ADP Workforce Now

Essential Time & Attendance Employee Basics: For Employees Who Clock In and Out

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.

If You Hold More than One Position

If you hold more than one position, make sure that you are performing the time-related activities for the correct position.

Starting Point: Myself > Time & Attendance > My Timecard

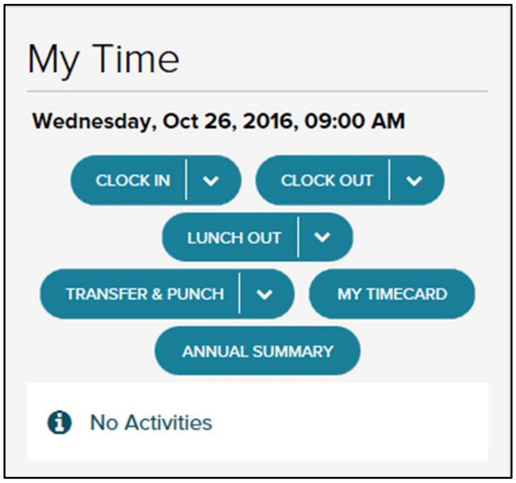
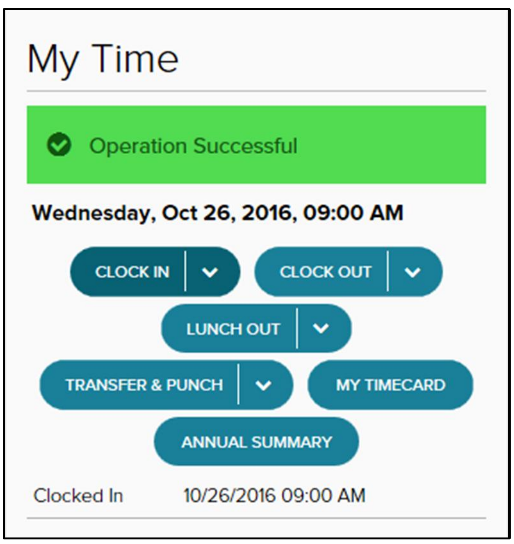
<table>
<tr><th>Step</th><th>Action</th></tr>
<tr><td>1</td><td>Click Other Positions.

</td></tr>
<tr><td>2</td><td>Select the position for which you are performing the time-related activities.</td></tr>
</table>

Recording Your Time

Depending on your company's features, your Home page may display clocking buttons to make your time-entry tasks quickly accessible. Your Home page may display additional shortcut and task buttons, as well. If your Home page doesn't include the My Time portlet, you can locate these buttons on the My Time Entry page.

Starting Point: Home or Myself > Time & Attendance > My Time Entry

Step	Action
1	Click **Clock In** or **Clock Out** as appropriate.  **Result:** A success message and the In or Out time are displayed. 

