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**WORKFORCE NOW
EMPLOYEE HOW TO GUIDE:
TIME & ATTENDANCE**



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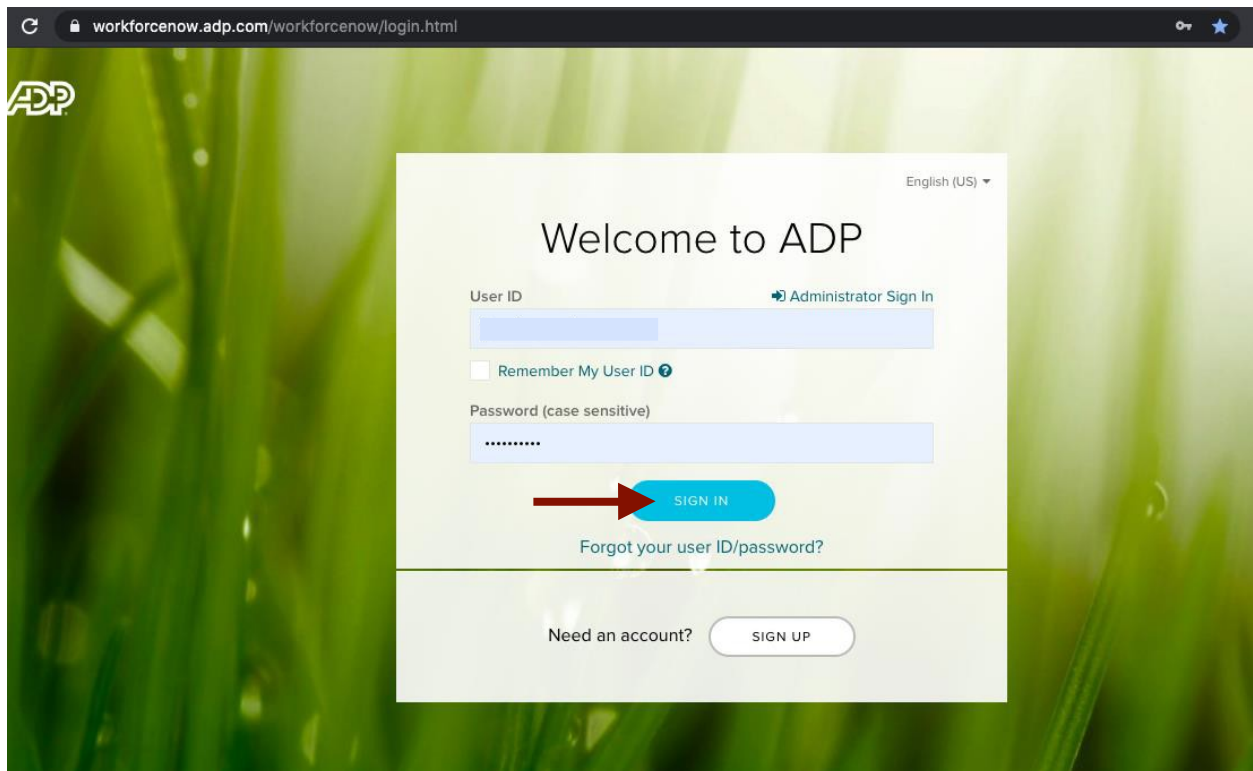
WORKFORCE NOW EMPLOYEE HOW TO GUIDE: TIME & ATTENDANCE

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WORKFORCE NOW LOGIN

Log on to Workforce Now:

