

Essential Time & Attendance Employee Basics: For Time-Based Employees



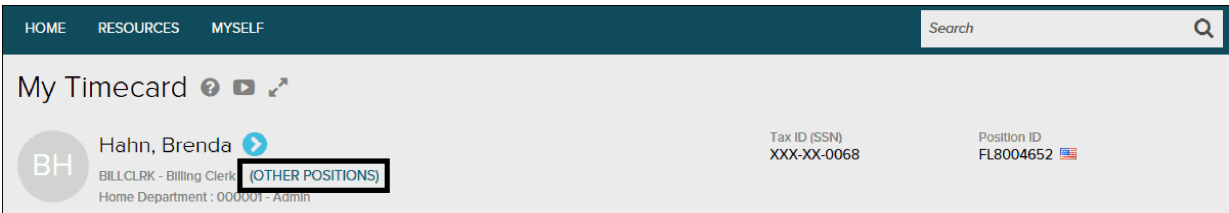
Overview

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.

Entering Your Worked Time

Tip: 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 Pay Date Range fields, select the time period for which you want to enter time and click Find . Result: Your timecard for the selected time period is displayed.
2	In the In field for the appropriate day, enter your start time. Tips: <ul style="list-style-type: none"> • Enter “am” or “pm” to automatically advance the cursor. • You do not need to enter a colon with the time.
3	In the Out field for the appropriate day, enter your end time.
4	If you worked in a department other than your home department, click in the Department field and then click Q (search) and select the department in which you worked.
5	Click Save .

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.

Time Off

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

Tip: 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 Request Time Off .						
3	Select the reason for the request. <table border="1" data-bbox="230 720 1373 919"> <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 Policy field, select the appropriate time-off policy.</td> </tr> <tr> <td>Different time-off policies</td> <td> <ol style="list-style-type: none"> 1. Click Edit Each Day Individually. 2. In each day of the request, in the Policy field, select the appropriate time-off policy. </td> </tr> </tbody> </table>	If You Are Requesting	Then	The same time-off policy	In the Policy field, select the appropriate time-off policy.	Different time-off policies	<ol style="list-style-type: none"> 1. Click Edit Each Day Individually. 2. In each day of the request, in the Policy field, select the appropriate time-off policy.
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4	In the Amount and Start Time fields, change the values, as needed.						
5	In the Comments field, enter any notes about the request that you want to provide to the reviewer. Note: All notes that you enter will be visible to the reviewer.						
6	In the Please Respond By field, enter a desired response date, if applicable.						
7	Click Submit . Results: <ul style="list-style-type: none"> • A time-off request is sent to the designated reviewer. • If the request dates are within the current or next pay period, a pending time-off request will be displayed on your timecard. • You will receive notifications in the Message Center when the request is approved or denied. 						

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


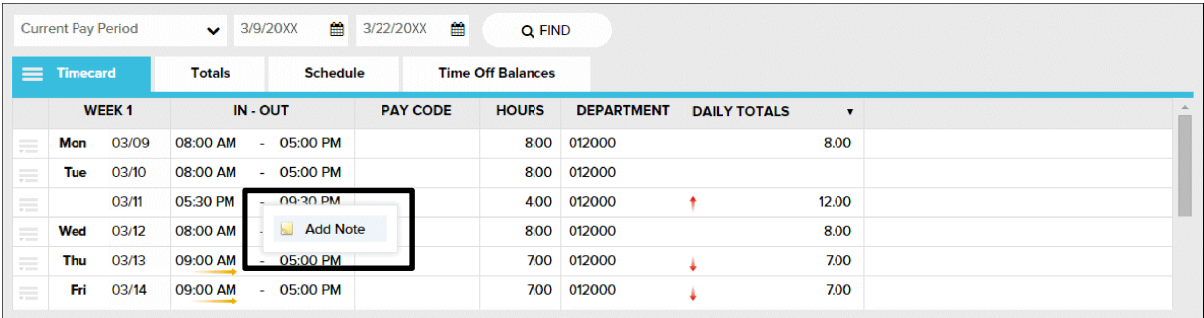
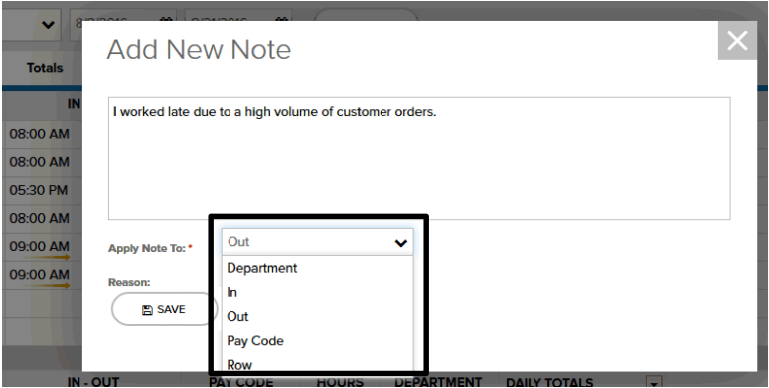

