ADP Workforce Now

Essential Time & Attendance Employee Basics

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Overview

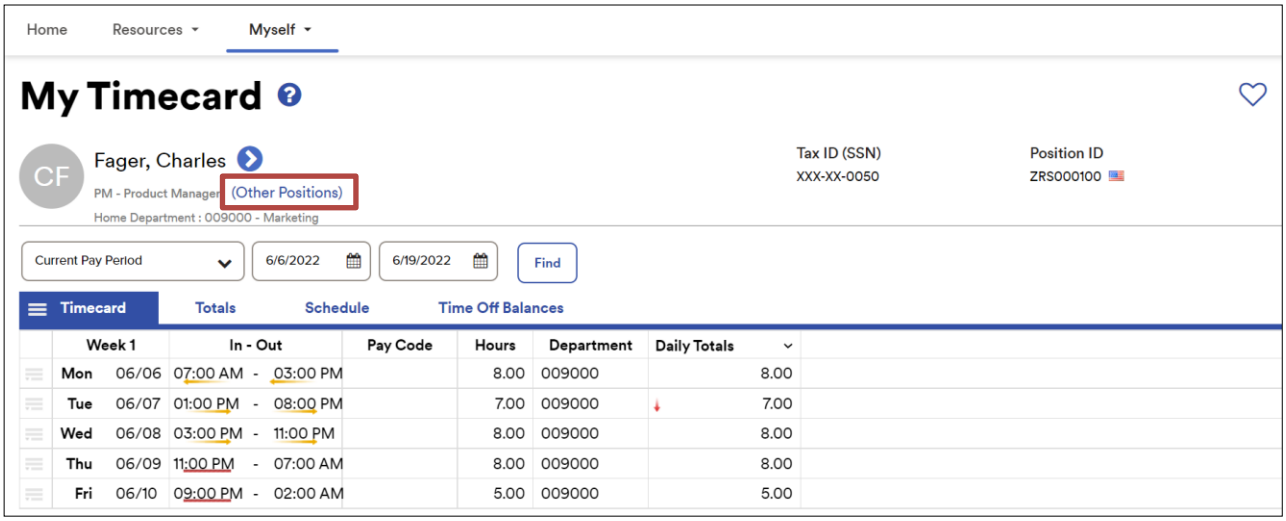
This job aid guides you through some of the basic Time & Attendance tasks that you will complete. You must have access to ADP Workforce Now with a username and password to complete the tasks described in this job aid.

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 **Other Positions**. 
2	Select the position for which you are performing the time-related activities.

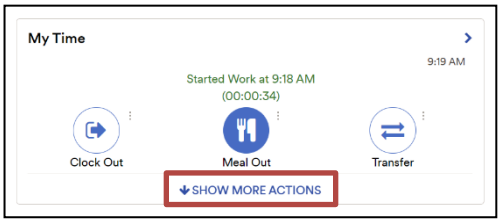
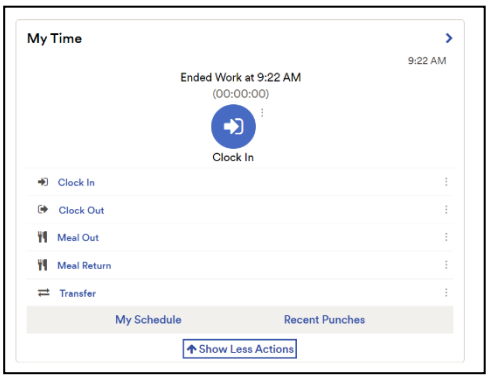
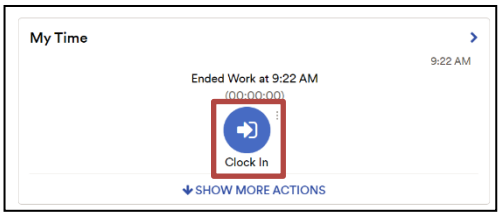
For Employees Who Clock In and Out

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 a **My Time** portlet to make your time-entry tasks quickly accessible. The icons displayed are based on how you are set up in the system. For example, if you've already clocked in you may see Clock Out, Meal Out, and Transfer as icons if you are set up to enter transfers and meals. Clicking **Show More Actions** in the portlet will display all the actions for time entry as well as shortcuts to other time and attendance pages.

Starting Point: Home > My Time

Step	Action
1	Click **Show More Actions**.   **Result:** Displays all actions available for time entry.
2	Click **Clock In**.  **Result:** Displays applicable icons based on the last time entry.