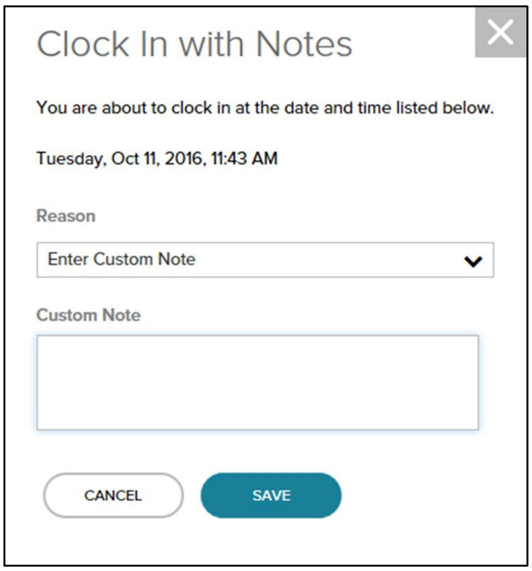
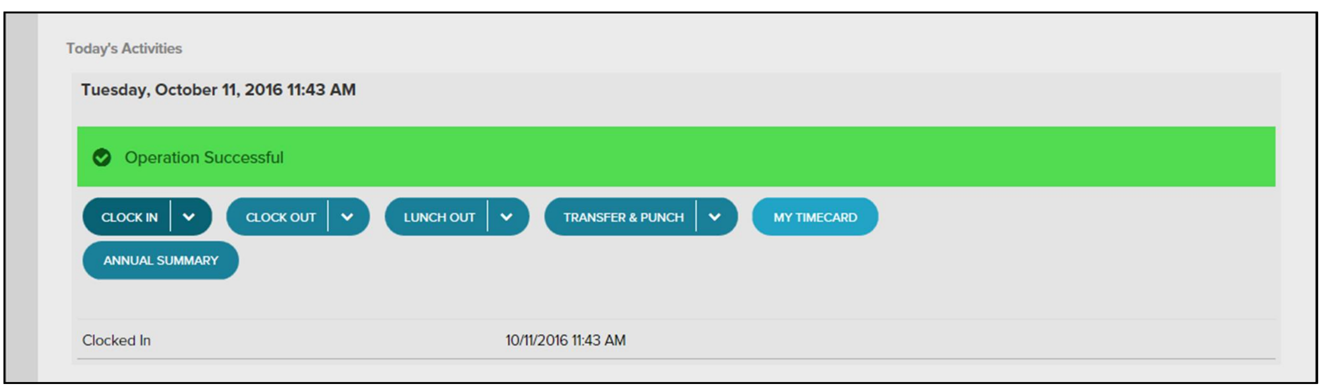
Note: Some companies require employees to click the Lunch Out button when they clock out for lunch, while others require employees to click the Clock Out button. If you are not sure which button to use, contact your supervisor.

Recording Your Time with Notes

There may be times when you want to add a note to an In, Out, or Lunch Out time, such as to explain a reason for clocking out early or late. You can add notes that are visible to you and to your supervisor and your company's practitioner.

