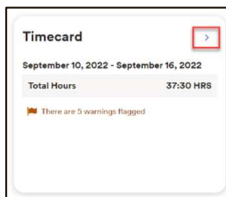# Employee Guide - Recording In and Out Times in MyADP and ADP Time & Attendance

Objectives:

- To provide a guide for recording in and out times with ADP Time & Attendance.
- To provide a guide for recording in and out times with myaccess.adp.com
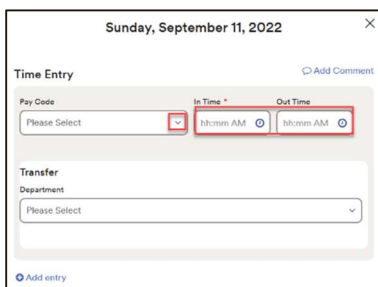
Recording Worked Times with MyADP

1. Log into **myaccess.adp.com**

2. **Expand** the Timecard option from the main dashboard page or select **Clock icon** on left navigation bar.

3. To add time to the timecard, select the **plus icon** on the day worked (or the **pencil icon** if there's already an entry on that day).
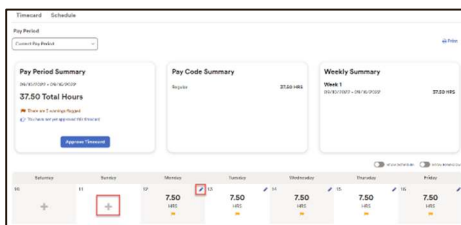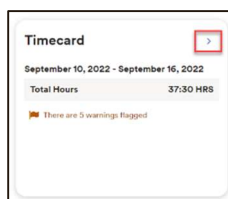

4. On the Date pop-up Window enter the In and Out time of your worked day (and optional Pay Code). Select Save to record time.
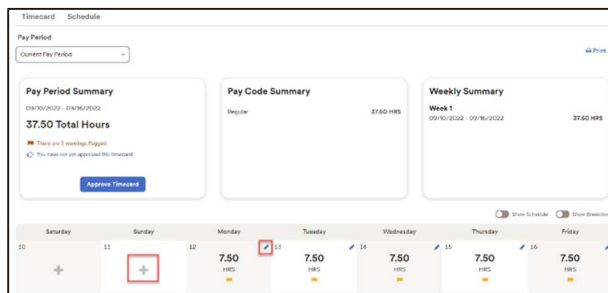
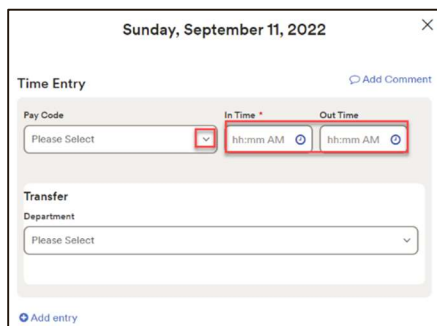## Recording Non-worked Times with MyADP

5. Log into **myaccess.adp.com**

6. **Expand** the Timecard option from the main dashboard page or select **Clock icon** on left navigation bar.

7. To add time to the timecard, select the **plus icon** on the day to record non-worked times.

8. On the Date pop-up Window enter the In and Out time and Pay Code of your non-worked day. (i.e. Vacation). Select Save and Close to record time.
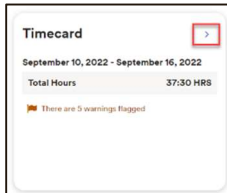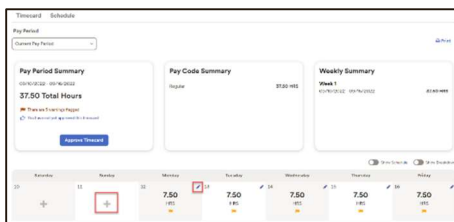
Employee Guide - Recording In and Out Times in MyADP and ADP Time & Attendance
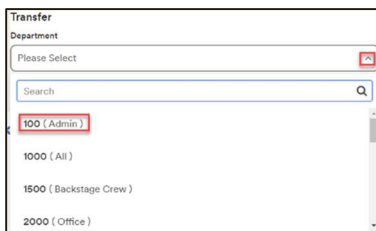
Assigning a Department through MyADP

1. From the Employee Access Dashboard, click the Timecard icon.

2. Click the Plus (+) icon to add hours to a specific day.

3. With your Hours entered, select the Department from the drop-down box under Account. Click Save and Close to update your Department.