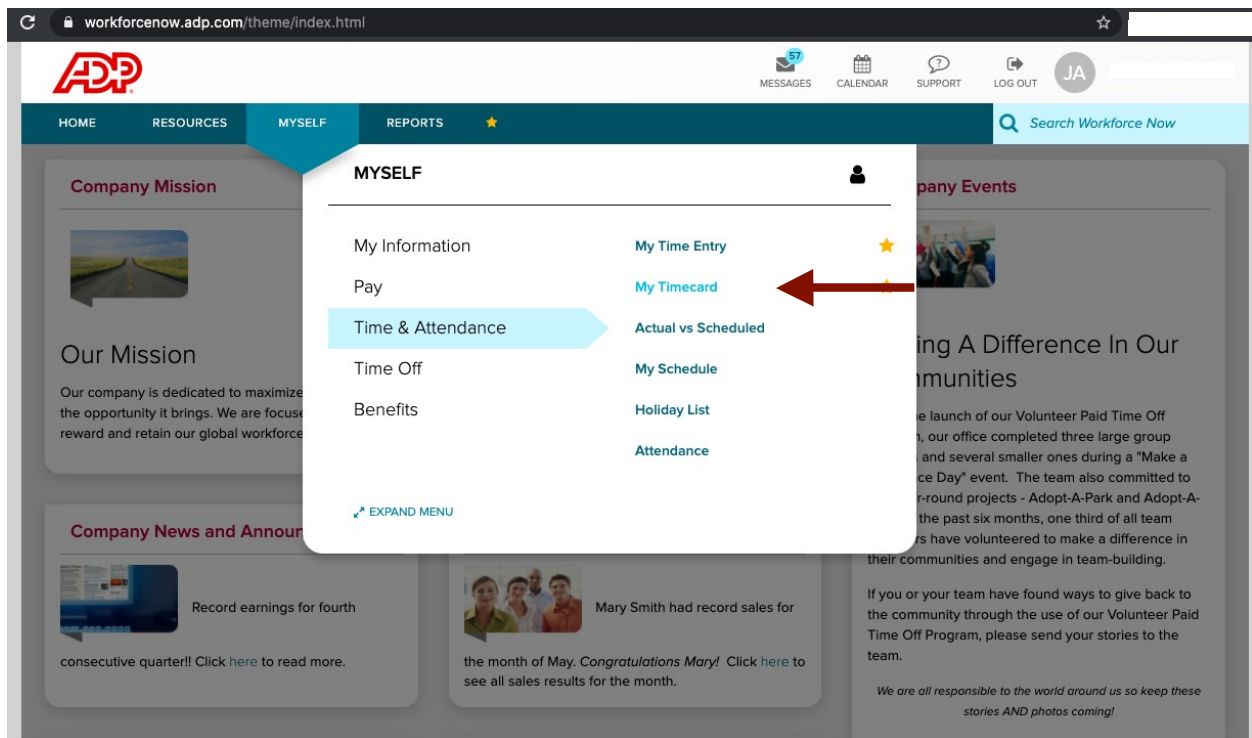
[Workforcenow.adp.com/workforce now/login.html](https://workforcenow.adp.com/workforcenow/login.html)



The screenshot displays the login interface for ADP Workforce Now. At the top left is the ADP logo. The main heading is "Welcome to ADP". Below this, there is a "User ID" input field with an "Administrator Sign In" link to its right. A "Remember My User ID" checkbox is located below the User ID field. The "Password (case sensitive)" field is shown with masked characters. A red arrow points to the blue "SIGN IN" button. Below the password field is a link for "Forgot your user ID/password?". At the bottom, there is a "Need an account?" prompt next to a "SIGN UP" button. The browser's address bar shows the URL "workforcenow.adp.com/workforcenow/login.html".

ENTERING HOURS WORKED

Click,
“Myself” →
“Time & Attendance” →
“My Timecard”



Your Timecard Will Automatically be Set on “Current Pay Period”

The screenshot shows the ADP Workforce Now interface. At the top, there are navigation tabs: HOME, RESOURCES, MYSELF, and REPORTS. A search bar is visible with the text "Search Workforce Now". The main heading is "My Timecard". Below this, there is a user profile section with a "JA" icon and "Home Department : 020 - SAA Business Office".

The "Current Pay Period" dropdown menu is open, showing the following options:

- Current Pay Period
- Next Pay Period
- Previous Pay Period
- Range of Dates
- Historical Pay Periods...

The main table displays timecard data for the current pay period (8/24/2020 to 9/6/2020). The table has the following columns: IN - OUT, PAY CODE, HOURS, DEPARTMENT, DAILY TOTALS, REGULAR, and OVERTIME. The data shows 0.00 hours for all categories.

IN - OUT	PAY CODE	HOURS	DEPARTMENT	DAILY TOTALS	REGULAR	OVERTIME
-		0:00	020	0:00	0:00	0:00
-		0:00	020	0:00	0:00	0:00
-		0:00	020	0:00	0:00	0:00
-		0:00	020	0:00	0:00	0:00
-		0:00	020	0:00	0:00	0:00
-		0:00	020	0:00	0:00	0:00

At the bottom of the table, there are buttons for "SAVE", "REFRESH", and "Operation Successful". There is also a "PREFERENCES" dropdown and a "Legend" link.

You will have access to view the previous, current, and next pay period. You can also enter a range of dates to access future pay periods.

Next to the appropriate date, type in your hours worked. Note: For AM times, type “A” instead of “AM.” For PM times, type “P” instead of “PM.”