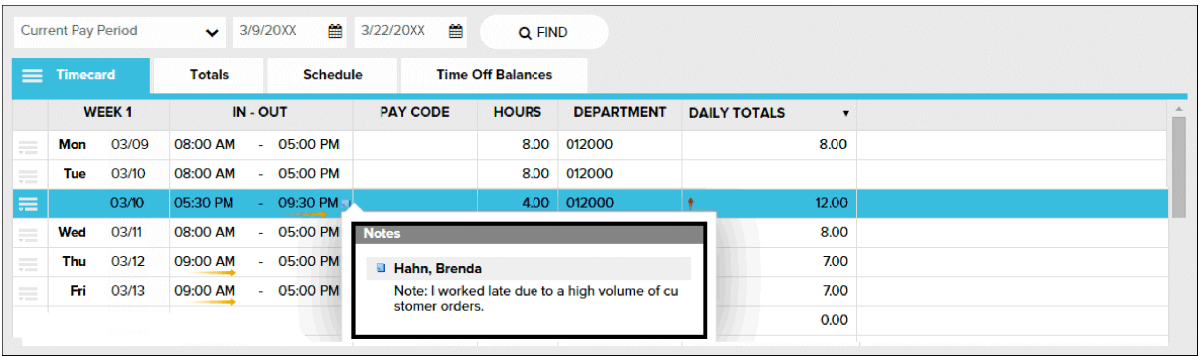
Adding Notes to Your Timecard

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.

Tip: 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.


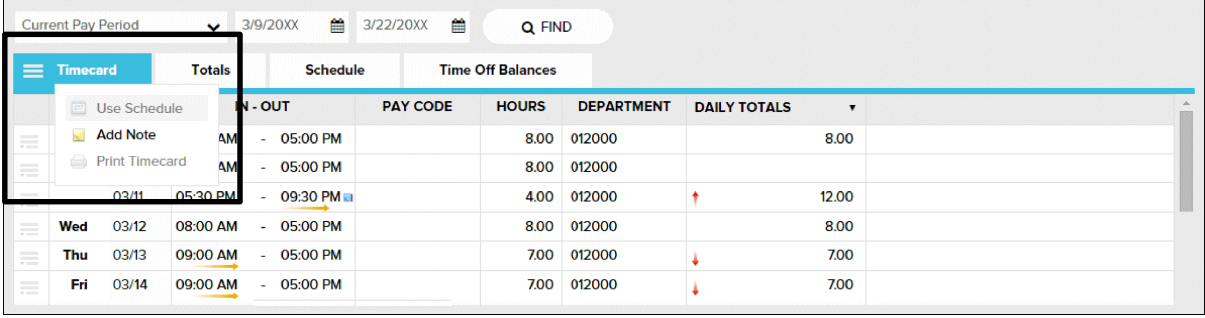
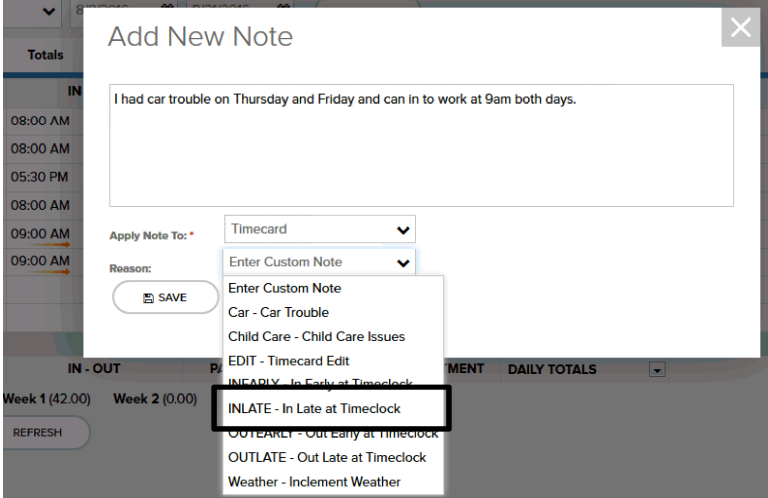