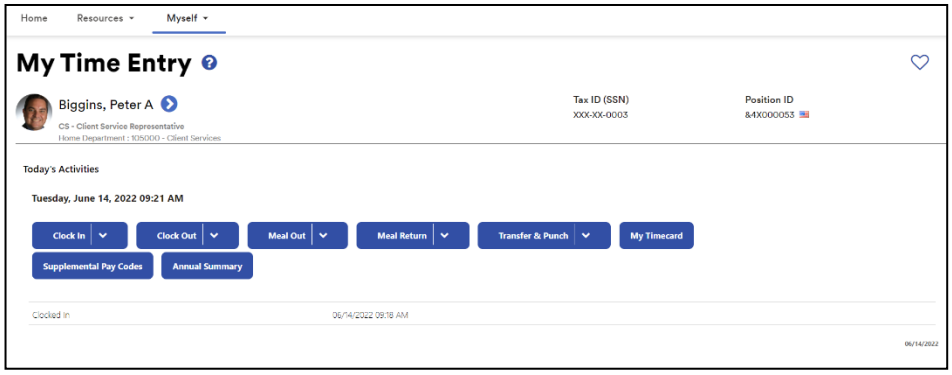
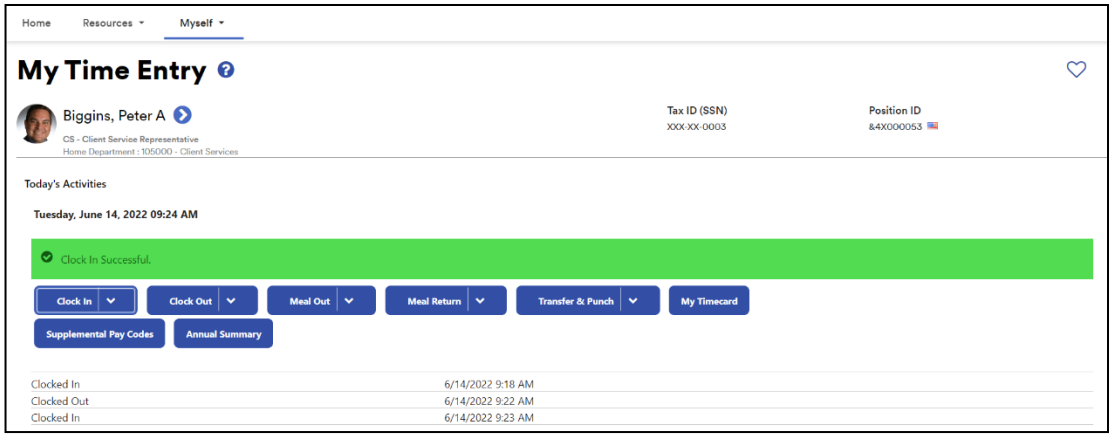
The **My Time** portlet shows the time of the last entry and displays a running clock of how long you have been clocked in. To access your timecard, click the arrow › icon in the top-right corner of the **My Time** portlet.

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.

If your Home page doesn't include the **My Time** portlet, you can locate these actions as buttons on the **My Time Entry** page.

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

The buttons displayed on this page are based on features used by your company as well as what functionality you are set up to use in ADP Workforce Now.

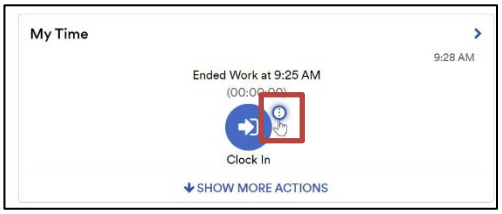
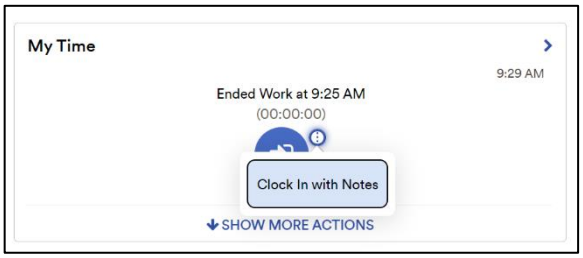
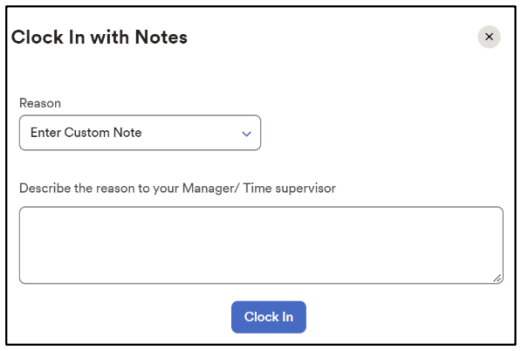
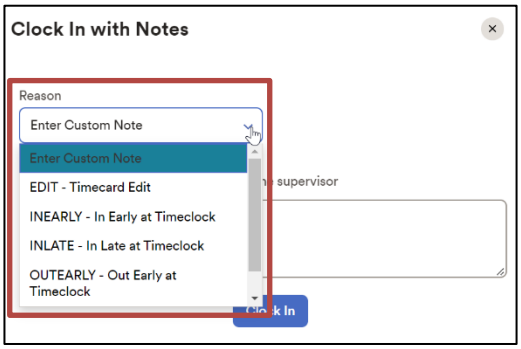
Step	Action
1	Click **Clock In** or **Clock Out** as appropriate.  **Result:** A success message and the In or Out time display. 

