CALIFORNIA STATE UNIVERSITY, DOMINGUEZ HILLS
FOUNDATION

ADP 3rd Information Session

Employee Guide to Clocking In and out in ADP Time & Attendance

Hourly (non-exempt) employees only

Thursday, May 17, 2018

Welcome!

We are glad you are here to learn about timecard basics for hourly (non-exempt) employees.

Time & Attendance Workflow Process

Employees

Perform Time Entry

→

Supervisor/ Timekeeper

Edit & Approve Timecards

→

Payroll Administrator

Prepare for Payroll for Processing

The Employee's Role
➢ Clocks in/out in the system
➢ View own timesheet, schedule, and personal and attendance information
➢ Send attendance notification to supervisors and request time off in the system
➢ Notify supervisor if you forget to clock in/out or double clock in/out

**The Manager/Supervisor/Timekeeper's Role**
➢ Corrects timecards
➢ Assigns employees schedules
➢ Approves employee timecards and time-off request
➢ Generate time and attendance reports for audit and compliance purposes
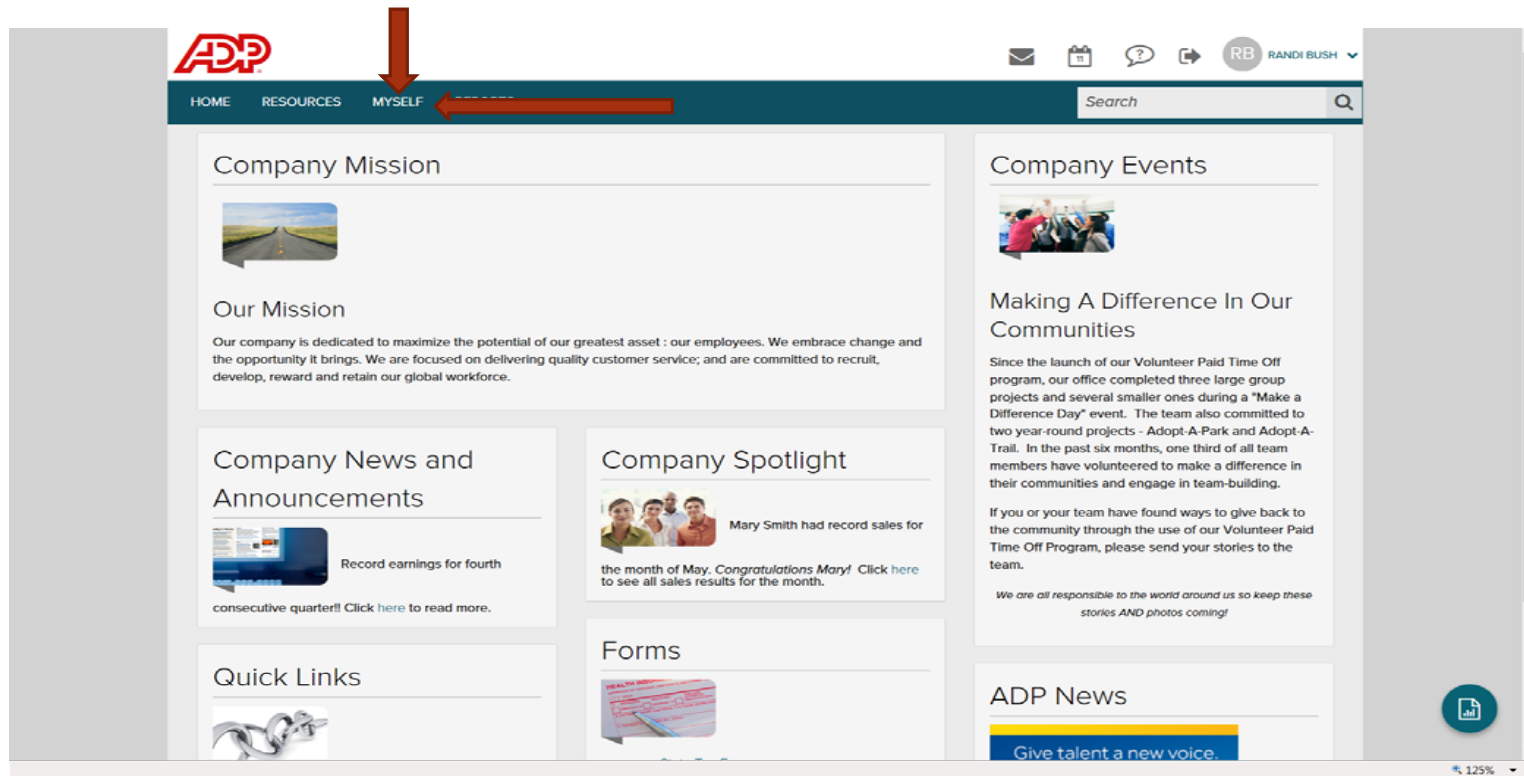
The Payroll Administrator's Role
➢ Sends email notifications
➢ Reviews time and attendance submissions
➢ Locks timecards
➢ Processes payroll
➢ Generates time and attendance and payroll reports for adherence to wage and hour compliance