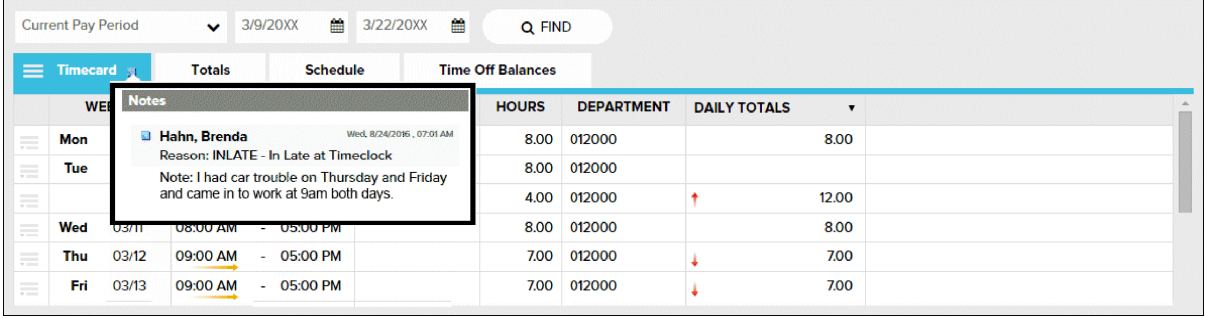
Adding a Note to a Timecard Transaction or Row

Starting Point: Myself > Time & Attendance > My Timecard

Step	Action
1	<p>Click  (row menu) or right-click on a transaction such as an In or Out time and select Add Note.</p>  <p>Result: The Add New Note window opens.</p>
2	In the entry field, enter a note.
3	<p>In the Apply Note To field, select the timecard element to which you want to apply the note.</p> 
4	In the Reason field, select a code, if applicable.
5	<p>Click Save.</p> <p>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.</p> 

Adding a Note to an Entire Timecard


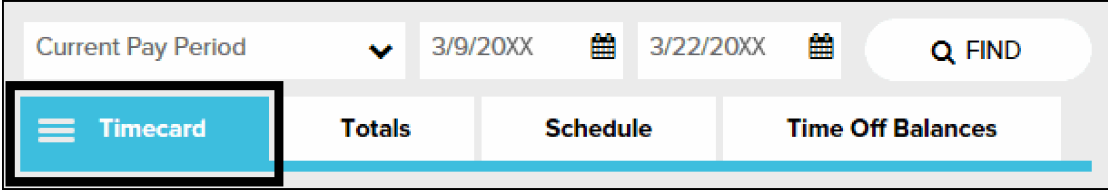
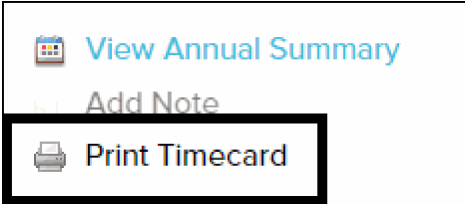
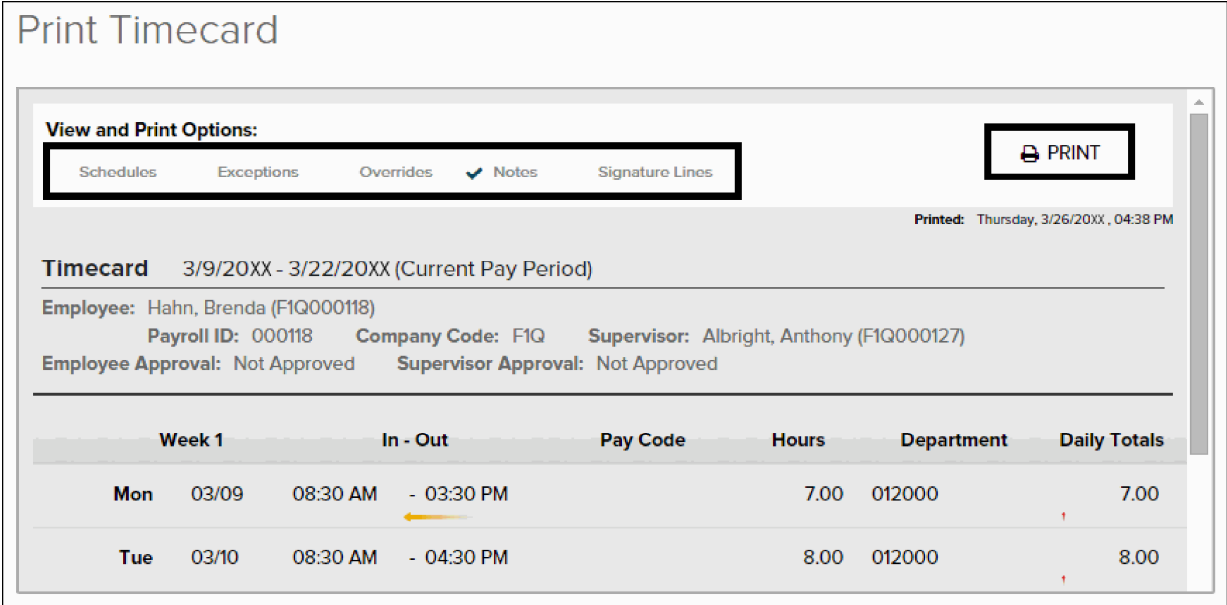
Starting Point: **Myself > Time & Attendance > My Timecard**

