



ADP® Timekeeping Plus Scheduling Support Center Guide

Dashboard overview

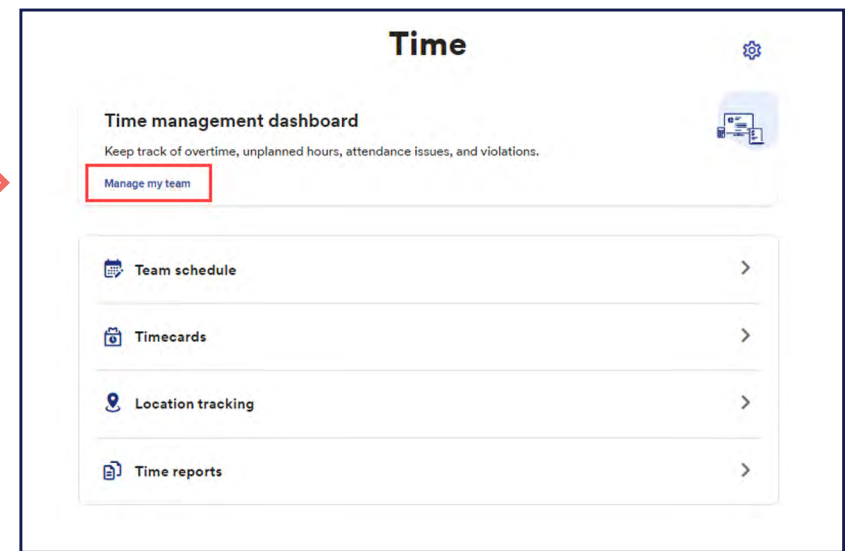
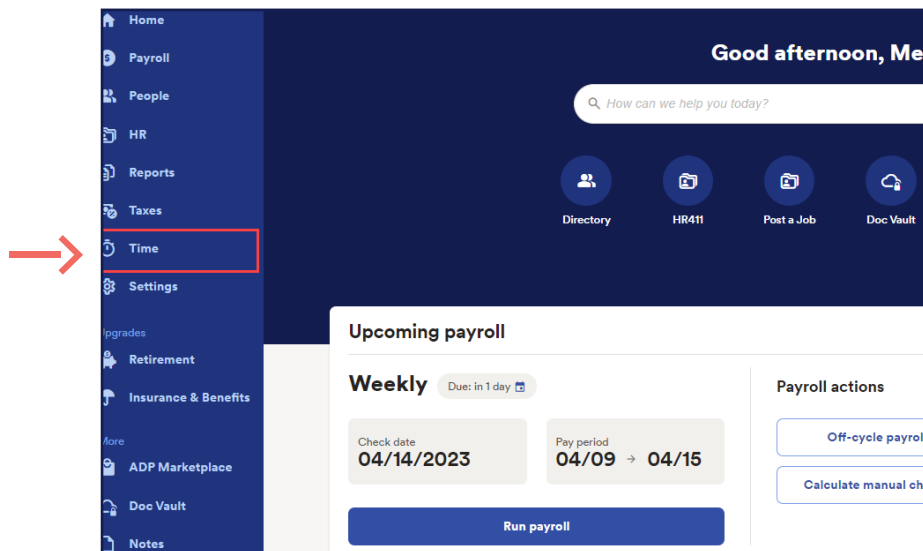


