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# What's New in Essential Time & Attendance for ADP Workforce Now for Supervisors and Managers

Handout Manual



**HR. Payroll. Benefits.**

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Welcome to...



Self-Study



Learning  
Byte



Classroom



*What's New in  
Essential Time & Attendance  
for ADP Workforce Now*





Upon completing this course, you will be able to identify:

- Enhancements to menus and terminology
- Changes to Home page portlets
- Major enhancements to the Timecard and Scheduling features
- Improvements to the Notes feature
- Audit trail enhancements



Click a topic to learn what's new.

## [Menu and Terminology Changes](#)

- Expanded menu options and terminology changes

## [Home Page Portlets](#)

- New one-click access to common tasks by user role

## **Timecard Management**

- Redesigned timecards for more robust functionality

## **Scheduling**

- More powerful filtering, editing, and auditing capabilities

## **Notes**

- Added flexibility to capture valuable details around transactions



- Now, with the menu options, practitioners have access to the Scheduling and Timecard Exceptions pages for all employees via the practitioner People menu.
- In addition, terminology within the solution was updated to more accurately represent the purpose of each task and to be consistent across the application.



- Supervisors and employees can now more easily access the important tasks highlighted below from the main menu.

WFN6	WFN v7
<p><b>Supervisor - My Team Tab:</b></p> <p><b>Time &amp; Attendance</b></p> <ul style="list-style-type: none"><li>• Group Labor</li><li>• Timecard Exceptions</li><li>• Actual vs. Scheduled</li><li>• Holiday List</li><li>• Annual Summary</li><li>• Timecards</li><li>• Schedules</li><li>• Monthly Schedule</li><li>• Attendance</li></ul>	<p><b>Supervisor - My Team Tab:</b></p> <p><b>Time &amp; Attendance</b></p> <ul style="list-style-type: none"><li>• Actual vs. Scheduled</li><li>• Holiday List</li><li>• Annual Summary</li><li>• Group Timecard</li><li>• Schedules</li><li>• Monthly Schedule</li><li>• Attendance</li><li>• Individual Timecard</li><li>• Timecard Exceptions</li><li>• Totals Summary</li></ul>
<p><b>Employee - Myself Tab:</b></p> <p><b>Time &amp; Attendance</b></p> <ul style="list-style-type: none"><li>• My Time Entry</li><li>• Attendance</li><li>• Monthly Schedule</li><li>• Holiday List</li><li>• Timecard</li><li>• Schedule at a Glance</li><li>• Actual vs Scheduled</li><li>• Annual Summary</li></ul>	<p><b>Employee - Myself Tab:</b></p> <p><b>Time &amp; Attendance</b></p> <ul style="list-style-type: none"><li>• My Time Entry</li><li>• Schedule at a Glance</li><li>• Actual vs Scheduled</li><li>• My Timecard</li><li>• Attendance</li><li>• Monthly Schedule</li><li>• Holiday List</li></ul>



- The Totals Summary page and the Timecard Exceptions page are available from the supervisor My Team menu.
- These pages can be accessed individually, but access to both is available when only one is selected.





# Layout of the Totals Summary Page



- The Totals Summary page is similar to the Supervisor Approval Timecard Exceptions page in earlier versions.
- Totals are always visible at the bottom of the page.

Totals Summary

Manage My Lists Search Options

Current Pay Period

Timecard Exceptions		Totals Summary										
Supervisor Approval	Employee Approval	Employees	Total Hours	Regular	Overtime	Sick	Personal Hours	Holiday	Unpaid Absence	Holiday Worked	Jury Duty	On Cal
<input type="checkbox"/>		Albright, Anthony 196001110 - VP	80.00							4.00	8.00	
<input type="checkbox"/>		Barbato, Samuel 196001130 - Maintenance	36.50	36.50								
<input type="checkbox"/>		Barrow, Gary 196009100 - LAN Admin	46.75	32.75					5.00		9.00	
<input type="checkbox"/>		Bontempo, Charlie 196009000 - VP	0.00									
<input type="checkbox"/>		Brown, Roberta 196001003 - AP Clerk	16.00	8.00			8.00					
<input type="checkbox"/>		Carr, Stephen 196001002 - Computer Oper	3.00	3.00					0.00			
<input type="checkbox"/>		Carson, Michael 196009110 - Security Guard	81.50	71.50	1.00						9.00	
<input type="checkbox"/>		Durkin, Toni 19643798278N - Senior Director	64.00	8.00		8.00		8.00				
<input type="checkbox"/>		O'Connor, Francis 196001510 - Manager	0.00									
<input type="checkbox"/>	<input checked="" type="checkbox"/>	Stout, Cathy 196000000 - Director	57.00									
<b>Totals for 14 Employees</b>			<b>579.00</b>	<b>382.25</b>	<b>29.75</b>	<b>8.00</b>	<b>8.00</b>	<b>8.00</b>	<b>5.00</b>	<b>4.00</b>	<b>26.00</b>	

Save Refresh

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# Layout of the Totals Summary Page (Continued)



Only columns with data display on the page.

Totals Summary

Manage My Lists Search Options

Current Pay Period

Timecard Exceptions		Totals Summary										
Supervisor Approval	Employee Approval	Employees	Total Hours	Regular	Overtime	Sick	Personal Hours	Holiday	Unpaid Absence	Holiday Worked	Jury Duty	On Cal
<input type="checkbox"/>		Albright, Anthony 196001110 - VP	80.00							4.00	8.00	
<input type="checkbox"/>		Barbato, Samuel 196001130 - Maintenance										
<input type="checkbox"/>		Barrow, Gary 196009100 - LAN Admin	46.75									
<input type="checkbox"/>		Bontempo, Charlie 196009000 - VP	0.00									
<input type="checkbox"/>		Brown, Roberta 196001003 - AP Clerk	16.00	8.00			8.00					
<input type="checkbox"/>		Carr, Stephen 196001002 - Computer Oper	3.00	3.00					0.00			
<input type="checkbox"/>		Carson, Michael 196009110 - Security Guard	81.50	71.50	1.00						9.00	
<input type="checkbox"/>		Durkin, Toni 19643798278N - Senior Director	64.00	8.00		8.00		8.00				
<input type="checkbox"/>		O'Connor, Francis 196001510 - Manager	0.00									
<input type="checkbox"/>	<input checked="" type="checkbox"/>	Stout, Cathy 196001510 - Manager	57.00									
Totals for 14 Employees			579.00	382.25	29.75	8.00	8.00	8.00	5.00	4.00	26.00	

Save Refresh

The Position ID and Position Title, if configured, display below each employee's name.



# Layout of the Totals Summary Page (Continued)



- The first four columns are sortable and don't move as you scroll horizontally.
- Now supervisors can quickly see the total hours, employee and supervisor approval statuses, and who has exceptions.

Totals Summary

Manage My Lists Search Options

Current Pay Period

Timecard Exceptions		Totals Summary										
Supervisor Approval	Employee Approval	Employees	Total Hours	Regular	Overtime	Sick	Personal Hours	Holiday	Unpaid Absence	Holiday Worked	Jury Duty	On Cal
<input type="checkbox"/>		Albright, Anthony 196001110 - VP	80.00							4.00	8.00	
<input checked="" type="checkbox"/>		Barbato, Samuel 196001130 - Maintenance	36.50	36.50								
<input type="checkbox"/>		Barrow, Gary 196009100 - LAN Admin	46.75	32.75					5.00		9.00	
<input type="checkbox"/>		Bontempo, Charlie 196009000 - VP	0.00									
<input type="checkbox"/>		Brown, Roberta 196001009 - AP Clerk	16.00	8.00			8.00					
<input type="checkbox"/>		Carr, Stephen 196001002 - Computer Oper	3.00	3.00					0.00			
<input type="checkbox"/>		Carson, Michael 196009110 - Security Guard	81.50	71.50	1.00						9.00	
<input type="checkbox"/>		Durkin, Toni 19643798278N - Senior Director	64.00	8.00		8.00		8.00				
<input type="checkbox"/>		O'Connor, Francis 196001510 - Manager	0.00									
<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	Stout, Cathy 196001510 - Manager	57.00									
<b>Totals for 14 Employees</b>			<b>579.00</b>	<b>382.25</b>	<b>29.75</b>	<b>8.00</b>	<b>8.00</b>	<b>8.00</b>	<b>5.00</b>	<b>4.00</b>	<b>26.00</b>	

Save Refresh

Menu Back Next

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# Error Exceptions on the Totals Summary Page



Check the Supervisor Approval check box to perform supervisor timecard level approvals for one or more employees.

Display the number of employees with error exceptions and the total error count by hovering over the icon in the Employees header.

