

ADP Time Entry Instructions

Entering Worked Time on the Timecard

You are set up to record your total hours per day on your timecard. Follow the instructions below to enter your worked time.

▶ *Want to see a short demonstration on how to enter your worked time? Click [here](#) and enter your ADP Workforce Now user name and password.*

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.	You do not need to enter anything in the Pay Code Column for regular working hours - leave blank.
4.	If you worked for a client/job other than your default client/job, click in the Job field and then search for the job in which you worked.
5.	Click Save .

Recording/Requesting Paid Time Off (Salaried Employees Only)

Follow the instructions below to record PTO via the **Request Time Off** function.

▶ *Want to see a short demonstration on how to request time off? Click [here](#) and enter your ADP Workforce Now user name and password.*

Starting Point: Myself > Time Off > Request Time

Step	Action
1.	On the calendar, click the days to include in the request.
2.	Click Request Time Off
3.	In the Time Off Policy field, select the appropriate time-off policy.
4.	In the Amount and Start Time fields, change the values, as needed.
5.	In the Comments field, enter any notes about the request if applicable. Note: All notes that you enter will be visible to the company administrators.
6.	Click Submit .
7.	If the requested PTO is in the current or next pay period, you will see the PTO entry on your timecard.

Recording Nonworked Time (i.e. Bereavement)

Starting Point: Myself > Time & Attendance > My Timecard

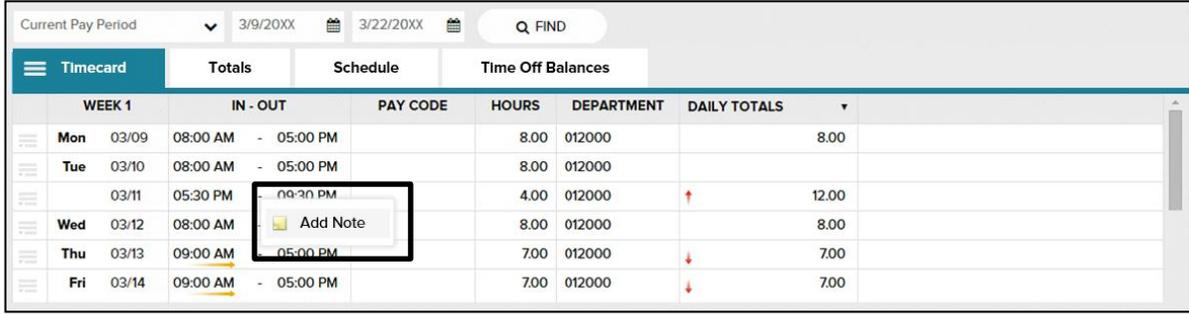
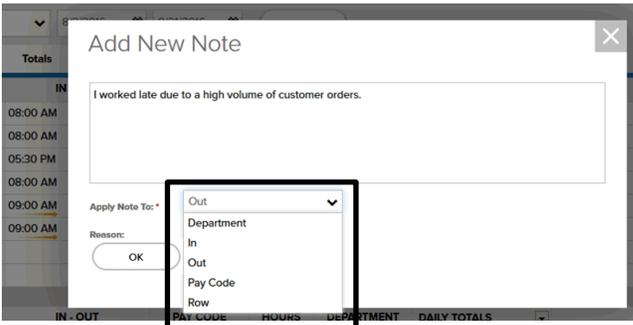
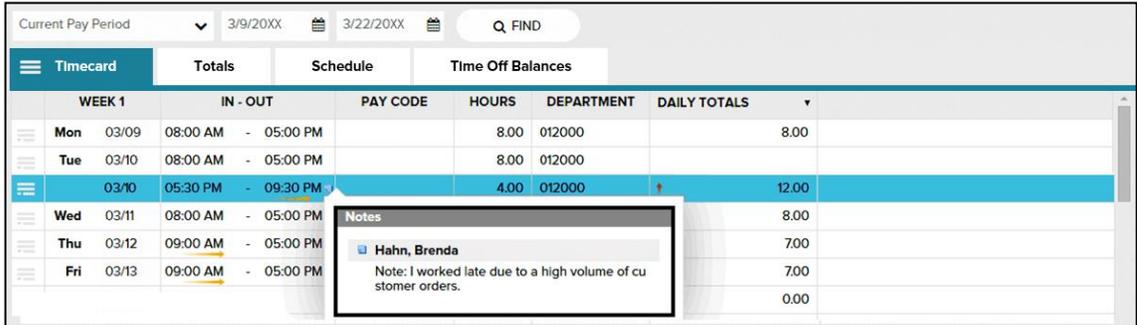
Step	Action
1.	In the Pay Date Range fields, select the time period for which you want to enter time and click Find . Result: Your timecard for the selected time period is displayed.
2.	In the Hours field for the appropriate day, enter your total nonworked hours.
3.	In the Pay Code field, click search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

Adding Notes to Your Timecard

You can add notes that apply to individual transactions and rows or to the entire timecard. Your supervisor and your company's Time & Attendance practitioner can view all of the notes that you enter.

