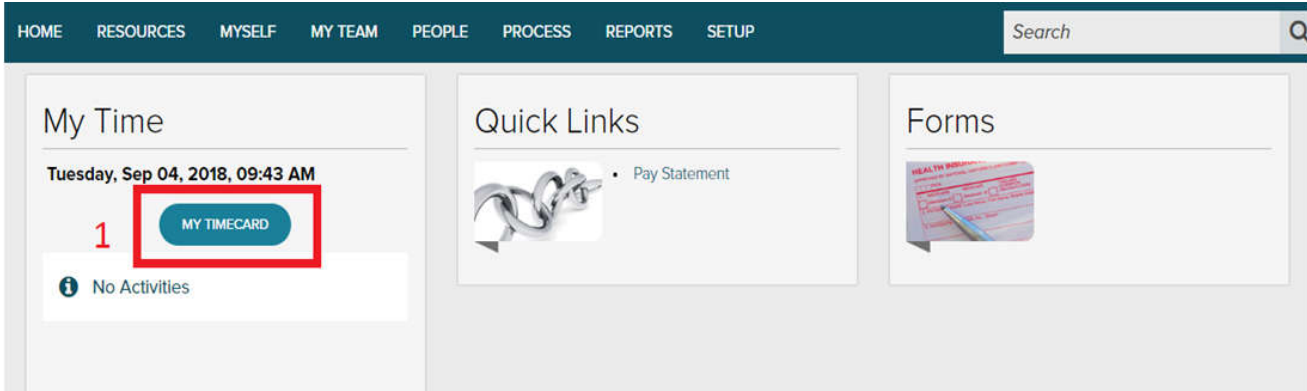
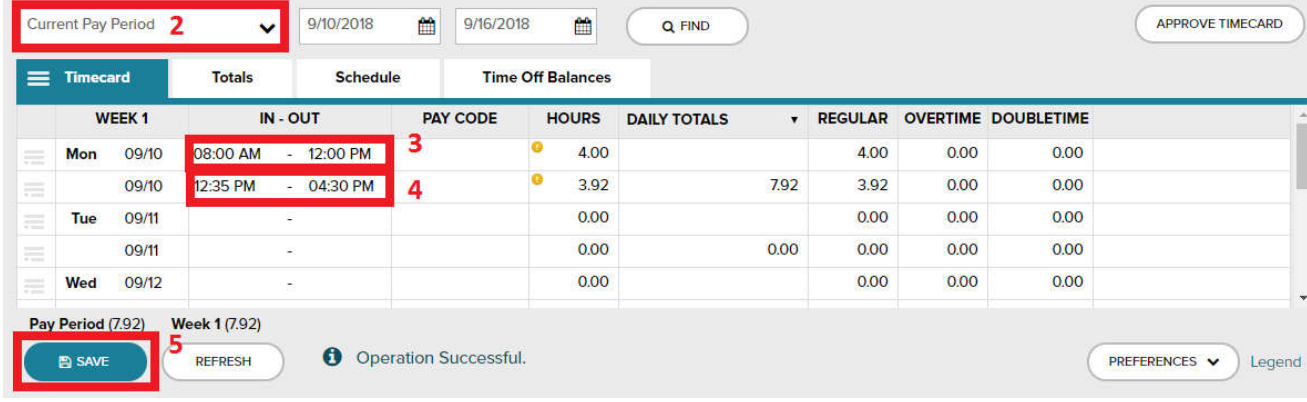


Employee Timecard Instructions

ENTERING YOUR TIME

Step	Action
1	<p>Open your timecard by clicking on the MY TIMECARD button on the left side of the landing page.</p> 
2	<p>Ensure the drop down in the left corner says "Current Pay Period" and that the date range is correct. NOTE: If you are entering time for the current week before On Call processes payroll on Tuesdays for the previous week, you will need to select "Next Pay Period," as On Call can't start the next Pay Period until after payroll has been processed.</p>
3	<p>Each day will have two lines for you to input your time. In the first line under the IN column, enter the time you started working that day. In the OUT column, enter the time you left for lunch. Please note, if you are working in California, you must take a meal break of at least 30 minutes BEFORE your 5th hour of work.</p> <p>TIPS: You do not need to enter a colon with the time. Also, you can simply enter "am" or "pm" to automatically advance your cursor to the next time punch.</p>
4	<p>In the second line for that day, enter the time you came back from lunch in the IN column. Enter the time you left for the day in the OUT column. Leave the PAY CODE column blank.</p>
5	<p>Click SAVE each day to save your hours.</p> 
6	<p>On Fridays when you are ready to clock out for the day (or on whichever day is your last day worked for that week), enter your final hours for the week and click SAVE.</p>
7	<p>After reviewing your timecard for accuracy, make sure you approve your timecard by clicking APPROVE TIMECARD. You MUST approve your timecard each week.</p>

