



Administration - Managing Employee Timecards in ADP Time and Attendance

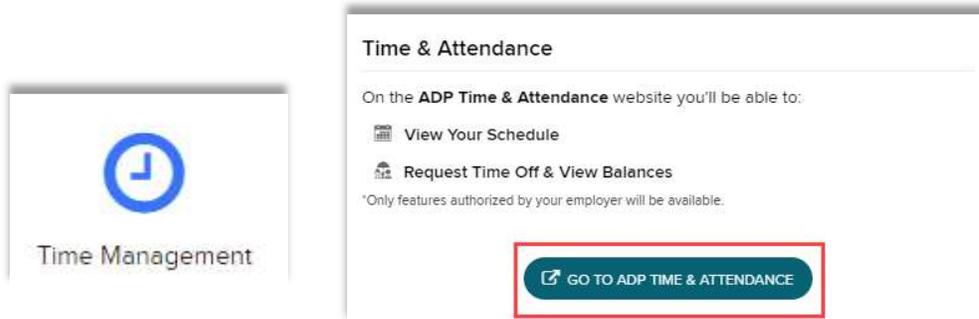
Objectives:

- To provide Administrators and Supervisors a guide for managing employee timecards in ADP Time & Attendance.

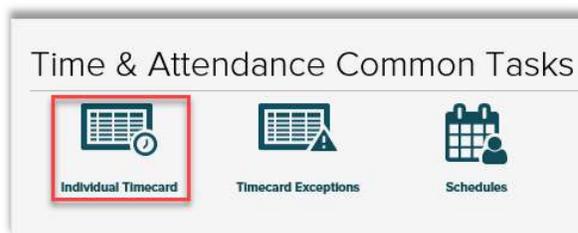
Recording Worked Time in ADP Time and Attendance

Administrators: From RUN Dashboard, select Time Management.

Supervisors: From myaccess.adp.com dashboard, select Access ADP Time and Attendance.



- From the ADP Time & Attendance Common Tasks, click the **Individual Timecard** icon.



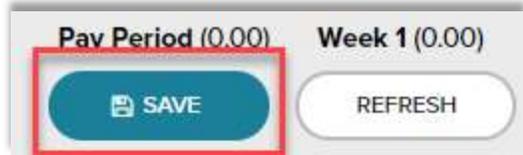
- In the **In/Out** field of the row you want to edit, type the in/out punch time.

Current Pay Period		11/9/2020	11/22/2020
Timecard	Totals	Schedule	Suppl
<	APPROVE	WEEK 1	IN - OUT
	Mon	11/09	-
	Tue	11/10	-



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3. Once time pairs have been entered, click on **Save**.



Recording Non-Worked Time

1. From the ADP Time & Attendance Common Tasks, click the **Individual Timecard** icon.



2. In the row you want to edit, type the number of hours in the **Hours** field and click on the **Pay Code** field to select the desired Pay Code.

DATE	IN - OUT	PAY CODE	HOURS	DEP.
Mon 11/09	08:00 AM - 04:00 PM	<input type="text" value=""/>	8.00	300
Tue 11/10	-	PTO	Paid Time Off	
Wed 11/11	-	SICK	Sick	
Thu 11/12	-	VACATION	Vacation	

3. Once pay code has been entered, click on **Save**.

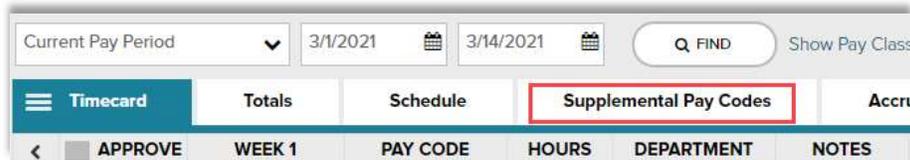




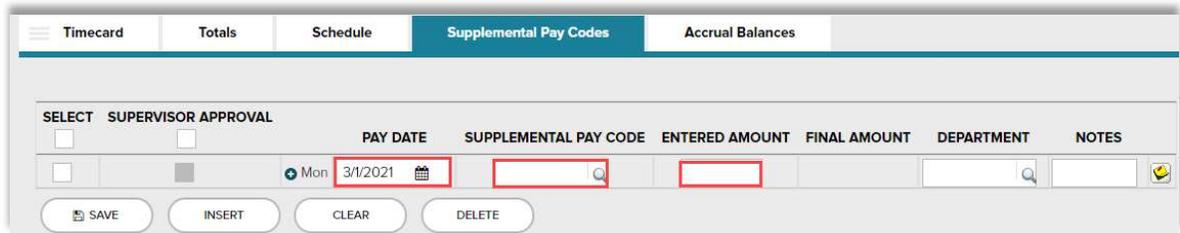
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Recording Supplemental Pay Code Amounts

1. From the ADP Time & Attendance Common Tasks, click the Individual Timecard icon, choose **Supplemental Pay Codes** tab.