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ADP Workforce Now

▶ www.workforcenow.adp.com

▶ Login Page
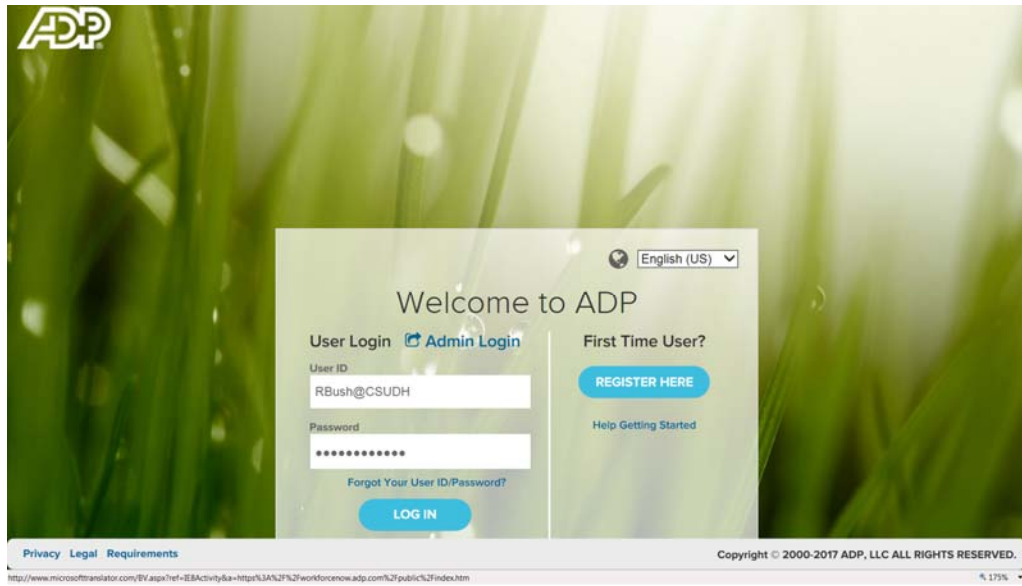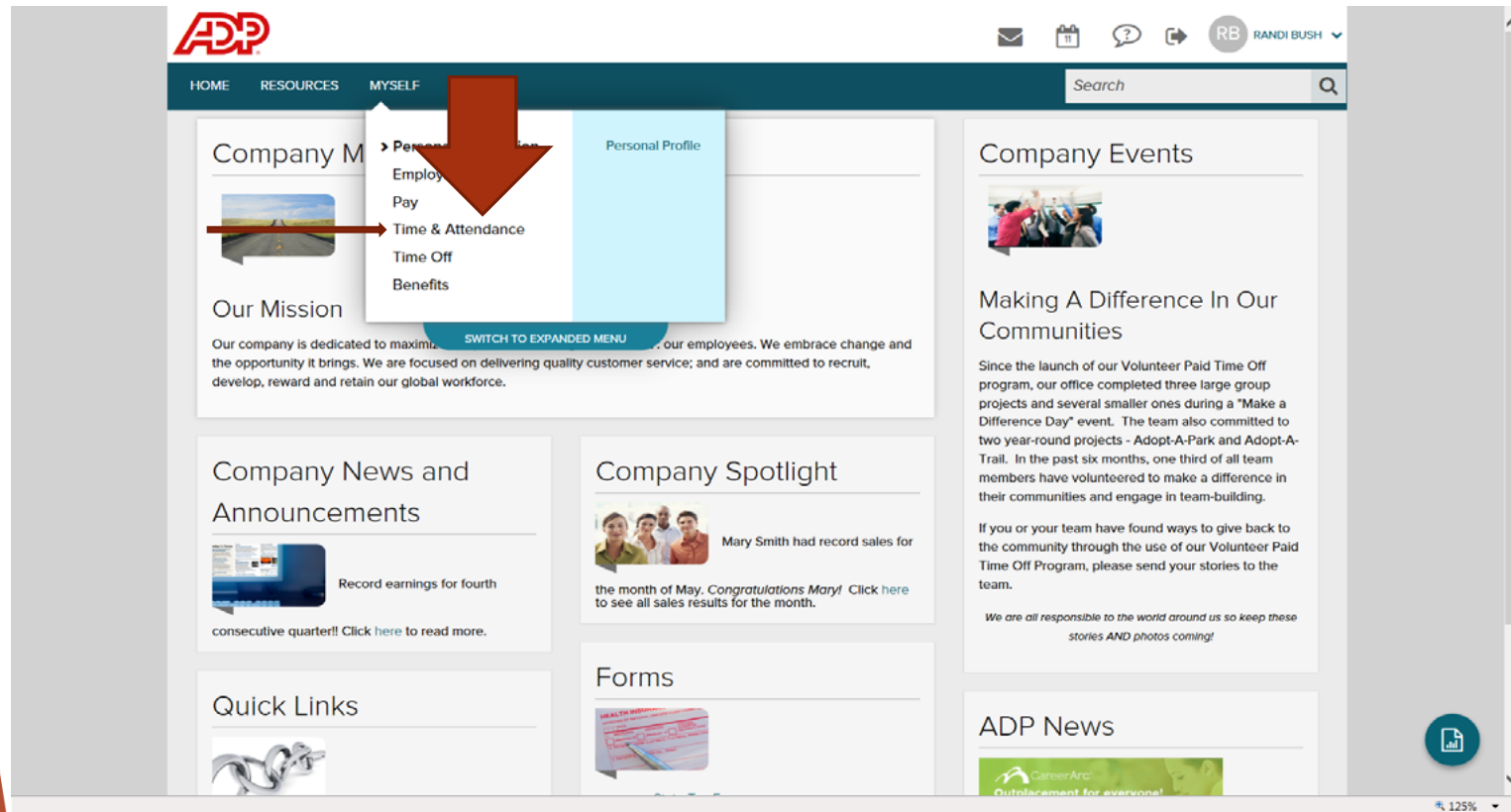
Time & Attendance Home Page