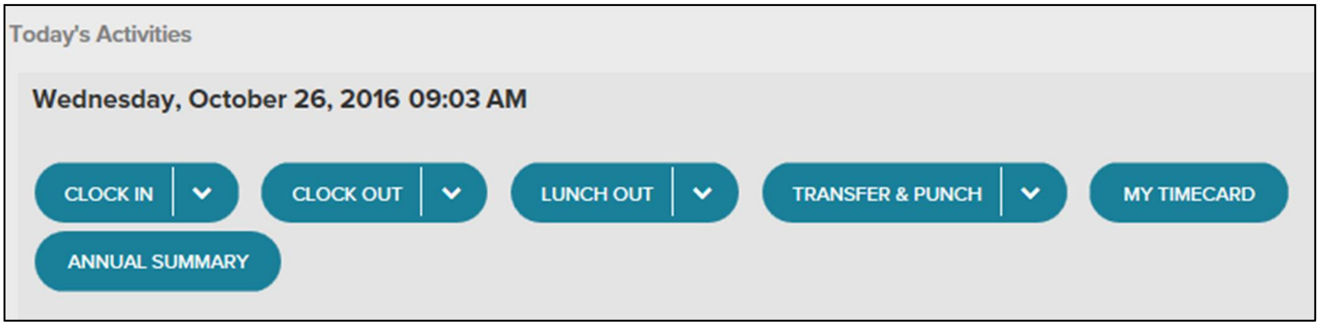
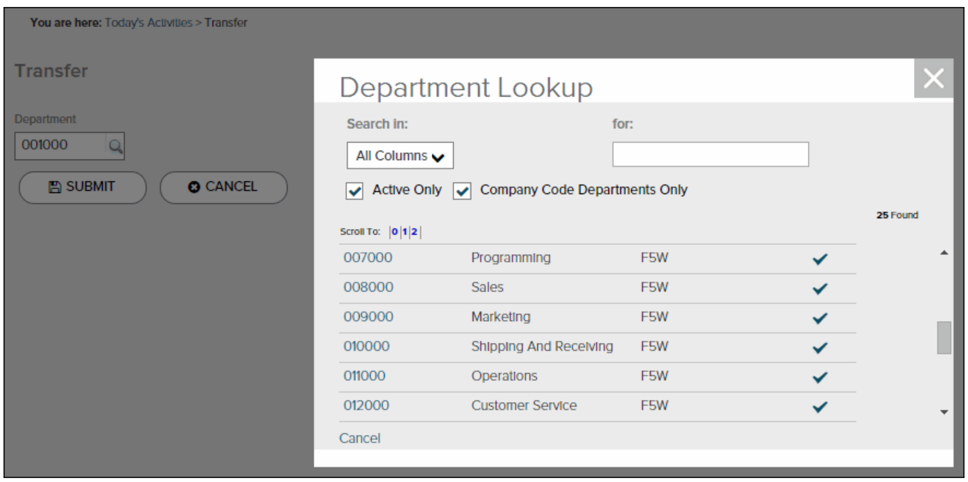
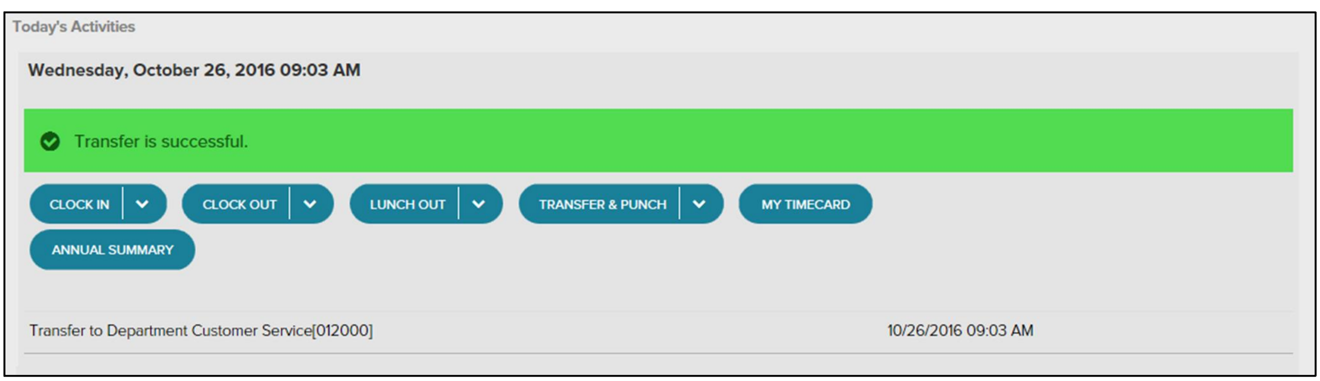
Want to see a short demonstration on how to add notes when clocking in and out? Click here and enter your ADP Workforce Now user name and password.

Starting Point: Home or Myself > Time & Attendance > My Time Entry

Step	Action
1	On the **Clock In** button, click the **down arrow** and select **Clock In with Notes**. **Results:** The Clock In With Notes window is displayed. The date and time that the In time will be recorded is listed. 
2	In the **Reason** field, select a description for the note, if applicable.
3	In the **Custom Note** field, enter the note that you want to add to the In time.
4	Click **Save**. **Results:** The In time and your note are saved. To view the note on your timecard, click **My Timecard**. 

