

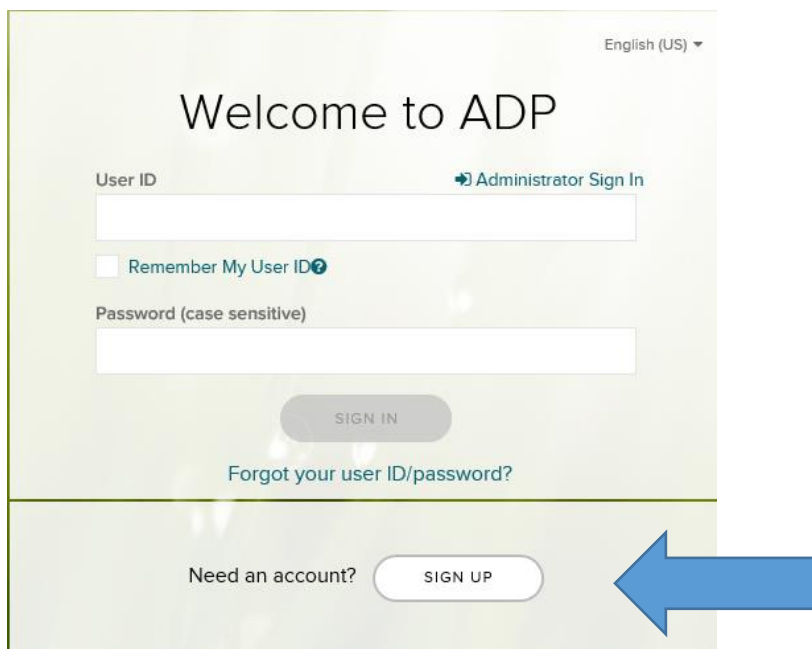
ADP Time and Attendance

ADP Registration:

Before timecard entry can begin, each user must register for an ADP User ID and Password. Follow the steps below to register:

<https://workforcenow.adp.com/public/index.htm>

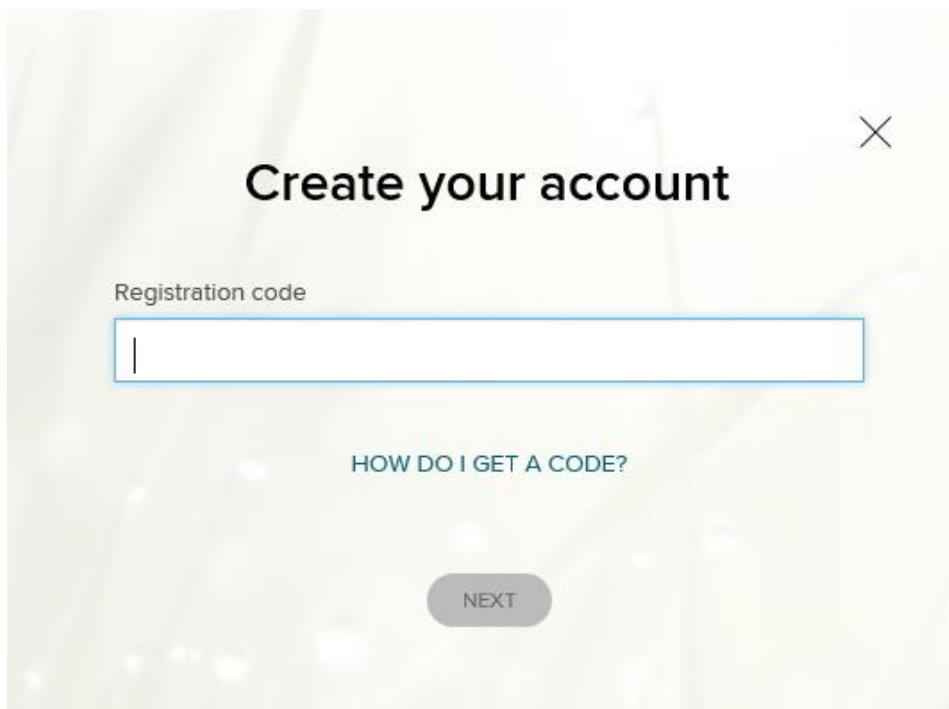
- Click “Register Here”



