# ADP Workforce Now 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.

| Step | Action  |                             |                            |   |
|------|---|-----------------------------|----------------------------|---|
| 1    | Click Other Positions.  |                             |                            |   |
|      | HOME RESOURCES MYSELF   |                             | Search                     | Q |
|      | My Timecard 🛿 🗖 🖍   |                             |                            |   |
|      | BH Hahn, Brenda<br>BILLCLRK - Billing Clerk (OTHER POSITIONS)<br>Home Department : 000001 - Admin | Tax ID (SSN)<br>XXX-XX-0068 | Position ID<br>FL8004652 🖼 |   |
| 2    | Select the position for which you are performing the time-related activiti                        | es.                         |                            |   |

# **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    | Click Clock In or Clock Out as appropriate.          |              |
|      | My Time  |              |
|      | Friday, Mar 18, 20XX, 08:10 AM                       |              |
|      | CLOCK IN CLOCK OUT                                   |              |
|      | TRANSFER & PUNCH MY TIMECARD                         |              |
|      | ANNUAL SUMMARY                                       |              |
|      | No Activities  |              |
|      | Result: A success message and your clocking time are | e displayed. |
|      | My Time  |              |
|      | Operation Successful                                 |              |
|      | Friday, Mar 18, 20XX, 08:14 AM                       |              |
|      | CLOCK IN CLOCK OUT                                   |              |
|      | TRANSFER & PUNCH MY TIMECARD                         |              |
|      | ANNUAL SUMMARY                                       |              |
|      | Clocked In 03/18/20XX 08:14 AM                       |              |

## **Recording Your Time: My Time Entry Page**

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

| Step | Action  |
|------|---|
| 1    | Click Clock In or Clock Out as appropriate.                     |
|      | Today's Activities  |
|      | Friday, March 18, 20XX 09:12 AM                                 |
|      | CLOCK IN CLOCK OUT TRANSFER MY TIMECARD<br>ANNUAL SUMMARY       |
|      | No Activities   |
| 2    | Click OK.   |
|      | Message from webpage  |
|      | Click OK to Clock In.   |
|      | OK Cancel OK Cancel   |
|      | Result: A success message and your clocking time are displayed. |

**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**

| Step  | Action                                      |                    |                        |              |            |                            |  |
|---|---|--------------------|------------------------|--------------|------------|----------------------------|--|
| 1 If you worked in a department other than your home department, click <b>Transfer.</b> |   |                    |                        |              |            |                            |  |
|   | Today's Activities                          |                    |                        |              |            |                            |  |
|   | Friday, March 18, 20XX 09:12 AM             |                    |                        |              |            |                            |  |
|   |   |                    |                        |              |            |                            |  |
|   |   |                    | TDANIC                 |              |            |                            |  |
|   | CLOCK IN                                    | LUCK OUT           | TRAINSI                | EK           |            |                            |  |
|   | ANNUAL SUMMARY                              |                    |                        |              |            |                            |  |
|   |   |                    |                        |              |            |                            |  |
|   |   |                    |                        |              |            |                            |  |
|   | No Activities                               |                    |                        |              |            |                            |  |
|   |   |                    |                        |              |            |                            |  |
|   |   |                    |                        |              |            |                            |  |
| 2   | In the Department or Job fiel               | d, click ${f Q}$ ( | search).               |              |            |                            |  |
|   | Result: A lookup list is display            | /ed.               |                        |              |            |                            |  |
| 3   | Select the job or department i              | n which you        | will work.             |              |            |                            |  |
|   | You are here: Today's Activities > Transfer |                    |                        |              |            |                            |  |
|   | Transfer                                    | Dopartm            | ont Lookup             |              |            | ×                          |  |
|   | Department                                  | Search in:         |                        | Dr:          |            |                            |  |
|   | 001000 Q                                    | All Columns 🗸      |                        |              |            |                            |  |
|   |   | Active Only        | Company Code Depart    | ments Only   |            |                            |  |
|   |   | Scroll To: 012     |                        |              |            | 25 Found                   |  |
|   |   | 007000             | Programming            | F5W          | <b>*</b>   | <b>^</b>                   |  |
|   |   | 009000             | Marketing              | F5W          |            |                            |  |
|   |   | 010000             | Shipping And Receiving | F5W          | ✓          |                            |  |
|   |   | 011000             | Operations             | F5W          | <b>*</b>   |                            |  |
|   |   | Cancel             | Customer service       | FSW          | <b>~</b>   | •                          |  |
|   |   |                    |                        |              | _          |                            |  |
| 1   | Click Submit                                |                    |                        |              |            |                            |  |
| -   |   |                    |                        |              |            |                            |  |
|   | Today 5 Activities                          |                    |                        |              |            |                            |  |
|   | Friday, March 18, 20XX 09:19 a              | m                  |                        |              |            |                            |  |
|   |   |                    |                        |              |            |                            |  |
|   | Transfer is successful.                     |                    |                        |              |            |                            |  |
|   |   | OUT                | TRANSFER               | MY TIMECARD  |            |                            |  |
|   |   |                    |                        |              |            |                            |  |
| ANNUAL SUMMARY  |   |                    |                        |              |            |                            |  |
|   | Transfor to Dopartment Operations()         | 110001             |                        |              | 02/10/2022 | 00:10 AM                   |  |
|   | Transfer to Department Operations[0         |                    |                        |              | 03/18/20XX | 05.15 AW                   |  |
|   | Results: A success messa                    | ge is displa       | ayed. Your pun         | ch is record | led, and y | our time is charged to the |  |
|   | selected department or job                  | until you re       | ecord another          | ounch.       |            |                            |  |

