WORKFORCE NOW
EMPLOYEE HOW TO GUIDE:
TIME & ATTENDANCE

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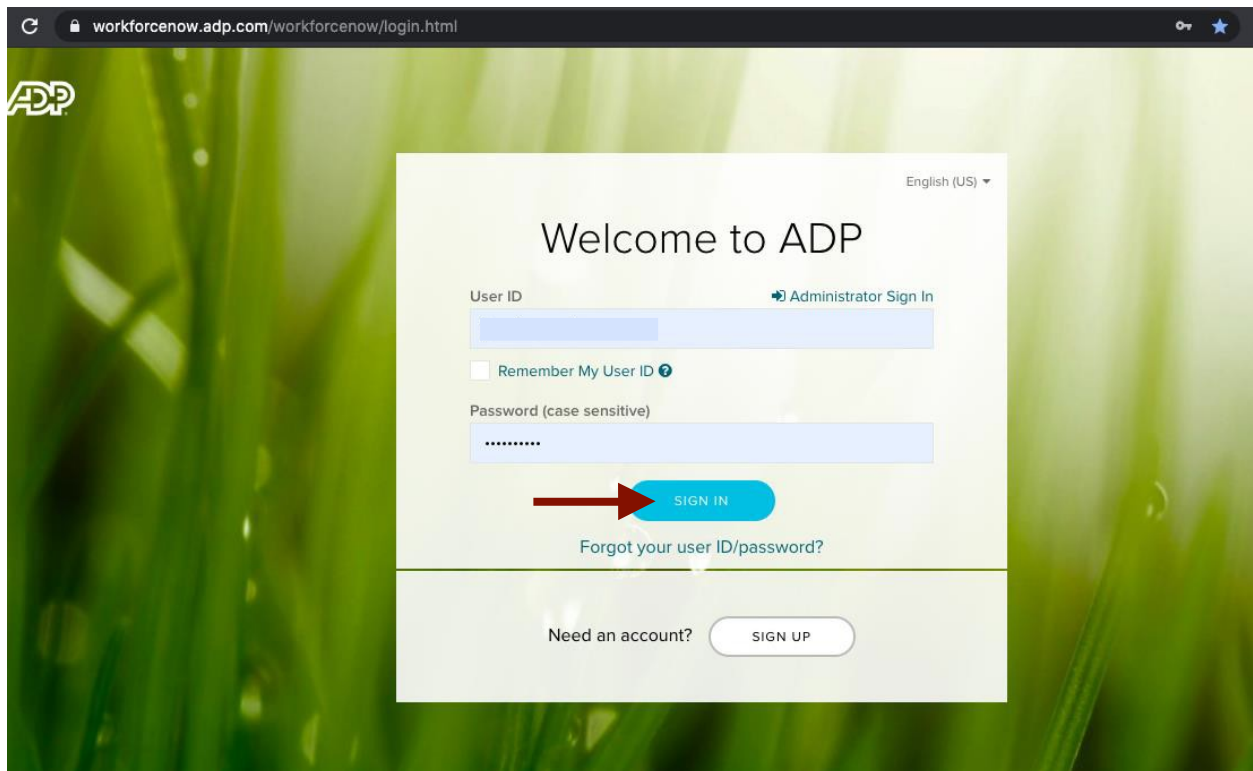
WORKFORCE NOW EMPLOYEE HOW TO GUIDE:
TIME & ATTENDANCE

WORKFORCE NOW LOGIN

Log on to Workforce Now:

Workforcenow.adp.com/workforce now/login.html

ENTERING HOURS WORKED

Click,
"Myself" →
"Time & Attendance" →
"My Timecard"
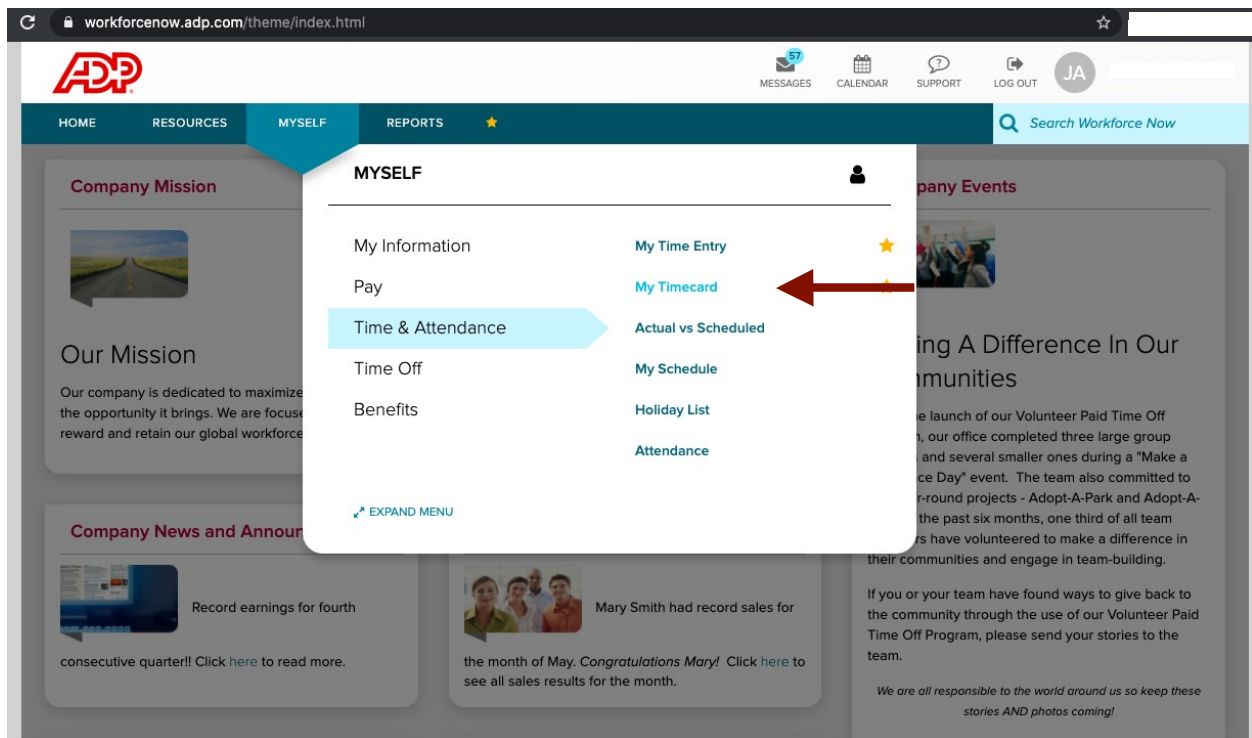
Your Timecard Will Automatically be Set on "Current Pay Period"

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	Q FIND								
≡ **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	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 - 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."

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)

Current Pay Period ∨   8/24/2020   9/6/2020   Q FIND

Timecard   Totals   Schedule   Time Off Balances

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   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		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   ℹ️ Operation Successful.   PREFERENCES ∨   Legend

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

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."

	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
⊕ Add Blank Row			-			0:00	020		0:00	0:00	0:00
⟳ Copy Row			-			0:00	020		0:00	0:00	0:00
⟳ Copy Row to Next Day			-			0:00	020		0:00	0:00	0:00
⊖ Delete Row			-			0:00	020		0:00	0:00	0:00
▭ View Transaction Details			-			0:00	020		0:00	0:00	0:00
▥ Add Note								WEEK 1 TOTALS	10:00	7:00	0:00
▤ Override			- OUT		PAY CODE	HOURS	DEPARTMENT	DAILY TOTALS	∨	REGULAR	OVERTIME
	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.

	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
		08/25	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."