Timecard Exceptions		Totals Summary									
Supervisor Approval	Employee Approval	Employees <span>2</span>	Total Hours	Regular	Overtime	Sick	Personal Hours	Holiday	Unpaid Absence	Holiday Worked	Jury Duty
<input type="checkbox"/>		<span>2</span>	80.00							4.00	8.00
<input type="checkbox"/>	<input checked="" type="checkbox"/>		36.50	36.50							
<input type="checkbox"/>			46.75	32.75					5.00		9.00
<input type="checkbox"/>		<span>1</span>									
<input type="checkbox"/>		<span>1</span>	16.00				8.00				
<input type="checkbox"/>		<span>1</span>	3.00	3.00					0.00		
<input type="checkbox"/>			81.50	71							
<input type="checkbox"/>			64.00	8							
<input type="checkbox"/>			0.00								
<input type="checkbox"/>	<input checked="" type="checkbox"/>		57.00								
Totals for 14 Employees			579.00	382.25	29.75	8.00	8.00	8.00	5.00	4.00	26.00

Missing Out Punch

Employees with error exceptions (denoted with the red icon) or empty timecards *cannot* be approved from this page. Hover over the icon to show information about the error.



# Navigating between the Totals Summary and the Individual Timecard



**Totals Summary**

< status is active > Manage My Lists Search Options

Current Pay Period

Supervisor Approval	Employee Approval	Employees	Total Hours	Overtime	Sick	Personal Hours	Holiday	Unpaid Absence
<input type="checkbox"/>		Albright, Anthony 196001110 - VP	36.00					
<input type="checkbox"/>		Barbato, Samuel 196001130 - Maintenance	36.50	36.50				

Click the employee's name to navigate to the employee's individual timecard to quickly correct exceptions.

**Individual Timecard**

3 of 14 Barbato, Samuel  
Tax ID: XXX-XX-1165 Reveal  
Position ID: L46000177

Current Pay Period: 5/19/2014 - 6/1/2014 Find

Timecard	Totals	Schedule	Time Off Balances	« Back to Totals Summary		
Week 1	In - Out	Pay Code	Hours	Department	Daily Totals	
Mon 05/19	08:30 AM - 05:00 PM		8.50		8.50	
Tue 05/20	08:30 AM - [?]		0.00		0.00	

Click the Back to Totals Summary link to return to the Totals Summary page.



# The Timecard Exceptions Page



Select the Timecard Exceptions page from the menu or click the tab from the Totals Summary page.

Timecard Exceptions ? ↗

< status is active > [Manage My Lists](#) [Search Options](#)

Current Pay Period ▼

Timecard Exceptions		Totals Summary				
Employees (10)	Total Exceptions	Missing Out Punch	Missing In Punch	Time pair overlaps another time pair	Supervisor Approval Required	Supplemental Pay Codes Supervisor Approval Required
Albright, Anthony 196001110 - VP	6					
Barbato, Samuel 196001130 - Maintenance	5	1 <sup>1</sup>			2	
Bontempo, Charlie 196009000 - VP	6	1 <sup>1</sup>			2	
Carr, Stephen 196001002 - Computer Oper	1		1 <sup>1</sup>			
Carson, Michael 196009110 - Security Guard	4			2 <sup>1</sup>		
Durkin, Toni 19643798278N - Senior Director	6					
Stout, Cathy 19616372368N - Director	14				3	2
Taylor, Barbara 196001620 - Developer	5					
Venturo, Paul 196001690 - Driver	2					2
Vincent, Catherine 196001017 - Analyst	1					
<b>Totals</b>	<b>50</b>	<b>2<sup>1</sup></b>	<b>1<sup>1</sup></b>	<b>2<sup>1</sup></b>	<b>7</b>	<b>9</b>

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# Timecard Exceptions Page Layout



- Timecard Exceptions show both exceptions by employee and exceptions by type.
- The order of the exceptions is based on exception severity.
- Column headers and totals are locked in place.

Timecard Exceptions ? ↗

<status is active> [Manage My Lists](#) [Search Options](#)

Current Pay Period ▼

Timecard Exceptions		Totals Summary				
Employees (10)	Total Exceptions	Missing Out Punch	Missing In Punch	Time pair overlaps another time pair	Supervisor Approval Required	Supplemental Pay Codes Supervisor Approval Required
Albright, Anthony 196001110 - VP	6					
Barbato, Samuel 196001130 - Maintenance	5	<sup>1</sup> <u>1</u>			<u>2</u>	
Bontempo, Charlie 196009000 - VP	6	<sup>1</sup> <u>1</u>			<u>2</u>	
Carr, Stephen 196001002 - Computer Oper	1		<sup>1</sup> <u>1</u>			
Carson, Michael 196009110 - Security Guard	4			<sup>1</sup> <u>2</u>		
Durkin, Toni 19643798278N - Senior Director	6					
Stout, Cathy 19616372368N - Director	14				<u>3</u>	<u>2</u>
Taylor, Barbara 196001620 - Developer	5					
Venturo, Paul 196001690 - Driver	2					<u>2</u>
Vincent, Catherine 196001017 - Analyst	1					
<b>Totals</b>	<b>50</b>	<sup>1</sup> <u>2</u>	<sup>1</sup> <u>1</u>	<sup>1</sup> <u>2</u>	<u>7</u>	<u>9</u>

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# Timecard Exceptions Page Functionality



- Exception counts in red with the error icon represent error exceptions that must be fixed before sending files to payroll.
- Numbers in the named exception columns are links that will take the user to the Timecard Exceptions Detail page for that exception type.

Timecard Exceptions

<status is active> Manage My Lists Search Options

Current Pay Period

Timecard Exceptions	Totals Summary					
Employees (10)	Total Exceptions	Missing Out Punch	Missing In Punch	Time pair overlaps another time pair	Supervisor Approval Required	Supplemental Pay Codes Supervisor Approval Required
Albright, Anthony 196001110 - VP	6					
Barbato, Samuel 196001130 - Maintenance	5	1			2	
Bontempo, Charlie 196009000 - VP	6	1			2	
Carr, Stephen 196001002 - Computer Oper	1		1			
Carson, Michael 196009110 - Security Guard	4			2		
Durkin, Toni 19643798278N - Senior Director	6					
Stout, Cathy 19616372368N - Director	14				3	2
Taylor, Barbara 196001620 - Developer	5					
Venturo, Paul 196001690 -	2					2

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- Click on any exception on the Timecard Exceptions page to see the detail for that exception. For example, we clicked the missed out punch exception on the previous page and now see the exceptions for that error.
- Missed punches show the row before and after the exception.
- If Scheduling is activated, view schedules to assist with corrections.

Timecard Exceptions

2 Missing Out Punch

2 Missing In Punch

2 Time pair overlaps another...

1 Clocked In Early

View Schedule for All

Employees (2)	Date	In	Out	Pay Code	Hours	Department	Position
Barbato, Samuel <input type="checkbox"/> View Schedule	Tue 02/11	08:00 AM	04:00 PM		7.00	192255	
	Wed 02/12	08:00 AM			0.00	192255	
	Thu 02/13	08:00 AM	03:30 PM		6.50	192255	
Bontempo, Charlie <input type="checkbox"/> View Schedule	Tue 02/11	07:00 AM	04:00 PM		8.00	001000	
	Wed 02/12	07:00 AM			0.00	001000	
	Thu 02/13	07:00 AM	04:00 AM		20.00	001000	



# Timecard Exceptions Detail Page (Continued)



- Resolve only actionable exceptions.
- It is no longer necessary to note or acknowledge exceptions that do not impact payroll processing; for example, clocked in late, clocked out early.

Timecard Exceptions

Manage My Lists Search Options

Current Pay Period

Timecard Exceptions Totals Summary

2 Missing Out Punch 2 Missing In Punch 2 Time pair overlaps another... 14 Supervisor Approval Req...

View Schedule for All

Employees (2)	Date	In	Out	Pay Code	Hours
Barbato, Samuel <input checked="" type="checkbox"/> View Schedule	Tue 02/11	08:00 AM	04:00 PM		7.00 192255
	Schedule:	08:00 AM	05:00 PM		9:00
	Wed 02/12	08:00 AM	05:00 PM		0.00 192255
	Schedule:	08:00 AM	05:00 PM		9:00
Bontempo, Charlie <input checked="" type="checkbox"/> View Schedule	Thu 02/13	08:00 AM	03:30 PM		6.50 192255
	Schedule:	08:00 AM	05:00 PM		9:00
	Tue 02/11	07:00 AM	04:00 PM		8.00 001000
	Schedule:	07:00 AM			
	Wed 02/12	07:00 AM			
	Schedule:	07:00 AM			
	Thu 02/13	07:00 AM			
	Schedule:	07:00 AM	04:00 PM		9:00

Use Scheduled Out Time of 5:00 PM

Add/Edit Note

Save Refresh

To access other exceptions, click the exception type.

What's New in Essential Time & Attendance for ADP Workforce Now



The table below indicates the new terminology in this version of your solution. Terms have been updated to better reflect their purpose.

Old Terminology	New Terminology
Earnings Code(s)	Pay Code(s)
Supplemental Earnings Code(s)	Supplemental Pay Code(s)
Recurring Schedules	Schedule Templates
In/Out Times (Schedules)	Start/End Times (Schedules)
Supervisor Approval Editor	Totals Summary page
Timesheet	Timecard
Timecard Manager	Individual Timecard
Time Pair Details	Transaction Details



## Key Points to Remember about Menu and Terminology Changes



- More tasks are available now from the main menu.
- Access new Totals Summary and Timecard Exceptions pages.
- View exceptions by employee and exceptions by type in one location.
- Terms have been updated to better reflect their purpose.



