

# Administration Guide - Managing Employee Timecards

## Objectives:

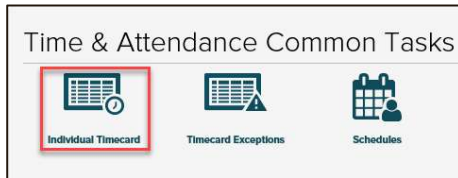
- To provide Administrators a guide for managing employee timecards in ADP Time & Attendance.

## Recording Worked Time in ADP Time and Attendance

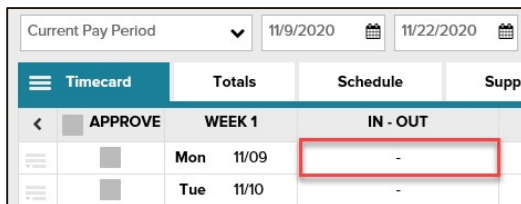
- From the RUN Home Page, select **Time** to access Time and Attendance.



- From the ADP Time & Attendance Common Tasks, click the **Individual Timecard** icon.



- In the **In/Out** field of the row you want to edit, type the in/out punch time.



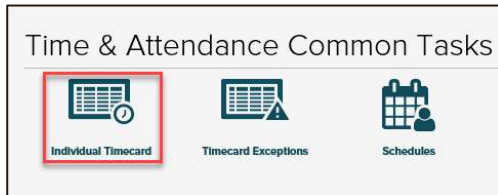
- Once time pairs have been entered, click on **Save**.



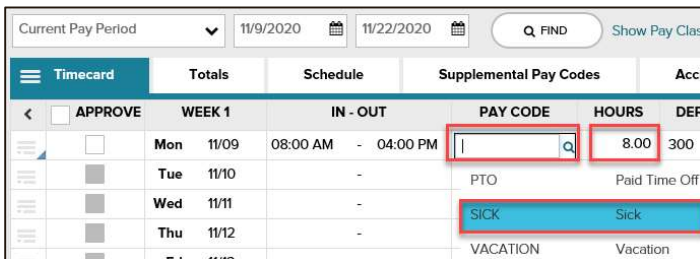
# Administration Guide - Managing Employee Timecards

## Recording Non-Worked Time

1. From the ADP Time & Attendance Common Tasks, click the **Individual Timecard** icon.



2. In the row you want to edit, type the number of hours in the **Hours** field and click on the **Pay Code** field to select the desired Pay Code.



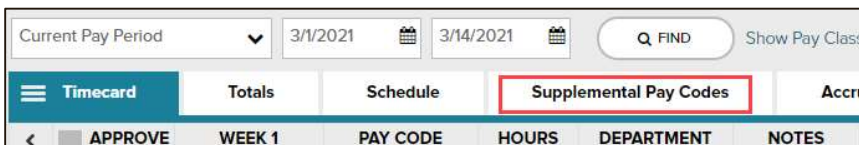
Timecard	Totals	Schedule	Supplemental Pay Codes	Accr
APPROVE	WEEK 1	IN - OUT	PAY CODE	HOURS DEP
Mon 11/09	08:00 AM - 04:00 PM		8.00	300
Tue 11/10	-		PTO	Paid Time Off
Wed 11/11	-		SICK	Sick
Thu 11/12	-		VACATION	Vacation

3. Once pay code has been entered, click on **Save**.



## Recording Supplemental Pay Code Amounts

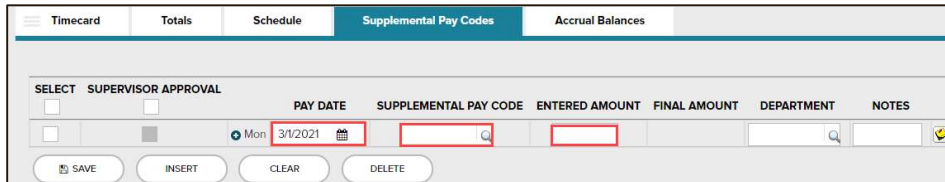
1. From the ADP Time & Attendance Common Tasks, click the Individual Timecard icon, choose **Supplemental Pay Codes** tab.



Timecard	Totals	Schedule	Supplemental Pay Codes	Accru
APPROVE	WEEK 1	PAY CODE	HOURS	DEPARTMENT NOTES

# Administration Guide - Managing Employee Timecards

- To record a supplemental pay code, select the **date**, search for the **supplemental pay code**, and enter the **amount**. **Hint:** To add additional rows, hit the plus sign next to the day.

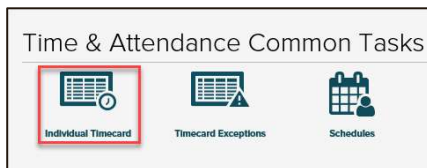


- Once supplemental pay code amounts have been entered, click on **Save**.