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, your supervisor and your company's practitioner.

If you have the My Time portlet on the Home page, click the menu icon next to the time entry icon to enter that time entry with notes.

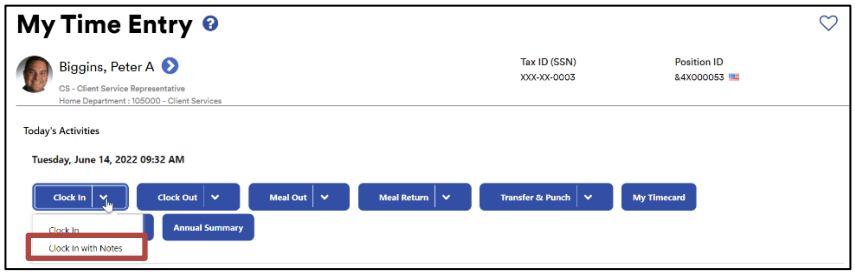
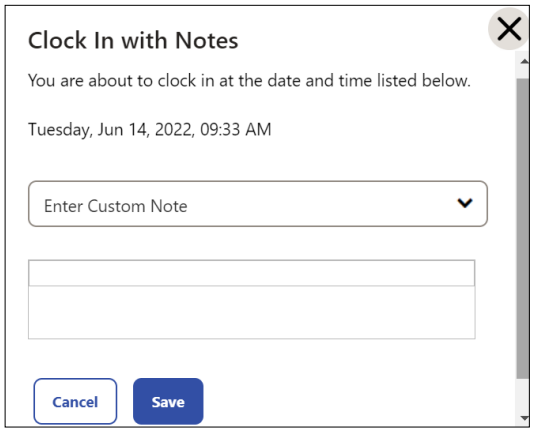
Starting Point: Home > My Time

Step	Action
1	On the **Clock In** button, click the menu icon and select **Clock In with Notes**. **Results:** The Clock In with Notes window displays.  **Results:** The **Clock In with Notes** option displays. Clicking Clock In with Notes will display the window to enter notes.  
2	In the **Reason** field, select a description for the note, if applicable. 
3	In the **Custom Note** field, enter the note that you want to add to the In time.
4	Click **Clock In**.

If you enter your time on **My Time Entry**, click the down arrow on the time entry button to enter that time entry with notes.

Follow the steps given below to record your time with notes:

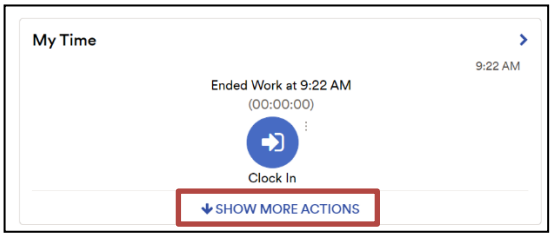
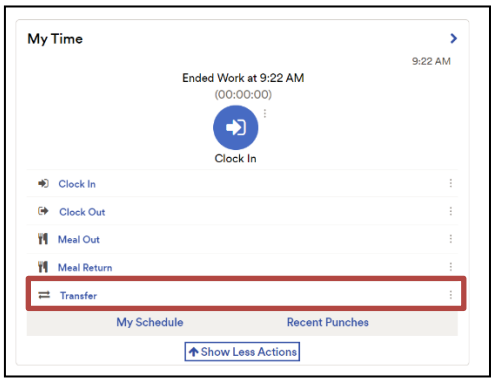
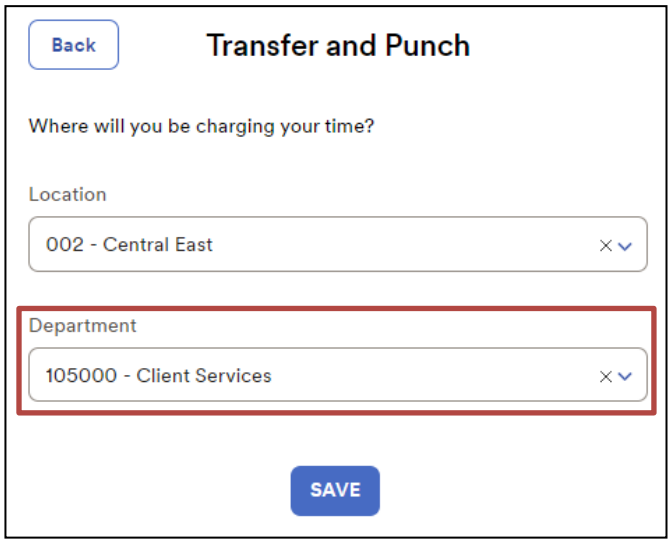
Starting Point: Home or Myself > Time & Attendance > My Time Entry

Step	Action
1	On the **Clock In** button, click the down arrow and select **Clock In with Notes**.  **Results:** The **Clock In with Notes** window with the date and time for the entry displays. 
2	In the **Reason** field, select a description for the note, if applicable.
3	In the **Custom Note** field, enter the note that you want to add to the In time.
4	Click **Save**. **Results:** The In time and your note are saved. To view the note on your timecard, click **My Timecard**.

