



ADP® Timekeeping Plus Scheduling Support Center Guide

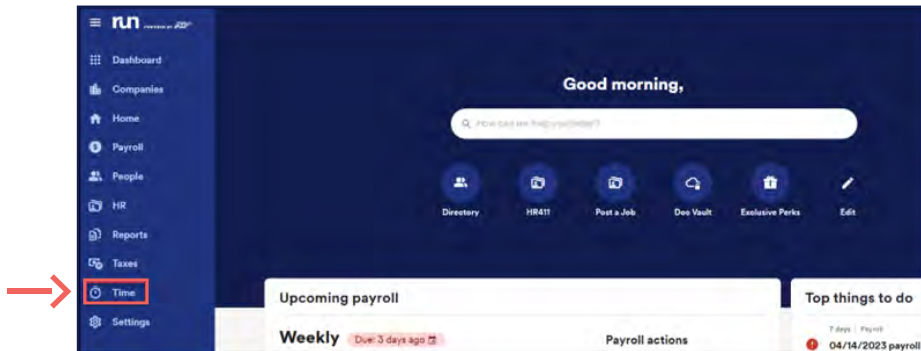
Printing timecards



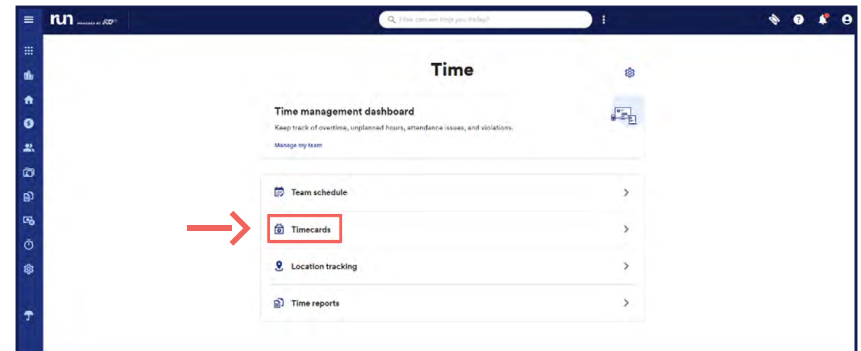
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1 To get to the Timecards page, log in to **RUN** and click the **Time** button on the left-hand side.



2 Then, click on **Timecards**. This will open the **Timecards** screen.



3 Once you are ready, you can print each employees' timecard by clicking the **Print** button on the right-hand side.

4 ADP automatically puts the **Pay Code Summary** and **Weekly Summary** at the top of the screen, as well as a breakdown of hours below that. A signature line is automatically generated if you need to have the employee sign and date the timecards for your records. Press **Print** when ready to print the timecard.