Current Pay Period ▼ 9/10/2018 📅 9/16/2018 📅 Q FIND 7 APPROVE TIMECARD

Timecard		Totals	Schedule	Time Off Balances				
Tue	09/11	07:55 AM - 12:00 PM		4.08		0.00	0.00	0.00
	09/11	12:40 PM - 04:35 PM		3.92	8.00	0.00	0.00	0.00
Wed	09/12	08:00 AM - 11:30 AM		3.50		0.00	0.00	0.00
	09/12	12:00 PM - 04:30 PM		4.50	8.00	0.00	0.00	0.00
Thu	09/13	07:55 AM - 12:15 PM		4.33		0.00	0.00	0.00
	09/13	01:15 PM - 05:00 PM		3.75	8.08	0.00	0.00	0.00
Fri	09/14	08:00 AM - 12:00 PM		4.00		0.00	0.00	0.00
	09/14	01:00 PM - 04:30 PM		3.50	7.50	0.00	0.00	0.00
Sat	09/15	-		0.00		0.00	0.00	0.00

Pay Period (7.92) Week 1 (7.92)

SAVE 6 REFRESH PREFERENCES Legend

8 Carefully read the message on the screen. If you agree, click APPROVE. If not, please contact your On Call Representative immediately.

Do you want to approve this timecard?

You are about to approve your timecard from 9/3/2018 to 9/9/2018.

I affirm that the time recorded is accurate. If I work in the State of California, I acknowledge that I was provided the opportunity to take a minimum ten minute rest period for every four hours of work, as well as a meal break of at least thirty minutes within five hours of starting work. If I was not provided the opportunity to take such meal and rest breaks, I will notify an On Call representative immediately. Further, for any day in which I worked six hours or less, I hereby waive my meal period if it has not been recorded on my time card. 8

APPROVE CANCEL

Result: The Approve Timecard button will change to APPROVED and a green check mark will be displayed.

✔ APPROVED ▼

ADDING ADDITIONAL ROWS

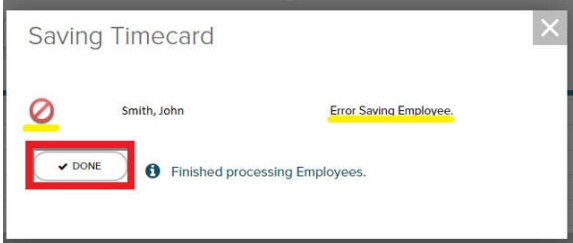
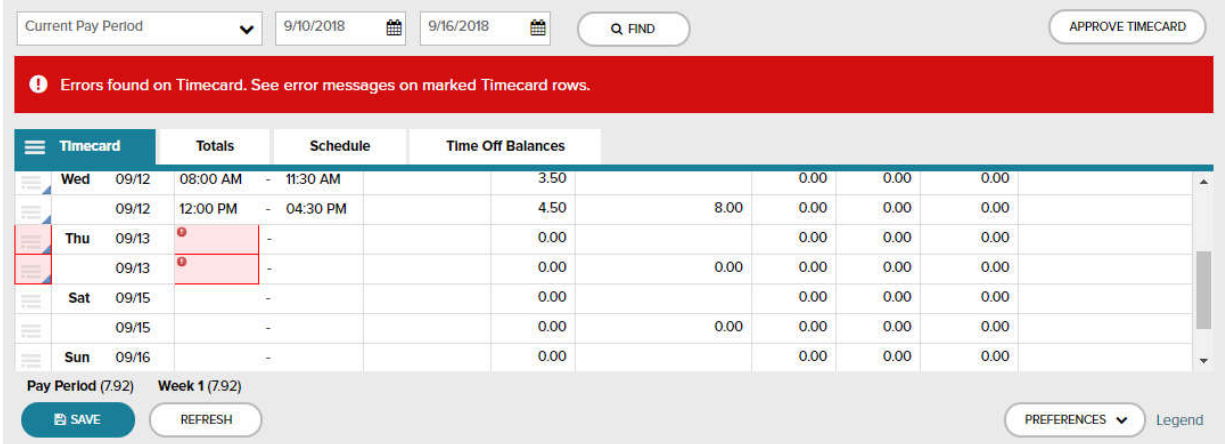
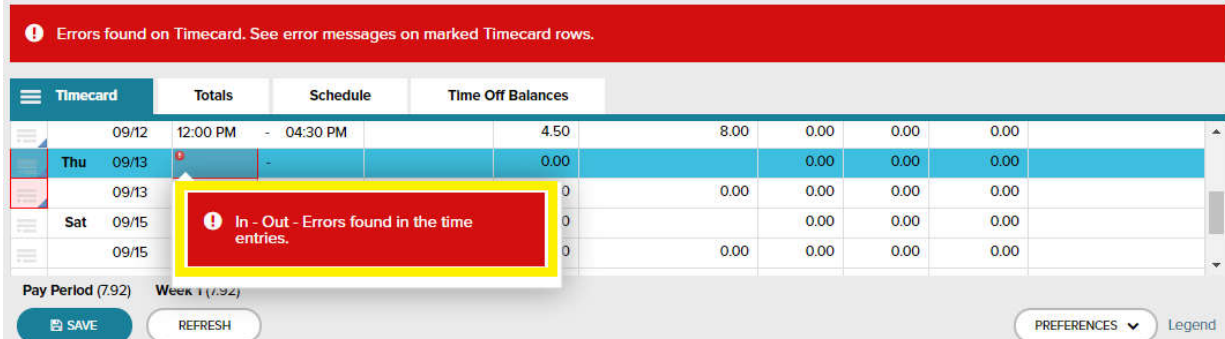
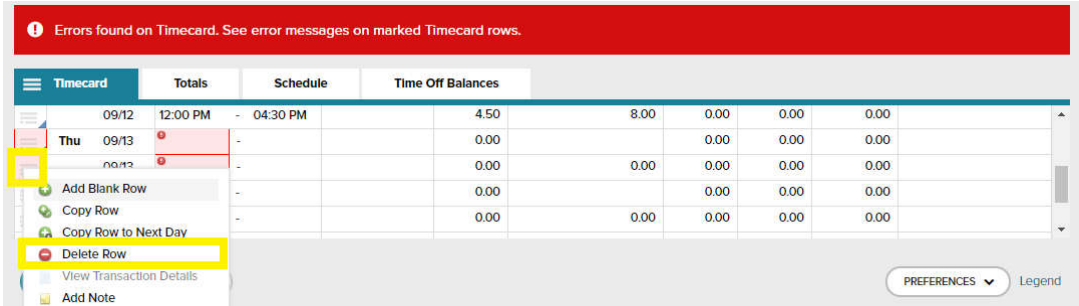
You may need to add additional rows to any given day in order to record extra time punches. To do so, follow the directions below.