Recording Your Time Worked in Another Location, Department, or Job

Depending on your company, you may be required to record your time to different locations, departments, or jobs. You can do this on both the **My Time** portlet on the Home page and the **My Time Entry** page.

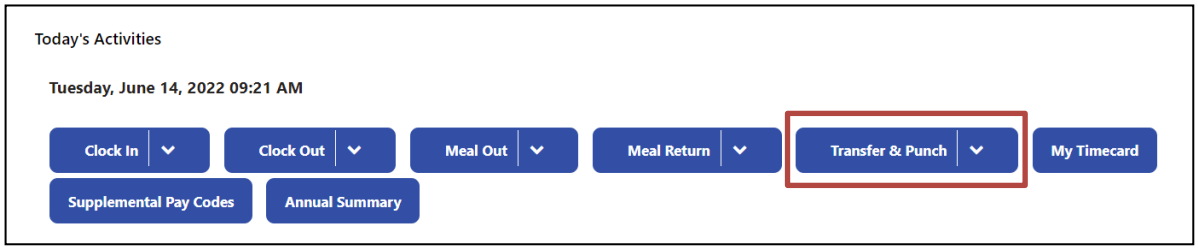
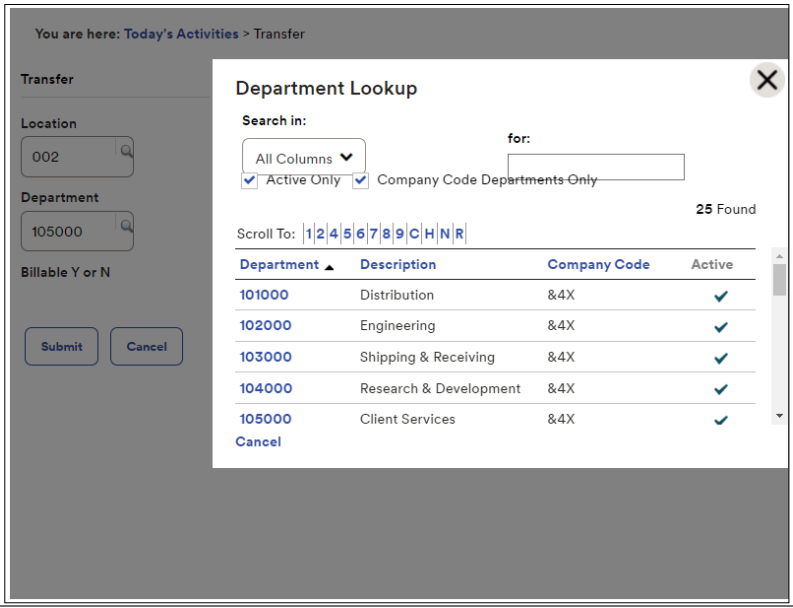
Starting Point: Home > My Time

Step	Action
1	If you will be working in a department other than your home department, click **Show More Actions**, and click **Transfer**.  
2	In the **Department** field, select the appropriate department from the drop down to record the transfer.  **Note:** You can search by typing the department name in the **Department** field.
3	Click **Save.**

You perform the same steps if you are recording time to different locations or jobs. Based on your company's configuration you may see other fields on the page. The field names are based on your company's configuration as well.

If your Home page doesn't include the **My Time** portlet, you can use the **Transfer & Punch** button on the **My Time Entry** page.

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

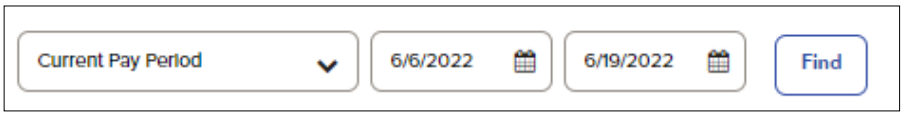
Step	Action
1	If you will be working in a department other than your home department, click **Transfer & Punch**. 
2	In the **Department** or **Job** field, click (search). **Result:** A lookup list displays.
3	Select the job or department in which you will work. 
4	Click **Submit**. **Results:** A success message displays. Your punch is recorded, and your time is charged to the selected department or job until you record another punch.

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. Follow the steps given below to enter your time directly on your timecard:

Starting Point: Myself > Time & Attendance > My Timecard

<table>
<tr><th>Step</th><th>Action</th></tr>
<tr><td>1</td><td>In the Pay Date Range fields, select the pay period for which you want to enter time.
Result: Your timecard for the selected pay period displays.
 