The screenshot shows the ADP login interface. At the top right, there is a language dropdown menu set to "English (US)". The main heading is "Welcome to ADP". Below this, there is a "User ID" input field with a link for "Administrator Sign In" to its right. Underneath the User ID field is a checkbox labeled "Remember My User ID" with a help icon. Below that is a "Password (case sensitive)" input field. A "SIGN IN" button is centered below the password field. Below the sign in button is a link for "Forgot your user ID/password?". At the bottom of the page, there is a "Need an account?" section with a "SIGN UP" button. A large blue arrow points from the right side of the page towards the "SIGN UP" button.

- Registration Code - Please contact the Payroll Department at kysu.payroll@kysu.edu for the registration code.

- Once the registration code is received, follow steps to complete



Time Entry:

All hourly employees are required to use a time in/time out system on their timecards. Non Exempt record each day by different methods (Time In-Time Out, Biometric Time Clock, Total hours worked). Below is a general example of time in and time out:

Current Pay Period										
		8/1/2018		8/15/2018		Q FIND		Show Pay Class		APPROVE TIMECARD
Timecard										
		Totals		Schedule		Time Off Balances				
<	APPROVE	WEEK 1		IN - OUT		PAY CODE	HOURS	DAILY TOTALS	REGULAR	OVERTIME
<input type="checkbox"/>	Wed	08/01	08:00 AM	-	12:00 PM		4.00	4.00	0.00	0.00
<input type="checkbox"/>	Thu	08/02	08:00 AM	-	12:00 PM		4.00	4.00	0.00	0.00
<input type="checkbox"/>	Fri	08/03	08:00 AM	-	12:00 PM		4.00	4.00	0.00	0.00
<input type="checkbox"/>	Sat	08/04		-			0.00	0.00	0.00	0.00

If employees work more than four hours a day, they are required to take a lunch break. In this case, employees will put time in, time out for lunch, then add a row to continue a time in after lunch, and time out at end of work day. Click the box on the far right hand side under the day of the week that needs a new row, add time. See example below:

Current Pay Period: 8/1/2018 - 8/15/2018

APPROVE TIMECARD

Timecard | Totals | Schedule | Time Off Balances

APPROVE WEEK 1

	IN - OUT	PAY CODE	HOURS	DAILY TOTALS	REGULAR	OVERTIME
Wed 08/01	08:00 AM - 12:00 PM		4.00	4.00	0.00	0.00
	08:00 AM - 12:00 PM		4.00	4.00	0.00	0.00
	08:00 AM - 12:00 PM		4.00	4.00	0.00	0.00
	-		0.00	0.00	0.00	0.00
WEEK 1 TOTALS				12.00	0.00	0.00
	IN - OUT	PAY CODE	HOURS	DAILY TOTALS	REGULAR	OVERTIME
	-		0.00	0.00	0.00	0.00
	-		0.00	0.00	0.00	0.00
	-		0.00	0.00	0.00	0.00
Wed 08/08	-		0.00	0.00	0.00	0.00
Thu 08/09	-		0.00	0.00	0.00	0.00
Fri 08/10	-		0.00	0.00	0.00	0.00
Sat 08/11	-		0.00	0.00	0.00	0.00
WEEK 2 TOTALS				0.00	0.00	0.00

APPROVE WEEK 3

	IN - OUT	PAY CODE	HOURS	DAILY TOTALS	REGULAR	OVERTIME
Sun 08/12	-		0.00	0.00	0.00	0.00
Mon 08/13	-		0.00	0.00	0.00	0.00
Tue 08/14	-		0.00	0.00	0.00	0.00

Pay Period (0.00) Week 1 (0.00) Week 2 (0.00) Week 3 (0.00)

SAVE REFRESH PREFERENCES Legend

Once time is entered after each day, the employee will click the "Save" button on the bottom right hand side of the timecard, this saves the time entry and allows the supervisor to review and approve the timecard:

Current Pay Period ▼ 8/1/2018 8/15/2018 [Show Pay Class](#) [APPROVE TIMECARD](#)

