

# **WELCOME TO ADP WORKFORCE NOW TIME CARD SYSTEM**

On ADP Workforce Now

<https://workforcenow.adp.com>



## **TIME CARD APPROVAL TRAINING GUIDE**

## LOG INTO ADP WORKFORCENOW

Login to ADP: <https://workforcenow.adp.com>

Use the same user ID and Password you use to access your paychecks with ADP. Please note ADP workforcenow has a different web address, listed above.

If you are registering for the first time, or you have not logged in for over 6 months, you will need to the register as a new user. The registration code is: DaemenCol-pays

The screenshot shows the ADP WorkforceNow login interface. At the top right, there is a language selection dropdown set to "English (US)". The main heading is "Welcome to ADP". Below this, there are two options: "User Login" and "Admin Login". The "User Login" section contains a "User ID" input field with a person icon, a "Password" input field with a lock icon, and a "Forgot Your User ID/Password?" link. A blue "LOG IN" button is positioned below the password field. To the right, under the heading "First Time User?", there is a prominent blue "REGISTER HERE" button and a "Help Getting Started" link. Annotations include a green callout box at the top center stating "You will need to register if you have not already done so" with an arrow pointing to the "REGISTER HERE" button. Another green callout box at the bottom right states "Login with your user ID and password" with an arrow pointing to the "LOG IN" button.

# DIRECTIONS ON HOW TO ACCESS AN EMPLOYEE'S TIME CARD:

Select My Team / Time & Attendance / Individual Time Card

The screenshot displays the ADP web application interface. At the top left is the ADP logo. To its right is a row of icons for Messages (with a '12' notification badge), Calendar, Learn, Bridge, Support, and Marketplace. Below this is a dark teal navigation bar with tabs for HOME, RESOURCES, MYSELF, MY TEAM (which is highlighted with a teal arrow), PEOPLE, PROCESS, REPORTS, and SETUP. On the left side of the page, there is a 'Welcome to Daemen!' message with a photo of a Daemen University building. The main content area is titled 'MY TEAM' and contains a list of menu items: My Team, Employment, Time Off, Personal Information, Talent, and Time & Attendance (highlighted with a light blue arrow). To the right of this list is a sub-menu with options: Team Dashboard, Individual Timecard (highlighted with a yellow circle), Timecard Exception (with a tooltip that says 'Individual Timecard'), Totals Summary, Group Timecard, and Schedules.



ANTHONY ALBRIGHT

HOME RESOURCES MYSELF MY TEAM REPORTS

Search

# Individual Timecard



Cavallo, Frank

ATL-RSD - Regional Sales Director - Eastern Region  
Home Department: 008000 - Sales

Tax ID (SSN)  
XXX-XX-XXXX

Position ID  
F7Q000146

Hire Date  
04/04/2005

Status  
Active

Employee List  
<USING TIME & ATTENDANCE>

REFRESH

< 1 of 10 >



Current Pay Period



3/9/2015



3/22/2015



FIND

APPROVE TIMECARD

Timecard

Totals

Schedule

Time Off Balances

	WEEK 1	IN - OUT	PAY CODE	HOURS	DEPARTMENT	DAILY TOTALS	
Mon	03/09	-		0.00	008000	0.00	
Tue	03/10	-		0.00	008000	0.00	
Wed	03/11	-		0.00	008000	0.00	
Thu	03/12	-		0.00	008000	0.00	
Fri	03/13	-		0.00	008000	0.00	
Sat	03/14	-		0.00	008000	0.00	
Sun	03/15	-		0.00	008000	0.00	
<b>WEEK 1 TOTALS</b>						<b>0.00</b>	
	WEEK 2	IN - OUT	PAY CODE	HOURS	DEPARTMENT	DAILY TOTALS	
Mon	03/16	-		0.00	008000	0.00	

Pay Period (0.00)

Week 1 (0.00)

Week 2 (0.00)

SAVE

REFRESH

PREFERENCES

Legend

If you have multiple direct reports, you can locate a specific employee by clicking on “Employee List” and then selecting the name of the employee.

The screenshot displays the ADP Employee Search interface. On the left, the 'Individual Timecard' for Frank Cavallo is shown, including a weekly summary table. The main area features an 'Employee Search' panel with a list of 10 employees. The second employee, 'Duncan, Heather', is highlighted in yellow. A yellow circle highlights the 'Employee List <USING TIME & ATTENDANCE>' link in the top right of the search panel. The right side of the interface includes a search bar, a refresh button, and an 'APPROVE TIMECARD' button.

**Individual Timecard Summary:**

WEEK 1	IN - OUT	PAY CODE	HOURS	DEPARTMENT	DAILY TOTALS
Mon 03/09	-				
Tue 03/10	-				
Wed 03/11	-				
Thu 03/12	-				
Fri 03/13	-				
Sat 03/14	-				
Sun 03/15	-				
<b>WEEK 1 TOTALS</b>					<b>0.00</b>
WEEK 2	IN - OUT	PAY CODE	HOURS	DEPARTMENT	DAILY TOTALS
Mon 03/16	-		0.00	008000	0.00

**Employee Search List:**

#	NAME	POSITION ID
1	Cavallo, Frank	F7Q000146
2	Duncan, Heather	F7Q000126
3	East, Donald	F7Q000137
4	Evers, Thomas	F7Q000060
5	Fager, Charles	F7Q000100
6	Hahn, Brenda	F7Q000118
7	Johnson, Kenneth	F7Q000078
8	Macgill, Mary	F7Q000063
9	Martinez, Raul	F7Q000065
10	TUDENT, S	F7Q000155

# HOW TO EDIT AN EMPLOYEE'S TIME CARD

## Deleting a punch from an employees time card.

On Monday, Heather punched out for the day at 3:57 PM. As she was leaving she became distracted and punched out for a 2<sup>nd</sup> time at 4:00 PM .

