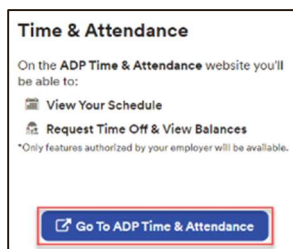# Supervisor Guide –
Managing Schedules with ADP Time & Attendance

Note: Team Schedule is currently not available through MyADP.

Managing Schedules with ADP Time & Attendance

1. Log onto myaccess.adp.com.

2. From the MyADP Dashboard navigate to **Go to ADP Time & Attendance.**

3. In ADP Time & Attendance, select **My Team**, **Scheduling**.
   - The **schedules** option will allow you to review the current assigned schedule for all employees assigned to you.

   - The **schedule templates** option allows you to review, manage, and create new recurring schedules.

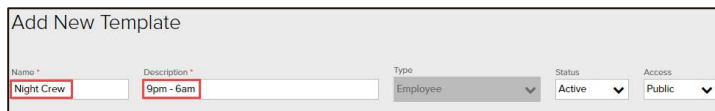   - The **monthly schedules** option allows you to view each month of an individual employee.

Creating a New Schedule Template

1. From **My Team, Scheduling, Schedule Templates**, click **Create New**.

2. Enter **Name of Shift** and **Description.**

3. Enter the first day of your current pay period in the "**This template will be available starting on**".

4. Control + Left Click all days with the same schedule.

5. Enter Start and End time, select **Save**.
   Note: We highly recommend not entering any additional information in the schedule. All configurations are controlled on a pay class level and this information can interfere with normal processing.

6. Click **Save Template**.

7. Click **Manage Assignments**.

| | Night Shift | 9pm - 6am | | Active | Public | | 0 | | ✏ Manage Assignments |

8. **Check the box** next to each employee you wish to assign the schedule to, click **Next**.

✔	Schnitzler, Donald M	44
✔	Smith, Aaron C	20
✔	Smith, Brian R	15
✔	Smith, Eric R	18
	UserEMP, Support	5035

Active Assignments are shown in bold text   CANCEL   REMOVE ASSIGNMENTS   **NEXT**

9. Enter the **start date** for each employee (use the first day of current pay period), click **Submit**.

EMPLOYEE	POSITION ID	START WEEK *	START DATE *	END DATE	
Gierlich, Jake R	3035	1 ⌄	5/1/2021 📅	mm/dd/yyyy 📅	⊙⊙
Gladwell, Malcolm	5012	1 ⌄	5/1/2021 📅	mm/dd/yyyy 📅	⊙⊙
Gonzalez, Eddie	3030	1 ⌄	5/1/2021 📅	mm/dd/yyyy 📅	⊙⊙
Huitron, Ramon	54	1 ⌄	5/1/2021 📅	mm/dd/yyyy 📅	⊙⊙
Kertson, John	56	1 ⌄	5/1/2021 📅	mm/dd/yyyy 📅	⊙⊙
Schnitzler, Donald M	44	1 ⌄	5/1/2021 📅	mm/dd/yyyy 📅	⊙⊙
Smith, Aaron C	20	1 ⌄	5/1/2021 📅	mm/dd/yyyy 📅	⊙⊙
Smith, Brian R	15	1 ⌄	5/1/2021 📅	mm/dd/yyyy 📅	⊙⊙
Smith, Eric R	18	1 ⌄	5/1/2021 📅	mm/dd/yyyy 📅	⊙⊙

PREVIOUS   **SUBMIT**

A confirmation message will appear once the schedule has been saved successfully.

✔ Template has been assigned successfully					
Template **Night Shift**	Show Details	Description **9pm - 6am**	Status **Active**	Access **Public**	4/1/2021 - beyond (Current)

Remove a Recurring Schedule Template

1. From **My Team, Scheduling, Schedule Templates**, click **Manage Assignments**.

Templates					View Delete
CREATE NEW		3 Found	Status Active ⌄	Access All ⌄	Search By Name 🔍
NAME	**DESCRIPTION**	**STATUS**	**ACCESS**	**ASSIGNED EMPLOYEES** ❓	
⊖ 24 Hours	24 Hours	Active	Public	1	✏ Manage Assignments
⊖ 8A-5P M-F	8A-5P M-F	Active	Public	3	✏ Manage Assignments
⊖ Morning Shift	Mon - Fri 9a-6p	Active	Public	1	✏ Manage Assignments

2. **Check the box** next to each employee you wish to remove the schedule from, click **Remove Assignments**.

	Schnitzler, Donald M	44	1	5/1/2021
✓	Smith, Aaron C	20	1	5/1/2021
✓	Smith, Brian R	15	1	5/1/2021
✓	Smith, Eric R	18	1	5/1/2021

Active Assignments are shown in bold text   CANCEL   REMOVE ASSIGNMENTS   NEXT

3. On the Remove Assignments pop-up choose either to remove all applied scheduled since the start of the current period or the future shifts.

Remove Assignments   ✕

⚠ Select how you want the shifts to be handled.

○ Remove all shifts applied from this template for the selected employees from the start of the current pay period.
○ Remove all future shifts (starting from tomorrow) applied from this template for the selected employees.
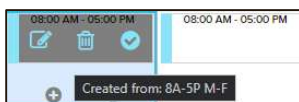
OK   CANCEL

Edit an Employee's Schedule

1. From **My Team, Scheduling, Schedules.**

MY TEAM   REPORTS

Timecard   Schedules
➤ Scheduling   Schedule Templates
Employee   Monthly Schedules

2. To edit an individual day: Click on the **day** you wish to edit, choose the **Edit** (✎)icon.

08:00 AM - 05:00 PM   08:00 AM - 05:00 PM

✎ 🗑 ✔

➕ Created from: 8A-5P M-F

3. Change the Start or End time, click **Save**.

Start Time *   End Time *
9:00 PM   1:00 AM

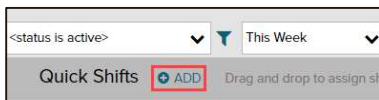Pay Code   Meal Plan

Department   Job

SAVE   CANCEL   CLEAR

Add Quick Shifts

1. From My Team, Scheduling, Schedules, More, and click **Quick Shifts.**
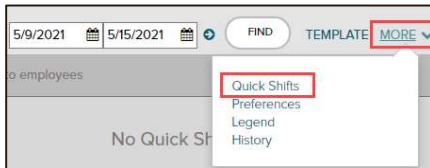
2. Click **Add**.

3. Enter **name, start**, and **end time**, click **Done.**

Assign Quick Shifts

1. From My Team , Scheduling, Schedules, More, and click **Quick Shifts.**

2. **Click and Drag** the Quick shift to the Employee row and Date to apply the shift to.