Menus

The menus and activities that are available to you depend on your assigned roles, security settings, and the modules that the Foundation uses. The following table describes the available menus for hourly (non-exempt) employees.
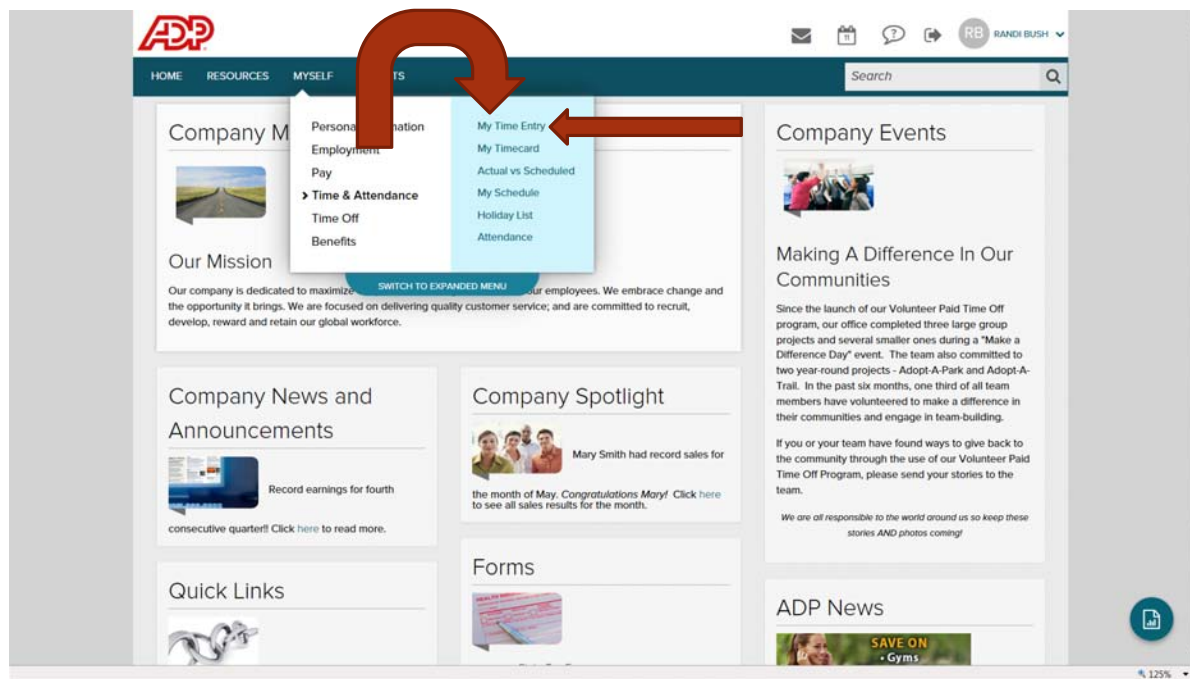
Menu	Role	Description
Home	All	This page is displayed when you log on.
Resources	All Comprehensive	Access company information such as forms, frequently asked questions, tools, and references.
Myself	All	Access activities that are associated with your role as an employee such as employment information, personal information, pay rate, time and attendance, and time off.

Time & Attendance Home Page

Time & Attendance Home Page

Employee Guide to Clocking In and Out
ADP Time & Attendance

Clocking In and Out
Clock in and out to record your worked hours.

Transferring Departments
Transfer departments during your shift, if applicable.

Printing Your Timecard
Print a hard copy of your timecard.

Clocking In and Out

1) From the Home Page of ADP Time & Attendance, click the **Clock In** icon. When complete, an "Operational Successful" message displays.

