

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



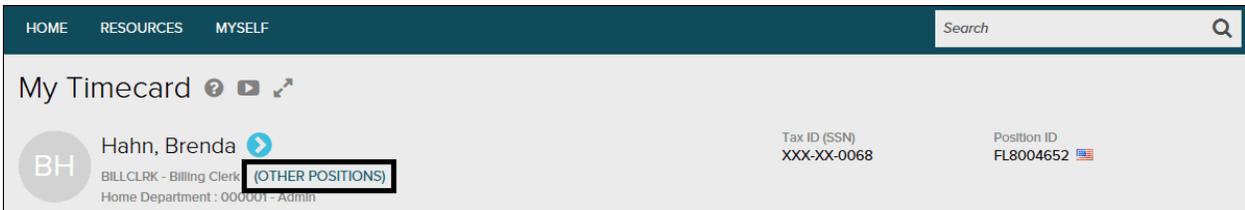
## Overview

This job aid guides you through some of the basic Time & Attendance tasks that you will complete. For more information, see online Help.

### If You Hold More than One Position

If you hold more than one position, make sure that you are performing the time-related activities for the correct position.

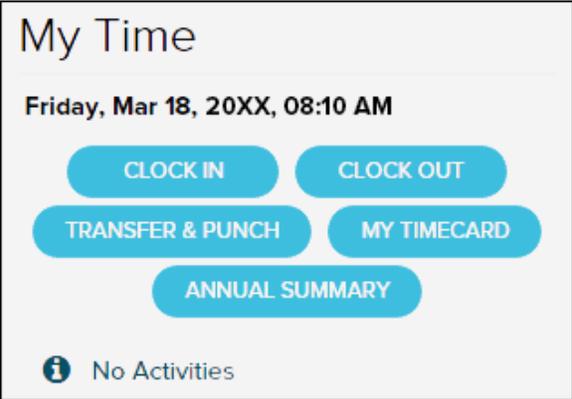
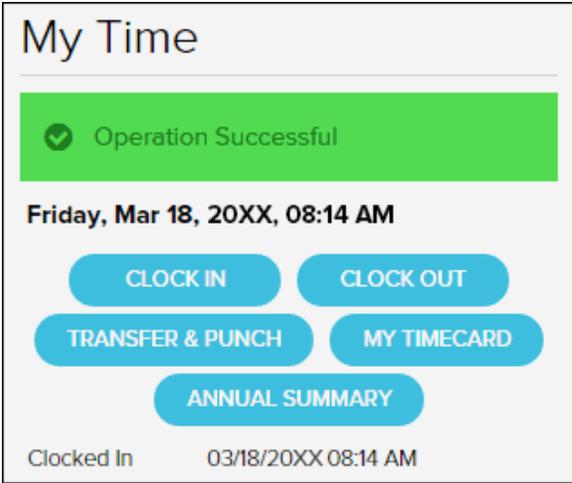
**Starting Point: Myself > Time & Attendance > My Timecard**

Step	Action
1	<p>Click <b>Other Positions</b>.</p>  <p>The screenshot shows the 'My Timecard' interface. At the top, there are navigation tabs for 'HOME', 'RESOURCES', and 'MYSELF', along with a search bar. Below the title 'My Timecard', there is a user profile for 'Hahn, Brenda' with a circular icon containing 'BH'. Underneath the name, it says 'BILLCLRK - Billing Clerk' and 'Home Department : 000001 - Admin'. To the right of the name, there is a blue arrow icon and a box around the text '(OTHER POSITIONS)'. Further right, it displays 'Tax ID (SSN) XXX-XX-0068' and 'Position ID FL8004652' with a small US flag icon.</p>
2	<p>Select the position for which you are performing the time-related activities.</p>

