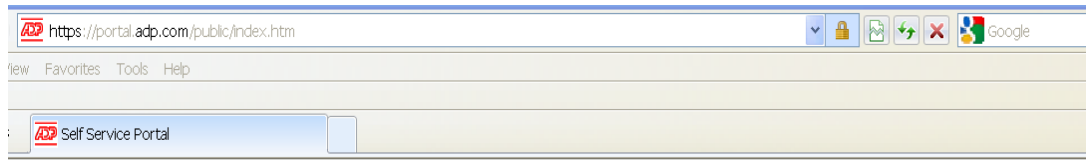
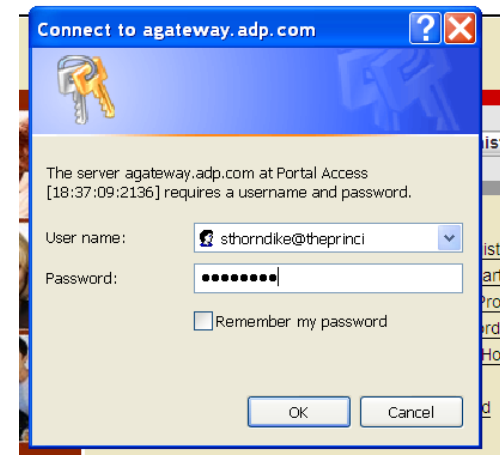


Logging on as an Employee

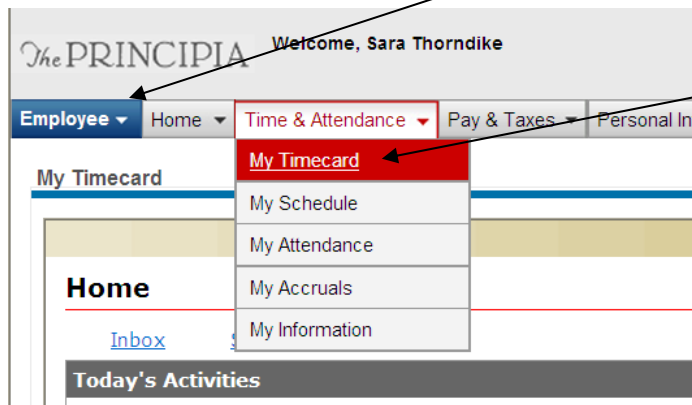
Use Internet Explorer to go to the following webpage: <https://portal.adp.com/public/index.htm>



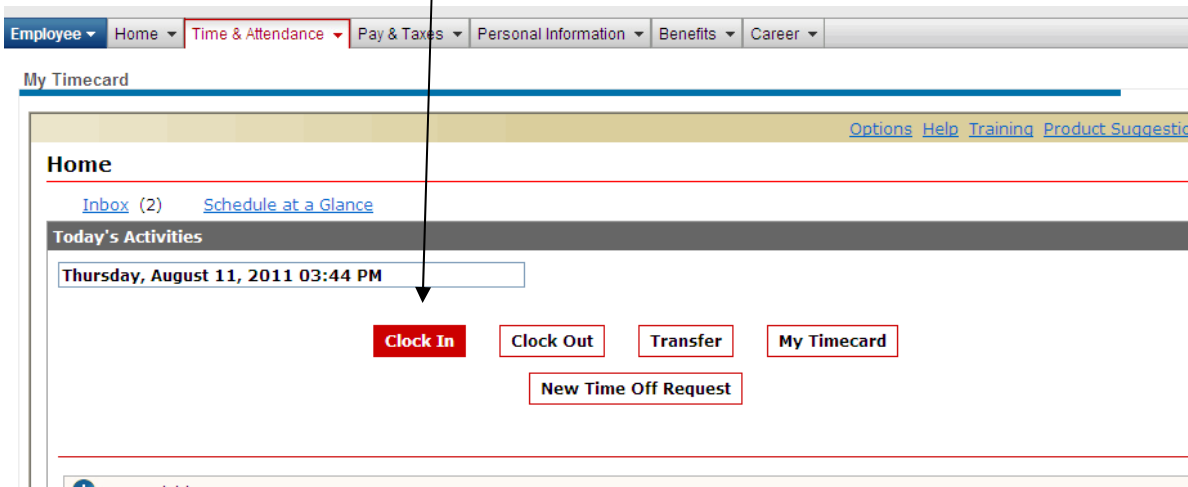
This box pops up when you select User Login