## **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 <u>here</u> 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    | 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> . |
|      | 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 08:00 AM - 05:00 PM 8:00 012000 8:00  |
|      | Tue 03/10 08:00 AM - 05:00 PM 8:00 012000   |
|      | Wed         03/12         08:00 AM         Image: Add Note         8:00         012:000         8:00                    |
|      | Thu 03/13 09:00 AM - 05:00 PM 700 012000 J 7.00   |
|      | Fri 03/14 09:00 AM - 05:00 PM 700 012000 J 7.00   |
|      | Result: The Add New Note window opens.  |
| 2    | In the entry field, enter a note.   |
| 3    | In the Apply Note To field, select the timecard element to which you want to apply the note.                            |
|      |   |
|      | Add New Note  |
|      | Totals  |
|      | IN I worked late due to a high volume of customer orders.   |
|      | 08:00 AM  |
|      | 05:00 AM  |
|      | 00:00 AM  |
|      | 09:00 AM Apply Note To: * Out   |
|      | 09:00 AM Reason: b  |
|      | □ SAVE Out  |
|      | Pay Code  |
|      | IN - OUT PAY CODE HOURS DEPARTMENT DAILY TOTALS   |
| 4    | In the <b>Reason</b> field, select a code, if applicable.   |
| 5    | Click Save  |
| 5    | Becult: The (note) indicator is now visible on the timesard. You can right dick the note and select Edit or point to it |
|      | to display the contents of the note.  |
|      | 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 08:00 AM - 05:00 PM 8:00 012000 8:00  |
|      | Tue 03/10 08:00 AM - 05:00 PM 8.00 012000   |
|      | Wed         03/11         08:00 PM         - 05:00 PM         Notes         8:00  |
|      | Thu 03/12 09:00 AM - 05:00 PM   |
|      | Fri 03/13 09:00 AM - 05:00 PM Note: I worked late due to a high volume of cu 7.00                                       |
|      | stomer orders. 0.00   |
|      |   |

# Adding a Note to an Entire Timecard

| Step                                    | Action  |                    |                                      |                   |  |  |
|---|---|--------------------|--------------------------------------|-------------------|--|--|
| 1                                       | Click 🗮 (timecard menu) and select Add N  | ote.               |                                      |                   |  |  |
|   | Current Pay Period 👽 3/9/20XX 🚔 3/22/20XX 🚔   | Q FIND             |                                      |                   |  |  |
|   | Timecard Totals Schedule Time Off Balances  |                    |                                      |                   |  |  |
|   | Use Schedule IN - OUT PAY CODE  | HOURS DEPARTMENT   | DAILY TOTALS 🔻                       | <u>^</u>          |  |  |
|   | Add Note AM - 05:00 PM  | 8.00 012000        | 8.00                                 |                   |  |  |
|   | AM - 05:00 PM   | 8.00 012000        | 12.00                                |                   |  |  |
|   | Wed 03/12 08:00 AM - 05:00 PM   | 8.00 012000        | 8.00                                 |                   |  |  |
|   | Thu 03/13 09:00 AM - 05:00 PM   | 7.00 012000        | ↓ 7.00                               |                   |  |  |
|   | Fri 03/14 09:00 AM - 05:00 PM   | 7.00 012000        | ↓ 7.00                               |                   |  |  |
|   | Result: The Add New Note window opens.  |                    |                                      |                   |  |  |
| 2                                       | In the entry field, enter a note.   |                    |                                      |                   |  |  |
| 3                                       | In the <b>Reason</b> field, select a code, if applica                                       | ble.               |                                      |                   |  |  |
|   |   |                    | ×                                    |                   |  |  |
|   | Totals  |                    |                                      |                   |  |  |
|   | IN I had car trouble on Thursday and Friday and can in to work a                            | at 9am both days.  |                                      |                   |  |  |
|   | 08:00 AM  |                    |                                      |                   |  |  |
|   | 05:30 PM  |                    |                                      |                   |  |  |
|   | 08:00 AM  |                    |                                      |                   |  |  |
|   | 09:00 AM Apply Note To:  Timecard   |                    |                                      |                   |  |  |
|   | 09:00 AM Reason: Enter Custom Note  |                    |                                      |                   |  |  |
|   | Car - Car Trouble   |                    |                                      |                   |  |  |
|   | Child Care - Child Care Issues  | _                  |                                      |                   |  |  |
|   | IN - OUT P/ EDIT = Inited in Early at Timeslock   | NT DAILY TOTALS    |                                      |                   |  |  |
|   | INLATE - In Late at Timeclock   |                    |                                      |                   |  |  |
|   | OUTEARLY - Out Early at Timeclock OUTLATE - Out Late at Timeclock                           |                    |                                      |                   |  |  |
|   | Weather - Inclement Weather   |                    |                                      |                   |  |  |
| 4                                       | Click Save.   |                    |                                      |                   |  |  |
|   | Result: The 💶 (note) indicator is now visible   | on the timecard me | enu. You can right-click the note an | id select Edit or |  |  |
|   | point to it to display the contents of the note.  |                    |                                      |                   |  |  |
|   | Current Pay Period 🗸 3/9/20XX 🚔 3/22/20XX 🚔 Q FIND  |                    |                                      |                   |  |  |
|   | Timecard X Totals Schedule Time Off Balances  |                    |                                      |                   |  |  |
| WEI Notes HOURS DEPARTMENT DAILY TOTALS |   |                    |                                      |                   |  |  |
|   | Mon Hahn, Brenda Wed, 8/24/2016, 07:01 AM   | 8.00 012000        | 8.00                                 |                   |  |  |
|   | Tue Reason: INLATE - In Late at Timeclock<br>Note: I had car trouble on Thursday and Friday | 8.00 012000        |                                      |                   |  |  |
|   | and came in to work at 9am both days.   | 4.00 012000        | t 12.00                              |                   |  |  |
|   | Wed 03/11 08:00 AM - 05:00 PM   | 8.00 012000        | 8.00                                 |                   |  |  |
|   | Fri 03/13 09:00 AM - 05:00 PM   | 7.00 012000        | 700                                  |                   |  |  |
|   |   |                    |                                      |                   |  |  |

