ADP Workforce Now

Essential Time & Attendance Supervisor Timecard Basics

Always Designing for People™

Contents

Overview

This course prepares you to use ADP Workforce Now to edit timecards, fix timecard exceptions, and run reports.

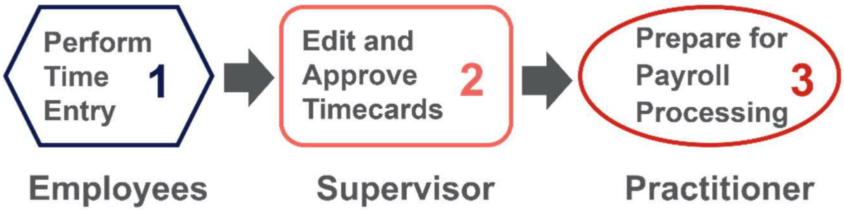
Introducing ADP Workforce Now Time & Attendance

With ADP Workforce Now Time & Attendance, you can easily collect your employee's time and attendance information and move it quickly and accurately through the payroll process.

This topic explains the stages of the Time & Attendance process and the roles involved in collecting time and attendance information.

The Time & Attendance Workflow Process

This graphic provides a high-level view of the 3-step Time & Attendance process.



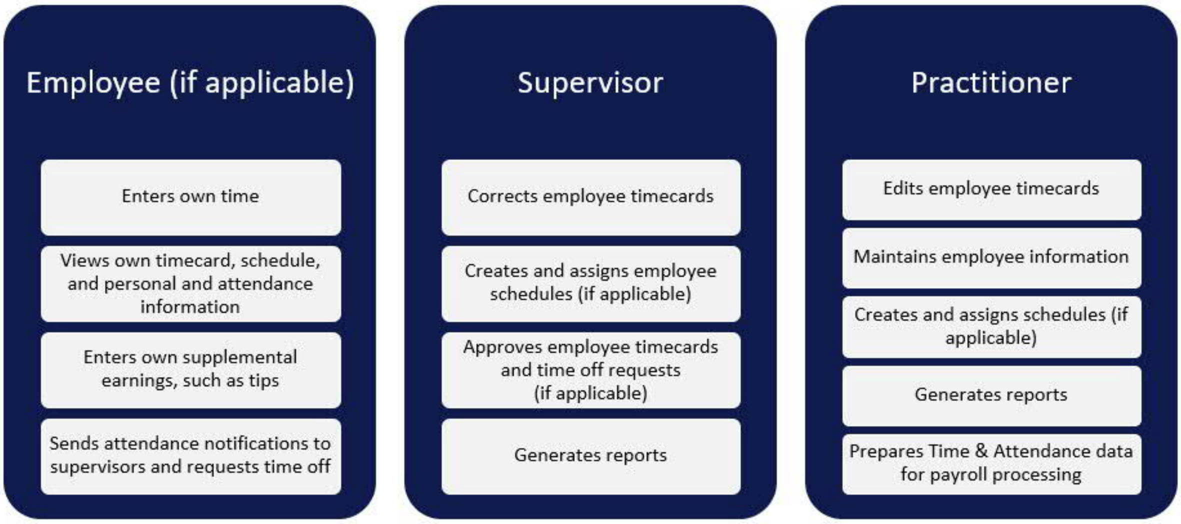
Stages and Descriptions

The chart below provides a description of tasks completed in each stage of the process.

Stage	Description
Perform Time Entry	Employees enter their time data, and the entries are collected. Employees may use a physical time clock, badge swipe, fingerprint, mobile application, computer, or kiosk to enter time data. It is configured based on your company need. The application applies rounding rules, totals the hours, calculates overtime, and highlights missed entries and other exceptions.
Edit and Approve Timecards	You review and edit time information and generate reports. You can also approve time online, if your company is set up for this feature.
Prepare for Payroll Processing	Your practitioner closes the pay period (so no more entries can be made to Time & Attendance data), adjusts the payroll as necessary, submits the payroll to ADP, and then safely moves to a new pay period in Time & Attendance. The process begins again.

Roles and Responsibilities

The graphic below details the roles and responsibilities for everyone involved in the Time & Attendance Workflow Process.



Employee (if applicable)
- Enters own time
- Views own timecard, schedule, and personal and attendance information
- Enters own supplemental earnings, such as tips
- Sends attendance notifications to supervisors and requests time off

Supervisor
- Corrects employee timecards
- Creates and assigns employee schedules (if applicable)
- Approves employee timecards and time off requests (if applicable)
- Generates reports

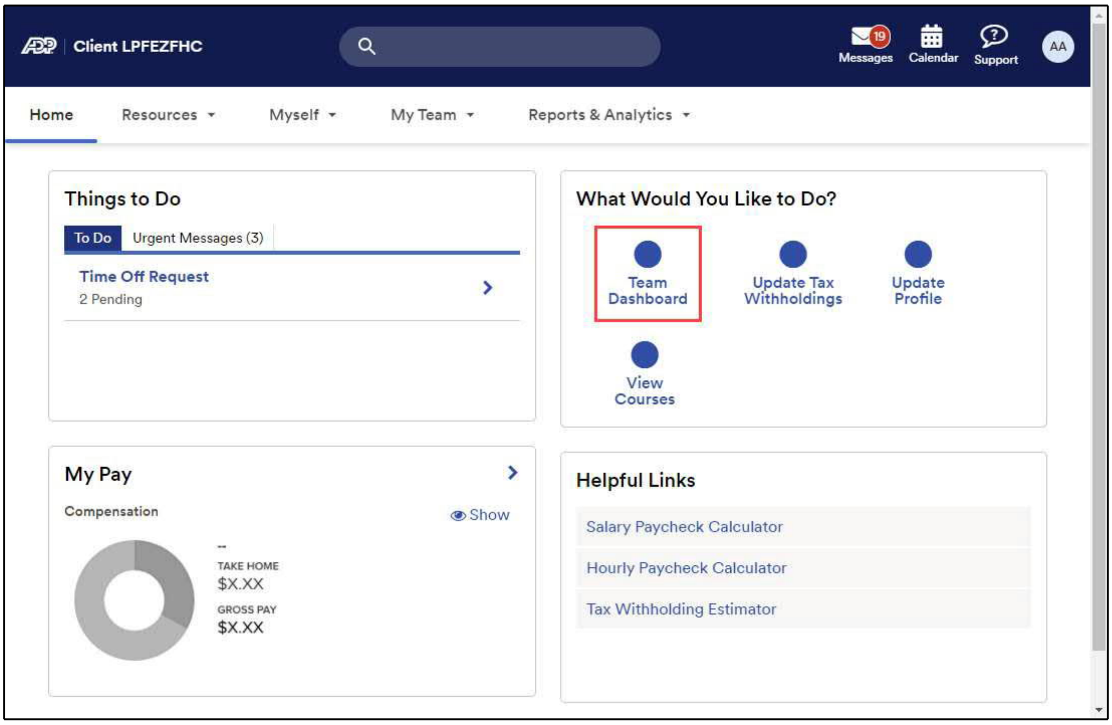
Practitioner
- Edits employee timecards
- Maintains employee information
- Creates and assigns schedules (if applicable)
- Generates reports
- Prepares Time & Attendance data for payroll processing

The Time & Attendance Team Dashboard

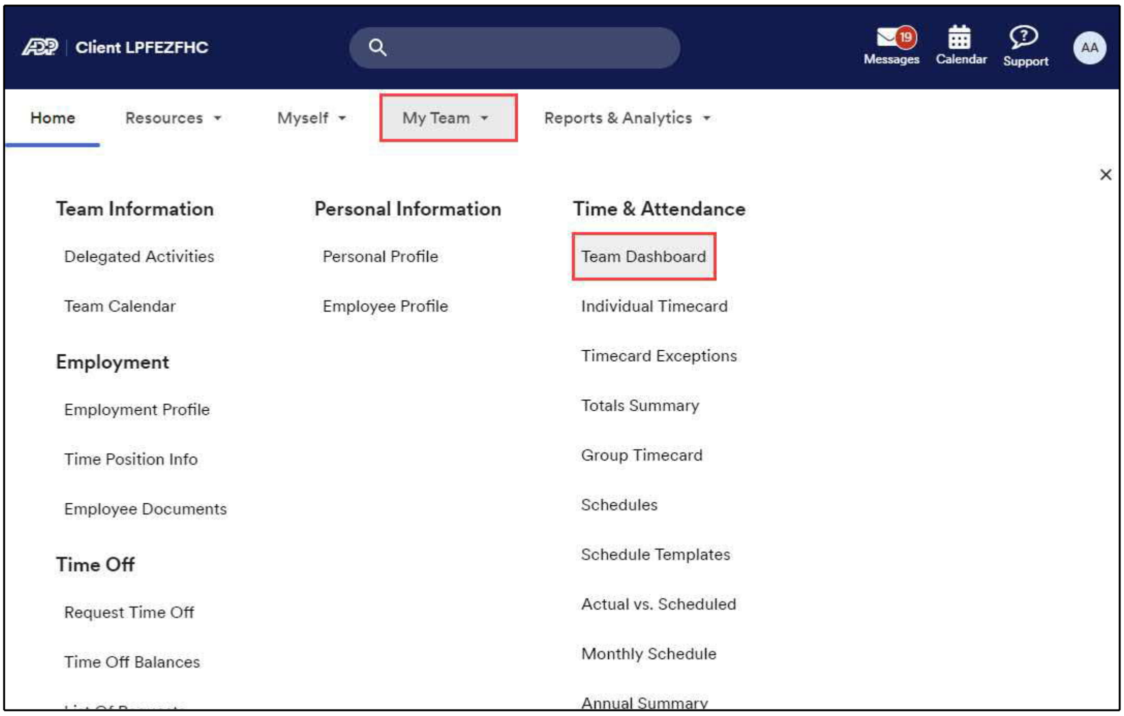
The Team Dashboard is the starting point for many of the Time & Attendance tasks you will need to complete. It provides you with a to-do list and an overview of key information you might need to help you manage your employees.

There are two ways to access the Team Dashboard:

1. From the **Home** page, click **Team Dashboard**.

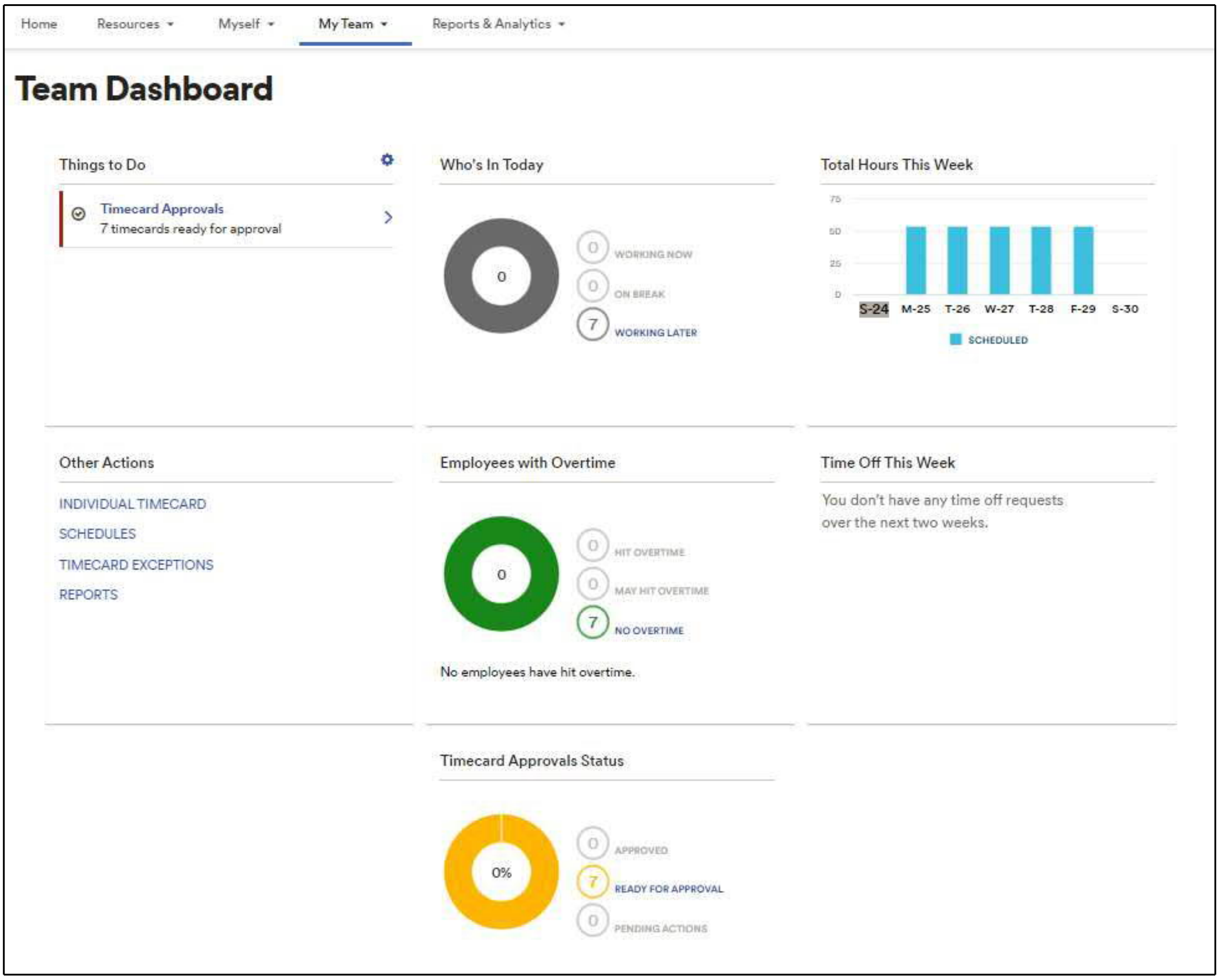


2. Click **My Team** from the menu, find **Time & Attendance** and select **Team Dashboard**.



Exploring the Team Dashboard

On the Team Dashboard page, there is an overview of key information, along with quick and easy access to critical tasks. You may want to mark this page as a favorite.



No employees have hit overtime.

You don't have any time off requests over the next two weeks.

Things to Do Tile

In the **Things to Do** tile, you have a list of items that require action, such as missing punches that you need to enter and timecards that you need to approve.

When making corrections, you want to make sure you complete Missed Punches before you do the Approvals. Some exceptions are errors, warning, and messages. Zero hours are considered errors and must be corrected before payroll can be completed.

Other Actions Tile

Under **Other Actions**, you can quickly access other Time & Attendance pages to view an individual employee's timecard, assign your employees to schedules, or run reports. The other tiles on this page provide you with important information you can use to manage your employees.

Who's In Today Tile

The **Who's In Today** tile gives you a visual of how many of your employees are currently working, how many are clocked out for break, and how many are scheduled to come in later.

Clicking the action icon gives you a breakdown with names.

Employees with Overtime Tile

In the **Employees with Overtime** tile, you can see if anyone has reached overtime hours or is predicted to reach overtime hours.

Timecard Approval Status Tile

The **Timecard Approvals Status** tile shows you how many timecards need your approval. We'll look at timecard approvals in more detail later.

Total Hours This Week Tile

The **Total Hours This Week** tile, you can see the regular and overtime hours worked, along with the hours scheduled for the week.

Editing Timecards

One of the most important daily tasks is to edit employees' timecards to make corrections and to locate and fix timecard exceptions.

What are Timecard Exceptions?

Timecard exceptions are a way of notifying you that time entries differ from what is expected, and may need intervention before the payroll can be processed. Not all exceptions require action. For example, if an employee uses a schedule and clocks out an hour earlier than the scheduled time, an exception will result. However, you will not need to edit the timecard for this exception for the payroll to be processed.

Here are some examples of timecard exceptions:

- The timecard is missing hours.
- The timecard is missing an in or out time.
- The employee has clocked out early or late.
- The number of hours in the schedule does not match the number of hours worked.
- The timecard is missing supervisor approval.

Best Practices

You should clear exceptions on a daily basis. You can easily locate and fix timecard exceptions from the Team Dashboard.

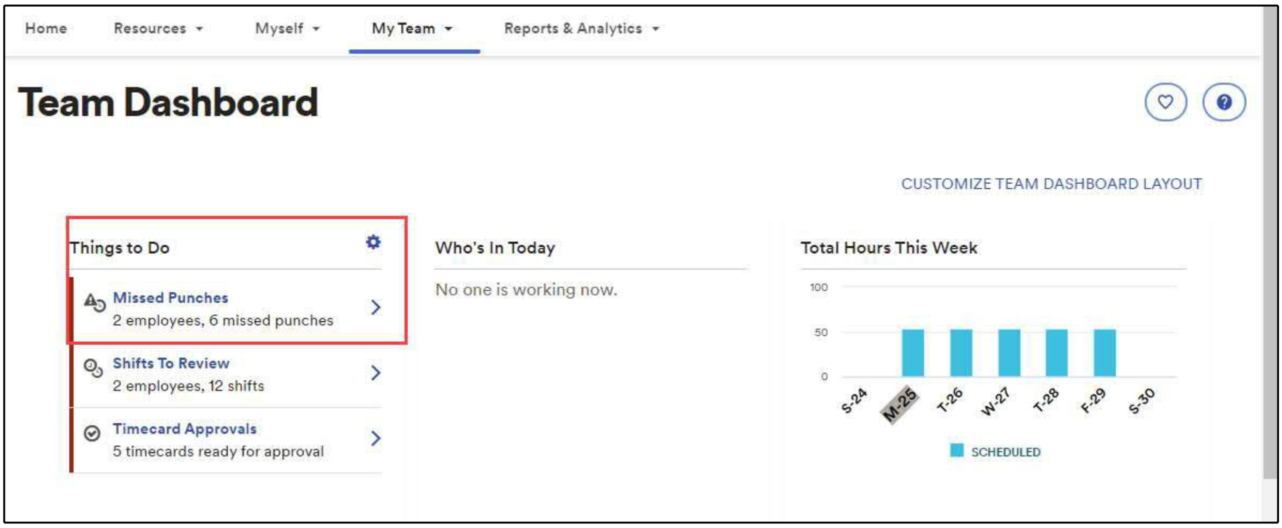
Adding Missed Punches

You may have heard the term “time pair.” A time pair represents a set of in and out times. Every “in” time on a timecard must have a corresponding “out” time. An exception is generated if one entry is missing from a time pair that must be corrected before a payroll can be processed.

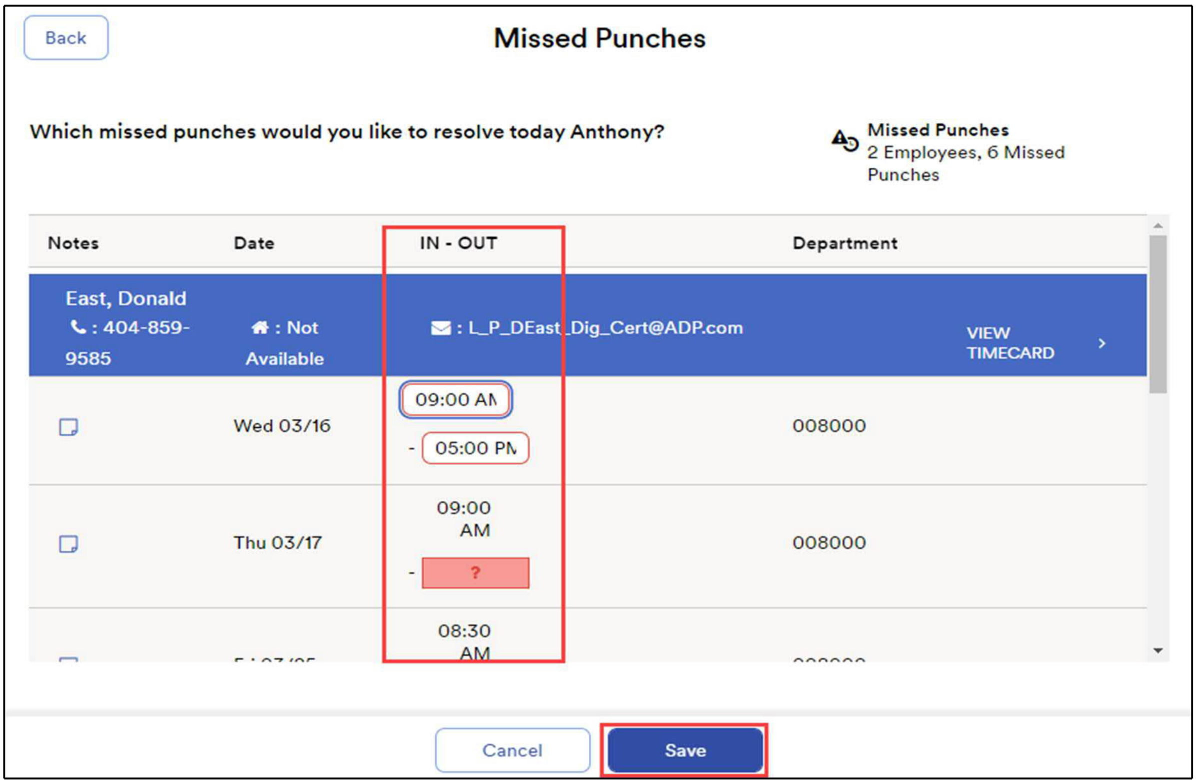
Scenario: The Team Dashboard shows that there are some employees with missed punches. Add the missing punches to fix the exceptions.

