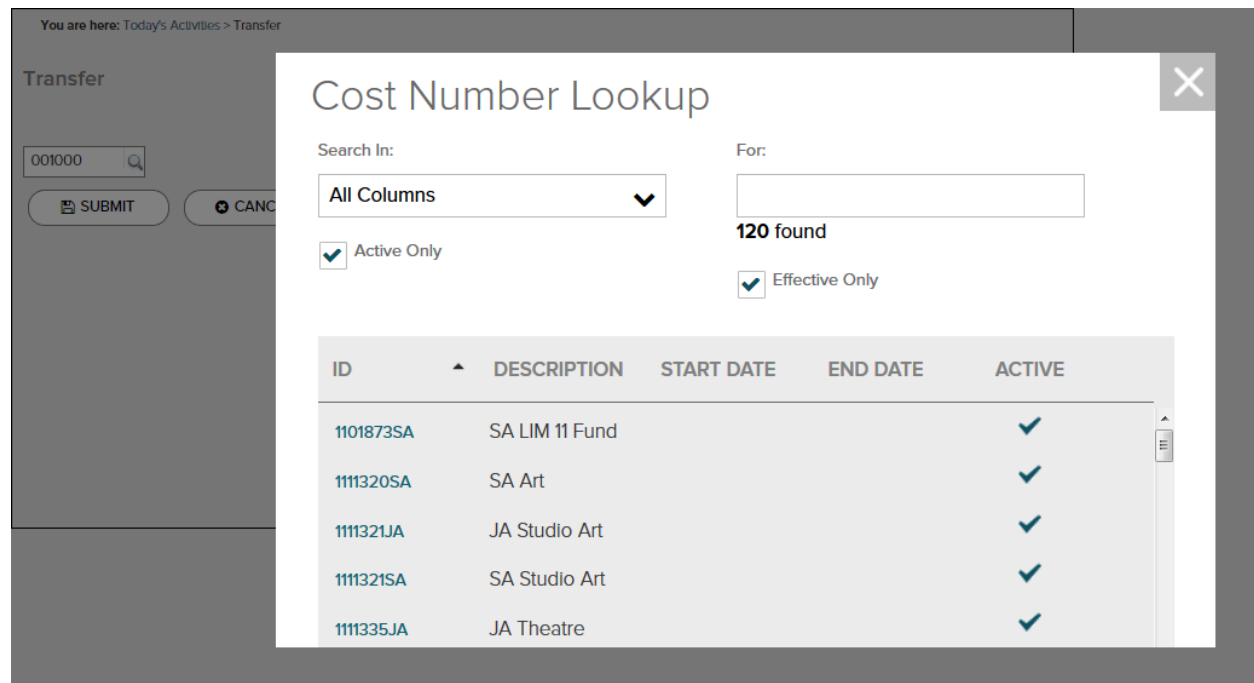
Starting Point: Home or Myself > Time & Attendance > My Time Entry

Click "TRANSFER & PUNCH" button for all IN punches because a COST NUMBER (position) is required. Use the same button to transfer into other Cost Numbers (positions) throughout the day. Use "CLOCK OUT" button when leaving for the day or for a lunch break. Please note: You may click the drop-down arrow next to the button to add notes when you punch.



The screenshot shows the 'My Time Entry' interface. At the top right, there are input fields for 'Tax ID (SSN)' and 'Position ID'. Below this, a section titled 'Today's Activities' shows the date and time: 'Monday, July 30, 2018 03:59 PM'. At the bottom of this section, there are four buttons: 'CLOCK IN', 'CLOCK OUT', 'TRANSFER & PUNCH', and 'MY TIMECARD'. The 'TRANSFER & PUNCH' button is highlighted with a blue box.

Cost number screen will appear. Choose the proper position you are working from the list available and click Submit.



