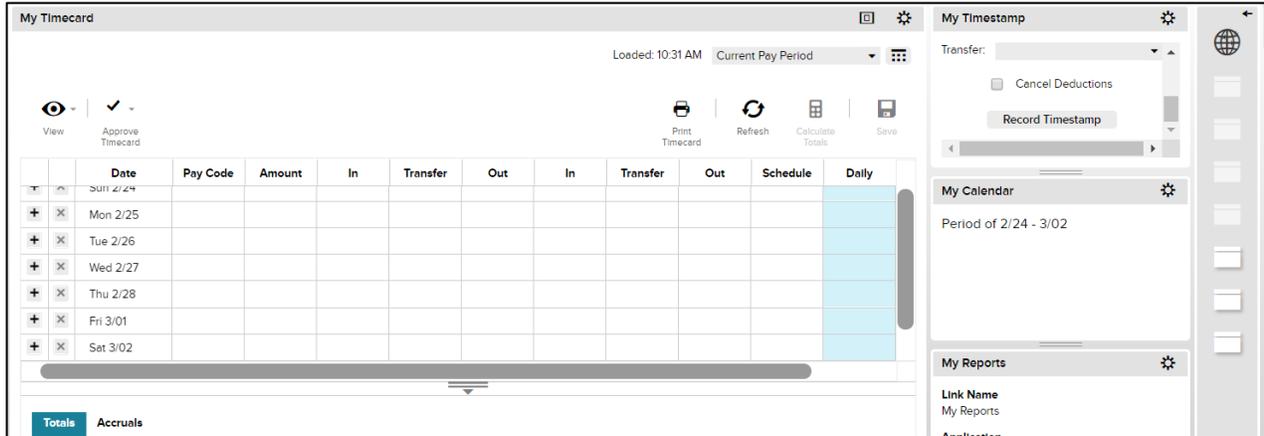


Let's take a look at the various tasks associated with this time-entry method.

Enter Time	3
Transfer Time	5
Add a Pay Code	6
Add a Comment.....	8
View Accrual Balances.....	9
View Totals.....	10
Approve Your Timecard.....	11
Remove a Timecard Approval.....	12

ADP/Enhanced Time & Attendance: Timestamp/ Hourly-View Timecard

If you are a timestamp employee, your time-entry method will look something like the following example.



My Timecard

Loaded: 10:31 AM Current Pay Period

View Approve Timecard

Print Timecard Refresh Calculate Totals Save

	Date	Pay Code	Amount	In	Transfer	Out	In	Transfer	Out	Schedule	Daily
	Sun 2/24										
	Mon 2/25										
	Tue 2/26										
	Wed 2/27										
	Thu 2/28										
	Fri 3/01										
	Sat 3/02										

Totals Accruals

My Timestamp

Transfer:

Cancel Deductions

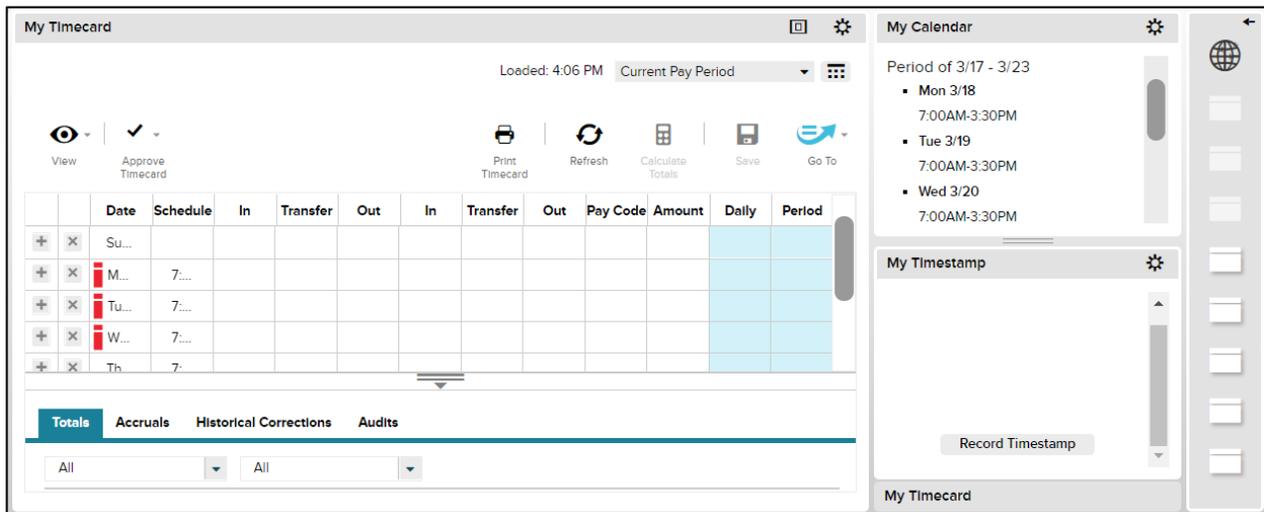
Record Timestamp

My Calendar

Period of 2/24 - 3/02

My Reports

Link Name
My Reports



My Timecard

Loaded: 4:06 PM Current Pay Period

View Approve Timecard

Print Timecard Refresh Calculate Totals Save Go To

	Date	Schedule	In	Transfer	Out	In	Transfer	Out	Pay Code	Amount	Daily	Period
	Su...											
	M...	7:...										
	Tu...	7:...										
	W...	7:...										
	Th	7-										

Totals Accruals Historical Corrections Audits

All All

My Calendar

Period of 3/17 - 3/23

- Mon 3/18
7:00AM-3:30PM
- Tue 3/19
7:00AM-3:30PM
- Wed 3/20
7:00AM-3:30PM

My Timestamp

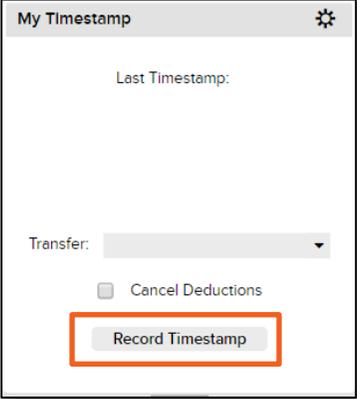
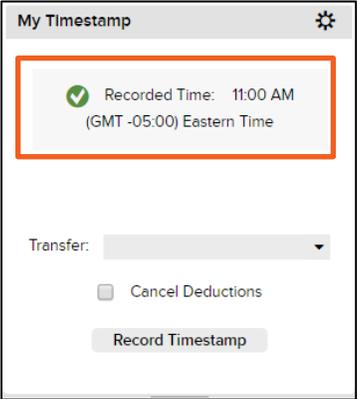
Record Timestamp

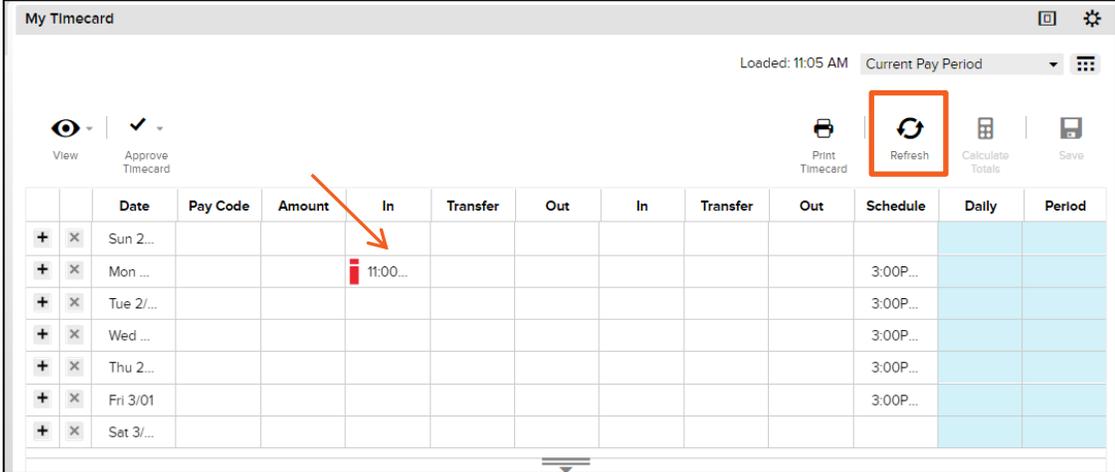
My Timecard

Enter Time

When you log in to Time & Attendance, you see your default workspace, which includes the My Timestamp widget.