Follow the steps below to add missing punches to fix the exceptions. Start on the Team Dashboard and select: **My Team > Time & Attendance > Team Dashboard**.

When making corrections, complete missed punches before you do timecard approvals. Missed punches are errors and must be corrected before payroll can be processed.

Step	Action
1	In the **Things to Do** tile, click the action arrow for **Missed Punches**. 

2 The question mark indicates the errors. The employee punched in at 9:00am but did not punch out. Click the cell and enter the time the employee actually punched in or out. Type in the actual number and then type **a** for **am** or **p** for **pm**. (Example: For 5:00 PM, enter 5p.)



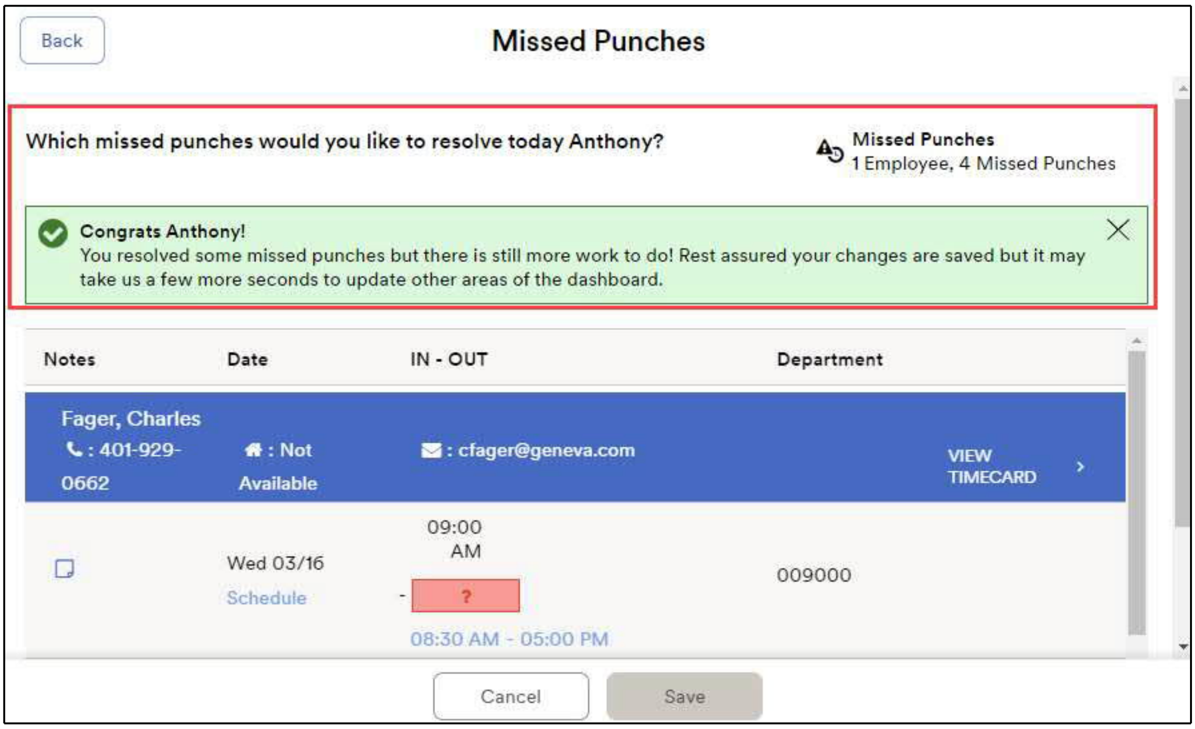
Missed Punches

Which missed punches would you like to resolve today Anthony?

Missed Punches
2 Employees, 6 Missed Punches

Notes	Date	IN - OUT	Department
East, Donald ☎ : 404-859-9585	: Not Available	✉ : L_P_DEast_Dig_Cert@ADP.com	VIEW TIMECARD ›
☐	Wed 03/16	09:00 AM - 05:00 PM	008000
☐	Thu 03/17	09:00 AM - ?	008000
		08:30 AM	

3 You will receive confirmation of the corrected punch error. Scroll down and correct any other remaining errors.



Missed Punches

Which missed punches would you like to resolve today Anthony?

Missed Punches
1 Employee, 4 Missed Punches

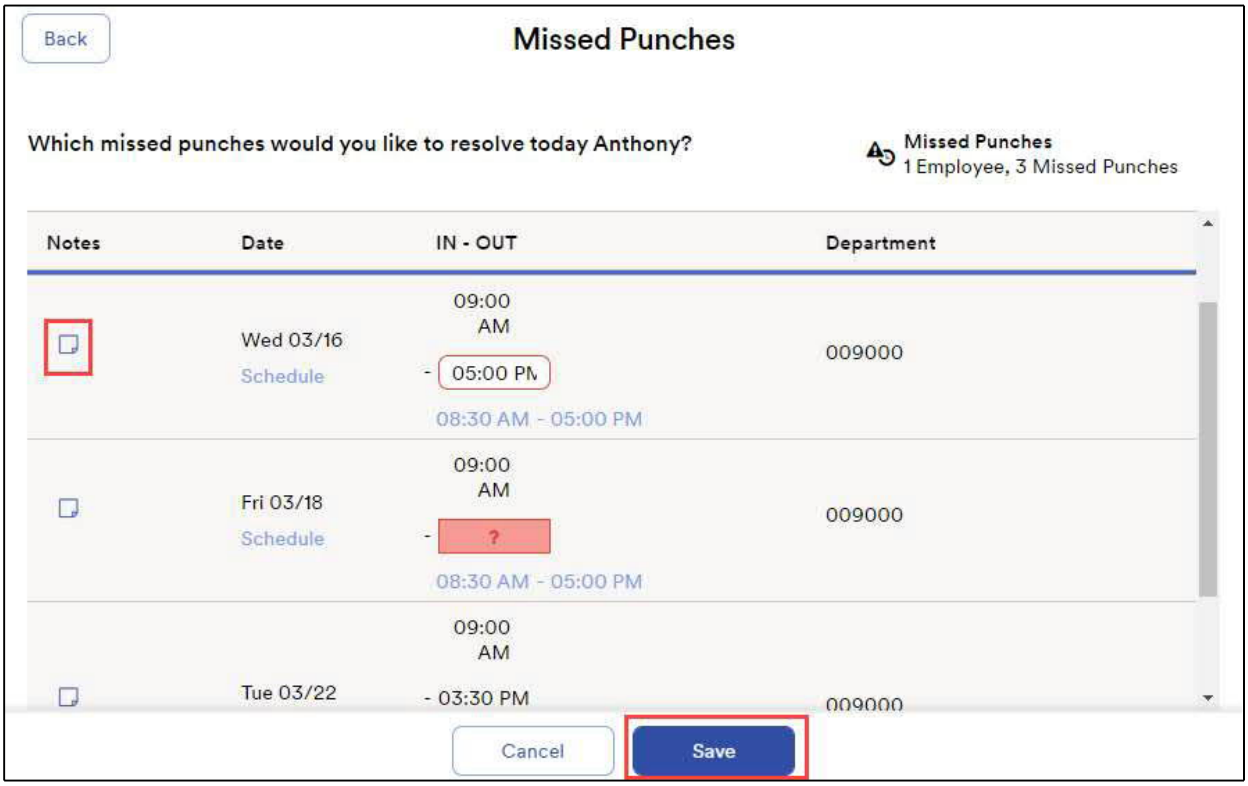
Congrats Anthony!
You resolved some missed punches but there is still more work to do! Rest assured your changes are saved but it may take us a few more seconds to update other areas of the dashboard.

Notes	Date	IN - OUT	Department
Fager, Charles ☎ : 401-929-0662	: Not Available	✉ : cfager@geneva.com	VIEW TIMECARD ›
☐	Wed 03/16 Schedule	09:00 AM - ? 08:30 AM - 05:00 PM	009000

Adding Notes to a Timecard Entry

When you want to explain actions taken on a timecard entry, you can add a note to the timecard.

Scenario: The employee's schedule is 8:30 – 5:00pm as indicated on the screen. They were late 30 minutes and punched in at 9:00 am. They worked through lunch to make up the time and forgot to punch out at the end of the shift.

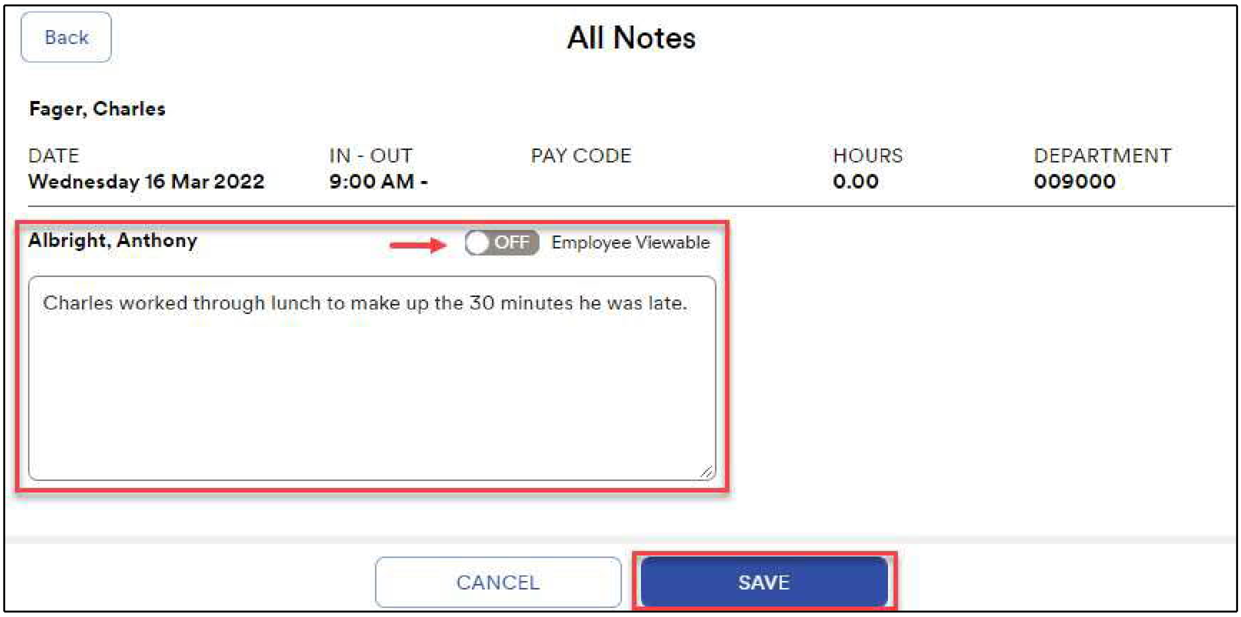
Step	Action
1	To add a note, click the paper icon on the left of the page. 

Which missed punches would you like to resolve today Anthony?

Notes	Date	IN - OUT	Department
☐	Wed 03/16 Schedule	09:00 AM - 05:00 PM 08:30 AM - 05:00 PM	009000
☐	Fri 03/18 Schedule	09:00 AM - ? 08:30 AM - 05:00 PM	009000
☐	Tue 03/22	09:00 AM - 03:30 PM	009000

2 Enter the note. You have the option to make the note viewable to the employee by toggling the indicator to On. Then click **Save**.

Result: The note is saved. You can continue to enter missing punches.



All Notes

Fager, Charles

DATE	IN - OUT	PAY CODE	HOURS	DEPARTMENT
Wednesday 16 Mar 2022	9:00 AM -		0.00	009000

Albright, Anthony

Employee Viewable

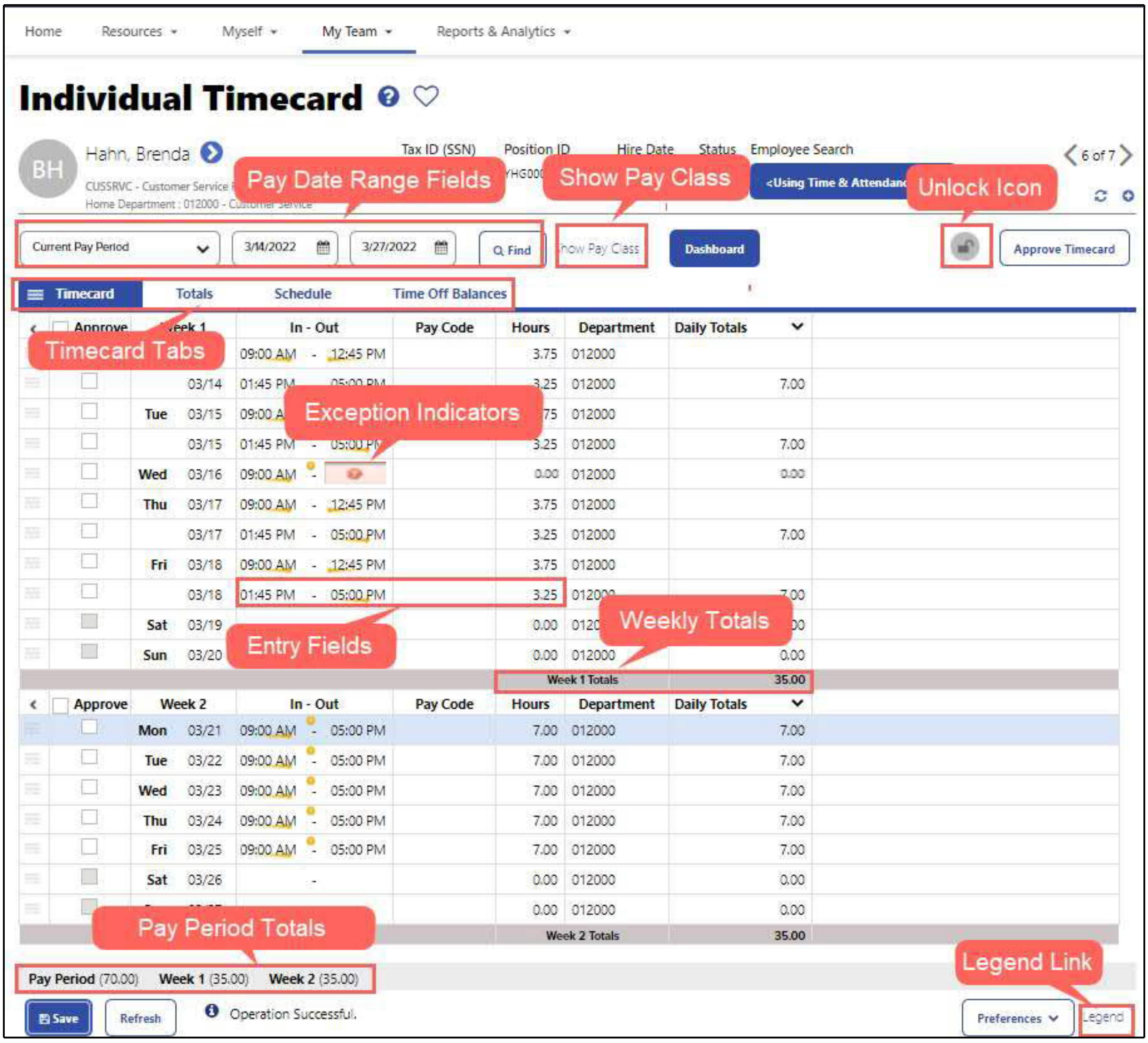
Charles worked through lunch to make up the 30 minutes he was late.

Using the Individual Timecard to Edit Timecards

There might be times when you cannot fix all of an employee's timecard exceptions from this Missed Punches page. In that case, you can easily navigate to the employee's Individual Timecard.

Explore: The Individual Timecard Page

To view individual timecards, go to the Team Dashboard and select: **My Team > Time & Attendance > Individual Timecard.**



Approve	eek 1		In - Out	Pay Code	Hours	Department	Daily Totals
			09:00 AM - 12:45 PM		3.75	012000	
☐		03/14	01:45 PM - 05:00 PM		3.25	012000	7.00
☐	Tue	03/15	09:00 A		75	012000	
☐		03/15	01:45 PM - 05:00 PM		3.25	012000	7.00
☐	Wed	03/16	09:00 AM -		0.00	012000	0.00
☐	Thu	03/17	09:00 AM - 12:45 PM		3.75	012000	
☐		03/17	01:45 PM - 05:00 PM		3.25	012000	7.00
☐	Fri	03/18	09:00 AM - 12:45 PM		3.75	012000	
☐		03/18	01:45 PM - 05:00 PM		3.25	01200	7.00
☐	Sat	03/19			0.00	0120	00
☐	Sun	03/20			0.00	012000	0.00
					Week 1 Totals		35.00
Approve	Week 2		In - Out	Pay Code	Hours	Department	Daily Totals
☐	Mon	03/21	09:00 AM - 05:00 PM		7.00	012000	7.00
☐	Tue	03/22	09:00 AM - 05:00 PM		7.00	012000	7.00
☐	Wed	03/23	09:00 AM - 05:00 PM		7.00	012000	7.00
☐	Thu	03/24	09:00 AM - 05:00 PM		7.00	012000	7.00
☐	Fri	03/25	09:00 AM - 05:00 PM		7.00	012000	7.00
☐	Sat	03/26	-		0.00	012000	0.00
☐					0.00	012000	0.00
					Week 2 Totals		35.00

Pay Period (70.00) **Week 1** (35.00) **Week 2** (35.00)

Operation Successful.

Element	Description
Pay Date Range Fields	These fields indicate the time period for which information is currently being displayed. You can change the time period; however, time periods in the past are read only.
Show Pay Class Link	Click this link to view a summary of how the employee records time and how the employee's time is calculated, such as how punches are rounded and how overtime is calculated.
Unlock Icon	The Unlock icon indicates the ability to edit a timecard. When the time cycle is unlocked, updates can be made to a timecard if you have edit privileges. If the time cycle is locked, you will not be able to make any further changes.
Timecard Tabs	These tabs open a timecard view, based on your features, such as Totals, Schedule, and Time Off Balances. On the timecard tab, you can add a note, print or reprocess the timecard.
Exception Indicators	These indicators convey information about an entry. Pointing to an exception indicator displays a description of that indicator.

Entry Fields	These fields display in and out times and the total hours worked.
Weekly Totals Row	This row displays totals for each week within the pay period or the selected date range.
Pay Period Totals Row	This row displays totals in a fixed row at the bottom of the individual timecard.
Legend Link	When clicked, this link displays a description of all timecard indicators.