ADP

HOME RESOURCES MYSELF MY TEAM REPORTS Search

### Individual Timecard

HD Duncan, Heather  
HRGEN - Human Resources Generalist  
Home Department: 005000 - Human Resources

Tax ID (SSN) XXX-XX-XXXX Position ID F7Q000126 Hire Date 07/15/1998 Status Active Employee List <USING TIME & ATTENDANCE> REFRESH

Current Pay Period 3/9/2015 3/22/2015 Q FIND APPROVE TIMECARD

	WEEK 1	IN - OUT	PAY CODE	HOURS	DEPARTMENT	DAILY TOTALS
Mon	03/09	08:30 AM - 03:57 PM		7.50	005000	
	03/09	04:00 PM - ?		0.00	005000	7.50
Tue	03/10	08:30 AM - 04:00 PM		7.50	005000	7.50
Wed	03/11	08:30 AM - 04:00 PM		7.50	005000	7.50
Thu	03/12	08:30 AM - 04:00 PM		7.50	005000	7.50
Fri	03/13	08:30 AM - 04:00 PM		7.50	005000	7.50
Sat	03/14	-		0.00	005000	0.00
Sun	03/15	-		0.00	005000	0.00
WEEK 1 TOTALS						37.50
	WEEK 2	IN - OUT	PAY CODE	HOURS	DEPARTMENT	DAILY TOTALS

Pay Period (37.50) Week 1 (37.50) Week 2 (0.00)

SAVE REFRESH PREFERENCES Legend

You need to delete Heather's first punch out, right click 3:57 PM and select delete time.

**ADP** 43 7 AA ANTHONY ALBRIGHT

HOME RESOURCES MYSELF MY TEAM REPORTS Search

### Individual Timecard

**HD** Duncan, Heather REFRESH

HRGEN - Human Resources Generalist  
Home Department: 005000 - Human Resources 2 of 10

Tax ID (SSN) XXX-XX-XXXX Position ID F7Q000126 Hire Date 07/15/1998 Status Active Employee List <USING TIME & ATTENDANCE>

Current Pay Period 3/9/2015 3/22/2015 APPROVE TIMECARD

**Timecard** Totals Schedule Time Off Balances

WEEK 1	IN - OUT	PAY CODE	HOURS	DEPARTMENT	DAILY TOTALS
Mon 03/09	08:30 AM - 03:57 PM		7.50	005000	
03/09	04:00 PM		0.00	005000	7.50
Tue 03/10	08:30 AM		7.50	005000	7.50
Wed 03/11	08:30 AM		7.50	005000	7.50
Thu 03/12	08:30 AM		7.50	005000	7.50
Fri 03/13	08:30 AM - 04:00 PM		7.50	005000	7.50
Sat 03/14	-		0.00	005000	0.00
Sun 03/15	-		0.00	005000	0.00
<b>WEEK 1 TOTALS</b>					<b>37.50</b>
WEEK 2	IN - OUT	PAY CODE	HOURS	DEPARTMENT	DAILY TOTALS
Pay Period (37.50) Week 1 (37.50) Week 2 (0.00)					

SAVE REFRESH PREFERENCES Legend

Notice that the 4:00 PM punch moved from the Time In field in the 2<sup>nd</sup> row for Monday to the 1<sup>st</sup> row for Monday in the Time Out Field. The second row for Monday was automatically removed.

**ADP**

HOME RESOURCES MYSELF MY TEAM REPORTS Search

Individual Timecard ? ↗

**HD** Duncan, Heather ➔  
 HRGEN - Human Resources Generalist  
 Home Department: 005000 - Human Resources

Tax ID (SSN) XXX-XX-XXXX Position ID F7Q000126 Hire Date 07/15/1998 Status Active Employee List <USING TIME & ATTENDANCE> REFRESH

Current Pay Period 3/9/2015 3/22/2015 Q FIND APPROVE TIMECARD

WEEK 1		IN - OUT		PAY CODE	HOURS	DEPARTMENT	DAILY TOTALS
Mon	03/09	08:30 AM	- 04:00 PM		7.50	005000	7.50
Tue	03/10	08:30 AM	- 04:00 PM		7.50	005000	7.50
Wed	03/11	08:30 AM	- 04:00 PM		7.50	005000	7.50
Thu	03/12	08:30 AM	- 04:00 PM		7.50	005000	7.50
Fri	03/13	08:30 AM	- 04:00 PM		7.50	005000	7.50
Sat	03/14	-			0.00	005000	0.00
Sun	03/15	-			0.00	005000	0.00
<b>WEEK 1 TOTALS</b>							<b>37.50</b>
WEEK 2		IN - OUT		PAY CODE	HOURS	DEPARTMENT	DAILY TOTALS
Mon	03/16	-			0.00	005000	0.00

Pay Period (37.50) Week 1 (37.50) Week 2 (0.00)

SAVE REFRESH PREFERENCES Legend



To save your changes to the time card, click the "Save" button at the bottom of the page.

ADP

HOME RESOURCES MYSELF MY TEAM REPORTS Search

### Individual Timecard

HD Duncan, Heather

HRGEN - Human Resources Generalist  
Home Department: 005000 - Human Resources

Tax ID (SSN) XXX-XX-XXXX Position ID F7Q000126 Hire Date 07/15/1998 Status Active Employee List <USING TIME & ATTENDANCE>

REFRESH 2 of 10

Current Pay Period 3/9/2015 3/22/2015 FIND APPROVE TIMECARD

WEEK 1		IN - OUT		PAY CODE	HOURS	DEPARTMENT	DAILY TOTALS
Mon	03/09	08:30 AM	- 04:00 PM		7.50	005000	7.50
Tue	03/10	08:30 AM	- 04:00 PM		7.50	005000	7.50
Wed	03/11	08:30 AM	- 04:00 PM		7.50	005000	7.50
Thu	03/12	08:30 AM	- 04:00 PM		7.50	005000	7.50
Fri	03/13	08:30 AM	- 04:00 PM		7.50	005000	7.50
Sat	03/14	-			0.00	005000	0.00
Sun	03/15	-			0.00	005000	0.00
WEEK 1 TOTALS							37.50
WEEK 2		IN - OUT		PAY CODE	HOURS	DEPARTMENT	DAILY TOTALS
Mon	03/16	-			0.00	005000	0.00

Pay Period (37.50) Week 1 (37.50) Week 2 (0.00)

SAVE REFRESH PREFERENCES Legend

## Adding a Missing Punch to an employee's time card:

On Tuesday, Kenneth punched out at 12:15 PM for lunch, but he forgot to punch in when he returned.

