ADP Time and Attendance

- 1. Log into ADP
- 2. Select "Myself"
- 3. In the "Time & Attendance" column, select "My Timecard"

My Information	Personal Information	Employment	Pay	Time & Attendance
Profile	Dependents & Beneficiaries	Organizational Chart	Personal Accrued Time	My Timecard
Time Off	Popofita	My Documents	Calculators	Holiday List
	Benefits	_	Payment Options	
My Time Off	Enrollments		Tax Withholdings	
	Employee Discounts - LifeMart		Pay & Tax Statements	
	Documents			

- 4. Your time should default to the "Current Pay Period."
 - If your timesheet does not default to the current pay period, in the Pay Date Range fields, select the period begin date and the period end date for which you want to enter time and click on the "Find" button.
 - You can also utilize previous pay pay period, next pay period, or historical pay periods from the drop down box.

Current Pay Period	✔ 1/15/2022	1/28/2022	
		OR	
Range of Dates	✔ 1/15/2022	1/28/2022	

- 5. Go to the date in which you are entering time and enter the hours for time worked in the "Hours" column.
 - The "Department" will always be blank and the "Cost Number" will auto populate.
 - If you did not work on a date within the pay period leave the date BLANK.

<	APPROVE	WEEK 2	PAY CODE	HOURS	DEPARTMENT	COST NUMBER	DAILY TOTALS ~	REGULAR	OVERTIME	
		Sat 01/22		0.00		NFS0998998	0.00	0.00	0.00	
		Sun 🔹 01/23		⁹ 1.50		NFS0998998	1.50	1.50	0.00	
		Man = 01/24		9 725		NFS0998998	7.25	7.25	0.00	
Ħ		Tue 🗊 01/25		<mark>0</mark> 6.00	$\mathbf{>}$	NFS0998998	6.00	6.00	0.00	
		Wed 01/26		0.00		NFS0998998	0.00	0.00	0.00	
		Thu 01/27		0.00		NFS0998998	0.00	0.00	0.00	
		Fri 01/28		0.00		NFS0998998	0.00	0.00	0.00	

6. Repeat step 5 until you have completed your timesheet. Go to Step 10.



8. Search and select correct pay code to be used.

All Columns	~		12 found
Search In:		For:	
Pay Code Loo	okup		>

PAY CODE	DESCRIPTION	ENTRY TYPE	
BEREAV	Bereavement	Hours	4
CA-SPSL	CA Supp Paid Sick Leave	Hours	
FMLA	FMLA	Hours	
FURLOUGH	FURLOUGH	Hours	
HOLIDAY	Holiday	Hours	
INDIV HOLIDAY	Individual Holiday	Hours	
JURY	Jury Duty	Hours	
LWOP	Leave Without Pay	Hours	
NY-VPL	NY Vacc Paid Leave	Hours	1
SICK	Sick	Hours	_
1 - 12 of 12 results		< 1	>
CANCEL			

9. Once the code has been selected, the code will populate on your timesheet. Next, enter the hours amount in the "Hours" column.

≡	Timecard	Totals	Schedule	Time Off Balances					
		Sat 01/15		0.00	NFS0998998	0.00	0.00	0.00	
		Sun 01/16		0.00	NFS0998998	0.00	0.00	0.00	
		Mon 01/17	HOLIDAY	9 7.00	NFS0998998	7.00	0.00	0.00	
		Tue 🖪 01/18		9 7.50	NFS0998998	7.50	7.50	0.00	
=		Wed 🔹 01/19	BEREAV	9 8.00	NFS0998998	8.00	8.00	0.00	
		Thu 🖪 01/20		9 5.25	NFS0998998	5.25	5.25	0.00	
		Fri 🖪 01/21		9 7.25	NFS0998998	7.25	7.25	0.00	