## Recording Your Time: Home Page

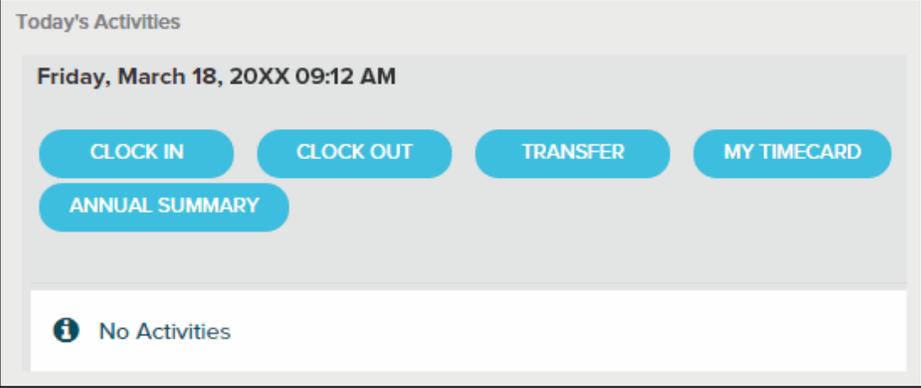
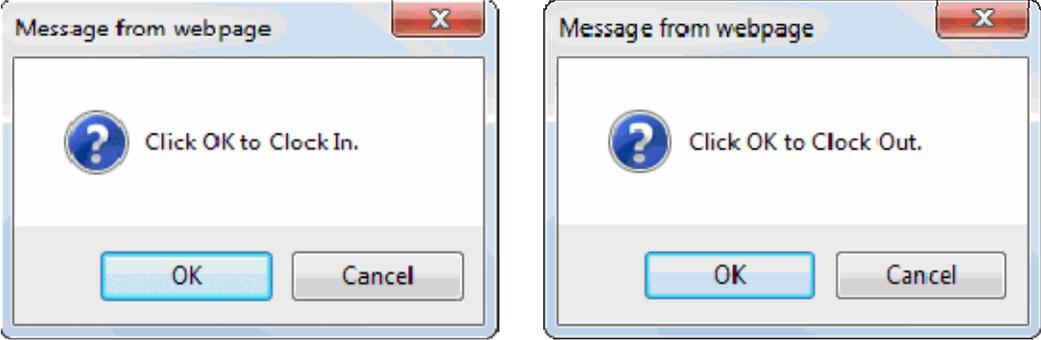
Depending on your company's features, your Home page may display clocking buttons to make your time-entry tasks quickly accessible. Your Home page may display additional shortcut and task buttons, as well.

### Starting Point: Home

Step	Action
1	<p>Click <b>Clock In</b> or <b>Clock Out</b> as appropriate.</p>  <p><b>Result:</b> A success message and your clocking time are displayed.</p> 