Timecard | Totals | Schedule | Time Off Balances

APPROVE		WEEK 1	IN - OUT	PAY CODE	HOURS	DAILY TOTALS	REGULAR	OVERTIME
<input type="checkbox"/>		Wed 08/01	08:00 AM - 12:00 PM		4.00		0.00	0.00
<input type="checkbox"/>		08/01	01:00 PM - 04:00 PM		3.00	7.00	0.00	0.00
<input type="checkbox"/>		Thu 08/02	08:00 AM - 12:00 PM		4.00	4.00	0.00	0.00
<input type="checkbox"/>		Fri 08/03	08:00 AM - 12:00 PM		4.00	4.00	0.00	0.00
<input type="checkbox"/>		Sat 08/04	-		0.00	0.00	0.00	0.00
WEEK 1 TOTALS						15.00	0.00	0.00
APPROVE		WEEK 2	IN - OUT	PAY CODE	HOURS	DAILY TOTALS	REGULAR	OVERTIME
<input type="checkbox"/>		Sun 08/05	-		0.00	0.00	0.00	0.00
<input type="checkbox"/>		Mon 08/06	-		0.00	0.00	0.00	0.00
<input type="checkbox"/>		Tue 08/07	-		0.00	0.00	0.00	0.00
<input type="checkbox"/>		Wed 08/08	-		0.00	0.00	0.00	0.00
<input type="checkbox"/>		Thu 08/09	-		0.00	0.00	0.00	0.00
<input type="checkbox"/>		Fri 08/10	-		0.00	0.00	0.00	0.00
<input type="checkbox"/>		Sat 08/11	-		0.00	0.00	0.00	0.00
WEEK 2 TOTALS						0.00	0.00	0.00
APPROVE		WEEK 3	IN - OUT	PAY CODE	HOURS	DAILY TOTALS	REGULAR	OVERTIME
<input type="checkbox"/>		Sun 08/12	-		0.00	0.00	0.00	0.00
<input type="checkbox"/>		Mon 08/13	-		0.00	0.00	0.00	0.00
WEEK 3 TOTALS						0.00	0.00	0.00

Pay Period (0.00) Week 1 (0.00) Week 2 (0.00) Week 3 (0.00)

[SAVE](#) [REFRESH](#) [PREFERENCES](#) [Legend](#)

Biometric Timecards

- Some employees use a punch in/punch out system on the biometric time clocks. This requires punch in at beginning of the work day, punch out for lunch, punch in for lunch, punch out at end of the work day.

Example:

Timecard		Totals	Schedule	Time Off Balances					
<	APPROVE	WEEK 1		IN - OUT	PAY CODE	HOURS	DAILY TOTALS	REGULAR	OVERTIME
✓	✓	Thu	08/16	06:55 AM - 11:57 AM		5.03		5.03	0.00
✓	✓		08/16	12:56 PM - 04:02 PM		3.10	8.13	3.10	0.00
✓	✓	Fri	08/17	06:54 AM - 12:02 PM		5.13		5.02	0.12
✓	✓		08/17	12:58 PM - 03:57 PM		2.98	8.12	0.00	2.98
		Sat	08/18	-		0.00	0.00	0.00	0.00
WEEK 1 TOTALS							16.25	13.15	3.10
<	APPROVE	WEEK 2		IN - OUT	PAY CODE	HOURS	DAILY TOTALS	REGULAR	OVERTIME
		Sun	08/19	-		0.00	0.00	0.00	0.00
✓	✓	Mon	08/20	06:55 AM - 12:04 PM		5.15		5.15	0.00
✓	✓		08/20	12:53 PM - 03:56 PM		3.05	8.20	3.05	0.00
✓	✓	Tue	08/21	06:55 AM - 12:04 PM		5.15		5.15	0.00
✓	✓		08/21	12:54 PM - 04:02 PM		3.13	8.28	3.13	0.00
✓	✓	Wed	08/22	06:55 AM - 11:55 AM		5.00		5.00	0.00
✓	✓		08/22	12:56 PM - 03:55 PM		2.98	7.98	2.98	0.00
✓	✓	Thu	08/23	06:55 AM - 12:03 PM		5.13		5.13	0.00
✓	✓		08/23	12:54 PM - 03:55 PM		3.02	8.15	3.02	0.00
✓	✓	Fri	08/24	06:55 AM - 11:59 AM		5.07		5.07	0.00
✓	✓		08/24	12:56 PM - 04:17 PM		3.35	8.42	2.32	1.03

- Each day will have two rows to indicate the punch in/punch out for lunch. The red circles indicate overtime hours.

