

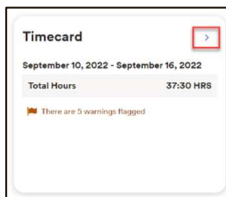
Employee Guide - Recording In and Out Times in MyADP and ADP Time & Attendance

Objectives:

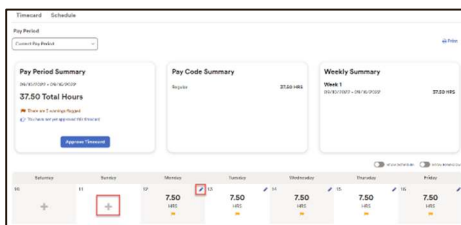
- To provide a guide for recording in and out times with ADP Time & Attendance.
- To provide a guide for recording in and out times with myaccess.adp.com

Recording Worked Times with MyADP

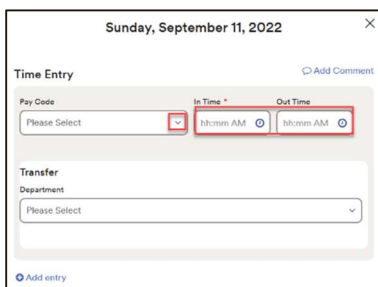
1. Log into **myaccess.adp.com**
2. **Expand** the Timecard option from the main dashboard page or select **Clock icon** on left navigation bar.



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).



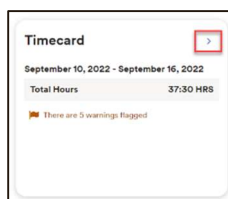
4. On the Date pop-up Window enter the In and Out time of your worked day (and optional Pay Code). Select Save to record time.



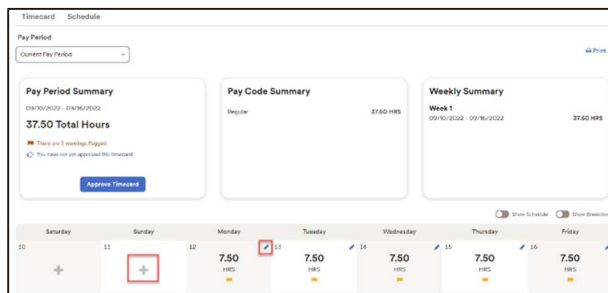
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Recording Non-worked Times with MyADP

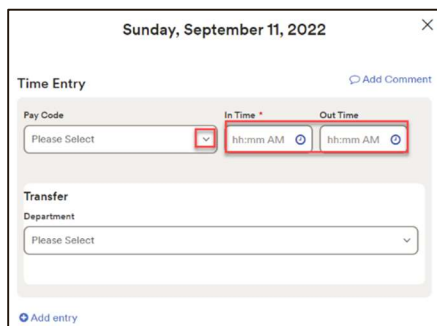
5. Log into **myaccess.adp.com**
6. **Expand** the Timecard option from the main dashboard page or select **Clock icon** on left navigation bar.



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.

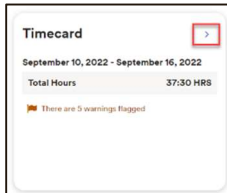


The screenshot shows the 'Time Entry' pop-up window for Sunday, September 11, 2022. It includes fields for 'Pay Code' (a dropdown menu), 'In Time' (a time picker set to hh:mm AM), and 'Out Time' (a time picker set to hh:mm AM). There is also a 'Transfer' section with a 'Department' dropdown menu. A red box highlights the 'In Time' and 'Out Time' fields. The 'Add entry' button is at the bottom left.

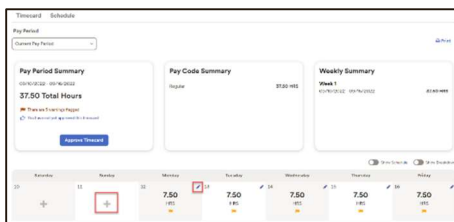
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Assigning a Department through MyADP

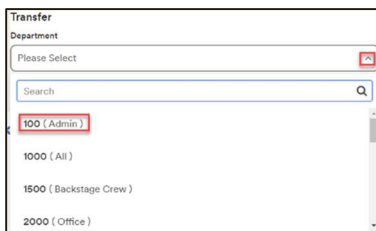
1. From the Employee Access Dashboard, click the Timecard icon.



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.