- New icons have been added to the My Time portlet on the employee home page for better access to their primary tasks.
- A new portlet may be available to supervisors on the home page (if added by the practitioner) that allows one-click access to common tasks.



Employees now have easily identifiable clocking buttons.

## Prior Versions

My Time

Wednesday, Apr 23, 2014 04:51 PM

Clock In   Clock Out   Lunch Out

Transfer   Time Sheet

*i* No Activities



## Current Version – New Icons

My Time

Wednesday, Apr 23, 2014 04:54 PM

 Clock In    Clock Out

 Lunch Out    Transfer & Punch

 My Timecard    Late Arrival

 Absence    Annual Summary

*i* No Activities



A new common portlet is available for one-click access to common tasks.





# Timecard Management Overview



The timecard has been completely redesigned. Let's look at the enhancements made in this version.

Individual Timecard

10 of 14 | Hahn, Brenda | Refresh

Tax ID: XXX-XX-XXXX | Job Title: CUSSRVC - Customer Service | Hire Date: 10/01/1996 | Status: Active  
 Position ID: F1Q000118 | Home Department: 012000 - Customer Service

Current Pay Period: 6/2/2014 - 6/15/2014 | Find

Timecard		Totals	Schedule	Time Off Balances			
Week 1	In - Out	Pay Code	Hours	Department	Daily Totals		
Mon 06/02	08:30 AM - 03:30 PM		6.00	012000	6.00		
Tue 06/03	08:30 AM - 04:30 PM		7.00	012000	7.00		
Wed 06/04	08:30 AM - 07:30 PM		10.00	012000	10.00		
Thu 06/05	08:30 AM - 04:30 PM		7.00	012000	7.00		
Fri 06/06	08:30 AM - 04:30 PM		7.00	012000	7.00		
Sat 06/07	-		0.00		0.00		
Sun 06/08	-		0.00		0.00		
Week 1 Totals					37.00		
Week 2	In - Out	Pay Code	Hours	Department	Daily Totals		
Mon 06/09	08:30 AM - 04:30 PM		7.00	012000	7.00		
Tue 06/10	08:30 AM - 04:30 PM		7.00	012000	7.00		
Wed 06/11	08:30 AM - 04:30 PM		7.00	012000	7.00		
Thu 06/12	08:30 AM - 05:00 PM		7.50	012000	7.50		
Pay Period (65.50)		Week 1 (37.00)		Week 2 (28.50)			

Save Refresh Preferences Legend

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Tabs replace hyperlinks.

Individual Timecard ?

10 of 14 Hahn, Brenda Refresh

Tax ID: XXX-XX-XXXX Job Title: CUSSRVC - Customer Service Hire Date: 10/01/1996 Status: Active

Position ID: F1Q000118 Home Department: 012000 - Customer Service

Current Pay Period: 6/2/2014 6/15/2014 Find

**Timecard** | Totals | Schedule | Time Off Balances

Week 1		In - Out		Pay Code	Hours	Department	Daily Totals
Mon	06/02	08:30 AM	- 03:30 PM		6.00	012000	6.00
Tue	06/03	08:30 AM	- 04:30 PM		7.00	012000	7.00
Wed	06/04	08:30 AM	- 07:30 PM		10.00	012000	10.00
Thu	06/05	08:30 AM	- 04:30 PM		7.00	012000	7.00
Fri	06/06	08:30 AM	- 04:30 PM		7.00	012000	7.00
Sat	06/07		-		0.00		0.00
Sun	06/08		-		0.00		0.00
<b>Week 1 Totals</b>							37.00
Week 2		In - Out		Pay Code	Hours	Department	Daily Totals
Mon	06/09	08:30 AM	- 04:30 PM		7.00	012000	7.00
Tue	06/10	08:30 AM	- 04:30 PM		7.00	012000	7.00

What's New in Essential Time & Attendance for ADP Workforce Now



# Weekly Totals in Timecard



Totals are broken out by each week within the selected time frame in the timecard and in the footer.

Individual Timecard

10 of 14 | Hahn, Brenda | Refresh

Tax ID: XXX-XX-XXXX | Job Title: CUSSRVC - Customer Service | Hire Date: 10/01/1996 | Status: Active  
 Position ID: F1Q00118 | Home Department: 012000 - Customer Service

Current Pay Period: 6/2/2014 - 6/15/2014 | Find

Timecard		Totals	Schedule	Time Off Balances		
Week 1	In - Out	Pay Code	Hours	Department	Daily Totals	
Mon 06/02	08:30 AM - 03:30 PM		6.00	012000	6.00	
Tue 06/03	08:30 AM - 04:30 PM		7.00	012000	7.00	
Wed 06/04	08:30 AM - 07:30 PM		10.00	012000	10.00	
Thu 06/05	08:30 AM - 04:30 PM		7.00	012000	7.00	
Fri 06/06	08:30 AM - 04:30 PM		7.00	012000	7.00	
Sat 06/07	-		0.00		0.00	
Sun 06/08	-		0.00		0.00	
<b>Week 1 Totals</b>					<b>37.00</b>	
Week 2	In - Out	Pay Code	Hours	Department	Daily Totals	
Mon 06/09	08:30 AM - 04:30 PM		7.00	012000	7.00	
Tue 06/10	08:30 AM - 04:30 PM		7.00	012000	7.00	
Wed 06/11	08:30 AM - 04:30 PM		7.00	012000	7.00	
Thu 06/12	08:30 AM - 05:00 PM		7.50	012000	7.50	

Pay Period (65.50) | Week 1 (37.00) | Week 2 (28.50)

Save Refresh

**Pay Period (65.50) | Week 1 (37.00) | Week 2 (28.50)**



# Save Function



The Save button performs a save and calculate so that the total will be updated.

Timecard		Totals	Schedule	Time Off Balances		
Week 1		In - Out	Pay Code	Hours	Department	Daily Totals
Mon	06/02	08:30 AM - 03:30 PM		6.00	012000	6.00
Tue	06/03	08:30 AM - 04:30 PM		7.00	012000	7.00
Wed	06/04	08:30 AM - 07:30 PM		10.00	012000	10.00
Thu	06/05	08:30 AM - 04:30 PM		7.00	012000	7.00
Fri	06/06	08:30 AM - 04:30 PM		7.00	012000	7.00
Sat	06/07	-		0.00		0.00
Sun	06/08	-		0.00		0.00
				<b>Week 1 Totals</b>		<b>37.00</b>
Week 2		In - Out	Pay Code	Hours	Department	Daily Totals
Mon	06/09	08:30 AM - 04:30 PM		7.00	012000	7.00
Tue	06/10	08:30 AM - 04:30 PM		7.00	012000	7.00
Wed	06/11	08:30 AM - 04:30 PM		7.00	012000	7.00
Thu	06/12	08:30 AM - 05:00 PM		7.50	012000	7.50
<b>Pay Period (65.50)</b>		<b>Week 1 (37.00)</b>	<b>Week 2 (28.50)</b>			

 Save Refresh



# Timecard Totals Columns



- The display of additional totals columns such as Regular, Overtime, and Doubletime may be available through additional configuration.
- Quickly see exactly when overtime is triggered on a row.
- Easily view weekly totals.

Week 1		In - Out	Pay Code	Value	Department	Daily Totals	Regular	Overtime	Doubletime
Mon	12/16	08:00 AM - 05:00 PM		9.00		9.00	9.00	0.00	
Tue	12/17	08:00 AM - 05:00 PM		9.00		9.00	9.00	0.00	
Wed	12/18	08:00 AM - 05:00 PM		9.00		9.00	9.00	0.00	
Thu	12/19	08:00 AM - 05:00 PM	SICK	9.00		9.00	9.00	0.00	0.00
Fri	12/20	08:00 AM - 05:00 PM		9.00		9.00	4.00	5.00	0.00
Sat	12/21	-		0.00		0.00	0.00	0.00	0.00
Sun	12/22	-		0.00		0.00	0.00	0.00	0.00
Week 1 Totals						45.00	40.00	5.00	0.00
Week 2		In - Out	Pay Code	Value	Department	Daily Totals	Regular	Overtime	Doubletime
Mon	12/23	08:00 AM - 05:00 PM		9.00		9.00	9.00	0.00	0.00
Tue	12/24	08:00 AM - 05:00 PM		9.00		9.00	9.00	0.00	0.00
Wed	12/25	08:00 AM - 05:00 PM		9.00		9.00	9.00	0.00	0.00
Thu	12/26	08:00 AM - 05:00 PM		9.00		9.00	9.00	0.00	0.00
Ext	12/27	08:00 AM - 05:00 PM		9.00		9.00	9.00	0.00	0.00

Overtime



# Supervisor Timecard View



- The supervisor view shows the weekly and pay period totals.

Individual Timecard ?

