

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



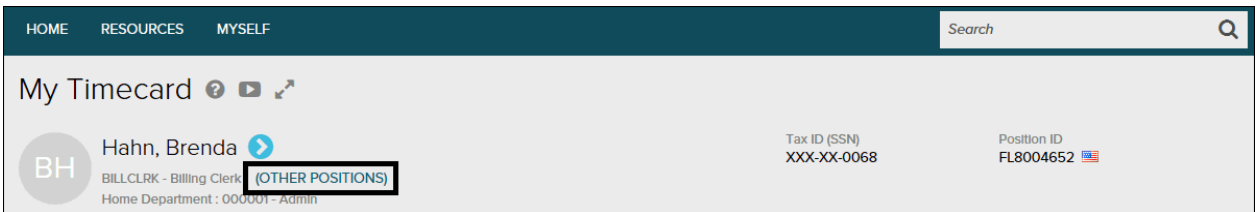
Overview

This job aid guides you through some of the basic Time & Attendance tasks that you will complete. For more information, see online Help.

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

Step	Action
1	<p>Click Other Positions.</p> 
2	Select the position for which you are performing the time-related activities.

Recording Your Time: Home Page

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.

Starting Point: Home

Step	Action
1	<div><p>Click Clock In or Clock Out as appropriate.</p><div><div>My Time</div><div>Friday, Mar 18, 20XX, 08:10 AM</div><div><div>CLOCK IN</div><div>CLOCK OUT</div><div>TRANSFER & PUNCH</div><div>MY TIMECARD</div><div>ANNUAL SUMMARY</div></div><div><div></div>No Activities</div></div><p>Result: A success message and your clocking time are displayed.</p><div><div>My Time</div><div>Operation Successful</div><div>Friday, Mar 18, 20XX, 08:14 AM</div><div><div>CLOCK IN</div><div>CLOCK OUT</div><div>TRANSFER & PUNCH</div><div>MY TIMECARD</div><div>ANNUAL SUMMARY</div></div><div>Clocked In03/18/20XX 08:14 AM</div></div></div>

Recording Your Time: My Time Entry Page



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

Step	Action
1	<p>Click Clock In or Clock Out as appropriate.</p> <div><p>Today's Activities</p><p>Friday, March 18, 20XX 09:12 AM</p><div><div>CLOCK IN</div><div>CLOCK OUT</div><div>TRANSFER</div><div>MY TIMECARD</div><div>ANNUAL SUMMARY</div></div><div><div><div></div></div>No Activities</div></div>
2	<p>Click OK.</p> <div><div><div>Message from webpage</div><div><div>?</div>Click OK to Clock In.</div><div><div>OK</div><div>Cancel</div></div></div><div><div>Message from webpage</div><div><div>?</div>Click OK to Clock Out.</div><div><div>OK</div><div>Cancel</div></div></div></div> <p>Result: A success message and your clocking time are displayed.</p>

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 Worked in Another Department or Job