Note: If you select Range of Dates, enter your selection and click Find.</td></tr>
<tr><td>2</td><td>Enter the time.
<table>
<tr><th>If Your Timecard Has</th><th>Then</th></tr>
<tr><td>The In and Out fields</td><td>1. In the In field for the appropriate day, enter your start time.
2. In the Out field for the appropriate day, enter your end time.
Tips:
• Enter “am” or “pm” to automatically advance the cursor.
• You do not need to enter a colon with the time.</td></tr>
<tr><td>The Hours field (and does not have the In and Out fields)</td><td>In the Hours field for the appropriate day, enter your total hours worked.</td></tr>
</table></td></tr>
<tr><td>3</td><td>By default, your time will be recorded in your home department, but if you worked in a department other than your home department, click in the Department field and then click (search) and select the department in which you worked.</td></tr>
<tr><td>4</td><td>Click Save.</td></tr>
</table>

Entering Your Non-worked Time

Depending on your company's features, you can use different methods to enter non-worked 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. If your **Home** page is configured, you may also see a **My Time Off** portlet on the **Home** page. Follow the steps given below to enter your non-worked time:

Starting Point: Myself > Time Off > My Time Off

Step	Action
1	Click **Request Time Off**.
2	Enter the request details: a. Enter a Start Date and End Date. b. Select the **Exclude Weekends** check box, if applicable. c. In the **Time Off Policy** field, select the appropriate time off policy. The **Reason Code** and **Duration Type** are applied as defined in the selected Time Off policy. d. In the **Start Time** field, enter the start time of each request if applicable. e. In the **Hours Per Day** field, enter the hours. f. Select the **Make Recurring** check box, if applicable. g. Click **Review**.
3	In the **Approve By Date** field, enter the desired response date, if applicable.
4	In the **Comments** field, enter any notes about the request that you want to provide to the reviewer. **Note:** The reviewer sees all notes that employees enter.
5	Click **Submit**.

Time & Attendance

If the **Myself** menu does not include the **Time Off** submenu, follow these steps to enter non-worked time.

Starting Point: Myself > Time & Attendance > My Timecard

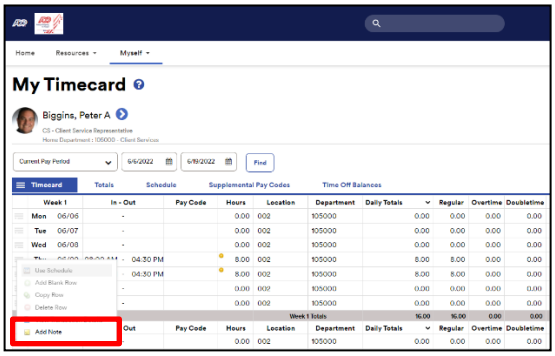
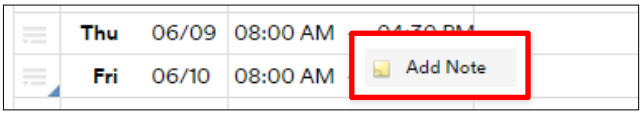
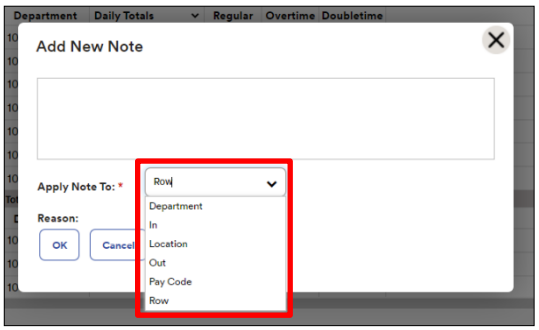
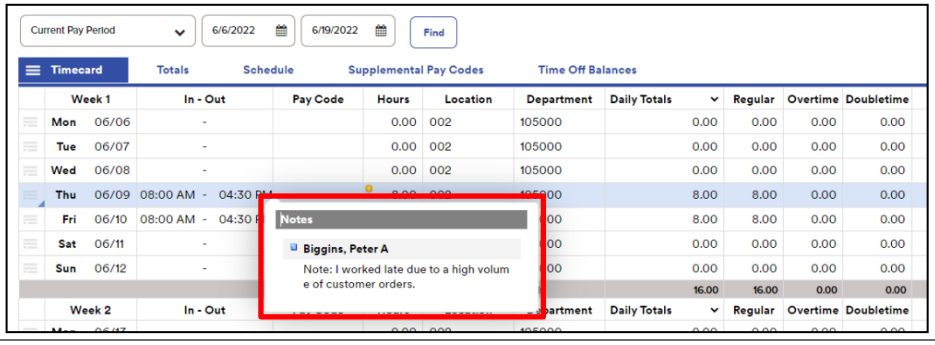
Step	Action
1	In the **Pay Date Range** fields, select the pay period for which you want to enter time. **Result:** Your timecard for the selected pay period displays. **Note:** If you select **Range of Dates**, enter your selection, and click **Find**.
2	If your timecard displays the **In** field, for the appropriate day, enter the time when you will begin taking non-worked time.
3	In the **Hours** field for the appropriate day, enter your total non-worked hours.
4	In the **Pay Code** field, click (search) and select the appropriate pay code for the non-worked time.
5	Click **Save**. **Result:** The hours that you entered are saved on your timecard.