10 of 14 Hahn, Brenda Refresh

Tax ID: XXX-XX-XXXX Job Title: CUSSRVC - Customer Service Hire Date: 10/01/1996 Status: Active

Position ID: F1Q000118 Home Department: 012000 - Customer Service

Current Pay Period: 6/2/2014 - 6/15/2014 Find

Timecard	Totals	Schedule	Time Off Balances		
Wed 06/04	08:30 AM - 07:30 PM			10.00	012000
Thu 06/05	08:30 AM - 04:30 PM			7.00	012000
Fri 06/06	08:30 AM - 04:30 PM			7.00	012000
Sat 06/07	-			0.00	
Sun 06/08	-			0.00	
<b>Week 1 Totals</b>				<b>37.00</b>	
Week 2	In - Out	Pay Code	Hours	Department	Daily Totals
Mon 06/09	08:30 AM - 04:30 PM		7.00	012000	7.00
Tue 06/10	08:30 AM - 04:30 PM		7.00	012000	7.00
Wed 06/11	08:30 AM - 04:30 PM		7.00	012000	7.00
Thu 06/12	08:30 AM - 05:00 PM		7.50	012000	7.50
Fri 06/13	-		0.00		0.00
Sat 06/14	-		0.00		0.00
Sun 06/15	-		0.00		0.00

**Pay Period (65.50)    Week 1 (37.00)    Week 2 (28.50)**

Weekly and Pay Period Totals

Menu   Back   Next

What's New in Essential Time & Attendance for ADP Workforce Now



# View of Daily or Cumulative Totals



Employees, practitioners, and supervisors can select the daily vs. cumulative totals view. Employees can approve their time by clicking Approve Timecard.

Employees approve time here.

My Timecard

Current Pay Period: 12/16/2013 - 12/29/2013

[Approve Timecard](#)

Timecard		Totals	Schedule	Time Off Balances			
Week 1	In - Out	Pay Code	Hours	Department	Cumulative Totals		
Mon 06/02	08:30 AM - 03:30 PM		6.00	012000	↓	6.00	
Tue 06/03	08:30 AM - 04:30 PM		7.00	012000		13.00	
Wed 06/04	08:30 AM - 07:30 PM		10.00	012000	↑	23.00	
Thu 06/05	08:30 AM - 04:30 PM		7.00	012000		30.00	
Fri 06/06	08:30 AM - 04:30 PM		7.00	012000		37.00	
Sat 06/07			0.00			37.00	
Sun 06/08			0.00			37.00	
<b>Week 1 Totals</b>			<b>37.00</b>				

Timecard		Totals	Schedule	Time Off Balances			
Week 1	In - Out	Pay Code	Hours	Department	Daily Totals		
Mon 06/02	08:30 AM - 03:30 PM		6.00	012000	↓	6.00	
Tue 06/03	08:30 AM - 04:30 PM		7.00	012000		7.00	
Wed 06/04	08:30 AM - 07:30 PM		10.00	012000	↑	10.00	
Thu 06/05	08:30 AM - 04:30 PM		7.00	012000		7.00	
Fri 06/06	08:30 AM - 04:30 PM		7.00	012000		7.00	
Sat 06/07			0.00			0.00	
Sun 06/08			0.00			0.00	
<b>Week 1 Totals</b>			<b>37.00</b>				

Menu Back Next

What's New in Essential Time & Attendance for ADP Workforce Now



# Timecard View with Schedules Enabled



- The Schedule tab is visible if scheduling is enabled for your company.
- Schedules displays in blue and are read-only.
- Schedule times can be compared to the actual time worked.

My Timecard ? ↶ ↷

**Macgill, Mary**  
 Tax ID: XXX-XX-0013      Job Title: ITANL - IT Analyst  
 Position ID: F1Q000063      Home Department: 001000 - Implementation

Current Pay Period: 6/16/2014 - 6/22/2014 Find Approve Timecard

Timecard		Totals	Schedule	Time Off Balances			
Week 1	In - Out	Pay Code	Hours	Department	Daily Totals		
Mon 06/16	09:02 AM - 05:00 PM		8.00	001000	8.00		
	Schedule: 09:00 AM - 05:00 PM		8.00		8.00		
Tue 06/17	09:00 AM - 05:00 PM		8.00	001000	8.00		
	Schedule: 09:00 AM - 05:00 PM		8.00		8.00		
Wed 06/18	08:58 AM - 12:30 PM		3.50	001000	7.50		
	Schedule: 09:00 AM - 05:00 PM		8.00		8.00		
06/18	01:00 PM - 05:02 PM		4.00	001000	7.50		
Thu 06/19	10:30 AM - 05:06 PM		6.50	001000	6.50		
	Schedule: 09:00 AM - 05:00 PM		8.00		8.00		
Fri 06/20	09:00 AM - 05:00 PM		8.00	001000	8.00		
	Schedule: 09:00 AM - 05:00 PM		8.00		8.00		
Sat 06/21	-		0.00		0.00		
Sun 06/22	-		0.00		0.00		
<b>Week 1 Totals</b>					<b>38.00</b>		

Actual time worked.



# Timecard Exception View



- The employee, supervisor, and practitioner view of an individual employee timecard shows exception icons.
- Hover the mouse over an exception icon to view the description.

Timecard		Totals	Schedule	Time Off Balances			
Week 1		In - Out	Pay Code	Hours	Department	Cumulative Totals	
Mon	06/02	08:30 AM - 03:30 PM		6.00	012000	6.00	
Tue	06/03	08:30 AM - 04:30 PM		7.00	012000	13.00	
Wed	06/04	08:30 AM - 07:30 PM		10.00	012000	23.00	
Thu	06/05	08:30 AM - 04:30 PM		7.00	012000	30.00	

Timecard		Totals	Schedule	Time Off Balances			
Week 1		In - Out	Pay Code	Hours	Department	Cumulative Totals	
Mon	06/02	08:30 AM - 03:30 PM		6.00	012000	6.00	
Tue	06/03	08:30 AM					
Wed	06/04	08:30 AM - 07:30 PM		10.00	012000		
Thu	06/05	08:30 AM - 04:30 PM		7.00	012000	30.00	
Fri	06/06	08:30 AM - 04:30 PM		7.00	012000	37.00	
Sat	06/07	-		0.00		37.00	
Sun	06/08	-		0.00		37.00	
				Week 1 Totals		37.00	
Week 2		In - Out	Pay Code	Hours	Department	Cumulative Totals	

Clocked Out Early

Worked fewer hours than scheduled



- Once approved, the Approve Timecard button changes to Approved with a check mark in front of it.
- Hovering the mouse over the Approved button displays the time and date of the approval.

Current Pay Period: 6/16/2014 to 6/22/2014

Week 1	In - Out	Pay Code	Hours	Department	Daily Totals
Mon 06/16	09:02 AM - 05:00 PM		8.00	001000	8.00
Tue 06/17					
Wed 06/18					

Approve Timecard

You are about to approve your timecard from 6/16/2014 to 6/22/2014.  
This approval is for both time pair and supplemental earnings. Do you want to continue?

Approve Cancel

Current Pay Period: 6/16/2014 to 6/22/2014

Week 1	In - Out	Pay Code	Hours	Department	Daily Totals

Approved on 6/18/2014 at 01:42 PM. ✓ Approved



# Supervisor View of Timecard Approvals



- Supervisors approve the entire timecard in one click or can approve individual rows.
- Supervisors view the employee's date and time of approval and employees view the supervisor's date and time of approval and supervisor's name.

Individual Timecard

2 of 6 Jones, Ian <status is active>

Previous Pay Period 3/24/2014 4/6/2014 Find

Employee approved on 4/14/2014 at 2:26 PM. Employee Approved Approved

Timecard		Totals		Schedule							
Week 1	In - Out	Pay Code	Value	Department	Daily Totals	Regular	Overtime	DoubleTime			
Mon 03/24	10:02 AM - 01:15 PM		3.25	500		3.25	0.00	0.00	0.00		
Tue 03/25	-		0.00			0.00	0.00	0.00	0.00		
Wed 03/26	10:01 AM - 01:05 PM		3.00	500		3.00	0.00	0.00	0.00		
Thu 03/27	-		0.00			0.00	0.00	0.00	0.00		
Fri 03/28	09:55 AM - 01:08 PM		3.25	500		3.25	0.00	0.00	0.00		
Sat 03/29	-		0.00			0.00	0.00	0.00	0.00		
Sun 03/30	-		0.00			0.00	0.00	0.00	0.00		
<b>Week 1 Totals</b>						<b>9.50</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>		
Week 2	In - Out	Pay Code	Value	Department	Daily Totals	Regular	Overtime	DoubleTime			
Mon 03/31	09:45 AM - 01:01 PM		3.25	500		3.25	0.00	0.00	0.00		
Tue 04/01	-		0.00			0.00	0.00	0.00	0.00		
Wed 04/02	09:58 AM - 01:00 PM		3.00	500		3.00	0.00	0.00	0.00		

What's New in Essential Time & Attendance for ADP Workforce Now



# Printable Timecard View



- Click the Timecard level menu and select Print Timecard.
- The Print Timecard page allows the user to determine what information is displayed based on the selections in the View and Print Options section.

