ADP® Timekeeping Plus Scheduling Support Center Guide
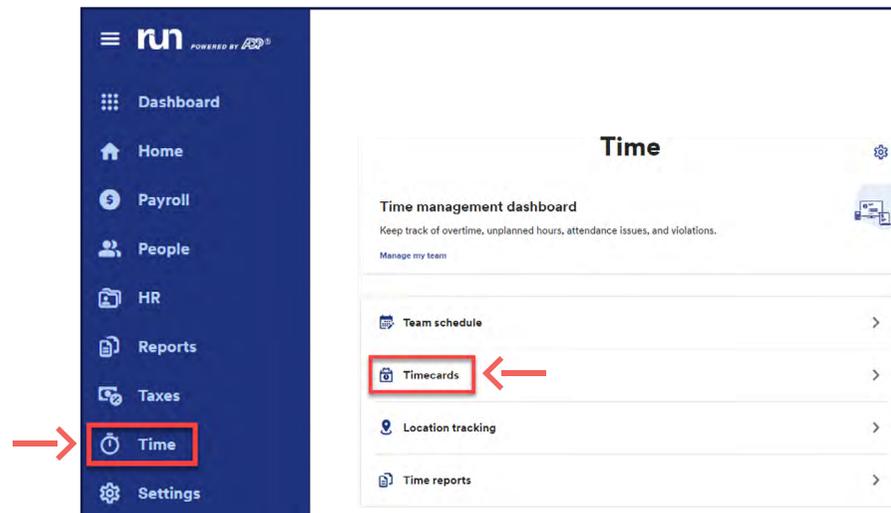
Timecard overview
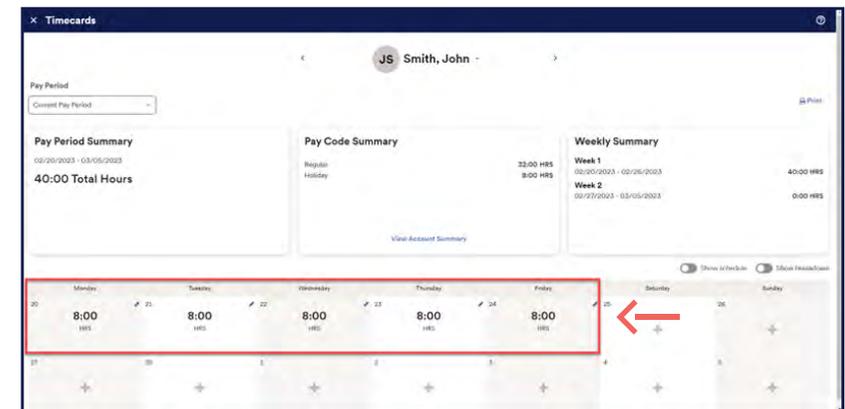
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Timecard overview

1 Log in to RUN and click the **Time** button
on the left-hand side. Then, click **Timecards**.
This will open the timecards screen.

2 As your employees clock in and out for the day,
the hours will be recorded on their timecards. You can
see the total number of hours per day at the bottom here.