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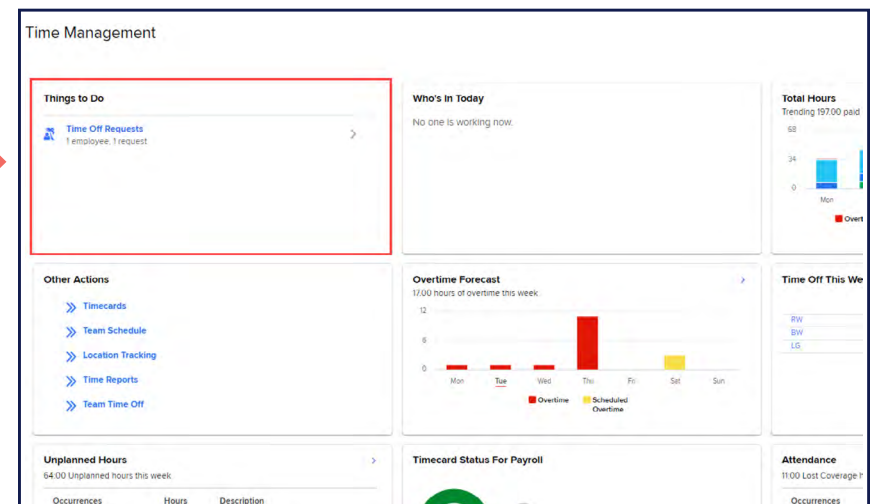
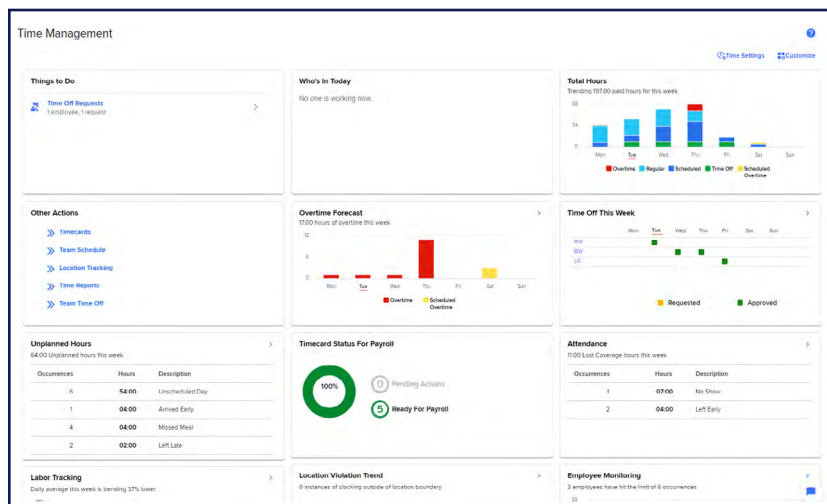
1 To get to the dashboard, log in to RUN and click the **Time** button on the left-hand side.

2 Then, click on **Manage my team**. This will open the Dashboard.



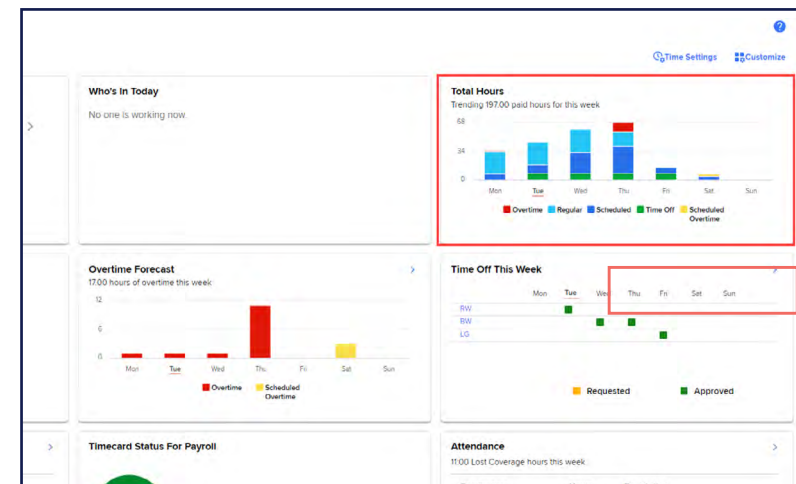
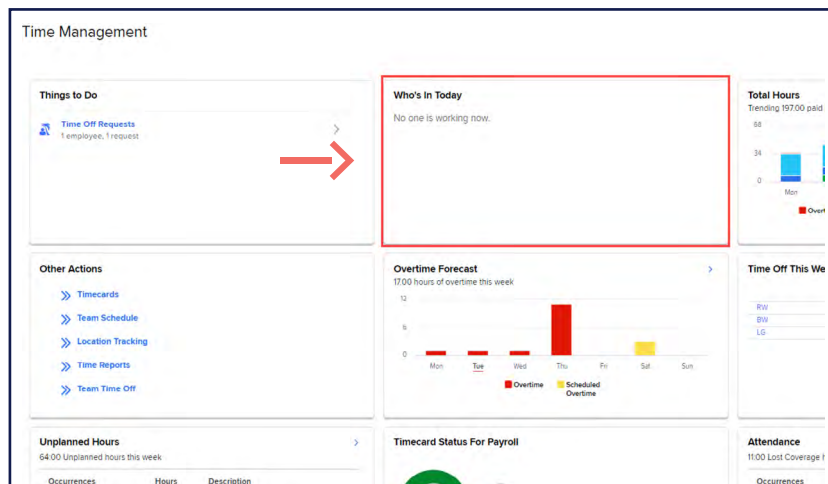
3 The **Time Management** Dashboard brings all the information you need in one place instead of having to navigate around the system.