## Recording Your Time: My Time Entry Page

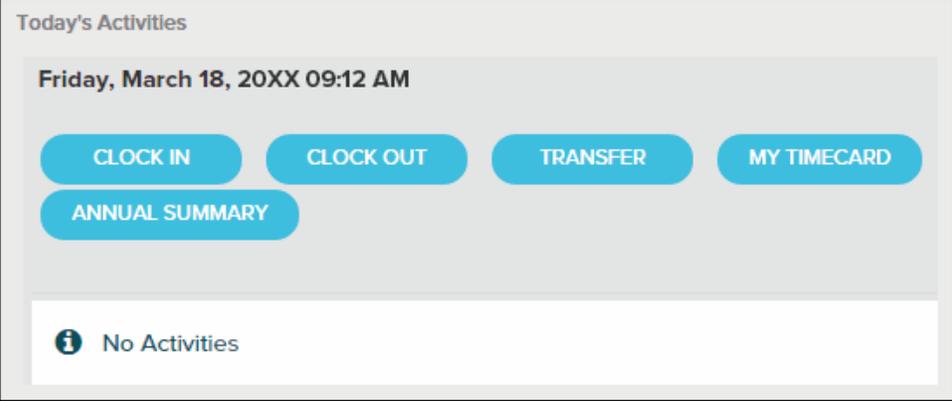
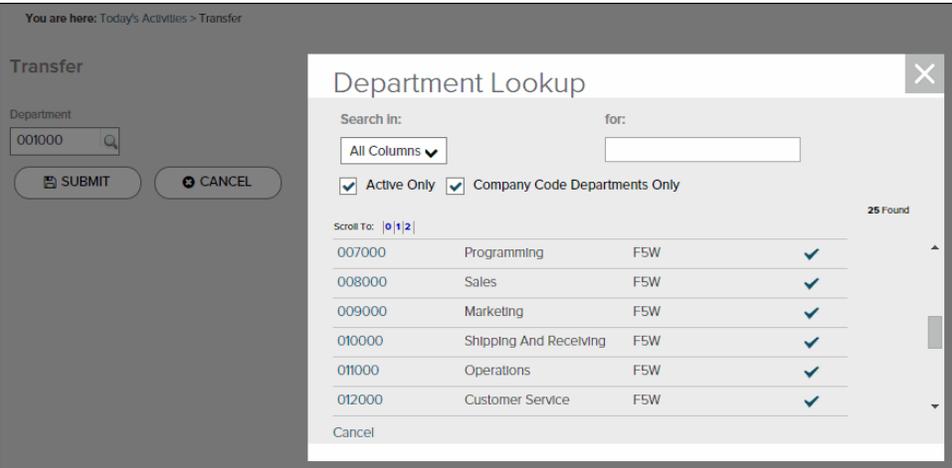
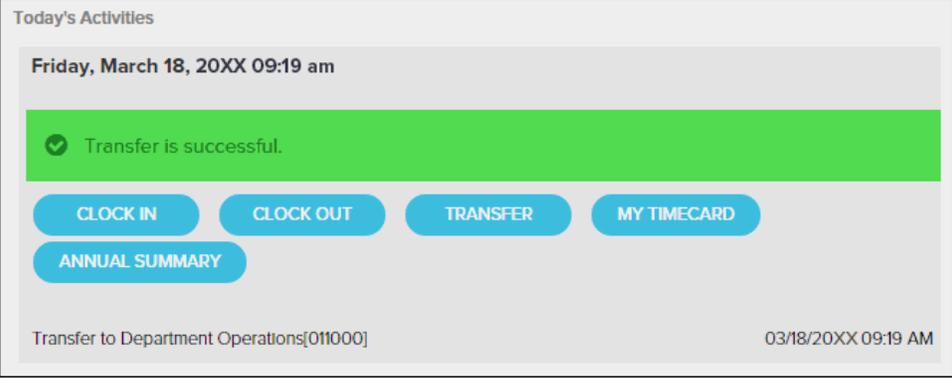
Starting Point: **Myself > Time & Attendance > My Time Entry**

Step	Action
1	<p>Click <b>Clock In</b> or <b>Clock Out</b> as appropriate.</p> 
2	<p>Click <b>OK</b>.</p>  <p><b>Result:</b> A success message and your clocking time are displayed.</p>

**Note:** Some companies require employees to click the Lunch Out button when they clock out for lunch, while others require employees to click the Clock Out button. If you are not sure which button to use, contact your supervisor.

## Recording Your Time Worked in Another Department or Job

Starting Point: **Myself > Time & Attendance > My Time Entry**

Step	Action
1	<p>If you worked in a department other than your home department, click <b>Transfer</b>.</p> 
2	<p>In the <b>Department</b> or <b>Job</b> field, click  (search).  <b>Result:</b> A lookup list is displayed.</p>
3	<p>Select the job or department in which you will work.</p> 
4	<p>Click <b>Submit</b>.</p>  <p><b>Results:</b> 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.</p>