ADP

HOME RESOURCES MYSELF MY TEAM REPORTS Search

### Individual Timecard

**KJ** Johnson, Kenneth  
RECVR - Receiver  
Home Department: 010000 - Shipping and Receiving

Tax ID (SSN) XXX-XX-XXXX Position ID F7Q000078 Hire Date 03/25/1989 Status Active Employee List <USING TIME & ATTENDANCE> REFRESH

Current Pay Period 3/9/2015 3/22/2015 Q FIND APPROVE TIMECARD

	WEEK 1	IN - OUT	PAY CODE	HOURS	DEPARTMENT	DAILY TOTALS
Mon	03/09	10:00 AM - 04:10 PM		6.25	010000	6.25
Tue	03/10	10:02 AM - 12:15 PM		2.25	010000	
	03/10	04:21 PM - ?		0.00	010000	2.25
Wed	03/11	10:15 AM - ?		0.00	010000	0.00
Thu	03/12	08:54 AM - 08:59 AM		0.00	010000	
	03/12	05:02 PM - ?		0.00	010000	0.00
Fri	03/13	-		0.00	010000	0.00
Sat	03/14	-		0.00	010000	0.00
Sun	03/15	-		0.00	010000	0.00
WEEK 1 TOTALS						8.50

Pay Period (36.25) Week 1 (8.50) Week 2 (27.75)

SAVE REFRESH PREFERENCES Legend

He left the office at 4:21 PM. You need to correct the 2<sup>nd</sup> time pairing to add the missing punch. To insert a new time, right click on the time in field and select insert time.

**ADP** 43 7 AA ANTHONY ALBRIGHT

HOME RESOURCES MYSELF MY TEAM REPORTS

### Individual Timecard

**KJ Johnson, Kenneth** RECVR - Receiver  
Home Department: 010000 - Shipping and Receiving

Tax ID (SSN): XXX-XX-XXXX | Position ID: F7Q000078 | Hire Date: 03/25/1989 | Status: Active | Employee List: <USING TIME & ATTENDANCE>

Current Pay Period: 3/9/2015 - 3/22/2015

WEEK 1	IN - OUT	PAY CODE	HOURS	DEPARTMENT	DAILY TOTALS
Mon 03/09	10:00 AM - 04:10 PM		6.25	010000	6.25
Tue 03/10	10:02 AM - 12:15 PM		2.25	010000	
	03/10 04:21 PM -		0.00	010000	2.25
Wed 03/11			0.00	010000	0.00
Thu 03/12			0.00	010000	
	03/12		0.00	010000	0.00
Fri 03/13	-		0.00	010000	0.00
Sat 03/14	-		0.00	010000	0.00
Sun 03/15	-		0.00	010000	0.00
<b>WEEK 1 TOTALS</b>					<b>8.50</b>

Pay Period (36.25) | Week 1 (8.50) | Week 2 (27.75)

Legend

Notice that the 4:21 punch automatically moves to the Time Out field in the same row. Now let's enter Kenneth's 12:45 PM in time.

ADP

HOME RESOURCES MYSELF MY TEAM REPORTS Search

ANTHONY ALBRIGHT

### Individual Timecard

**Johnson, Kenneth**  
 RECVR - Receiver  
 Home Department: 010000 - Shipping and Receiving

Tax ID (SSN) XXX-XX-XXXX Position ID F7Q000078 Hire Date 03/25/1989 Status Active Employee List <USING TIME & ATTENDANCE>

REFRESH < 7 of 10 >

Current Pay Period 3/9/2015 3/22/2015 Q FIND APPROVE TIMECARD

WEEK 1		IN - OUT		PAY CODE	HOURS	DEPARTMENT	DAILY TOTALS
Mon	03/09	10:00 AM	04:10 PM		6.25	010000	6.25
Tue	03/10	10:02 AM	12:15 PM		2.25	010000	
	03/10		04:21 PM		0.00	010000	2.25
Wed	03/11	10:15 AM	?		0.00	010000	0.00
Thu	03/12	08:54 AM	08:59 AM		0.00	010000	
	03/12	05:02 PM	?		0.00	010000	0.00
Fri	03/13	-			0.00	010000	0.00
Sat	03/14	-			0.00	010000	0.00
Sun	03/15	-			0.00	010000	0.00
<b>WEEK 1 TOTALS</b>							<b>8.50</b>

Pay Period (36.25) Week 1 (8.50) Week 2 (27.75)

SAVE REFRESH PREFERENCES Legend

Kenneth's information for Tuesday is now correct. To finalize the information click Save.

**ADP** 43 7 AA ANTHONY ALBRIGHT

HOME RESOURCES MYSELF MY TEAM REPORTS Search

### Individual Timecard

**KJ** Johnson, Kenneth  
RECVR - Receiver  
Home Department: 010000 - Shipping and Receiving

Tax ID (SSN) XXX-XX-XXXX Position ID F7Q000078 Hire Date 03/25/1989 Status Active Employee List <USING TIME & ATTENDANCE> REFRESH 7 of 10

Current Pay Period 3/9/2015 3/22/2015 FIND APPROVE TIMECARD

	WEEK 1	IN - OUT	PAY CODE	HOURS	DEPARTMENT	DAILY TOTALS
Mon	03/09	10:00 AM - 04:10 PM		6.25	010000	6.25
Tue	03/10	10:02 AM - 12:15 PM		2.25	010000	
	03/10	12:45 PM - 04:21 PM		3.60	010000	5.85
Wed	03/11	10:15 AM - ?		0.00	010000	0.00
Thu	03/12	08:54 AM - 08:59 AM		0.00	010000	
	03/12	05:02 PM - ?		0.00	010000	0.00
Fri	03/13	-		0.00	010000	0.00
Sat	03/14	-		0.00	010000	0.00
Sun	03/15	-		0.00	010000	0.00
WEEK 1 TOTALS						12.10

Pay Period (36.25) Week 1 (8.50) Week 2 (27.75)

SAVE REFRESH PREFERENCES Legend

## Approving an Employee's Time Card

My Team / Time & Attendance / Individual Time Card; Click the "show all" button (>)