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

Step	Action																								
1	<p>If you worked in a department other than your home department, click Transfer.</p> <div><p>Today's Activities</p><p>Friday, March 18, 20XX 09:12 AM</p><div><div>CLOCK IN</div><div>CLOCK OUT</div><div>TRANSFER</div><div>MY TIMECARD</div><div>ANNUAL SUMMARY</div></div><div><div><div></div></div><div>No Activities</div></div></div>																								
2	<p>In the Department or Job field, click  (search).</p>																								
3	<p>Select the job or department in which you will work.</p> <div><p>You are here: Today's Activities > Transfer</p><p>Transfer</p><p>Department</p><p>001000 </p><div><div>SUBMIT</div><div>CANCEL</div></div></div> <div><p>Department Lookup</p><p>Search In: <input type="text"/> for: <input type="text"/></p><p><input type="button" value="All Columns"/></p><p><input checked="" type="checkbox"/> Active Only <input checked="" type="checkbox"/> Company Code Departments Only</p><p>Scroll To: <input type="text"/> 25 Found</p><table><tr><td>007000</td><td>Programming</td><td>F5W</td><td>✓</td></tr><tr><td>008000</td><td>Sales</td><td>F5W</td><td>✓</td></tr><tr><td>009000</td><td>Marketing</td><td>F5W</td><td>✓</td></tr><tr><td>010000</td><td>Shipping And Receiving</td><td>F5W</td><td>✓</td></tr><tr><td>011000</td><td>Operations</td><td>F5W</td><td>✓</td></tr><tr><td>012000</td><td>Customer Service</td><td>F5W</td><td>✓</td></tr></table><p>Cancel</p></div>	007000	Programming	F5W	✓	008000	Sales	F5W	✓	009000	Marketing	F5W	✓	010000	Shipping And Receiving	F5W	✓	011000	Operations	F5W	✓	012000	Customer Service	F5W	✓
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011000	Operations	F5W	✓																						
012000	Customer Service	F5W	✓																						
4	<p>Click Submit.</p> <div><p>Today's Activities</p><p>Friday, March 18, 20XX 09:19 am</p><div><div>✓ Transfer is successful.</div><div><div>CLOCK IN</div><div>CLOCK OUT</div><div>TRANSFER</div><div>MY TIMECARD</div><div>ANNUAL SUMMARY</div></div><div><div>Transfer to Department Operations[011000]</div><div>03/18/20XX 09:19 AM</div></div></div></div>																								











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.

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Viewing and Printing Your Timecard

Tip: 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	<p>In the Pay Date Range fields, select the time period that you want to view and click Find.</p> <p>Result: Your timecard for the selected time period is displayed.</p>																					
2	<p>Click  (timecard menu).</p> <div><div>Current Pay Period  3/9/20XX  3/22/20XX   FIND</div><div><div> Timecard</div><div>Totals</div><div>Schedule</div><div>Time Off Balances</div></div></div> <p>Result: The timecard menu is displayed.</p>																					
3	<p>Select Print Timecard.</p> <div><div> View Annual Summary</div><div>Add Note</div><div> Print Timecard</div></div> <p>Result: The Print Timecard window opens.</p>																					
4	<p>Select the applicable view and print options and click Print.</p> <div><div><h3>Print Timecard</h3><div><div>View and Print Options:</div><div><div>Schedules</div><div>Exceptions</div><div>Overrides</div><div> Notes</div><div>Signature Lines</div></div><div> PRINT</div></div><div>Printed: Thursday, 3/26/20XX , 04:38 PM</div><div><div>Timecard</div><div>3/9/20XX - 3/22/20XX (Current Pay Period)</div></div><div><div>Employee:</div><div>Hahn, Brenda (F1Q000118)</div></div><div><div>Payroll ID:</div><div>000118</div><div>Company Code:</div><div>F1Q</div><div>Supervisor:</div><div>Albright, Anthony (F1Q000127)</div></div><div><div>Employee Approval:</div><div>Not Approved</div><div>Supervisor Approval:</div><div>Not Approved</div></div></div><table><thead><tr><th></th><th>Week 1</th><th>In - Out</th><th>Pay Code</th><th>Hours</th><th>Department</th><th>Daily Totals</th></tr></thead><tbody><tr><td>Mon</td><td>03/09</td><td>08:30 AM - 03:30 PM</td><td></td><td>7.00</td><td>012000</td><td>7.00</td></tr><tr><td>Tue</td><td>03/10</td><td>08:30 AM - 04:30 PM</td><td></td><td>8.00</td><td>012000</td><td>8.00</td></tr></tbody></table></div>		Week 1	In - Out	Pay Code	Hours	Department	Daily Totals	Mon	03/09	08:30 AM - 03:30 PM		7.00	012000	7.00	Tue	03/10	08:30 AM - 04:30 PM		8.00	012000	8.00
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5	<p>Click Done.</p>																					