Recording Your Time Worked in Another Department or Job

Starting Point: Myself > Time & Attendance > My Time Entry

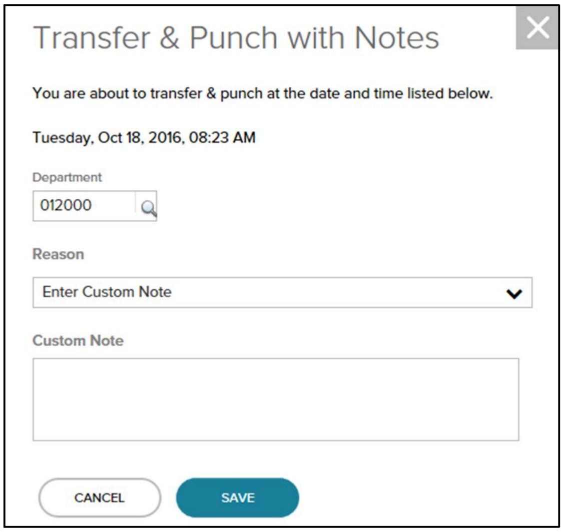
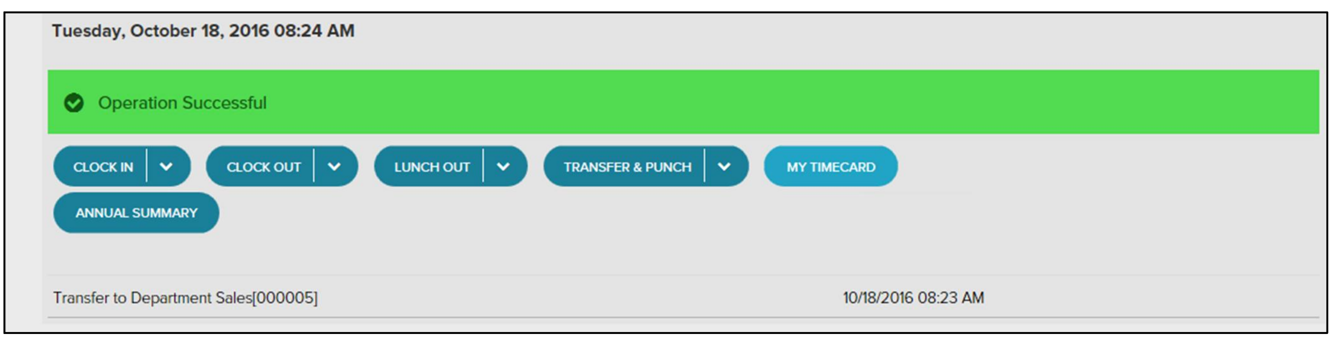
<table>
<tr><th>Step</th><th>Action</th></tr>
<tr><td>1</td><td>If you will be working in a department other than your home department, click Transfer & Punch.
</td></tr>
<tr><td>2</td><td>In the Department or Job field, click 🔍 (search).
Result: A lookup list is displayed.</td></tr>
<tr><td>3</td><td>Select the job or department in which you will work.
</td></tr>
<tr><td>4</td><td>Click Submit.
Results: A success message is displayed. Your punch is recorded, and your time is charged to the selected department or job until you record another punch.
</td></tr>
</table>

Recording Your Time Worked in Another Department or Job with Notes

If you want to add a note explaining the reason for charging your time to a department or job, you can easily do so from the Home page or the My Time Entry page.

Want to see a short demonstration on how to add notes when charging your time to a different department or job? Click here and enter your ADP Workforce Now user name and password.

Starting Point: Home or Myself > Time & Attendance > My Time Entry

Step	Action
1	On the **Transfer & Punch** button, click the **down arrow** and select **Transfer & Punch with Notes**. **Results:** The Transfer & Punch with Notes window is displayed. The date and time that your punch will be recorded is listed. 
2	In the **Department** or **Job** field, click (search).
3	Select the job or department in which you will work.
4	In the **Reason** field, select a reason for the note, if applicable.
5	In the **Custom Note** field, enter the note that you want to add to the punch.
6	Click **Save**. **Results:** A success message is displayed. Your punch and note are saved, and your time is charged to the selected department or job until you record another punch. 