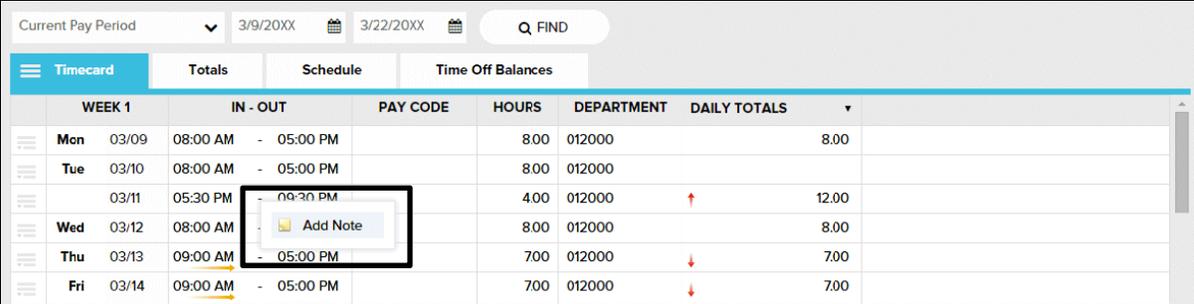
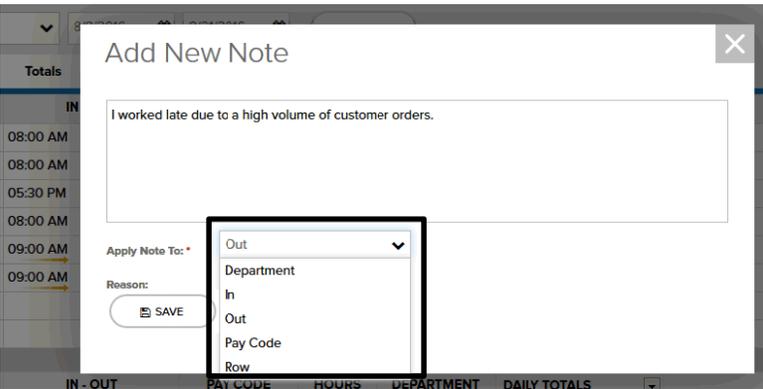
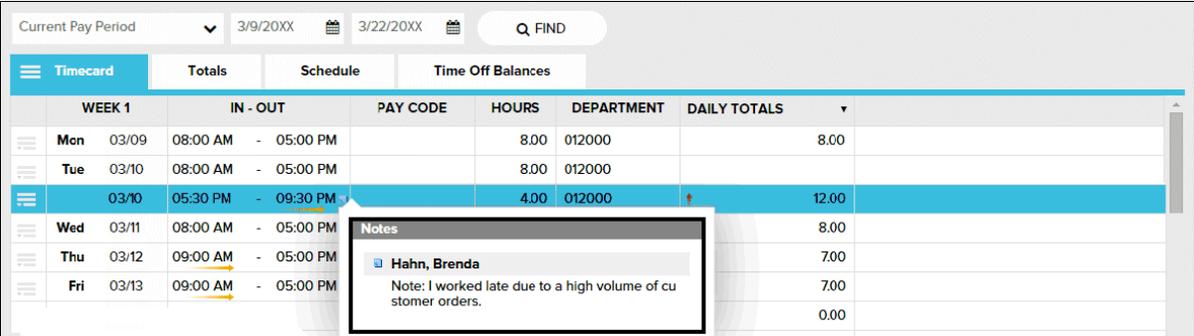
## Adding Notes to Your Timecard

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.

**Tip:** Want to see a short demonstration on how to add notes to your timecard? Click [here](#) and enter your ADP Workforce Now user name and password.

