

Essential Time & Attendance Employee Basics: For Employees Who Clock In and Out or Use a Timecard



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.

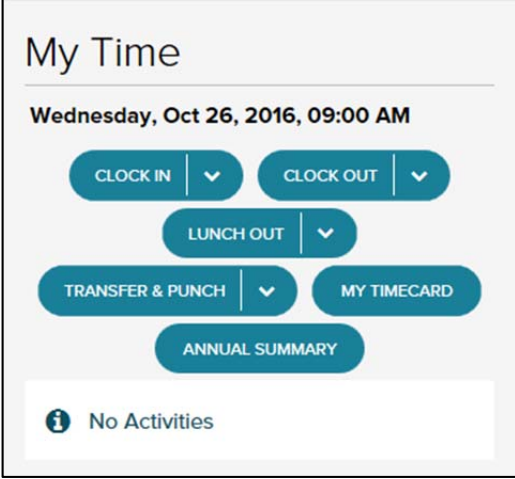
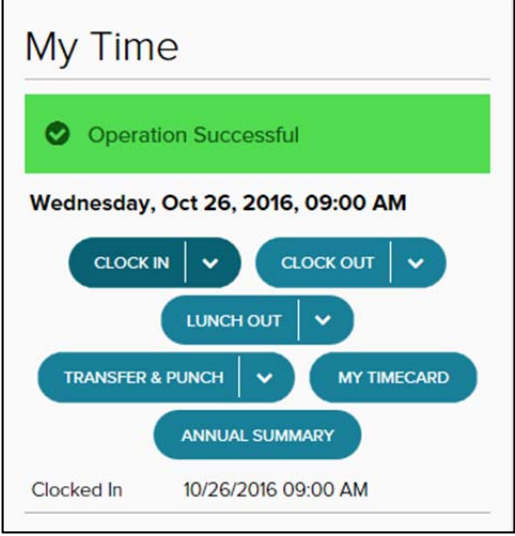
Starting Point: Myself > Time & Attendance > My Timecard

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

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.

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

Step	Action
1	<p data-bbox="264 426 730 453">Click Clock In or Clock Out as appropriate.</p> <div data-bbox="264 464 776 940"></div> <p data-bbox="264 951 956 978">Result: A success message and the In or Out time are displayed.</p> <div data-bbox="264 989 776 1522"></div>

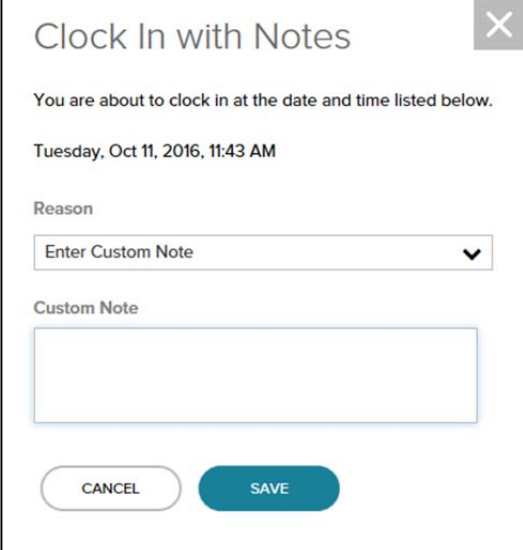
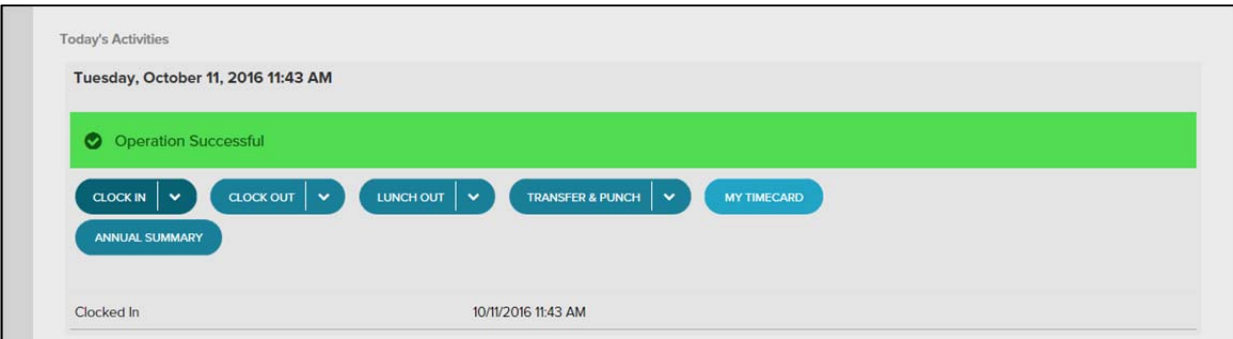
Note: Some companies require employees to click the Lunch Out button when they clock out for lunch, while others require employees to click the Clock Out button. If you are not sure which button to use, contact your supervisor.