2) Click the **Clock Out** icon. When complete, an "Operation Successful" message displays.
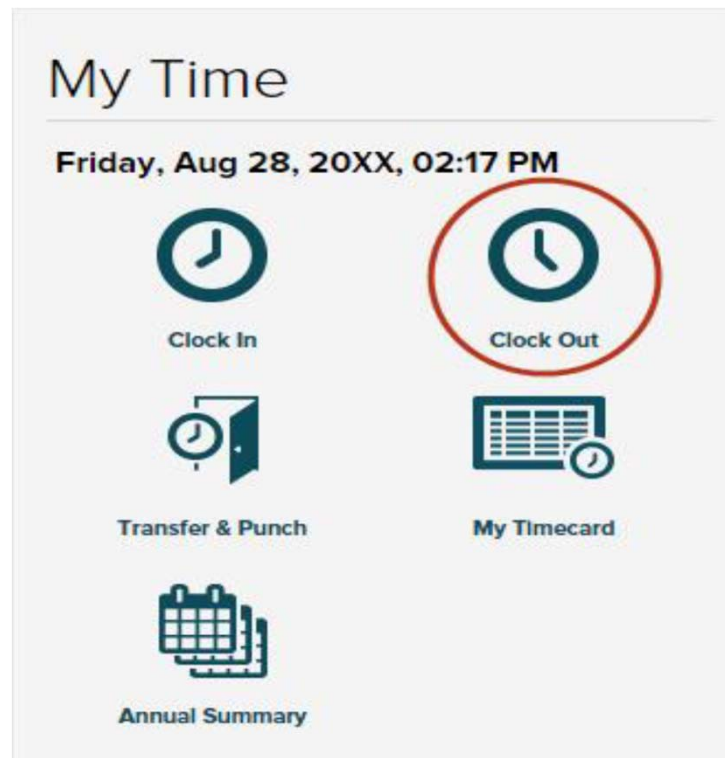
Transferring Departments

1) From the Home Page of ADP Time & Attendance, click the **Transfer & Punch** icon.

2) Click the **Select** icon.

3) Click the **Department**.

4) Click **Submit**. "An Operation Successful" message displays when complete.
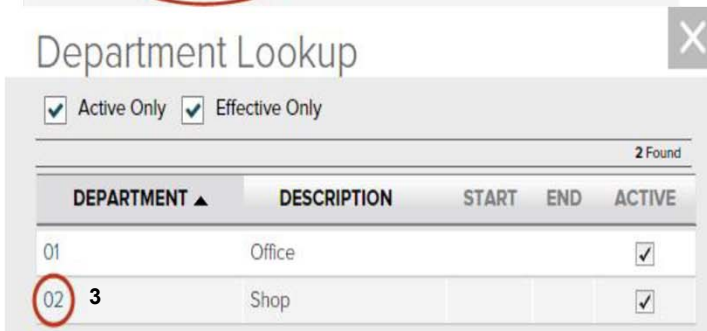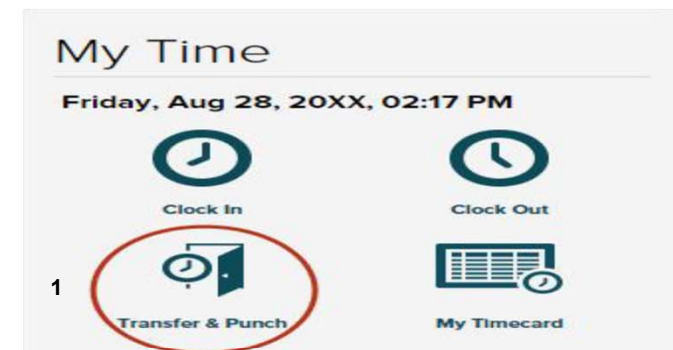
Reviewing Your Timecard

1) From the Home Page of ADP Time & Attendance, click the **My Timecard** icon.

Reviewing Your Timecard ~ continued

1) Click the **Timecard Menu** icon.

	WEEK 1	IN - OUT	PAY CODE	HOURS	DEPARTMENT	DAILY TOTALS	▾	REGULAR	OVERTIME
Sun	08/23	-		0.00			0.00	0.00	0.00
Mon	08/24	09:00 AM - 05:00 PM		8.00			8.00	8.00	0.00
Tue	08/25	-		0.00			0.00	0.00	0.00

2) Click **Print Timecard**.

