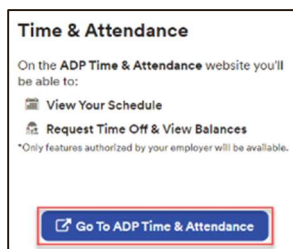


# Supervisor Guide – Managing Schedules with ADP Time & Attendance

**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.

Employee (24)	SUN 05/09	MON 05/10	TUE 05/11	WED 05/12	THU 05/13	FRI 05/14	SAT 05/15
Adams, John J Hours: 45.00		08:00 AM - 05:00 PM	08:00 AM - 05:00 PM	08:00 AM - 05:00 PM	08:00 AM - 05:00 PM	08:00 AM - 05:00 PM	
Albright, Anthony Hours: 110.92		07:00 AM - 07:00 PM 07:00 PM - 06:59 AM	07:00 AM - 07:00 PM 07:00 PM - 06:59 AM	07:00 AM - 07:00 PM 07:00 PM - 06:59 AM	07:00 AM - 07:00 PM 07:00 PM - 06:59 AM	07:00 AM - 07:00 PM 07:00 PM - 06:59 AM	

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

NAME	DESCRIPTION	STATUS	ACCESS	ASSIGNED EMPLOYEES	
24 Hours	24 Hours	Active	Public	1	<a href="#">Manage Assignments</a>
8A-5P M-F	8A-5P M-F	Active	Public	3	<a href="#">Manage Assignments</a>

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

	SUNDAY	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY	SATURDAY
1	25	26	27	28	29	30	1
2	2	3	4	5	6	7	8
3	9	10	11	12	13	14	15
4	16	17	18	19	20	21	22
5	23	24	25	26	27	28	29

# Supervisor Guide – Managing Schedules with ADP Time & Attendance

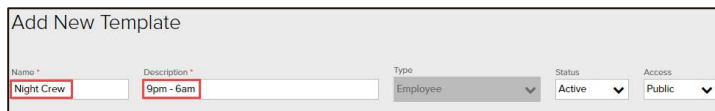
## Creating a New Schedule Template

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



NAME	DESCRIPTION	STATUS	ACCESS	ASSIGNED EMPLOYEES	
24 Hours	24 Hours	Active	Public	1	<a href="#">Manage Assignments</a>
8A-5P M-F	8A-5P M-F	Active	Public	3	<a href="#">Manage Assignments</a>
Morning Shift	Mon - Fri 9a-6p	Active	Public	1	<a href="#">Manage Assignments</a>

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

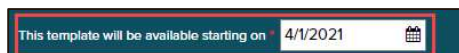


Add New Template

Name \*  Description \*

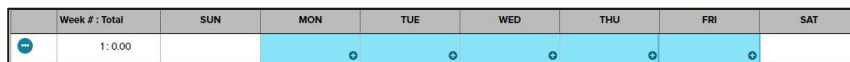
Type  Status  Access

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



This template will be available starting on

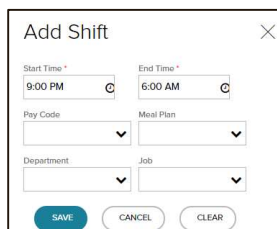
4. Control + Left Click all days with the same schedule.



Week #: Total	SUN	MON	TUE	WED	THU	FRI	SAT
1:00:00							

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.



Add Shift

Start Time \*  End Time \*

Pay Code  Meal Plan

Department  Job

6. Click **Save Template**.



# Supervisor Guide – Managing Schedules with ADP Time & Attendance

- Click **Manage Assignments**.

	Night Shift	9pm - 6am	Active	Public	0	<a href="#">Manage Assignments</a>
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- Check the box** next to each employee you wish to assign the schedule to, click **Next**.

<input checked="" type="checkbox"/>	Schnitzler, Donald M	44
<input checked="" type="checkbox"/>	Smith, Aaron C	20
<input checked="" type="checkbox"/>	Smith, Brian R	15
<input checked="" type="checkbox"/>	Smith, Eric R	18
<input type="checkbox"/>	UserEMP, Support	5035

Active Assignments are shown in bold text

[CANCEL](#) [REMOVE ASSIGNMENTS](#) [NEXT](#)

- 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
Hultrom, 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	Show Details	Description	Status	Access	4/1/2021 - beyond (Current)
Night Shift		9pm - 6am	Active	Public	

## Remove a Recurring Schedule Template

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

Templates					
<a href="#">CREATE NEW</a>		3 Found		Status	Access
		Active		All	Search By Name
NAME	DESCRIPTION	STATUS	ACCESS	ASSIGNED EMPLOYEES	
24 Hours	24 Hours	Active	Public	1	<a href="#">Manage Assignments</a>
8A-5P M-F	8A-5P M-F	Active	Public	3	<a href="#">Manage Assignments</a>
Morning Shift	Mon - Fri 9a-6p	Active	Public	1	<a href="#">Manage Assignments</a>

# Supervisor Guide – Managing Schedules with ADP Time & Attendance

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

<input checked="" type="checkbox"/>	Schnitzler, Donald M	44	1	5/1/2021
<input checked="" type="checkbox"/>	Smith, Aaron C	20	1	5/1/2021
<input checked="" type="checkbox"/>	Smith, Brian R	15	1	5/1/2021
<input checked="" type="checkbox"/>	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.

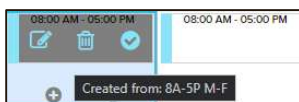
OK CANCEL

## Edit an Employee's Schedule

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



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



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

Start Time \*
  
9:00 PM
  
C

End Time \*
  
1:00 AM
  
C

Pay Code
  
▼

Meal Plan
  
▼

Department
  
▼

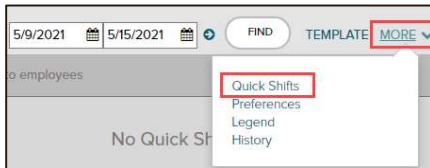
Job
  
▼

SAVE CANCEL CLEAR

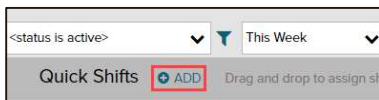
# Supervisor Guide – Managing Schedules with ADP Time & Attendance

## 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**.

A screenshot of the 'Add Quick Shift' form. It has a title bar with a close button. The form contains several fields: 'Shift Name' (with a red box around the input area), 'Start Time' (with a red box around the input area), 'End Time' (with a red box around the input area), 'Pay Code' (dropdown), 'Meal Plan' (dropdown), 'Department' (dropdown), and 'Job' (dropdown). At the bottom, there are 'CANCEL' and 'DONE' buttons, with 'DONE' highlighted by a red box.

## 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.

A screenshot of the ADP interface showing the 'Quick Shifts' table. The table has a header row with dates: 'SUN 05/09', 'MON 05/10', and 'TUE 05/11'. The first column is labeled 'Employee'. The first row shows a shift assigned to 'Adams, John' on 'SUN 05/09' from '07:00 AM - 03:00 PM'. The shift is highlighted with a red box. Below this, there are rows for other employees: 'Albright, Anthony', 'Baker, Tammy J', and 'Biehl, Tom'. The 'Biehl, Tom' row shows a shift assigned on 'MON 05/10' from '07:00 AM - 03:00 PM', also highlighted with a red box.