Recording Your Time With Notes

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

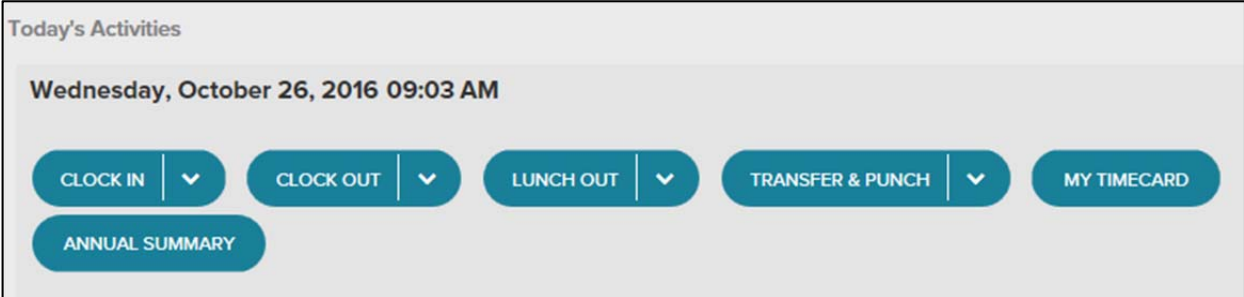

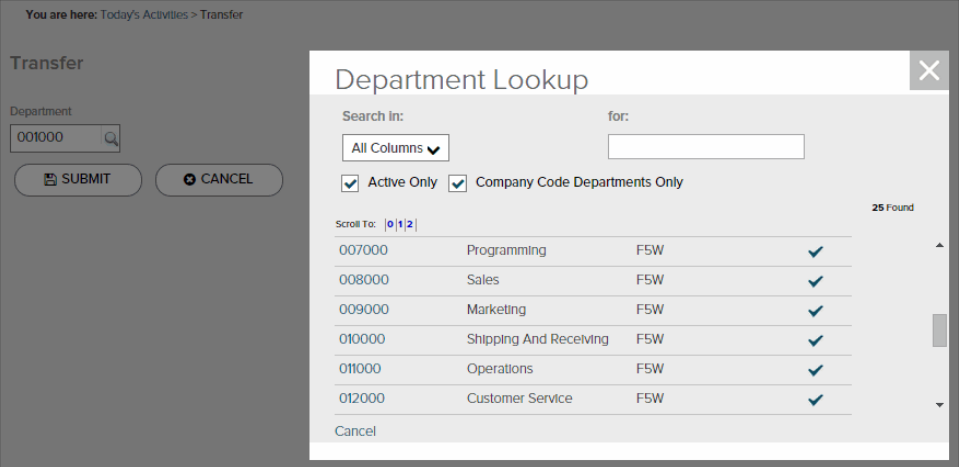
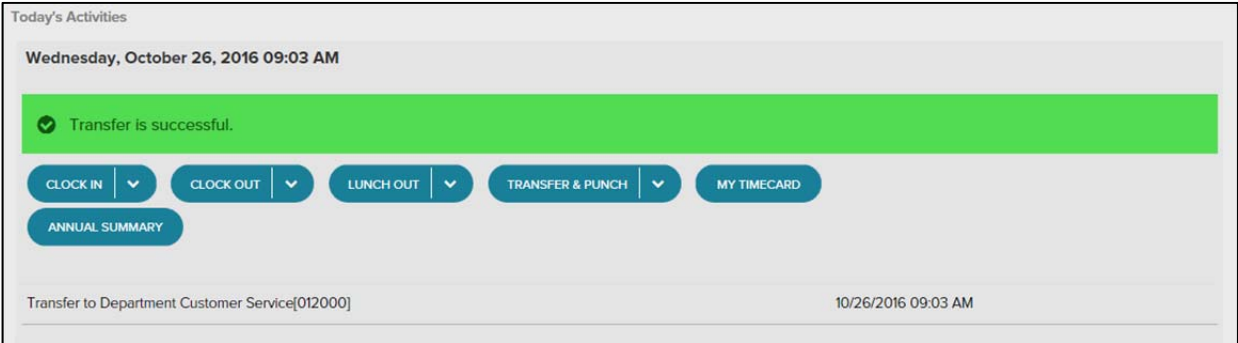
Tip: Want to see a short demonstration on how to add notes when clocking in and out? Click [here](#) and enter your ADP Workforce Now user name and password.