2. To record a supplemental pay code, select the **date**, search for the **supplemental pay code**, and enter the **amount**. **Hint:** To add additional rows, hit the plus sign next to the day.

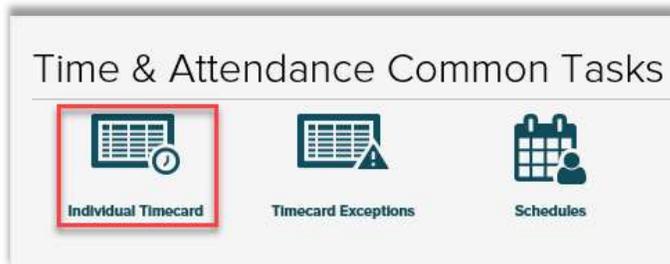


3. Once supplemental pay code amounts have been entered, click on **Save**.



Assigning Departments

1. From the ADP Time & Attendance Common Tasks, click the **Individual Timecard** icon.





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2. Click the in the **Department** field and select the desired Department.

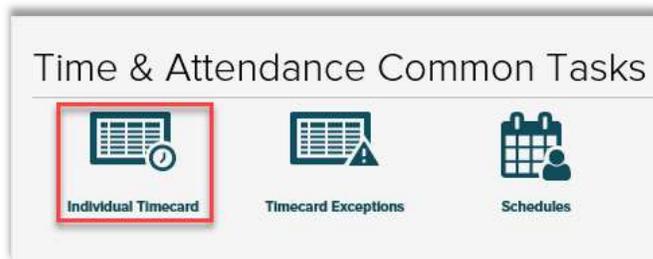
		WEEK 1		IN - OUT		PAY CODE	HOURS	DEPARTMENT	DAILY TOTALS
<input type="checkbox"/>	Mon	11/09	08:00 AM	-	04:00 PM		8.00	<input type="text" value=""/>	8.00
<input type="checkbox"/>	Tue	11/10		-			0.00	100 Management	
<input type="checkbox"/>	Wed	11/11		-			0.00	200 Accounting	

3. Once department has been entered, click on **Save**.



Adding, Copying Rows and Deleting Rows

1. From the ADP Time & Attendance Common Tasks, click the **Individual Timecard** icon.

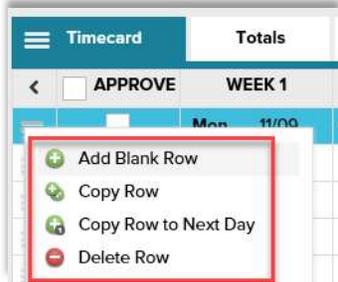


2. Click the **Action** icon in the row you want to edit.

		WEEK 1		IN - OUT		Suppl
<input type="checkbox"/>	Mon	11/09	08:00 AM	-	04:00 PM	

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- To add a row to that date, click **Add Blank Row**.
- To add an identical row, click **Copy Row**.
- To copy a row to the next day, click **Copy Row to Next Day**.
- To Delete a row, click **Delete Row**.