10. Once you have completed your timecard, click "Approve Timecard".

					Show Pay Class				/E TIMEC
Timecard	Totals	Schedule	Time C	ff Balances					_
	Sat 01/15		0.00		NFS0998998	0.00	0.00	0.00	
	Sun 01/16		0.00		NFS0998998	0.00	0.00	0.00	
	Mon 01/17	HOLIDAY	⁰ 7.00		NFS0998998	7.00	0.00	0.00	
	Tue 🖬 01/18		⁰ 7.50		NFS0998998	7.50	7.50	0.00	
	Wed 🖬 01/19	Q	8.00		NFS0998998	8.00	8.00	0.00	
	Thu 🔹 01/20		9 5.25		NFS0998998	5.25	5.25	0.00	
	Fri 🛯 01/21		9 7.25		NFS0998998	7.25	7.25	0.00	
				WEEK 1	TOTALS	35.00	28.00	0.00	
APPROVE	WEEK 2	PAY CODE	HOURS	DEPARTMENT	COST NUMBER	DAILY TOTALS V	REGULAR	OVERTIME	
	Sat 01/22		0.00		NFS0998998	0.00	0.00	0.00	
	Sun 🛯 01/23		⁹ 1.50		NFS0998998	1.50	1.50	0.00	
	Mon 🖬 01/24		9 7.25		NFS0998998	7.25	7.25	0.00	
	Tue 🖬 01/25		⁰ 6.00		NFS0998998	6.00	6.00	0.00	
	Wed 01/26		0.00		NFS0998998	0.00	0.00	0.00	
	Thu 01/27		0.00		NFS0998998	0.00	0.00	0.00	
	Fri 01/28		0.00		NFS0998998	0.00	0.00	0.00	
				WEEK 2	TOTALS	14.75	14.75	0.00	
y Period (49.75)	Week 1 (35.00)	Week 2 (14.75)							
y Period (49.75) В SAVE	Week 1 (35.00)	Week 2 (14.75)						PREFERENCES	• I
y Period (49.75)	Week 1 (35.00) REFRESH 100 = 01/18 Word = 0/18	Week 2 (14.75)	• 7.50 • 8.00		NF50998998	7.5	0 7.5	PREFERENCES 0 0.00 0 0.00	•
Add Blank F	Week 1 (35.00) REFRESH Nor 01/18 Word 1 (100 ROW	Week 2 (14.75)	• 7.50 • 8.00 • 5.25		NF50998998 NF50998998	7.5	0 7.5 0 8.0 5 5.2	PREFERENCES 0 0.00 0 0.00 5 0.00	• I
 Add Blank F Copy Row 	Week 1 (35.00) REFRESH Word 01/18 Word 01/18 Word 01/18	Week 2 (14.75)	 7.50 8.00 5.25 7.25 		NFS0998998 NFS0998998 NFS0998998 NFS0998998 NFS0998998	75 80 52	0 7.5 0 8.0 5 5.2 5 72	PREFERENCES 0 0.00 0 0.00 5 0.00 5 0.00	• I
 Add Blank F Copy Row Copy Row to 	Week 1 (35.00) REFRESH Word 01/18 Word 1 1(40 Row to Next Day	Week 2 (14.75)	 7.50 8.00 5.25 7.25 	WEEK	NFS0998998 NFS0998998 NFS0998998 NFS0998998 NFS0998998 1TOTALS	75 80 52 72	0 7.5 0 8.0 5 5.2 5 7.2 0 280	PREFERENCES 0 0.00 0 0.00 5 0.00 5 0.00	• I
Add Blank F Copy Row Copy Row Delete Row	Week 1 (35.00) REFRESH Not a 01/18 Word a 01/18 Word a 01/18 Word a 01/18 Word a 01/18	Week 2 (14.75)	 7.50 8.00 5.25 7.25 HOURS 	WEEK	NFS0998998 NFS0998998 NFS0998998 NFS0998998 NFS0998998 1TOTALS COST NUMBER	7.5 8.0 5.2 7.2 35.0 DAILY TOTALS	0 7.5 0 8.0 5 5.2 5 7.2 0 28.0 ▼ REGULA	PREFERENCES 0 0.00 0 0.00 5 0.00 5 0.00 7 0.00 8 OVERTIME	