Starting Point: My Information > My Timestamp

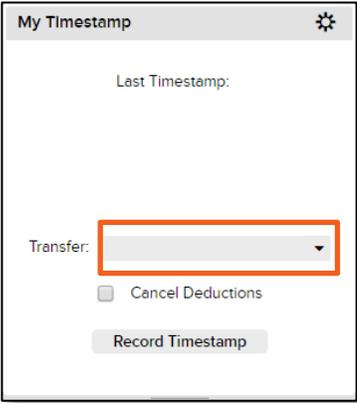
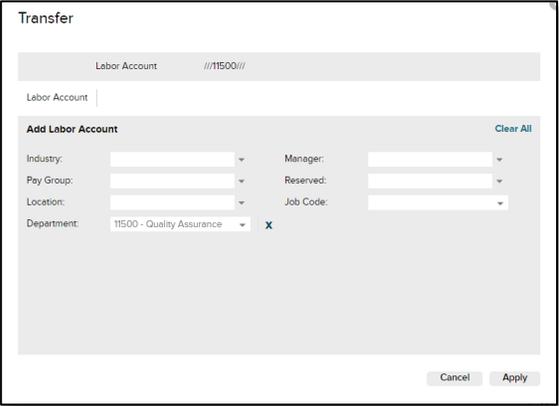
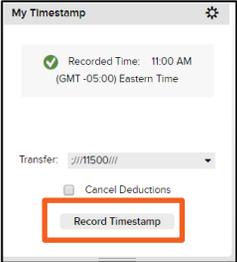
Step	Action
1	<p>Click Record Timestamp to record your start and end times.</p>  <p>Result: Your recorded start time is displayed.</p> 

Step	Action
2	<p>If you have access to your timecard, click Refresh to view recorded time within your timecard.</p>  <p>The screenshot shows a web interface titled "My Timecard". At the top right, it says "Loaded: 11:05 AM" and "Current Pay Period" with a dropdown menu. Below this are several icons: "View" (eye icon), "Approve Timecard" (checkmark icon), "Print Timecard" (printer icon), "Refresh" (circular arrow icon, highlighted with a red box), "Calculate Totals" (calculator icon), and "Save" (floppy disk icon). Below the icons is a table with the following columns: Date, Pay Code, Amount, In, Transfer, Out, In, Transfer, Out, Schedule, Daily, and Period. The table contains data for several days, including Sun 2..., Mon ..., Tue 2/..., Wed ..., Thu 2..., Fri 3/01, and Sat 3/... The "In" column for Monday shows a red vertical bar and the text "11:00...". An orange arrow points to this "In" cell.</p>

Transfer Time

Your manager may require you to transfer temporarily to a different department or job. You can perform a labor account transfer to record this transaction on your timecard.

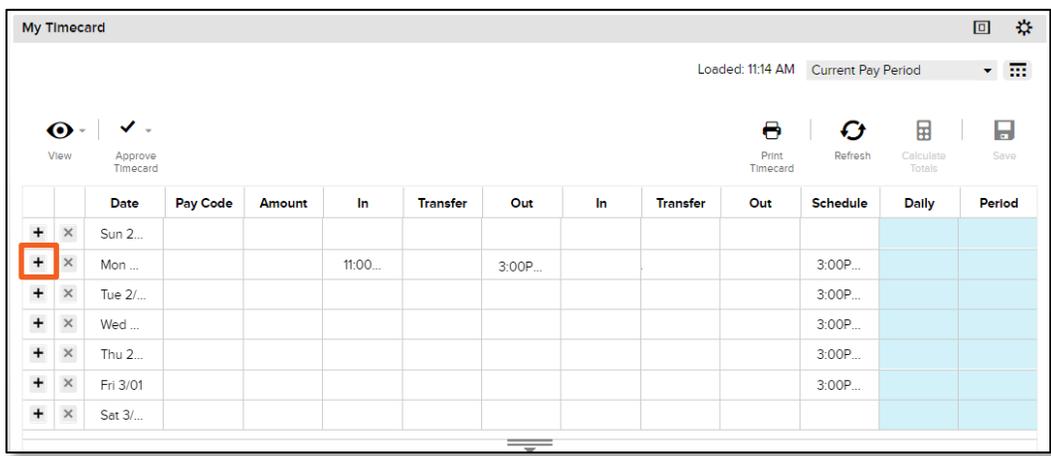
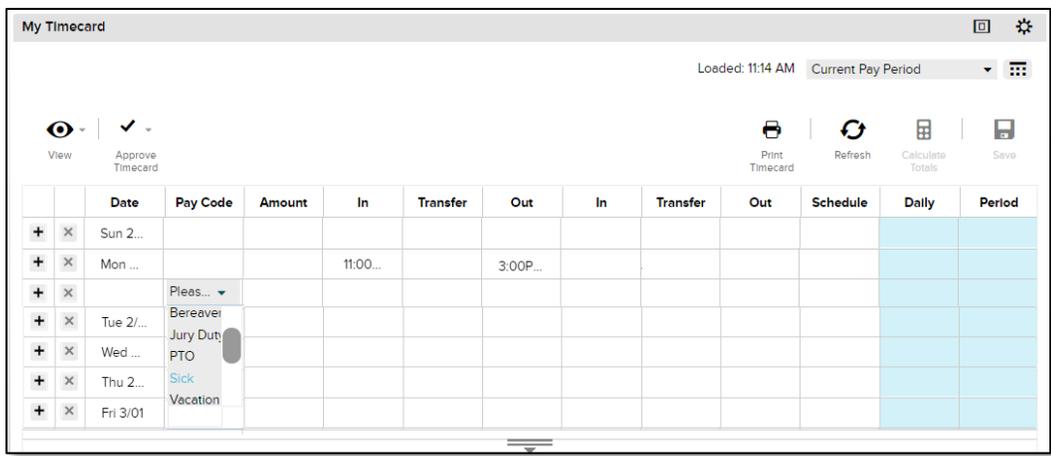
Starting Point: **My Information > My Timestamp**