**ADP** JD JOHN DEXTER

HOME RESOURCES MYSELF MY TEAM REPORTS

### Individual Timecard

**Fager, Charles** (CF) PM - Product Manager  
Home Department : 009000 - Marketing

Tax ID (SSN) XXX-XX-XXXX | Position ID ZDC000100 | Hire Date 04/26/1995 | Status Active

Employee Search: <ALL EMPLOYEES>

Current Pay Period: 6/29/20XX - 7/12/20XX

Timecard		Totals	Schedule	Time Off Balances		
>	WEEK 1	IN - OUT	PAY CODE	HOURS	DEPARTMENT	DAILY TOTALS
	Mon 06/29	08:00 AM - 04:00 PM		7.00	000100	7.00
	Tue 06/30	08:00 AM - 04:00 PM		7.00	009000	7.00
	Wed 07/01	08:00 AM - 04:00 PM		7.00	009000	7.00
	Thu 07/02	08:00 AM - 04:00 PM		7.00	009000	7.00
	Fri 07/03	08:00 AM - 04:00 PM		7.00	009000	7.00
	Sat 07/04	-		0.00	009000	0.00
	Sun 07/05	-		0.00	009000	0.00
WEEK 1 TOTALS						35.00
>	WEEK 2	IN - OUT	PAY CODE	HOURS	DEPARTMENT	DAILY TOTALS
	Mon 07/06	08:00 AM - 03:00 PM		6.00	009000	6.00

Pay Period (69.00) | Week 1 (35.00) | Week 2 (34.00)

Legend

The Approval Column indicating the approval status of each time pair is displayed. To approve all of the time pairs in week one, select Approve in the header row.

ADP

HOME RESOURCES MYSELF MY TEAM REPORTS Search

Individual Timecard

CF Fager, Charles  
PM - Product Manager  
Home Department : 009000 - Marketing

Tax ID (SSN) XXX-XX-XXXX Position ID ZDC000100 Hire Date 04/26/1995 Status Active Employee Search <ALL EMPLOYEES> REFRESH 24 of 105

Current Pay Period 6/29/20XX 7/12/20XX FIND Show Pay Class APPROVE TIMECARD

Timecard	Totals	Schedule	Time Off Balances
<input type="checkbox"/> APPROVE	WEEK 1	IN - OUT	PAY CODE HOURS DEPARTMENT DAILY TOTALS
<input type="checkbox"/>	Mon 06/29	08:00 AM - 04:00 PM	7.00 000100 7.00
<input type="checkbox"/>	Tue 06/30	08:00 AM - 04:00 PM	7.00 009000 7.00
<input type="checkbox"/>	Wed 07/01	08:00 AM - 04:00 PM	7.00 009000 7.00
<input type="checkbox"/>	Thu 07/02	08:00 AM - 04:00 PM	7.00 009000 7.00
<input type="checkbox"/>	Fri 07/03	08:00 AM - 04:00 PM	7.00 009000 7.00
<input type="checkbox"/>	Sat 07/04	-	0.00 009000 0.00
<input type="checkbox"/>	Sun 07/05	-	0.00 009000 0.00
	WEEK 1 TOTALS		35.00
<input type="checkbox"/> APPROVE	WEEK 2	IN - OUT	PAY CODE HOURS DEPARTMENT DAILY TOTALS
<input type="checkbox"/>	Mon 07/06	08:00 AM - 03:00 PM	6.00 009000 6.00

Pay Period (69.00) Week 1 (35.00) Week 2 (34.00)

SAVE REFRESH PREFERENCES Legend

Click "Save". You will get a message "Operation Successful" indicating that the changes have been saved. Next scroll down to week 2 and approve the time for that week and click "Save".

ADP

HOME RESOURCES MYSELF MY TEAM REPORTS Search

### Individual Timecard

CF Fager, Charles  
PM - Product Manager  
Home Department : 009000 - Marketing

Tax ID (SSN) XXX-XX-XXXX Position ID ZDC000100 Hire Date 04/26/1995 Status Active Employee Search <ALL EMPLOYEES> REFRESH < 24 of 105 >

Current Pay Period 6/29/20XX 7/12/20XX Q FIND Show Pay Class APPROVE TIMECARD

Timecard	Totals	Schedule	Time Off Balances
<input checked="" type="checkbox"/> APPROVE	WEEK 1	IN - OUT	PAY CODE HOURS DEPARTMENT DAILY TOTALS
<input checked="" type="checkbox"/>	Mon 06/29	08:00 AM - 04:00 PM	7.00 000100 7.00
<input checked="" type="checkbox"/>	Tue 06/30	08:00 AM - 04:00 PM	7.00 009000 7.00
<input checked="" type="checkbox"/>	Wed 07/01	08:00 AM - 04:00 PM	7.00 009000 7.00
<input checked="" type="checkbox"/>	Thu 07/02	08:00 AM - 04:00 PM	7.00 009000 7.00
<input checked="" type="checkbox"/>	Fri 07/03	08:00 AM - 04:00 PM	7.00 009000 7.00
<input type="checkbox"/>	Sat 07/04	-	0.00 009000 0.00
<input type="checkbox"/>	Sun 07/05	-	0.00 009000 0.00
WEEK 1 TOTALS			35.00
<input type="checkbox"/> APPROVE	WEEK 2	IN - OUT	PAY CODE HOURS DEPARTMENT DAILY TOTALS
<input type="checkbox"/>	Mon 07/06	08:00 AM - 03:00 PM	6.00 009000 6.00

Pay Period (69.00) Week 1 (35.00) Week 2 (34.00)

SAVE REFRESH **Operation Successful.** PREFERENCES Legend



After you have reviewed and approved Week 1 and Week 2, you are ready to Approve your employee's time card. Click on "Approve Timecard" located in the upper right side of the screen, just above the time card.

