ADP® Timekeeping Plus Scheduling Support Center Guide

Things to Do
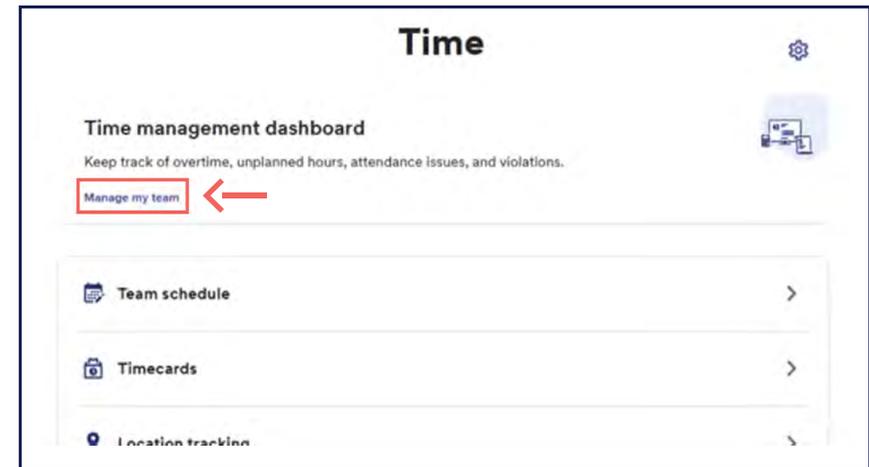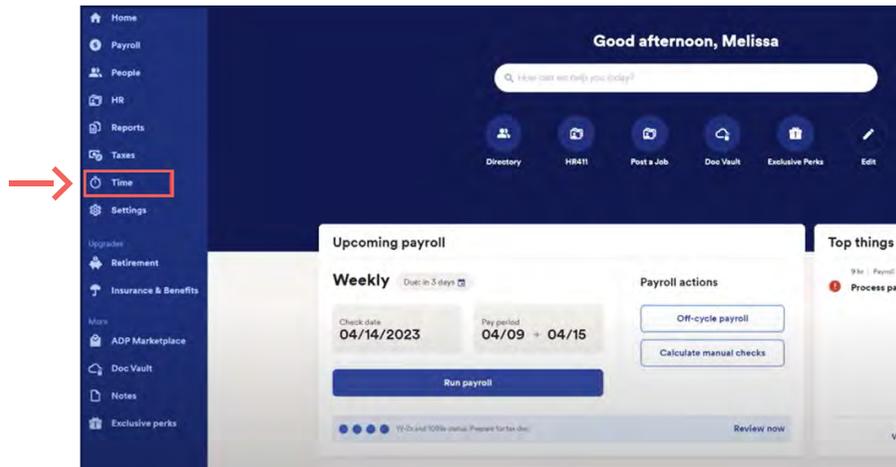
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1 The **Things to Do** tile is a quick and easy place to resolve missed punches and manage pending time off requests. To navigate to this tile from the RUN home screen, select the **Time** option.

2 At the top of the screen, select the option for **Manage my team**.

3   In the upper left-hand corner, you will see the **Things to Do** tile. To start fixing missed punches, click the arrow to the right of **Missed Punches**.

4   To enter a missed punch, click in the box that says **Enter Time** and type in the correct punch time. Next, on the right, choose if this violation is **Excused** or **Unexcused**. Finally, click **Save**.
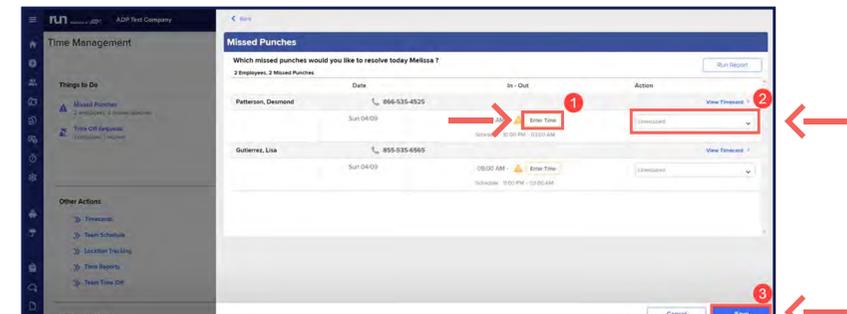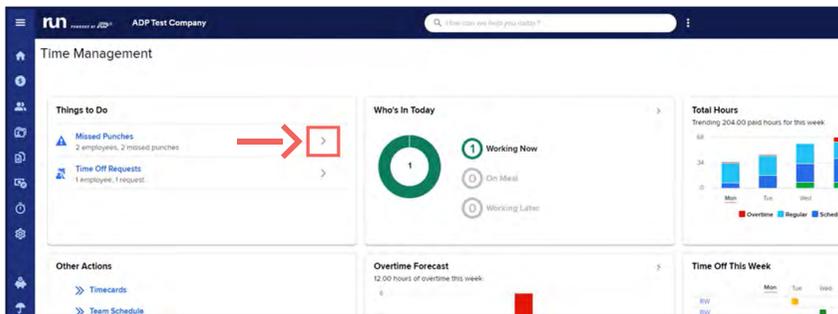
5 To manage pending time off requests, head back to the **Things to Do** tile and click on the arrow to the right of **Time Off Requests**.

6 In the **Time Off Requests** slide out, first select the time off request you would like to manage. Then, at the bottom, simply select either **Decline** or **Approve**.