 Add Blank F Copy Row Copy Row to Delete Row View Transa 	Week 1 (35.00) REFRESH Not a 01/18 Word a 01/18 Word a 01/18 Word a 01/18 Word a 01/18 Word a 01/18 Word a 01/18	Week 2 (14.75)	 7.50 8.00 5.25 7.25 HOURS 0.00 	WEEK	NFS0998998 NFS0998998 NFS0998998 NFS0998998 NFS0998998 1TOTALS COST NUMBER NFS0998998	7.5 8.0 5.2 7.2 35.0 DAILY TOTALS 0.0	0 7.5 0 8.0 5 5.2 5 7.2 0 28.0 ▼ REGULA	PREFERENCES 0 0.00 0 0.00 5 0.00 5 0.00 7 0.00 8 OVERTIME 0 0.00	• I
Period (49.75) SAVE SAVE Add Blank F Copy Row Copy Row to Copy Row to Delete Row Delete Row View Transa Add Note	Week 1 (35.00) REFRESH Mod 1 01/18 Mod 1 01/18 Mod 1 01/18 Mod 2 01/18 Mod 2 01/18 Mod 2 01/18	Week 2 (14.75)	 7.50 8.00 5.25 7.25 HOURS 0.00 150 	WEEK	NFS0998998 NFS0998998 NFS0998998 NFS0998998 NFS0998998 1TOTALS COST NUMBER NFS0998998 NFS0998998	7.5 8.0 5.2 7.2 35.0 DAILY TOTALS 0.0	0 7.5 0 8.0 5 5.2 5 7.2 0 28.0 ▼ REGULA 0 0.00	PREFERENCES 0 0.00 0 0.00 5 0.00 5 0.00 7 0.00 8 OVERTIME 0 0.00 0 0.00	v I
Period (49.75) SAVE SAVE Add Blank F Copy Row Copy Row to Copy Row to Delete Row Delete Row View Transa Add Note Override	Week 1 (35.00) REFRESH Not a 01/18 Word 1 01/18 Word 2 01/18 Word 2 01/18 Word 2 01/18 Word 2 01/18	Week 2 (14.75)	 7.50 8.00 5.25 7.25 HOURS 0.00 1.50 7.25 	WEEK	NFS0998998 NFS0998998 NFS0998998 NFS0998998 NFS0998998 1TOTALS COST NUMBER NFS0998998 NFS0998998 NFS0998998	7.5 8.0 5.2 7.2 35.0 DAILY TOTALS 0.0 1.5 7.2	0 7.5 0 8.0 5 5.2 5 7.2 0 28.0 ∨ REGULA 0 0.00 0 1.5 5 7.2	PREFERENCES 0 0.00 0 0.00 5 0.00 5 0.00 0 0.00 R OVERTIME 0 0.00 5 0.00	v I

• Adding a Blank Row is the typical use for this fuction. It is used to split hours types within a day. Ex. Working 3 hours of regular time and then taking 3 hours of sick time on the same day.

12. To view your period totals by pay code and your estimated gross pay, go to the "Totals" tab.

Current Pay Period V 1/15/2022 📾 1/28/2022 📾 Q FIND Show Pay Class		_
Timecard Totals Schedule Time Off Balances		
Display Totals By: Pay Code Week		
PAY CODE	HOURS	DOLLARS
HOLIDAY	7.00	
REGULAR	42.75	
GROSS TOTALS:	49.75	

13. To view your avaiable leave balances, go to the "Time Off Balances" tab.

Timecard	Totals	Schedule	Time Off Balances	2
Balances as of 01/26/2022	e G			
TIME OFF POLICY			BALANCE	
Individual Holiday	7		7.00 hours	
Sick STF Hourly			54.50 hours	
Vacation STF Hour	·ly		34.95 hours	