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ADP Workforce Now

Essential Time & Attendance Employee Basics: For Hours-Based Employees

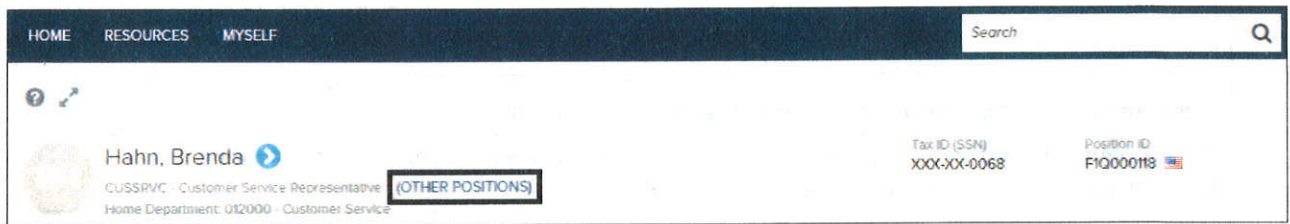
Overview

This job aid guides you through some of the basic Time & Attendance tasks that you will complete. For more information, see online Help.

If You Hold More than One Position


If you hold more than one position, make sure that you are performing the time-related activities for the correct position.

Starting Point: Myself > Time & Attendance > My Timecard

Step	Action
1	Click Other Positions .  The screenshot shows the ADP Workforce Now user interface. At the top, there are navigation tabs: HOME, RESOURCES, and MYSELF. Below these, the user's name 'Hahn, Brenda' is displayed along with a profile picture. To the right of the name, there is a button labeled '[OTHER POSITIONS]' which is highlighted with a red box. Other visible information includes 'CUSSRVC - Customer Service Representative', 'Home Department: 012000 - Customer Service', 'Tax ID (SSN): XXX-XX-0068', and 'Position ID: F1Q000118'.
2	Select the position for which you are performing the time-related activities.

Entering Your Worked Hours

Starting Point: Myself > Time & Attendance > My Timecard

Step	Action
1	In the Pay Date Range fields, select the time period for which you want to enter time and click Find . Result: Your timecard for the selected time period is displayed.
2	In the Hours field for the appropriate day, enter your total hours worked.
3	If you worked in a department other than your home department, click in the Department field and then click  (search) and select the department in which you worked.
4	Click Save .

Entering Your Nonworked Time

Depending on your company's features, you can use different methods to enter nonworked time such as vacation, sick, or personal time. Use one of the procedures in this job aid depending on the options that are available to you.

Time Off

If the Myself menu includes the Time Off submenu, follow these steps to request time off.


Starting Point: Myself > Time Off > Request Time Off

Step	Action						
1	On the calendar, click the days to include in the request.						
2	Click Request Time Off .						
3	Select the reason for the request. <table border="1"> <thead> <tr> <th>If You Are Requesting</th><th>Then</th></tr> </thead> <tbody> <tr> <td>The same time-off policy</td><td>In the Policy field, select the appropriate time-off policy.</td></tr> <tr> <td>Different time-off policies</td><td> <ol style="list-style-type: none"> 1. Click Edit Each Day Individually. 2. In each day of the request, in the Policy field, select the appropriate time-off policy. </td></tr> </tbody> </table>	If You Are Requesting	Then	The same time-off policy	In the Policy field, select the appropriate time-off policy.	Different time-off policies	<ol style="list-style-type: none"> 1. Click Edit Each Day Individually. 2. In each day of the request, in the Policy field, select the appropriate time-off policy.
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4	In the Amount and Start Time fields, change the values, as needed.						
5	In the Comments field, enter any notes about the request that you want to provide to the reviewer. Note: All notes that you enter will be visible to the reviewer.						
6	In the Please Respond By field, enter a desired response date, if applicable.						
7	Click Submit . Results: <ul style="list-style-type: none"> ■ A time-off request is sent to the designated reviewer. ■ A pending time-off request will be displayed on your timecard. ■ You will receive notifications in the Message Center when the request is approved or denied. 						

Time & Attendance










If the Myself menu does not include the Time Off submenu, follow these steps to enter nonworked time.

Starting Point: Myself > Time & Attendance > My Timecard

Step	Action
1	In the Pay Date Range fields, select the time period for which you want to enter time and click Find . Result: Your timecard for the selected time period is displayed.
2	In the Hours field for the appropriate day, enter your total nonworked hours.
3	In the Pay Code field, click  (search) and select the appropriate pay code for the nonworked time.
4	Click Save . Result: The hours that you entered are saved on your timecard.

