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.

Viewing Your Timecard

Starting Point: Myself > Time & Attendance > My Timecard

When viewing your timecard it will contain all of the punches and position transfers (Cost Number) for that pay period. By default, you will view the Current Pay Period. You can change this to Previous Pay Period or Range of Dates using the fields available at the top of the timecard.
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

Click “TRANSFER & PUNCH” button for all IN punches because a COST NUMBER (position) is required. Use the same button to transfer into other Cost Numbers (positions) throughout the day. Use “CLOCK OUT” button when leaving for the day or for a lunch break. Please note: You may click the drop-down arrow next to the button to add notes when you punch.

Cost number screen will appear. Choose the proper position you are working from the list available and 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.
Approving Your Timecard

Starting Point: Myself > Time & Attendance > My Timecard

Step 1 - 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.

Step 2 - Click Approve Timecard. Result: The Approve Timecard window opens.

Step 3 – Click Approve.

Result: The Approve Timecard button changes to Approved.

Logging out of ADP

Starting Point: Top left hand corner of your screen

Beside your name is an icon with an arrow pointing to the right. Click on this icon to log out of ADP.