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

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

Recording Your Time Worked in Another Department or Job

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

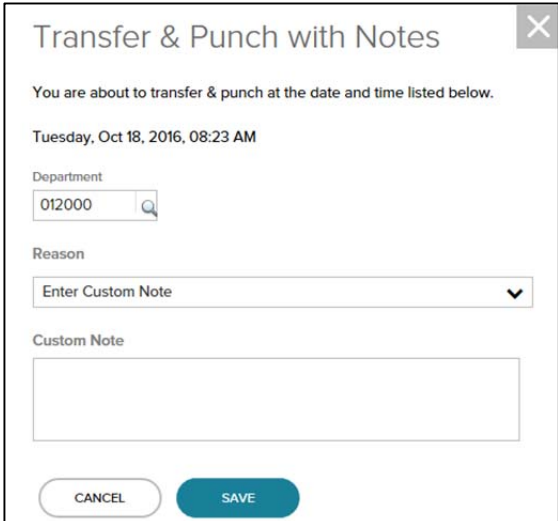


Step	Action
1	<p>If you will be working in a department other than your home department, click Transfer & Punch.</p> 
2	<p>In the Department or Job field, click  (search). Result: A lookup list is displayed.</p>
2	<p>Select the job or department in which you will work.</p> 
3	<p>Click Submit.</p>  <p>Results: 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.</p>

Recording Your Time Worked in Another Department or Job with Notes

If you want to add a note explaining the reason for charging your time to a department or job, you can easily do so from the Home page or the My Time Entry page.

Tip: Want to see a short demonstration on how to add notes when charging your time to a different department or job? 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 Transfer & Punch button, click the down arrow and select Transfer & Punch with Notes.</p> <p>Results: The Transfer & Punch with Notes window is displayed. The date and time that your punch will be recorded is listed.</p> 
2	<p>In the Department or Job field, click  (search).</p>
3	<p>Select the job or department in which you will work.</p>
4	<p>In the Reason field, select a reason for the note, if applicable.</p>
5	<p>In the Custom Note field, enter the note that you want to add to the punch.</p>
6	<p>Click Save.</p> <p>Results: A success message is displayed. Your punch and note are saved, and your time is charged to the selected department or job until you record another punch.</p> 

Recording Your Time Using the Timecard

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  (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="240 688 1443 890"> <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.
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. 						
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.