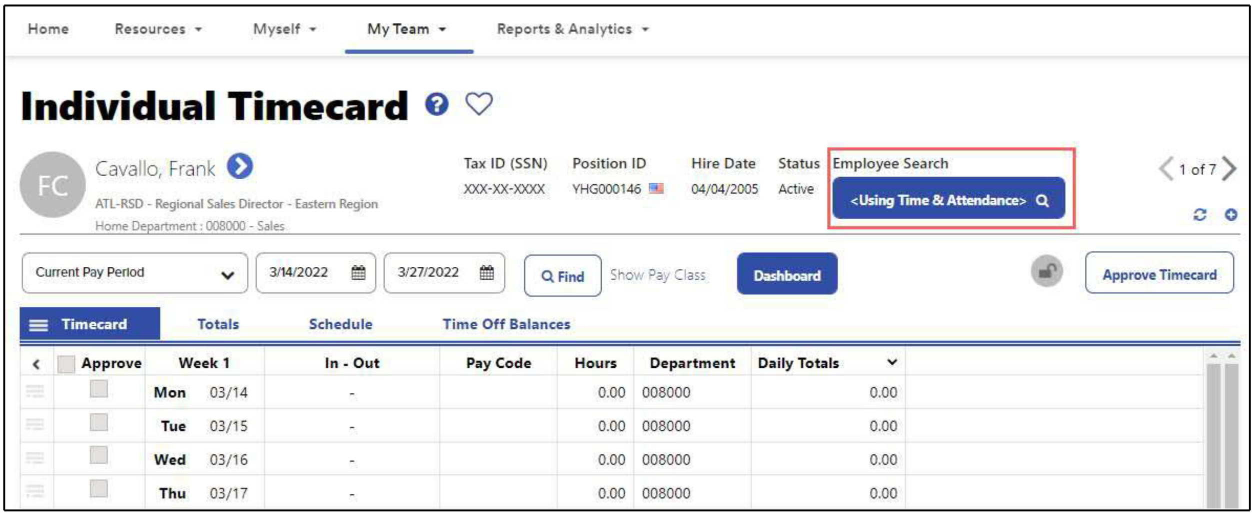
Adding Missed Punches to Correct a Time Pair Exception

Punches must be in time-pairs, meaning that if there is a punch in, there must be a punch out. When punches are missing, time-pair exceptions are generated. You must resolve these exceptions so the application can calculate the employee’s total hours.

Scenario: The employee punched in for their shift but forgot to punch out.

Access the individual timecard. **My Team > Time & Attendance > Individual Timecard.**

Step	Action
1	Click the link on the **Employee Search** bar.



Cavallo, Frank
ATL-RSD - Regional Sales Director - Eastern Region
Home Department : 008000 - Sales

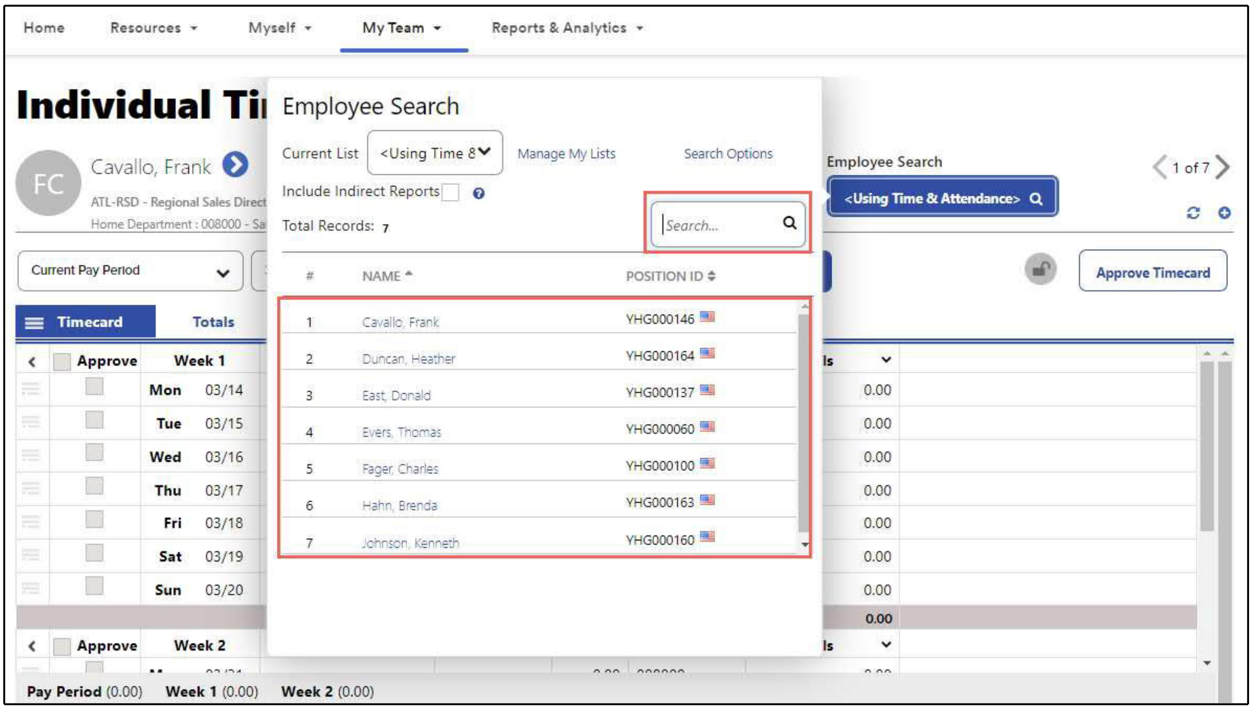
Tax ID (SSN)	Position ID	Hire Date	Status
XXX-XX-XXXX	YHG000146	04/04/2005	Active

Current Pay Period 3/14/2022 3/27/2022

Approve	Week 1		In - Out	Pay Code	Hours	Department	Daily Totals
☐	Mon	03/14	-		0.00	008000	0.00
☐	Tue	03/15	-		0.00	008000	0.00
☐	Wed	03/16	-		0.00	008000	0.00
☐	Thu	03/17	-		0.00	008000	0.00

2 Enter the employee's name in the **Search** field or select the employee's name.

Result: The timecard for the employee you selected displays.



Employee Search

Current List <Using Time 8

Include Indirect Reports ☐

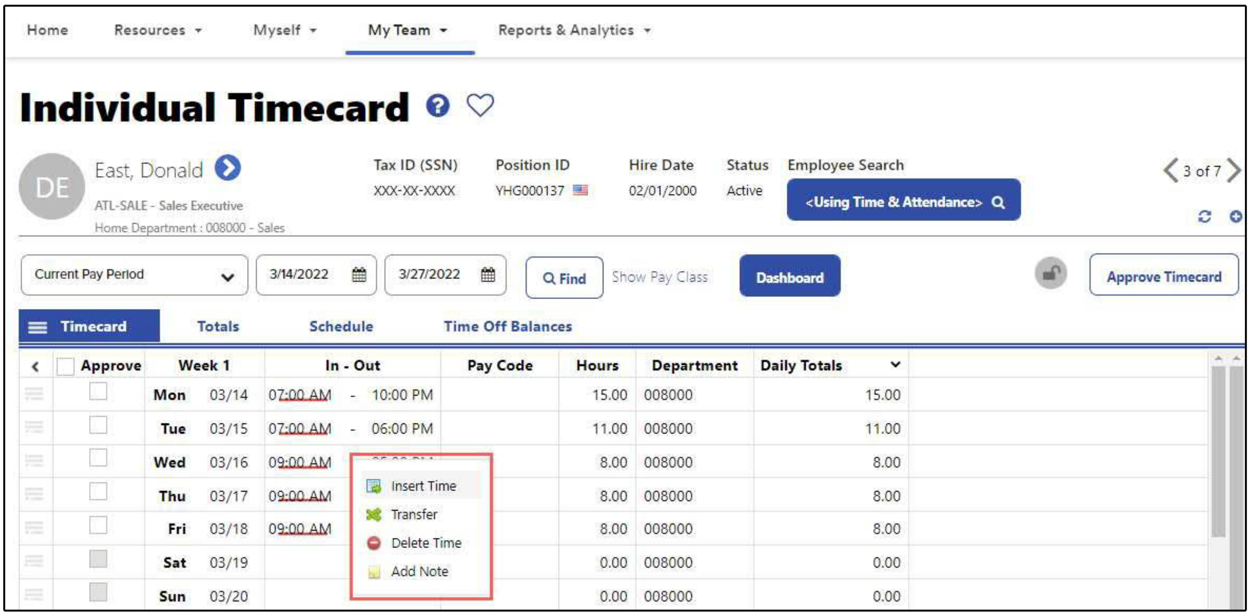
Total Records: 7

#	NAME	POSITION ID
1	Cavallo, Frank	YHG000146
2	Duncan, Heather	YHG000164
3	East, Donald	YHG000137
4	Evers, Thomas	YHG000060
5	Fager, Charles	YHG000100
6	Hahn, Brenda	YHG000163
7	Johnson, Kenneth	YHG000160

3

In the row with the missing punch, right-click the punch and select **Insert Time**.

Result: The time automatically moves to the Out field in the same row.



East, Donald
ATL-SALE - Sales Executive
Home Department : 008000 - Sales

Tax ID (SSN): XXX-XX-XXXX
Position ID: YHG000137
Hire Date: 02/01/2000
Status: Active
Employee Search: <Using Time & Attendance>
3 of 7

3/14/2022 – 3/27/2022

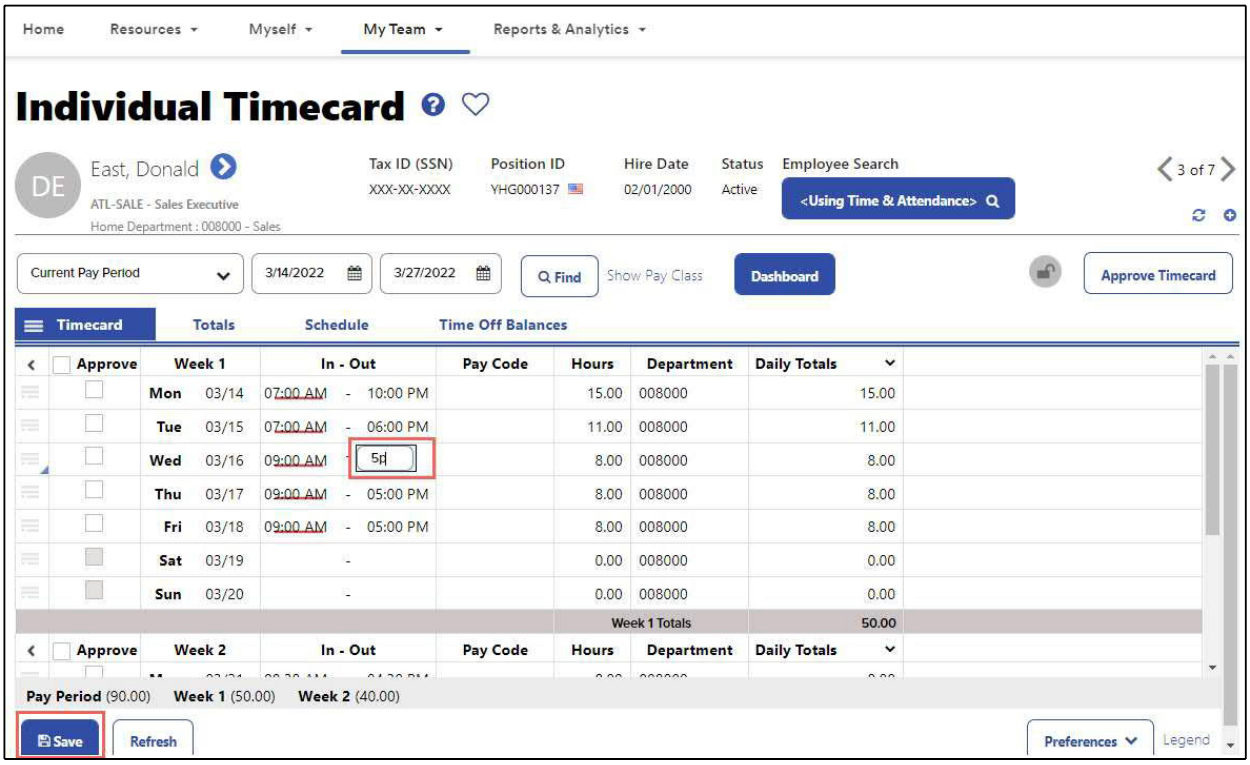
☐ Approve	Week 1		In - Out	Pay Code	Hours	Department	Daily Totals
☐	Mon	03/14	07:00 AM - 10:00 PM		15.00	008000	15.00
☐	Tue	03/15	07:00 AM - 06:00 PM		11.00	008000	11.00
☐	Wed	03/16	09:00 AM		8.00	008000	8.00
☐	Thu	03/17	09:00 AM		8.00	008000	8.00
☐	Fri	03/18	09:00 AM		8.00	008000	8.00
☐	Sat	03/19			0.00	008000	0.00
☐	Sun	03/20			0.00	008000	0.00

4

Enter the time the employee forgot to punch, and click **Save**.

Tips:

- Enter **am** or **pm** to automatically advance to the next field.
- It is not necessary to enter a colon or 00.



East, Donald
ATL-SALE - Sales Executive
Home Department : 008000 - Sales

Tax ID (SSN): XXX-XX-XXXX
Position ID: YHG000137
Hire Date: 02/01/2000
Status: Active
Employee Search: <Using Time & Attendance>
3 of 7

3/14/2022 – 3/27/2022

☐ Approve	Week 1		In - Out	Pay Code	Hours	Department	Daily Totals
☐	Mon	03/14	07:00 AM - 10:00 PM		15.00	008000	15.00
☐	Tue	03/15	07:00 AM - 06:00 PM		11.00	008000	11.00
☐	Wed	03/16	09:00 AM - 5p		8.00	008000	8.00
☐	Thu	03/17	09:00 AM - 05:00 PM		8.00	008000	8.00
☐	Fri	03/18	09:00 AM - 05:00 PM		8.00	008000	8.00
☐	Sat	03/19	-		0.00	008000	0.00
☐	Sun	03/20	-		0.00	008000	0.00
					Week 1 Totals		50.00

☐ Approve	Week 2	In - Out	Pay Code	Hours	Department	Daily Totals

Pay Period (90.00) **Week 1** (50.00) **Week 2** (40.00)

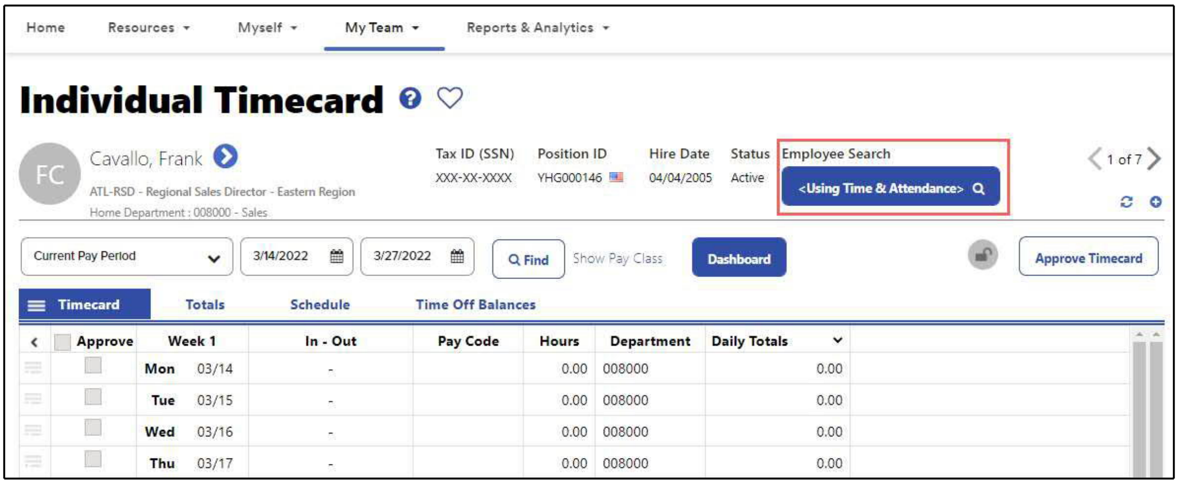
Adding Missed Time-Out and Time-In Punches

In some cases, employees may forget to punch out either for their meals or at the end of day. You can add multiple missed punches by inserting a new row in the timecard.

Scenario: The employee forgot to punch out for a meal and forgot to punch in when they returned from the meal. They also forgot to punch out at the end of the shift.

Access the individual timecard. **My Team > Time & Attendance > Individual Timecard**

<table>
<tr><th>Step</th><th>Action</th></tr>
<tr><td>1</td><td>
Locate the employee’s timecard that has the missing punch.

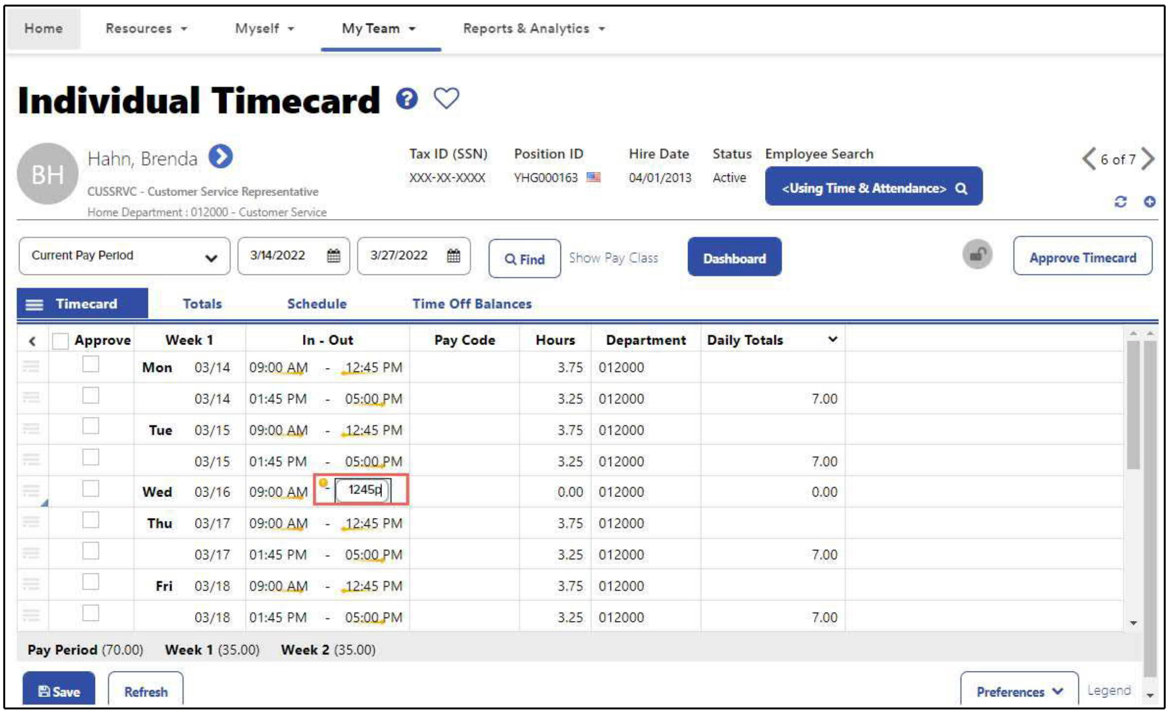


Cavallo, Frank
ATL-RSD - Regional Sales Director - Eastern Region
Home Department : 008000 - Sales

Tax ID (SSN): XXX-XX-XXXX
Position ID: YHG000146
Hire Date: 04/04/2005
Status: Active

3/14/2022 – 3/27/2022

<table>
<tr><th>Approve</th><th>Week 1</th><th></th><th>In - Out</th><th>Pay Code</th><th>Hours</th><th>Department</th><th>Daily Totals</th></tr>
<tr><td>☐</td><td>Mon</td><td>03/14</td><td>-</td><td></td><td>0.00</td><td>008000</td><td>0.00</td></tr>
<tr><td>☐</td><td>Tue</td><td>03/15</td><td>-</td><td></td><td>0.00</td><td>008000</td><td>0.00</td></tr>
<tr><td>☐</td><td>Wed</td><td>03/16</td><td>-</td><td></td><td>0.00</td><td>008000</td><td>0.00</td></tr>
<tr><td>☐</td><td>Thu</td><td>03/17</td><td>-</td><td></td><td>0.00</td><td>008000</td><td>0.00</td></tr>
</table>
</td></tr>
<tr><td>2</td><td>
In the row with the missing punch, in the **Out** field, enter the time that the employee left.