**Print Timecard**

**View and Print Options:**

Schedules  Exceptions  Overrides  Notes  Supplemental Pay Codes  Signature Lines

Printed: Monday, 6/2/2014, 9:37 AM

**Timecard** 2/9/2014 - 2/15/2014 (Current Pay Period)

Employee: Stout, Cathy (I9616372368N)  
 Payroll ID: \_\_\_\_\_ Company Code: I96 Supervisor: Durkin, Toni (I9643798278N)  
 Employee Approval: Employee approved on 6/2/2014 at 09:15 AM. Supervisor Approval: Durkin, Toni (I9643798278N) approved on 6/2/2014 at 09:36 AM

**Timecard Notes:**

Out Late situations based on being asked to stay late to cover for other employees who did not arrive on time. - Stout, Cathy - Fri, 5/30/2014, 6:13 PM  
 Asked Cathy to stay late on Monday, Wednesday, and Friday. - Durkin, Toni - Fri, 5/30/2014, 6:15 PM

	Week 1	In - Out	Pay Code	Hours	Department	Daily Totals
Sun	02/09	-		0.00		0.00
Mon	02/10	06:45 AM - 06:00 PM		10.25	001000	10.25
Tue	02/11	08:00 AM - 05:00 PM		16.00	001000	16.00
Wed	02/12	08:00 AM - 05:00 PM		8.00	001000	
	02/12	06:00 PM - 09:00 PM		3.00	001000	11.00
Thu	02/13	07:00 AM - 05:00 PM		9.00	001000	9.00

What's New in Essential Time & Attendance for ADP Workforce Now



- Click the Timecard level menu and select View Audit Trail.
- This option provides a documented trail of changes made to a timecard.
- Click the Date of Change link in the audit trail to view the detail below.

- Use Schedule
- View Annual Summary
- Add Note
- Print Timecard
- View Audit Trail**

**Edit Audit**

Smith, Tom (PO2201433 - - ) Associate ID: 3H09GGDHI ⓘ

Time Pair Edit Audit 06/02/2014 - 06/15/2014

Action	Reason	Date of Change	Changed By (Associate ID)
Created	Timecard Edit	06/03/2014 12:08:47 PM	Frederick, John (39IED6E0J)
Created	Timecard Edit	06/03/2014 12:08:47 PM	Frederick, John (39IED6E0J)
Created	Timecard Edit	06/03/2014 12:06:59 PM	Frederick, John (39IED6E0J)
Created	Timecard Edit	06/03/2014 12:06:59 PM	Frederick, John (39IED6E0J)
Created	Timecard Edit	06/03/2014 12:06:59 PM	Frederick, John (39IED6E0J)

**Edit Audit Detail**

Action	Reason
Created	Timecard Edit
Changed Date	User
06/03/2014 12:06 PM	Frederick, John (39IED6E0J)

Field	Old Value	New Value
Time In		06/02/2014 12:00 AM
Pay Code		HOLIDAY
Time Out		06/02/2014 08:00 AM
Hours		8.00

Close



# The Group Timecard Page



The Multiple Employee Timecard Manager page has been renamed Group Timecard and is available from the My Team menu.

Group Timecard ? ↗

<Using Time & Attendance ▾ [Manage My Lists](#) [Search Options](#)

Pay Date: 6/10/2014 📅 ⏪ ⏩ Find

Preferences ▾

Select	Supervisor Approval	Position ID	Name	Date In	Time In	Out Time	Hours	Out Type
<input type="checkbox"/>	<input type="checkbox"/>	1F2000051	Berry, L	06/10/2014	08:00 AM	04:30 PM		
<input type="checkbox"/>	<input type="checkbox"/>	1F2000053	Biggins, P	06/10/2014	08:00 AM	04:30 PM		
<input type="checkbox"/>	<input checked="" type="checkbox"/>	1F2000054	Bonner, E	06/10/2014	03:00 PM	11:00 PM	7.50	
<input type="checkbox"/>	<input type="checkbox"/>	1F2000056	Byrone, R	06/10/2014	08:00 AM	04:30 PM		
<input type="checkbox"/>	<input type="checkbox"/>	1F2000063	Cole, D	06/10/2014	08:00 AM	04:00 PM		
<input type="checkbox"/>	<input type="checkbox"/>	1F2000066	Coslett, D	06/10/2014	08:00 AM	04:00 PM		
<input type="checkbox"/>	<input checked="" type="checkbox"/>	1F2000071	Delaney, A	06/10/2014	09:30 AM	05:30 PM	8.00	
<input type="checkbox"/>	<input type="checkbox"/>	1F2000079	Foster, C	06/10/2014	08:00 AM	04:00 PM		
<input type="checkbox"/>	<input checked="" type="checkbox"/>	1F2000082	Garland, C	06/10/2014	08:00 AM	04:00 PM	8.00	
<input type="checkbox"/>	<input type="checkbox"/>	1F2000087	Hall, L	06/10/2014	08:00 AM	04:30 PM		
<input type="checkbox"/>	<input type="checkbox"/>	1F2000089	Jeffreys, M	06/10/2014	08:00 AM	05:00 PM		

📄 Save Insert Copy Paste Clear Delete

What's New in Essential Time & Attendance for ADP Workforce Now



# Navigation between Group and Individual Timecards



Group Timecard

<Using Time & Attend | Manage My Lists | Search Options

Pay Date: 6/10/2014 [Calendar] [Previous] [Next] Find

Preferences [Dropdown]

Select	Supervisor Approval	Position ID	Name	Date In	Time In	Out Time	Hour
<input type="checkbox"/>	<input type="checkbox"/>	1F2000100 [Search]	Albright, A [Icon]	06/10/2014	08:00 AM	04:30 PM	

Click this icon to navigate to the individual timecard for that employee.

Individual Timecard

1 of 73 [Previous] [Next] [Search] **Albright, Anthony** [Status] fresh

Tax ID: XXX-XX-5113 [Reveal](#) Job Title: VP - VP Home Department: 001000 - Information Technology

Position ID: 196001110

Current Pay Period: [Dropdown] 2/2/2014 [Calendar] 2/15/2014 [Calendar] [Search] Find Approve Timecard

Timecard		Totals	Schedule	Supplemental Pay Codes	Time Off Balances	Back to Group Timecard			
Week 1	Pay Code	Hours	Department	Daily Totals	Regular	Overtime	Doubletime		
Sun 02/02	ONCALL	8.00	001000	8.00	0.00	0.00	0.00		
Mon 02/03	JURY	8.00	001000	8.00	0.00	0.00	0.00		

Click this link to navigate to the Group Timecard page.

What's New in Essential Time & Attendance for ADP Workforce Now



## Key Points to Remember about Timecard Management



- Timecard tabs replace hyperlinks for faster navigation.
- The Save button always performs a save and calculate.
- Weekly totals and time period totals always display.
- The timecard can display schedules to compare with actual time.
- New timecard level menus allow access to timecard actions such as adding timecard level notes, applying the schedule, printing the timecard, and viewing the audit trail and annual summary.
- New row level menus allows access to add a blank row, copy or delete a row, approve a row, view transactions details, add a note, and override or to have the schedule overwrite the punches for the day.



The scheduling functionality has been redesigned to enable more editing and auditing capabilities.

## Supervisor – My Team Menu

Time & Attendance	
• Actual vs. Scheduled	• Monthly Schedule
• Holiday List	• Attendance
• Annual Summary	• Individual Timecard
• Group Timecard	• Timecard Exceptions
• Schedules	• Totals Summary



- Practitioners and supervisors can access the Schedules page.
- Access permissions control tasks.

Scheduling filters

Schedules ?

<Using Time & Attendance Manage My Lists Search Options

No Schedule filter selected Find Search

Task workspace

Shifts	Templates						
Employee	Mon 5/19	Tue 5/20	Wed 5/21	Thu 5/22	Fri 5/23	Sat 5/24	Sun 5/25
Albright, Anthony Hire Date:1/1/1970 Hours: 51.00	09:00 AM - 04:00 PM	09:00 AM - 04:00 PM	09:00 AM - 04:00 PM	09:00 AM - 04:00 PM	09:00 AM - 04:00 PM	09:00 AM - 04:00 PM	08:00 AM - 05:00 PM CATH
Barbato, Samuel Hire Date:9/8/1996 Hours: 0.00							
Barrow, Gary Hire Date:7/15/1995 Hours: 42.00	09:00 AM - 04:00 PM	09:00 AM - 04:00 PM	09:00 AM - 04:00 PM	09:00 AM - 04:00 PM	09:00 AM - 04:00 PM	09:00 AM - 04:00 PM	
Bontempo, Charlie Hire Date:10/23/1988 Hours: 54.00	09:00 AM - 04:00 AM	09:00 AM - 04:00 PM	09:00 AM - 04:00 PM	09:00 AM - 04:00 PM	09:00 AM - 04:00 PM	09:00 AM - 04:00 PM	
Brown, Roberta Hire Date:7/1/1997 Hours: 3.00		09:00 AM - 11:00 AM 11:00 AM - 12:00 PM					
Carr, Stephen Hire Date:9/1/1996 Hours: 16.00			08:00 AM - 04:00 PM	08:00 AM - 04:00 PM			
Stout, Cathy M Hire Date:7/1/1995 Hours: 0.00							
Taylor, Barbara Hire Date:7/1/1998 Hours: 0.00							
<b>Hours: 250.00</b>	47.00	38.00	43.00	43.00	35.00	35.00	9.00

Scheduling grid

Employees: 11

Hot Keys Legend

What's New in Essential Time & Attendance for ADP Workforce Now



# Schedule View Menu Defaults



The default view on the scheduling grid includes Start/End Times and Total Hours but can be changed to include labor charges and other column totals.