Total Hours Worked Timecard

Example:

Timecard		Totals	Schedule	Time Off Balances				
<	APPROVE	WEEK 1		PAY CODE	HOURS	DAILY TOTALS	REGULAR	OVERTIME
✓	✓	Thu	08/16		7.50	7.50	7.50	0.00
✓	✓	Fri	08/17		7.50	7.50	7.50	0.00
		Sat	08/18		0.00	0.00	0.00	0.00
WEEK 1 TOTALS						15.00	15.00	0.00
<	APPROVE	WEEK 2		PAY CODE	HOURS	DAILY TOTALS	REGULAR	OVERTIME
		Sun	08/19		0.00	0.00	0.00	0.00
✓	✓	Mon	08/20		7.50	7.50	7.50	0.00
✓	✓	Tue	08/21		7.50	7.50	7.50	0.00
✓	✓	Wed	08/22		4.50	4.50	4.50	0.00
✓	✓	Thu	08/23		7.50	7.50	7.50	0.00
✓	✓	Fri	08/24		7.50	7.50	7.50	0.00
		Sat	08/25		0.00	0.00	0.00	0.00
WEEK 2 TOTALS						34.50	34.50	0.00
<	APPROVE	WEEK 3		PAY CODE	HOURS	DAILY TOTALS	REGULAR	OVERTIME
		Sun	08/26		0.00	0.00	0.00	0.00
✓	✓	Mon	08/27		7.50	7.50	7.50	0.00
✓	✓	Tue	08/28		7.50	7.50	7.50	0.00
✓	✓	Wed	08/29		4.50	4.50	4.50	0.00

- This employee enters total hours worked for each day.

Exempt/Salaried Employee Timecards

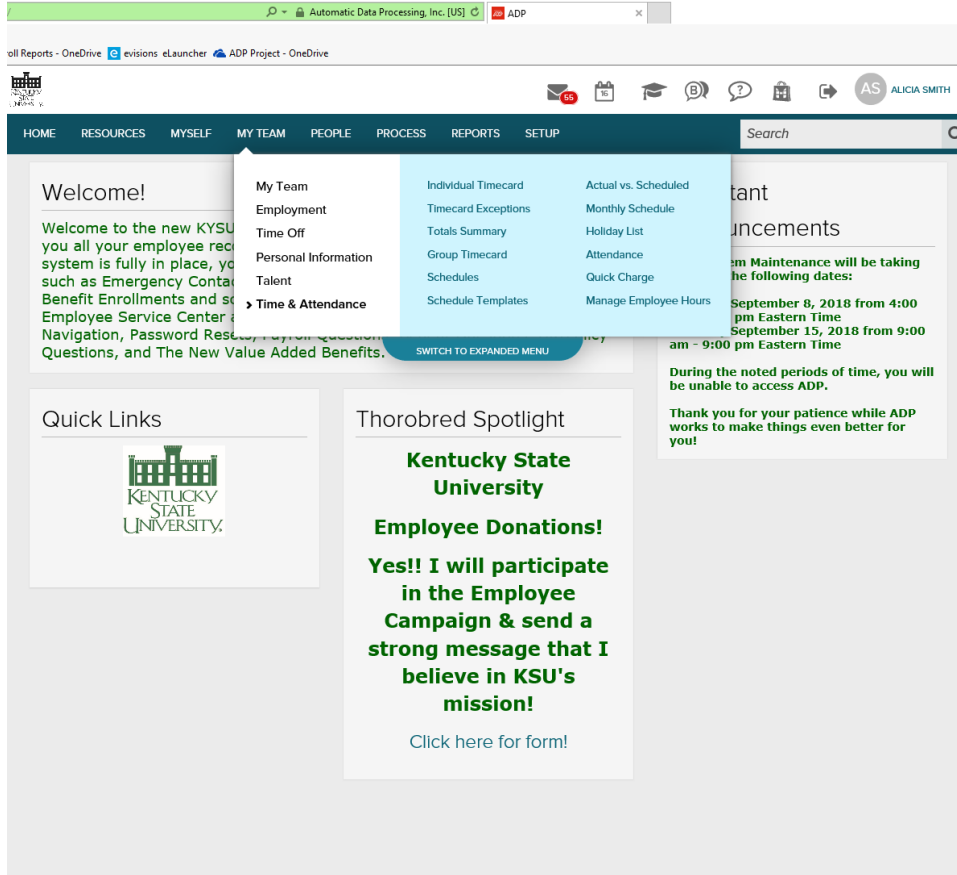
- Exempt/Salaried employees have time off recorded only (vacation, sick, bereavement, jury duty, etc)