View Annual Summary
Add Note
Print Timecard

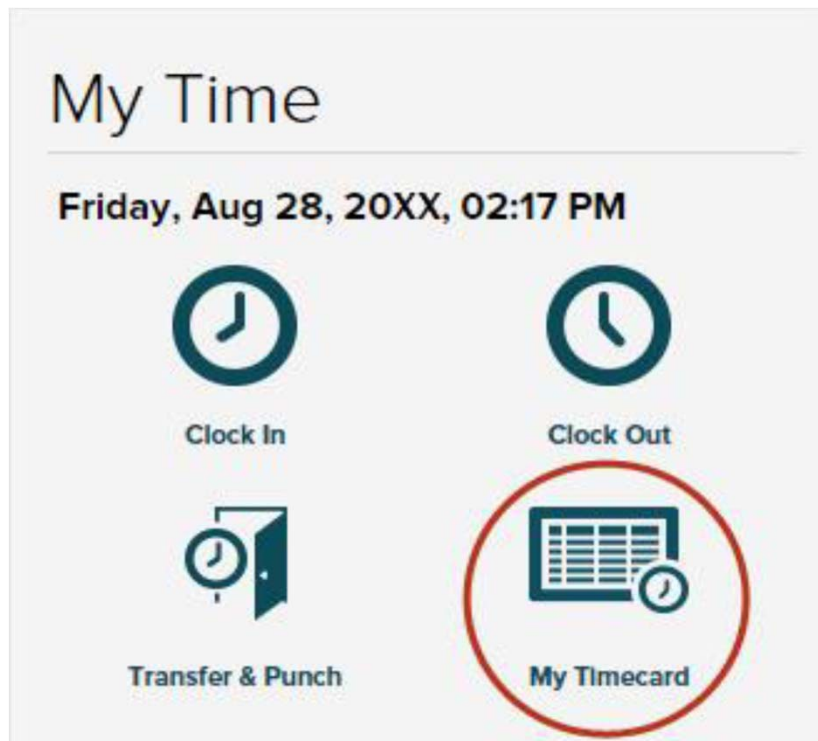|	OUT	PAY CODE	HOURS	DEPARTMENT	DAILY TOTALS	▾	REGULAR	OVERTIME
	-		0.00			0.00	0.00	0.00
	05:00 PM		8.00			8.00	8.00	0.00
Tue	08/25 -		0.00			0.00	0.00	0.00

3) Click **Print**.

Note: In the View and Print Options section, you can select additional information to display.

Print Timecard

View and Print Options:

☐ Schedules   ☐ Exceptions   ☑ Notes   ☐ Signature Lines

🖨 PRINT

Printed: Monday, 8/31/2015 , 02:59 PM

Timecard   8/23/20XX - 9/5/20XX (Current Pay Period)

Employee: Smith, Steven (3)

ADP Mobile Solutions App Secure…on-the-go access

Employees will have the ability to clock in and out from their mobile device and employees that work offsite will have the ability as well within a certain mail radius of their assigned worksite(s).

- ▶ Punch In/Out
- ▶ Submit and approve timecard
- ▶ Track time & attendance
- ▶ View & request time off
- ▶ View time off approvals and notifications
- ▶ View your paystub and W2
- ▶ Change W-4 tax information
- ▶ Access, view, & update work profile
- ▶ Set up and update direct deposit

Please Note: To begin using ADP Mobile Solutions on your mobile device, employees must have a registered user profile for ADP Workforce Now Employee Self-Service. Employee Registration is Required.

