

Managing Employee Timecards in ADP

As a manager/time & attendance supervisor of employees in ADP, it is necessary to review, edit and approve timecards each pay period. This is done within the ADP system. **Due date/time for approval of all timecards is the Monday of a pay week by noon.**

1. Log into ADP
2. **Starting Point:** My Team > Time & Attendance > Individual Timecard
3. Select the employee. You can also scroll through a list of employees using the arrow keys that are to the right of the Employee Search button.
 - a. Ensure you are selecting 'Active' employees from the Employee Search button
4. Primary objective is to ensure the Current Pay Period is complete, correct and approved in time for the processing of payroll (as noted above). Dropdown above left of timesheet allows selection of: Current Pay Period, Next Pay Period, Previous Pay Period, Range of Dates and Historical Pay Periods.

NOTE: For Salary/Exempt employees, any Time Off or Holidays on the timecard requires approval. If neither of these entries are present on a current timecard, no action is required.

Editing Time Pairs for Hourly/Non-Exempt Employees

1. For hourly/non-exempt employees (employees who are required to record actual working times), do the following:
 - a. Edit values for time pairs as needed.
 - b. Missed punches show as pink boxes with a red question mark. To enter a missing value, simply type the time entry into the appropriate field (example: "2p" will automatically reflect 2:00 PM).
2. To add any additional information about the edits you performed, click the **Row Menu** button, click **Add Note**, enter the note and then click **Done**.
3. To edit other time pairs, repeat steps 3-5 as necessary.
4. To delete a row, click the **Row Menu** button and then click **Delete Row**.
5. Click **Save**.

Creating a New Time Pair for an employee

1. For hourly/non-exempt employees (employees who are required to record actual working times), enter the employee's working time or total hours by doing the following:
 - a. In the **In** box for the appropriate day, enter the start time for the time pair
 - b. In the **Out** box, enter the end time for the time pair
 - c. If you need to assign a special pay code to the time pair, click the **Pay Code** field to select the appropriate code. If the pay code you want to assign is not available, contact your company administrator.
 - d. If you need to assign a particular department number to a time pair, click into the **Department** field and enter the appropriate department number (6 digits)

2. To record another segment of hours on the same day, click the **Row Menu** button and then click the appropriate option (**Add Blank Row** or **Copy Row**) on the previous entry to add a row with the same date.
3. To delete a row, click the **Row Menu** button for the row and then click **Delete Row**.
4. To add a note to the timecard, click the **Timecard Menu** button and then click **Add Note**. The note will display on the employee's timecard as a blue note icon.

NOTE: To add a note to the timecard, the timecard must have at least one saved transaction. You cannot add a note to a blank timecard.

5. To add a note to a row, click the **Row Menu** button for the row and then click **Add Note**. You can also right click in the row and click **Add Note**. The note will display on the employee's timecard as a blue note icon.

NOTE: To add a note, the row must have a transaction. You cannot add a note to a blank row.

6. Click **Save**.
7. Click **Approve Timecard**.

RESULT: The Approve Timecard button changes to Approved. You can point to the button to view the approval date and time.

8. Click **Save**.