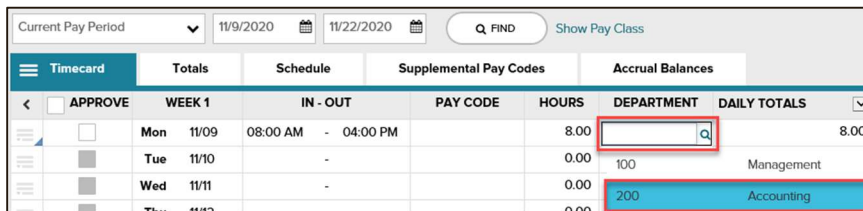


## Assigning Departments

- From the ADP Time & Attendance Common Tasks, click the **Individual Timecard** icon.



- Click the in the **Department** field and select the desired Department.



WEEK 1	IN - OUT	PAY CODE	HOURS	DEPARTMENT	DAILY TOTALS
Mon 11/09	08:00 AM - 04:00 PM		8.00	100 Management	8.00
Tue 11/10	-		0.00	100 Management	
Wed 11/11	-		0.00	200 Accounting	

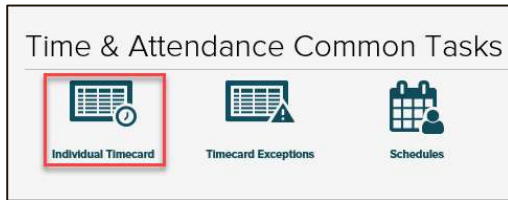
- Once department has been entered, click on **Save**.



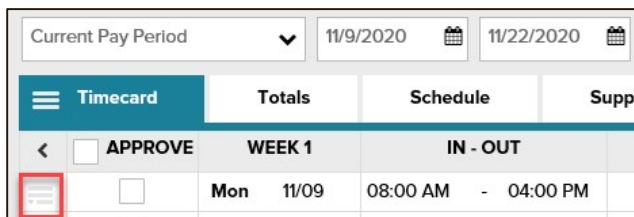
# Administration Guide - Managing Employee Timecards

## Adding, Copying Rows and Deleting Rows

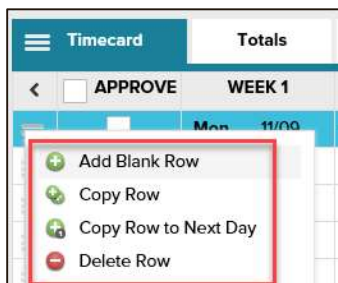
1. From the ADP Time & Attendance Common Tasks, click the **Individual Timecard** icon.



2. Click the **Action** icon in the row you want to edit.



- To add a row to that date, click **Add Blank Row**.
- To add an identical row, click **Copy Row**.
- To copy a row to the next day, click **Copy Row to Next Day**.
- To Delete a row, click **Delete Row**.

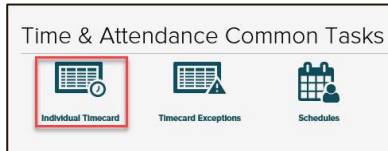


3. Once the row is completed, click **Save**.

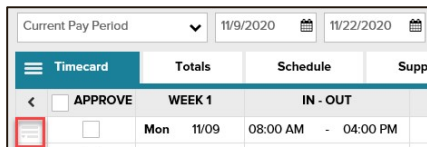


## Adding Notes

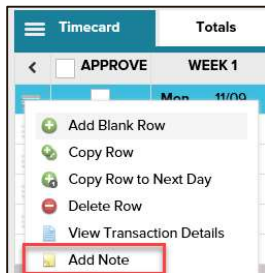
1. From the ADP Time & Attendance Common Tasks, click the **Individual Timecard** icon.



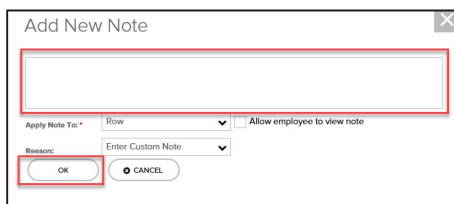
2. Click the **Action** icon in the row you want to add a note.



3. To add a note to that date, click **Add Note**.



4. In the blank field, type the note. Once completed, click **OK**.



**Note:** An employee will only be able to view this note if **"Allow employee to view note"** has been selected.

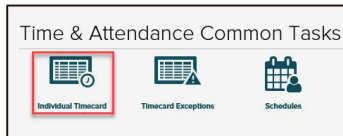
5. Once Note has been entered, click on **Save**.



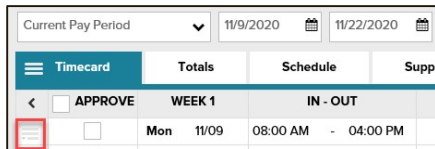
# Administration Guide - Managing Employee Timecards

## Viewing Transaction Details

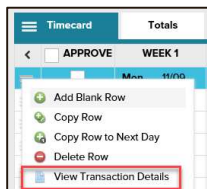
1. From the ADP Time & Attendance Common Tasks, click the **Individual Timecard** icon.



