



## Overview

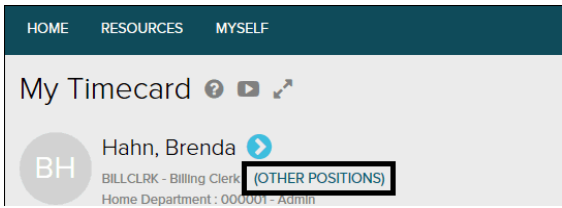
This job aid guides you through some of the basic Time & Attendance tasks that you will complete. You must have access to ADP Workforce Now with a username and password to complete the tasks described in this job aid.

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**

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

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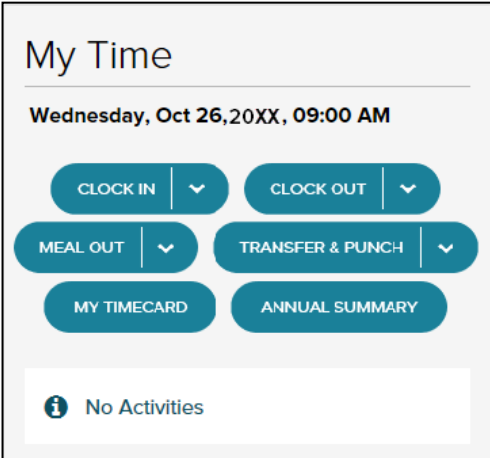
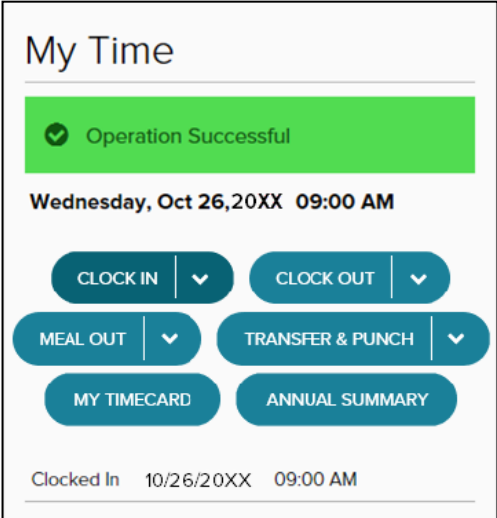
## For Employees Who Clock In and Out

These procedures apply to you if you clock in and out using the ADP Workforce Now web application and/or mobile app. If you use a timeclock device, skip to the [For All Employees](#) topics.

### Recording Your Time

Depending on your setup, 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	<p>Click <b>Clock In</b> or <b>Clock Out</b> as appropriate.</p>  <p>The screenshot shows the 'My Time' portlet for Wednesday, Oct 26, 20XX, 09:00 AM. It features several buttons: 'CLOCK IN', 'CLOCK OUT', 'MEAL OUT', 'TRANSFER &amp; PUNCH', 'MY TIMECARD', and 'ANNUAL SUMMARY'. Below the buttons, it says 'No Activities'.</p>
	<p><b>Result:</b> A success message and the In or Out time are displayed.</p>  <p>The screenshot shows the 'My Time' portlet after a successful operation. A green banner at the top says 'Operation Successful'. Below it, the date and time are 'Wednesday, Oct 26, 20XX 09:00 AM'. The same clocking buttons are present. At the bottom, it displays 'Clocked In 10/26/20XX 09:00 AM'.</p>