Step	Action
1	<p>In the Transfer field, select Search.</p> <p>Note: You may see additional selections if your company has set them up for you, or if you have previously accessed a labor account.</p> 
2	<p>In the Transfer window, select the appropriate labor account from the available fields. Ask your manager for the information you need to complete the transfer.</p> <p>Note: Your company determines which items are displayed in the Select Transfer window.</p> 
3	<p>Click Apply.</p>
4	<p>Click Record Timestamp to punch in using the new labor account.</p> 

Add a Pay Code

If you are sick, on vacation, or leave work early, you may be required to record your time on your timecard. For example, if you work from 11:00 a.m. until 3:00 p.m., and then take the rest of the day as sick time, you can add a row to add your sick time. The following steps show you how to accomplish this task.

Starting Point: My Information > My Timecard

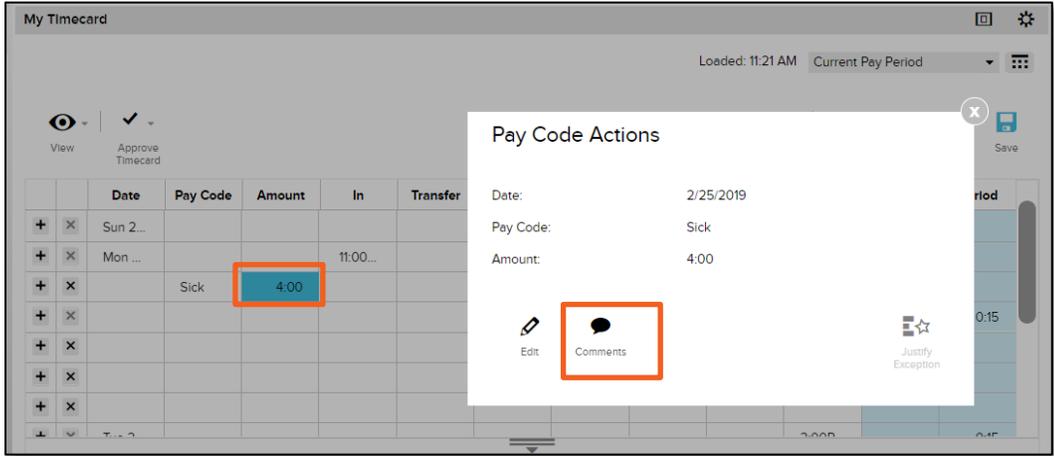
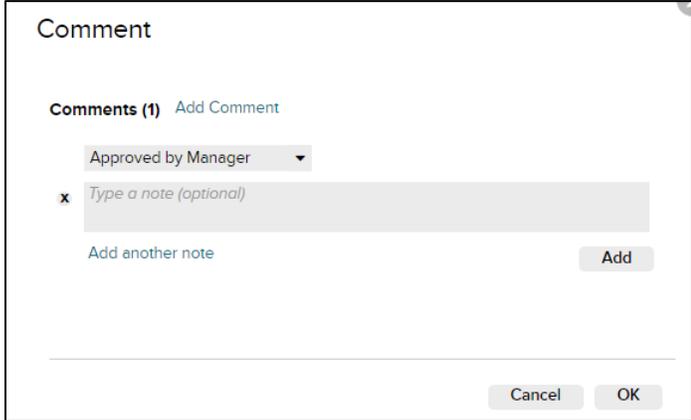
Step	Action
2	<p>Click Add (+) for the date in which you need to add a row.</p> 
3	<p>In the new row, click the Pay Code field to display the list of pay codes.</p>  <p>Note: Your company determines which pay codes are displayed in the field.</p>
4	Select the appropriate pay code.