Hahn, Brenda
CUSSRVC - Customer Service Representative
Home Department : 012000 - Customer Service

Tax ID (SSN): XXX-XX-XXXX
Position ID: YHG000163
Hire Date: 04/01/2013
Status: Active

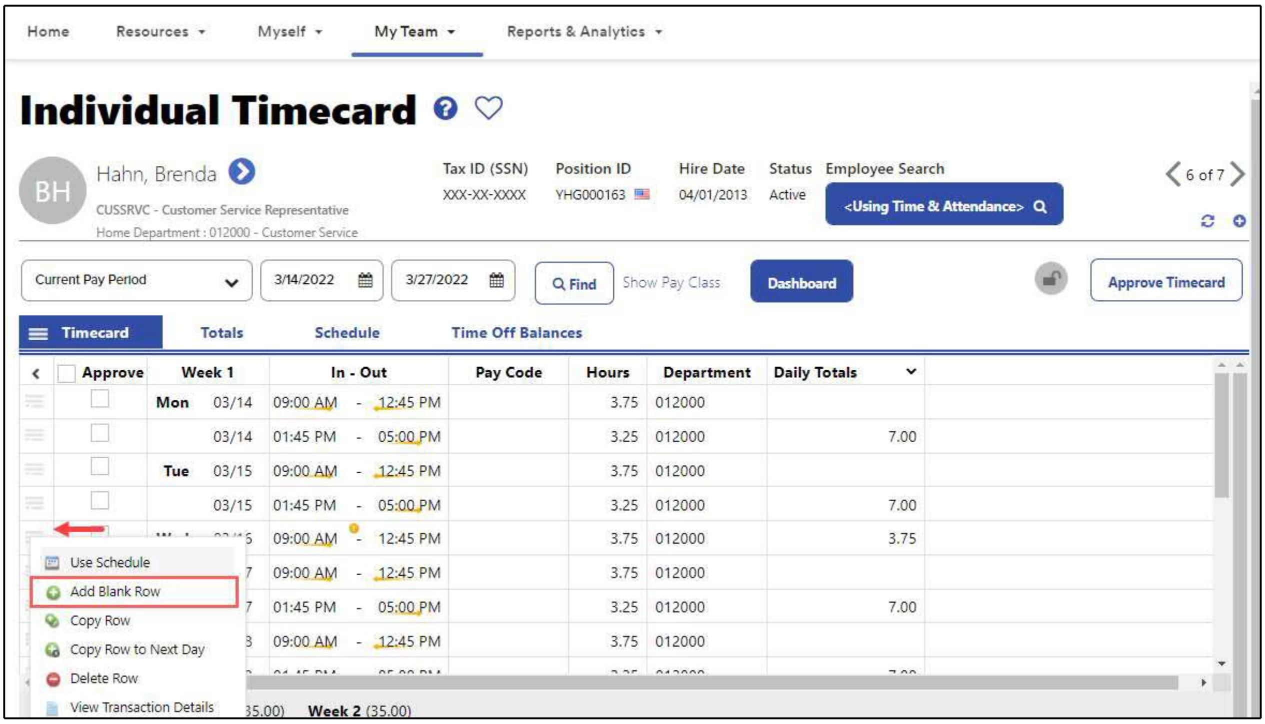
3/14/2022 – 3/27/2022

<table>
<tr><th>Approve</th><th>Week 1</th><th></th><th>In - Out</th><th>Pay Code</th><th>Hours</th><th>Department</th><th>Daily Totals</th></tr>
<tr><td>☐</td><td>Mon</td><td>03/14</td><td>09:00 AM - 12:45 PM</td><td></td><td>3.75</td><td>012000</td><td></td></tr>
<tr><td>☐</td><td></td><td>03/14</td><td>01:45 PM - 05:00 PM</td><td></td><td>3.25</td><td>012000</td><td>7.00</td></tr>
<tr><td>☐</td><td>Tue</td><td>03/15</td><td>09:00 AM - 12:45 PM</td><td></td><td>3.75</td><td>012000</td><td></td></tr>
<tr><td>☐</td><td></td><td>03/15</td><td>01:45 PM - 05:00 PM</td><td></td><td>3.25</td><td>012000</td><td>7.00</td></tr>
<tr><td>☐</td><td>Wed</td><td>03/16</td><td>09:00 AM - 1245p</td><td></td><td>0.00</td><td>012000</td><td>0.00</td></tr>
<tr><td>☐</td><td>Thu</td><td>03/17</td><td>09:00 AM - 12:45 PM</td><td></td><td>3.75</td><td>012000</td><td></td></tr>
<tr><td>☐</td><td></td><td>03/17</td><td>01:45 PM - 05:00 PM</td><td></td><td>3.25</td><td>012000</td><td>7.00</td></tr>
<tr><td>☐</td><td>Fri</td><td>03/18</td><td>09:00 AM - 12:45 PM</td><td></td><td>3.75</td><td>012000</td><td></td></tr>
<tr><td>☐</td><td></td><td>03/18</td><td>01:45 PM - 05:00 PM</td><td></td><td>3.25</td><td>012000</td><td>7.00</td></tr>
</table>

Pay Period (70.00) **Week 1** (35.00) **Week 2** (35.00)
</td></tr>
</table>

3 In the same row, click ☰ (row menu icon) and select **Add Blank Row**.

Result: A new row is inserted for that day. A new row is required as In/Out must be a pair. So you must create a new time pair for punching in from the meal and out at the end of the shift.



Hahn, Brenda
CUSSRVC - Customer Service Representative
Home Department : 012000 - Customer Service

Tax ID (SSN)	Position ID	Hire Date	Status	Employee Search
XXX-XX-XXXX	YHG000163	04/01/2013	Active	

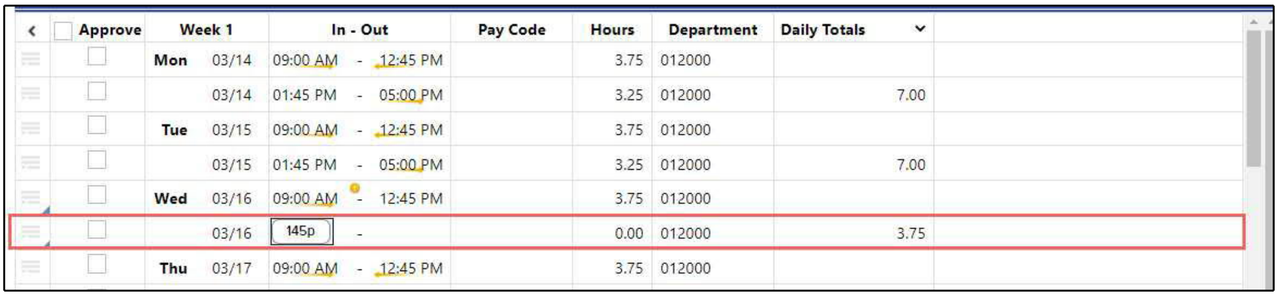
Current Pay Period 3/14/2022 3/27/2022

Approve	Week 1		In - Out	Pay Code	Hours	Department	Daily Totals
☐	Mon	03/14	09:00 AM - 12:45 PM		3.75	012000	
☐		03/14	01:45 PM - 05:00 PM		3.25	012000	7.00
☐	Tue	03/15	09:00 AM - 12:45 PM		3.75	012000	
☐		03/15	01:45 PM - 05:00 PM		3.25	012000	7.00
		6	09:00 AM - 12:45 PM		3.75	012000	3.75
		7	09:00 AM - 12:45 PM		3.75	012000	
		7	01:45 PM - 05:00 PM		3.25	012000	7.00
		3	09:00 AM - 12:45 PM		3.75	012000	

35.00) **Week 2** (35.00)

4 In the new row for that day, in the **In** field, enter the time that the employee returned from the meal.

Note: The blue corner on the row menu indicates changes that have not been saved. The indicator is removed when changes are saved.



Approve	Week 1		In - Out	Pay Code	Hours	Department	Daily Totals
☐	Mon	03/14	09:00 AM - 12:45 PM		3.75	012000	
☐		03/14	01:45 PM - 05:00 PM		3.25	012000	7.00
☐	Tue	03/15	09:00 AM - 12:45 PM		3.75	012000	
☐		03/15	01:45 PM - 05:00 PM		3.25	012000	7.00
☐	Wed	03/16	09:00 AM - 12:45 PM		3.75	012000	
☐		03/16	145p -		0.00	012000	3.75
☐	Thu	03/17	09:00 AM - 12:45 PM		3.75	012000	

5	In the **Out** field, enter the time that the employee left for the day. Click **Save**. 

	Approve	Week 1		In - Out	Pay Code	Hours	Department	Daily Totals
	☐	Mon	03/14	09:00 AM - 12:45 PM		3.75	012000	
	☐		03/14	01:45 PM - 05:00 PM		3.25	012000	7.00
	☐	Tue	03/15	09:00 AM - 12:45 PM		3.75	012000	
	☐		03/15	01:45 PM - 05:00 PM		3.25	012000	7.00
	☐	Wed	03/16	09:00 AM - 12:45 PM		3.75	012000	
	☐		03/16	01:45 PM - 05:00 PM		3.25	012000	7.00
	☐	Thu	03/17	09:00 AM - 12:45 PM		3.75	012000	
	☐		03/17	01:45 PM - 05:00 PM		3.25	012000	7.00
	☐	Fri	03/18	09:00 AM - 12:45 PM		3.75	012000	

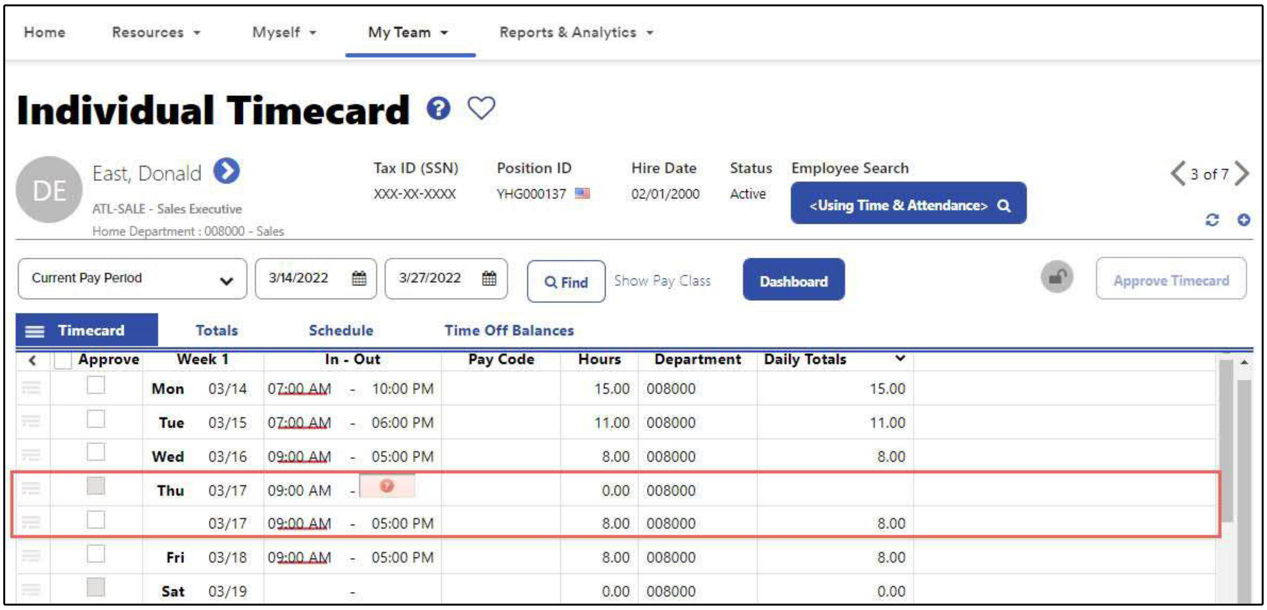
Pay Period (70.00) **Week 1** (35.00) **Week 2** (35.00)

Deleting Punches

You may encounter various situation in which you need to delete a punch.

Scenario: The employee punched in for the day and then stopped to talk to a coworker. They forgot they already punched in and did it again five minutes later. This punch created a new row with just the In punch and generated a missing Out punch exception. The incorrect punch must be deleted.

Access the individual timecard. **My Team > Time & Attendance > Individual Timecard**

Step	Action
1	Locate the employee's timecard that has the extra punch. 

Individual Timecard

DE East, Donald
ATL-SALE - Sales Executive
Home Department : 008000 - Sales

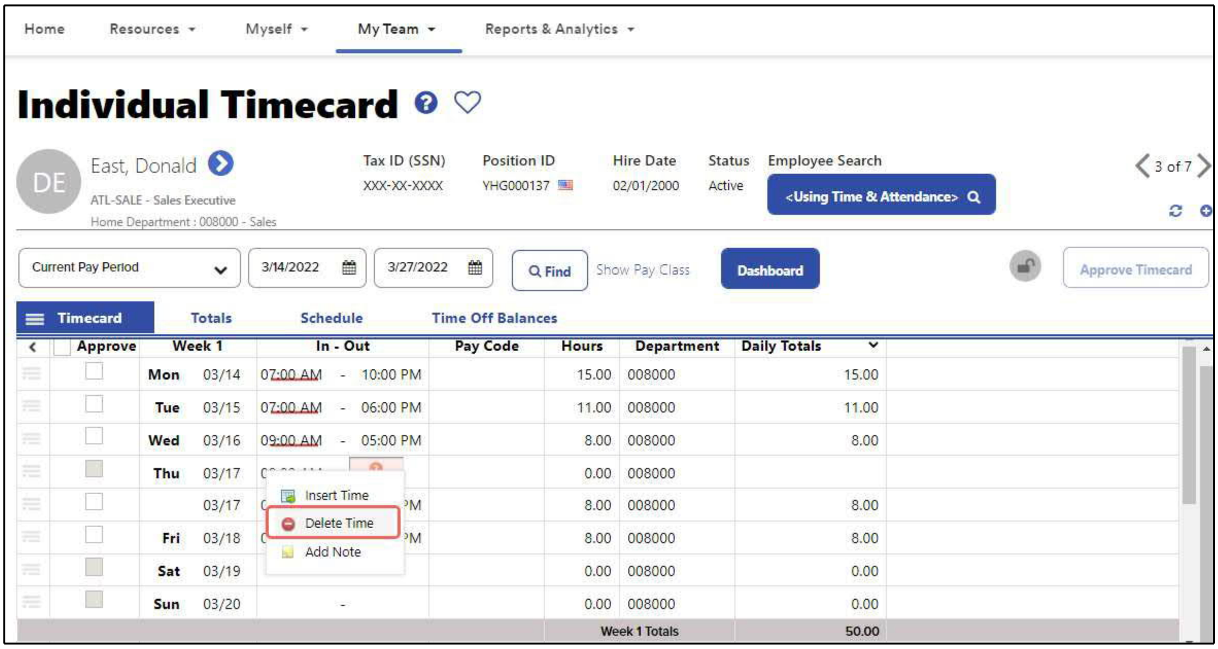
Tax ID (SSN): XXX-XX-XXXX
Position ID: YHG000137
Hire Date: 02/01/2000
Status: Active
Employee Search: <Using Time & Attendance>
3 of 7

Current Pay Period 3/14/2022 3/27/2022

	Approve	Week 1		In - Out	Pay Code	Hours	Department	Daily Totals
	☐	Mon	03/14	07:00 AM - 10:00 PM		15.00	008000	15.00
	☐	Tue	03/15	07:00 AM - 06:00 PM		11.00	008000	11.00
	☐	Wed	03/16	09:00 AM - 05:00 PM		8.00	008000	8.00
	☐	Thu	03/17	09:00 AM -		0.00	008000	
	☐		03/17	09:00 AM - 05:00 PM		8.00	008000	8.00
	☐	Fri	03/18	09:00 AM - 05:00 PM		8.00	008000	8.00
	☐	Sat	03/19	-		0.00	008000	0.00

2 In the row for the day with the incorrect punch, right-click in the **In** or **Out** field that contains the punch you want to delete.

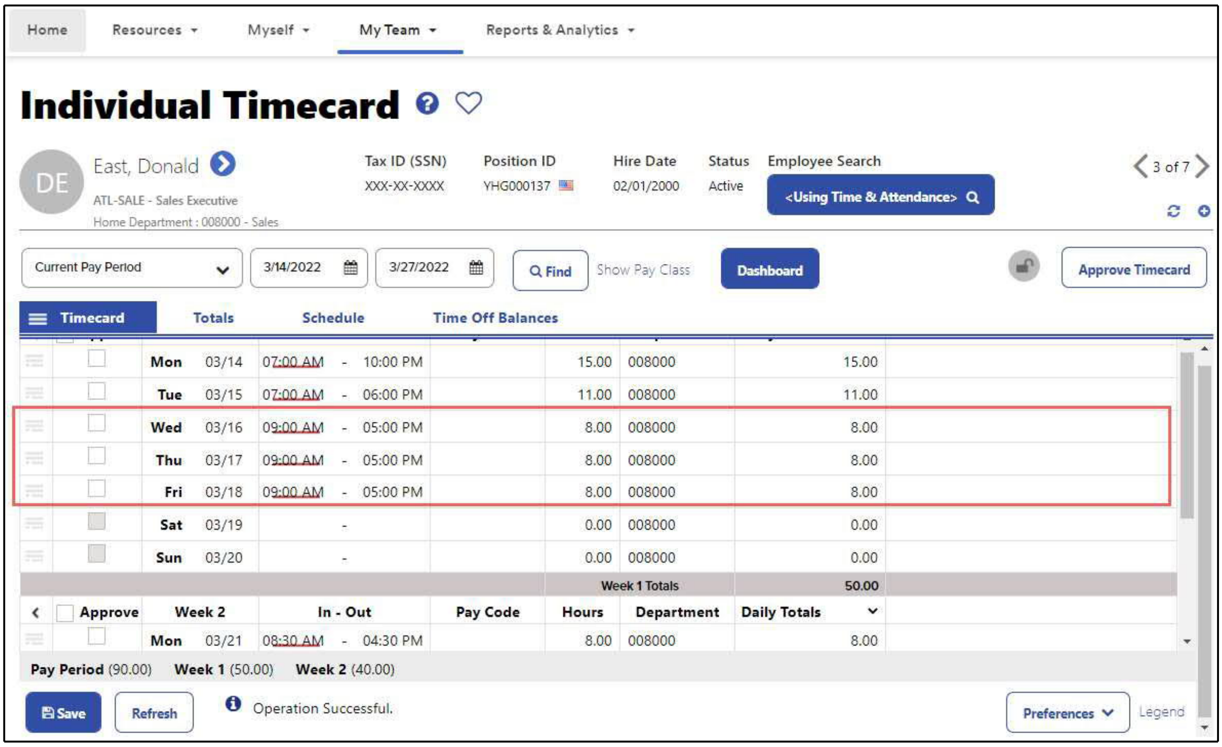
Select **Delete Time**.



Approve	Week 1		In - Out	Pay Code	Hours	Department	Daily Totals
☐	Mon	03/14	07:00 AM - 10:00 PM		15.00	008000	15.00
☐	Tue	03/15	07:00 AM - 06:00 PM		11.00	008000	11.00
☐	Wed	03/16	09:00 AM - 05:00 PM		8.00	008000	8.00
☐	Thu	03/17			0.00	008000	
☐		03/17	PM		8.00	008000	8.00
☐	Fri	03/18	PM		8.00	008000	8.00
☐	Sat	03/19			0.00	008000	0.00
☐	Sun	03/20	-		0.00	008000	0.00
						Week 1 Totals	50.00

3 Click **Save**.

Result: The correct time from the second row moves to the Out field in the first row, replacing the incorrect time. The second row has no data and is automatically removed.