## **Viewing and Printing Your Timecard**

**Tip:** Want to see a short demonstration on how to print your timecard? Click <u>here</u> and enter your ADP Workforce Now user name and password.

| 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> .<br><b>Result:</b> Your timecard for the selected time period is displayed. |  |  |  |  |  |
| 2    | Click (timecard menu).   |  |  |  |  |  |
|      | Current Pay Period 🗸 3/9/20XX 🗰 3/22/20XX 🗰 Q FIND   |  |  |  |  |  |
|      | Timecard Totals Schedule Time Off Balances   |  |  |  |  |  |
|      | Result: The timecard menu is displayed.  |  |  |  |  |  |
| 3    | Select Print Timecard.   |  |  |  |  |  |
|      | View Annual Summary  |  |  |  |  |  |
|      | Add Note   |  |  |  |  |  |
|      | Print Timecard   |  |  |  |  |  |
|      | Result: The Print Timecard window opens.   |  |  |  |  |  |
| 4    | Select the applicable view and print options and click <b>Print</b> .  |  |  |  |  |  |
|      | Print Timecard   |  |  |  |  |  |
|      |  |  |  |  |  |  |
|      | Schedules Exceptions Overrides View Signature Lines  |  |  |  |  |  |
|      | Printed: Thursday, 3/26/20XX, 04:38 PM   |  |  |  |  |  |
|      | Timecard         3/9/20XX - 3/22/20XX (Current Pay Period)   |  |  |  |  |  |
|      | Employee: Hahn, Brenda (F1Q000118)<br>Payroll ID: 000118 Company Code: F1Q Supervisor: Albright, Anthony (F1Q000127)   |  |  |  |  |  |
|      | Employee Approval: Not Approved 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   |  |  |  |  |  |
|      | Tue 03/10 08:30 AM - 04:30 PM 8.00 012000 8.00   |  |  |  |  |  |
| 5    | Click Done.  |  |  |  |  |  |

# Approving Your Timecard, if Required

**Tip:** Want to see a short demonstration on how to approve your timecard? Click <u>here</u> and enter your ADP Workforce Now user name and password.

| Step | Action  |  |  |  |  |
|------|---|--|--|--|--|
| 1    | In <b>the Pay Date Range</b> fields, select the time period that you want to approve and click <b>Find</b> .<br><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  |  |  |  |  |
|      | 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  |  |  |  |  |
|      | 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, and a green check mark is displayed.         Image: Approve Timecard button changes to Approved, and a green check mark is displayed. |  |  |  |  |

## **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 <u>here</u> and enter your ADP Workforce Now user name and password.

| If You Want to View                                   | Then   |  |  |  |
|---|--|--|--|--|
| The current week's schedule                           | Select Myself > Time & Attendance > Schedule at a Glance.  |  |  |  |
| One month at a time                                   | <ol> <li>Select Myself &gt; Time &amp; Attendance &gt; Monthly Schedule.</li> <li>To view a different month, in the Date field, click (calendar) and select a date.</li> <li>Click Find.</li> </ol>                                  |  |  |  |
| Your recorded time compared to<br>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> |  |  |  |

## 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   |                             | Search                   | Q |  |  |
|      | My Timecard 🛛 🗖 🖍   |                             |                          |   |  |  |
|      | BH Hahn, Brenda O<br>CUSSRVC - Customer Service Representative<br>Home Department : 012000 - Customer Service | Tax ID (SSN)<br>XXX-XX-0068 | Position ID<br>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 $old S$ (close) in the upper-right corner of the v                           | window.                     |                          |   |  |  |

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