Step	Action																																																																																																								
5	<p>In the Amount field, enter the number of hours for the pay code. You can enter the amount in either hours or minutes, or in decimal format. For example, 4:00 or 4.0.</p> <div data-bbox="305 394 1344 835" style="border: 1px solid black; padding: 5px;"> <p>My Timecard Loaded: 11:14 AM Current Pay Period</p> <p>View <input type="checkbox"/> Approve Timecard <input checked="" type="checkbox"/></p> <p>Print Timecard Refresh Calculate Totals Save</p> <table border="1"> <thead> <tr> <th></th> <th>Date</th> <th>Pay Code</th> <th>Amount</th> <th>In</th> <th>Transfer</th> <th>Out</th> <th>In</th> <th>Transfer</th> <th>Out</th> <th>Schedule</th> <th>Daily</th> <th>Period</th> </tr> </thead> <tbody> <tr> <td>+ x</td> <td>Sun 2...</td> <td></td> </tr> <tr> <td>+ x</td> <td>Mon ...</td> <td></td> <td></td> <td>11:00...</td> <td></td> <td>3:00P...</td> <td></td> <td></td> <td></td> <td></td> <td></td> <td></td> </tr> <tr> <td>+ x</td> <td></td> <td>Sick</td> <td>4:00</td> <td></td> <td></td> <td></td> <td></td> <td></td> <td></td> <td></td> <td></td> <td></td> </tr> <tr> <td>+ x</td> <td>Tue 2/...</td> <td></td> </tr> <tr> <td>+ x</td> <td>Wed ...</td> <td></td> </tr> <tr> <td>+ x</td> <td>Thu 2...</td> <td></td> </tr> <tr> <td>+ x</td> <td>Fri 3/01</td> <td></td> </tr> </tbody> </table> </div> <p>Note: You can also select one of the following options if you have a schedule:</p> <ul style="list-style-type: none"> • Full Sched Day • Half Sched Day 		Date	Pay Code	Amount	In	Transfer	Out	In	Transfer	Out	Schedule	Daily	Period	+ x	Sun 2...												+ x	Mon ...			11:00...		3:00P...							+ x		Sick	4:00										+ x	Tue 2/...												+ x	Wed ...												+ x	Thu 2...												+ x	Fri 3/01											
	Date	Pay Code	Amount	In	Transfer	Out	In	Transfer	Out	Schedule	Daily	Period																																																																																													
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6	Click Save .																																																																																																								

Add a Comment

If you punch in late or add a pay code on your timecard, you may be required to provide a comment. The following steps will show you how to accomplish this task.