Current Pay Period: 8/24/2020 - 9/6/2020

Timecard | Totals | Schedule | Time Off Balances

	WEEK 1	IN - OUT	PAY CODE	HOURS	DEPARTMENT	DAILY TOTALS	REGULAR	OVERTIME
Mon	08/24	9A		0:00	020	0:00	0:00	0:00
Tue	08/25	-		0:00	020	0:00	0:00	0:00
Wed	08/26	-		0:00	020	0:00	0:00	0:00
Thu	08/27	-		0:00	020	0:00	0:00	0:00
Fri	08/28	-		0:00	020	0:00	0:00	0:00
Sat	08/29	-		0:00	020	0:00	0:00	0:00

Pay Period (14:00) | Week 1 (0:00) | Week 2 (14:00)

SAVE | REFRESH | PREFERENCES | Legend

EX: “9A” will turn into “9:00 AM”
Click “Enter” on your key board for the full time to appear.

Current Pay Period: 8/24/2020 - 9/6/2020

Timecard | Totals | Schedule | Time Off Balances

	WEEK 1	IN - OUT	PAY CODE	HOURS	DEPARTMENT	DAILY TOTALS	REGULAR	OVERTIME
Mon	08/24	09:00 AM	5P	0:00	020	0:00	0:00	0:00
Tue	08/25	-		0:00	020	0:00	0:00	0:00
Wed	08/26	-		0:00	020	0:00	0:00	0:00
Thu	08/27	-		0:00	020	0:00	0:00	0:00
Fri	08/28	-		0:00	020	0:00	0:00	0:00
Sat	08/29	-		0:00	020	0:00	0:00	0:00

Pay Period (14:00) | Week 1 (0:00) | Week 2 (14:00)

SAVE | REFRESH | PREFERENCES | Legend

Once you enter your time for the day, you will notice your hours worked say “8.”

Current Pay Period: 8/24/2020 - 9/6/2020

WEEK 1		IN - OUT		PAY CODE	HOURS	DEPARTMENT	DAILY TOTALS	REGULAR	OVERTIME
Mon	08/24	09:00 AM	05:00 PM		8:00		8:00	0:00	0:00
Tue	08/25	-	-		0:00	020	0:00	0:00	0:00
Wed	08/26	-	-		0:00	020	0:00	0:00	0:00
Thu	08/27	-	-		0:00	020	0:00	0:00	0:00
Fri	08/28	-	-		0:00	020	0:00	0:00	0:00
Sat	08/29	-	-		0:00	020	0:00	0:00	0:00

Pay Period (14:00) Week 1 (0:00) Week 2 (14:00)

SAVE REFRESH PREFERENCES Legend

SALARY EMPLOYEES: Click “Save” and you will notice your hours automatically deduct by 1 (one) for your lunch if you worked 7 or more hours in one day.

Current Pay Period: 8/24/2020 - 9/6/2020

WEEK 1		IN - OUT		PAY CODE	HOURS	DEPARTMENT	DAILY TOTALS	REGULAR	OVERTIME
Mon	08/24	09:00 AM	05:00 PM		7:00		7:00	7:00	0:00
Tue	08/25	-	-		0:00	020	0:00	0:00	0:00
Wed	08/26	-	-		0:00	020	0:00	0:00	0:00
Thu	08/27	-	-		0:00	020	0:00	0:00	0:00
Fri	08/28	-	-		0:00	020	0:00	0:00	0:00
Sat	08/29	-	-		0:00	020	0:00	0:00	0:00

Pay Period (21:00) Week 1 (7:00) Week 2 (14:00)

SAVE REFRESH **Operation Successful.** PREFERENCES Legend

SALARY EMPLOYEES: You can ignore the yellow alert that says, “Did not take a meal.”

WEEK 1		IN - OUT		PAY CODE	HOURS	DEPARTMENT	DAILY TOTALS	REGULAR	OVERTIME
Mon	08/24	09:00 AM	05:00 PM		7:00	020	7:00	7:00	0:00
Tue	08/25						0:00	0:00	0:00
Wed	08/26						0:00	0:00	0:00
Thu	08/27	-			0:00	020	0:00	0:00	0:00
Fri	08/28	-			0:00	020	0:00	0:00	0:00
Sat	08/29	-			0:00	020	0:00	0:00	0:00

Pay Period (21:00) Week 1 (7:00) Week 2 (14:00)

SAVE REFRESH Operation Successful. PREFERENCES Legend

HOURLY EMPLOYEES: You will have to manually indicate your lunch breaks. Note: According to the U.S. Department of Labor, you are required to take a .5 (half) hour lunch break if you work 6 hours in one day. You are required to take a 1 (one) hour lunch break if you work 7 or more hours in one day.