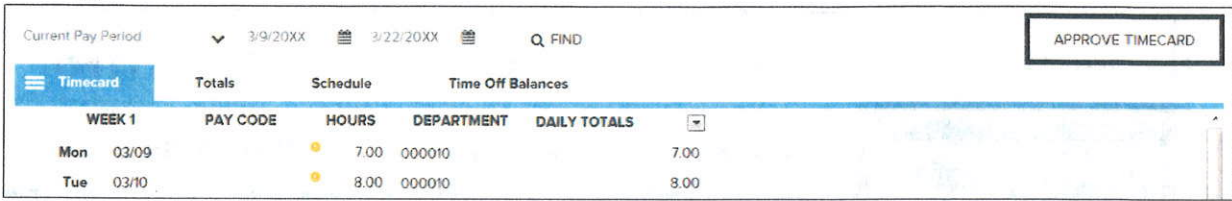
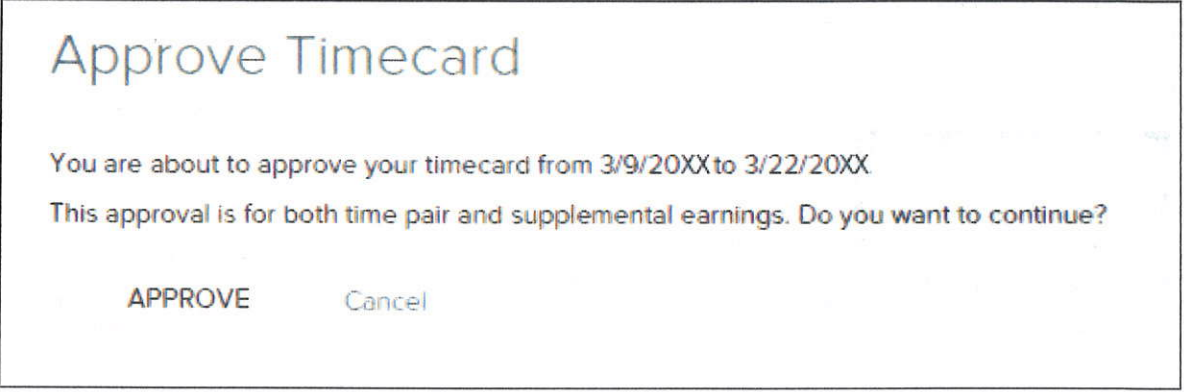

Viewing and Printing Your Timecard

Starting Point: Myself > Time & Attendance > My Timecard

Step	Action																					
1	<p>In the Pay Date Range fields, select the time period that you want to view and click Find.</p> <p>Result: Your timecard for the selected time period is displayed.</p>																					
2	<p>Click  (timecard menu).</p> <div><div>Current Pay Period</div><div> 3/9/20XX</div><div> 3/22/20XX</div><div></div><div> FIND</div></div> <div><div> Timecard</div><div>Totals</div><div>Schedule</div><div>Time Off Balances</div></div> <p>Result: The timecard menu is displayed.</p>																					
3	<p>Select Print Timecard.</p> <div><div> View Annual Summary</div><div>Add Note</div><div> Print Timecard</div></div> <p>Result: The Print Timecard window opens.</p>																					
4	<p>Select the applicable view and print options and click Print.</p> <div><div><div>View and Print Options:</div><div><div>Exceptions</div><div><input checked="" type="checkbox"/> Notes</div><div>Signature Lines</div></div></div><div> PRINT</div><div>Printed: Monday, 3/23/20XX, 12:03 PM</div><div><div>Timecard</div><div>3/9/20XX - 3/22/20XX(Current Pay Period)</div></div><div><div>Employee: Evers, Thomas (FIQ000060)</div><div>Payroll ID: 000060 Company Code: FIQ Supervisor: Albright, Anthony (FIQ000127)</div><div>Supervisor Approval: Not Approved</div></div><table><thead><tr><th></th><th>Week 1</th><th>Scheduled Time</th><th>Pay Code</th><th>Hours</th><th>Department</th><th>Daily Totals</th></tr></thead><tbody><tr><td>Mon</td><td>03/09</td><td></td><td></td><td>7.00</td><td>000010</td><td>7.00</td></tr><tr><td>Tue</td><td>03/10</td><td></td><td></td><td>8.00</td><td>000010</td><td>8.00</td></tr></tbody></table></div>		Week 1	Scheduled Time	Pay Code	Hours	Department	Daily Totals	Mon	03/09			7.00	000010	7.00	Tue	03/10			8.00	000010	8.00
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5	<p>Click Done.</p>																					



Approving Your Timecard, if Required

Starting Point: **Myself > Time & Attendance > My Timecard**

Step	Action
1	<p>In the Pay Date Range fields, select the time period that you want to approve and click Find.</p> <p>Result: Your timecard for the selected time period is displayed.</p>
2	<p>Click Approve Timecard.</p>  <p>Result: The Approve Timecard window opens.</p>
3	<p>Click Approve.</p>  <p>Result: The Approve Timecard button changes to Approved and a green check mark is displayed.</p> 

Viewing Your Schedule (Facilities only)

You can view your schedule in several different ways, depending on the date range and format that you want to view.

If You Want to View	Then
The current week's schedule	Select Myself > Time & Attendance > Schedule at a Glance .
One month at a time	<ol style="list-style-type: none"> 1. Select Myself > Time & Attendance > Monthly Schedule. 2. To view a different month, in the Date field, click  (calendar) and select a date. 3. Click Find.
Your recorded time compared to your scheduled time	<ol style="list-style-type: none"> 1. Select Myself > Time & Attendance > Actual vs Scheduled. 2. To view the actual and scheduled times for other dates, in the Date field, click  (calendar) and select a date. 3. Click Find.