

Employee Guide – Approving Your Timecard With MyADP & ADP Time and Attendance

Objectives:

• Provide Employees a guide on how to approve their timecard at the end of the pay period.

Approving Your Timecard through MyADP

1. Log into <u>myaccess.adp.com</u>, **expand** the timecard tile or click on the **Time icon** in the left navigation bar.

Timecard	>		
September 10, 2022 - September	16, 2022		Time
Total Hours	40:00 HRS	-0R-	

2. Review and confirm the information is accurate. Then, hit **Approve Timecard**.



3. On the Attestation pop-up window, hit **OK** to agree that all hours are accurate.



4. Timecard Approval timestamp appears within the Approval box once successful.





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5. To remove timecard approval; click **Remove Approval**.



6. From the Confirmation pop-up window, click **OK** to remove approval.



Approving Your Timecard through ADP Time and Attendance

1. From the MyADP Dashboard, select **Go to Time and Attendance**, or log into **https://time.adp.com**.



2. From the Home Page of ADP Time and Attendance, click **My Timecard.**

My Time	
Friday, Mar 05, 202	21, 11:2 <mark>4</mark> AM
My Timecard	Annual Summary
Supplemental Pay	



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3. Review and confirm the information is accurate. Then, click Approve Timecard.

Curr	ent Pay I	Period	✔ 2/1	5/2021 🛗	2/28/2021 🛗	Q FIN	D					APPROVE TIMECARD
	Timeca	ard	Totals	Schedule	Supp	lemental Pay	Codes	Accrual B	alances			
	w	EEK 1	IN -	OUT	PAY CODE	HOURS	DAILY TOTALS	•	REGULAR	OVERTIME	DOUBLETIME	
	Mon	02/15	08:00 AM	- 04:00 PM		8.00		8.00	0.00	0.00	0.00	
	Tue	02/16	08:00 AM	- 04:00 PM		8.00		8.00	0.00	0.00	0.00	
	Wed	02/17	08:00 AM	- 04:00 PM		8.00		8.00	0.00	0.00	0.00	
	Thu	02/18		-		0.00		0.00	0.00	0.00	0.00	
	Fri	02/19		-		0.00		0.00	0.00	0.00	0.00	
	Sat	02/20		-		0.00		0.00	0.00	0.00	0.00	
	Sun	02/21	;			0.00		0.00	0.00	0.00	0.00	
					WEEK 1 T	OTALS		24.00	0.00	0.00	0.00	

4. From the Approve Timecard pop-up window, click **Approve**.

Approve Timecard
You are about to approve your timecard from 2/15/2021 to 2/28/2021. By signing this you agree that all hours are accurate.
Cancel

5. Point to the Approved Button to see an approval timestamp.



6. To remove approval; click the drop-down arrow and then click **Remove Approval**.