Step	Action
1	<p>Click  (timecard menu) and select Add Note.</p>  <p>Result: The Add New Note window opens.</p>
2	<p>In the entry field, enter a note.</p>
3	<p>In the Reason field, select a code, if applicable.</p> 
4	<p>Click Save.</p> <p>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.</p> 

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.

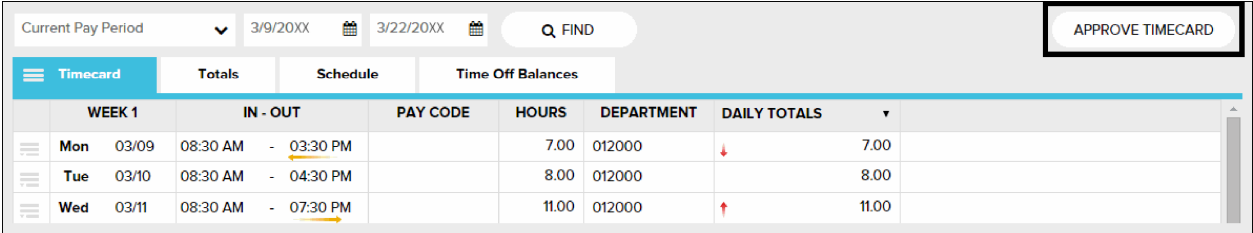
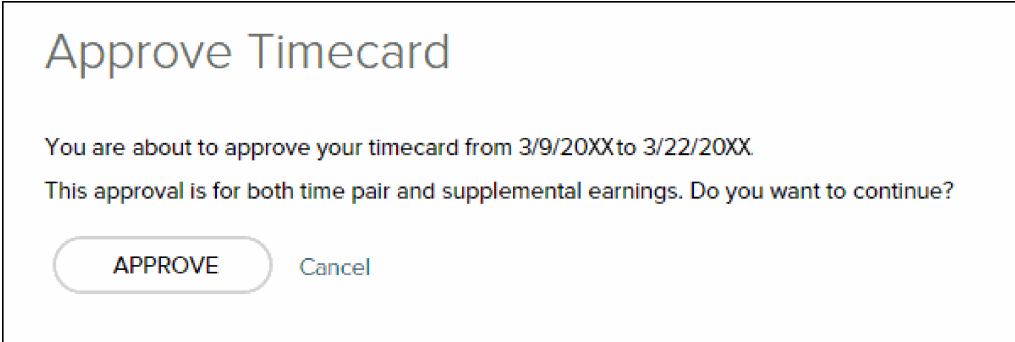
Starting Point: **Myself > Time & Attendance > My Timecard**

Step	Action																					
1	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 .  Print Timecard View and Print Options: Schedules Exceptions Overrides <input checked="" type="checkbox"/> Notes Signature Lines PRINT Printed: Thursday, 3/26/20XX, 04:38 PM Timecard 3/9/20XX - 3/22/20XX (Current Pay Period) Employee: Hahn, Brenda (F1Q000118) Payroll ID: 000118 Company Code: F1Q Supervisor: Albright, Anthony (F1Q000127) Employee Approval: Not Approved Supervisor Approval: Not Approved <table border="1"> <thead> <tr> <th colspan="2">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>	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	Click Done .																					

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>  <p>Result: The Approve Timecard window opens.</p>
3	<p>Click Approve.</p>  <p>Result: The Approve Timecard button changes to Approved, and a green check mark is displayed.</p> 