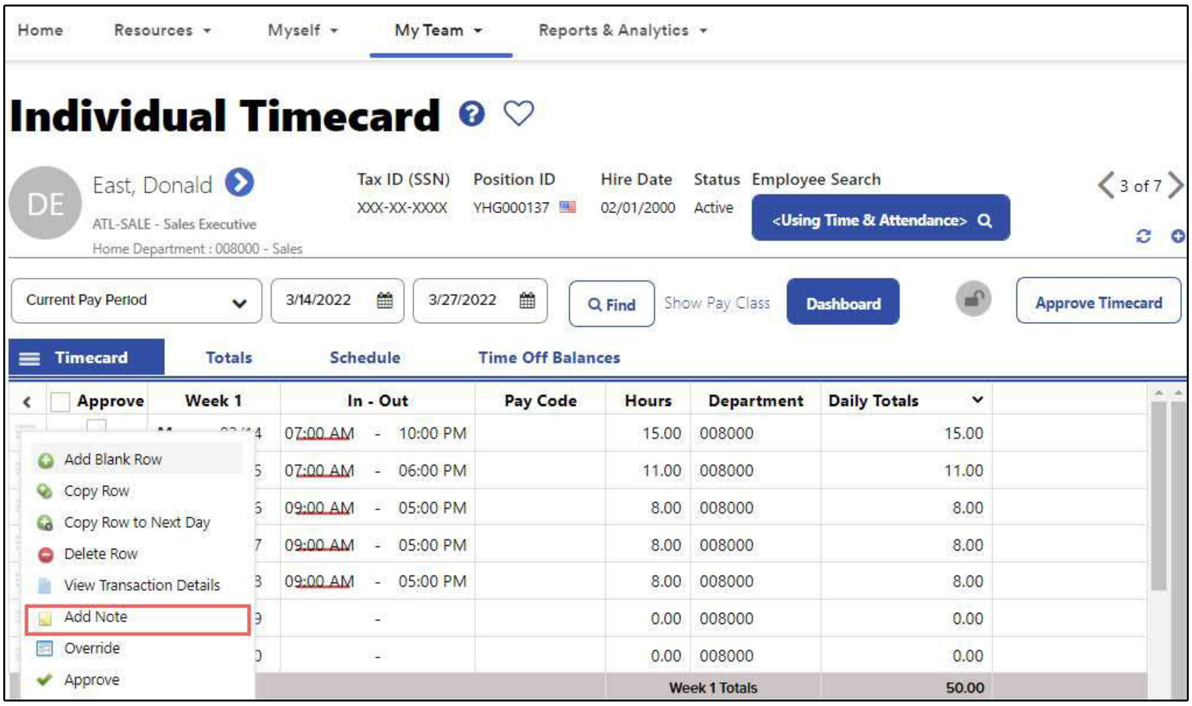
Approve	Week 1		In - Out	Pay Code	Hours	Department	Daily Totals
☐	Mon	03/14	07:00 AM - 10:00 PM		15.00	008000	15.00
☐	Tue	03/15	07:00 AM - 06:00 PM		11.00	008000	11.00
☐	Wed	03/16	09:00 AM - 05:00 PM		8.00	008000	8.00
☐	Thu	03/17	09:00 AM - 05:00 PM		8.00	008000	8.00
☐	Fri	03/18	09:00 AM - 05:00 PM		8.00	008000	8.00
☐	Sat	03/19	-		0.00	008000	0.00
☐	Sun	03/20	-		0.00	008000	0.00
						Week 1 Totals	50.00
☐ Approve	Week 2		In - Out	Pay Code	Hours	Department	Daily Totals
☐	Mon	03/21	08:30 AM - 04:30 PM		8.00	008000	8.00

Pay Period (90.00) **Week 1** (50.00) **Week 2** (40.00)

Operation Successful.

Adding Notes to a Timecard

You have already learned how to add notes when correcting missed punches. You can do the same thing from the Individual Timecard page. Follow the steps below to add a note to a timecard.

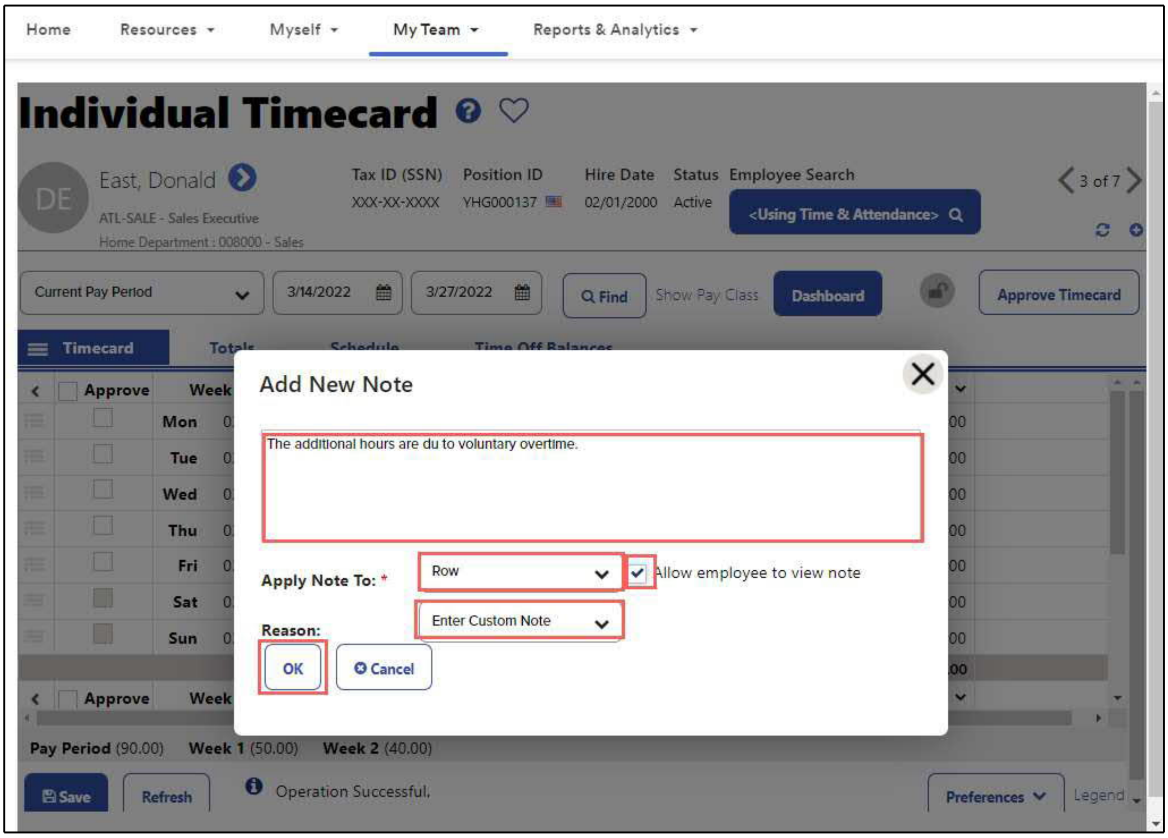
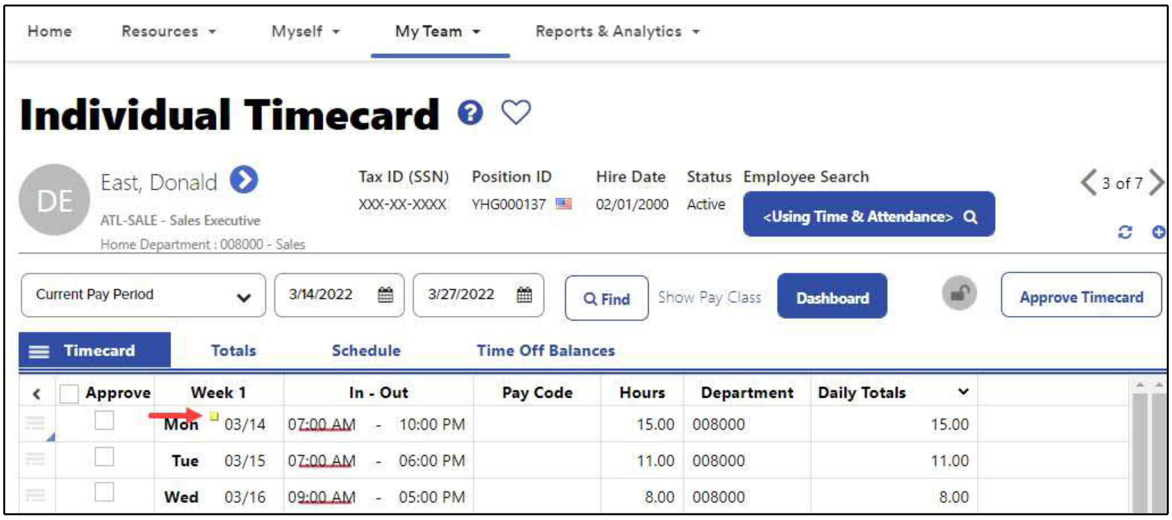
Step	Action
1	In the row where you want to add a note, click the row menu and select **Add Note**. 

East, Donald
ATL-SALE - Sales Executive
Home Department : 008000 - Sales

Tax ID (SSN)	Position ID	Hire Date	Status
XXX-XX-XXXX	YHG000137	02/01/2000	Active

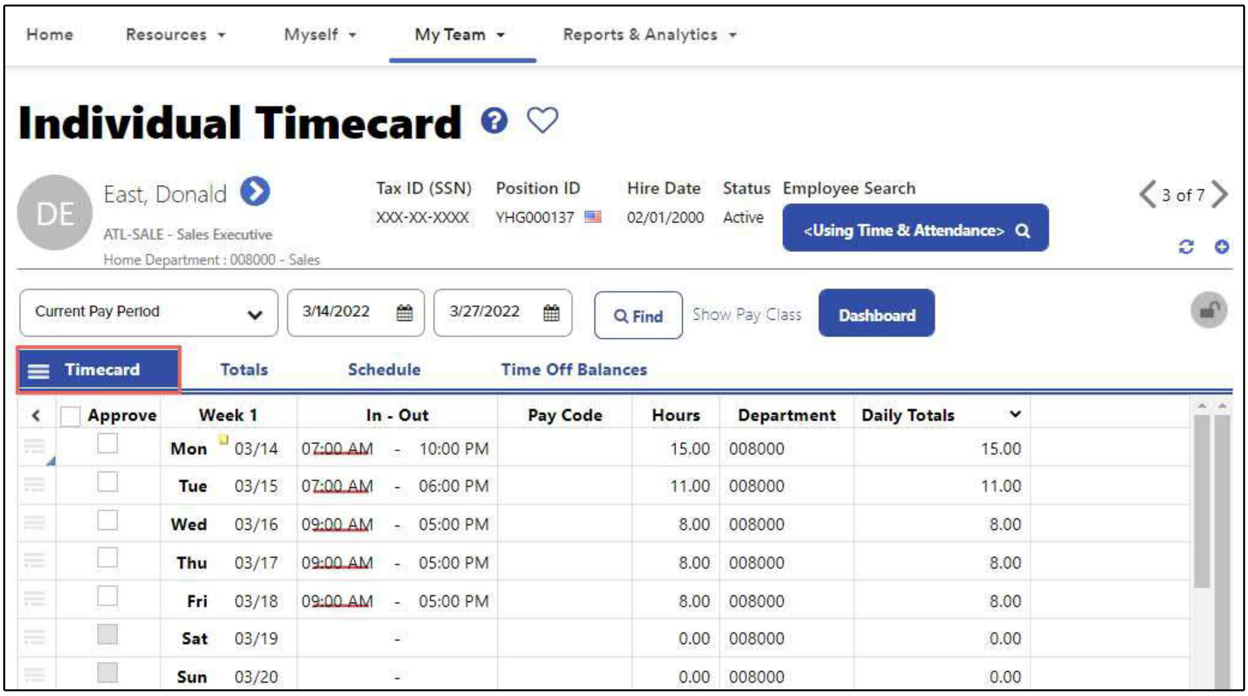
3/14/2022 – 3/27/2022

Approve	Week 1	In - Out	Pay Code	Hours	Department	Daily Totals
☐	4	07:00 AM - 10:00 PM		15.00	008000	15.00
	5	07:00 AM - 06:00 PM		11.00	008000	11.00
	6	09:00 AM - 05:00 PM		8.00	008000	8.00
	7	09:00 AM - 05:00 PM		8.00	008000	8.00
	3	09:00 AM - 05:00 PM		8.00	008000	8.00
	9	-		0.00	008000	0.00
	0	-		0.00	008000	0.00
				Week 1 Totals		50.00

2	Complete the information: • In the **Comments** field, enter a note. • In the **Apply Note** To field, select the element to which the note applies. • Select **Allow employee to view note** (if applicable). • Select the **Reason** code (if applicable).  Add New Note The additional hours are du to voluntary overtime. Apply Note To: * Row ☑ Allow employee to view note Reason: Enter Custom Note Operation Successful.
3	Click **OK**. **Result:** The note indicator is now visible on the timecard. You can point to it to display the contents of the note.  Approve | Week 1 | In - Out | Pay Code | Hours | Department | Daily Totals ☐ | Mon 03/14 | 07:00 AM - 10:00 PM | | 15.00 | 008000 | 15.00 ☐ | Tue 03/15 | 07:00 AM - 06:00 PM | | 11.00 | 008000 | 11.00 ☐ | Wed 03/16 | 09:00 AM - 05:00 PM | | 8.00 | 008000 | 8.00

Adding Notes to an Entire Timecard

To add a note to an entire timecard, click ≡ (timecard menu) instead of ≡ (row menu).

Step	Action
1	Click to open the timecard menu. 

East, Donald
ATL-SALE - Sales Executive
Home Department : 008000 - Sales

Tax ID (SSN)	Position ID	Hire Date	Status	Employee Search
XXX-XX-XXXX	YHG000137	02/01/2000	Active	<Using Time & Attendance>

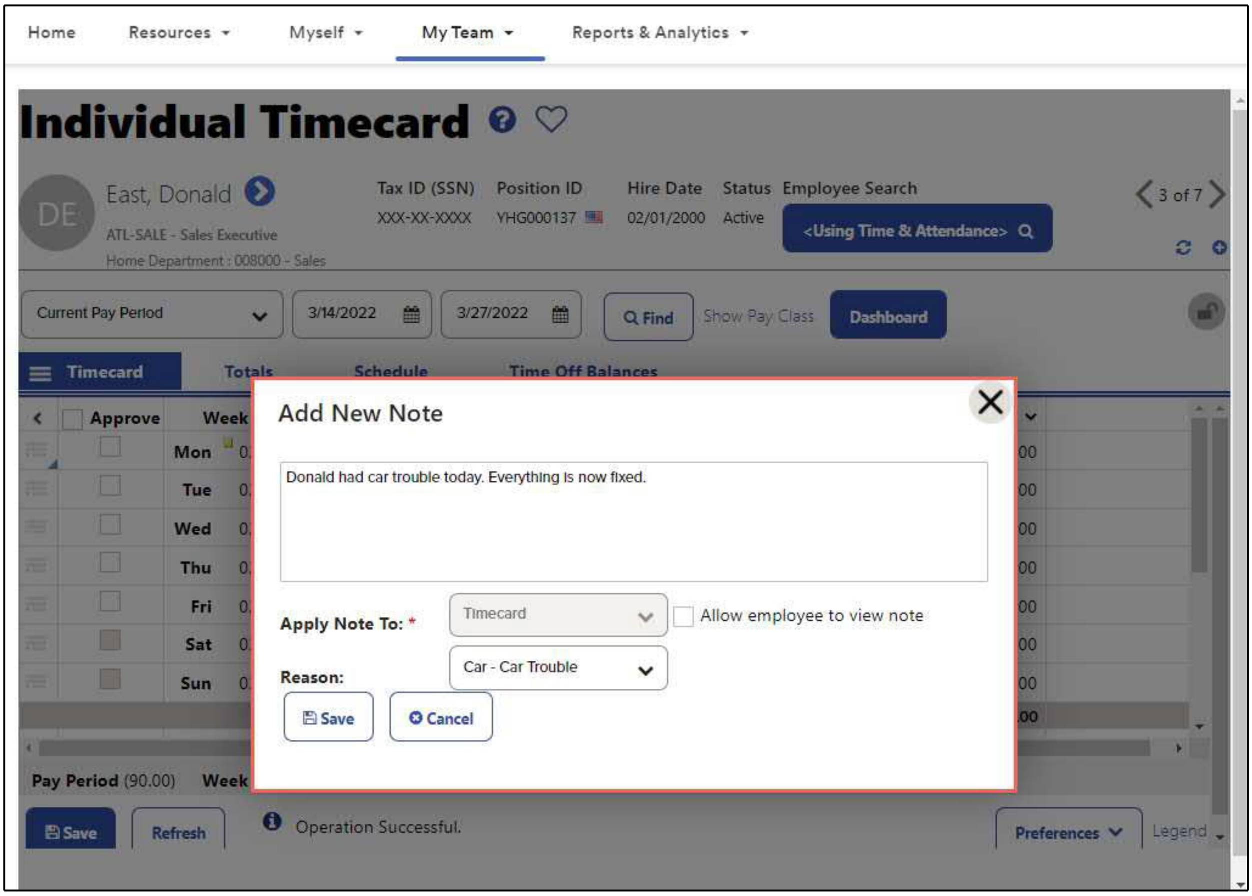
3 of 7

Current Pay Period 3/14/2022 3/27/2022

Approve	Week 1		In - Out	Pay Code	Hours	Department	Daily Totals
☐	Mon	03/14	07:00 AM - 10:00 PM		15.00	008000	15.00
☐	Tue	03/15	07:00 AM - 06:00 PM		11.00	008000	11.00
☐	Wed	03/16	09:00 AM - 05:00 PM		8.00	008000	8.00
☐	Thu	03/17	09:00 AM - 05:00 PM		8.00	008000	8.00
☐	Fri	03/18	09:00 AM - 05:00 PM		8.00	008000	8.00
☐	Sat	03/19	-		0.00	008000	0.00
☐	Sun	03/20	-		0.00	008000	0.00

2 Complete the information:

- In the comments field, enter a note.
- **Apply Note To** field auto fills to Timecard.
- Select to **Allow employees to view the note** (if applicable).
- Select the **Reason** (if applicable).



East, Donald
ATL-SALE - Sales Executive
Home Department : 008000 - Sales

Tax ID (SSN): XXX-XX-XXXX
Position ID: YHG000137
Hire Date: 02/01/2000
Status: Active
Employee Search: <Using Time & Attendance>
3 of 7

3/14/2022 – 3/27/2022

Add New Note

Donald had car trouble today. Everything is now fixed.

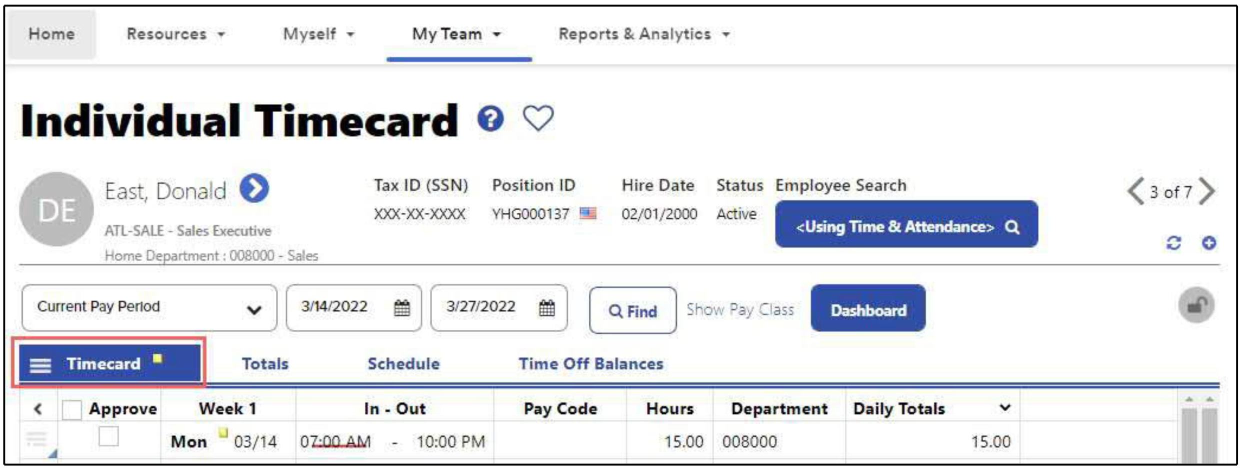
Apply Note To: * Timecard
☐ Allow employee to view note
Reason: Car - Car Trouble

Save Cancel

Operation Successful.

