

Manager/Supervisor Timecard Approval Instructions

Log into ADP via the NEW url – workforcenow.adp.com

Select **MY TEAM**

Select **Time & Attendance**

Select **Individual Timecard**

Select Employee

Select **APPROVE TIMECARD** on right side of the timecard

Select MY TEAM, Time & Attendance, Individual Timecard, APPROVE TIMECARD

1. Click the "MYSELF" tab at the top of the page

2. Select "Pay"

3. Select "Pay Statements"

APPROVE	WEEK 1	PAY CODE	HOURS	DEPARTMENT	DAILY TOTALS
<input type="checkbox"/>	Sun 09/27		0.00	HMNRES	0.00
<input type="checkbox"/>	Mon 09/28		8.00	HMNRES	8.00
<input type="checkbox"/>	Tue 09/29		0.00	HMNRES	0.00
<input type="checkbox"/>	Wed 09/30		0.00	HMNRES	0.00
<input type="checkbox"/>	Thu 10/01		0.00	HMNRES	0.00
<input type="checkbox"/>	Fri 10/02		0.00	HMNRES	0.00
<input type="checkbox"/>	Sat 10/03		0.00	HMNRES	0.00
WEEK 1 TOTALS					8.00
APPROVE	WEEK 2	PAY CODE	HOURS	DEPARTMENT	DAILY TOTALS
<input type="checkbox"/>	Sun 10/04		0.00	HMNRES	0.00
<input type="checkbox"/>	Mon 10/05		0.00	HMNRES	0.00
<input type="checkbox"/>	Tue 10/06		0.00	HMNRES	0.00
<input type="checkbox"/>	Wed 10/07		0.00	HMNRES	0.00
<input type="checkbox"/>	Thu 10/08		0.00	HMNRES	0.00
WEEK 2 TOTALS					0.00

Pay Period (8.00) Week 1 (8.00) Week 2 (0.00)

SAVE REFRESH Operation Successful. PREFERENCES Legend

If you see items in RED, you must resolve these items or the timecard will NOT process with payroll.