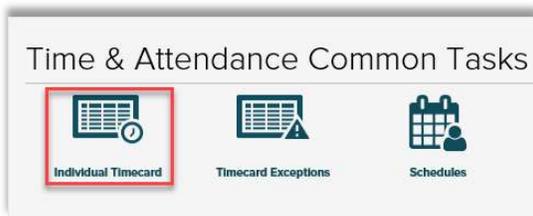


3. Once the row is completed, click **Save**.

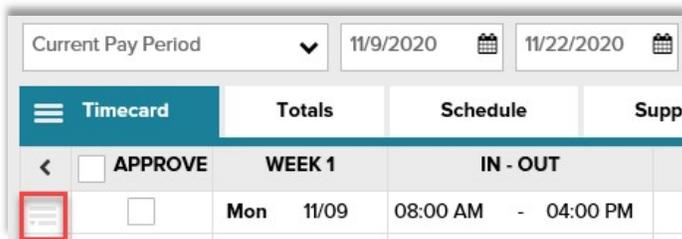


Adding Notes

1. From the ADP Time & Attendance Common Tasks, click the **Individual Timecard** icon.

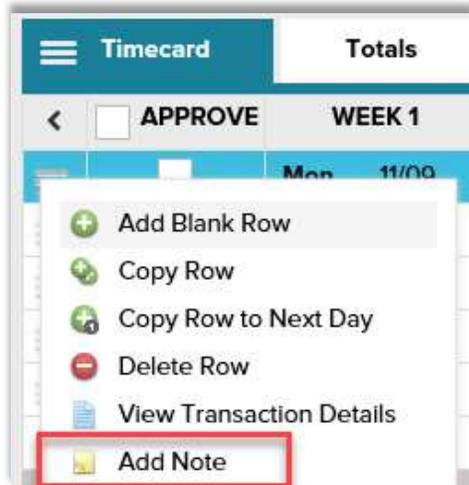


2. Click the **Action** icon in the row you want to add a note.

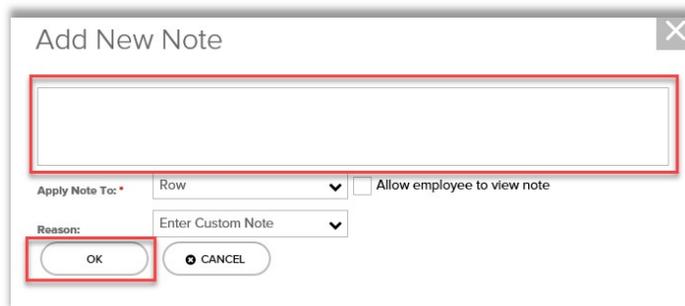


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- To add a note to that date, click **Add Note**.



- In the blank field, type the note. Once completed, click **OK**.



- Once Note has been entered, click on **Save**.

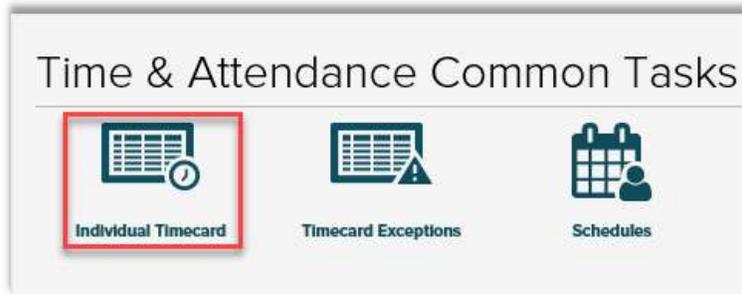




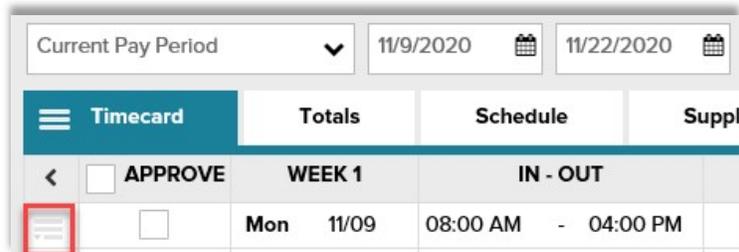
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Viewing Transaction Details

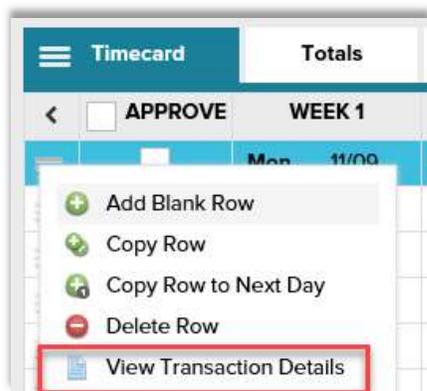
1. From the ADP Time & Attendance Common Tasks, click the **Individual Timecard** icon.