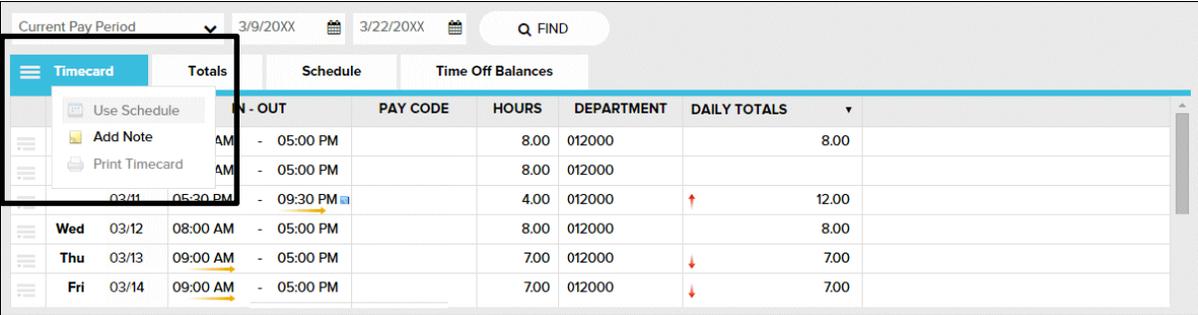
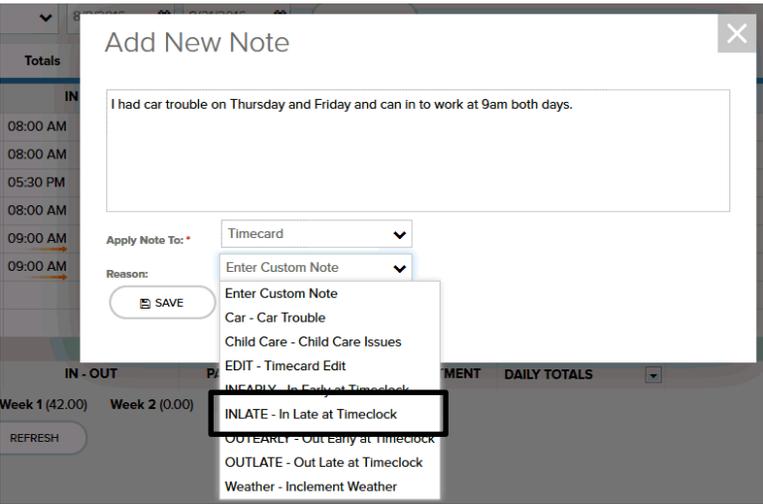
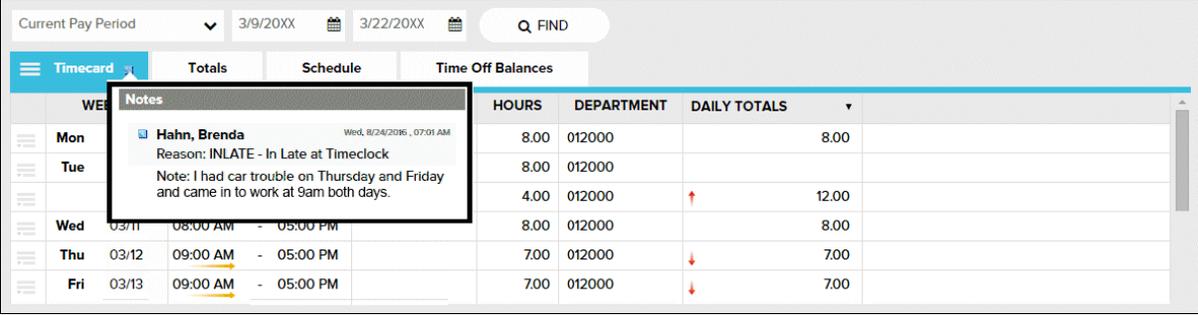
### Adding a Note to a Timecard Transaction or Row

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

Step	Action
1	<p>Click  (row menu) or right-click on a transaction such as an <b>In</b> or <b>Out</b> time and select <b>Add Note</b>.</p>  <p><b>Result:</b> The Add New Note window opens.</p>
2	<p>In the entry field, enter a note.</p>
3	<p>In the <b>Apply Note To</b> field, select the timecard element to which you want to apply the note.</p> 
4	<p>In the <b>Reason</b> field, select a code, if applicable.</p>
5	<p>Click <b>Save</b>.</p> <p><b>Result:</b> The  (note) indicator is now visible on the timecard. You can right-click the note and select Edit or point to it to display the contents of the note.</p> 