▶ Want to see a short demonstration on how to add notes to your timecard? Click [here](#) and enter your ADP Workforce Now user name and password.

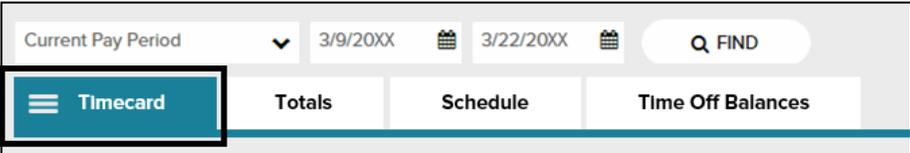
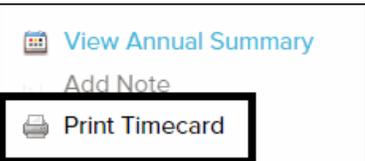
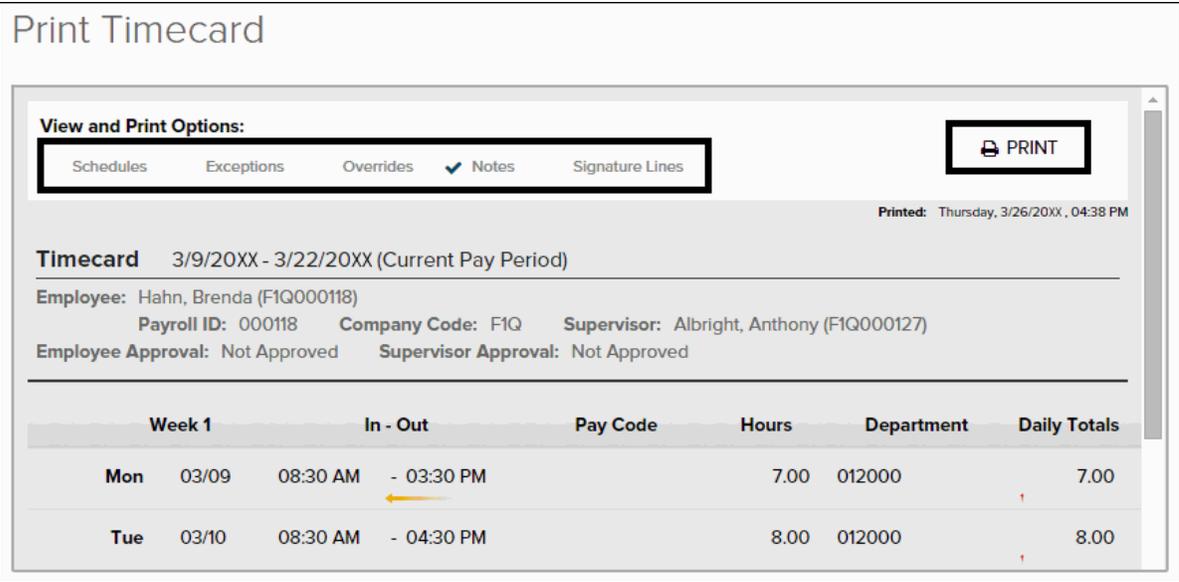
Starting Point: Myself > Time & Attendance > My Timecard

Step	Action
1	<p>Click  (row menu) or right-click on a transaction such as an In or Out time and select Add Note.</p>  <p>Result: The Add New Note window opens.</p>
2	In the entry field, enter a note.
3	<p>In the Apply Note To field, select the timecard element to which you want to apply the note.</p> 
4	In the Reason field, select a code, if applicable.
5	<p>Click OK.</p> <p>Result: The  (note) indicator is now visible on the timecard. You can right-click the note and select Edit Note or point to it to display the contents of the note.</p> 

Viewing and Printing Your Timecard

▶ Want to see a short demonstration on how to print your timecard? Click [here](#) and enter your ADP Workforce Now user name and password.