HOURLY EMPLOYEES: To indicate when you took your lunch break, click on the three gray lines next to the appropriate date. Click on “Add Blank Row.”

The screenshot shows a timecard interface for the week of 8/24/2020 to 9/6/2020. A dropdown menu is open for the date 08/25, with 'Add Blank Row' selected. The menu also includes options for Copy Row, Copy Row to Next Day, Delete Row, View Transaction Details, Add Note, and Override. The table below shows the current data for the week.

WEEK 1	IN - OUT	PAY CODE	HOURS	DEPARTMENT	DAILY TOTALS	REGULAR	OVERTIME	
Mon 08/24	09:00 AM - 05:00 PM		7:00	020	7:00	7:00	0:00	
Tue 08/25	09:00 AM - 12:00 PM		3:00	020	3:00	0:00	0:00	
			0:00	020	0:00	0:00	0:00	
			0:00	020	0:00	0:00	0:00	
			0:00	020	0:00	0:00	0:00	
			0:00	020	0:00	0:00	0:00	
WEEK 1 TOTALS						10:00	7:00	0:00
Thu 08/27	-		0:00	020	0:00	0:00	0:00	
Fri 08/28	-		0:00	020	0:00	0:00	0:00	
Sat 08/29	-		0:00	020	0:00	0:00	0:00	
Sun 08/30	-		0:00	020	0:00	0:00	0:00	
WEEK 1 TOTALS						12:30	7:00	0:00

You will now have two rows for the same date. Ex: This employee took lunch from 12pm – 12:30pm.

The screenshot shows the same timecard interface as above, but now with two rows for the date 08/25. The second row shows a lunch break from 12:30 PM to 03:00 PM. The table below shows the updated data for the week.

WEEK 1	IN - OUT	PAY CODE	HOURS	DEPARTMENT	DAILY TOTALS	REGULAR	OVERTIME
Mon 08/24	09:00 AM - 05:00 PM		7:00	020	7:00	7:00	0:00
Tue 08/25	09:00 AM - 12:00 PM		3:00	020		0:00	0:00
	12:30 PM - 03:00 PM		2:30	020	5:30	0:00	0:00
Wed 08/26	-		0:00	020	0:00	0:00	0:00
Thu 08/27	-		0:00	020	0:00	0:00	0:00
Fri 08/28	-		0:00	020	0:00	0:00	0:00
Sat 08/29	-		0:00	020	0:00	0:00	0:00
Sun 08/30	-		0:00	020	0:00	0:00	0:00

Do not forget to hit “Save” on the bottom left after you enter your hours.

ALL EMPLOYEES: You should be able to see a yellow alert that says, “Supervisor Approval Required.”

WEEK 1		IN - OUT		PAY CODE	HOURS	DEPARTMENT	DAILY TOTALS	REGULAR	OVERTIME
Mon	08/24	09:00 AM	05:00 PM		7:00	020	7:00	7:00	0:00
Tue	08/25	09:00 AM	12:00 PM		3:00			3:00	0:00
	08/25	12:30 PM	03:00 PM		2:30			2:30	0:00
Wed	08/26	09:00 AM	05:00 PM		7:00	020	7:00	7:00	0:00
Thu	08/27	09:00 AM	05:00 PM		7:00	020	7:00	7:00	0:00
Fri	08/28	09:00 AM	05:00 PM		7:00	020	7:00	7:00	0:00
Sat	08/29	-	-		0:00	020	0:00	0:00	0:00
Sun	08/30	-	-		0:00	020	0:00	0:00	0:00
WEEK 1 TOTALS							33:30	33:30	0:00

Please remember to alert your supervisor prior to bi-weekly Timecard deadlines to log on to their account and approve your time. Supervisors will have access to making edits, if necessary.

MAKING ERRORS ON TIME CARD

If you made an error entering your time, you can delete the whole row. Click on the three gray lines next to the date, and then click on “Delete Row.”

WEEK 1		IN - OUT	PAY CODE	HOURS	DEPARTMENT	DAILY TOTALS	REGULAR	OVERTIME
Mon	08/24	09:00 AM - 05:00 PM		7:00	020	7:00	7:00	0:00
Tue	08/25	09:00 AM - 12:00 PM		3:00	020		3:00	0:00
	08/25	12:30 PM - 03:00 PM		2:30	020	5:30	2:30	0:00
Wed	08/26	09:00 AM - 05:00 PM		7:00	020	7:00	7:00	0:00
Thu	08/27	09:00 AM - 05:00 PM		7:00	020	7:00	7:00	0:00
WEEK 1 TOTALS						26:30	33:30	0:00

You will notice the date will automatically be removed from the row. Notice Thursday is gone.