Example:

Timecard		Totals	Schedule	Time Off Balances		
WEEK 1		PAY CODE	HOURS	DAILY TOTALS	<input type="checkbox"/> REGULAR	OVERTIME
Sat	09/01		0.00		0.00	0.00
	09/01		0.00	0.00	0.00	0.00
WEEK 1 TOTALS				0.00	0.00	0.00
WEEK 2		PAY CODE	HOURS	DAILY TOTALS	<input type="checkbox"/> REGULAR	OVERTIME
Sun	09/02		0.00		0.00	0.00
	09/02		0.00	0.00	0.00	0.00
Mon	09/03	HOLIDAY	7.50		0.00	0.00
	09/03		0.00	7.50	0.00	0.00
Tue	09/04		0.00		0.00	0.00
	09/04	VACATION	7.50	7.50	0.00	0.00
Wed	09/05		0.00		0.00	0.00
	09/05		0.00	0.00	0.00	0.00
Thu	09/06		0.00		0.00	0.00
	09/06		0.00	0.00	0.00	0.00
Fri	09/07		0.00		0.00	0.00
	09/07		0.00	0.00	0.00	0.00
Sat	09/08		0.00		0.00	0.00
	09/08		0.00	0.00	0.00	0.00
WEEK 2 TOTALS				15.00	0.00	0.00

Timecard Approval:

- To access a timecard in ADP go to My Team – Time & Attendance – Individual Timecard



Once the timecard for each employee is reviewed for accuracy choose the “Approve Timecard” option in the top right hand corner.

Current Pay Period: 9/1/2018 - 9/15/2018

APPROVE TIMECARD

Timecard		Totals	Schedule	Time Off Balances				
APPROVE	WEEK 1	PAY CODE	HOURS	DAILY TOTALS	REGULAR	OVERTIME		
<input checked="" type="checkbox"/>	Sat 09/01		0.00	0.00	0.00	0.00		
WEEK 1 TOTALS				0.00	0.00	0.00		
APPROVE	WEEK 2	PAY CODE	HOURS	DAILY TOTALS	REGULAR	OVERTIME		
<input checked="" type="checkbox"/>	Sun 09/02		0.00	0.00	0.00	0.00		
<input type="checkbox"/>	Mon 09/03	HOLIDAY	7.50	7.50	0.00	0.00		
<input type="checkbox"/>	Tue 09/04		7.50	7.50	7.50	0.00		
<input type="checkbox"/>	Wed 09/05		4.00	4.00	4.00	0.00		
<input type="checkbox"/>	Thu 09/06		7.50	7.50	7.50	0.00		
<input type="checkbox"/>	Fri 09/07		5.00	5.00	5.00	0.00		
<input checked="" type="checkbox"/>	Sat 09/08		0.00	0.00	0.00	0.00		
WEEK 2 TOTALS				31.50	24.00	0.00		
APPROVE	WEEK 3	PAY CODE	HOURS	DAILY TOTALS	REGULAR	OVERTIME		
<input checked="" type="checkbox"/>	Sun 09/09		0.00	0.00	0.00	0.00		
<input type="checkbox"/>	Mon 09/10		7.50	7.50	7.50	0.00		
<input checked="" type="checkbox"/>	Tue 09/11		0.00	0.00	0.00	0.00		
<input checked="" type="checkbox"/>	Wed 09/12		0.00	0.00	0.00	0.00		
<input checked="" type="checkbox"/>	Thu 09/13		0.00	0.00	0.00	0.00		
<input checked="" type="checkbox"/>	Fri 09/14		0.00	0.00	0.00	0.00		

- Note: The yellow dots indicate the timecard needs approval.