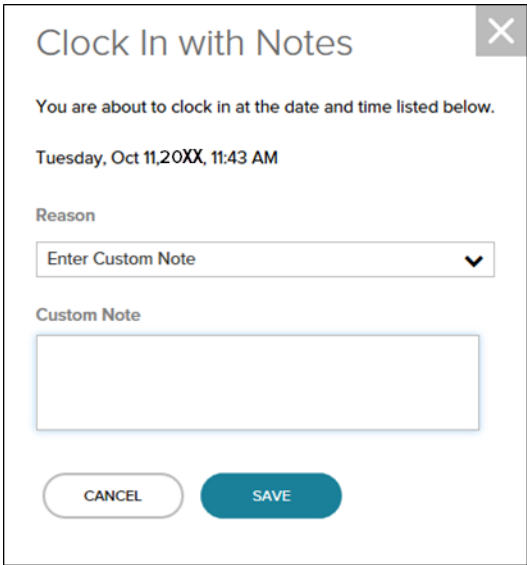
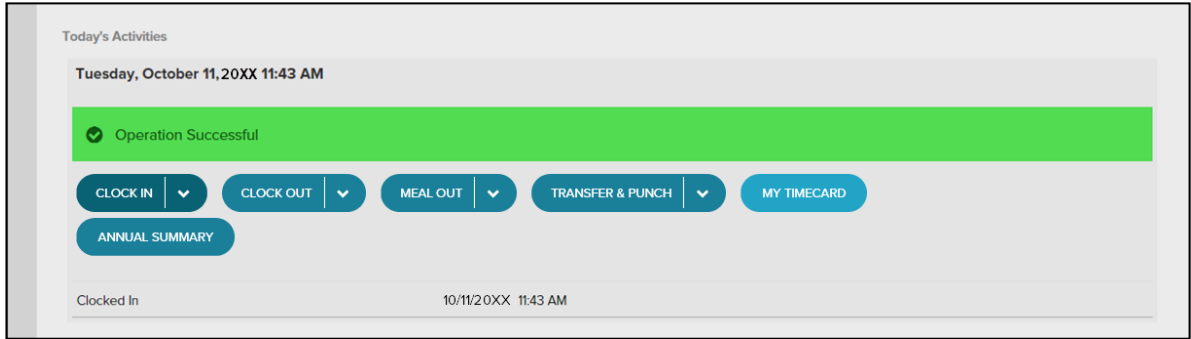
**Note:** Some companies require employees to click the Meal Out button when they clock out for meals, while others require employees to click the Clock Out button. If you are not sure which button to use, contact your supervisor.

## Recording Your Time with Notes

There may be times when you want to add a note to an In, Out, or Meal 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.