4 This is the **Things to Do** tile. This will show you if your employees missed a punch this week, or if they have requested time off. Simply click on these links to fix punches or decide on a request.



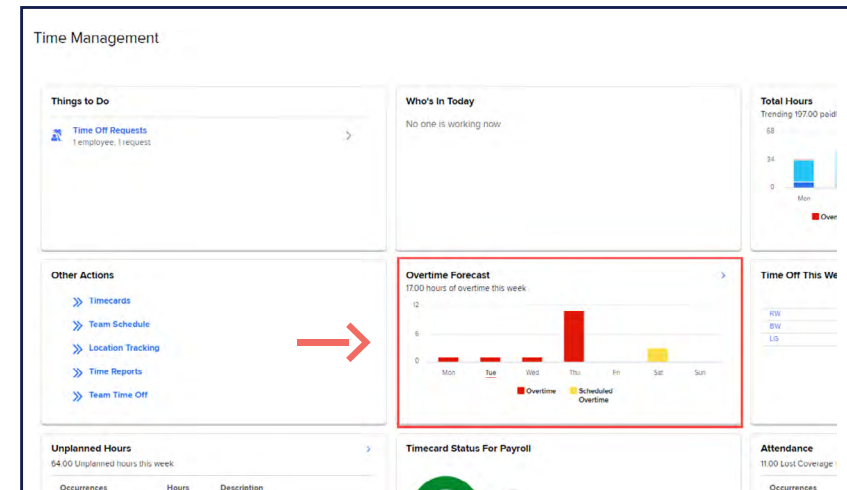
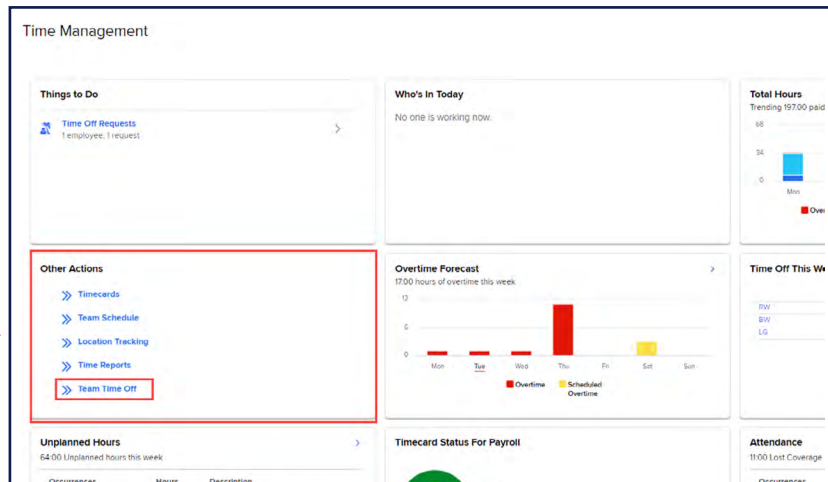
5 This is the **Who's in Today** tile. This will show you the number of employees that are currently working, on break or coming in later. You can click on an arrow in the top right corner to get more in-depth information when employees are working.

6 This is the **Total Hours** tile. This gives you a holistic view of your employee's hours, including any overtime that has been worked.