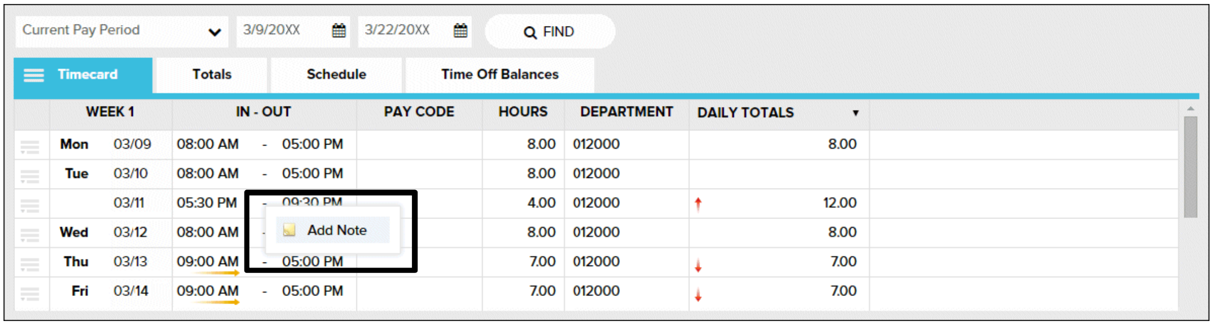
Adding Notes to Your Timecard

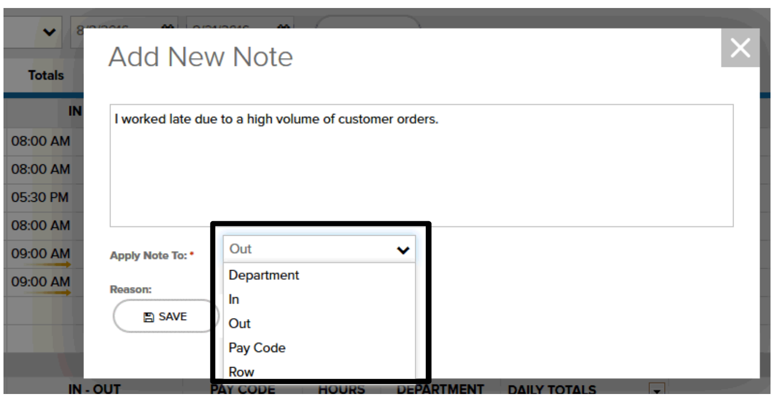
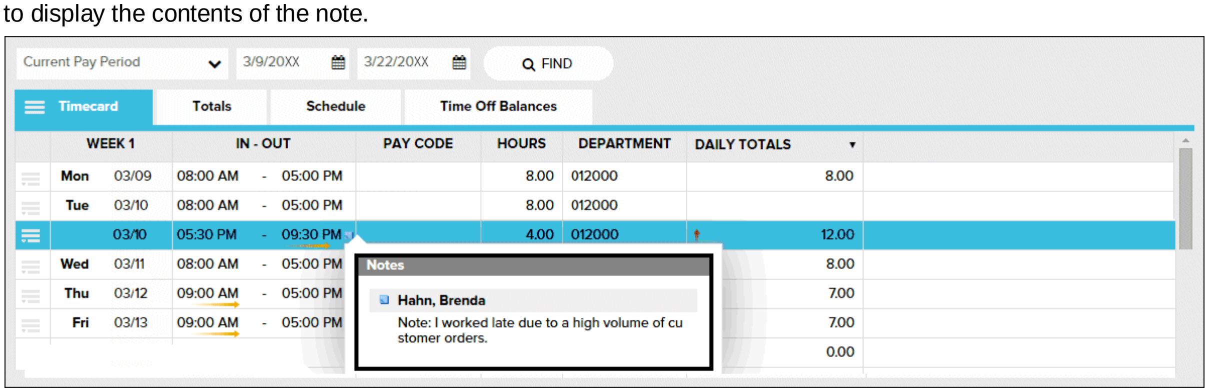
You can add notes that apply to individual transactions and rows or to the entire timecard. Your supervisor and your company's Time & Attendance practitioner can view all of the notes that you enter.

Want to see a short demonstration on how to add notes to your timecard? Click here and enter your ADP Workforce Now user name and password.