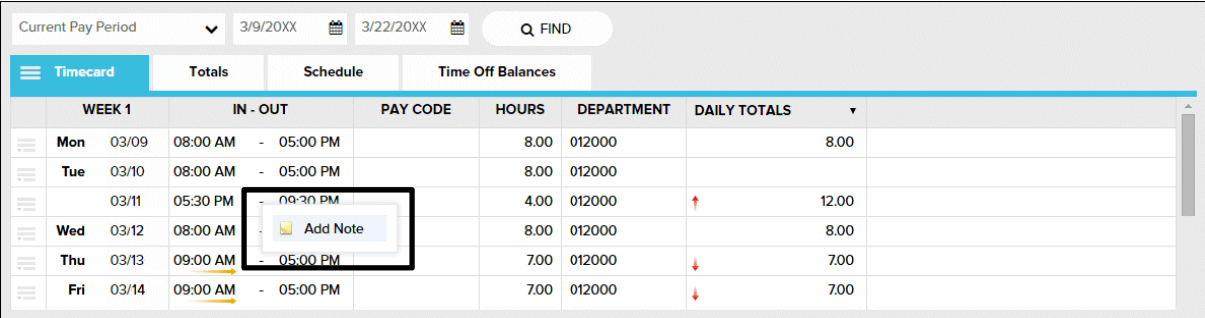
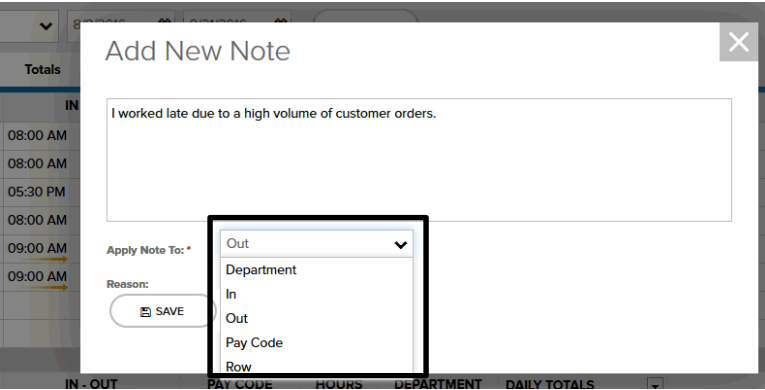

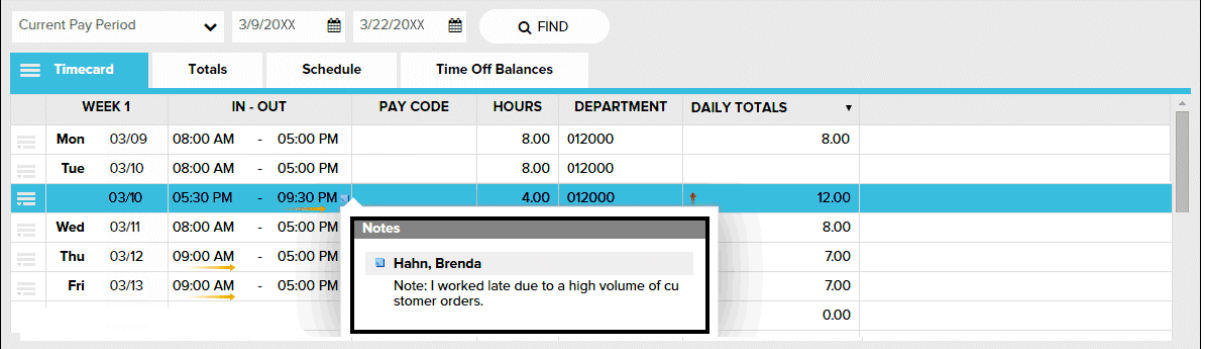
Adding Notes to Your Timecard

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.


