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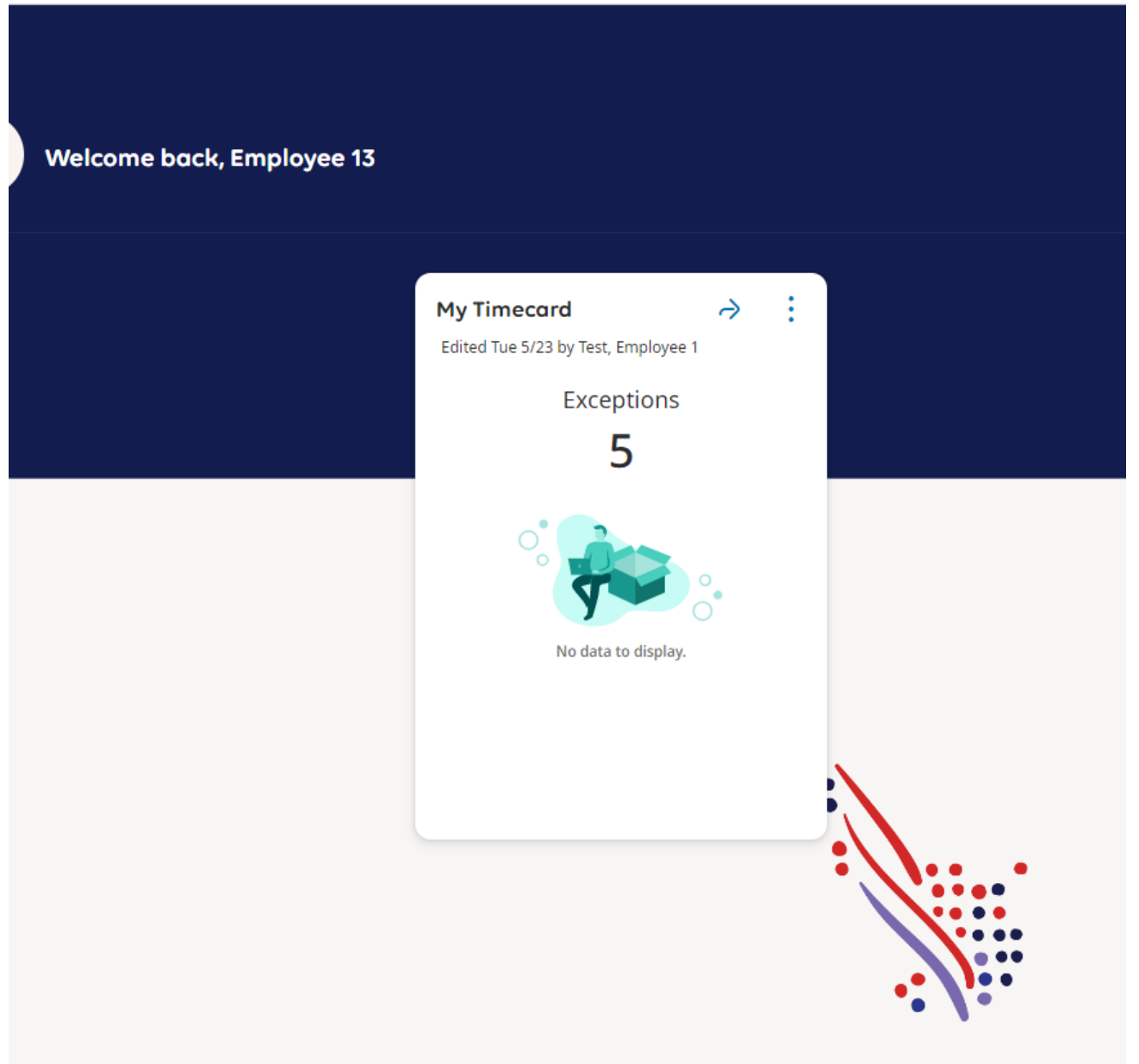
From the ADP Workforce Now portal, Select "Myself, Workforce Management, Dashboard" to access your timecard

Accessing your timecard

Click the arrow icon to open your timecard

Welcome back, Employee 13

My Timecard

Edited Tue 5/23 by Test, Employee 1

Exceptions

5

No data to display.

Entering time to your timecard

You will see the timecard will display the current pay period. If you are not working any temporary jobs, you will enter your in and out times on the desired day.

Saving your entries

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

Share   Calculate Totals   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.

Share   Calculate Totals   Save

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		8:00 AM		5:00 PM					