Adding a Note to a Timecard Transaction or Row

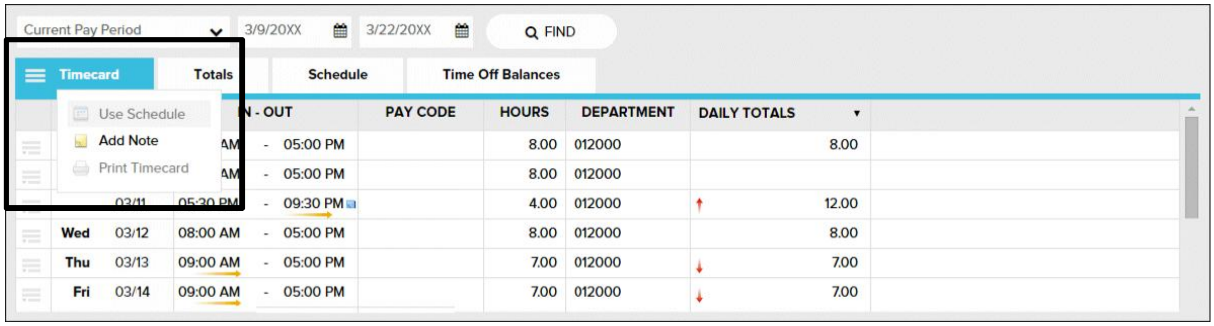
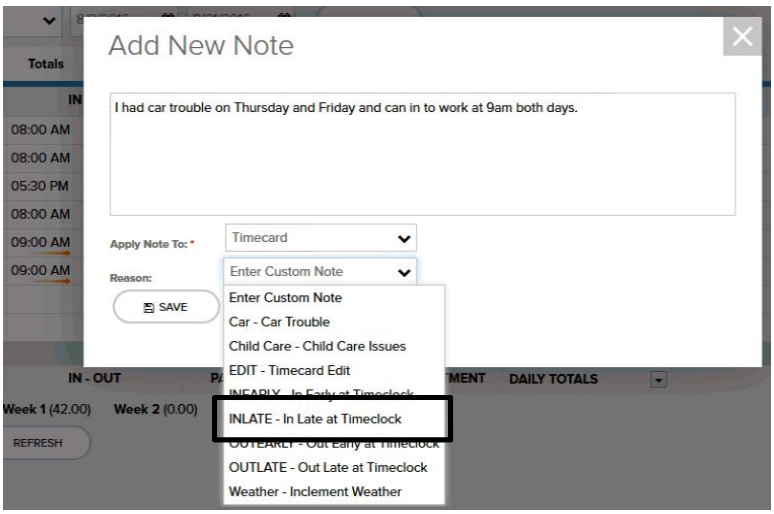
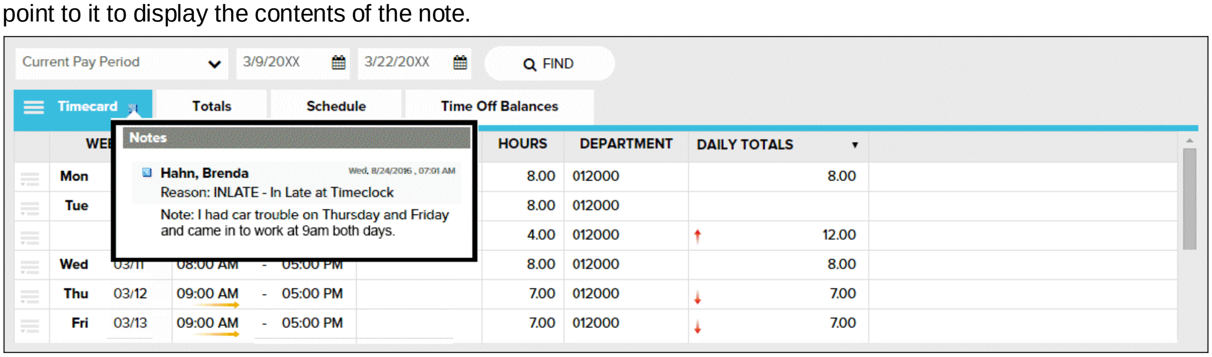
Starting Point: Myself > Time & Attendance > My Timecard

