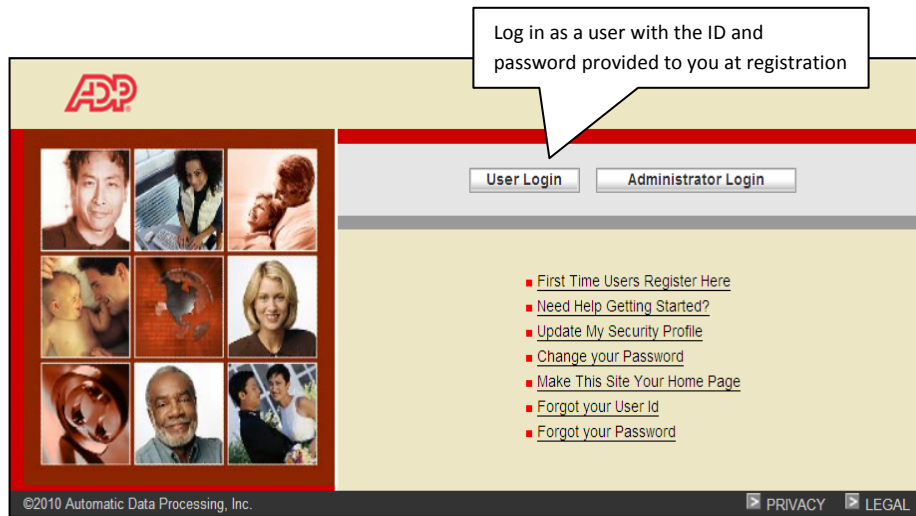
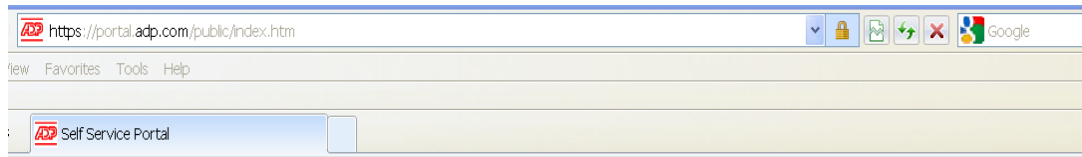
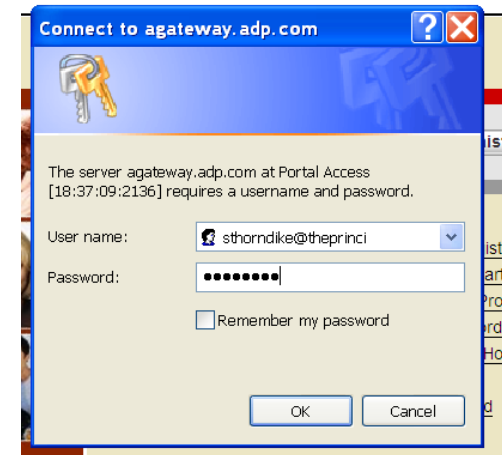


Editing & Approving Employee Time

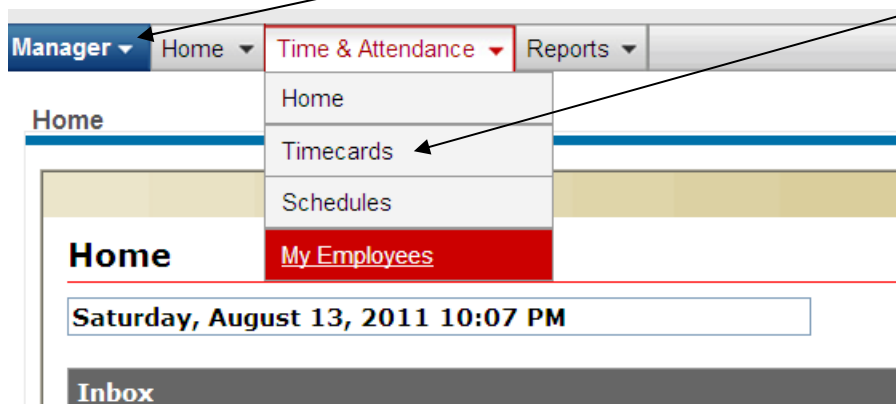
Use Internet Explorer to go to the following webpage: <https://portal.adp.com/public/index.htm>



This box pops up when you select User Login



Make sure you are logged in as a Manager. Then select Time & Attendance and select Timecards.



The first time you log in, verify that you can see your direct reports and no one else. You should not be able to edit and approve your own time.

From the Timecards screen you can edit and approve your employee's timecards. Select the employee you want to edit or review by typing their name in the Find field. Then, check and see if the employee is missing any punches or time off requests. If the employee is missing a punch, the system won't let you approve the day until the time has been added.