Schedules

< Using Time & Attenda Manage My Lists Search Options

No Schedule filter selected 6/15/2014 6/21/2014 Find

Shifts	Templates					
	Sun 6/15	Mon 6/16	Tue 6/17	Wed 6/18	Thu 6/19	
Employee						
East, Donald Hours: 0.00						
Evers, Thomas Hours: 0.00						
Fager, Charles Hours: 0.00						
Hahn, Brenda Hours: 35.00		← HOURLY 08:30 AM - 04:30 PM	→ HOURLY 08:30 AM - 04:30 PM			
Johnson, Kenneth Hours: 0.00						
Macgill, Mary Hours: 40.00		← PTSCHD 09:00 AM - 05:00 PM	→ PTSCHD 09:00 AM - 05:00 PM			
Martinez, Raul Hours: 0.00						
TUDENT, S Hours: 0.00						
<b>Hours: 75.00</b>	0.00	15.00	15.00	15.00	15.00	0.00

Employees: 14

Hot Keys Leger

View

View Shifts by:  Start/End Times  
 Hours

View Labor Charges:

Column Totals:  All Hours  
 Total Hours  
 Worked Hours  
 Non-Worked Hours



- It's easy to search for an employee by name within the scheduling grid.

The screenshot shows the 'Schedules' interface with a search bar containing the letter 'v'. A dropdown menu displays search results for 'Venturo, Paul' (ID: B96001690) and 'Vincent, Catherine' (ID: B96001017). Below the search bar is a grid of shifts for various dates from 5/19/2014 to 5/25/2014. The first row shows 'Albright, Anthony' with a shift from 09:00 AM to 04:00 PM on 5/19.

- Select a different month or year from the calendar.

The screenshot shows the 'Schedules' interface with a calendar overlay. The calendar is set to May 2014, and the date 15 is highlighted. The calendar shows days from 27 to 31. The main grid shows shifts for 'Albright, Anthony', 'Barbato, Samuel', 'Barrow, Gary', and 'Bontempo, Charlie' for the dates 5/19 and 5/20.



# Schedule Shifts Tab



The Shifts tab is the first component in the task workspace.

Change information on the Shifts tab for individual or multiple shifts at the same time. Alternatively, you can also edit directly in the grid.

Employee	Mon 5/19	Tue 5/20	Wed 5/21	Thu 5/22	Fri 5/23	Sat 5/24	Sun 5/25
<b>Albright, Anthony</b> Hire Date:1/1/1970 Hours: 51.00	09:00 AM - 04:00 PM	09:00 AM - 04:00 PM	09:00 AM - 04:00 PM	09:00 AM - 04:00 PM	09:00 AM - 04:00 PM	09:00 AM - 04:00 PM	08:00 AM - 05:00 PM CATH
<b>Barbato, Samuel</b> Hire Date:9/8/1996 Hours: 0.00							
<b>Barrow, Gary</b> Hire Date:7/15/1995 Hours: 42.00	09:00 AM - 04:00 PM	09:00 AM - 04:00 PM	09:00 AM - 04:00 PM	09:00 AM - 04:00 PM	09:00 AM - 04:00 PM	09:00 AM - 04:00 PM	
<b>Bontempo, Charlie</b> Hire Date:10/23/1988 Hours: 54.00	09:00 AM - 04:00 AM	09:00 AM - 04:00 PM	09:00 AM - 04:00 PM	09:00 AM - 04:00 PM	09:00 AM - 04:00 PM	09:00 AM - 04:00 PM	
<b>Brown, Roberta</b> Hire Date:7/1/1997 Hours: 3.00		09:00 AM - 11:00 AM 11:00 AM - 12:00 PM					



# Right-Click Menu



Speed data entry by right-clicking within a cell to copy and paste, insert shifts, add notes, and so on. CTRL+C and CTRL+V can also be used to quickly copy and paste.

The screenshot displays the 'Schedules' application interface. At the top, there are filters for status and search options. Below that, a date range is set from 6/16/2014 to 6/21/2014. The main area is a grid with columns for dates (Mon 6/16 to Sat 6/21) and rows for employees. A right-click context menu is open over the 'FULLTIME' cell for employee 'East, Donald' on Tuesday 6/17. The menu items are: Edit, Copy, Paste, Insert Shift, Delete, and Cancel. The grid shows various shift types (FULLTIME, HOURLY) and their durations for each employee on each day.

Employee	Mon 6/16	Tue 6/17	Wed 6/18	Thu 6/19	Fri 6/20	Sat 6/21
Hours: 37.50	← FULLTIME 08:30 AM - 05:00 PM	→ FULLTIME 08:30 AM - 05:00 PM				
Dexter, John Hours: 42.50	← FULLTIME 08:30 AM - 05:00 PM	→ FULLTIME 08:30 AM - 05:00 PM				
Duncan, Heather Hours: 35.00	← HOURLY 08:30 AM - 04:30 PM	→ HOURLY 08:30 AM - 04:30 PM				
East, Donald Hours: 42.50	← FULLTIME 08:30 AM - 05:00 PM	→ FULLTIME 08:30 AM - 05:00 PM				
Evers, Thomas Hours: 35.00	← HOURLY 08:30 AM - 04:30 PM	→ HOURLY 08:30 AM - 04:30 PM				
Fager, Charles Hours: 40.00	← HOURLY 08:30 AM - 04:30 PM	→ HOURLY 08:30 AM - 04:30 PM				
Hahn, Brenda Hours: 35.00	← HOURLY 08:30 AM - 04:30 PM	→ HOURLY 08:30 AM - 04:30 PM				
Johnson, Kenneth Hours: 35.00	← HOURLY 08:30 AM - 04:30 PM	→ HOURLY 08:30 AM - 04:30 PM				
Hours: 537.00	109.00	109.00	109.00	109.00	101.00	0.00

What's New in Essential Time & Attendance for ADP Workforce Now



Easily enter start and end times by double-clicking in the cell.

Shifts	Templates						
Employee	Mon 5/19	Tue 5/20	Wed 5/21	Thu 5/22	Fri 5/23	Sat 5/24	Sun 5/25
<b>Albright, Anthony</b> Hire Date:1/1/1970 Hours: 42.00	09:00 AM - 04:00 PM	09:00 AM - 04:00 PM	09:00 AM - 04:00 PM	09:00 AM - 04:00 PM	09:00 AM - 04:00 PM	09:00 AM - 04:00 PM	
<b>Barbato, Samuel</b> Hire Date:9/8/1996 Hours: 0.00	09:00 AM <input type="text"/>						
<b>Barrow, Gary</b> Hire Date:7/15/1995 Hours: 42.00	09:00 AM - 04:00 PM	09:00 AM - 04:00 PM	09:00 AM - 04:00 PM	09:00 AM - 04:00 PM	09:00 AM - 04:00 PM	09:00 AM - 04:00 PM	
<b>Bontempo, Charlie</b> Hire Date:10/23/1988 Hours: 54.00	09:00 AM - 04:00 AM	09:00 AM - 04:00 PM	09:00 AM - 04:00 PM	09:00 AM - 04:00 PM	09:00 AM - 04:00 PM	09:00 AM - 04:00 PM	
<b>Brown, Roberta</b> Hire Date:7/1/1997 Hours: 3.00		09:00 AM - 11:00 AM 11:00 AM - 12:00 PM					
<b>Carr, Stephen</b> Hire Date:9/1/1996 Hours: 0.00							
<b>Stout, Cathy</b> Hire Date:7/1/1995 Hours: 0.00							



- The employee count displays below the totals.
- Links under the totals display hot key and legend descriptions.

Hours: 658.00	140.25	140.00	128.50	121.25	128.00	0.00	0.00
Worked: 528.00	16 / 114.25	16 / 114.00	15 / 102.50	14 / 95.25	14 / 102.00	0 / 0.00	0 / 0.00
Non-Worked: 130.00	3 / 26.00	3 / 26.00	3 / 26.00	3 / 26.00	3 / 26.00	0 / 0.00	0 / 0.00

Employees: 51

Hot Keys [Legend](#)

Hot key descriptions

Legend description

<b>Insert</b>	Insert scheduled shift
<b>Del</b>	Delete selected scheduled shifts
<b>Ctrl+C</b>	Copy selected scheduled shifts
<b>Ctrl+V</b>	Paste copied scheduled shifts
<b>Arrow Keys</b>	Advance to next cell in the direction of the arrow key
<b>Tab</b>	Advance to next cell horizontally
<b>Enter</b>	Insert new scheduled shift or edit existing scheduled shift (if scheduled shift is selected)
<b>Shift+Arrow Keys</b>	Select sequence of cells
<b>Shift+Mouse Clicks</b>	Select block of cells between the two mouse clicks
<b>Ctrl+Mouse Clicks</b>	Select random cells based on mouse clicks
<b>Esc</b>	Cancel edit or insert that is in progress
<b>Right Mouse Click</b>	Display right-click menu for selected scheduled shift