3 Click **Save**.

Result: The yellow note indicator is now visible on the timecard. You can point to it to display the contents of the note.



East, Donald
ATL-SALE - Sales Executive
Home Department : 008000 - Sales

Tax ID (SSN): XXX-XX-XXXX
Position ID: YHG000137
Hire Date: 02/01/2000
Status: Active
Employee Search: <Using Time & Attendance>
3 of 7

3/14/2022 – 3/27/2022

Approve	Week 1		In - Out	Pay Code	Hours	Department	Daily Totals
☐	Mon	03/14	07:00 AM - 10:00 PM		15.00	008000	15.00

Correcting Department Transfers

When an employee works in multiple departments, you must update the employee's timecard to reflect the appropriate amount of time assigned to each department.

You may encounter various situations in which you need to delete a punch.

Scenario: The employee worked in their regular department until 12:00pm. From 12:00pm until the end of the day, the employee worked in another department. Their hours need to be allocated to the appropriate department.

Access the individual timecard. **My Team > Time & Attendance > Individual Timecard**

<table>
<tr><th>Step</th><th>Action</th></tr>
<tr><td>1</td><td>Locate the employee’s timecard.</td></tr>
<tr><td>2</td><td>In the row for the day on which the employee worked in another department, enter the employee’s hours.
<table>
<tr><th>If the Transfer is a</th><th>Then</th></tr>
<tr><td>Full workday</td><td>For a time-based employee, enter the time in and out for the day. For an hours-based employee, in the **Hours** field for the workday, enter the total hours.</td></tr>
<tr><td>Partial workday</td><td>For a time-based employee:
1. Right-click in the Out-field for the workday.
2. Select **Transfer**.
3. In the relevant rows, enter the in and out times.
For an hours-based employee:
1. To add another row, click the row menu icon and select **Add Blank Row** or **Copy Row**.
2. In the relevant rows, enter the hours worked for each department.</td></tr>
</table>
</td></tr>
<tr><td>3</td><td>In the row with the hours worked in another department, click in the **Department** field and then click **Search**.
Result: A list of departments displays.</td></tr>
<tr><td>4</td><td>Select the other department in which the employee worked.</td></tr>
<tr><td>5</td><td>Click **Save**.</td></tr>
</table>

Editing Timecards Summary

You have learned how to edit timecards and fix various types of exceptions including:

- Missed punches
- Deleted punches
- Added notes
- Corrected department transfers

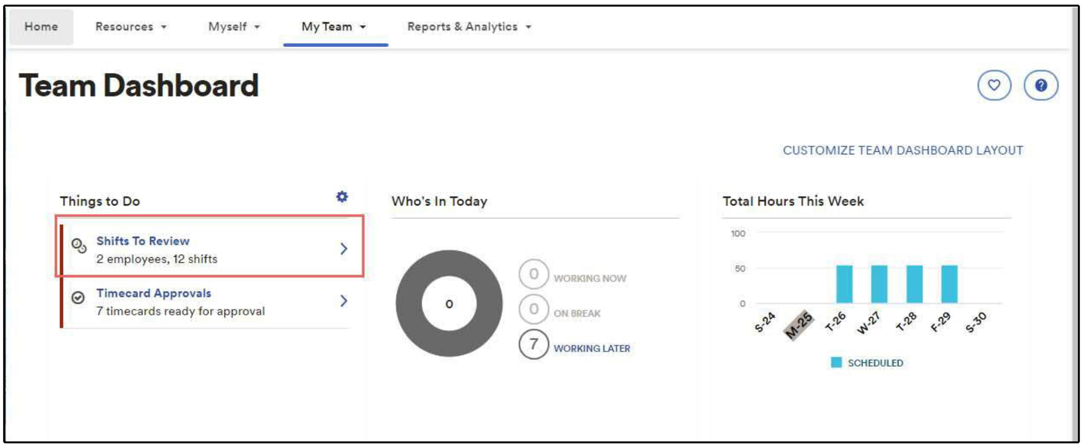
In our scenarios, we happened to work with time-based employees who clock in and out, but you might have some hours-based employees who record just the total hours worked each day. The procedures are the same.

Completing Other Timecard Tasks

In addition to editing your employees' timecards, there are other timecards tasks you may need to complete, such as reviewing shifts and approving timecards.

Is it important to you to know when your employees work later than expected? Or come to work earlier than expected? Or work longer than expected? If so, the Team Dashboard provides you with a feature to flag your employees' shifts when they meet certain criteria.

Access the Team Dashboard: **My Team > Time & Attendance > Team Dashboard.** In the **Things to Do** tile, click **Shifts to Review**.



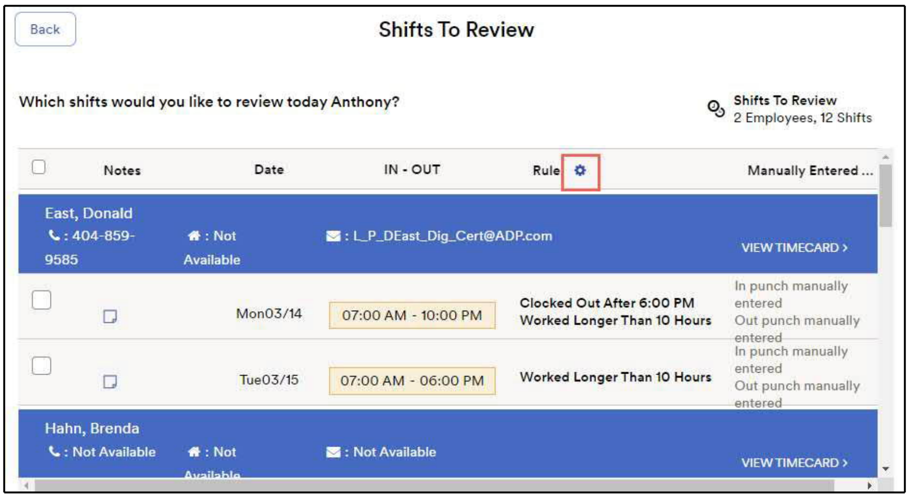
Team Dashboard

Shifts To Review
2 employees, 12 shifts

Timecard Approvals
7 timecards ready for approval

Setting Your Display Preferences

Set your display preferences to specify the criteria you want to use for any shifts that might need to be reviewed. Follow the steps below to set your preferences.

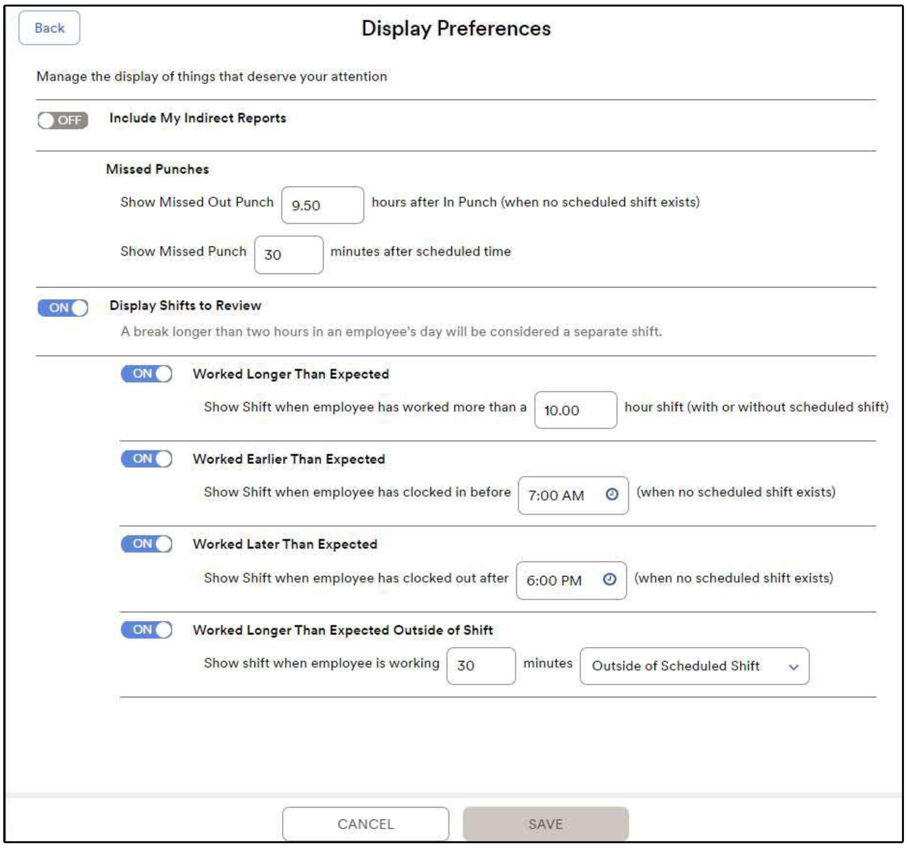
Step	Action
1	From the **Review Shifts** page, next to the **Rule** field, click the **Configurations** icon. 

Shifts To Review

Which shifts would you like to review today Anthony?

Shifts To Review
2 Employees, 12 Shifts

☐	Notes	Date	IN - OUT	Rule	Manually Entered ...
East, Donald ☎ : 404-859-9585			🏠 : Not Available	✉ : L_P_DEast_Dig_Cert@ADP.com	
☐		Mon03/14	07:00 AM - 10:00 PM	Clocked Out After 6:00 PM Worked Longer Than 10 Hours	In punch manually entered Out punch manually entered
☐		Tue03/15	07:00 AM - 06:00 PM	Worked Longer Than 10 Hours	In punch manually entered Out punch manually entered
Hahn, Brenda ☎ : Not Available			🏠 : Not Available	✉ : Not Available	

2	Set your criteria and then click **Save**. 

Display Preferences

Manage the display of things that deserve your attention

OFF **Include My Indirect Reports**

Missed Punches

Show Missed Out Punch 9.50 hours after In Punch (when no scheduled shift exists)

Show Missed Punch 30 minutes after scheduled time

ON **Display Shifts to Review**

A break longer than two hours in an employee's day will be considered a separate shift.

ON **Worked Longer Than Expected**

Show Shift when employee has worked more than a 10.00 hour shift (with or without scheduled shift)

ON **Worked Earlier Than Expected**

Show Shift when employee has clocked in before 7:00 AM (when no scheduled shift exists)

ON **Worked Later Than Expected**

Show Shift when employee has clocked out after 6:00 PM (when no scheduled shift exists)

ON **Worked Longer Than Expected Outside of Shift**

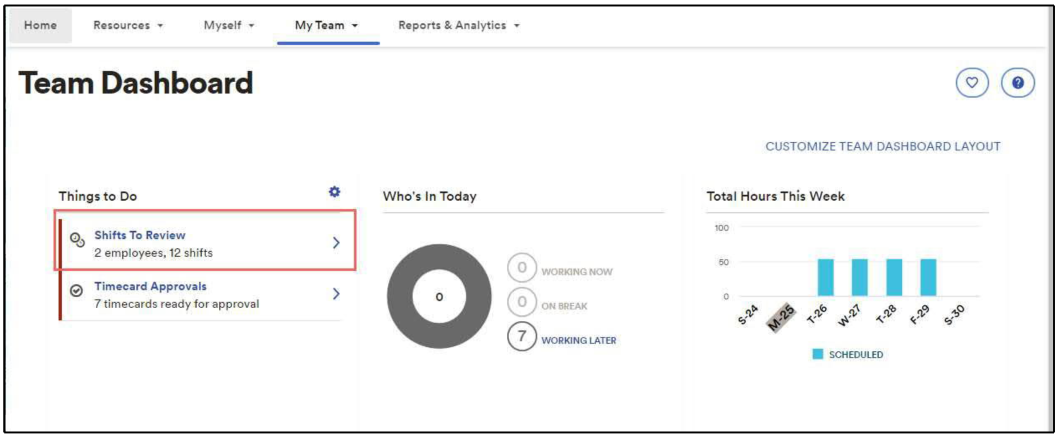
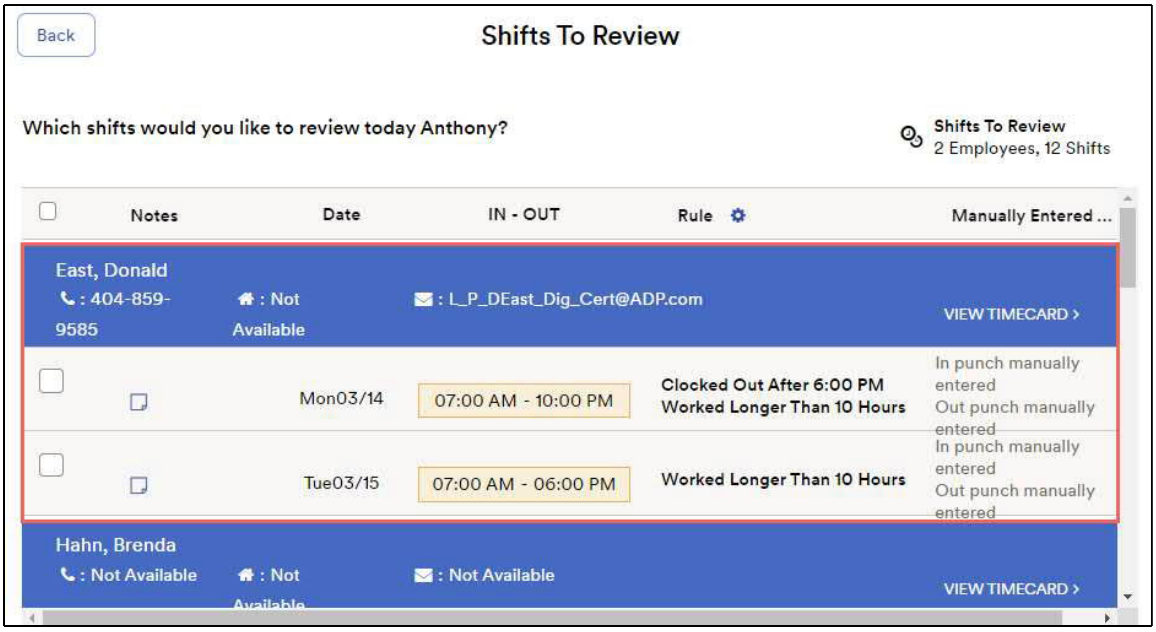
Show shift when employee is working 30 minutes Outside of Scheduled Shift

Reviewing Shifts

The Team Dashboard provides you with a feature to flag your employees' shifts when they meet certain criteria. When an employee clocks in earlier or later than expected, or works longer than expected, you need to review those shifts. For example, you might want to be notified if an employee's shift is longer than 10 hours. You specify the types of things that you want flagged for your attention by setting your display preferences.

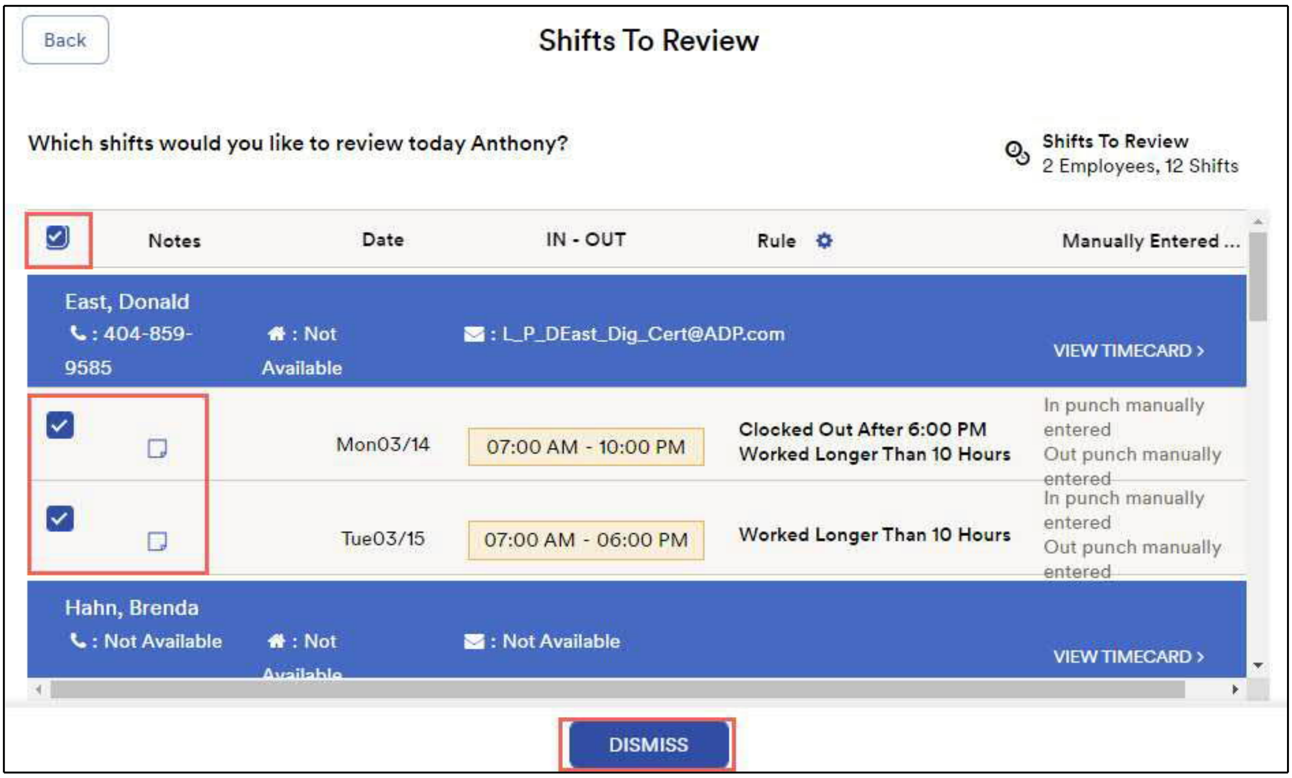
Scenario: Most of your employees clock out around 5:00 p.m. so you have chosen to flag shifts in which employees clock out later than 6:00 p.m. You have also chosen to flag shifts in which employees work 30 minutes outside of their shifts. See if there are any shifts you need to review.

Access the Team Dashboard: **My Team > Time & Attendance > Team Dashboard**

Step	Action
1	On the **Things to Do** tile, click **Shifts to Review**. 
2	Review the shifts and add notes to the timecard entries, if desired.  Which shifts would you like to review today Anthony? Shifts To Review 2 Employees, 12 Shifts ☐ Notes · Date · IN - OUT · Rule · Manually Entered ... East, Donald ☎ : 404-859-9585 · 🏠 : Not Available · ✉ : L_P_DEast_Dig_Cert@ADP.com · VIEW TIMECARD › ☐ · Mon03/14 · 07:00 AM - 10:00 PM · Clocked Out After 6:00 PM Worked Longer Than 10 Hours · In punch manually entered Out punch manually entered ☐ · Tue03/15 · 07:00 AM - 06:00 PM · Worked Longer Than 10 Hours · In punch manually entered Out punch manually entered Hahn, Brenda ☎ : Not Available · 🏠 : Not Available · ✉ : Not Available · VIEW TIMECARD ›

3 To the left of the **Notes** field, select the checkbox when done with your review. Click the checkbox at the top to select all.