**ADP** | HOME RESOURCES MYSELF MY TEAM REPORTS | Search

**Individual Timecard**

**Fager, Charles** (CF) | Tax ID (SSN): XXX-XX-XXXX | Position ID: ZDC000100 | Hire Date: 04/26/1995 | Status: Active | Employee Search: <ALL EMPLOYEES> | REFRESH | < 24 of 105 >

Current Pay Period: 6/29/20XX - 7/12/20XX | FIND | Show Pay Class | **APPROVE TIMECARD**

Timecard	Totals	Schedule	Time Off Balances
Sun 07/05	-		0.00 009000 0.00
<b>WEEK 1 TOTALS</b>			<b>35.00</b>
APPROVE	WEEK 2	IN - OUT	PAY CODE HOURS DEPARTMENT DAILY TOTALS
<input type="checkbox"/>	Mon 07/06	08:00 AM - 03:00 PM	6.00 009000 6.00
<input type="checkbox"/>	Tue 07/07	08:00 AM - 04:00 PM	7.00 009000 7.00
<input type="checkbox"/>	Wed 07/08	08:00 AM - 04:00 PM	7.00 009000 7.00
<input type="checkbox"/>	Thu 07/09	08:00 AM - 04:00 PM	7.00 009000 7.00
<input type="checkbox"/>	Fri 07/10	08:00 AM - 04:00 PM	7.00 009000 7.00
<input type="checkbox"/>	Sat 07/11	-	0.00 009000 0.00
<input type="checkbox"/>	Sun 07/12	-	0.00 009000 0.00
<b>WEEK 2 TOTALS</b>			<b>34.00</b>

Pay Period (69.00) | Week 1 (35.00) | Week 2 (34.00)

SAVE | REFRESH | Operation Successful. | PREFERENCES | Legend

Notice that the Approved Time Card Button has changed to Approved with a green check mark.

The screenshot displays the ADP Individual Timecard interface for Charles Fager. The top navigation bar includes 'HOME', 'RESOURCES', 'MYSELF', 'MY TEAM', and 'REPORTS'. The employee's profile shows 'Fager, Charles' with a 'PM - Product Manager' title and 'Home Department : 009000 - Marketing'. The timecard is for the current pay period from 6/29/20XX to 7/12/20XX. The interface shows two weeks of data. Week 1 totals 35.00 hours, and Week 2 totals 34.00 hours. The 'APPROVE' button for Week 2 is highlighted with a green checkmark, indicating it has been approved. A message at the bottom states 'Operation Successful.'

Day	Date	IN - OUT	PAY CODE	HOURS	DEPARTMENT	DAILY TOTALS	
Sun	07/05	-		0.00	009000	0.00	
WEEK 1 TOTALS						35.00	
<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	WEEK 2	IN - OUT	PAY CODE	HOURS	DEPARTMENT	DAILY TOTALS
<input checked="" type="checkbox"/>	Mon	07/06	08:00 AM - 03:00 PM		6.00	009000	6.00
<input checked="" type="checkbox"/>	Tue	07/07	08:00 AM - 04:00 PM		7.00	009000	7.00
<input checked="" type="checkbox"/>	Wed	07/08	08:00 AM - 04:00 PM		7.00	009000	7.00
<input checked="" type="checkbox"/>	Thu	07/09	08:00 AM - 04:00 PM		7.00	009000	7.00
<input checked="" type="checkbox"/>	Fri	07/10	08:00 AM - 04:00 PM		7.00	009000	7.00
<input type="checkbox"/>	Sat	07/11	-		0.00	009000	0.00
<input type="checkbox"/>	Sun	07/12	-		0.00	009000	0.00
WEEK 2 TOTALS						34.00	

**CONGRATULATIONS! YOU HAVE APPROVED YOUR EMPLOYEES TIME CARD!!**

When you click on the Approved button, a message is displayed indicating the date and time on which you approved the employee's time card.

The screenshot shows the ADP Individual Timecard interface for Charles Fager. At the top, there are navigation tabs: HOME, RESOURCES, MYSELF, MY TEAM, and REPORTS. A search bar is located on the right. The main header displays the employee's name, title (PM - Product Manager), and home department (009000 - Marketing). It also shows tax ID, position ID (ZDC000100), hire date (04/26/1995), and status (Active). A refresh button and a pagination indicator (24 of 105) are present.

The current pay period is 6/29/20XX to 7/12/20XX. A notification banner states: "Dexter, John (0000000037) approved on 07/15/20XX at 11:31 AM." Below this, there is an "APPROVED" button with a green checkmark.

Timecard	Totals	Schedule	Time Off Balances			
Sun 07/05	-	0.00	009000			
<b>WEEK 1 TOTALS</b>			<b>35.00</b>			
APPROVE	WEEK 2	IN - OUT	PAY CODE	HOURS	DEPARTMENT	DAILY TOTALS
<input checked="" type="checkbox"/>	Mon 07/06	08:00 AM - 03:00 PM		6.00	009000	6.00
<input checked="" type="checkbox"/>	Tue 07/07	08:00 AM - 04:00 PM		7.00	009000	7.00
<input checked="" type="checkbox"/>	Wed 07/08	08:00 AM - 04:00 PM		7.00	009000	7.00
<input checked="" type="checkbox"/>	Thu 07/09	08:00 AM - 04:00 PM		7.00	009000	7.00
<input checked="" type="checkbox"/>	Fri 07/10	08:00 AM - 04:00 PM		7.00	009000	7.00
<input type="checkbox"/>	Sat 07/11	-		0.00	009000	0.00
<input type="checkbox"/>	Sun 07/12	-		0.00	009000	0.00
<b>WEEK 2 TOTALS</b>			<b>34.00</b>			

At the bottom, the pay period summary shows: Pay Period (69.00), Week 1 (35.00), and Week 2 (34.00). There are buttons for SAVE, REFRESH, and a message: "Operation Successful." A preferences dropdown and legend are also visible.

In the event you approved a time card and realize you need to make one more edit. Click the down arrow and an option to Remove your Approval is displayed.