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	
➕ Add Blank Row						⬤	0:00	020		0:00	7:00	0:00	
🔄 Copy Row				-			0:00	020		0:00	0:00	0:00	
🔄 Copy Row to Next Day				-			0:00	020		0:00	0:00	0:00	
⛔ Delete Row								WEEK 1 TOTALS		26:30	33:30	0:00	
📄 View Transaction Details				- OUT		PAY CODE		HOURS	DEPARTMENT	DAILY TOTALS	⌄	REGULAR	OVERTIME

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.

	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		-		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	

Timecard   Totals   Schedule   Time Off Balances

TIME OFF FOR ANNUAL, SICK, SCHEDULED HOLIDAYS, ETC.
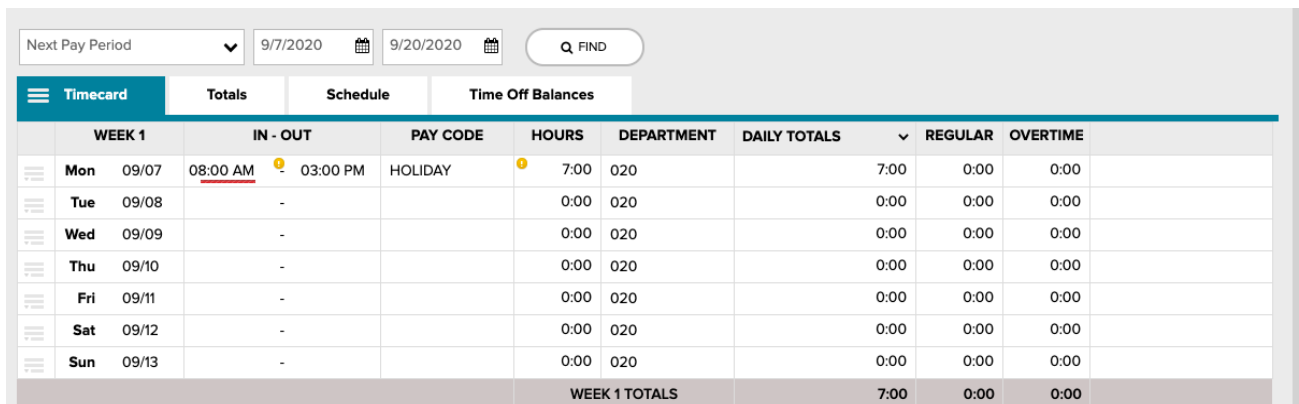
SALARY EMPLOYEES have access to the following Pay Codes:

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.

Next Pay Period	⌄	9/7/2020 📅	9/20/2020 📅	Q FIND						

☰ Timecard	Totals	Schedule	Time Off Balances					

	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)

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)

TIME OFF BALANCES

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

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:

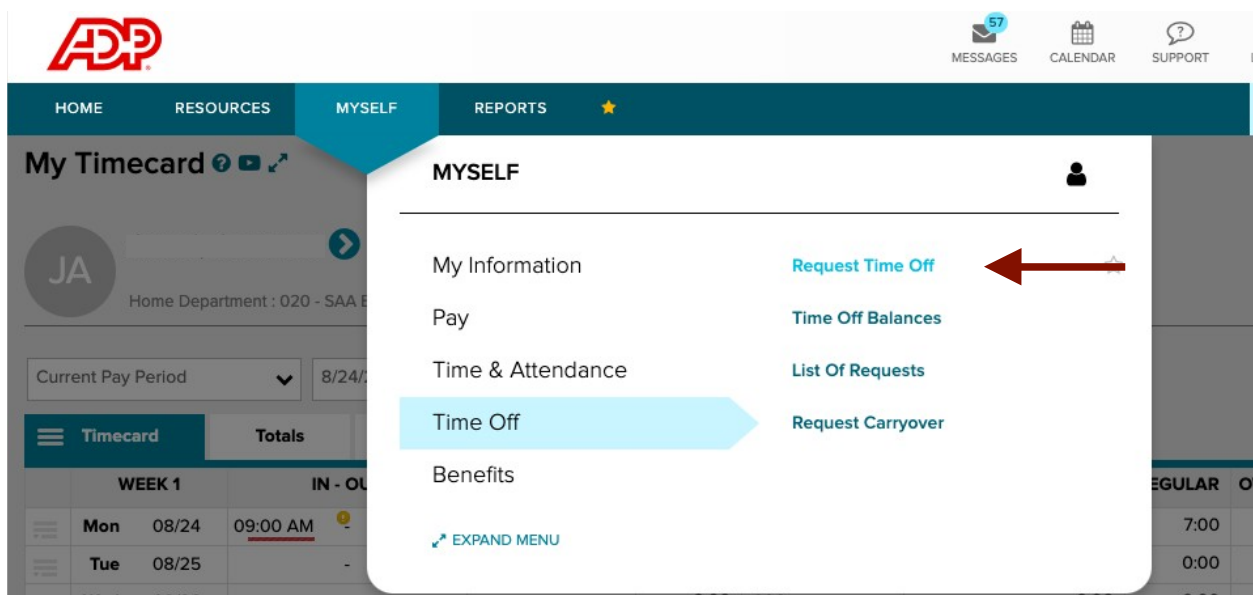## "Myself" →
"Time Off" →
"Time Off Balances"
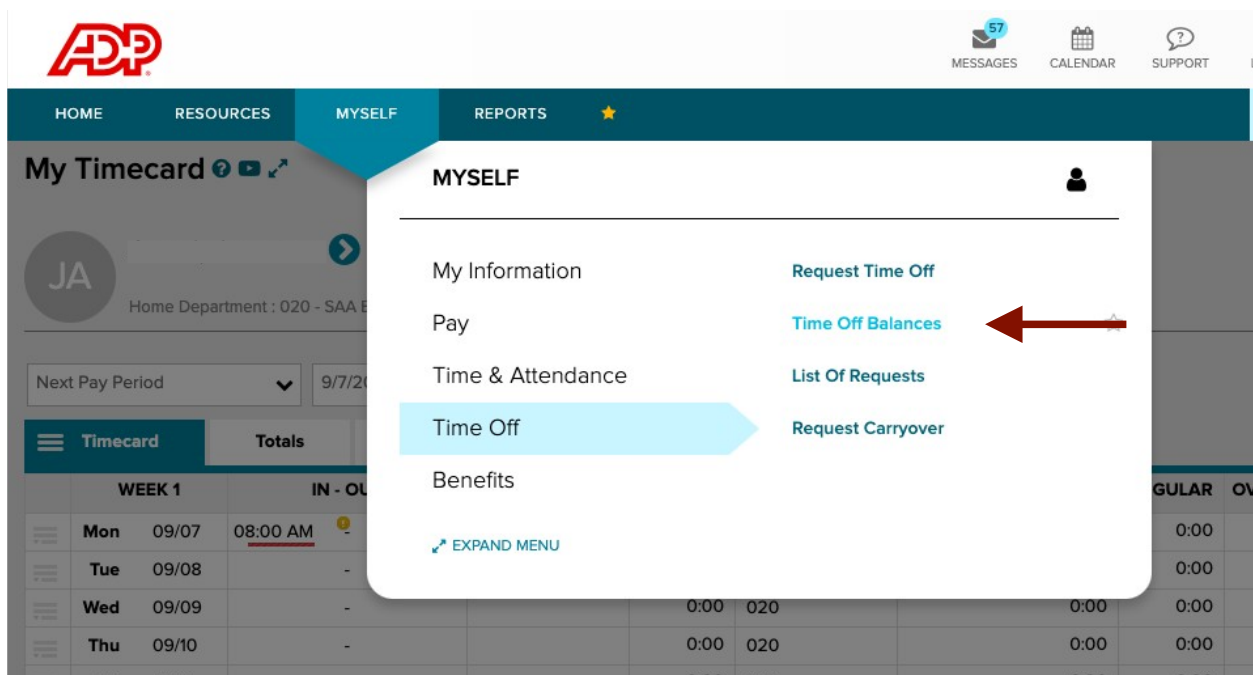
REQUESTING TIME OFF

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.

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.

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.