Step	Action
1	Click on the Row Menu (☰) to the left of the day.
2	Select Add Blank Row.

The screenshot shows the timecard interface with a row menu open for Thursday, 09/06. The menu options are: Add Blank Row (highlighted), Copy Row, Copy Row to Next Day, Delete Row, View Transaction Details, Add Note, and Override. The background table shows the following data:

Timecard		Totals	Schedule	Time Off Balances
Wed	09/05	08:30 AM - 11:00 AM		2.50 005
	09/05	12:15 PM - 04:00 PM		3.75 005
Thu	09/06	08:00 AM - 10:00 AM		2.00 005
	09/06	12:00 PM - 12:30 PM		0.50
				0.00
				0.00
				0.00

RESOLVING TIMECARD ERRORS

Step	Action
1	<p>You will receive the message below if there is a timecard error found on your timecard. Click Done.</p> 
2	<p>You will then be returned to your timecard in which the punches with errors will be outlined in red as shown below. Review the message at the top of your timecard.</p> 
3	<p>Hover your mouse over the punch to see the specific error message.</p> 
4	<p>The error message above is fairly common. The message generally appears when you delete a punch you had previously saved on your timecard. This causes ADP to think you are missing punches. To resolve the error, simply delete the rows that you are receiving the message on by clicking the Row Menu (☰) to the left of the day and selecting Delete Row. Any days you deleted will reappear once you save your timecard.</p> 

TIME PAIR OVERLAPS

Another common error is a Time Pair Overlap. This means that time punches you entered overlap. This happens most frequently when the employee accidentally uses PM instead of AM or vice versa. A time pair overlap is identified by hovering over the red exclamation point bubble and receiving the message seen below.

Timecard		Totals	Schedule	Time Off Balances
	09/04	01:00 PM - 04:45 PM		3.75 00542
Wed	09/05	08:30 AM - 11:00 AM		2.50 00542
	09/05	12:15 PM - 04:00 PM		3.75 00542
Thu	09/06	08:00 AM - 11:00 PM		15.00 00542
	09/06	08:30 AM - 04:30 PM		5.00 00542
Fri	09/07	Time pair overlaps another time pair		0 00542

If you receive this message, carefully double-check you In and Out times. Make any necessary changes and click SAVE.