The screenshot shows the ADP Individual Timecard interface for Charles Fager. The user is logged in as John Dexter. The interface includes a navigation bar with 'HOME', 'RESOURCES', 'MYSELF', 'MY TEAM', and 'REPORTS'. The main content area displays the employee's information, including name, title (PM - Product Manager), and department (Marketing). A notification banner indicates that John Dexter approved the time card on 07/15/20XX at 11:31 AM. The time card is currently in an 'APPROVED' state. A dropdown menu is open, showing a 'Remove Approval' option highlighted in a pink box. The time card details for Week 2 are as follows:

Day	Date	IN - OUT	PAY CODE	HOURS	DEPARTMENT	DAILY TOTALS
Mon	07/06	08:00 AM - 03:00 PM		6.00	009000	6.00
Tue	07/07	08:00 AM - 04:00 PM		7.00	009000	7.00
Wed	07/08	08:00 AM - 04:00 PM		7.00	009000	7.00
Thu	07/09	08:00 AM - 04:00 PM		7.00	009000	7.00
Fri	07/10	08:00 AM - 04:00 PM		7.00	009000	7.00
Sat	07/11	-		0.00	009000	0.00
Sun	07/12	-		0.00	009000	0.00
<b>WEEK 2 TOTALS</b>						<b>34.00</b>

At the bottom of the interface, there are buttons for 'SAVE', 'REFRESH', and a notification 'Operation Successful'. There is also a 'PREFERENCES' dropdown and a 'Legend' link.

## Other features that allow you to edit time cards:

Click on the 3 grey bars on the left column. This will bring down a drop down box for you to add a new row, delete rows, copy rows etc.

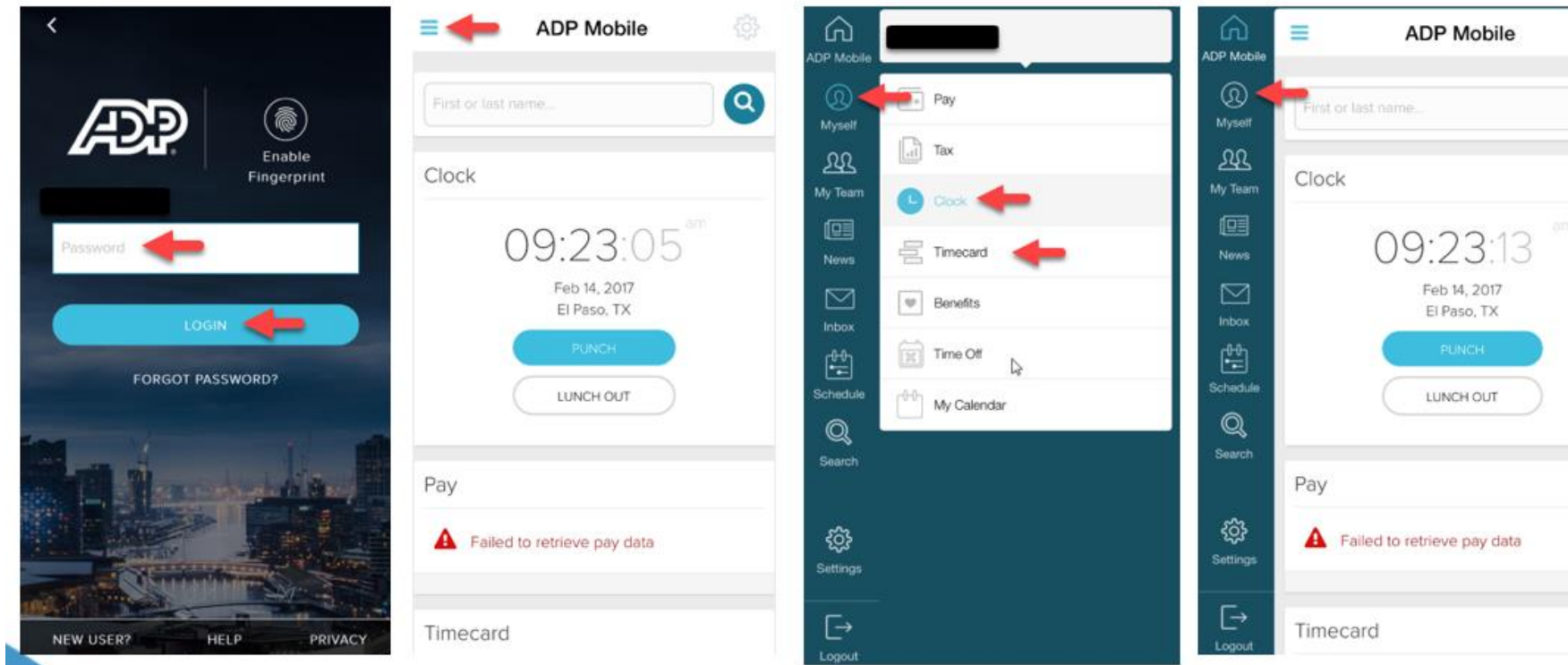
The screenshot displays a timecard management interface. At the top, there are date pickers for the current pay period (9/1/2019 to 9/14/2019), a search bar, and buttons for 'DASHBOARD' and 'APPROVE TIMECARD'. Below this is a navigation bar with tabs for 'Timecard', 'Totals', 'Schedule', and 'Time Off Balances'. The main area is a table with columns: APPROVE, WEEK 1, IN - OUT, PAY CODE, HOURS, DEPARTMENT, DAILY TOTALS, REGULAR, and OVERTIME. The table shows data for the week of 09/01 to 09/06. A dropdown menu is open on the left side of the table, listing actions: Add Blank Row, Copy Row, Copy Row to Next Day, Delete Row, View Transaction Details, Add Note, Override, and Approve. The table also includes a 'WEEK 1 TOTALS' row and a 'Pay Period' summary at the bottom.