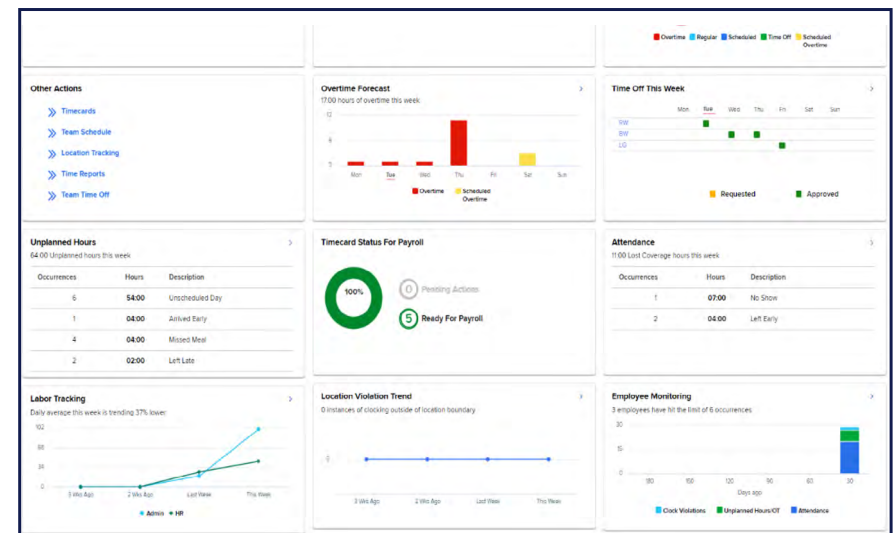
7 Here, we have the **Other Actions** tile. These are the links to everything to do with time. If you need to add time off manually for your employees, you can click **Team Time Off**. This comes especially handy for adding in sick time for your employees.

8 This is the **Overtime Forecast** tile. If you schedule an employee for 40 hours and they end up working too much earlier in the week, they'll be scheduled for overtime. This will let you stay on top of that, and adjust your schedules if needed.



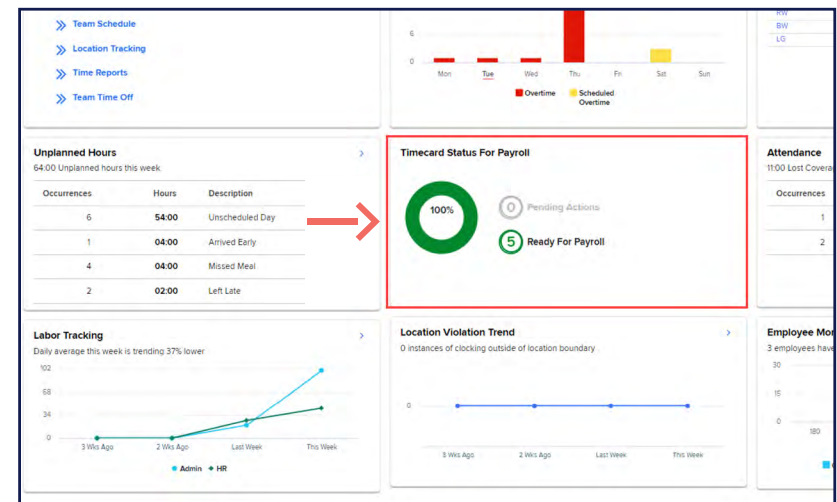
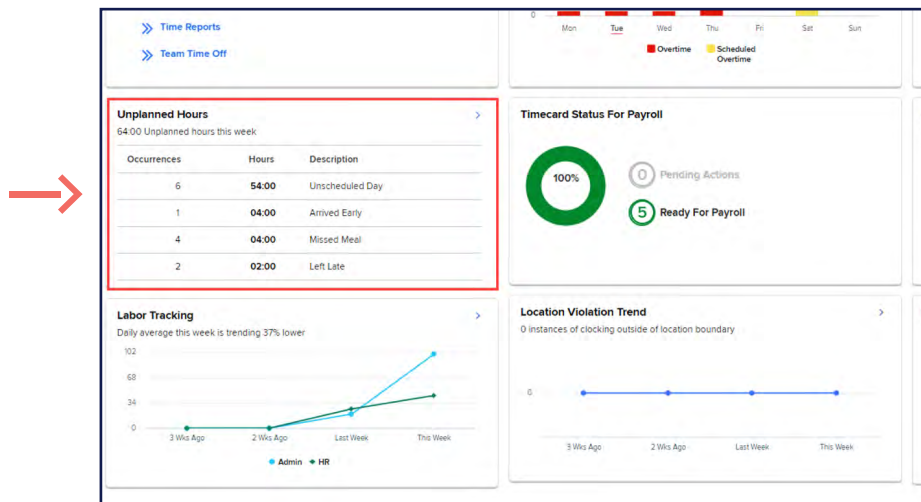
9 This is the **Time Off** tile. Here, we can see the breakdown of time off for the employees. Pending requests are shown in yellow, while approved requests show in green. This tile helps to make sure you don't schedule too many employees off at once.