3   There are a number of breakdowns on this screen to make it easier to see what's going on. On the left-hand side, we have a tile showing the **Pay Period Summary**, which is just the total number of hours worked with the dates.
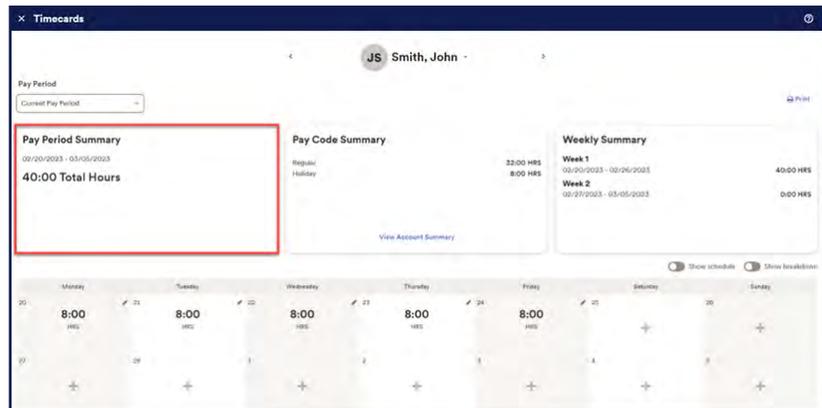
4   The next tile is the **Pay Code Summary**. This breaks the hours down by regular hours, overtime hours, missed meal break awards and things like holidays and vacation.
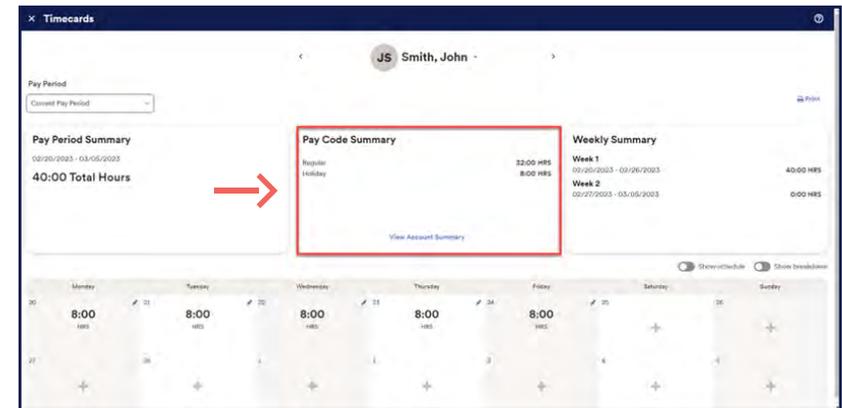
5 On the right is the **Weekly Summary**. If you have a pay period that is biweekly or longer, this can help you see how many hours the employee is working on a week-to-week basis.
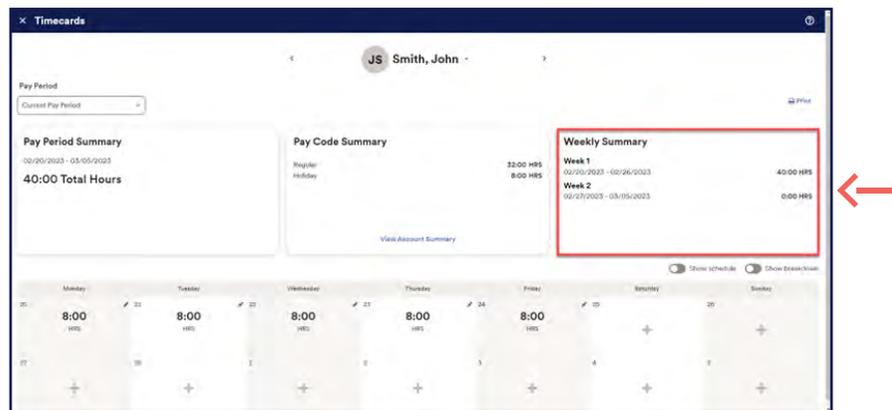
6 At the bottom right are some Toggle switches. These allow you to see the schedule right on the timecards, as well as a breakdown of hours, if you wish.
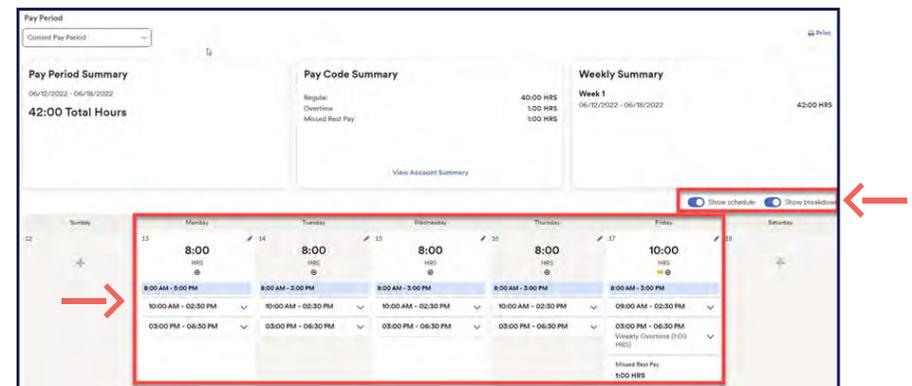
7 Finally, let's take a look at the navigation. At the top left is the pay period with the dates. You can select this Dropdown to see the **Current or Next Pay period**.

At the very top is the Employee's name. Clicking the dropdown arrow lets you jump right to any employee directly. Or you can use the **left and right arrows** to move between employees one by one.