Timecards

Filter: *Default Filter* (320 of 906) **Graser, Cindy (6VT993343)** Find

Pay Date Range: Current Pay Period 08/19/2011 - 09/03/2011

[Printable View](#) [Payroll Summary](#) [Schedule](#) [Multiple Employee View](#) [Preferences](#)

Submit **Submit & Calculate**

| Select | Approval | | Date In | Time In | Time Out | Hours | Daily Totals | Out Type | Earnings Code | Department |
|--------------------------|-------------------------------------|--------------------------|----------------|----------|----------|-------|--------------|----------|---------------|------------|
| | Supervisor | Loan | | | | | | | | |
| <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | Fri 08/19/2011 | | | | | | | 410001 |
| <input type="checkbox"/> | <input checked="" type="checkbox"/> | <input type="checkbox"/> | Sat 08/20/2011 | 10:47 AM | | | 0.00? | | | 130112 |
| <input type="checkbox"/> | <input checked="" type="checkbox"/> | <input type="checkbox"/> | Sun 08/21/2011 | 11:58 AM | 01:32 PM | 1.50 | | | | 110062 |
| <input type="checkbox"/> | <input checked="" type="checkbox"/> | <input type="checkbox"/> | Sun 08/21/2011 | 05:29 PM | 07:45 PM | 2.25 | 3.75 | | | 110062 |





To add the missing punch, click in the field with the missing information and type in the time. The hours will calculate unrounded until you select Submit & Calculate and then the hours will round.



| Select | Approval | | Date In | Time In | Time Out | Hours | Daily Totals |
|--------------------------|-------------------------------------|--------------------------|----------------|----------|----------|-------|--------------|
| | Supervisor | Loan | | | | | |
| <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | Fri 08/19/2011 | | | | |
| <input type="checkbox"/> | <input checked="" type="checkbox"/> | <input type="checkbox"/> | Sat 08/20/2011 | 10:47 AM | 12:00 PM | 1.22 | 1.22 |

Submit **Submit & Calculate**

| Select | Approval | | Date In | Time In | Time Out | Hours | Daily Totals |
|--------------------------|-------------------------------------|--------------------------|----------------|----------|----------|-------|--------------|
| | Supervisor | Loan | | | | | |
| <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | Fri 08/19/2011 | | | | |
| <input type="checkbox"/> | <input checked="" type="checkbox"/> | <input type="checkbox"/> | Sat 08/20/2011 | 10:47 AM | 12:00 PM | 1.25 | 1.25 |



You can approve your employee's time by Selecting each day and then selecting the Supervisor Approval.

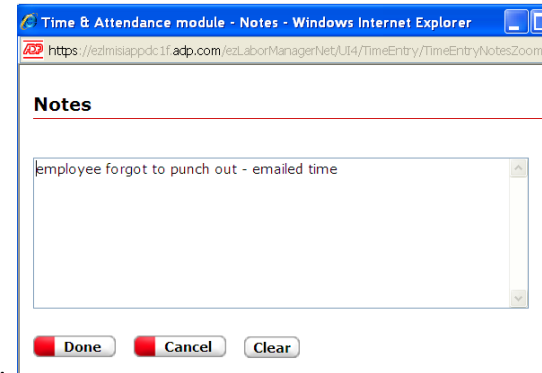
| Select | Approval | | | Date In | Time In | Time Out | Hours | Daily Totals | C |
|-------------------------------------|---|-------------------------------------|-------|------------|----------|----------|-------|--------------|---|
| | Supervisor | Loan | | | | | | | |
| <input checked="" type="checkbox"/> | <input checked="" type="checkbox"/> | <input type="checkbox"/> | | | | | | | |
| <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | + Fri | 08/19/2011 | | | | | |
| <input checked="" type="checkbox"/> |  | <input checked="" type="checkbox"/> | + Sat | 08/20/2011 | 10:47 AM | 12:00 PM | 1.25 | 1.25 | |
| <input checked="" type="checkbox"/> |  | <input checked="" type="checkbox"/> | + Sun | 08/21/2011 | 11:58 AM | 01:32 PM | 1.50 | | |
| <input checked="" type="checkbox"/> |  | <input checked="" type="checkbox"/> | + Sun | 08/21/2011 | 05:29 PM | 07:45 PM | 2.25 | 3.75 | |
| <input checked="" type="checkbox"/> |  | <input checked="" type="checkbox"/> | + Mon | 08/22/2011 | 04:15 PM | 06:06 PM | 1.75 | 1.75 | |


The  symbol changes to a  indicating that the time has been approved and can now be processed by payroll.

| Select | Approval | | | Date In | Time In | Time Out | Hours | Daily Totals | C |
|--------------------------|-------------------------------------|-------------------------------------|-------|------------|----------|----------|-------|--------------|---|
| | Supervisor | Loan | | | | | | | |
| <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | + Fri | 08/19/2011 | | | | | |
| <input type="checkbox"/> | <input checked="" type="checkbox"/> | <input checked="" type="checkbox"/> | + Sat | 08/20/2011 | 10:47 AM | 12:00 PM | 1.25 | 1.25 | |
| <input type="checkbox"/> | <input checked="" type="checkbox"/> | <input checked="" type="checkbox"/> | + Sun | 08/21/2011 | 11:58 AM | 01:32 PM | 1.50 | | |
| <input type="checkbox"/> | <input checked="" type="checkbox"/> | <input checked="" type="checkbox"/> | + Sun | 08/21/2011 | 05:29 PM | 07:45 PM | 2.25 | 3.75 | |
| <input type="checkbox"/> | <input checked="" type="checkbox"/> | <input checked="" type="checkbox"/> | + Mon | 08/22/2011 | 04:15 PM | 06:06 PM | 1.75 | 1.75 | |
| <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | + Tue | 08/23/2011 | | | | | |
| <input type="checkbox"/> | <input checked="" type="checkbox"/> | <input checked="" type="checkbox"/> | + Wed | 08/24/2011 | 06:00 PM | 07:03 PM | 1.00 | 1.00 | |



Managers can also edit existing times or edit department numbers. Whenever you edit an employee's record, we recommend that you make a note on the employee's record that day.