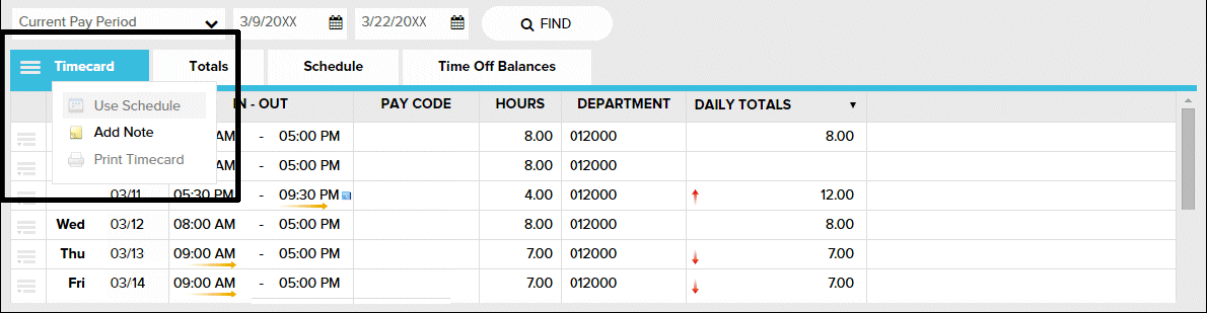
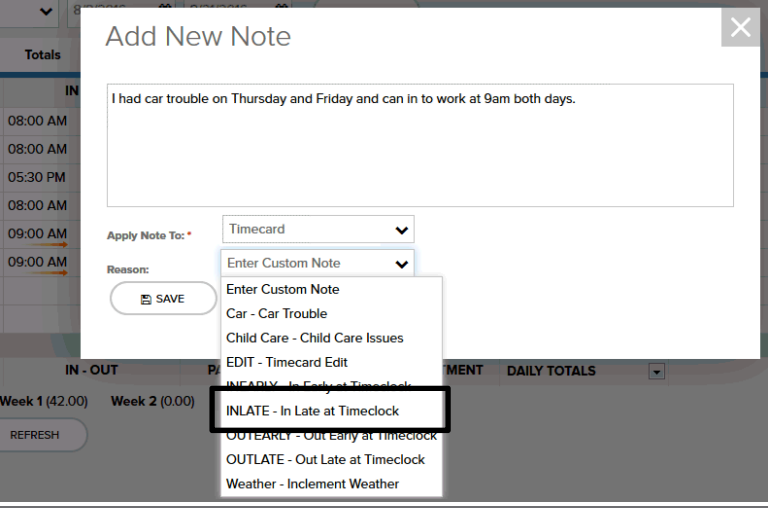

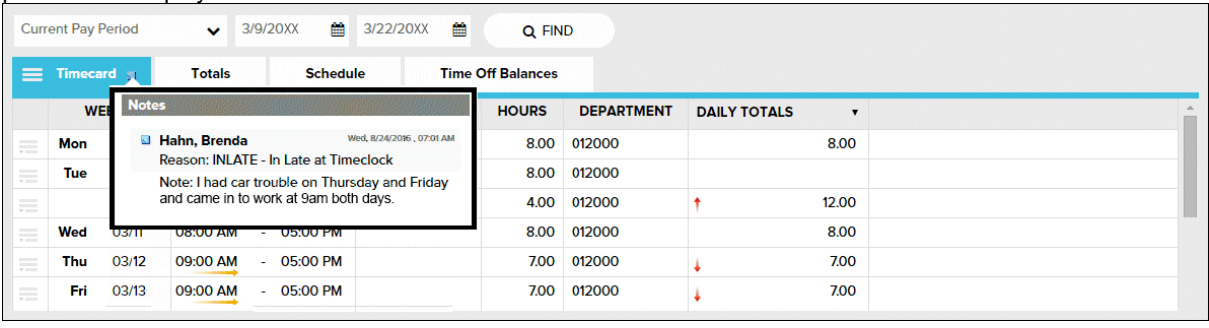
Adding a Note to a Timecard Transaction or Row