APPROVE	WEEK 1	IN - OUT	PAY CODE	HOURS	DEPARTMENT	DAILY TOTALS	REGULAR	OVERTIME
<input type="checkbox"/>	Sun 09/01	-		0:00	256070	0:00	0:00	0:00
<input type="checkbox"/>	Mon 09/02	-		0:00	256070	0:00	0:00	0:00
<input type="checkbox"/>	Tue 09/03	08:23 AM - 12:00 PM		3:30	256070		3:30	0:00
<input type="checkbox"/>	09/03	12:30 PM - 06:15 PM		5:45	256070	9:15	5:45	0:00
<input type="checkbox"/>	Wed 09/04	04:32 PM -		0:00	256070	0:00	0:00	0:00
<input type="checkbox"/>	Thu 09/05	08:13 AM - 12:30 PM		4:15	256070		4:15	0:00
<input type="checkbox"/>	09/05	01:00 PM - 04:32 PM		3:30	256070	7:45	3:30	0:00
<input type="checkbox"/>	Fri 09/06	08:19 AM - 04:20 PM		8:00	256070	8:00	8:00	0:00
		-		0:00	256070	0:00	0:00	0:00
	<b>WEEK 1 TOTALS</b>					<b>25:00</b>	<b>25:00</b>	<b>0:00</b>
		<b>IN - OUT</b>	<b>PAY CODE</b>	<b>HOURS</b>	<b>DEPARTMENT</b>	<b>DAILY TOTALS</b>	<b>REGULAR</b>	<b>OVERTIME</b>
		-		0:00	256070	0:00	0:00	0:00
		08:17 AM - 11:18 AM		3:00	256070		3:00	0:00
		11:46 AM - 04:36 PM		4:45	256070	7:45	4:45	0:00
		08:32 AM - 11:56 AM		3:30	256070		3:30	0:00
		12:42 PM - 04:22 PM		3:45	256070	7:45	3:45	0:00
	<b>Pay Period (40:00)</b>	<b>Week 1 (25:00)</b>	<b>Week 2 (15:00)</b>					

# Using the ADP Mobile Application

Download the ADP Mobile Solutions App through your phone's AppStore or PlayStore <https://www.adp.com/our-products/adp-mobile-solutions/download.aspx> Once downloaded, open the app and sign in, your user name and password will be the same as it is when logging in on your computer at work. If you have forgotten your password, please click "forget password" on your screen to reset your password. The application works best if you are using your cell phone's data plan and not the Daemen WIFI.

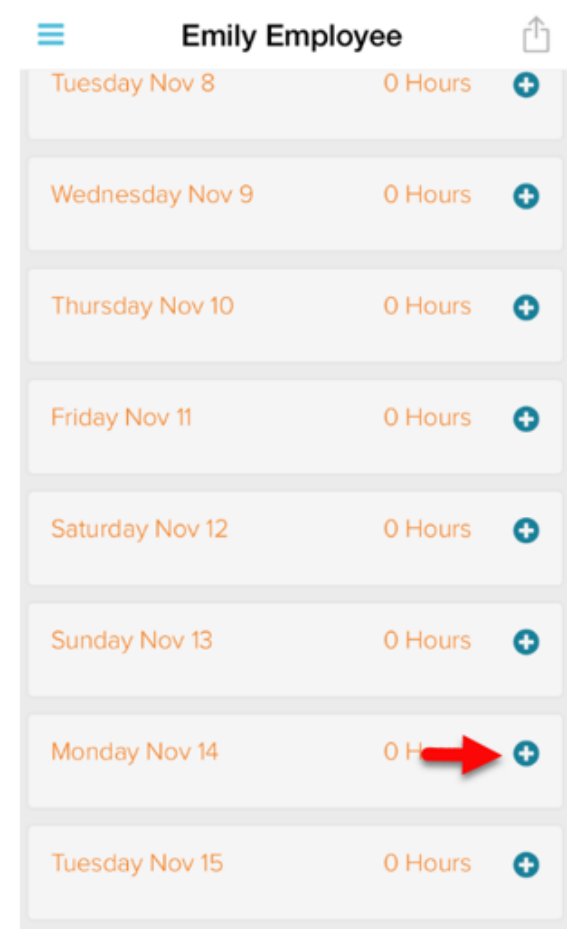
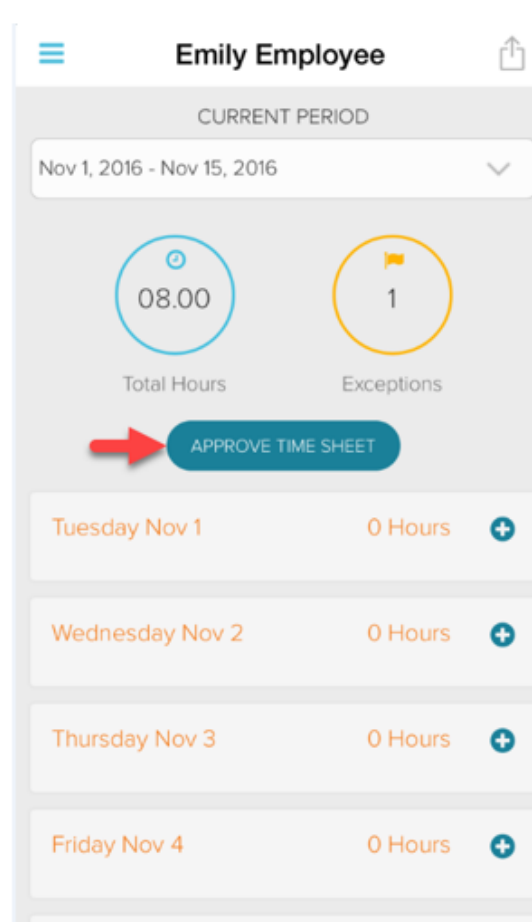
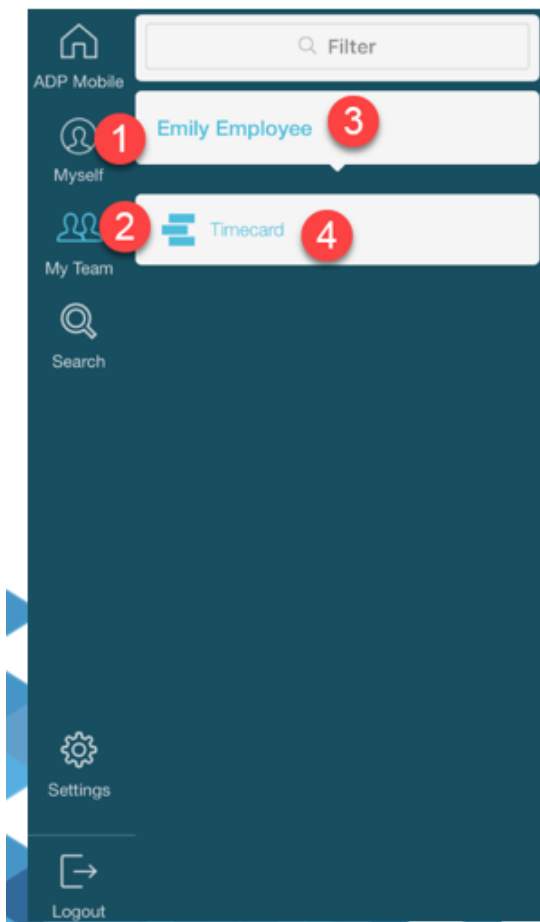
You can view, edit and approve your employee's time sheet via the mobile application. Click on the Dashboard to view your options.