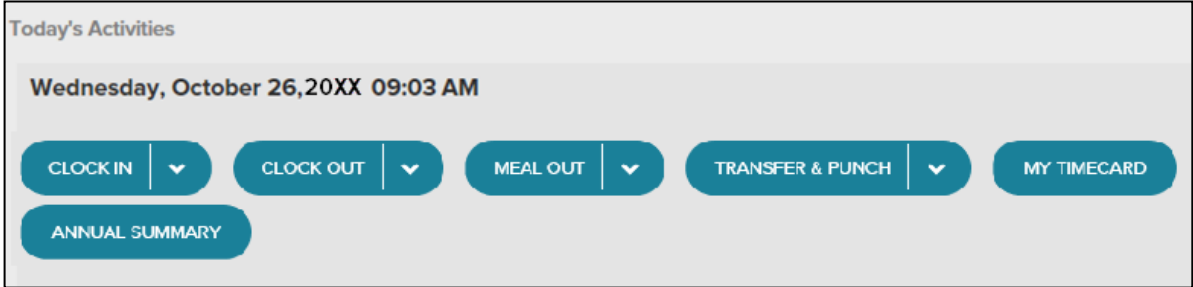

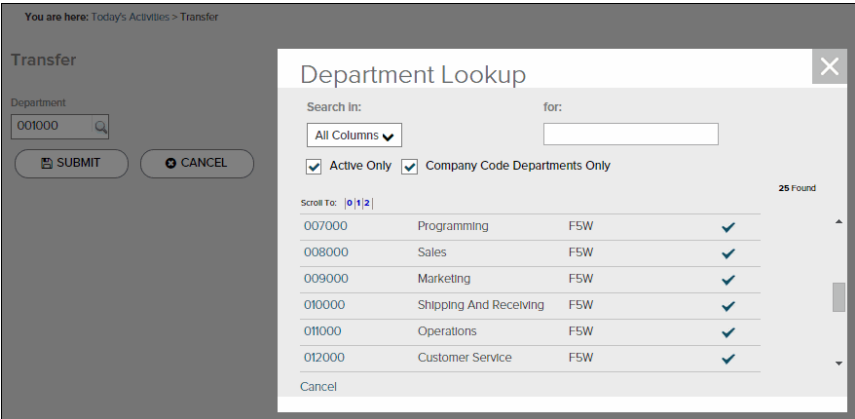

- ▶ Want to see a short demonstration on how to add notes when clocking in and out? Click [here](#) and enter your ADP Workforce Now user name and password.

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

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

## Recording Your Time Worked in Another Department or Job

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

Step	Action																												
1	<p>If you will be working in a department other than your home department, click <b>Transfer &amp; Punch</b>.</p>  <p>The screenshot shows the 'Today's Activities' interface for Wednesday, October 26, 20XX at 09:03 AM. It features several buttons: 'CLOCK IN', 'CLOCK OUT', 'MEAL OUT', 'TRANSFER &amp; PUNCH', and 'MY TIMECARD'. There is also an 'ANNUAL SUMMARY' button.</p>																												
2	<p>In the <b>Department</b> or <b>Job</b> field, click  (search).  <b>Result:</b> A lookup list is displayed.</p>																												
3	<p>Select the job or department in which you will work.</p>  <p>The screenshot shows a 'Transfer' dialog box with a 'Department Lookup' window open. The 'Department' field contains '001000'. The 'Department Lookup' window has a search bar and filters for 'Active Only' and 'Company Code Departments Only'. It displays a list of 25 departments with columns for department code, name, and company code.</p> <table border="1" data-bbox="553 1062 1036 1220"> <thead> <tr> <th>Department Code</th> <th>Department Name</th> <th>Company Code</th> <th>Status</th> </tr> </thead> <tbody> <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> </tbody> </table>	Department Code	Department Name	Company Code	Status	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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010000	Shipping And Receiving	F5W	✓																										
011000	Operations	F5W	✓																										
012000	Customer Service	F5W	✓																										
4	<p>Click <b>Submit</b>.  <b>Results:</b> 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.</p>  <p>The screenshot shows the 'Today's Activities' interface with a green success message: 'Transfer is successful.' Below the message, the 'TRANSFER &amp; PUNCH' button is highlighted. At the bottom, it shows 'Transfer to Department Customer Service[012000]' and the time '10/11/20XX 09:03 AM'.</p>																												


## For Employees Who Enter Time Directly on a Timecard

### Entering Your Worked Time

If you are set up to record your worked time on your timecard, you can easily locate your timecard and make the entries. If this procedure does not apply to you, you'll still be able to view your timecard.

▶ Want to see a short demonstration on how to enter your worked time? Click [here](#) and enter your ADP Workforce Now user name and password.

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

Step	Action						
1	In the <b>Pay Date Range</b> fields, select the time period for which you want to enter time and click <b>Find</b> . <b>Result:</b> Your timecard for the selected time period is displayed.						
2	Enter the time. <table border="1" data-bbox="256 688 1479 1125"> <thead> <tr> <th>If Your Timecard Has</th> <th>Then</th> </tr> </thead> <tbody> <tr> <td>The <b>In</b> and <b>Out</b> fields</td> <td>                             1. In the <b>In</b> field for the appropriate day, enter your start time.                              2. In the <b>Out</b> field for the appropriate day, enter your end time.   <b>Tips:</b> <ul style="list-style-type: none"> <li>• Enter "am" or "pm" to automatically advance the cursor.</li> <li>• You do not need to enter a colon with the time.</li> </ul> </td> </tr> <tr> <td>The <b>Hours</b> field (and does not have the In and Out fields)</td> <td>In the <b>Hours</b> field for the appropriate day, enter your total hours worked.</td> </tr> </tbody> </table>	If Your Timecard Has	Then	The <b>In</b> and <b>Out</b> fields	1. In the <b>In</b> field for the appropriate day, enter your start time. 2. In the <b>Out</b> field for the appropriate day, enter your end time.  <b>Tips:</b> <ul style="list-style-type: none"> <li>• Enter "am" or "pm" to automatically advance the cursor.</li> <li>• You do not need to enter a colon with the time.</li> </ul>	The <b>Hours</b> field (and does not have the In and Out fields)	In the <b>Hours</b> field for the appropriate day, enter your total hours worked.
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The <b>Hours</b> field (and does not have the In and Out fields)	In the <b>Hours</b> field for the appropriate day, enter your total hours worked.						
3	If you worked in a department other than your home department, click in the <b>Department</b> field and then click  (search) and select the department in which you worked.						
4	Click <b>Save</b> .						