Add additional Time Pair in MyADP

1. From the Employee Access Dashboard, click the Timecard icon.

2. Click the **Pencil icon** to add hours to a specific day.

Saturday	Sunday	Monday	Tuesday	Wednesday	Thursday	Friday
10	11	12 ✏️ 13	✏️ 14	✏️ 15	✏️ 16	✏️
➕	➕	7.50 HRS 🚩	7.50 HRS 🚩	7.50 HRS 🚩	7.50 HRS 🚩	7.50 HRS 🚩

3. Click Add Entry to add another time pair to a specific day.

Time Entry   ⋮

In Time   Out Time
09:00 AM   05:00 PM

Total Hours
7.50 HRS

🚩 Supervisor Approval Required

➕ Add entry

Review Timecard through MyADP

1. From the MyADP Menu, tap **Time**. **Expand** the Timecard option from the main dashboard page or select **Clock icon** on left navigation bar.

Timecard   ＞

September 10, 2022 - September 16, 2022
Total Hours   37:30 HRS

🚩 There are 5 warnings flagged

2. From the Timecard menu the previous, current, and next pay period timecards are accessible for viewing only by default.

Time

Timecard   Schedule

Pay Period

Current Pay Period   ^
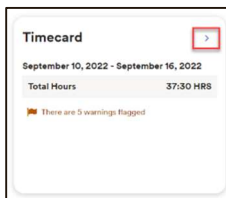
Current Pay Period
09/10/2022 - 09/16/2022

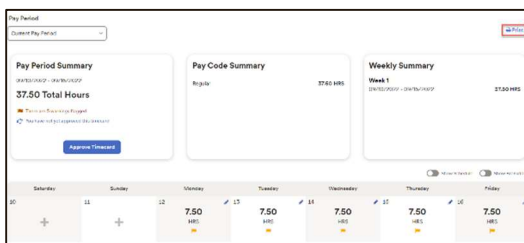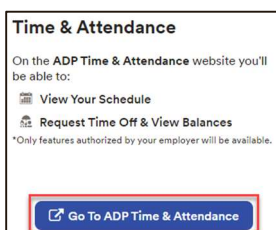Next Pay Period
09/17/2022 - 09/23/2022

Employee Guide - Recording In and Out Times in MyADP and ADP Time & Attendance

Print Your Timecard through MyADP

1. From the MyADP Menu, tap **Time**. **Expand** the Timecard option from the main dashboard page or select **Clock icon** on left navigation bar.

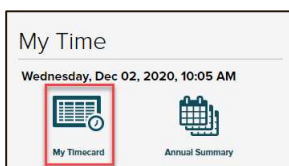2. From the Timecard menu, click **Print Timecard** to choose your Printer.

Recording Worked Times with ADP Time & Attendance
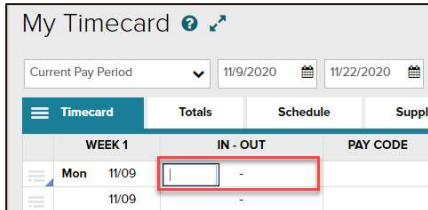
1. From MyADP select Go to ADP Time & Attendance or log into https://time.adp.com

2. Click on **My Timecard**.

3. Click in the **In** and **Out** fields and enter **time pairs**.

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

Recording Non-worked Times with ADP Time & Attendance

1. From MyADP select Go to ADP Time & Attendance or log into https://time.adp.com
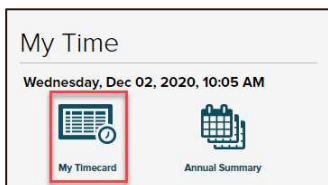
2. Click on **My Timecard**.