2. Click the **Action** icon in the row you want to View Transaction Details.



3. To View Transaction Details for that date, click **View Transaction Details**.





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4. To close the **View Transaction Details** page, click **Cancel**.

View Transaction Details

ALBRIGHT, ALBERT A (2029) EDIT ALERT HISTORY

TRANSACTION DETAILS

STATUS	APPROVE	PAY DATE	DATE IN	IN	OUT	HOURS (ACTUAL)	HOURS (ROUNDED)	GAP	OUT TYPE	PAY CODE	DEPARTMENT	CLOCK IN ID	CLOCK OUT ID	RATE MODIFIER	SHIFT OVERRIDE	EDIT FLAG
Processed without Errors		11/9/2020	11/9/2020	08:00 AM	04:00 PM	8.00	8.75				300	TCMGR	TCMGR			
Rounded Times:			11/9/2020	08:00 AM	04:00 PM		8.75									

* Time gap between the previous Out punch and this returning In punch (example for a Meal or Break)

DISTRIBUTION » **CALCULATION INFO**

PAY CODE	PAY DATE	ADJUSTED TRANSACTION DATE	HOURS	PAY RATE	DOLLARS	SEPARATE CHECK REQUEST
REGULAR (Regular)	11/9/2020		8.75	0.0000	0.00	
Total:			8.75		0.00	

EXCEPTIONS

No Exceptions Found.

TIMECARD DETAIL

Timecard State: Current Pay Period
Timecard Status: Timecard is processed with no errors or warnings

EMPLOYEE'S CURRENT PAY CYCLE DETAIL

Pay Cycle: Bi-Weekly Pay Cycle (BIWKLY)
Pay Frequency: Bi-weekly
Current Pay Period Dates: 11/9/2020 - 11/22/2020
Next Pay Period End Date: 12/6/2020
Current Pay Cycle State: Closed

CANCEL

Unlock Timecards

1. From the ADP Time & Attendance Common Tasks, click the **Individual Timecard**.

Time & Attendance Common Tasks

- Individual Timecard**
- Timecard Exceptions
- Schedules

2. Expand employee data by selecting the **Plus (+)** sign.

Individual Timecard ? ↗

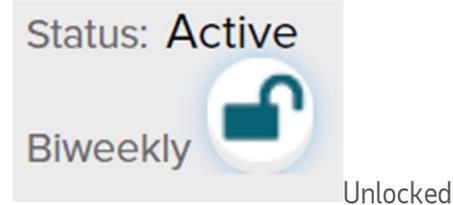
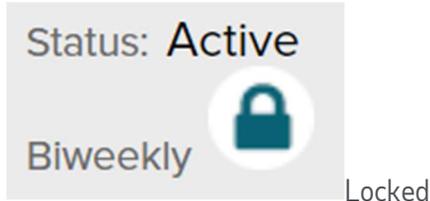
2 of 41 **Albright, Anthony** +

Current Pay Period Show Pay Class

Timecard Totals Schedule Supplemental Pay Codes Accrual Balances

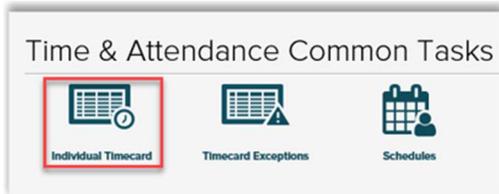
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3. Click the **Padlock** icon to unlock or lock timecards.

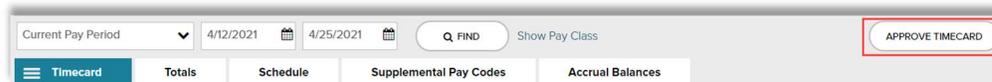


Approving Employee Timecard

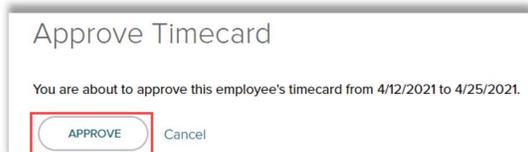
1. From the ADP Time & Attendance Common Tasks, click the Individual Timecard.



2. After reviewing your employees' timecards, click **Approve Timecard**.



3. On the Approve Timecard pop-up, click **Approve**.



4. A Green Check mark will appear on the Approve button to show it's been approved.



5. Hover over the down arrow to either Remove Approval or view who approved the timecard.