WEEK 1		IN - OUT	PAY CODE	HOURS	DEPARTMENT	DAILY TOTALS	REGULAR	OVERTIME
Mon	08/24	09:00 AM - 05:00 PM		7:00	020	7:00	7:00	0:00
Tue	08/25	09:00 AM - 12:00 PM		3:00	020		3:00	0:00
	08/25	12:30 PM - 03:00 PM		2:30	020	5:30	2:30	0:00
Wed	08/26	09:00 AM - 05:00 PM		7:00	020	7:00	7:00	0:00
Fri	08/28	-		0:00	020	0:00	7:00	0:00
Sat	08/29	-		0:00	020	0:00	0:00	0:00
Sun	08/30	-		0:00	020	0:00	0:00	0:00
WEEK 1 TOTALS						26:30	33:30	0:00
WEEK 2		IN - OUT	PAY CODE	HOURS	DEPARTMENT	DAILY TOTALS	REGULAR	OVERTIME

When you click “Save” on the bottom left, a new blank row for Thursday will re-appear. You can now enter your time appropriately.

Timecard		Totals	Schedule	Time Off Balances								
	WEEK 1	IN - OUT		PAY CODE	HOURS	DEPARTMENT	DAILY TOTALS	REGULAR	OVERTIME			
☰	Mon 08/24	09:00 AM	05:00 PM		7:00	020	7:00	7:00	0:00			
☰	Tue 08/25	09:00 AM	12:00 PM		3:00	020		3:00	0:00			
☰		12:30 PM	03:00 PM		2:30	020	5:30	2:30	0:00			
☰	Wed 08/26	09:00 AM	05:00 PM		7:00	020	7:00	7:00	0:00			
☰	Thu 08/27	-	-		0:00	020	0:00	0:00	0:00			
☰	Fri 08/28	09:00 AM	05:00 PM		7:00	020	7:00	7:00	0:00			
☰	Sat 08/29	-	-		0:00	020	0:00	0:00	0:00			
☰	Sun 08/30	-	-		0:00	020	0:00	0:00	0:00			
WEEK 1 TOTALS							26:30	26:30	0:00			



TIME OFF FOR ANNUAL, SICK,
SCHEDULED HOLIDAYS, ETC.

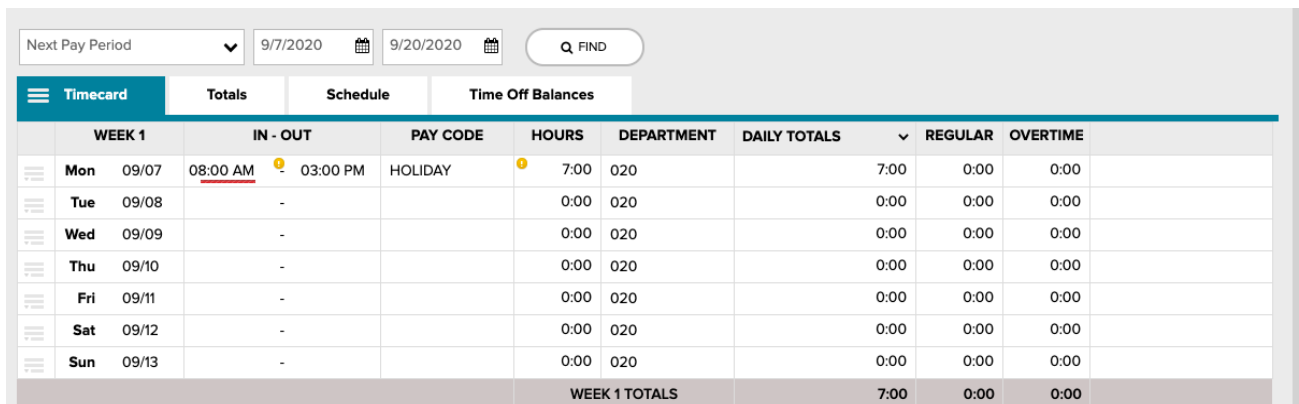
SALARY EMPLOYEES have access to the following Pay Codes:

Current Pay Period		8/24/2020	9/6/2020	Q FIND				
Timecard		Totals	Schedule	Time Off Balances				
	WEEK 1	IN - OUT	PAY CODE	HOURS	DEPARTMENT	DAILY TOTALS	REGULAR	OVERTIME
Mon	08/24	09:00 AM - 05:00 PM		7:00	020	7:00	7:00	0:00
Tue	08/25			0:00	020	0:00	0:00	0:00
Wed	08/26	-	ANNUAL LEAVE	ANNUAL LEAVE		0:00	0:00	0:00
Thu	08/27	-	COVID-19 SICK LEAVE	COVID-19 SICK LEAVE		0:00	0:00	0:00
Fri	08/28	-	Emergency Closure	Emergency Closure		0:00	0:00	0:00
Sat	08/29	-	HOLIDAY	HOLIDAY		0:00	0:00	0:00
Sun	08/30	-	JURY	Jury Duty		7:00	7:00	0:00
WEEK 2		IN - OUT	SICK	SICK		T DAILY TOTALS	REGULAR	OVERTIME
Mon	08/31	08:00 AM - 03:00 PM	UNSCHEMULED HO...	UNSCHEMULED HOLI...		7:00	0:00	0:00

Your Annual Leave, Sick Leave, and Unscheduled Holidays are stated on your contract. You will also have access to seeing your remaining balances on your ADP Portal.

Note: “Holiday” is for scheduled days off for the college (Ex: Christmas.) If there is a holiday, you will automatically see the holiday next to the date on your Time & Attendance card.

You will first be able to see this on September 7th, 2020 for Labor Day.



WEEK 1		IN - OUT		PAY CODE	HOURS	DEPARTMENT	DAILY TOTALS	REGULAR	OVERTIME
Mon	09/07	08:00 AM	03:00 PM	HOLIDAY	7:00	020	7:00	0:00	0:00
Tue	09/08	-	-		0:00	020	0:00	0:00	0:00
Wed	09/09	-	-		0:00	020	0:00	0:00	0:00
Thu	09/10	-	-		0:00	020	0:00	0:00	0:00
Fri	09/11	-	-		0:00	020	0:00	0:00	0:00
Sat	09/12	-	-		0:00	020	0:00	0:00	0:00
Sun	09/13	-	-		0:00	020	0:00	0:00	0:00
WEEK 1 TOTALS							7:00	0:00	0:00

The “IN-OUT” will automatically populate for 7 hours on these days. You do not have to make edits.

For time off, click on the appropriate “Pay Code”, and then type in “7” under the “Hours” tab. Note: You can only get paid for 7 hours on the appropriate days off.

WEEK 1		IN - OUT		PAY CODE	HOURS	DEPARTMENT	DAILY TOTALS	REGULAR	OVERTIME
Mon	09/07	08:00 AM	03:00 PM	HOLIDAY	7:00	020	7:00	0:00	0:00
Tue	09/08	08:00 AM	03:00 PM	SICK	7:00	020	7:00	0:00	0:00
Wed	09/09			ANNUAL LEAVE	7	020	0:00	0:00	0:00
Thu	09/10	-			0:00	020	0:00	0:00	0:00
Fri	09/11	-			0:00	020	0:00	0:00	0:00
Sat	09/12	-			0:00	020	0:00	0:00	0:00

Pay Period (7:00) Week 1 (7:00) Week 2 (0:00)

SAVE REFRESH PREFERENCES Legend

The “IN-OUT” will automatically populate for 7 hours on these days. You do not have to make edits.

WEEK 1		IN - OUT		PAY CODE	HOURS	DEPARTMENT	DAILY TOTALS	REGULAR	OVERTIME
Mon	09/07	08:00 AM	03:00 PM	HOLIDAY	7:00	020	7:00	0:00	0:00
Tue	09/08	08:00 AM	03:00 PM	SICK	7:00	020	7:00	0:00	0:00
Wed	09/09	08:00 AM	03:00 PM	ANNUAL LEAVE	7:00	020	7:00	0:00	0:00
Thu	09/10	-			0:00	020	0:00	0:00	0:00
Fri	09/11	-			0:00	020	0:00	0:00	0:00
Sat	09/12	-			0:00	020	0:00	0:00	0:00

Pay Period (7:00) Week 1 (7:00) Week 2 (0:00)

SAVE REFRESH PREFERENCES Legend

TIME OFF BALANCES

In order to see your balances for annual, sick, and unscheduled holidays, they will appear under the “Time off Balances” tab.