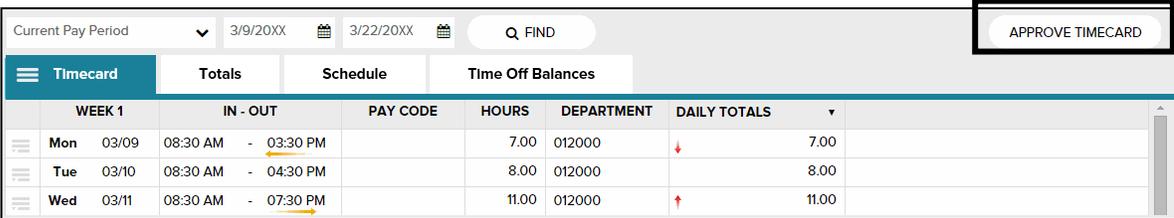
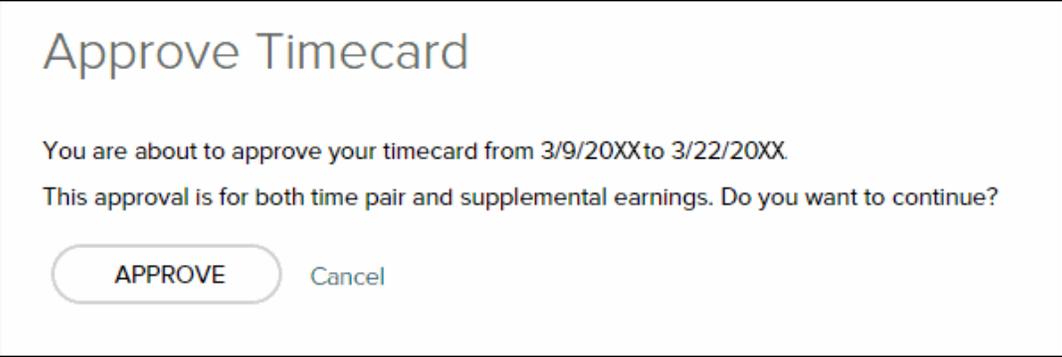
Starting Point: Myself > Time & Attendance > My Timecard

Step	Action
1	In the Pay Date Range fields, select the time period that you want to view and click Find . Result: Your timecard for the selected time period is displayed.
2	Click  (timecard menu).  Result: The timecard menu is displayed.
3	Select Print Timecard .  Result: The Print Timecard window opens.
4	Select the applicable view and print options and click Print . 
5	Click Done .

Approving Your Timecard

Want to see a short demonstration on how to approve your timecard? Click [here](#) and enter your ADP Workforce Now user name and password.

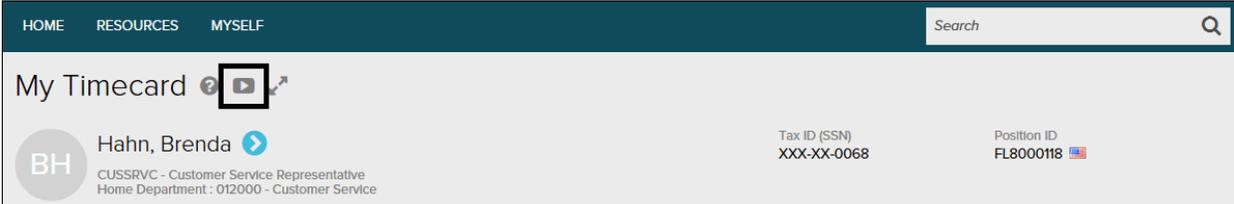
Starting Point: Myself > Time & Attendance > My Timecard

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.</p> 

Accessing Learning Bytes in ADP Workforce Now

Learning bytes are short video demonstrations that show you how to perform specific tasks in ADP Workforce Now. Learning bytes support you with the help you need, right when you need it. They are available on many pages throughout ADP Workforce Now. This is how you can access the learning bytes relevant to your timecard.

Starting Point: Myself > Time & Attendance > My Timecard

Step	Action
1	<p>In the upper left of the page, click  (learning bytes).</p>  <p>Result: The learning bytes menu is displayed.</p>
2	<p>Select the desired learning byte.</p> <p>Result: A short video demonstration launches.</p>
3	<p>To exit the learning byte, click  (close) in the upper-right corner of the window.</p>