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


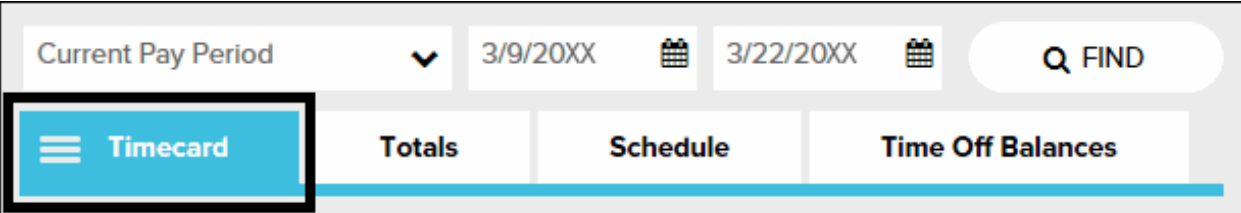
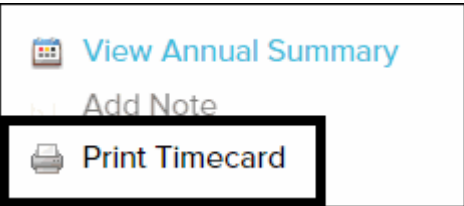
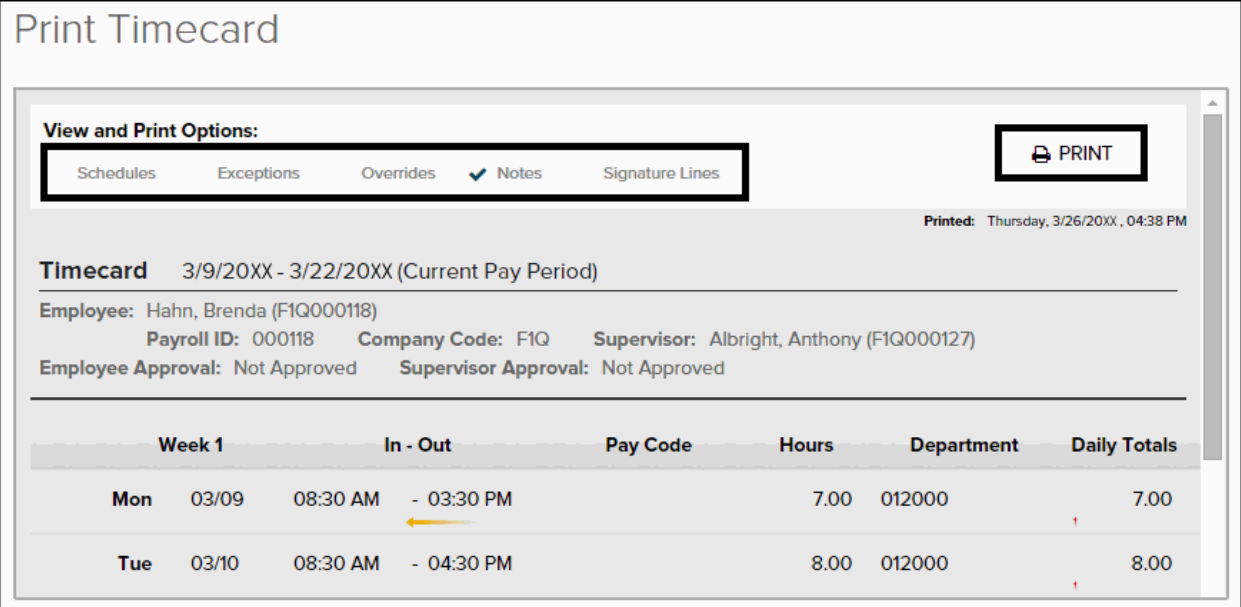
Starting Point: **Myself > Time & Attendance > My Timecard**

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.