## Adding a Note to an Entire Timecard

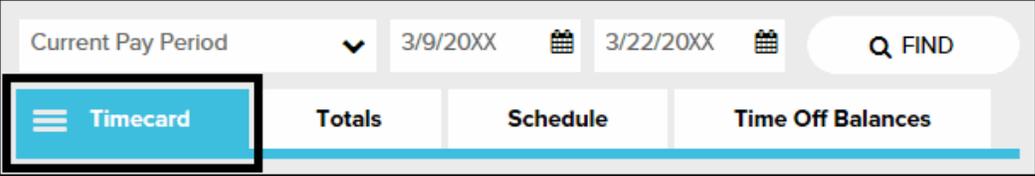
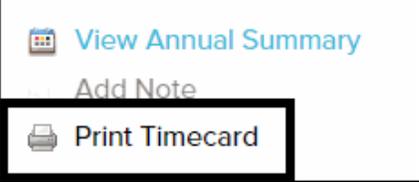
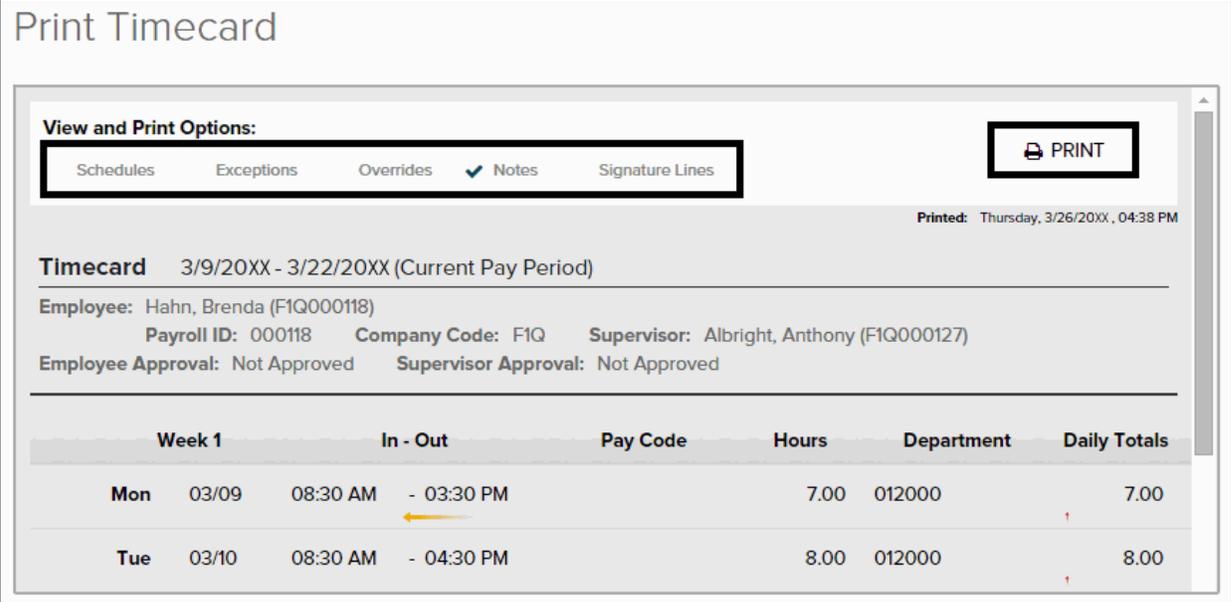
Starting Point: **Myself > Time & Attendance > My Timecard**

Step	Action
1	<p>Click  (timecard menu) and select <b>Add Note</b>.</p>  <p><b>Result:</b> The Add New Note window opens.</p>
2	<p>In the entry field, enter a note.</p>
3	<p>In the <b>Reason</b> field, select a code, if applicable.</p> 
4	<p>Click <b>Save</b>.</p> <p><b>Result:</b> The  (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.</p> 

## Viewing and Printing Your Timecard

**Tip:** Want to see a short demonstration on how to print your timecard? Click [here](#) and enter your ADP Workforce Now user name and password.

