Essential Time & Attendance Employee Basics:
For Support Staff Employees

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.

Starting Point: Myself > Time & Attendance > My Timecard

Step	Action
1	In the upper left of the page, click ▶ (learning bytes). **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 window.
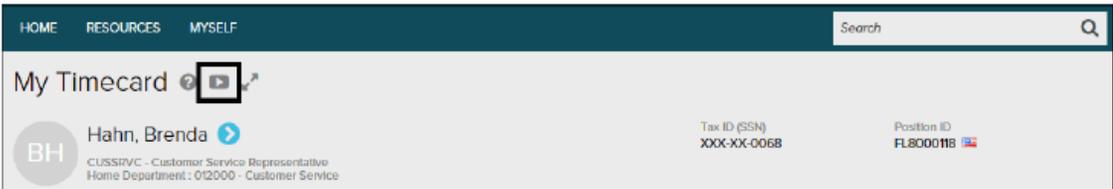
Viewing Your Timecard

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.

Starting Point: Myself > Time & Attendance > My Timecard

		IN - OUT		PAY CODE	HOURS	COST NUMBER	DAILY TOTALS		REGULAR	OVERTIME
	WEEK 1							⌄		
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
						WEEK 1 TOTALS		14:00	0:00	0:00

Range of Dates ⌄ 7/29/2018 📅 8/11/2018 📅 🔍 FIND Show Pay Class

Tabs: **Timecard** Totals Schedule Time Off Balances

Entering Your Worked Time

Starting Point: Myself > Time & Attendance > My Timecard

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 your start time. **Tips:** • Enter "am" or "pm" to automatically advance the cursor. • You do not need to enter a colon with the time.
3	In the **Out** field for the appropriate day, enter your end time.
4	If you worked in a department other than your home department, click in the **Department** field and then click 🔍 (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.

Starting Point: Myself > Time & Attendance > My Timecard

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 🔍 (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 menu) or right-click on a transaction such as an **In** or **Out** time and select **Add Note**. **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.
4	In the **Reason** field, select a code, if applicable.
5	Click **Save**. **Result:** 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.
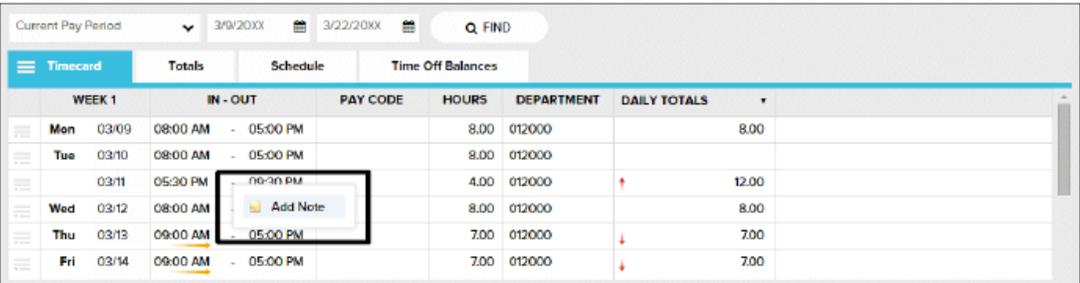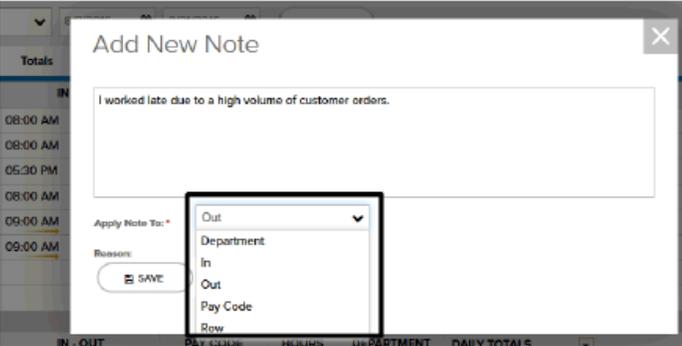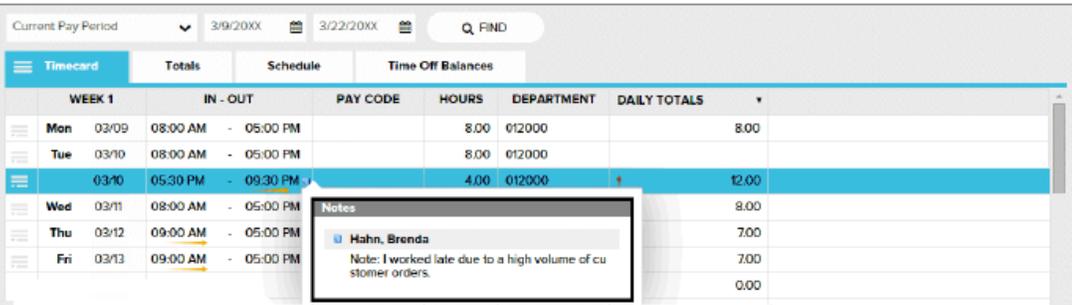
Adding a Note to an Entire Timecard