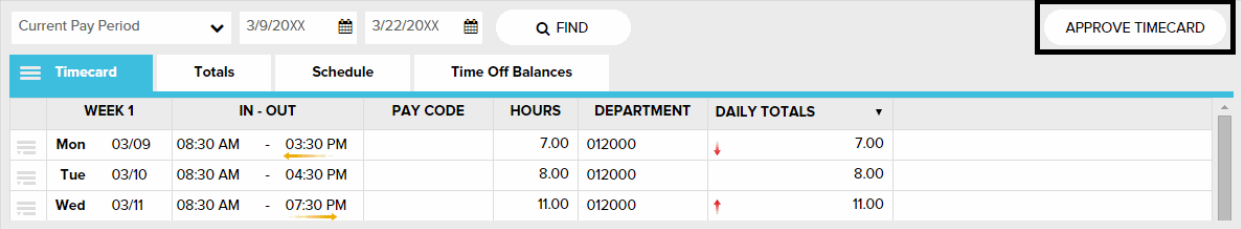
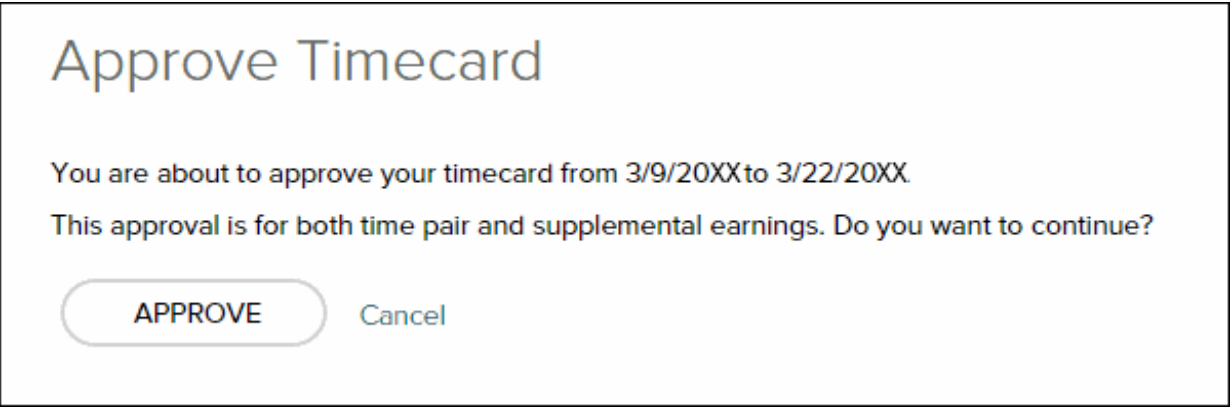

Starting Point: Myself > Time & Attendance > My Timecard

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>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 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 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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Tue 03/10	08:30 AM - 04:30 PM		8.00	012000	8.00														
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> 

Viewing Your Schedule

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


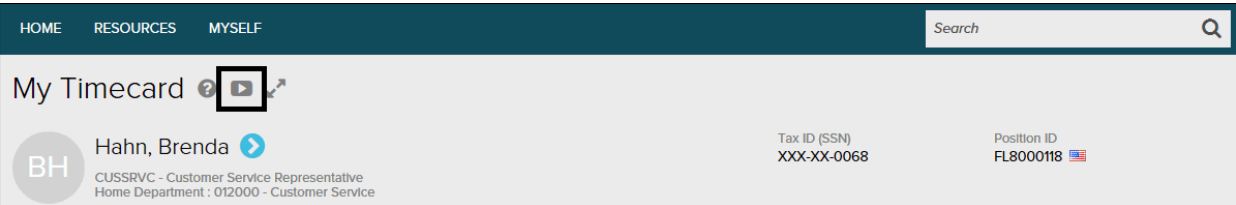

Tip: Want to see a short demonstration on how to view your schedule? Click [here](#) and enter your ADP Workforce Now user name and password.

If You Want to View	Then
The current week's schedule	Select Myself > Time & Attendance > Schedule at a Glance .
One month at a time	<ol style="list-style-type: none"> 1. Select Myself > Time & Attendance > Monthly Schedule. 2. To view a different month, in the Date field, click  (calendar) and select a date. 3. Click Find.
Your recorded time compared to your scheduled time	<ol style="list-style-type: none"> 1. Select Myself > Time & Attendance > Actual vs. Scheduled. 2. To view the actual and scheduled times for other dates, in the Date field, click  (calendar) and select a date. 3. Click Find.

Accessing Learning Bytes in ADP Workforce Now

Learning bytes are short demonstrations that show you how to perform specific tasks. A narrator describes the processes, highlighting key points. These learning bytes will support you with the help you need, right when you need it. Learning bytes are available on many pages throughout ADP Workforce Now. This procedure describes 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>Result: The learning bytes menu is displayed.</p>
2	<p>Select the desired learning byte.</p> <p>Result: 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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