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

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

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

Time Entry

In Time

09:00 AM

Out Time

05:00 PM

Total Hours

7.50 HRS

🚩 Supervisor Approval Required

Add entry

Review Timecard through MyADP

- 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

- 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

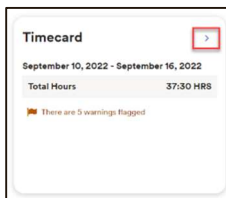
Next Pay Period

09/17/2022 - 09/23/2022

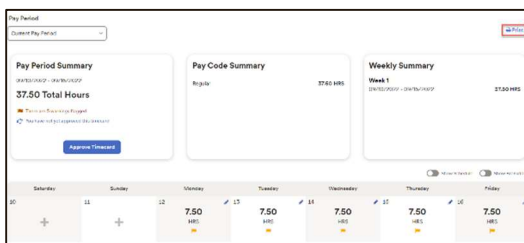
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Print Your Timecard through MyADP

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

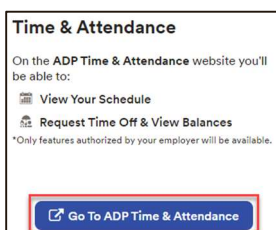


2. From the Timecard menu, click **Print Timecard** to choose your Printer.

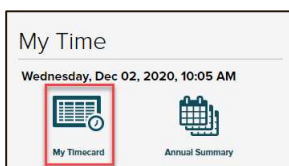


Recording Worked Times with ADP Time & Attendance

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

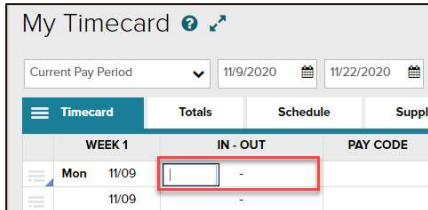


2. Click on **My Timecard**.



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

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



My Timecard ? ↗

Current Pay Period 11/9/2020 11/22/2020

Timecard Totals Schedule Supply

WEEK 1		IN - OUT	PAY CODE
Mon	11/09		
	11/09		

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

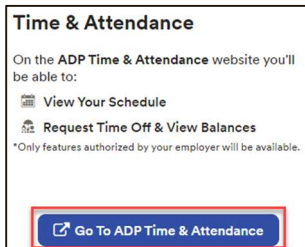


Pay Period (0.00) Week 1 (0.00) Week 2 (0.00)

SAVE REFRESH

Recording Non-worked Times with ADP Time & Attendance

- From MyADP select Go to ADP Time & Attendance or log into <https://time.adp.com>



Time & Attendance

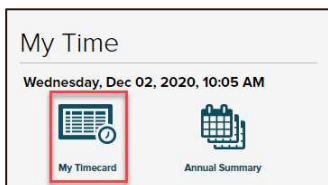
On the ADP Time & Attendance website you'll be able to:

- View Your Schedule
- Request Time Off & View Balances

*Only features authorized by your employer will be available.

Go To ADP Time & Attendance

- Click on **My Timecard**.



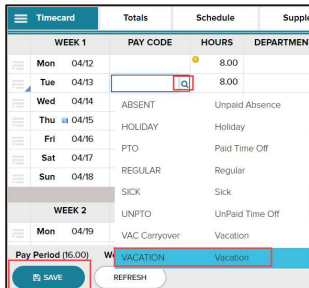
My Time

Wednesday, Dec 02, 2020, 10:05 AM

My Timecard Annual Summary

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

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



WEEK 1	PAY CODE	HOURS	DEPARTMENT
Mon 04/12		8.00	
Tue 04/13		8.00	
Wed 04/14	ABSENT	Unpaid Absence	
Thu 04/15	HOLIDAY	Holiday	
Fri 04/16	PTO	Paid Time Off	
Sat 04/17	REGULAR	Regular	
Sun 04/18	SICK	Sick	
WEEK 2			
Mon 04/19	VACATION	Vacation	

Pay Period (6.00) SAVE REFRESH

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

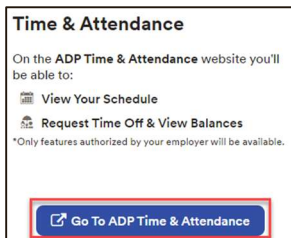


Pay Period (0.00) Week 1 (0.00) Week 2 (0.00)

SAVE REFRESH

Assigning a Department through ADP Time & Attendance

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



Time & Attendance

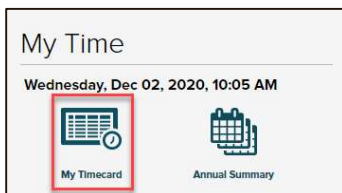
On the ADP Time & Attendance website you'll be able to:

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- Request Time Off & View Balances

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Go To ADP Time & Attendance

- Click on **My Timecard**.