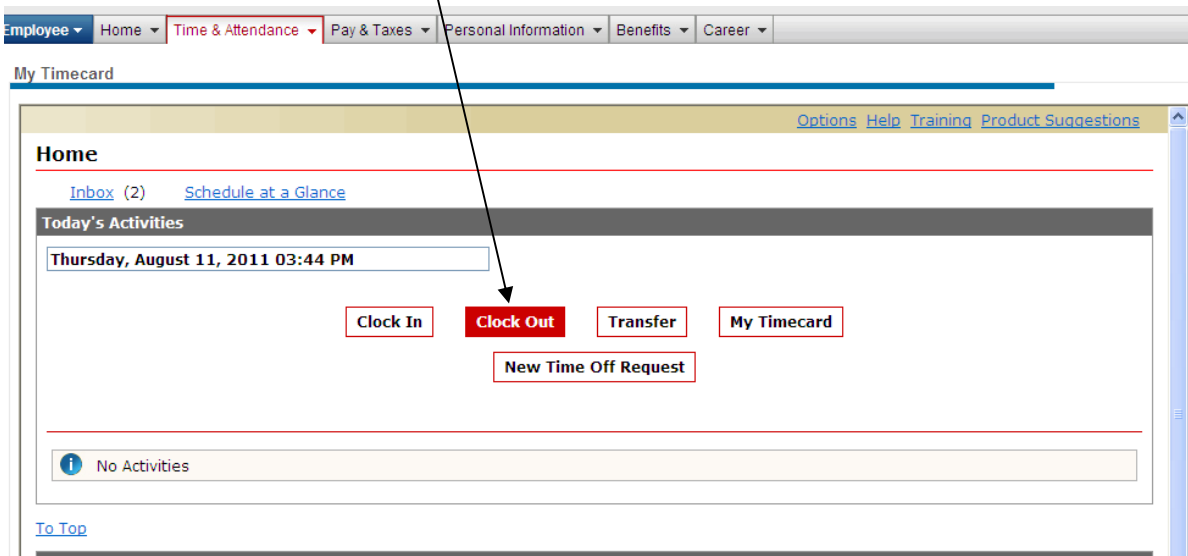
Make sure you are logged in as an Employee vs. a Manager. Then select Time & Attendance and select My Timecard.



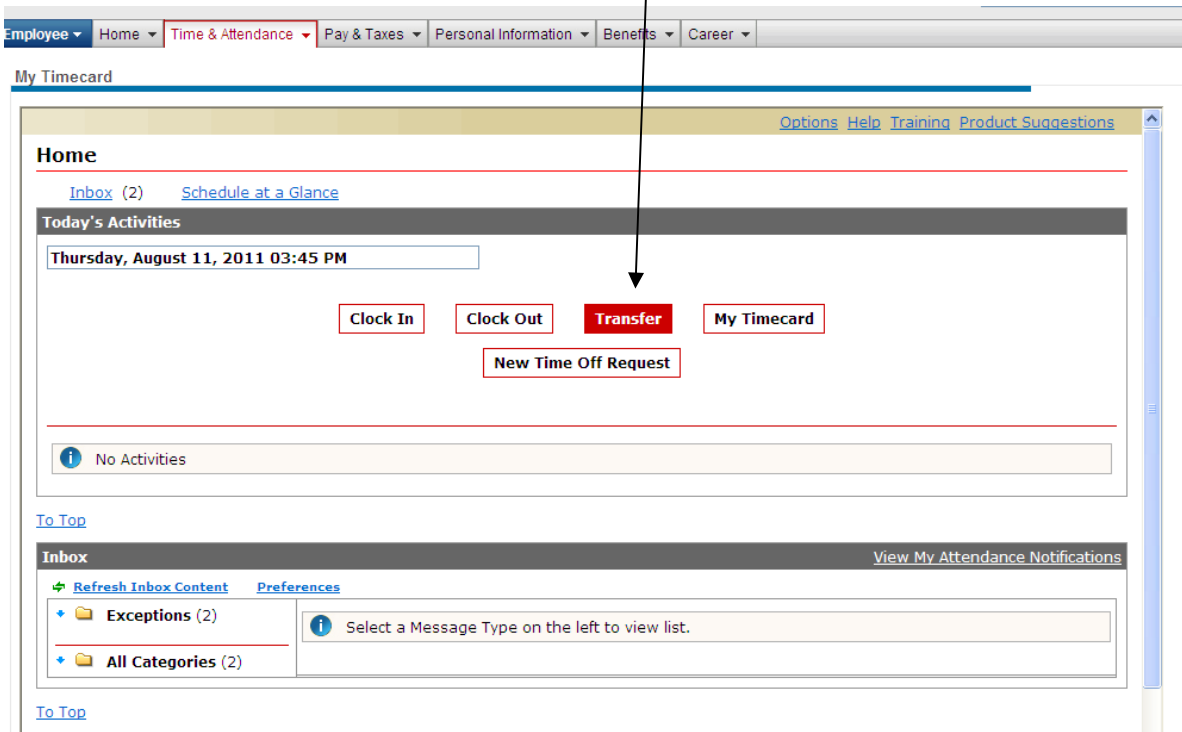
When you wish to log in select Clock In.



