

# 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	Benefits	My Documents	Calculators	Holiday List
My Time Off	Enrollments		Payment Options	
	Employee Discounts - LifeMart		Tax Withholdings	
	Documents		Pay & Tax Statements	

## 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 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
	<input type="checkbox"/>	Sat 01/22		0.00		NFS0998998	0.00	0.00	0.00
	<input type="checkbox"/>	Sun 01/23		1.50		NFS0998998	1.50	1.50	0.00
	<input type="checkbox"/>	Mon 01/24		7.25		NFS0998998	7.25	7.25	0.00
	<input type="checkbox"/>	<b>Tue 01/25</b>		<b>6.00</b>		NFS0998998	6.00	6.00	0.00
	<input type="checkbox"/>	Wed 01/26		0.00		NFS0998998	0.00	0.00	0.00
	<input type="checkbox"/>	Thu 01/27		0.00		NFS0998998	0.00	0.00	0.00
	<input type="checkbox"/>	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.



	WEEK 1	PAY CODE	HOURS	DAILY TOTALS		REGULAR	OVERTIME	
	Sat 01/15	<input type="text"/>	0.00	0.00		0.00	0.00	
	Sun 01/16		0.00	0.00		0.00	0.00	

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

### Pay Code Lookup

Search In:

All Columns

For:

12 found

PAY CODE	DESCRIPTION	ENTRY TYPE
BEREAV	Bereavement	Hours
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
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	7.00	NFS0998998	7.00	0.00	0.00	
	Tue	01/18		7.50	NFS0998998	7.50	7.50	0.00	
	Wed	01/19	BEREAV	8.00	NFS0998998	8.00	8.00	0.00	
	Thu	01/20		5.25	NFS0998998	5.25	5.25	0.00	
	Fri	01/21		7.25	NFS0998998	7.25	7.25	0.00	

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

Current Pay Period: 1/15/2022 - 1/28/2022

APPROVE TIMECARD

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	7.00	NFS0998998	7.00	0.00	0.00	
	Tue	01/18		7.50	NFS0998998	7.50	7.50	0.00	
	Wed	01/19		8.00	NFS0998998	8.00	8.00	0.00	
	Thu	01/20		5.25	NFS0998998	5.25	5.25	0.00	
	Fri	01/21		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	REGULAR	OVERTIME	
	Sat	01/22	0.00	NFS0998998		0.00	0.00	0.00	
	Sun	01/23	1.50	NFS0998998		1.50	1.50	0.00	
	Mon	01/24	7.25	NFS0998998		7.25	7.25	0.00	
	Tue	01/25	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	

Pay Period (49.75) Week 1 (35.00) Week 2 (14.75)

SAVE REFRESH PREFERENCES Legend

Context menu options:

- Add Blank Row
- Copy Row
- Copy Row to Next Day
- Delete Row
- View Transaction Details
- Add Note
- Override
- Approve

	Tue	01/18	7.50	NFS0998998	7.50	7.50	0.00		
	Wed	01/19	8.00	NFS0998998	8.00	8.00	0.00		
	Thu	01/20	5.25	NFS0998998	5.25	5.25	0.00		
	Fri	01/21	7.25	NFS0998998	7.25	7.25	0.00		
WEEK 1 TOTALS						35.00	28.00	0.00	
			PAY CODE	HOURS	DEPARTMENT	COST NUMBER	DAILY TOTALS	REGULAR	OVERTIME
				0.00	NFS0998998		0.00	0.00	0.00
				1.50	NFS0998998		1.50	1.50	0.00
				7.25	NFS0998998		7.25	7.25	0.00
				6.00	NFS0998998		6.00	6.00	0.00

- Adding a Blank Row is the typical use for this function. 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: 1/15/2022 to 1/28/2022

Navigation: Timecard, **Totals**, Schedule, Time Off Balances

Display Totals By:  Pay Code  Week

PAY CODE	HOURS	DOLLARS
HOLIDAY	7.00	
REGULAR	42.75	
<b>GROSS TOTALS:</b>	<b>49.75</b>	

13. To view your available leave balances, go to the “Time Off Balances” tab.

Navigation: Timecard, Totals, Schedule, **Time Off Balances**

Balances as of: 01/26/2022

TIME OFF POLICY	BALANCE
Individual Holiday 7	7.00 hours
Sick STF Hourly	54.50 hours
Vacation STF Hourly	34.95 hours