# Time & Attendance Supervisor Timecard Edits and Approvals

\* Click My Team to access employee assigned timecards.

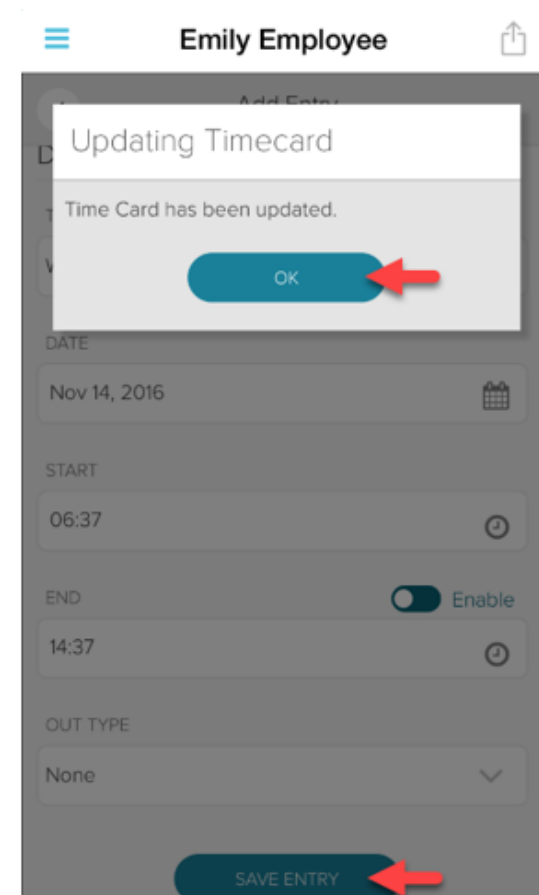
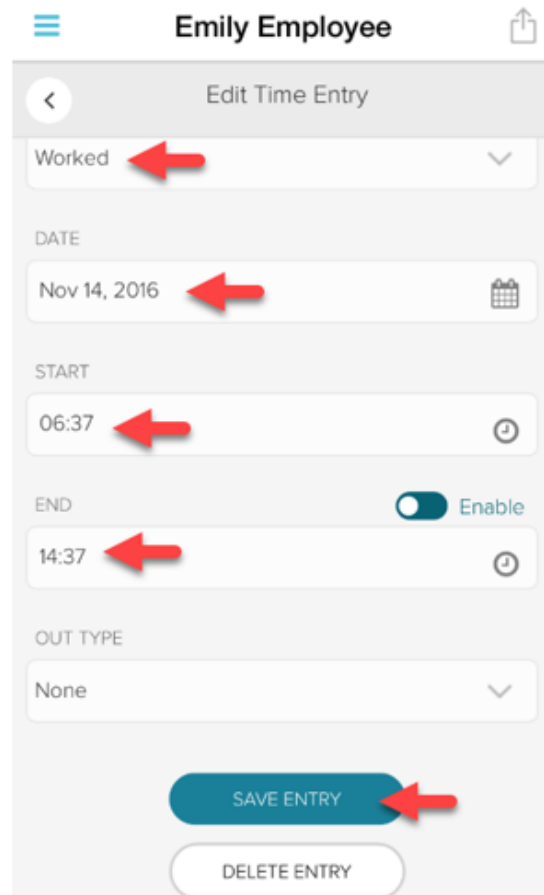
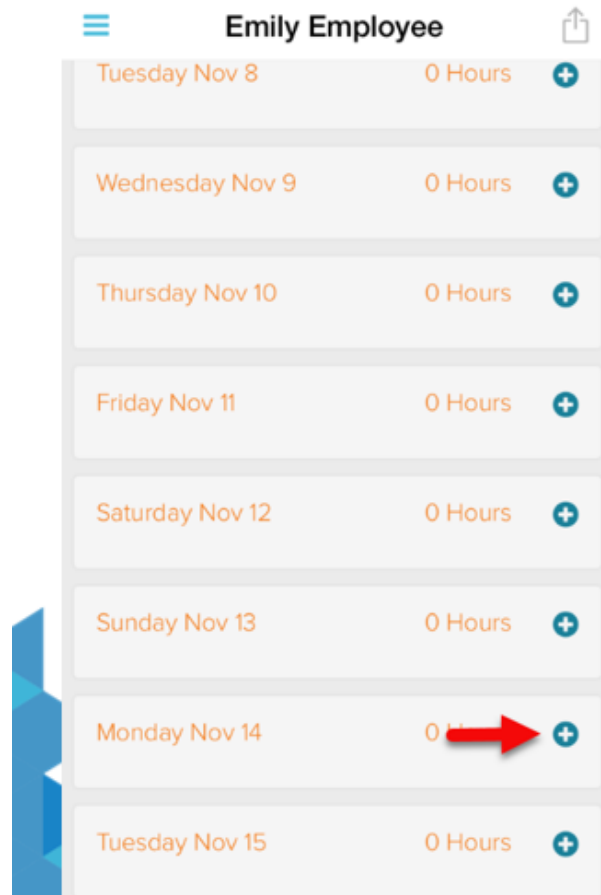
\* Click the plus button to begin timecard edits.



# Time & Attendance Supervisor Timecard

Edits and Approvals continued.

- \* Click **START** or **END** to edit time as needed.
- \* Click **SAVE ENTRY** or **DELETE ENTRY** to confirm edits.
- \* Click **APPROVE TIME SHEET**.





# Additional Training Resources

For additional Time & Attendance Supervisor training through ADP Learning Bytes, please paste the following address into your browser:

<https://support.adp.com/basic/cr/mattraining/sims/wfn/80908/80908coursemenu.htm>

You may also contact the Employee Engagement Department to schedule an individual training session, 716-566-7862.