

ADP Workforce Now

Essential Time & Attendance Employee Basics – For Hours-Based Employees

Learning Bytes located at: <https://assessment.adp.com/tpd/sims/wfnta/80338wfn4/80338wfn4.html>

Click on the HOURS-BASED (enter your total hours on your timecards in Time and Attendance

Entering Your Worked Hours

Starting Point: Myself>Time & Attendance>Timecard

Step	Action
1	In the Pay Date Range fields, select the time period for which you want to enter time. Result: Your timecard for the selected time period is displayed
2	In the Hours field for the appropriate day, enter your total hours worked.
3**	In the Earnings Code field click the search (magnifying glass) icon and select the appropriate earnings code for the worked time (ie Classified , Professional)
4	If you worked in an assignment other than your regular assignment, enter the correct cost number for hours worked in each cost number.
5	Click Save

Entering your Non-worked Hours

Starting Point: Myself>Time Off>Request Time Off

Step	Action						
1	On the calendar, click the days to include in the request.						
2	Click, Request Time Off .						
3	Select the reason for the request <table border="1" data-bbox="272 1350 1328 1627"> <thead> <tr> <th>If you are Requesting</th> <th>Then</th> </tr> </thead> <tbody> <tr> <td>The same time of policy</td> <td>In the Policy field, select the appropriate time off policy.</td> </tr> <tr> <td>Different time off policies</td> <td> 1. Click Edit Each Day Individually. 2. In each day of the request, in the Policy field, select the appropriate time off policy. </td> </tr> </tbody> </table>	If you are Requesting	Then	The same time of policy	In the Policy field, select the appropriate time off policy.	Different time off policies	1. Click Edit Each Day Individually . 2. In each day of the request, in the Policy field, select the appropriate time off policy.
If you are Requesting	Then						
The same time of policy	In the Policy field, select the appropriate time off policy.						
Different time off policies	1. Click Edit Each Day Individually . 2. In each day of the request, in the Policy field, select the appropriate time off policy.						
4	In the Amount and Start Time fields, change the values, as needed.						
5	In the Comments field, enter any notes about the request that you wish to provide to the reviewer. Note: All notes you enter will be visible to the reviewer.						
6	In the Please Respond By field, enter a desired response date, if applicable						
7	Click Submit						

Time & Attendance

On the Myself menu, if the Time Off section is not displayed, follow these steps to enter nonworked time.

Starting Point: Myself > Time & Attendance > Timecard

Step	Action
1	In the Pay Date Range fields, select the time period for which you want to enter time. Result: Your time card for the selected time period is displayed.
2	In the Hours field for the appropriate day, enter your total non-worked hours.
3	In the Earnings Code field, click the search (magnifying glass) icon and select the appropriate earnings code for the non-worked time.
4	Click Save

Viewing and Printing Your Timecard

Starting Point: Myself > Time & Attendance > Timecard

Step	Action
1	In the Pay Date Range fields, select the time period that you want to view. Result: Your timecard for the selected time period is displayed.
2	<p>Click Printable View</p> <p>Pay Date Range: Next Pay Period 8/1/2014 - 8/15/2014</p> <p>Result: Your timecard report is displayed</p>
3	<p>In the Timecard Report window, click Print.</p> <p>Timecard Report</p> <p>Timecard View for Macgill, Mary (GDY000063) Thursday, October 27, 20XX 3:19 PM</p> <p>Timecard Date Range: Current Pay Period (08/01/2014 - 08/15/2014)</p> <p>Supervisor: Albright, Anthony</p> <p>File Number: 000063</p> <p>Company Code: GDY</p>
4	Click Close .