## Entering Your Nonworked Time


Depending on your company's features, you can use different methods to enter nonworked time such as vacation, sick, or personal time. Use one of the procedures in this job aid depending on the options that are available to you.

### Requesting Time Off

If the Myself menu includes the Time Off submenu, follow these steps to request time off.

- ▶ Want to see a short demonstration on how to request time off? Click [here](#) and enter your ADP Workforce Now user name and password.


#### Starting Point: Myself > Time Off > Request Time Off

Step	Action						
1	On the calendar, click the days to include in the request.						
2	Click <b>Request Time Off</b>						
3	Select the reason for the request. <table border="1" data-bbox="256 724 1458 940"> <thead> <tr> <th>If You Are Requesting</th> <th>Then</th> </tr> </thead> <tbody> <tr> <td>The same time-off policy</td> <td>In the <b>Time Off Policy</b> field, select the appropriate time-off policy.</td> </tr> <tr> <td>Different time-off policies</td> <td> <ol style="list-style-type: none"> <li>1. Click <b>Edit Each Day Individually</b>.</li> <li>2. In each day of the request, in the <b>Time Off Policy</b> field, select the appropriate time-off policy.</li> </ol> </td> </tr> </tbody> </table>	If You Are Requesting	Then	The same time-off policy	In the <b>Time Off Policy</b> field, select the appropriate time-off policy.	Different time-off policies	<ol style="list-style-type: none"> <li>1. Click <b>Edit Each Day Individually</b>.</li> <li>2. In each day of the request, in the <b>Time Off Policy</b> field, select the appropriate time-off policy.</li> </ol>
If You Are Requesting	Then						
The same time-off policy	In the <b>Time Off Policy</b> field, select the appropriate time-off policy.						
Different time-off policies	<ol style="list-style-type: none"> <li>1. Click <b>Edit Each Day Individually</b>.</li> <li>2. In each day of the request, in the <b>Time Off Policy</b> field, select the appropriate time-off policy.</li> </ol>						
4	In the <b>Amount</b> and <b>Start Time</b> fields, change the values, as needed.						
5	In the <b>Comments</b> field, enter any notes about the request that you want to provide to the reviewer. <b>Note:</b> All notes that you enter will be visible to the reviewer.						
6	In the <b>Please Respond By</b> field, click  (calendar) to select a desired response date, if applicable.						
7	Click <b>Submit</b> . <b>Results:</b> <ul style="list-style-type: none"> <li>• A time-off request is sent to the designated reviewer.</li> <li>• If the request dates are within the current or next pay period, a pending time-off request will be displayed on your timecard.</li> <li>• You will receive notifications in the Message Center when the request is approved or denied.</li> </ul>						

### Time & Attendance

If the Myself menu does not include the Time Off submenu, follow these steps to enter nonworked time.

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

Step	Action
1	In the <b>Pay Date Range</b> fields, select the time period for which you want to enter time and click <b>Find</b> . <b>Result:</b> Your timecard for the selected time period is displayed.
2	If your timecard displays the <b>In</b> field, for the appropriate day, enter the time when you will begin taking nonworked time.
3	In the <b>Hours</b> field for the appropriate day, enter your total nonworked hours.
4	In the <b>Pay Code</b> field, click  (search) and select the appropriate pay code for the nonworked time.
5	Click <b>Save</b> . <b>Result:</b> The hours that you entered are saved on your timecard.