Starting Point: My Information > My Timecard

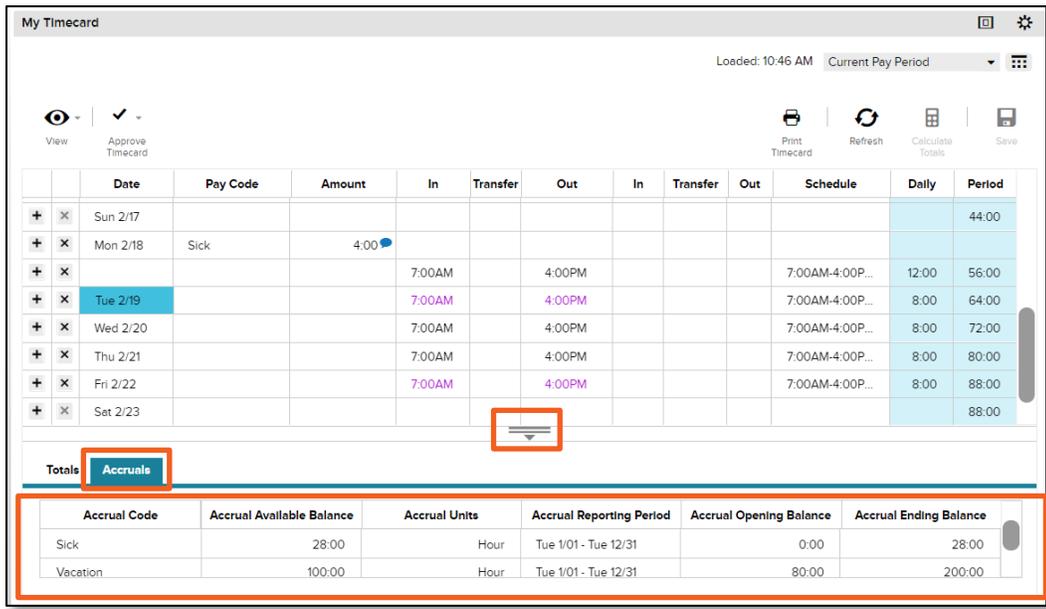
Step	Action
1	<p>Right-click the appropriate field to access the Pay Code Actions window. Then lick Comments.</p>  <p>Note: You can add a comment in the Amount field, the In field and the Out field.</p>
2	<p>In the Comment window, select the appropriate comment.</p>  <p>Once you select a comment, you have the option to add one or more notes, if your company uses comments and notes.</p> <p>Note: Your company determines which comments are displayed in the window.</p>
3	<p>Click OK.</p> <p>Result: A comment indicator is displayed on the timecard.</p>
4	<p>Click Save.</p>

View Accrual Balances

When you want to see how much time off you have accrued, you can access the balances from your timecard.

Starting Point: My Information > My Timecard

Step	Action
1	Select the appropriate date in the timecard to view the accruals as of a particular date.
2	Click the splitter bar and then click the Accruals tab at the bottom of the timecard. View your accrual balances.



The screenshot shows the 'My Timecard' interface. At the top, it says 'Loaded: 10:46 AM' and 'Current Pay Period'. Below this are icons for 'View', 'Approve Timecard', 'Print Timecard', 'Refresh', 'Calculate Totals', and 'Save'. The main table has columns: Date, Pay Code, Amount, In, Transfer, Out, In, Transfer, Out, Schedule, Daily, and Period. The 'Date' column is highlighted for 'Tue 2/19'. Below the main table is a 'Totals' section with a tab labeled 'Accruals'. This section contains a table with the following data:

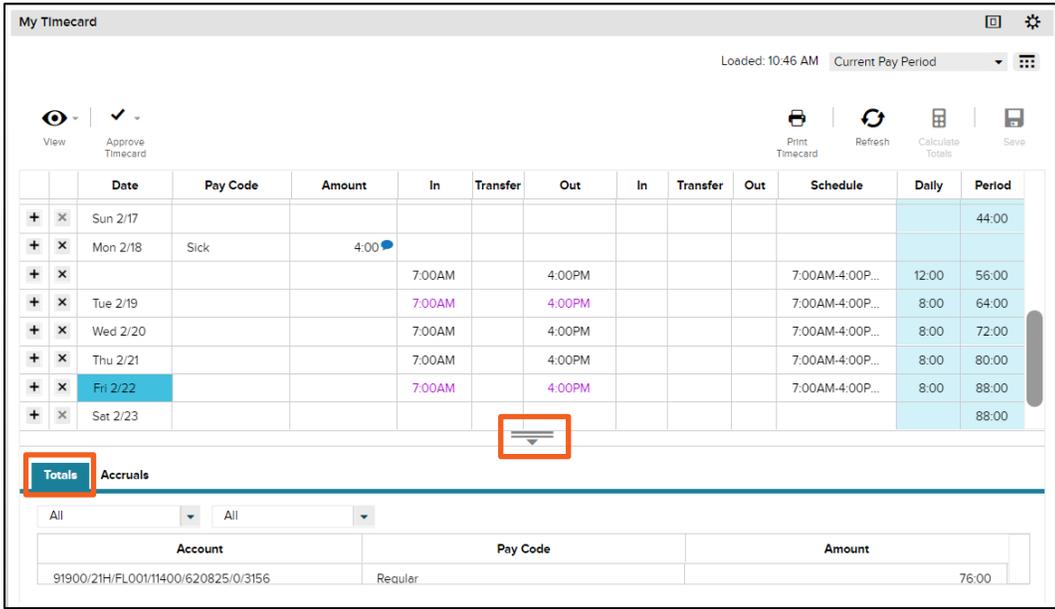
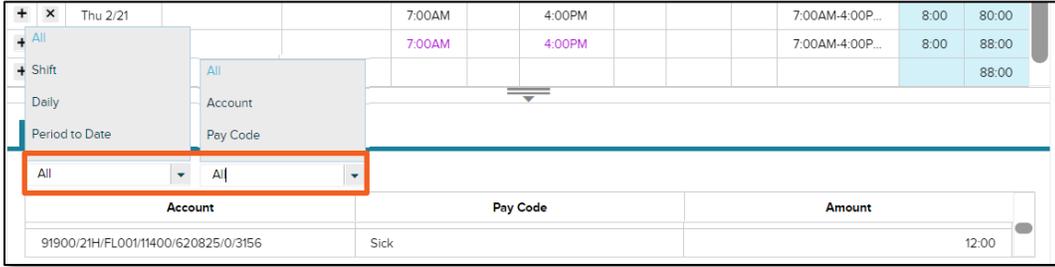
Accrual Code	Accrual Available Balance	Accrual Units	Accrual Reporting Period	Accrual Opening Balance	Accrual Ending Balance
Sick	28:00	Hour	Tue 1/01 - Tue 12/31	0:00	28:00
Vacation	100:00	Hour	Tue 1/01 - Tue 12/31	80:00	200:00