For All Employees

Adding Notes to Your Timecard

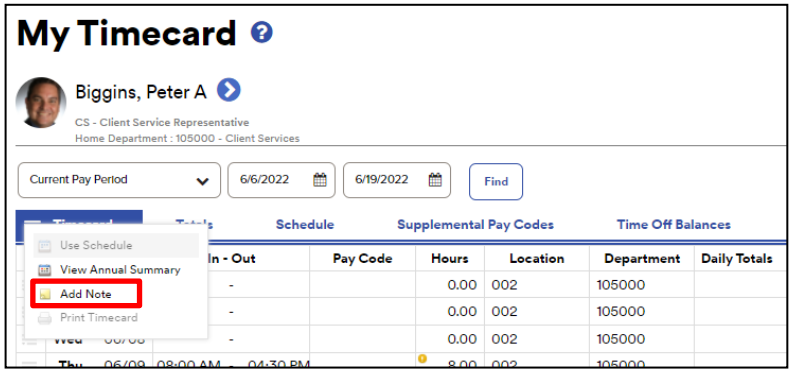
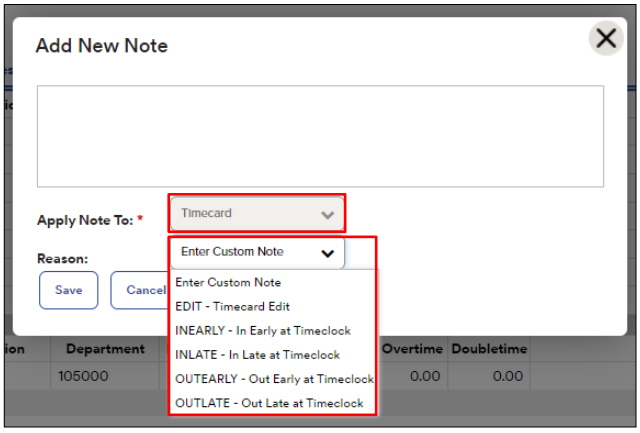
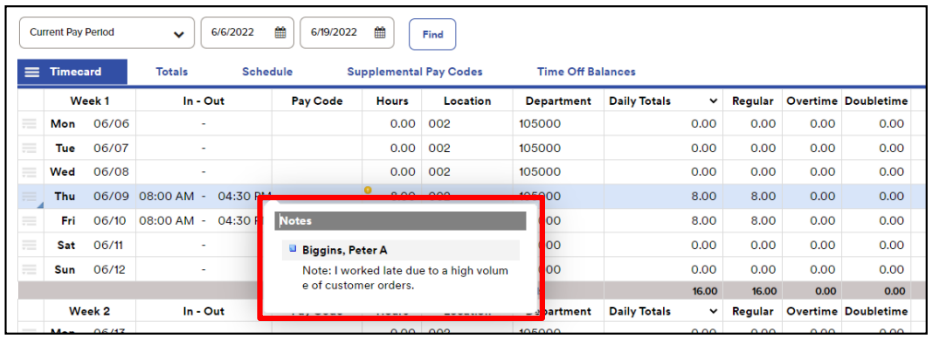
You can add notes that apply to individual transactions and rows or to the entire timecard. Your supervisor and your company's Time & Attendance practitioner can view all the notes that you enter. Follow the steps given below to add notes to individual transactions and rows within the timecard:

Starting Point: Myself > Time & Attendance > My Timecard

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

Follow the steps given below to add notes to the timecard:

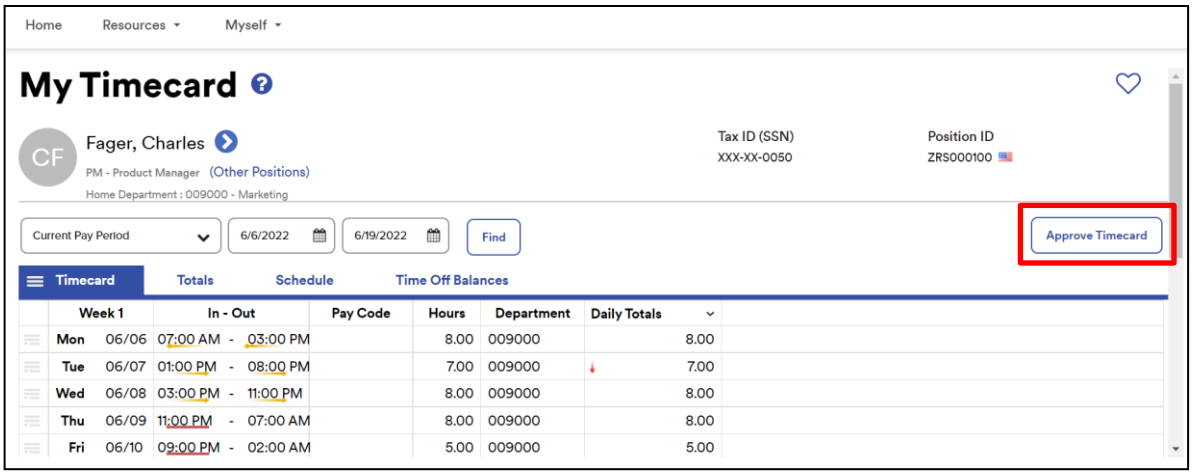
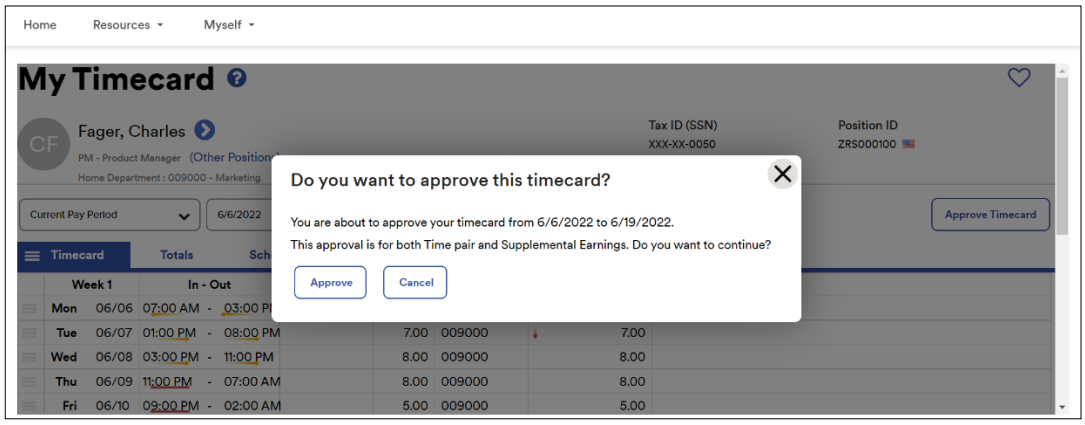
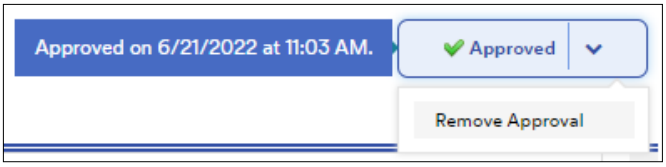
Starting Point: Myself > Time & Attendance > My Timecard

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

Approving Your Timecard, if Required

Follow the steps given below to your timecard:

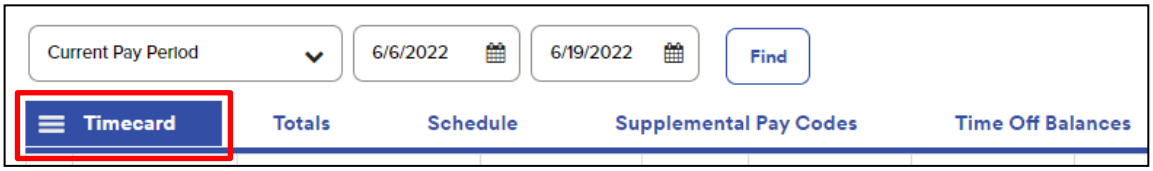
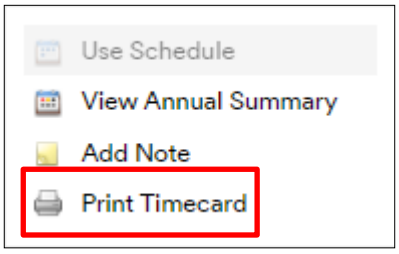
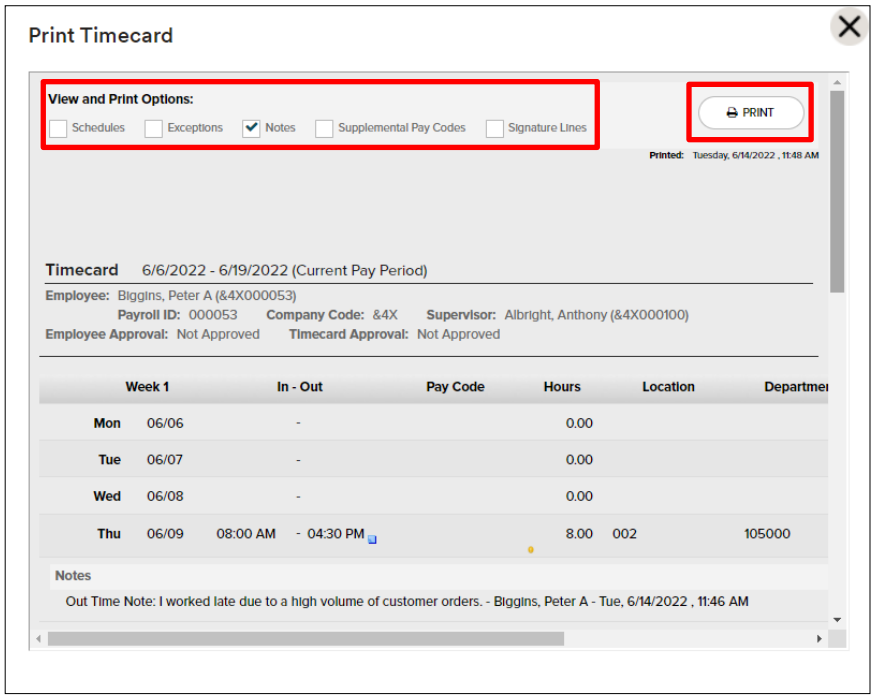
Starting Point: Myself > Time & Attendance > My Timecard