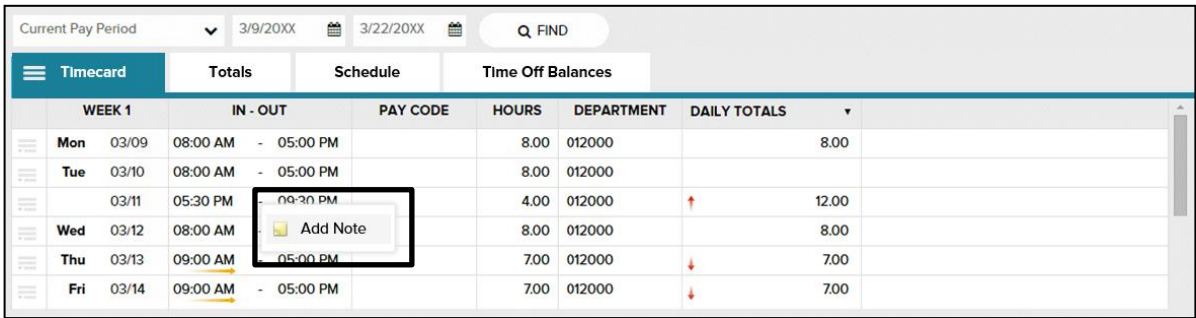
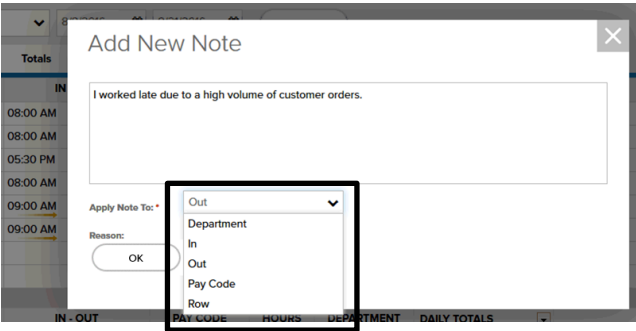