3. Click into the Pay Code field, use the magnifying gladd to locate the non-worked code to report for that day, click Save to record your non-worked time.

4. Once time pairs have been entered, click on **Save**.
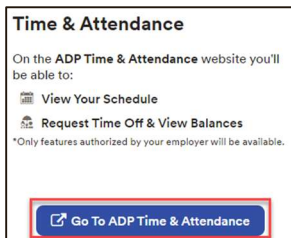
Assigning a Department through ADP Time & Attendance

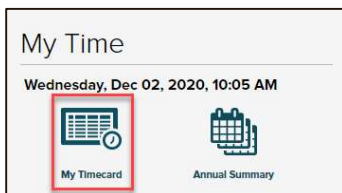1. From MyADP select **Go to ADP Time & Attendance** or log into https://time.adp.com

2. Click on **My Timecard**.

3. Click in the **Hours** fields and enter **time pairs**.

4. Select the **department** from the drop-down box in the Department Column, Click **Save** to record department.

Add and Copy Rows in ADP Time & Attendance
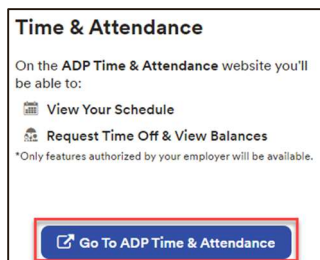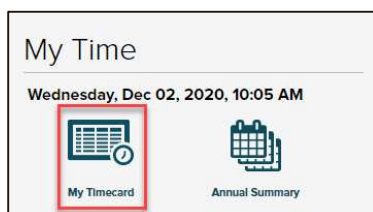
1. From MyADP select **Go to ADP Time & Attendance** or log into https://time.adp.com

2. Click on **My Timecard**.

3. Select the **menu** icon to the left of the row. There are three options available for rows without time. **Add Blank Row, Copy Row, and Delete a Row**.
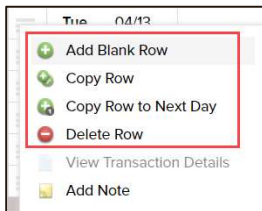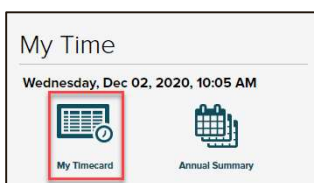

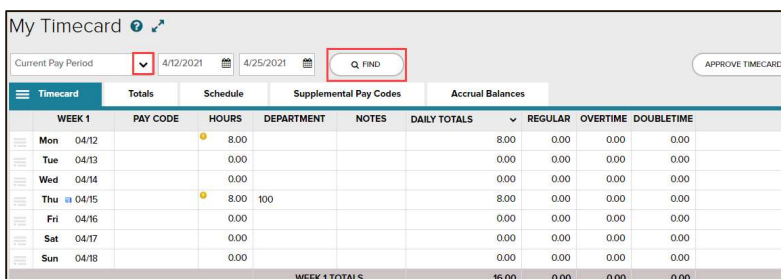## Review Timecard through ADP Time & Attendance

1. From MyADP select Go to ADP Time & Attendance or log into https://time.adp.com
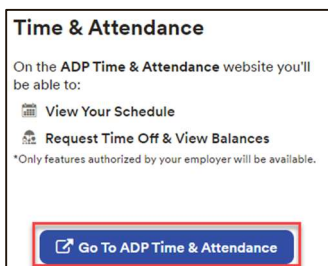
2. Click on **My Timecard**.

3. On the My Timecard page you will be able to view the Previous, Current, and Next pay period. **Note:** Changes cannot be made to any timecard that is showing as Previous.