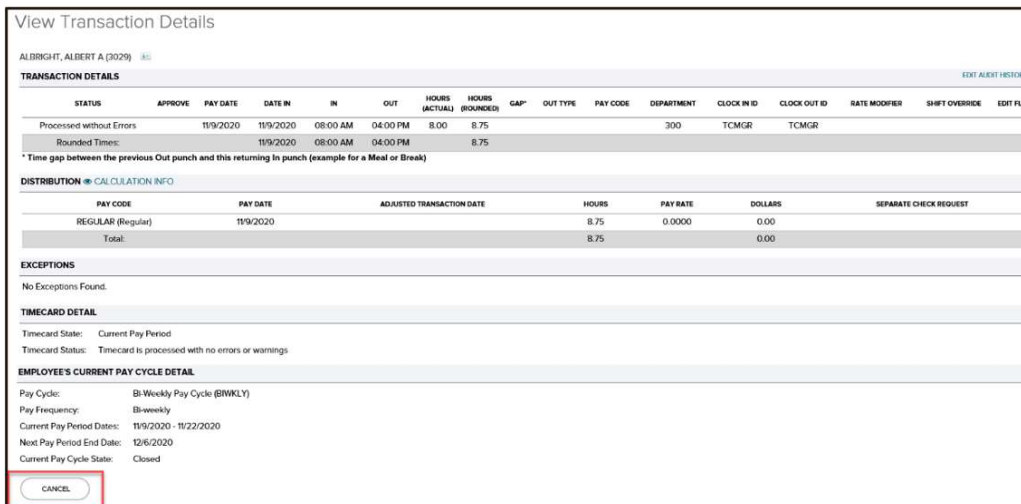
2. Click the **Action** icon in the row you want to View Transaction Details.



3. To View Transaction Details for that date, click **View Transaction Details**.

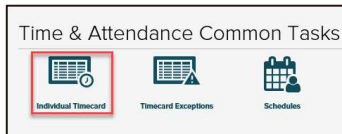


4. To close the **View Transaction Details** page, click **Cancel**.

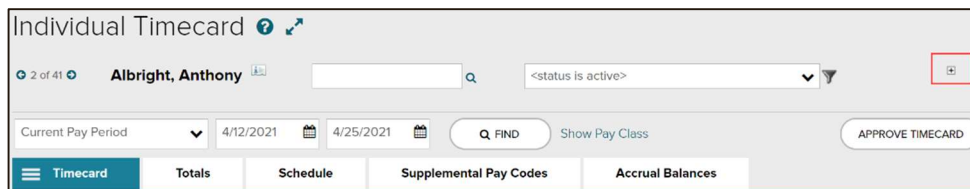


## Unlock Timecards

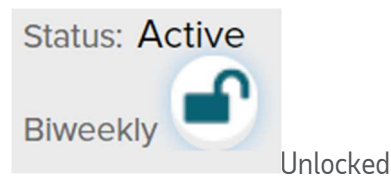
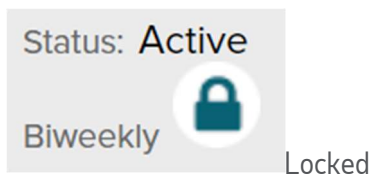
1. From the ADP Time & Attendance Common Tasks, click the **Individual Timecard**.



2. Expand employee data by selecting the **Plus sign (+)**.

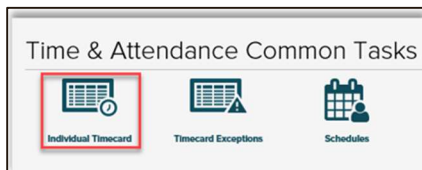


4. Click the **Padlock** icon to unlock or lock timecards.

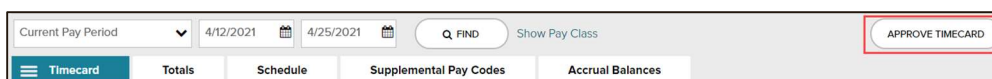


## Approving Employee Timecard

1. From the ADP Time & Attendance Common Tasks, click the **Individual Timecard**.



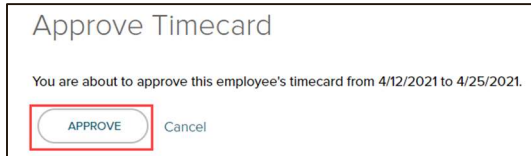
2. After reviewing your employees' timecards, click **Approve Timecard**.





# Administration Guide - Managing Employee Timecards

3. On the Approve Timecard pop-up, click **Approve**.



4. A Green Check mark will appear on the Approve button to show it's been approved.



5. Hover over the down arrow to either **Remove Approval** or **view who approved** the timecard.