Result: All the shifts are selected.



Shifts To Review

Which shifts would you like to review today Anthony?

Shifts To Review
2 Employees, 12 Shifts

☑	Notes	Date	IN - OUT	Rule	Manually Entered ...
East, Donald	☎ : 404-859-9585	🏠 : Not Available	✉ : L_P_DEast_Dig_Cert@ADP.com		VIEW TIMECARD ›
☑	☐	Mon03/14	07:00 AM - 10:00 PM	Clocked Out After 6:00 PM Worked Longer Than 10 Hours	In punch manually entered Out punch manually entered
☑	☐	Tue03/15	07:00 AM - 06:00 PM	Worked Longer Than 10 Hours	In punch manually entered Out punch manually entered
Hahn, Brenda	☎ : Not Available	🏠 : Not Available	✉ : Not Available		VIEW TIMECARD ›

4 Click **Dismiss**.

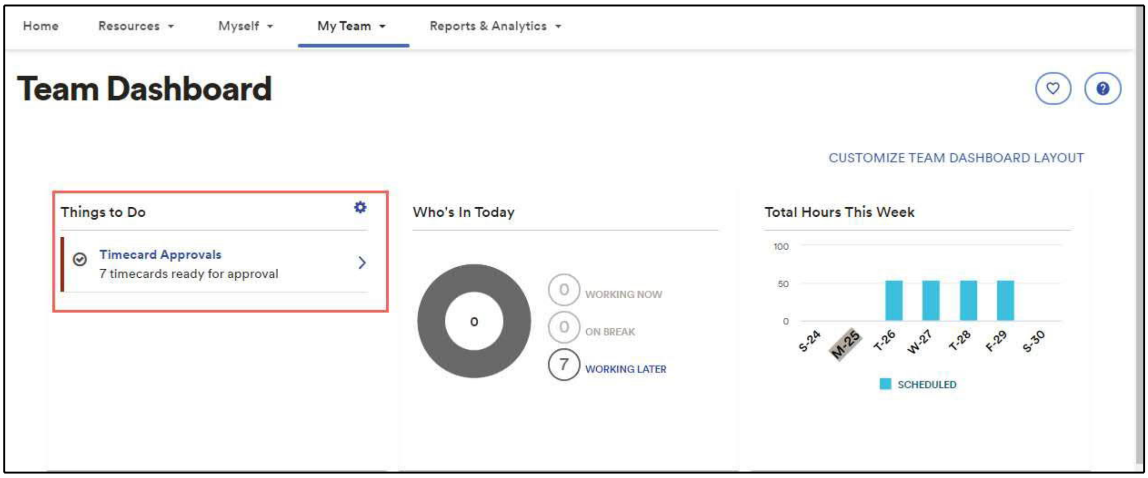
Result: The shifts are no longer flagged for review.

Approving Timecards

Let's revisit the Time & Attendance workflow process. As you know, throughout the pay period, your employees track their time, and you edit their timecards as needed. At the end of the pay period, your practitioner will close the pay period and prepare for payroll processing. Before that can happen, though, you are responsible for resolving any remaining exceptions and approving your employees' timecards.

Scenario: It's the end of the pay period, and you need to review and approve timecards. All errors and warnings have been cleared.

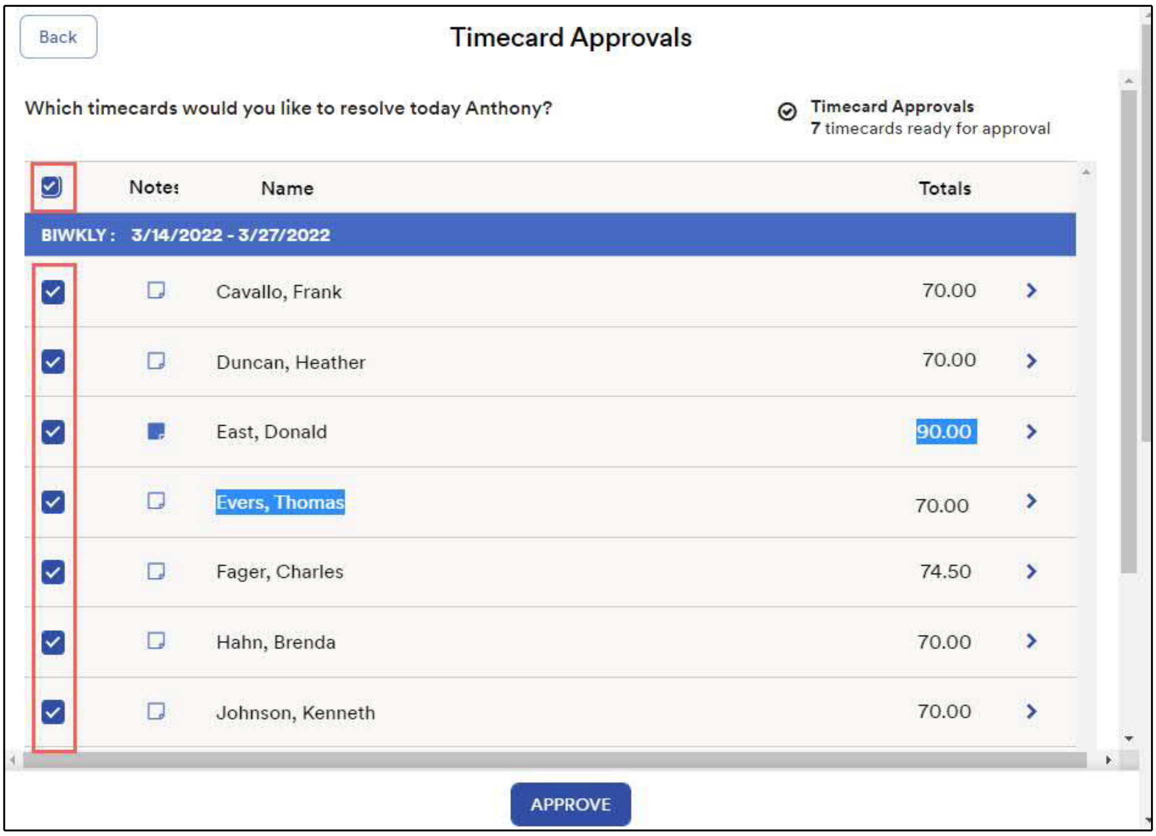
Access the Team Dashboard: **My Team > Time & Attendance > Team Dashboard**

<table>
<tr><th>Step</th><th>Action</th></tr>
<tr><td>1</td><td>On the Things to Do tile, click Timecard Approvals.


</td></tr>
<tr><td>2</td><td>In the row for the day on which the employee worked in another department, enter the employee's hours.
<table>
<tr><th>If the Transfer is A</th><th>Then</th></tr>
<tr><td>No timecard exceptions</td><td>Proceed to step 3.</td></tr>
<tr><td>Missed punches</td><td>1. Click Missed Punches.
2. Enter the missing punches.
3. Click Dashboard.
4. On the Things to Do tile, click Timecard Approvals.</td></tr>
<tr><td>Timecard exceptions</td><td>1. Click Other Exceptions.
Result: The Timecard Exceptions page displays.
2. Resolve the exceptions.
3. Click Dashboard.
4. On the Things to Do tile, click Timecard Approvals.</td></tr>
</table>
</td></tr>
</table>

3 To the left of the **Notes** field, select the checkbox.

Result: All the timecards are selected.



Timecard Approvals

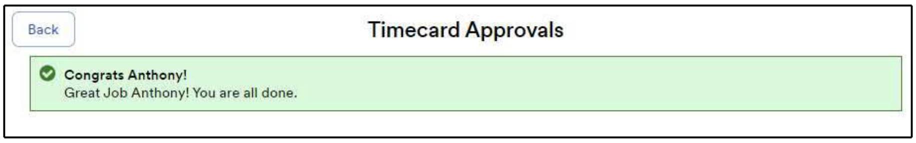
Which timecards would you like to resolve today Anthony?

Timecard Approvals
7 timecards ready for approval

☑	Note:	Name	Totals
BIWKLY : 3/14/2022 - 3/27/2022			
☑	☐	Cavallo, Frank	70.00
☑	☐	Duncan, Heather	70.00
☑	■	East, Donald	90.00
☑	☐	Evers, Thomas	70.00
☑	☐	Fager, Charles	74.50
☑	☐	Hahn, Brenda	70.00
☑	☐	Johnson, Kenneth	70.00

4 Click **Approve**.

Result: The timecards are approved.



Timecard Approvals

Congrats Anthony!
Great Job Anthony! You are all done.

Reports

This topic provides information on the standard reports provided by ADP, how they are organized, and how you can edit them to meet your needs. Reports make it easy for you to view, save, print, and download various sets of formatted data.

Reasons to Run a Report

Below are reasons why you would run a report of your Time & Attendance data.

- Review timecard errors.
- Check schedule exceptions.
- Check employee accrual balances.
- View daily schedules.
- Check department allocations.
- Check employee overtime.

Accessing Reports

To view and run reports from the Team Dashboard select: **Reports & Analytics > My Team Reports > Time & Attendance**.

Tabs and Descriptions

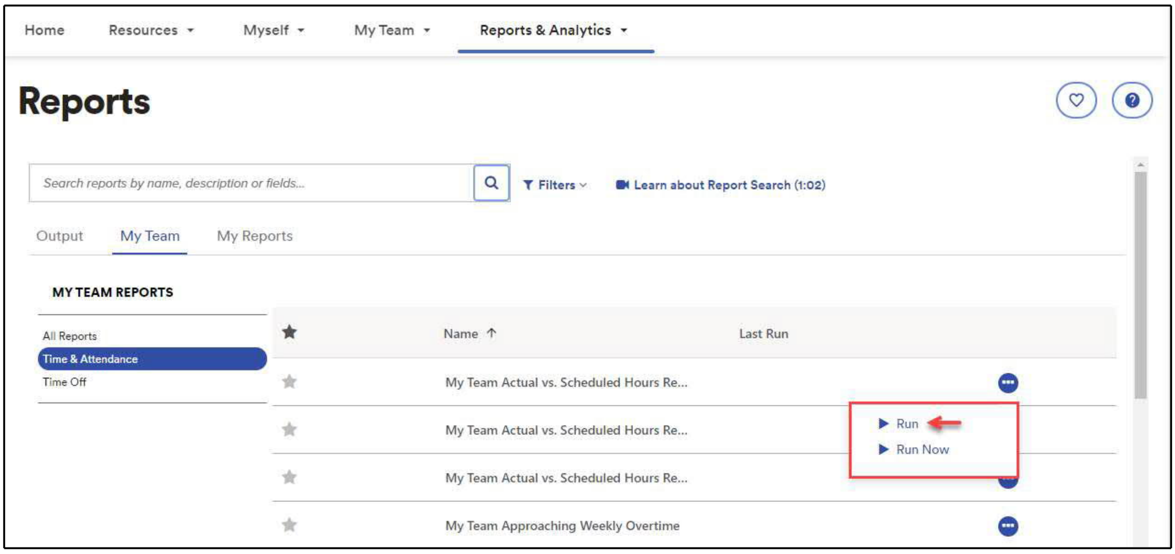
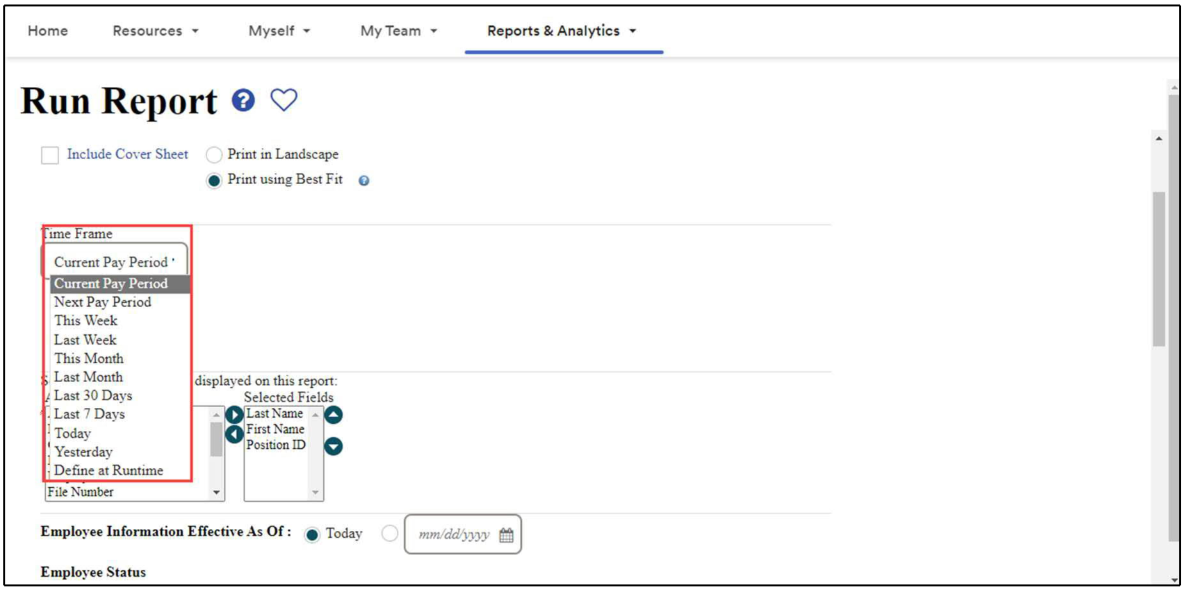
Tab	Description
Output	Contains the reports you can run.
My Team	View the standard reports available to run for your team.
My Reports	Contains the reports that you can run and save.

Generating and Viewing Reports

Reports always reflect current data at the time the report is run. By running the report, you can save a record or snapshot of the report data at a specific point in time.

Choosing Report Criteria

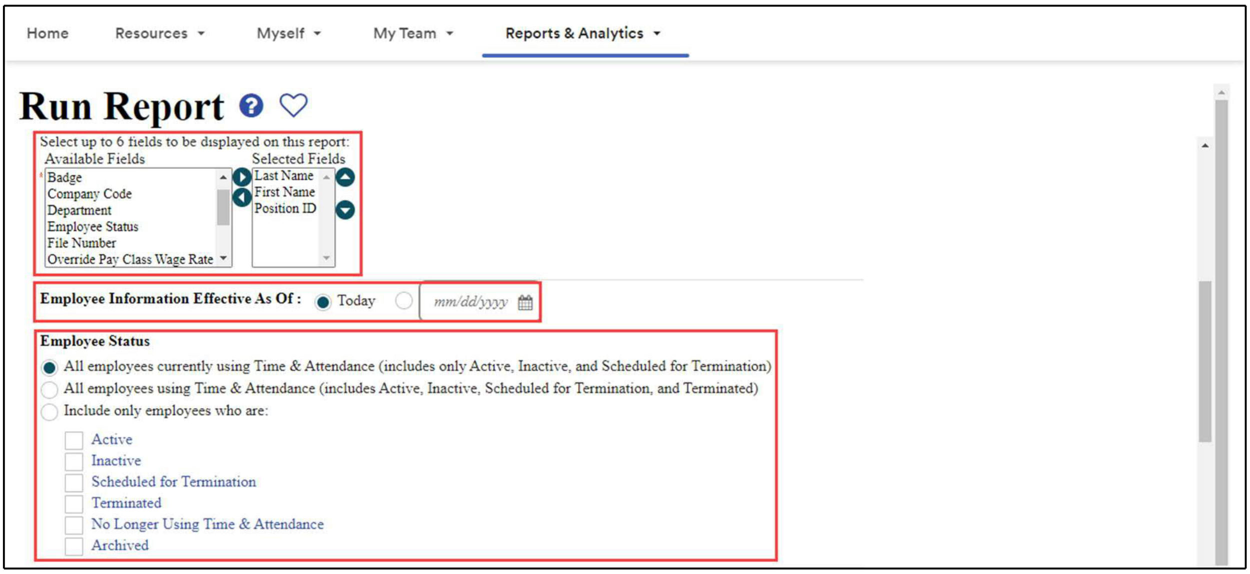
Access: **Reports & Analytics > My Team Reports > Time & Attendance** and then follow the steps below.

Step	Action
1	Click ··· (action) next to the report you want to run and select **Run**. 
2	In the **Time Frame** field, select the time frame. 

3

Select the fields you want displayed on the report using the arrows.

Note: The **Employee Information Effective As Of** field always defaults to **Today**. Click the calendar icon to select another date. **Employee Status** defaults to **All employees currently using Time & Attendance**.



Run Report

Select up to 6 fields to be displayed on this report:

Available Fields	Selected Fields
Badge Company Code Department Employee Status File Number Override Pay Class Wage Rate	Last Name First Name Position ID

Employee Information Effective As Of : ● Today ○ mm/dd/yyyy

Employee Status

● All employees currently using Time & Attendance (includes only Active, Inactive, and Scheduled for Termination)

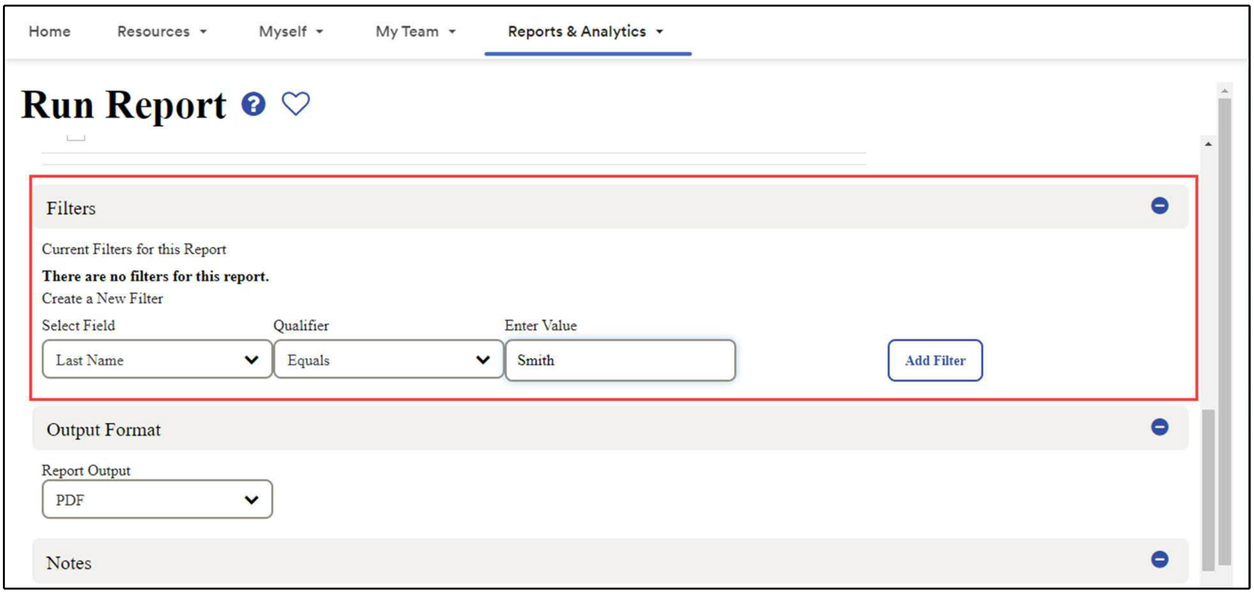
○ All employees using Time & Attendance (includes Active, Inactive, Scheduled for Termination, and Terminated)

○ Include only employees who are:

- ☐ Active
- ☐ Inactive
- ☐ Scheduled for Termination
- ☐ Terminated
- ☐ No Longer Using Time & Attendance
- ☐ Archived

4

To filter data by a field, under **Filters**, select options for **Select Field**, **Qualifier**, and **Enter Value** for the report. Then click **Add Filter**.



Run Report

Filters

Current Filters for this Report

There are no filters for this report.