The screenshot shows a 'Cost Number Lookup' dialog box. It has a search bar with '001000' entered and a 'SUBMIT' button. Below the search bar, there are two checkboxes: 'Active Only' (checked) and 'Effective Only' (checked). The dialog displays a table with the following data:

ID	DESCRIPTION	START DATE	END DATE	ACTIVE
1101873SA	SA LIM 11 Fund			✓
1111320SA	SA Art			✓
1111321JA	JA Studio Art			✓
1111321SA	SA Studio Art			✓
1111335JA	JA Theatre			✓

Results: A success message is displayed. Your punch is recorded, and your time is charged to the selected department or job until you record another punch.

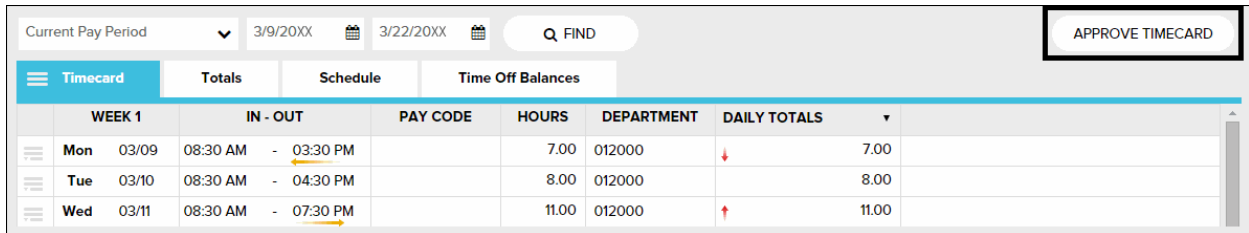


Approving Your Timecard

Starting Point: Myself > Time & Attendance > My Timecard

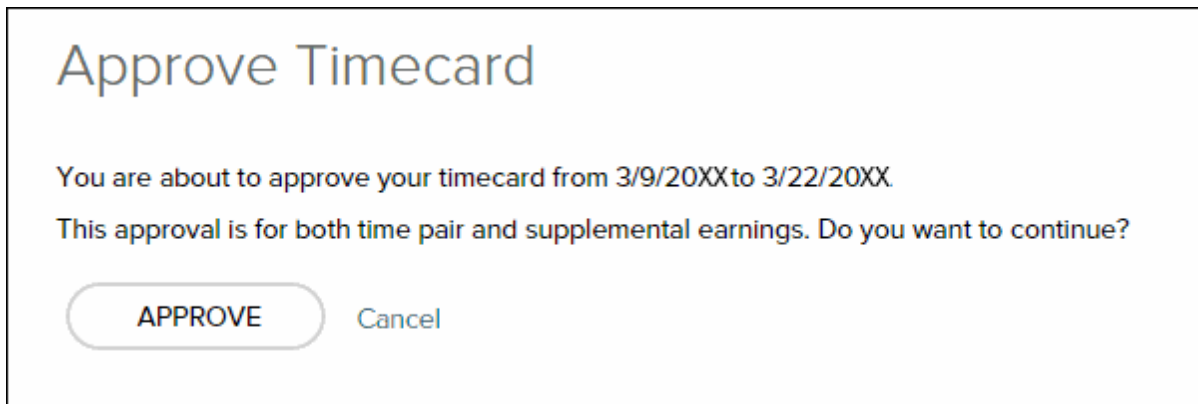
Step 1 - In the **Pay Date Range** fields, select the time period that you want to approve and click **Find**. **Result:** Your timecard for the selected time period is displayed.

Step 2 - Click **Approve Timecard**. **Result:** The Approve Timecard window opens.



WEEK 1		IN - OUT		PAY CODE	HOURS	DEPARTMENT	DAILY TOTALS
Mon	03/09	08:30 AM	- 03:30 PM		7.00	012000	7.00
Tue	03/10	08:30 AM	- 04:30 PM		8.00	012000	8.00
Wed	03/11	08:30 AM	- 07:30 PM		11.00	012000	11.00

Step 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.



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.