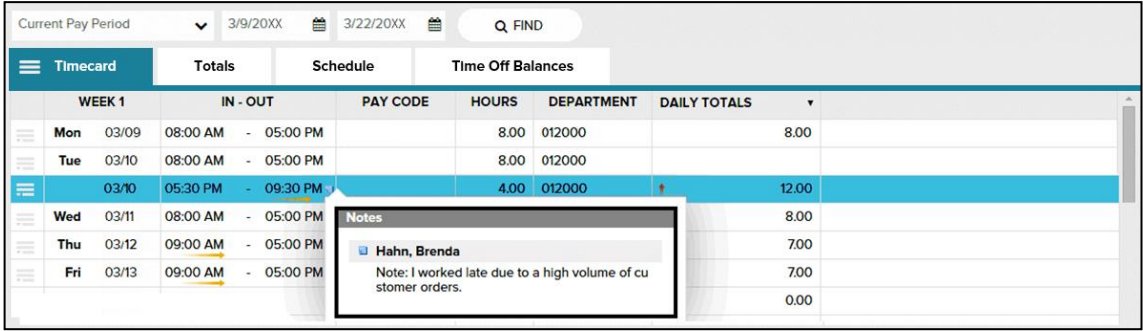
## For All Employees

### 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.


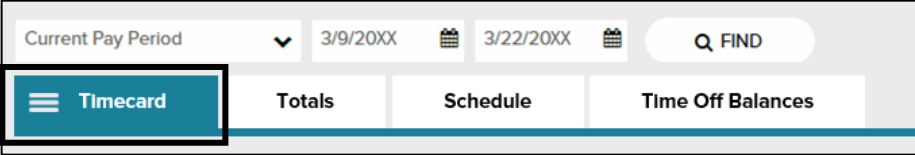
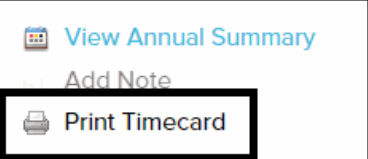
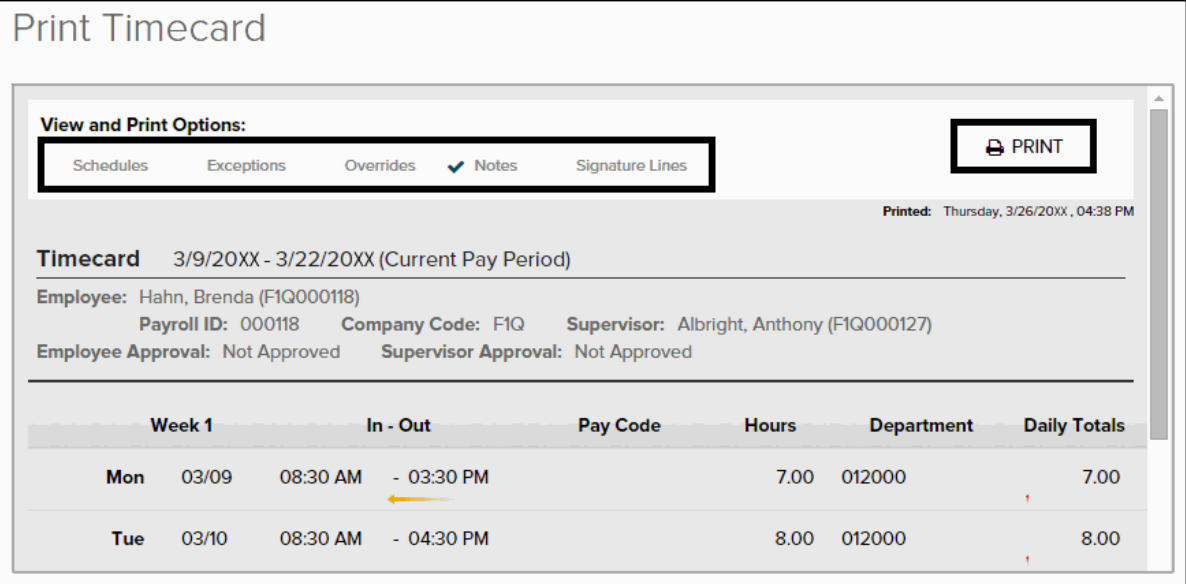
**Starting Point: Myself > Time & Attendance > My Timecard**

Step	Action
1	<p>Click  (row menu) or right-click on a transaction such as an <b>In</b> or <b>Out</b> time and select <b>Add Note</b>.</p>  <p><b>Result:</b> The Add New Note window opens.</p>
2	In the entry field, enter a note.
3	<p>In the <b>Apply Note To</b> field, select the timecard element to which you want to apply the note.</p> 
4	In the <b>Reason</b> field, select a code, if applicable.
5	<p>Click <b>OK</b>.</p> <p><b>Result:</b> The  (note) indicator is now visible on the timecard. You can right-click the note and select <b>Edit Note</b> or point to it to display the contents of the note.</p> 