Note: Your accrual balances may vary based on the time period you select. For projected balances, you can run a report to view your accrual balances.

View Totals

You can view the total hours you have worked from your timecard.

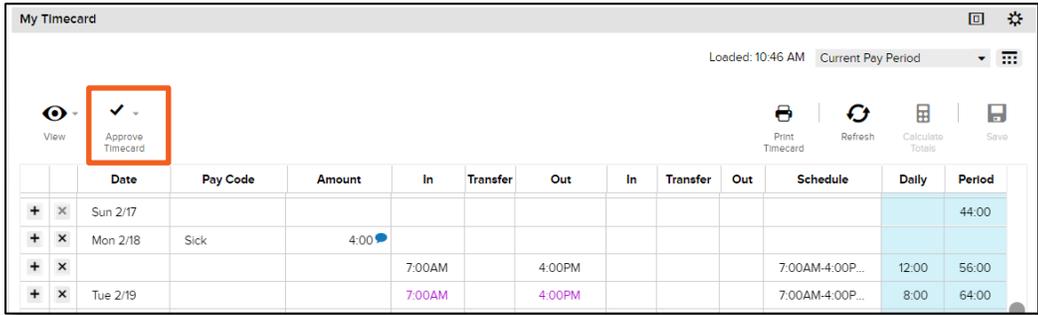
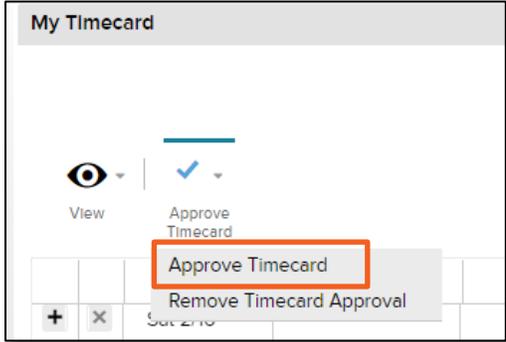
Starting Point: My Information > My Timecard

Step	Action
1	Select the appropriate pay period.
2	<p>Click the splitter bar to view the Totals tab at the bottom of the timecard. This tab is available by default.</p>  <p>The screenshot shows the 'My Timecard' interface. At the top, it says 'Loaded: 10:46 AM' and 'Current Pay Period'. Below that are icons for 'View', 'Approve Timecard', 'Print Timecard', 'Refresh', 'Calculate Totals', and 'Save'. The main table has columns for Date, Pay Code, Amount, In, Transfer, Out, In, Transfer, Out, Schedule, Daily, and Period. The data rows show dates from Sun 2/17 to Sat 2/23. At the bottom, there are tabs for 'Totals' and 'Accruals'. The 'Totals' tab is highlighted with a red box. Below the tabs are dropdown menus for 'All' and 'All', and a table with columns 'Account', 'Pay Code', and 'Amount'. The table shows an account '91900/21H/FL001/11400/620825/0/3156' with a pay code 'Regular' and an amount of '76.00'.</p>
3	<p>View your timecard totals for the selected pay period.</p>  <p>The screenshot shows the 'My Timecard' interface with the 'Totals' tab selected. The table shows the same data as the previous screenshot. At the bottom, the 'Totals' tab is selected, and the 'All' dropdown menu is highlighted with a red box. Below the dropdowns are the same 'Account', 'Pay Code', and 'Amount' columns. The table shows the same account '91900/21H/FL001/11400/620825/0/3156' with a pay code 'Sick' and an amount of '12.00'.</p> <p>Note: You can view the totals by account or by pay code. You can also filter the totals by a range of time, such as daily, period to date, or shift.</p>