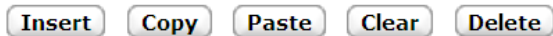
| | | | | | | | | | | | | | |
|--------------------------|-------------------------------------|-------------------------------------|--------------------------|-------|------------|----------|----------|------|------|--|--|--------|---|
| <input type="checkbox"/> | <input checked="" type="checkbox"/> | <input checked="" type="checkbox"/> | <input type="checkbox"/> | + Sat | 08/20/2011 | 10:47 AM | 12:00 PM | 1.25 | 1.25 | | | 130112 |  |
| <input type="checkbox"/> | <input checked="" type="checkbox"/> | <input checked="" type="checkbox"/> | <input type="checkbox"/> | + Sun | 08/21/2011 | 11:58 AM | 01:32 PM | 1.50 | | | | 110062 |  |



Click on the picture of the note  and add a comment indicating why you are making the change.




Click on the  to insert a row for a new day.

| | | | | | | | | | | |
|--------------------------|-------------------------------------|-------------------------------------|--------------------------|---|------------|----------|----------|------|------|--|
| <input type="checkbox"/> | <input checked="" type="checkbox"/> | <input checked="" type="checkbox"/> | <input type="checkbox"/> |  Sat | 08/20/2011 | 10:47 AM | 12:00 PM | 1.25 | 1.25 | |
| <input type="checkbox"/> | <input checked="" type="checkbox"/> | <input checked="" type="checkbox"/> | <input type="checkbox"/> |  Sun | 08/21/2011 | 11:58 AM | 01:32 PM | 1.50 | | |

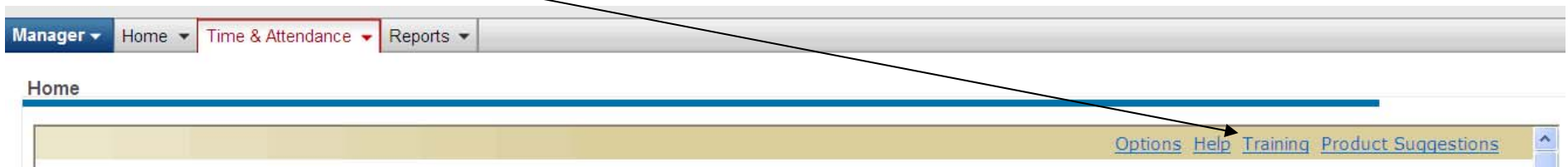


The function keys can be used to add or remove time.

If an employee does not electronically request benefit hours, managers can add benefit hours by selecting the benefit type under the Earnings Code column.

| Select | Approval | | | Date In | Time In | Time Out | Hours | Daily Totals | Out Type | Earnings Code |
|--------------------------|-------------------------------------|-------------------------------------|---|------------|----------|----------|-------|--------------|----------|---------------|
| | Supervisor | Loan | | | | | | | | |
| <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |  Fri | 08/19/2011 | | | | | | |
| <input type="checkbox"/> | <input checked="" type="checkbox"/> | <input checked="" type="checkbox"/> |  Sat | 08/20/2011 | 10:47 AM | 12:00 PM | 1.25 | 1.25 | | |
| <input type="checkbox"/> | <input checked="" type="checkbox"/> | <input checked="" type="checkbox"/> |  Sun | 08/21/2011 | 11:58 AM | 01:28 PM | 1.50 | | | VACATION |

Web-based training and printable resources are available on the ADP webpage under Training if you would like further instruction.



Welcome to ADP's Workforce Now Time & Attendance module Online Training Center (OTC). The Online Training Center provides an array of resources that allows you to learn what you need to know about the ADP Workforce Now Time & Attendance module over the Internet—anytime, anywhere.

The On-Line Training Center includes **Web-Based Training** (WBT) courses, and a collection of **Printable Resources** related to using the Time & Attendance module.

Web-Based Training

▶ **Current Release**
v18

A series of tutorials describing how to perform common tasks. These tutorials are divided into objectives and topics that you can work through at your own pace, as your schedule and needs dictate.

Printable Resources

▶ **Current Release**
v18

A collection of useful PDF documents that you can view, print, or download for your reference. These documents include **Quick Reference Cards** (QRCs) that provide brief outlines of key procedures and **User and Release Guides** that provide detailed documentation of specific Time & Attendance module features.

For a list of all of the printable resources available, click the appropriate **Release** link above. To jump directly to a summary of new features for a specific release, click the appropriate link below.