10 Scrolling down, we can see the rest of the **Time Management** dashboard.



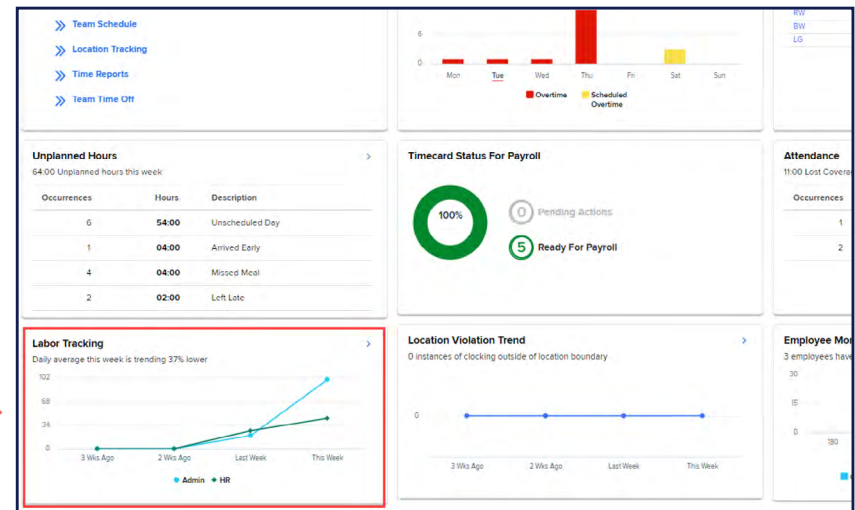
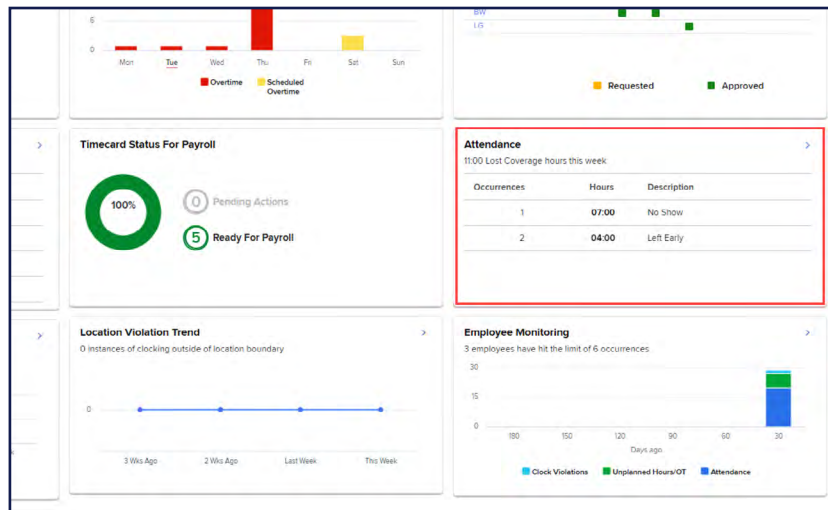
11 This is the **Unplanned Hours** tile. If your employees work hours outside of the schedule, the dashboard will let you know.

12 This is the **Timecard Status For Payroll** tile. Make sure you correct any missed punches and approve those time off requests before you process.



13 This is the **Attendance** tile. If your employees don't work their full schedules, the dashboard will tell you here.

14 This is the **Labor Tracking** tile. You can see which department is working more hours than others and see trends.



15 This is the **Location Violation Trend** tile. If your employees are using the mobile application, you could see if they clocked in or out too far from work.

16 And finally, we have **Employee Monitoring**. This will show you the total number of occurrences employees have accrued. These could include working overtime without permission, clocking too far from their work location and being late, to name a few.

