

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.

	Time & Attendance
0	On the ADP Time & Attendance website you'll be able to: View Your Schedule Request Time Off & View Balances 'Only features authorized by your employer will be available.
Time <mark>M</mark> anagement	G GO TO ADP TIME & ATTENDANCE

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



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

Curre	nt Pay Period		~	11/9/	2020	Ħ	11/22/20	11/22/2020 🛗	
=	Timecard	т	otals		s	chedu	le	Su	ppl
<	APPROVE	w	EEK 1			IN - OUT			
		Mon	11/09	9			-		
		Tue	11/10)			-		



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.

Curre	nt Pay Period		✓ 11	/9/2020 🛗	11/22/2020		FIND	Show P	ay Clas	
=	Timecard Totals		Sched	iule	Supplemental	upplemental Pay Codes				
<			41	N - OUT	PAY CO	DE	HOURS	DEP		
=		Mon	11/09	08:00 AM	- 04:00 PN	1	٩	8.00	300	
-		Tue	11/10		-	PTO		Paid Ti	me Off	
		Wed 11/11			ā	SICK	SICK			
		Thu	11/12		Ξ.	VACATIO	st.	Manata		
		E.t.	41/40			VACATIO	V	vacatio	n	

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





Recording Supplemental Pay Code Amounts

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

Current Pay Period	~	3/1/2021	3/1	4/2021		Show Pay Class
Timecard	Totals	5	Schedule	Sup	plemental Pay Codes	Accr
< APPROVE	WEEK 1	P	AY CODE	HOURS	DEPARTMENT	NOTES

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.

Timecard	Totals	Schedule	Supplemental Pay Codes	Accrual Balances		
SELECT SUPERVI	ISOR APPROVA	L PAY DATE	SUPPLEMENTAL PAY CODE	ENTERED AMOUNT FINAL AMOUNT	DEPARTMENT	NOTES
		⊙ Mon 3/1/2021 🛗	Q		Q	

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

Pav Period (0.00)	Week 1 (0.00)	Week 2 (0.00)
SAVE	REFRESH)

Assigning Departments

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





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

Curren	Current Pay Period V11/9/2020 11/22/2020 C FIND Show Pay Class											
≡ T	ïmecard	Т	otals	Sched	ule	Supplemental Pay C	odes	5				
<	APPROVE	WE	EEK 1	IN	I - OUT	PAY CODE	HOURS	DEPARTMENT	DAILY TOTALS	~		
=		Mon	11/09	08:00 AM	- 04:00 PM		8.00	a		8.00		
=		Tue	11/10		-		0.00	100	Management			
		Wed	11/11		-		0.00	200	Accounting			
		Th	11/10				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.

~	11/9/2020	Ê	11/22/2020	Ê		
Total	s	Schedule				
WEEK	1	IN - OUT				
Mon 11/	09 08:00	MA C	- 04:00 PM	1		
	✓ Total WEEK Mon 11/	▼ 11/9/2020 Totals WEEK 1 Mon 11/09 08:00	Ill/9/2020 Image: Constraint of the second sec	III/9/2020 III/22/2020 Totals Schedule WEEK 1 IN - OUT Mon 11/09 08:00 AM - 04:00 PM		



- -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.

Current Pay Period	~	11/9/2020	Ê	11/22/2020				
Timecard	Totals		Schedule					
< APPROVE	WEEK	1	IN - OUT					
	Mon 11/0	09:00	D AM	- 04:00 P	м			



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



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

Add Nev	v Note			>
Apply Note To: *	Row	~	Allow employee to view note	
Apply Note To: * Reason:	Row Enter Custom Note	* *	Allow employee to view note	

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





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.

Current Pay Period	~	11/9/2020	Ê	11/22/2020		
Timecard	Totals	s	chedul	e	Supp	
< APPROVE	WEEK 1		IN -	OUT		
	Mon 11/0	9 08:00	AM	- 04:00 P	м	

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





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

View Transactio	on Deta	ails														
ALBRIGHT, ALBERT A (3029)	At.															
TRANSACTION DETAILS															EDIT AU	DIT HISTORY
STATUS	APPROVE	PAY DATE	DATE IN	IN	OUT	HOURS	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)																
	ON INFO															
PAY CODE PAY DATE				ADJUSTED TRANSACTION DATE				HOURS	PAY RATE	DOLLARS		SEPARATE CHECK REQUEST				
REGULAR (Regul	REGULAR (Regular) 11/9/2020									8.75	0.0000	0.0	00			
Total:	Total:									8.75		0.0	00			
EXCEPTIONS																
No Exceptions Found.																
TIMECARD DETAIL																
Timecard State: Current Pay	y Period															
Timecard Status: Timecard Is	s processed w	ith no errors o	r warnings													
EMPLOYEE'S CURRENT PAY C	YCLE DETAIL															
Pay Cycle: Bi	Weekly Pay	Cycle (BIWKLY)													
Pay Frequency: Bi	-weekly															
Current Pay Period Dates: 11	9/2020 - 11/2	2/2020														
Next Pay Period End Date: 12	/6/2020															
Current Pay Cycle State: Cl	losed															
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 T	imecard	0 ×*				
G 2 of 41 ● Albri	ght, Anthony	غد) ا	Q <status i<="" td=""><th>is active></th><td>~ 7</td><td>۲</td></status>	is active>	~ 7	۲
Current Pay Period V 4/12/2021 A/25/2021 C Show Pay Class				APP		
Timecard	Totals	Schedule	Supplemental Pay Codes	Accrual Balances		



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.

Time & Attendance Common Tasks

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.

