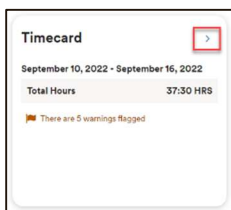# Employee Guide - Recording Supplemental Pay Codes in MyADP and ADP Time & Attendance

Objectives:

- To provide a guide for recording supplemental pay code amounts with ADP Time & Attendance.
- To provide a guide for recording supplemental pay code amounts with myaccess.adp.com

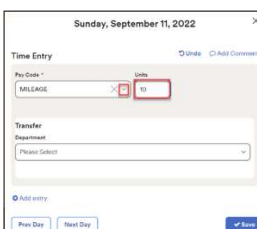## Recording Supplemental Pay Codes with MyADP

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 a supplemental pay code to the timecard, select the **plus icon** on the day you wish to record the value (or the **pencil icon** if there's already time on that day).
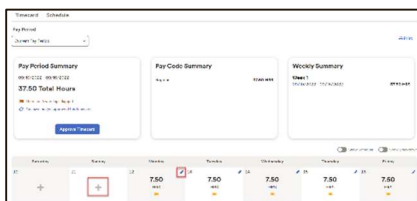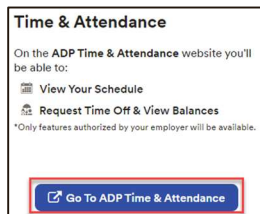

4. On the Date pop-up Window, expand the **Pay Code** box and select the appropriate Supplemental Pay Code (i.e. Mileage). In the **amount** field enter the total units or dollar amount for the supplemental code. If unsure which value to enter, reach out to your supervisor. Select **Save** to record the value.
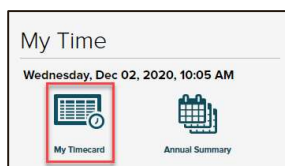
Employee Guide - Recording Supplemental Pay Codes in MyADP and ADP Time & Attendance

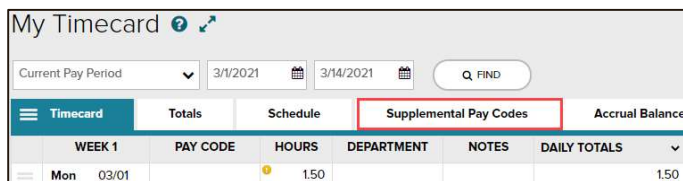## Recording Supplemental Pay Codes with ADP Time and Attendance

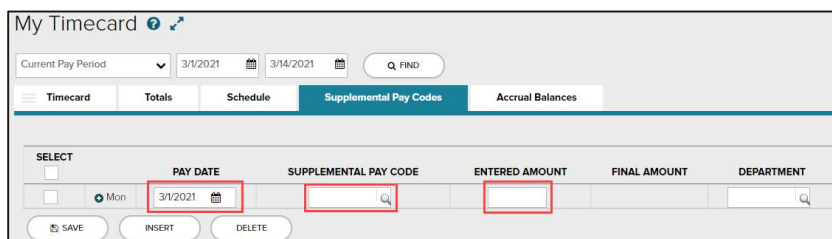1. From MyADP select Go to ADP Time & Attendance or log into https://time.adp.com

    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]

2. Click on **My Timecard**.

    My Time

    Wednesday, Dec 02, 2020, 10:05 AM

    My Timecard   Annual Summary

3. Click in the **Supplemental Pay Codes** tab.

    My Timecard ❓ ↗

Current Pay Period		3/1/2021 📅	3/14/2021 📅	Q FIND		
☰ Timecard	Totals	Schedule	**Supplemental Pay Codes**		Accrual Balance
WEEK 1	PAY CODE	HOURS	DEPARTMENT	NOTES	DAILY TOTALS	✓
Mon 03/01		1.50			1.50	

4. 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.

    My Timecard ❓ ↗

Current Pay Period		3/1/2021 📅	3/14/2021 📅	Q FIND	
Timecard	Totals	Schedule	Supplemental Pay Codes	Accrual Balances	

SELECT		PAY DATE	SUPPLEMENTAL PAY CODE	ENTERED AMOUNT	FINAL AMOUNT	DEPARTMENT
☐	⊕ Mon	3/1/2021 📅	🔍			🔍

    [💾 SAVE] [INSERT] [DELETE]

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

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

    [💾 SAVE] [REFRESH]