My Time

Wednesday, Dec 02, 2020, 10:05 AM

My Timecard Annual Summary

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

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

My Timecard ? ↗

Current Pay Period 2/15/2021 2/28/2021 Q F

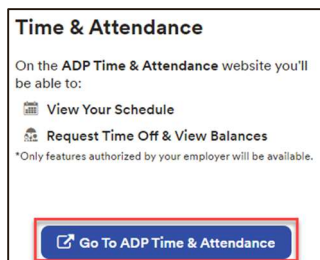
WEEK 1		PAY CODE	HOURS	DAILY TOTALS
Mon	02/15		8.00	8.00
Tue	02/16		8.00	8.00

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

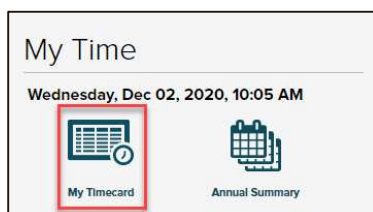
WEEK 1		PAY CODE	HOURS	DEPARTMENT	NOTES	DAILY TOTALS
Mon	04/12		8.00			
Tue	04/13		8.00			
Wed	04/14		0.00	100 Admin		
Thu	04/15		8.00	200 Marketing		
Fri	04/16		0.00	300 Management		
Sat	04/17		0.00			

Add and Copy Rows in ADP Time & Attendance

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

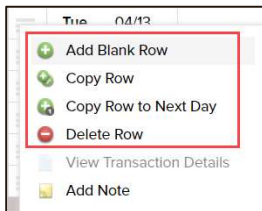


- Click on **My Timecard**.



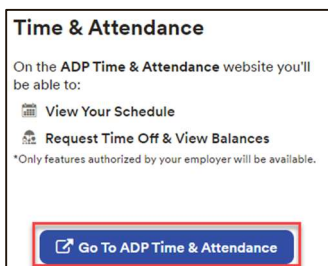
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3. Select the **menu** icon to the left of the row. There are three options available for rows without time. **Add Blank Row, Copy Row, and Delete a Row.**

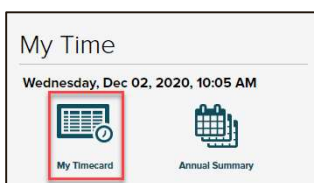


Review Timecard through ADP Time & Attendance

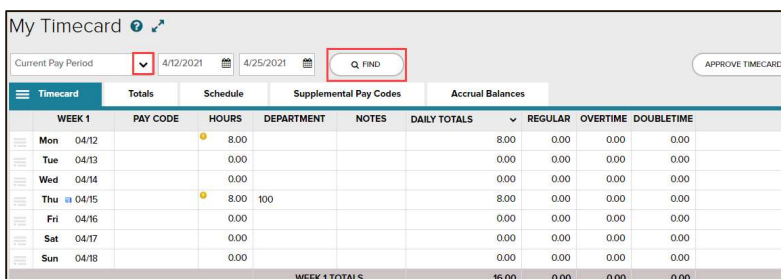
1. From MyADP select Go to ADP Time & Attendance or log into <https://time.adp.com>



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.



My Timecard									
Current Pay Period		4/12/2021		4/25/2021		Q FIND		APPROVE TIMECARD	
<div>Timecard Totals Schedule Supplemental Pay Codes Accrual Balances</div>									
WEEK 1	PAY CODE	HOURS	DEPARTMENT	NOTES	DAILY TOTALS	REGULAR	OVERTIME	DOUBLETIME	
Mon 04/12		8.00			8.00	0.00	0.00	0.00	
Tue 04/13		0.00			0.00	0.00	0.00	0.00	
Wed 04/14		0.00			0.00	0.00	0.00	0.00	
Thu 04/15		8.00	100		8.00	0.00	0.00	0.00	
Fri 04/16		0.00			0.00	0.00	0.00	0.00	
Sat 04/17		0.00			0.00	0.00	0.00	0.00	
Sun 04/18		0.00			0.00	0.00	0.00	0.00	
WEEK 1 TOTALS					16.00	0.00	0.00	0.00	