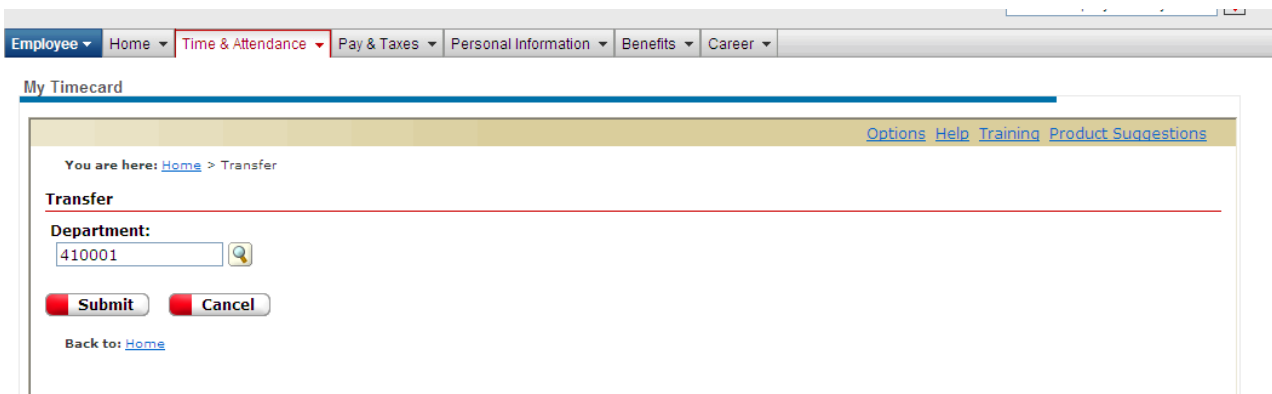
When you wish to log out select Clock Out.



If you work in more than one department you can Transfer between departments so your time is charged correctly by selecting Transfer.



Pick the department number you are transferring to and Submit.



To view your timecard to make sure all of your times are showing select My Timecard.

Employee ▾ Home ▾ Time & Attendance ▾ Pay & Taxes ▾ Personal Information ▾ Benefits ▾ Career ▾

My Timecard

Options Help Training Product Suggestions

Home

[Inbox \(2\)](#) [Schedule at a Glance](#)

Today's Activities

Thursday, August 11, 2011 03:45 PM

(Note: An arrow points from the text above to the 'My Timecard' button)

i No Activities

[To Top](#)

Inbox [View My Attendance Notifications](#)

[Refresh Inbox Content](#) [Preferences](#)

+ Exceptions (2) **i** Select a Message Type on the left to view list.

+ All Categories (2)

Employee ▾ Home ▾ Time & Attendance ▾ Pay & Taxes ▾ Personal Information ▾ Benefits ▾ Career ▾

My Timecard

Options Help Training Product Suggestions

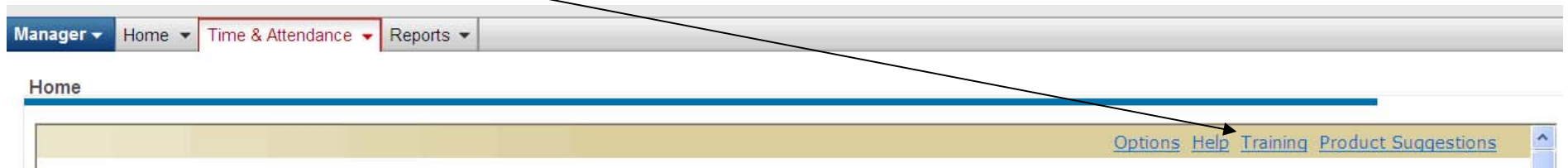
You are here: [Home](#) > My Timecard

Pay Date Range: -

[Printable View](#) [Payroll Summary](#)

Select		Date In	Time In	Time Out	Hours	Daily Totals	Out Type	Earnings Code	Department
<input type="checkbox"/>	Sat	08/20/2011	10:47 AM	12:30 PM	1.75	1.75			130112
<input type="checkbox"/>	Sun	08/21/2011	11:58 AM	01:32 PM	1.50				110062
<input type="checkbox"/>	Sun	08/21/2011	05:29 PM	07:45 PM	2.25	3.75			110062
<input type="checkbox"/>	Mon	08/22/2011	04:15 PM	06:06 PM	1.75	1.75			130112
<input type="checkbox"/>	Wed	08/24/2011	06:00 PM	07:03 PM	1.00	1.00			110062
Total Hours:					8.25				

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



Manager ▾ Home ▾ Time & Attendance ▾ Reports ▾

Home

[Options](#) [Help](#) [Training](#) [Product Suggestions](#)

Online Training Center

Main Menu

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.