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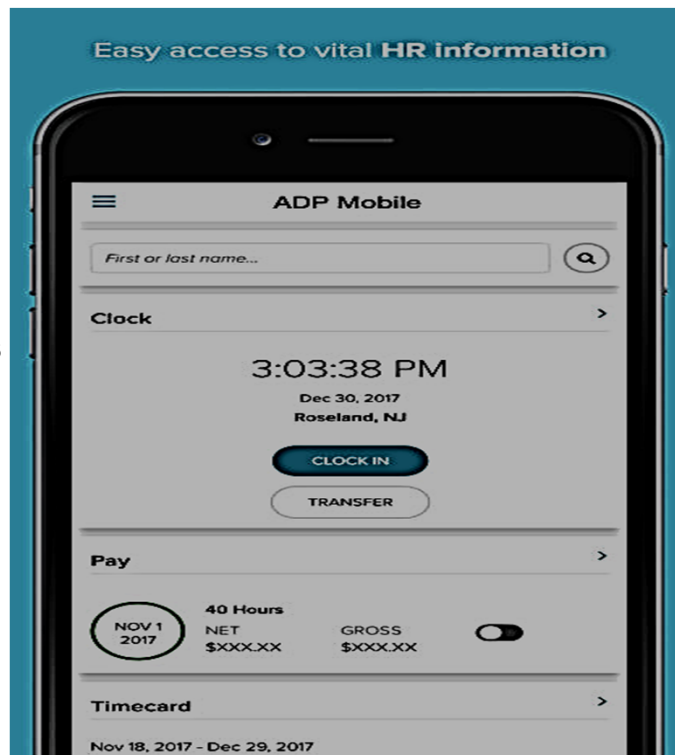
ADP Mobile Solutions App Screenshots

➢ Track Time and Attendance – punch in and out and recent time and attendance activity
➢ View Pay Statements – date of last pay statement, amount paid, and hours worked for that pay period
➢ Vital HR Information – snap shot of punch in and out and pay statement
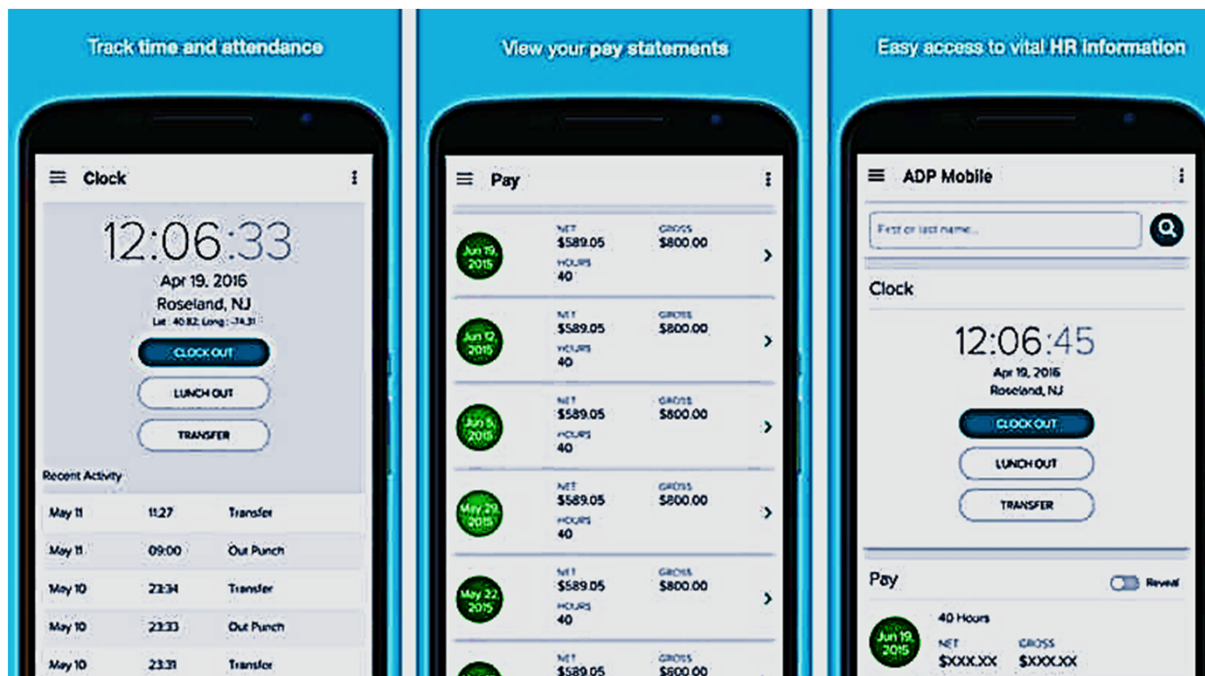
Do's and Don'ts
Hourly Employees