Approving Your Timecard, if Required

Tip: 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**

Step	Action																																
1	<p>In the Pay Date Range fields, select the time period that you want to approve and click Find.</p> <p>Result: Your timecard for the selected time period is displayed.</p>																																
2	<p>Click Approve Timecard.</p> <div><div>Current Pay Period</div><div>▼</div><div>3/9/20XX</div><div>📅</div><div>3/22/20XX</div><div>📅</div><div>Q FIND</div><div>APPROVE TIMECARD</div><div><div>Timecard</div><div>Totals</div><div>Schedule</div><div>Time Off Balances</div></div><table><thead><tr><th></th><th>WEEK 1</th><th>IN - OUT</th><th>PAY CODE</th><th>HOURS</th><th>DEPARTMENT</th><th>DAILY TOTALS</th><th>▼</th></tr></thead><tbody><tr><td>Mon</td><td>03/09</td><td>08:30 AM - 03:30 PM</td><td></td><td>7.00</td><td>012000</td><td>7.00</td><td></td></tr><tr><td>Tue</td><td>03/10</td><td>08:30 AM - 04:30 PM</td><td></td><td>8.00</td><td>012000</td><td>8.00</td><td></td></tr><tr><td>Wed</td><td>03/11</td><td>08:30 AM - 07:30 PM</td><td></td><td>11.00</td><td>012000</td><td>11.00</td><td></td></tr></tbody></table></div> <p>Result: The Approve Timecard window opens.</p>		WEEK 1	IN - OUT	PAY CODE	HOURS	DEPARTMENT	DAILY TOTALS	▼	Mon	03/09	08:30 AM - 03:30 PM		7.00	012000	7.00		Tue	03/10	08:30 AM - 04:30 PM		8.00	012000	8.00		Wed	03/11	08:30 AM - 07:30 PM		11.00	012000	11.00	
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3	<p>Click Approve.</p> <div><div>Approve Timecard</div><div>You are about to approve your timecard from 3/9/20XX to 3/22/20XX</div><div>This approval is for both time pair and supplemental earnings. Do you want to continue?</div><div>APPROVE</div><div>Cancel</div></div> <p>Result: The Approve Timecard button changes to Approved and a green check mark is displayed.</p> <div><div>✔ APPROVED ▼</div></div>																																

Viewing Your Schedule

You can view your schedule in several different ways, depending on the date range and format that you want to view.


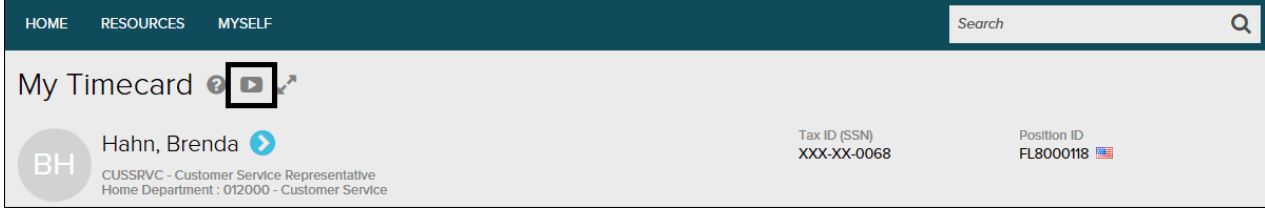

Tip: Want to see a short demonstration on how to view your schedule? Click [here](#) and enter your ADP Workforce Now user name and password.

If You Want to View	Then
The current week's schedule	Select Myself > Time & Attendance > Schedule at a Glance .
One month at a time	<ol style="list-style-type: none"> 1. Select Myself > Time & Attendance > Monthly Schedule. 2. To view a different month, in the Date field, click  (calendar) and select a date. 3. Click Find.
Your recorded time compared to your scheduled time	<ol style="list-style-type: none"> 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.

Accessing Learning Bytes in ADP Workforce Now

Learning bytes are short demonstrations that show you how to perform specific tasks. A narrator describes the processes, highlighting key points. These learning bytes will support you with the help you need, right when you need it. Learning bytes are available on many pages throughout ADP Workforce Now. This procedure describes how you can access the learning bytes relevant to your timecard.

Starting Point: **Myself > Time & Attendance > My Timecard**

Step	Action
1	<p>In the upper left of the page, click  (learning bytes).</p>  <p>Result: The learning bytes menu is displayed.</p>
2	<p>Select the desired learning byte.</p> <p>Result: A short video demonstration launches.</p>
3	<p>To exit the learning byte, click  (close) in the upper right corner of the window.</p>

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