Current Pay Period: 8/24/2020 - 9/6/2020

Time Off Balances

As Of: 9/1/2020

TIME OFF POLICY	BALANCE	REQUESTS PENDING	REQUESTS SCHEDULED
Annual Lea...	98.00 H	0.00 H	7.00 H

* Balance /Request Amount: D (Days); H (Hours)
* The balances include future transactions.

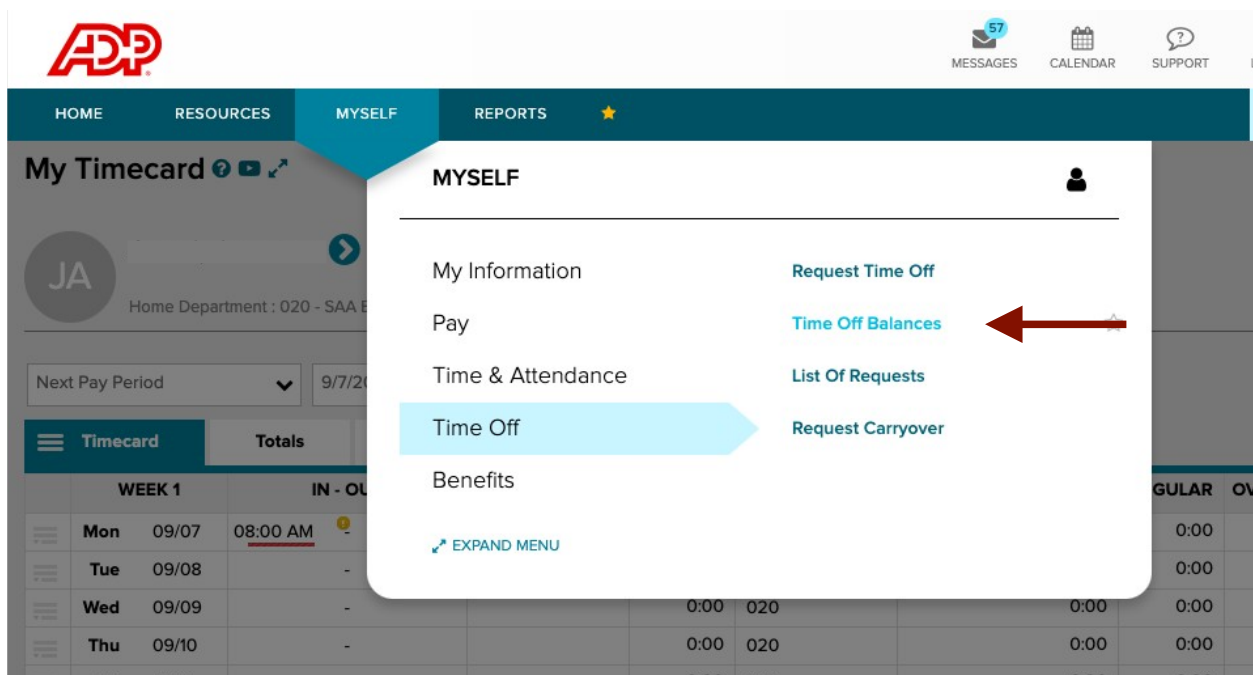
Note: These balances will appear in hours, rather than days. If you take time off, the hours will decrease.

You can also access your balances by clicking:

“Myself” →

“Time Off” →

“Time Off Balances”