Once the timecard is approved, navigate to the next team member by choosing the arrows on the time right hand side of the screen.

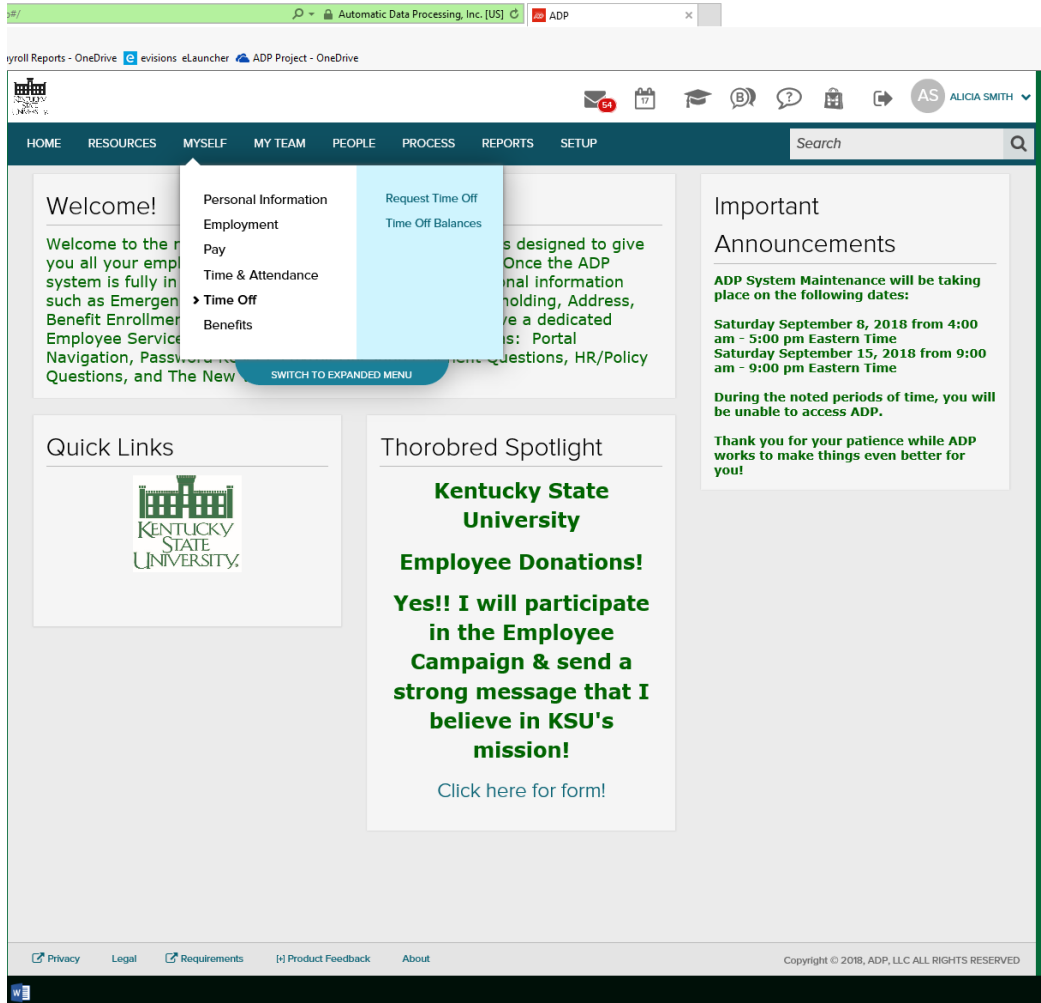
Tax ID (SSN): XXX-XX-3565 | Position ID: IEM088921 | Hire Date: 07/23/2018 | Status: Active

Employee Search: <ALL EMPLOYEES>

< 1302 of 1933 >

Time Off Requests

Employee Time Off Requests



- Email Notification to Supervisors
- Notification in Tasks – ADP WorkForce Now



- Approved time is populated to timecard
- Employee notification – Approved/Denied

ADP Resources

- ADP Life Advisors (855) 547-8508