

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

The screenshot displays the ADP mobile application interface. At the top, there is a dark blue header with the ADP logo on the left and navigation icons (home, help, notifications) on the right. Below the header, a white circular profile icon with the initials 'ET' is followed by the text 'Welcome back, Employee Test'. The main content area is divided into three vertical panels. The first panel, 'My Schedule', lists days from 'TODAY' to 'MON 03', each with a right-pointing arrow and an information icon, and all showing 'No Event'. The second panel, 'My Time Off', includes fields for '*Dates' (6/30/2023), '*Daily Amount' (Hours), '*Start Time', and '*End Time', along with a 'Notify My Colleagues' toggle switch and an 'Advanced Options' link. The third panel, 'My Timecard', shows 'Exceptions' with a large '0' and an illustration of a person with a laptop, with the text 'No data to display.' below it.

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.

The screenshot shows the ADP My Timecard interface. At the top, there is a dark blue header with the ADP logo and the text "My Timecard". Below the header, there are several navigation and action icons: "List View", "Approve", "Remove Approval", "Analyze", "Rounded Punches", "Share", and "Calculate Totals". There are also dropdown menus for "Current Pay Period" and "Load".

		Date	Schedule	Absence	In	Transfer	Out	In	Transfer	Out	Pay Code
+	-	Sat 7/01									
+	-	Sun 7/02									
+	-	Mon 7/03									
+	-	Tue 7/04									Independ...
+	-	Wed 7/05									
+	-	Thu 7/06									
+	-	Fri 7/07									
+	-	Sat 7/08									

At the bottom of the interface, there are four tabs: "Accruals", "Totals", "Historical Corrections", and "Audits".

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.

		Date	Schedule	Absence	In	Transfer	Out	In	Transfer	Out	Pay
+	⊖	Sat 7/01									
+	⊖	Sun 7/02									
+	⊖	Mon 7/03			8:00 AM		2:00 PM				
+	⊖	Tue 7/04									Ind
+	⊖	Wed 7/05									
+	⊖	Thu 7/06									
+	⊖	Fri 7/07									
+	⊖	Sat 7/08									

Accruals Totals Historical Corrections Audits

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

		Date	Schedule	Absence	In	Transfer	Out	In	Transfer	Out	Pay Code	Amou
+	⊖	Sat 7/01										
+	⊖	Sun 7/02										
+	⊖	Mon 7/03			8:00 AM		2:00 PM					
+	⊖	Tue 7/04									Independ...	
+	⊖	Wed 7/05										
+	⊖	Thu 7/06										
+	⊖	Fri 7/07										

Accruals Totals Historical Corrections Audits