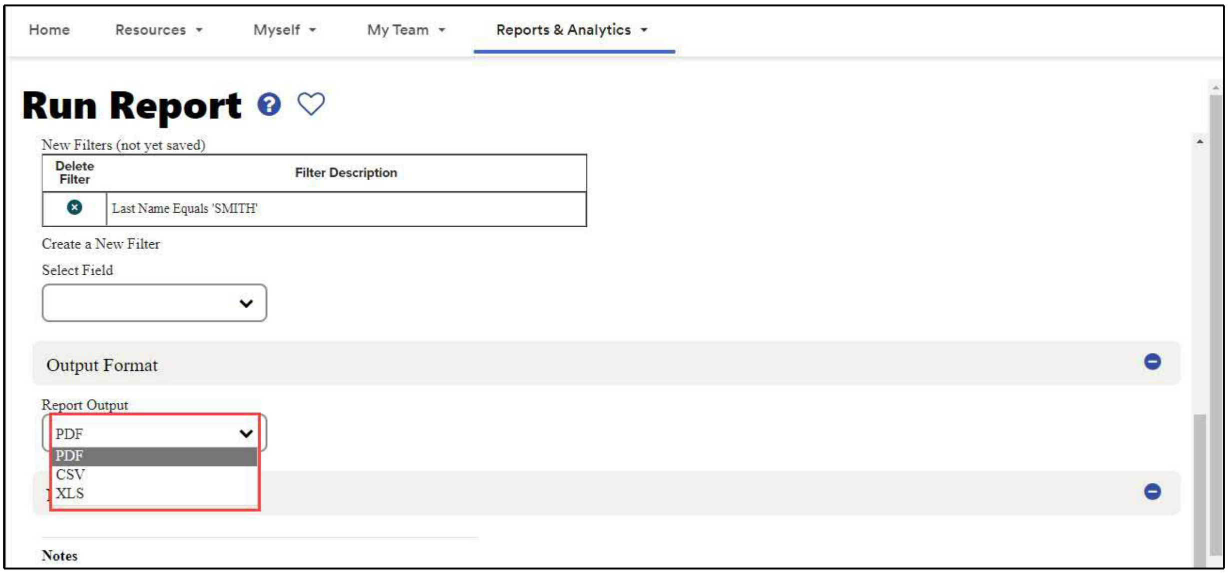
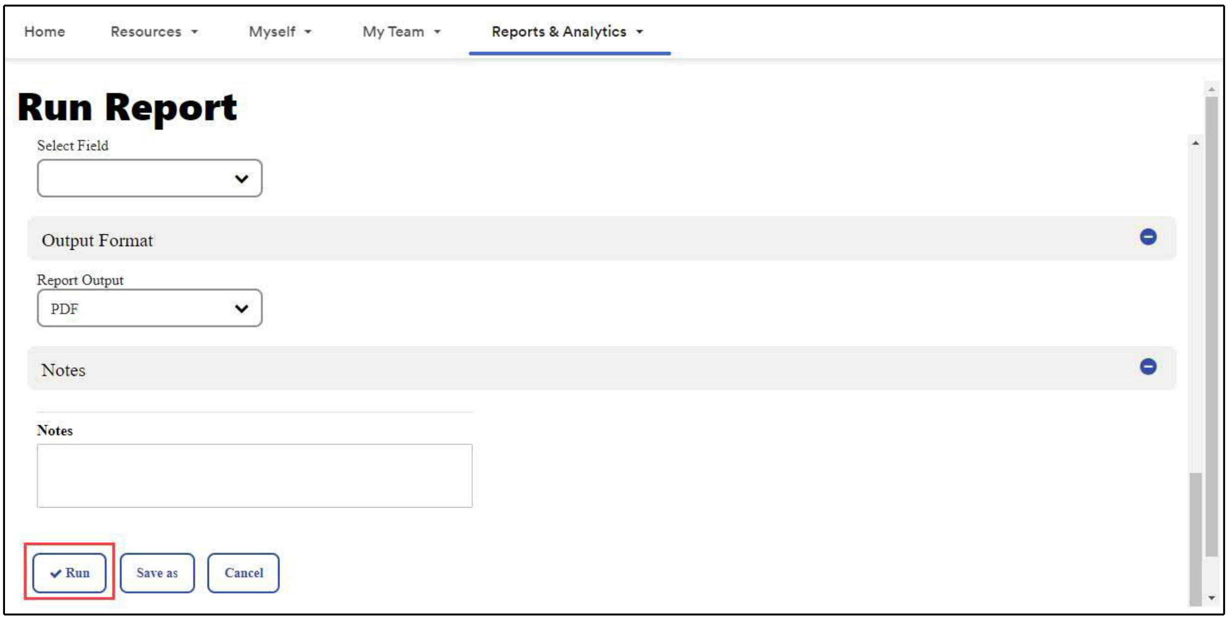
Create a New Filter

Select Field	Qualifier	Enter Value
Last Name	Equals	Smith

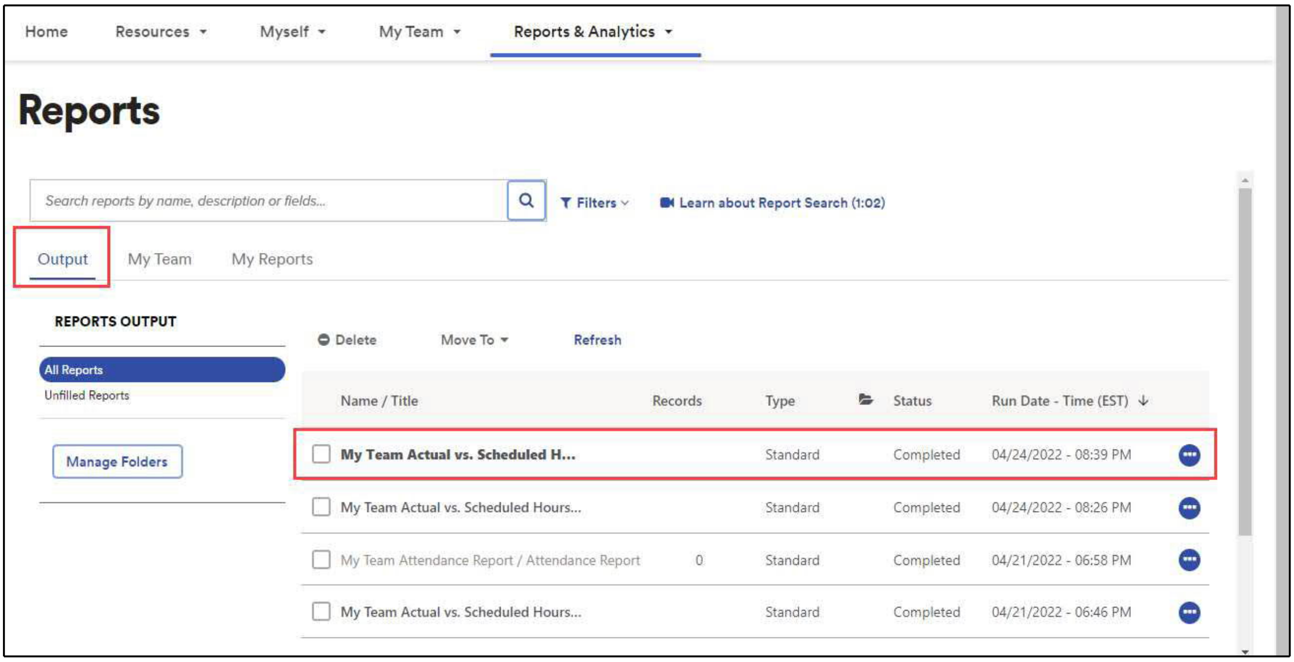
Output Format

Report Output: PDF

Notes

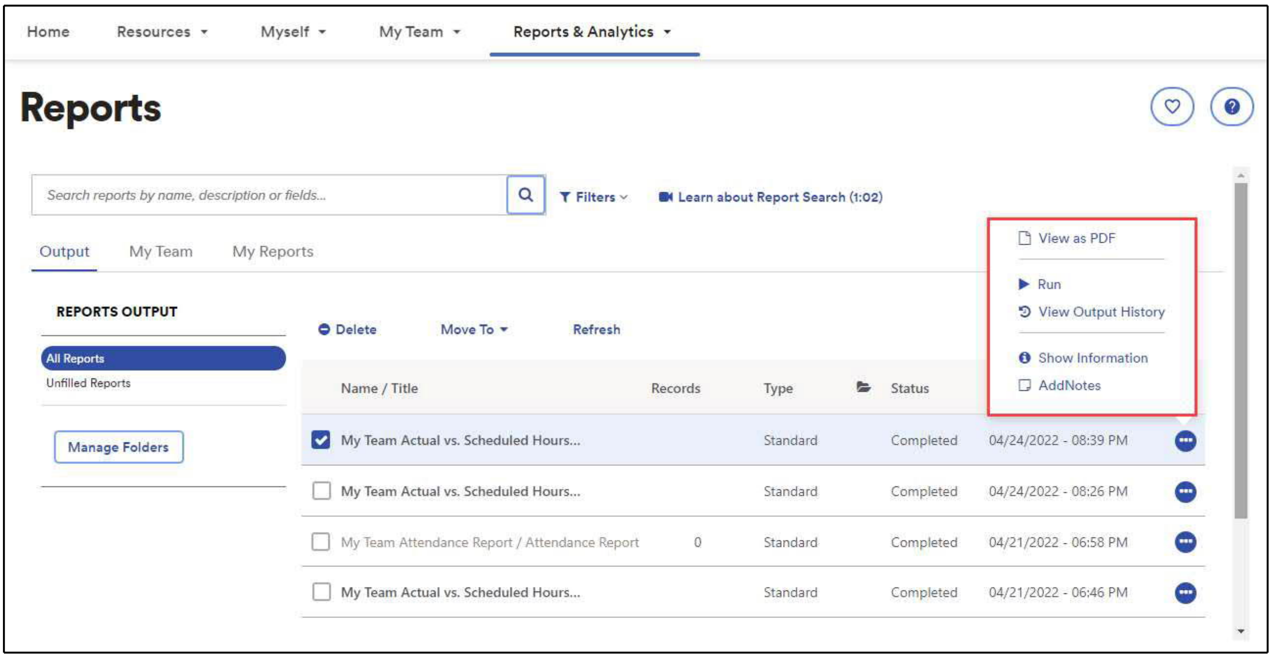
5	In the **Output Format** section, select the **Report Output**.  Run Report New Filters (not yet saved) Delete Filter | Filter Description Last Name Equals 'SMITH' Create a New Filter Select Field Output Format Report Output PDF PDF CSV XLS Notes
6	Click **Run** to generate the report.  Run Report Select Field Output Format Report Output PDF Notes Notes

7 The report will appear in the **Reports & Analytics Output** folder.



Name / Title	Records	Type	Status	Run Date - Time (EST)
☐ **My Team Actual vs. Scheduled H...**		Standard	Completed	04/24/2022 - 08:39 PM
☐ My Team Actual vs. Scheduled Hours...		Standard	Completed	04/24/2022 - 08:26 PM
☐ My Team Attendance Report / Attendance Report	0	Standard	Completed	04/21/2022 - 06:58 PM
☐ My Team Actual vs. Scheduled Hours...		Standard	Completed	04/21/2022 - 06:46 PM

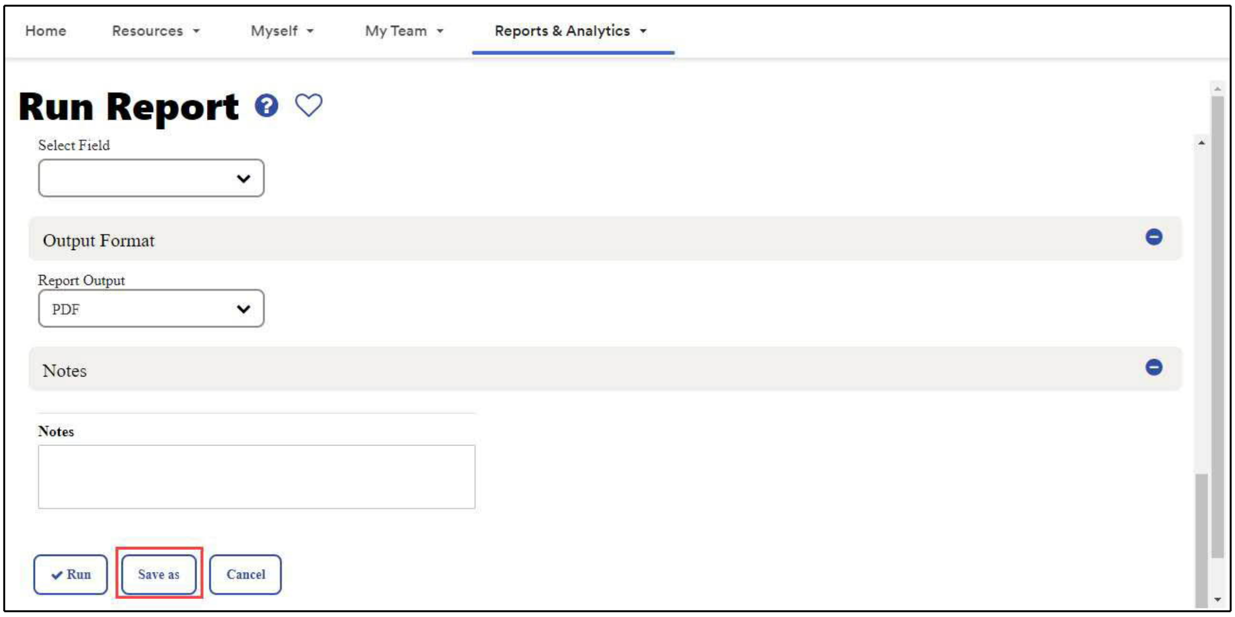
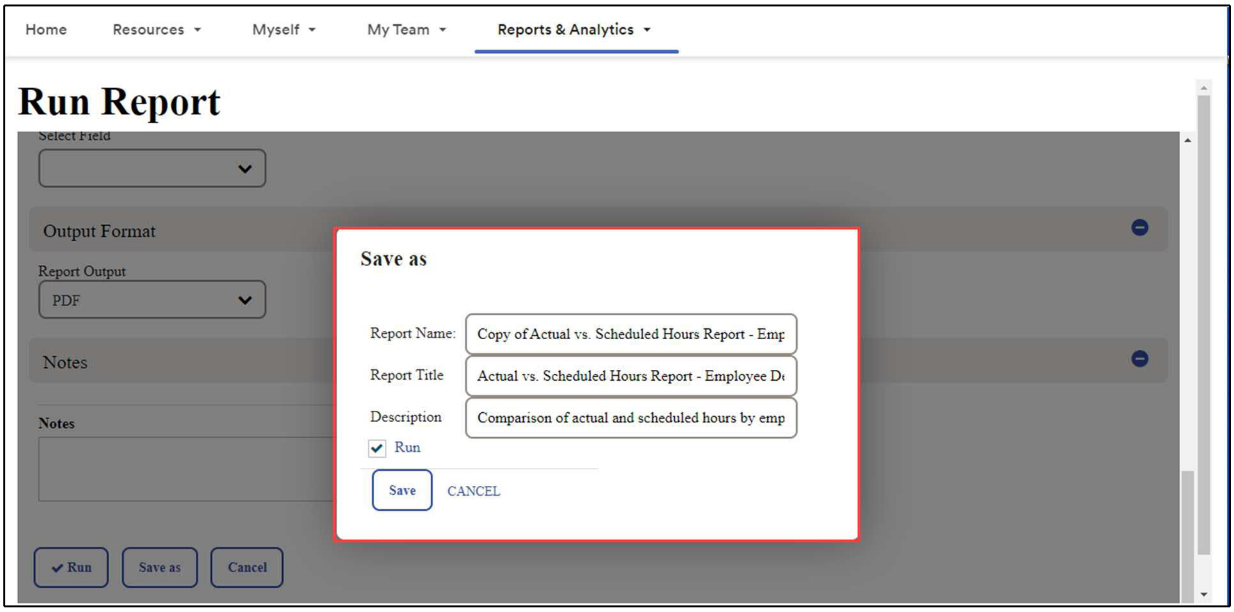
8 On the **Output** tab, select the report and click the ••• (action) button. Select the **View As** format you chose when you created the report. The report will open in a new window.

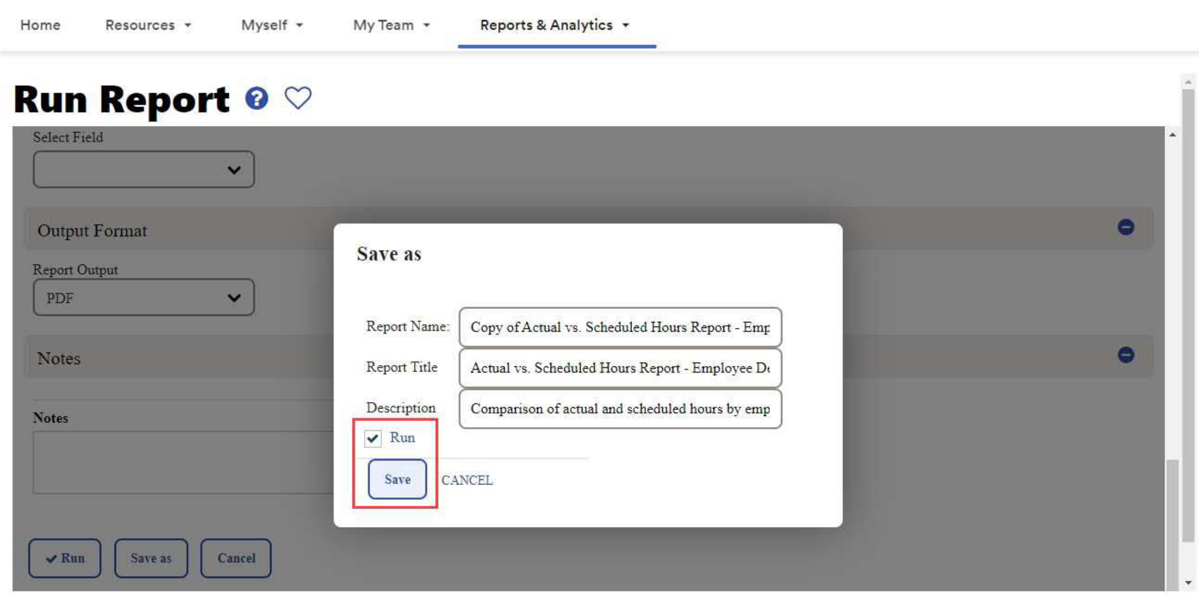


Name / Title	Records	Type	Status	
☑ My Team Actual vs. Scheduled Hours...		Standard	Completed	04/24/2022 - 08:39 PM
☐ My Team Actual vs. Scheduled Hours...		Standard	Completed	04/24/2022 - 08:26 PM
☐ My Team Attendance Report / Attendance Report	0	Standard	Completed	04/21/2022 - 06:58 PM
☐ My Team Actual vs. Scheduled Hours...		Standard	Completed	04/21/2022 - 06:46 PM

Saving a Report

Follow the steps below to save your report.

Step	Action
1	After completing the fields, click **Save As** instead of **Run**. **Note**: Clicking **Run** generates the report on the **Output** tab. Clicking **Save As** saves the report to the **My Report** tab.  Report Output: PDF
2	Enter the **Report Name**, **Title**, and **Description**. **Note:** The title you enter displays at the top of your report.  Report Name: Copy of Actual vs. Scheduled Hours Report - Emp Report Title: Actual vs. Scheduled Hours Report - Employee D Description: Comparison of actual and scheduled hours by emp ☑ Run

3	Select **Run** and then click **Save**. **Result**: The Output page displays.  Report Name: Copy of Actual vs. Scheduled Hours Report - Emp Report Title: Actual vs. Scheduled Hours Report - Employee D Description: Comparison of actual and scheduled hours by emp ☑ Run

Note:

- **My Reports** are private. If you save a **My Report**, it will be available only to you to run in the future.
- If you want to update the report criteria on a report that you have saved, access the **My Reports** tab and click the report name.