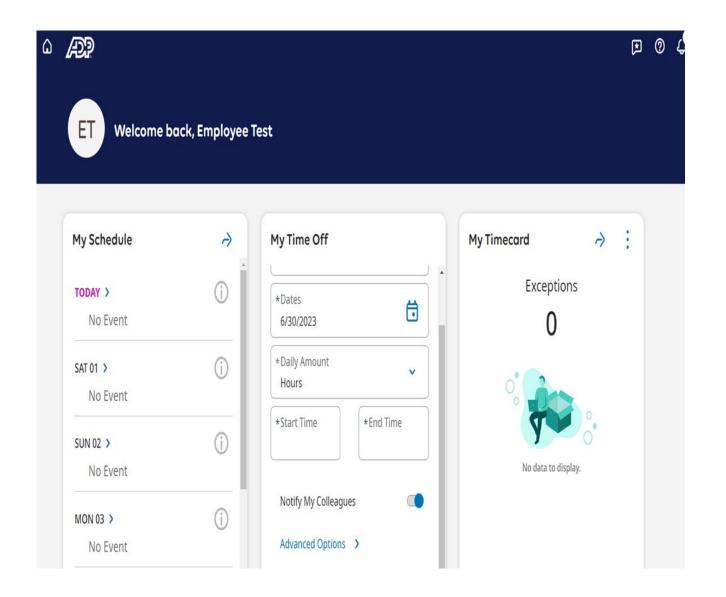
How to enter your time to your timecard

From the ADP Workforce Now portal, Select "Myself, Workforce Management, Dashboard" to access your timecard

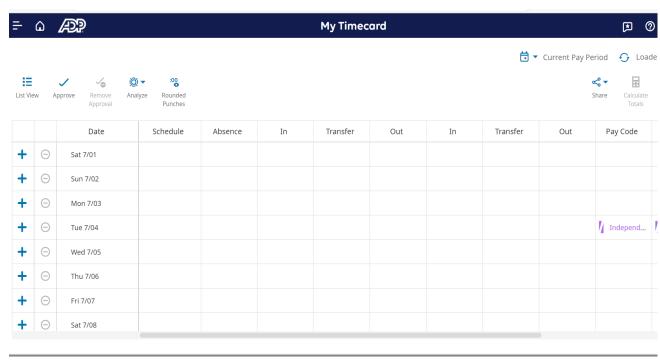
Accessing your timecard

Click the arrow icon at "My Timecard" to open your timecard



Entering time to your timecard

You will see the timecard will display the current pay period. You will enter your in and out times on the desired day.



Accruals Totals Historical Corrections Audits

Saving your entries

Once you have made your entry, click the "Save" icon .





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Save

ule	Absence	In	Transfer	Out	In	Transfer	Out	Pay Code	Amou
		8:00 AM		5:00 PM					

Changing pay periods

If you want to view or make entries within a different pay period, click the drop-down next to "Current Pay Period" and select the appropriate options (ex: Previous Pay Period, Current Week, Week To Date, Last Week). You can also select a specific date range by selecting "Select Range". A calendar will display where you can select a Start Date and an End Date.

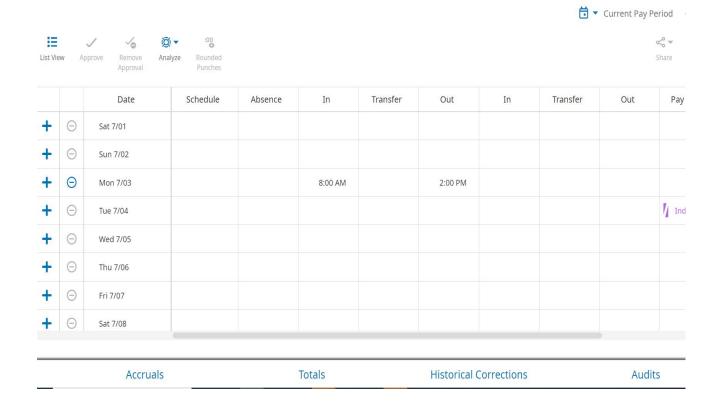


ule	Absence	In	Transfer	Out	In	Transfer	Out	Pay Code	Amou
		8:00 AM		5:00 PM					
	l,								

Entering partial days

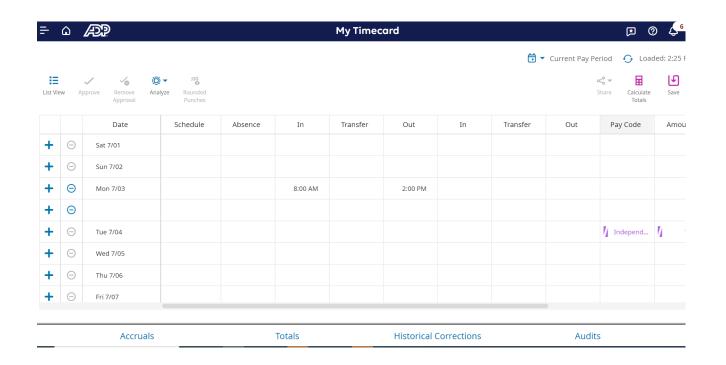
As an example if you are working and taking a partial day (ex: 1.0 hours of VACATION).

On the same day where you have the in and out punches, you will click the plus sign to add a second row.



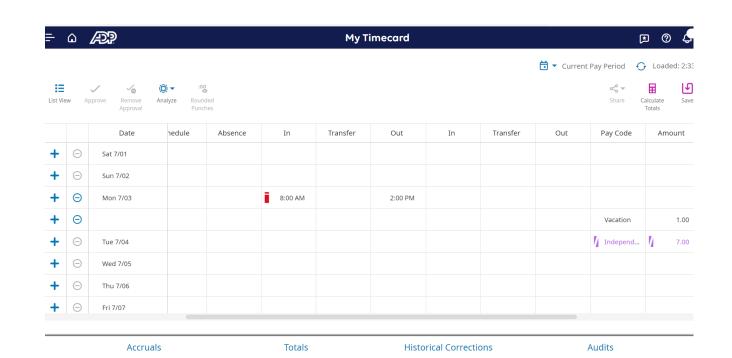
Selecting the hours

You will double-click on the "Pay Code" cell and choose the appropriate pay code and in the "Amount" cell, you will double-click and enter the number of hours



Saving the entry

Click "Save" on the top right of the screen



Viewing the hours

If you scroll over the "Daily" column, you will your hours total.