	<b>Note</b>
	<b>Pay Code</b>
	<b>Daily Schedule Override of Template</b>
	<b>Template Assignment Start</b>
	<b>Template Assignment End</b>
	<b>Template Assignment Exists in Previous Date Range</b>
	<b>Template Assignment Exists in Next Date Range</b>
	<b>Shift in Error</b>



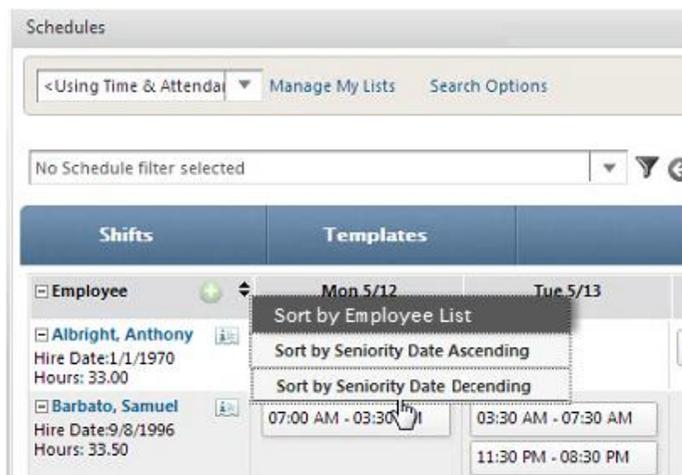
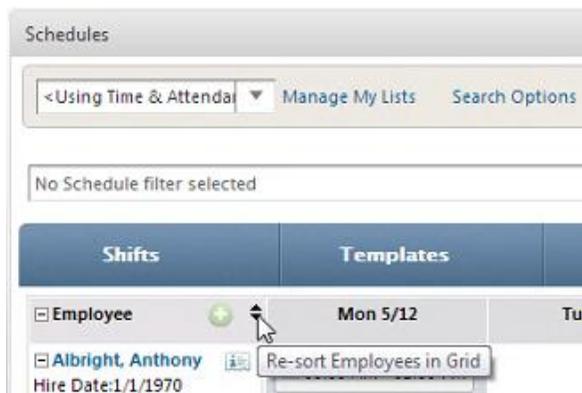
- Add employees to the existing filter in the schedule grid by clicking the green plus sign icon.
- Select the employee's name to temporarily insert the employee in the grid.

The screenshot displays the 'Schedules' section of the ADP Workforce Now interface. The main window shows a schedule grid with columns for days of the week (Mon 5/12, Tue 5/13, Wed 5/14, Thu 5/15, Fri 5/16, Sat 5/17) and rows for employees. A green plus sign icon is highlighted in a red box in the 'Employee' column header. A dialog box titled 'Temporarily Add Employees to Employee List' is open, showing a list of 6 employees currently excluded by the selected employee list. The dialog includes a table with columns for Position ID, Last Name, First Name, and Middle Initial. The 'Add Selected' button is visible at the bottom of the dialog.

	Position ID	Last Name	First Name	Middle Initial
<input type="checkbox"/>	196009100	Barrow	Gary	
<input type="checkbox"/>	196009000	Bontempo	Charlie	
<input type="checkbox"/>	196001620	Taylor	Barbara	
<input type="checkbox"/>	196001690	Venturo	Paul	
<input type="checkbox"/>	196001017	Vincent	Catherine	
<input type="checkbox"/>	196001018	Walters	Gary	



- Click the up and down arrow to select a category on which to sort, such as employee list.
- Then select the fields by which to sort within the employee list.





- The Templates tab replaces the Recurring Schedules page.
- Supervisors can now create, edit, delete, and copy templates based on their access permissions.

The screenshot displays the 'Schedules' interface with the 'Templates' tab selected. At the top, there are search and filter options. Below, a grid shows employee assignments for 'Mon 6/16'. A red box highlights a specific area where a context menu is open over an employee cell. The menu options are: Create New, Edit, Delete, Copy, Preview, and Review Assignments. Another context menu is visible over the 'Schedule Template' dropdown, with options: Create New, Edit, Delete, Copy, Preview, and Review Assignments. A tooltip at the top of the grid reads: 'Select employees from the grid below by clicking on the employee cell to assign the schedule template'.

Employee	Mon 6/16	Tue 6/17	Wed 6/18	Thu 6/19	Fri 6/20
Hours: 37.50	FULLTIME 08:30 AM - 05:00 PM				
Dexter, John Hours: 42.50	FULLTIME 08:30 AM - 05:00 PM				
Duncan, Heather Hours: 35.00	HOURLY 08:30 AM - 04:30 PM				
East, Donald Hours: 42.50	FULLTIME 08:30 AM - 05:00 PM				
Evers, Thomas Hours: 35.00	HOURLY 08:30 AM - 04:30 PM				
Fager, Charles Hours: 40.00	HOURLY 08:30 AM - 04:30 PM				
Hours: 537.00	109.00	109.00	109.00	109.00	101.00

What's New in Essential Time & Attendance for ADP Workforce Now



# Schedule Templates (Continued)



Edit shift templates from the Templates tab and view employees assigned to the template.

No Schedule filter selected

6/15/2014 - 6/21/2014 Find Search

**Shifts** **Templates**

Select employees from the grid below by clicking on the employee cell to assign the schedule template for the entered date range.

Schedule Template: HOURLY

Apply Template: Start Week: End Date: Apply Update Delete

Employee	Sun 6/15	Tue 6/17	Wed 6/18	Thu 6/19	Fri 6/20
Albany, Margaret Hours: 42.50		FULLTIME 08:30 AM - 05:00 PM			
Albright, Anthony Hours: 42.50					

Schedule Template Employee Assignments

Schedule Template Code HOURLY's Assignments As Of: Date Range on Schedules

Rows Per Page 0 1 - 6 of 6

Position ID	Employee Name	Start Week	Start Date	End Date
L46000164	Duncan, Heather	1	5/19/2014	12/31/4000
L46000060	Evers, Thomas	1	5/19/2014	12/31/4000
L46000100	Fager, Charles	1	5/19/2014	12/31/4000
L46000160	Johnson, Kenneth	1	5/19/2014	12/31/4000
L46000065	Martinez, Raul	1	5/19/2014	12/31/4000
L46000155	Tudent, S	1	5/19/2014	12/31/4000

Close

What's New in Essential Time & Attendance for ADP Workforce Now



- View all changes made to schedules, except those changes made to schedule templates, using the Schedule Audit page.
- Access this page by clicking an employee's name.

<status is active> Manage My Lists Search Options

No Schedule filter selected 6/16/2014 6/21/2014 Find Search

Shifts Templates

Select employees from the grid below by clicking on the employee cell to assign the schedule template for the entered date range.

Schedule Template:\*

Apply Template: Start Week: Start Date: End Date: Apply Update Delete

Employee	Mon 6/16	Tue 6/17	Wed 6/18	Thu 6/19	Fri 6/20
Albany, Margaret Hours: 42.50	FULLTIME 08:30 AM - 05:00 PM				
Albright, Anthony Hours: 41.00	10:00 AM - 05:00 PM				

Schedule Audit

Employee: Albright, Anthony

Date Range: Monday, June 16 2014 - Saturday, June 21 2014

Active Edits

Edit Type	New Date	Old Date	New Start Time	Old Start Time	New End Time	Old End Time	Department	New Pay Code	Old Pay Code	New Lunch Plan	Old Lunch Plan	New Note
update	06/16/2014	06/16/2014	10:00 AM	10:00 AM	05:00 PM	05:00 PM						
Insert	06/16/2014		09:30 AM		06:00 PM							
Insert	06/16/2014		10:00 AM		05:00 PM							



## Key Points to Remember about Scheduling Enhancements



- Schedule templates replace recurring schedules and are now available to supervisors, based on access permissions.
- Use the Schedule Shift tab to easily change, assign, or delete information for individual or multiple shifts at the same time.
- Speed data entry with in-cell editing and right-click menus.
- Advanced sorting provides more flexibility to sort on various categories.



- Add notes to timecards and schedules using a description and a reason code.
- Reason codes for notes are different from time-off reason codes.



Employees can add notes with reason codes to explain entries for in and out times, pay codes, labor charge fields, a row, and the entire timecard.

The screenshot displays the ADP Timecard interface. At the top, there are tabs for 'Timecard', 'Totals', 'Schedule', and 'Time Off Balances'. The main area shows a weekly timecard for 'Week 1' with columns for days (Mon-Sun), dates, in-out times, and pay codes. An 'Add New Note' dialog box is open, showing the text 'Sorry I was late. I had car trouble.' and dropdown menus for 'Apply Note To:' (set to 'In') and 'Reason:' (set to 'Car - Car Trouble'). Below the dialog, a 'Notes' popup is visible for the Thursday, 6/19 entry at 10:30 AM, displaying the name 'Macgill, Mary' and the note text.

Day	Date	In	Out	Pay Code	Rate	Amount
Mon	06/16	09:02 AM	- 05:00 PM	001000	8.00	8.00
Tue	06/17	09:00 AM	- 05:00 PM	001000	8.00	8.00
Wed	06/18	08:58 AM	- 12:30 PM	001000	3.50	3.50
	06/18	01:00 PM	- 05:02 PM	001000	4.00	7.50
Thu	06/19	10:30 AM	- 05:06 PM	001000	6.50	6.50
Fri	06/20	09:00 AM	- 05:00 PM	001000	8.00	8.00
Sat	06/21				0.00	0.00
Sun	06/22				0.00	0.00
<b>Week 1 Totals</b>						<b>38.00</b>



Supervisors can indicate whether their note should be visible to the employee.