## 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**

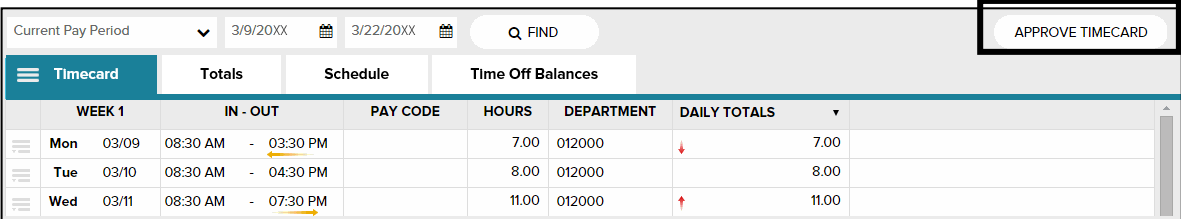
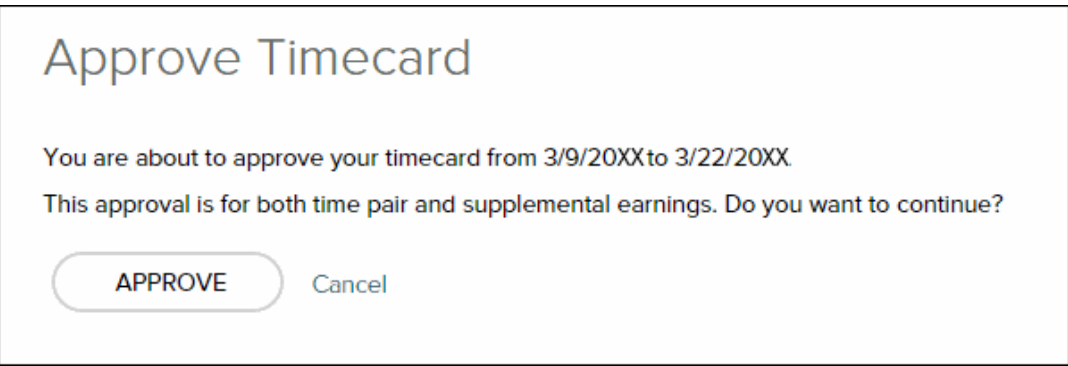
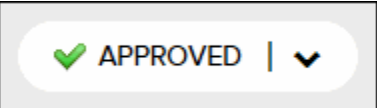
Step	Action
1	In the <b>Pay Date Range</b> fields, select the time period that you want to view and click <b>Find</b> . <b>Result:</b> Your timecard for the selected time period is displayed.
2	Click  (timecard menu).  <b>Result:</b> The timecard menu is displayed.
3	Select <b>Print Timecard</b> .  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



## 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**

Step	Action
1	<p>In the <b>Pay Date Range</b> fields, select the time period that you want to approve and click <b>Find</b>.</p> <p><b>Result:</b> Your timecard for the selected time period is displayed.</p>
2	<p>Click <b>Approve Timecard</b>.</p>  <p><b>Result:</b> The Approve Timecard window opens.</p>
3	<p>Click <b>Approve</b>.</p>  <p><b>Result:</b> The Approve Timecard button changes to Approved.</p> 

## 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	<ol style="list-style-type: none"> <li>1. Select <b>Myself &gt; Time &amp; Attendance &gt; My Schedule</b>.</li> <li>2. To view a different month, in the <b>Date</b> field, click ◀ (back) or ▶ (forward).</li> <li>3. To view a week at a time, select <b>Week</b>.</li> </ol>  <p><b>Result:</b> One week of your schedule is displayed with each day as a row.  <b>Tip:</b> To view each day as a column, click <b>Rotate Week View</b>.</p>
Your recorded time compared to your scheduled time	<ol style="list-style-type: none"> <li>1. Select <b>Myself &gt; Time &amp; Attendance &gt; Actual vs. Scheduled</b>.</li> <li>2. To view the actual and scheduled times for other pay periods, in the <b>Other Pay Period (Enter Date)</b> field select a pay period option.</li> <li>3. To view the actual and scheduled times for other dates, in the <b>Date</b> field, click 📅 (calendar) and select a date.</li> </ol>

## Accessing Learning Bytes in ADP Workforce Now

Learning bytes are short video demonstrations that show you how to perform specific tasks in ADP Workforce Now. Learning bytes support you with the help you need, right when you need it. They are available on many pages throughout ADP Workforce Now. This is 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><b>Result:</b> The learning bytes menu is displayed.</p>
2	<p>Select the desired learning byte.  <b>Result:</b> 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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