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

Step	Action
1	In the <b>Pay Date Range</b> fields, select the time period that you want to view and click <b>Find</b> . <b>Result:</b> Your timecard for the selected time period is displayed.
2	Click  (timecard menu).  <b>Result:</b> The timecard menu is displayed.
3	Select <b>Print Timecard</b> .  <b>Result:</b> The Print Timecard window opens.
4	Select the applicable view and print options and click <b>Print</b> . 
5	Click <b>Done</b> .

## Approving Your Timecard, if Required

**Tip:** Want to see a short demonstration on how to approve your timecard? Click [here](#) and enter your ADP Workforce Now user name and password.

**Starting Point:** [Myself](#) > [Time & Attendance](#) > [My Timecard](#)

Step	Action
1	<p>In the <b>Pay Date Range</b> fields, select the time period that you want to approve and click <b>Find</b>.</p> <p><b>Result:</b> Your timecard for the selected time period is displayed.</p>
2	<p>Click <b>Approve Timecard</b>.</p> <p><b>Result:</b> The Approve Timecard window opens.</p>
3	<p>Click <b>Approve</b>.</p> <p><b>Result:</b> The Approve Timecard button changes to Approved, and a green check mark is displayed.</p>

## Viewing Your Schedule

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

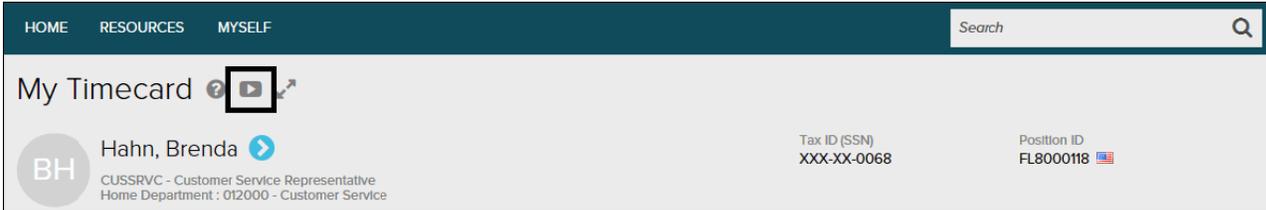
**Tip:** Want to see a short demonstration on how to view your schedule? Click [here](#) and enter your ADP Workforce Now user name and password.

If You Want to View	Then
The current week's schedule	Select <b>Myself &gt; Time &amp; Attendance &gt; Schedule at a Glance</b> .
One month at a time	<ol style="list-style-type: none"> <li>1. Select <b>Myself &gt; Time &amp; Attendance &gt; Monthly Schedule</b>.</li> <li>2. To view a different month, in the <b>Date</b> field, click  (calendar) and select a date.</li> <li>3. Click <b>Find</b>.</li> </ol>
Your recorded time compared to your scheduled time	<ol style="list-style-type: none"> <li>1. Select <b>Myself &gt; Time &amp; Attendance &gt; Actual vs. Scheduled</b>.</li> <li>2. To view the actual and scheduled times for other dates, in the <b>Date</b> field, click  (calendar) and select a date.</li> <li>3. Click <b>Find</b>.</li> </ol>

## 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.

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

Step	Action
1	<p>In the upper left of the page, click  (learning bytes).</p>  <p><b>Result:</b> The learning bytes menu is displayed.</p>
2	<p>Select the desired learning byte.</p> <p><b>Result:</b> A short video demonstration launches.</p>
3	<p>To exit the learning byte, click  (close) in the upper-right corner of the window.</p>

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