Do's	Don'ts
Do report **all actual** time worked.	Don't work any hours that are not reported on your timecard…working **off the clock** is not permitted.
Do **review** your timecard and **verify** that the hours listed are correct.	Don't **assume** that all hours worked are captured in time and attendance…**review** your timecard for accuracy and completeness on a daily/weekly basis to ensure your start and end times are entered correctly.
Do clock out for **meal breaks** only and **not** rest breaks. *Any employee who work 6 hours or less, can choose to waive their meal period.* *A signed meal waiver is required to be on file.*	Don't **assum**e that is it acceptable to not take a meal break…meal breaks are required by law, unless you work 6 hours or less **and** have a signed meal waiver on file.
Do **only** clock in/out for yourself…clocking in/out for a co-worker is considered timecard fraud.	Don't clock in/out for a **co-worker**…doing so is considered **timecard fraud.**
Do **report** any absence/time off to your supervisor.	Don't forget to report **all** time off taken to your supervisor to ensure that you are paid for sick/vacation and that your paid for time off balances are reflected correctly.
Do **complete** employee registration and self-serve portal…employee registration is required.	Don't forget to **update** the self-serve portal with any contact changes…such as personal information, address, telephone number, and email address.

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Introduction of ADP Workforce Now Time & Attendance You Tube Videos

How To Videos…

▶ How to **add notes** to your timecard for your supervisor to view

  ▶ http://support.adp.com/basic/cr/MATraining/sims/wfn/80994/enteringnotesonyourtimecard.htm

▶ How to **view and print** your timecard

  ▶ http://support.adp.com/basic/cr/matraining/sims/wfn/80994/printingtimecard.htm

▶ How to **approve** your timecard

  ▶ http://support.adp.com/basic/cr/matraining/sims/wfn/80994/approvingtimecard.htm

When will I begin using Workforce Now?

Workforce Now Phases	Date
Information and Training Sessions	May and June 2018
Employee Registration & Self-Service	June 2018
How To Guides	June 2018
Time and Attendance Go Live	July 1, 2018

Campus Dining and Infant Toddler hourly non-exempt employees will clock in and clock out using an onsite time clock machine. They will not utilize the web-based time and attendance system. However, they will still complete employee registration and utilize the self-service portal.

Time and Attendance
Software Requirements

All users of Workforce Now need to update their browsers to one of the following supported browsers:

▶ Microsoft Internet Explorer 11

▶ Microsoft Edge®

▶ **Firefox®

▶ **Chrome™

▶ Safari® 10.0

▶ Safari 11.0

**ADP supports the <u>most current</u> version of Firefox and Chrome.

Touch Screens are <u>not</u> supported or certified by ADP.

Mobile Solutions Requirements – iPhone or iPad (iOS 9+ or higher) and Android (v4.4 or higher).

Please Note: User experience will vary based on hardware, operating system, browser, internet service provider, available bandwidth, and local configuration. Some software, such as security programs, will also affect response time, as well as, clearing of cache may impact performance.

Information & Training Sessions

► All information and training sessions are being audio recorded and can be found on the Foundation website as follows.

  ► CSUDH FOUNDATION WEBSITE: https://www.csudh.edu/foundation/

    ► Under HUMAN RESOURCES TAB

    ► ADP Conversion – Project Information

  ► CSUDH Foundation Human Resources Page: https://www.csudh.edu/foundation/human-resources/

Automated Attendance System

For more information, please contact

Foundation Director of Human Resources & Payroll

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