Starting Point: Myself > Time & Attendance > My Timecard

Step	Action
1	Click ▤ (timecard menu) and select **Add Note**. **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.
4	Click **Save**. **Result:** 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.
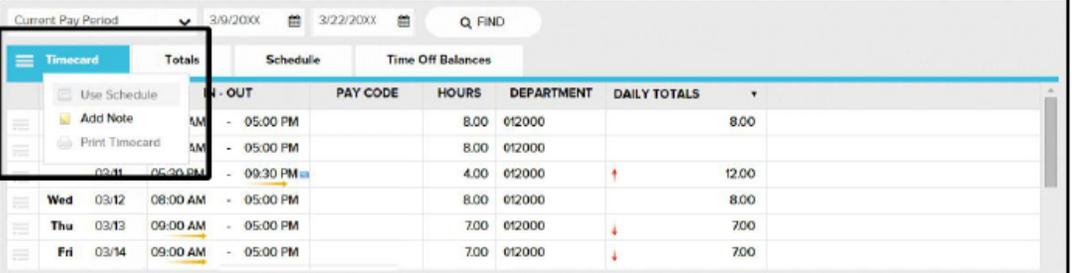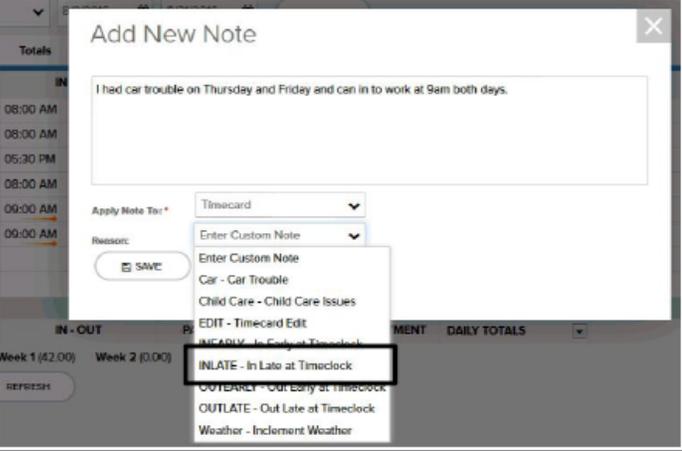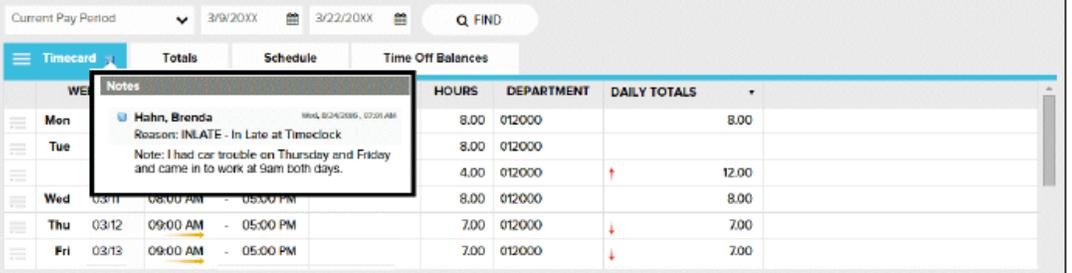
Viewing and Printing Your Timecard

Starting Point: Myself > Time & Attendance > My Timecard

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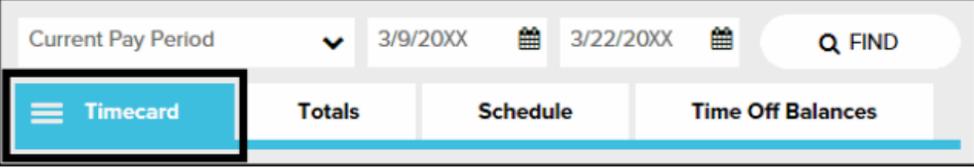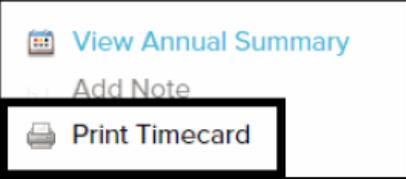
Viewing Your Schedule

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	1. Select **Myself > Time & Attendance > My Schedule**. 2. To view a different month, in the **Date** field, click ◀ (back) or ▶ (forward). 3. To view a week at a time, select **Week**. MONTH ⬤ WEEK **Result:** One week of your schedule is displayed with each day as a row. **Tip:** To view each day as a column, click **Rotate Week View**.
Your recorded time compared to your scheduled time	1. Select **Myself > Time & Attendance > Actual vs. Scheduled**. 2. To view the actual and scheduled times for other dates, in the **Date** field, click 📅 (calendar) and select a date. 3. Click **Find**.

Approving Your Timecard

Starting Point: Myself > Time & Attendance > My Timecard

Step	Action
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.
2	Click **Approve Timecard**. **Result:** The Approve Timecard window opens.
3	Click **Approve**. **Result:** The Approve Timecard button changes to Approved.
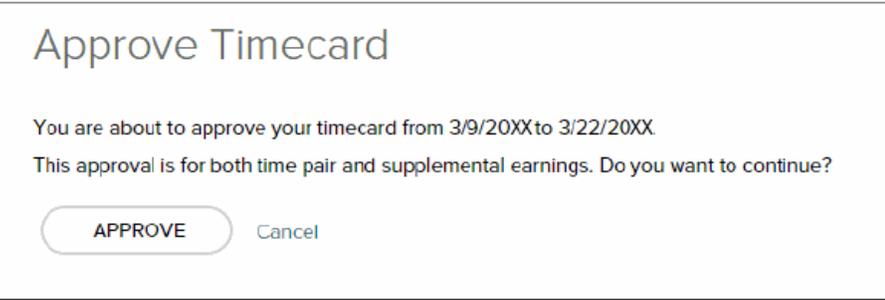
Logging out of ADP

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.