

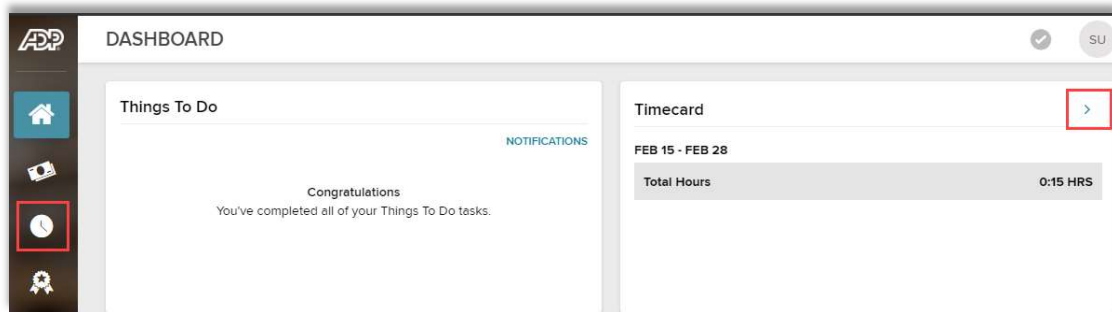
Employee Guide - Recording Supplemental Pay Codes in MyADP and ADP Time & Attendance

Objectives:

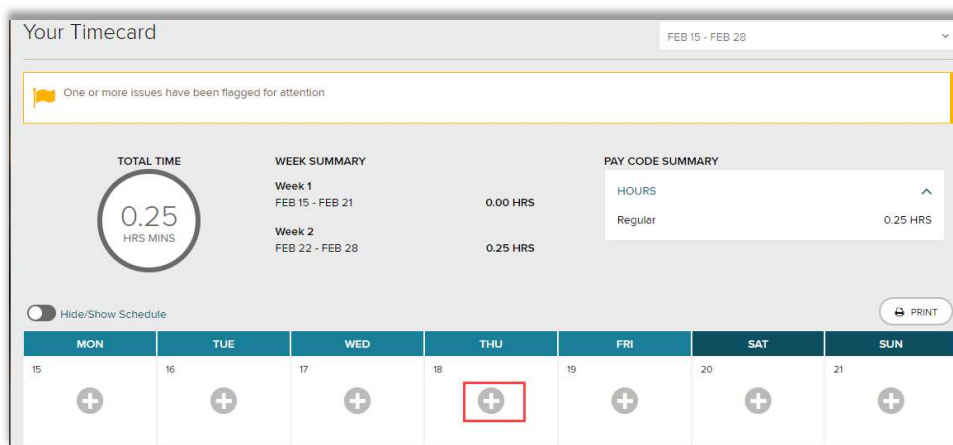
- To provide a guide for recording supplemental pay code amounts with ADP Time & Attendance.
- To provide a guide for recording supplemental pay code amounts with myaccess.adp.com

Recording Supplemental Pay Codes with MyADP

1. Log into **myaccess.adp.com**
2. **Expand** the Timecard option from the main dashboard page or select **Clock icon** on left navigation bar.

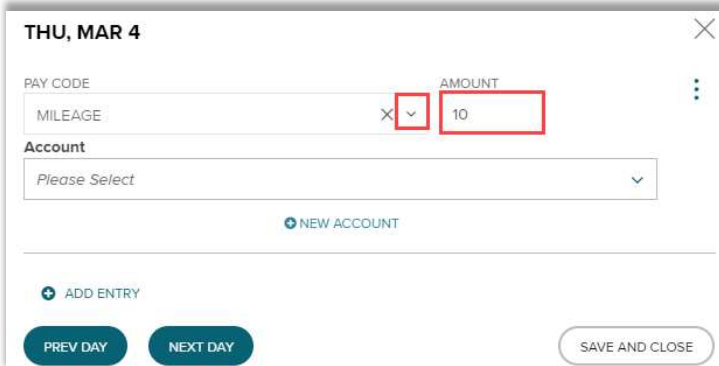


3. To add a supplemental pay code to the timecard, select the **plus icon** on the day you wish to record the value.



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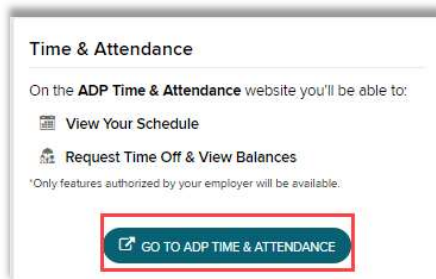
4. On the Date pop-up Window, expand the **Pay Code** box and select the appropriate Supplemental Pay Code (i.e. Mileage). In the **amount** field enter the total units or dollar amount for the supplemental code. If unsure which value to enter, reach out to your supervisor. Select **Save and Close** to record the value.



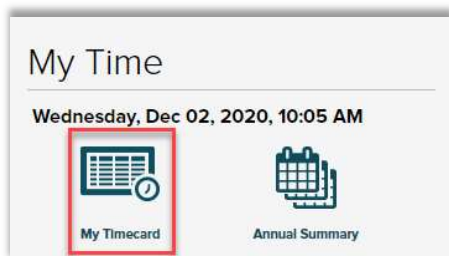
The screenshot shows a pop-up window titled "THU, MAR 4" with a close button (X) in the top right corner. Below the title, there are two input fields: "PAY CODE" and "AMOUNT". The "PAY CODE" field contains "MILEAGE" and has a dropdown arrow and a small 'x' icon. The "AMOUNT" field contains the number "10". Below these fields is an "Account" dropdown menu with the text "Please Select" and a dropdown arrow. Underneath the account menu is a link that says "NEW ACCOUNT". At the bottom of the window, there are three buttons: "ADD ENTRY" with a plus icon, "PREV DAY", and "NEXT DAY". On the far right, there is a "SAVE AND CLOSE" button.

Recording Supplemental Pay Codes with ADP Time and Attendance

1. From MyADP select Go to ADP Time & Attendance or log into <https://time.adp.com>



2. Click on **My Timecard**.





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3. Click in the **Supplemental Pay Codes** tab.

My Timecard

Current Pay Period: 3/1/2021 to 3/14/2021

Navigation tabs: Timecard, Totals, Schedule, **Supplemental Pay Codes**, Accrual Balance

WEEK 1	PAY CODE	HOURS	DEPARTMENT	NOTES	DAILY TOTALS
Mon 03/01		1.50			1.50

4. 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.

My Timecard

Current Pay Period: 3/1/2021 to 3/14/2021

Navigation tabs: Timecard, Totals, Schedule, **Supplemental Pay Codes**, Accrual Balances

SELECT	PAY DATE	SUPPLEMENTAL PAY CODE	ENTERED AMOUNT	FINAL AMOUNT	DEPARTMENT
<input type="checkbox"/>	Mon 3/1/2021	<input type="text"/>	<input type="text"/>		<input type="text"/>

Buttons: SAVE, INSERT, DELETE

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

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

Buttons: **SAVE**, REFRESH