<table>
<tr><th>Step</th><th>Action</th></tr>
<tr><td>1</td><td>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.</td></tr>
<tr><td>2</td><td>In the entry field, enter a note.</td></tr>
<tr><td>3</td><td>In the Apply Note To field, select the timecard element to which you want to apply the note.

</td></tr>
<tr><td>4</td><td>In the Reason field, select a code, if applicable.</td></tr>
<tr><td>5</td><td>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.

</td></tr>
</table>

Adding a Note to an Entire Timecard

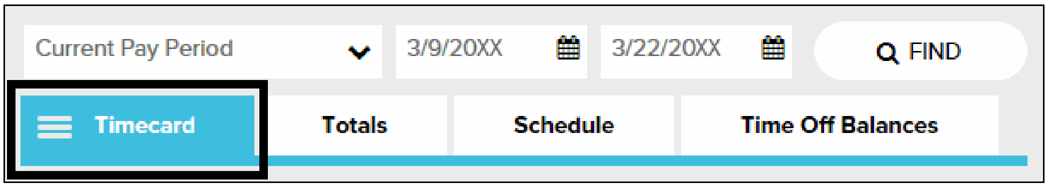
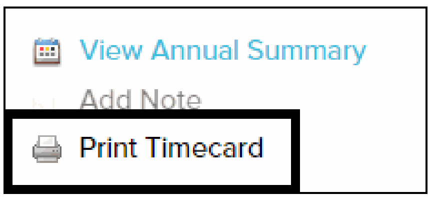
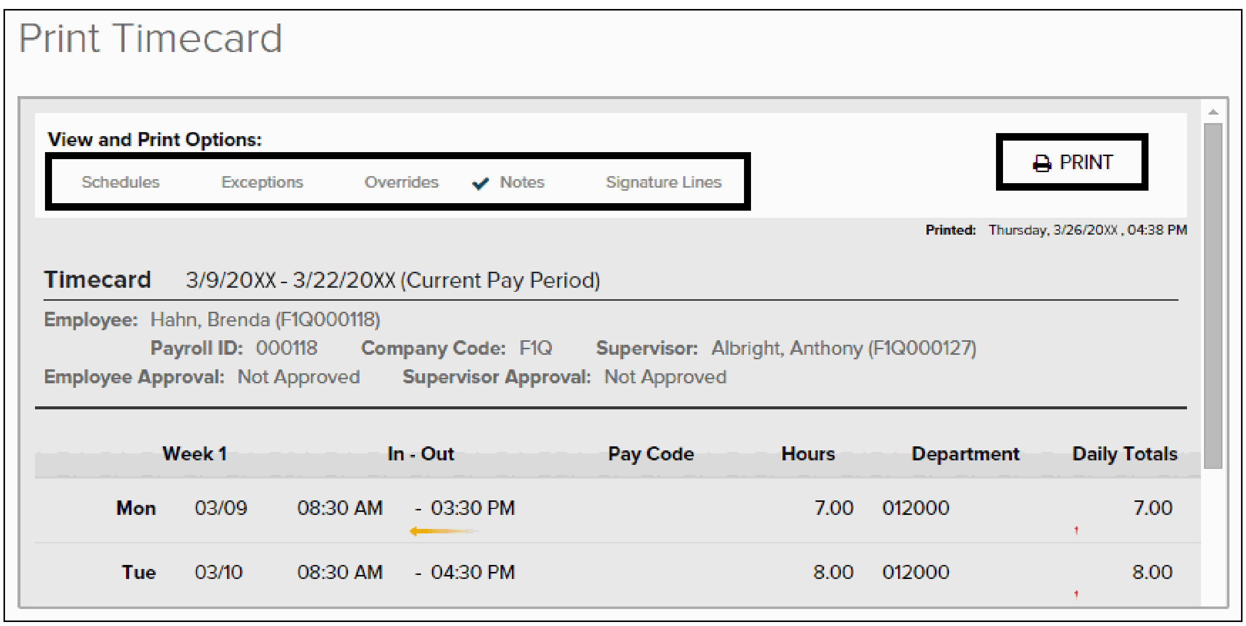
Starting Point: Myself > Time & Attendance > My Timecard