Individual Timecard

10 of 14 **Hahn, Brenda**  
 Tax ID: XXX-XX-XXXX Job Title: CUSSRVC - Customer Service Hire Date: 10/01/13  
 Position ID: F1Q000118 Home Department: 012000 - Customer Service

Current Pay Period: 6/16/2014 - 6/29/2014 Find

Timecard		Totals	Schedule	
Week 1		In - Out		
Mon	06/16	08:30 AM	-	03:30 PM
Tue	06/17	04:30 PM	-	04:30 PM
Wed	06/18	08:30 AM	-	07:30 PM
Thu	06/19	08:30 AM	-	04:30 PM
Fri	06/20	08:30 AM	-	04:30 PM
Sat	06/21	-	-	-
Sun	06/22	-	-	-

Week 1 Totals 31.00

Pay Period (31.00) Week 1 (31.00) Week 2 (0.00)

Save Refresh

Add New Note

I asked Brenda to stay late to finish service project.

Apply Note To: Out  Allow employee to view note

Reason: OT - Overtime

OK Cancel



- Employee notes are identified by a blue icon.
- Supervisor notes are identified by a yellow note icon.

Totals		Notes	
		 <b>Lin, Cathy</b> <span style="float: right;">Fri, 4/25/2014 10:44 AM</span>	
		Reason: Car - Car Trouble	
		Note: Sorry I'm late. I had a flat tiring coming to work and had to wait for AAA to fix it.	
09:00 AM			
12:30 PM			
09:00 AM		 <b>Adams, Alexander</b> <span style="float: right;">Fri, 4/25/2014 10:47 AM</span>	
		Reason: Car - Car Trouble	
		Note: Stephanie was able to cover for you this morning so there is no issue.	
09:00 AM			
12:30 PM			
09:00 AM			
12:30 PM			
10:00 AM	 -	12:00 PM	 2.00 200



- Practitioners and supervisors now have the ability to add notes to explain changes to shifts.

**Shift Note** [Close]

**Employee:** Andrews, Vanessa **Date:** Monday, January 20, 2014

**Shift:** 04:00 PM - 08:00 PM

**Reason:** NEW HIRE - New Hire Orientation

Vanessa scheduled for a split shift to handle new hire orientation for evening shift.

[Save] [Delete] [Cancel]

- Hover the mouse over the note icon in the schedule grid to view the reason code and detailed comment.

Andrews, Vane... Hours: 40.00	06:00 AM - 10:00 AM				
	04:00 PM - 08:00 PM				
Austin, Karyn Hours: 42.50	08:00 AM - 05:00 PM				



# Schedule Shift Notes (Continued)



Click the employee's name to see all notes within the selected time frame shown in the scheduling grid.

Shifts Templates

Start Date: 6/16/2014 Start Time: \* 08:30 AM End Date: 6/16/2014 End Time: \* 05:00 PM Hours: 8.50 Pay Code: Lunch Plan:

Department:

Apply the Shift to: Highlighted Shift(s) Sun Mon Tue Wed Thu Fri Sat

Add Shift(s) Update Shift(s) Delete Selected Discard Selective Update

Employee	Mon 6/16	Tue 6/17	Wed 6/18	Thu 6/19	Fri 6/20
Albany, Margaret Hours: 42.50	← FULLTIME 08:30 AM - 05:00 PM	→ FULLTIME 08:30 AM - 05:00 PM			
<b>Albright, Anthony</b> Hours: 41.00	⚠ 10:00 AM	FULLTIME 08:30 AM - 05:00 PM	FULLTIME 08:30 AM - 05:00 PM	FULLTIME 08:30 AM - 05:00 PM	→ FULLTIME 08:30 AM - 05:00 PM
Barbato, Samuel Hours: 42.50	← FULLTIME 08:30 AM - 05:00 PM	→ FULLTIME 08:30 AM - 05:00 PM			

Albright, Anthony

[View Schedule Audit](#)

Notes

Note Type	Shift
Custom Note	6/16/2014 10:00 AM-05:00 PM

Anthony had a school event for his son this morning,

What's New in Essential Time & Attendance for ADP Workforce Now



Consolidate free-form text notes on selected timecard and attendance reports.

## Timecard with Payroll Report

Current Pay Period  
Company Code: J6G

<u>Employee</u>	<u>Last Name</u>	<u>First Name</u>		
<u>Date In</u>	<u>Time In - Out</u>	<u>Hours</u>	<u>Pay Code</u>	<u>Worked Department</u>
J6G001110	Albright	Anthony		
<b>Pay Date: 04/07/2014</b>				
A Mon 04/07/2014	12:00 AM -	0.00	OTHER	001000
Notes: Payroll Adjustment note				
P Mon 04/07/2014	08:00 AM - 05:00 PM	8.00		001000
Notes: Authorized to start worknig at 8a Authorized to work on Dept 1000 Authorized to work on line as substitute for Larry				
<b>Totals</b>		<b>Hours</b>	<b>Rate</b>	<b>Dollars</b>
OTHER		8.00	\$10.0000	\$80.00
REGULAR		8.00	\$0.0000	\$0.00
<b>Pay Date: 04/08/2014</b>				
P Tue 04/08/2014	08:00 AM - 11:30 AM	3.50		001000
P Tue 04/08/2014	12:30 PM - 11:00 PM	10.50		001000
<b>Totals</b>		<b>Hours</b>	<b>Rate</b>	<b>Dollars</b>
DBLTME		2.00	\$0.0000	\$0.00
OVERTIME		4.00	\$0.0000	\$0.00
REGULAR		8.00	\$0.0000	\$0.00
<b>Pay Date: 04/09/2014</b>				
P Wed 04/09/2014	08:00 AM - 01:00 PM	4.00		001000
P Wed 04/09/2014	01:00 PM - 04:00 PM	3.00	SICK	001000
Notes: Anthony called in Sick Sick at 1p Used Sick instead of Vacation				
<b>Totals</b>		<b>Hours</b>	<b>Rate</b>	<b>Dollars</b>
REGULAR		4.00	\$0.0000	\$0.00
SICK		3.00	\$0.0000	\$0.00

- Hover the mouse over a cell with a note to display the details.

Annual Summary

1 of 90 **Albright, Anthony**

Tax ID: XXX-XX-5113 [Reveal](#) Job Title: VP - \*\* Hire Date: 01/01/1970 Status: [Employee Configuration](#)

Position ID: J6G001110 Home Department: 001000 - \*\*

Pay Date Range: Current Calendar Year Start Date: 1/1/2014 End Date: 12/31/2014 [Find](#)

[Printable View](#) [Pay Codes Summary](#) [Schedule](#) [Payroll Adjustment and Unapproval](#)

**Hide Filters**

View: With Colors and Code Annual Summary View:  Compact  Expanded

Annual Summary Filter:  Non-Worked  User Selected

VA Vacation  SK Sick  BR Bereavement  WK WK

Notes  More Categories  Adjustment  31 Holiday  31 Scheduled Day  Weekend  Today

	Su	M	T	W	Th	F	Sa	Su	M	T	W	Th	F	Sa	Su	M	T	W	Th	F	Sa	Su	M	T	W	Th	F	Sa	Su	M	T	W	Th	F	Sa	Total			
																																						VA	SK
Jan '14				1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	21	22	23	24	25	26	27	28	29	30	31	0.00	0.00			
Feb '14							1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	21	22	23	24	25	26	27	28	0.00	0.00			
Mar '14							1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	21	22	23	24	25	26	27	28	29	30	31	0.00	0.00
Apr '14		1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	21	22	23	24	25	26	27	28	29	30				0.00	3.00			
May '14					1	2	3	<b>Monday, April 07, 2014</b> WK: 8.00 hours WK Note: Authorized to start workgn at 8a Authorized to work on Dept 1000 Authorized to work on line as substitute for Larry														18	19	20	21	22	23	24	25	26	27	28	29	30	31	0.00	0.00		
Jun '14	1	2	3	4	5	6	7																22	23	24	25	26	27	28	29	30				0.00	0.00			
Jul '14		1	2	3	4	5																	20	21	22	23	24	25	26	27	28	29	30	31	0.00	0.00			
Aug					1	2																	17	18	19	20	21	22	23	24	25	26	27	28	29	30	31	n nn	n nn



## Key Points to Remember about Notes Enhancements



- Add notes to timecard transactions.
- Practitioners and supervisors can indicate whether a timecard note will be visible to the employee.
- View a summary of all timecard notes for an employee for a specified time frame by clicking on the employee's name from within the schedule page.
- Practitioners and supervisors can add notes at the shift level on schedules.
- Hover over the note to display the reason code and comment.



- Congratulations! You've completed *What's New in Essential Time & Attendance for ADP Workforce Now*.
  
- You should now be able to identify the changes to:
  - Menus and terminology
  - Practitioner, supervisor, and employee portlets
  - Timecard management
  - Scheduling features
  - The Notes feature