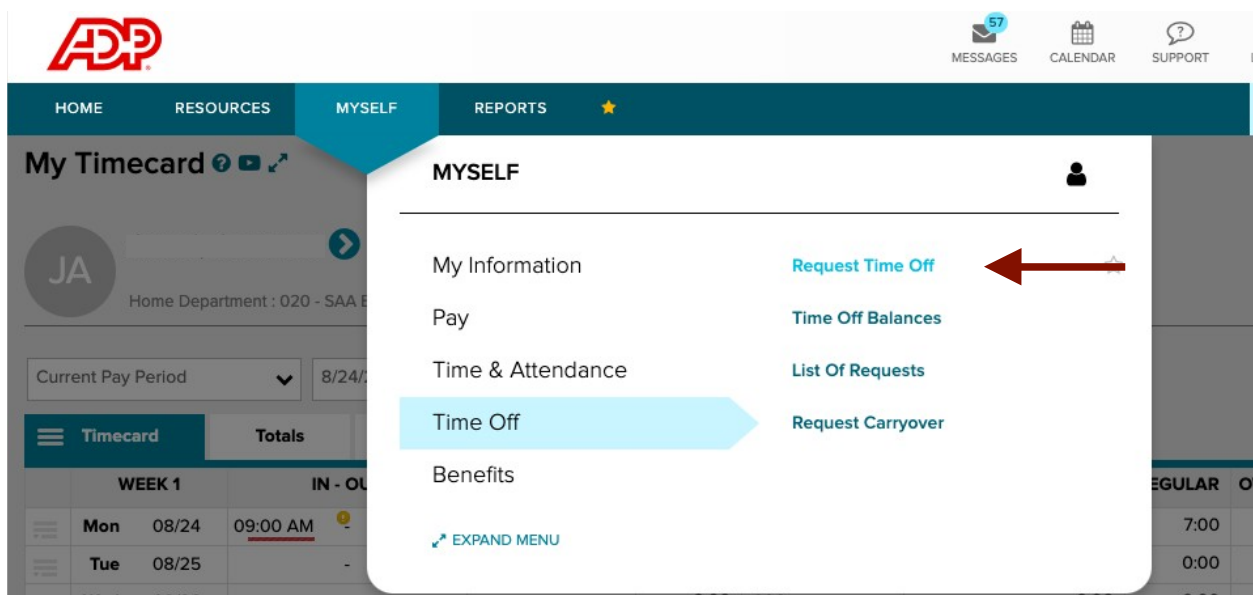
REQUESTING TIME OFF

Your supervisor will have to approve your time off in advance. Click on:

“Myself” →

“Time Off” →

“Request Time Off”



On the right, click the “Request Time Off” button.

The screenshot shows the 'Request Time Off' interface. At the top, there are tabs for 'My Calendar' and 'My Peers'. Below this, the current month is set to 'September 2020', with options for 'Month', 'Week', and 'Day' views. A 'FILTER' section is visible above the calendar grid. The calendar grid shows dates from August 30 to September 12. Existing time off requests are shown as green boxes: 'Time off : 7 hrs' on Monday (8/31) and Wednesday (9/2), and 'Labor Day' on Monday (9/7). A red arrow points to the 'REQUEST TIME OFF' button in the sidebar. The sidebar also displays 'Current Position' as 'Active' and 'Time Off Balances' for '09/01/2020', showing 'Annual Leave' with a balance of '98.00 hours'.

Sun	Mon	Tue	Wed	Thu	Fri	Sat
Aug 30	31 Time off : 7 hrs	Sep 1	2 Time off : 7 hrs	3	4	5
6	7 Labor Day	8	9 \$	10	11	12

REQUEST TIME OFF

Current Position
- Active

Select the request dates on the calendar and click the button below.

Time Off Balances
Balances as of 09/01/2020

TIME OFF POLICY	BALANCE
Annual Leave	98.00 hours

Enter: Days you are requesting off, hours per day (typically 7), comments (optional) and when you would like a response by. You can “Edit Each Day Individually” if you are only taking half a day off or a certain number of hours per day.

Request Time Off ?

Step 1 : Enter a Date Range USER PREFERENCES

Start Date * 11/16/2020 to End Date * 11/18/2020 C

Select specific days within the start date and end date.

Sun Mon Tue Wed Thur Fri Sat

Step 2 : Enter Request Details

EDIT EACH DAY INDIVIDUALLY

DATE	TIME OFF POLICY*	AMOUNT*	START TIME*	ACTIONS
Mon Nov 16, 2020 - Wed Nov 18, 2020	Annual	3 X 7.00 hours	8:00 AM	🕒 🗑️

TOTAL : Includes 3 days 21.00 hours

Comments: I have a destination wedding.

Please respond by 10/01/2020

SUBMIT

Please inform your supervisor you requested time off so they can review your request through their account. You will receive a notification through your message center to show you have been approved or rejected for this time.

The screenshot displays the ADP message center interface. At the top left is the ADP logo. On the top right, there are navigation icons for 'MESSAGES' (with a blue notification bubble containing the number '2'), 'CALENDAR', and 'LEAF'. Below these are three summary cards: a yellow card for 'ADP MESSAGES' with a count of '0', a green card for 'TASKS' with a count of '1' and '0 Urgent', and a purple card for 'NOTIFICATIONS' with a count of '1' and '0 Urgent'. A message card is shown below, featuring a checkmark icon, the text 'Employee - Time Off Request:', the time '11:00 AM', and action icons (checkmark, close, and menu). A blue button labeled 'VIEW ALL MESSAGES' is centered below the message card. At the bottom, there is a link that says 'TAKE A TOUR OF THE ENHANCED MESSAGE CENTER'.