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

Want to see a short demonstration on how to print your timecard? Click here and enter your ADP Workforce Now user name and password.

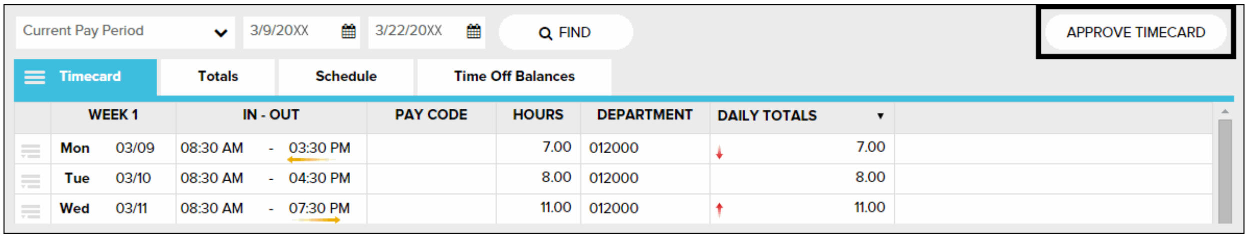
Starting Point: Myself > Time & Attendance > My Timecard

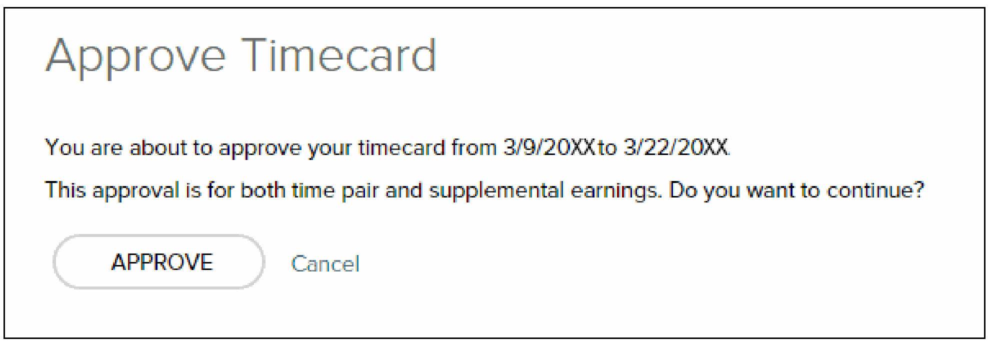
Step	Action
1	In the **Pay Date Range** fields, select the time period that you want to view and click **Find**. **Result:** Your timecard for the selected time period is displayed.
2	Click  (timecard menu).  **Result:** The timecard menu is displayed.
3	Select **Print Timecard**.  **Result:** The Print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

Approving Your Timecard, if Required

Want to see a short demonstration on how to approve your timecard? Click here and enter your ADP Workforce Now user name and password.

Starting Point: Myself > Time & Attendance > My Timecard

<table>
<tr><th>Step</th><th>Action</th></tr>
<tr><td>1</td><td>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.</td></tr>
<tr><td>2</td><td>Click Approve Timecard.


Result: The Approve Timecard window opens.</td></tr>
<tr><td>3</td><td>Click Approve.


Result: The Approve Timecard button changes to Approved.

</td></tr>
</table>

Viewing Your Schedule

Tip: Want to see a short demonstration on how to view your schedule? Click here and enter your ADP Workforce Now user name and password.

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**.  **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**.

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