Approve Your Timecard

You may be required to approve your timecard at the end of the pay period. You should view and approve your timecard to avoid pay discrepancies and ensure timecard accuracy.

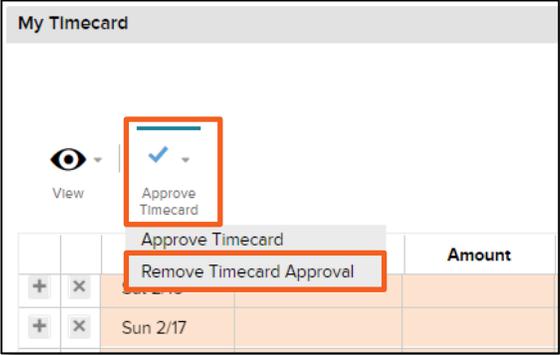
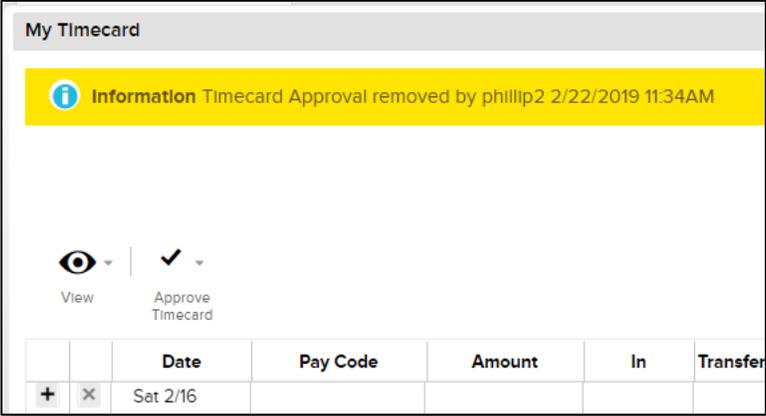
Starting Point: My Information > My Timecard

Step	Action
1	Select the appropriate pay period.
2	<p>Click Approve Timecard.</p>  <p>The screenshot shows the 'My Timecard' interface. At the top, it says 'Loaded: 10:46 AM' and 'Current Pay Period'. There are icons for 'View', 'Approve Timecard' (highlighted with an orange box), 'Print Timecard', 'Refresh', 'Calculate Totals', and 'Save'. Below these is a table with columns: Date, Pay Code, Amount, In, Transfer, Out, In, Transfer, Out, Schedule, Daily, and Period. The table shows data for Sun 2/17, Mon 2/18 (Sick, 4:00), and Tue 2/19 (7:00AM to 4:00PM).</p>
3	<p>Select Approve Timecard.</p>  <p>The screenshot shows the 'My Timecard' interface with a dropdown menu open. The 'Approve Timecard' option is highlighted with an orange box. Other options include 'View', 'Remove Timecard Approval', and 'Signed Off'.</p> <p>Result: A message is displayed indicating that your timecard has been approved and an orange visual indicator is displayed on the timecard.</p> <p>Note: The following provides you with the meaning of the visual timecard color indicator.</p> <ul style="list-style-type: none"> • Orange: employee approval • Yellow: manager approval • Green: employee and manager approval • Gray: signed off

Remove a Timecard Approval

If you need to make a change on your approved timecard, you must first remove the approval.

Starting Point: My Information > My Timecard

Step	Action
1	<p>Click Approve Timecard, and then select Remove Timecard Approval.</p>  <p>Note: Once your manager approves your timecard, you cannot remove the approval and edit your timecard. Notify your manager if you have updates to your timecard.</p>
2	<p>Result: A message is displayed indicating that your timecard approval has been removed.</p> 
3	Make the appropriate updates to your timecard.
4	Click Save .
5	To approve your timecard again, click Approve Timecard and select Approve Timecard .

Credits

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