Step	Action
1	In the **Pay Date Range** fields, select the pay period for which you want to enter time. **Result:** Your timecard for the selected pay period displays. **Note:** If you select **Range of Dates**, enter your selection and click **Find**.
2	Click **Approve Timecard**.  **Result:** The Approve Timecard window opens.
3	Click **Approve**.  **Result:** The Approve Timecard button changes to Approved.  Once approved, you can point to the **Approved** button, and it will display the date and time the timecard was approved. To remove the approval, click the down arrow on **Approved** button and click **Remove Approval**.

Viewing and Printing Your Timecard

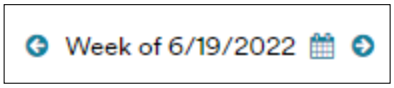
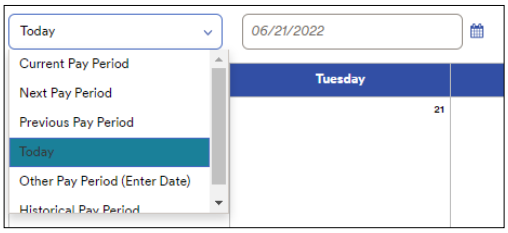
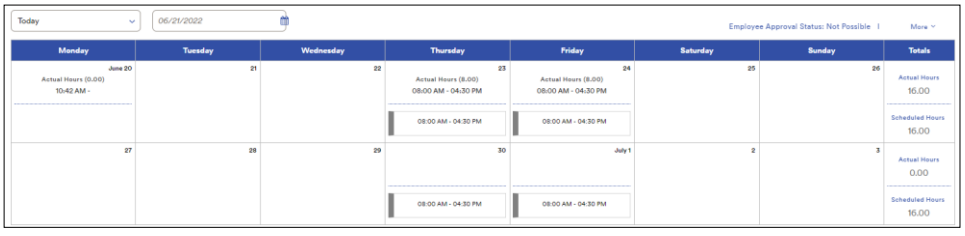
You need to either approve your timecard yourself or get it approved by your supervisor to print your timecard. Follow the steps given below to add notes to the timecard:

Starting Point: Myself > Time & Attendance > My Timecard

Step	Action
1	In the **Pay Date Range** fields, select the pay period for which you want to enter time. **Result:** Your timecard for the selected pay period displays. **Note:** If you select **Range of Dates**, enter your selection, and click **Find**.
2	Click (timecard menu).  **Result:** The timecard menu displays.
3	Select **Print Timecard**.  **Result:** The Print Timecard window opens.
4	Select the applicable view and print options and click **Print**. 
5	Click **Done**.

Viewing Your Schedule

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

If You Want to View	Then
A month or week at a time	1. Select **Myself > Time & Attendance > My Schedule**. 2. To view a different month or a week, in the **Date** field, click ◀ (back) or ▶ (forward), or click 📅 (calendar).  3. To view a week at a time, select **Week**. **Result:** One week of your schedule is displayed with each day as a row. **Tip:** To view each day as a column, click **Rotate Week View**. You can rotate your view by clicking **ROTATE WEEK VIEW**, and can display availability by activating the **DISPLAY AVAILABILITY** button. To add your availability, Click **ADD AVAILABILITY**.
Your recorded time compared to your scheduled time	1. Select **Myself > Time & Attendance > Actual vs. Scheduled.** 2. To view the actual and scheduled times for other pay periods, select a period by clicking on the dropdown. 3. To view the actual and scheduled times for other dates, in the **Date** field, click 📅 (calendar) and select a date.  **Result:** The Actual and Scheduled time display.