



A more human resource.™

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



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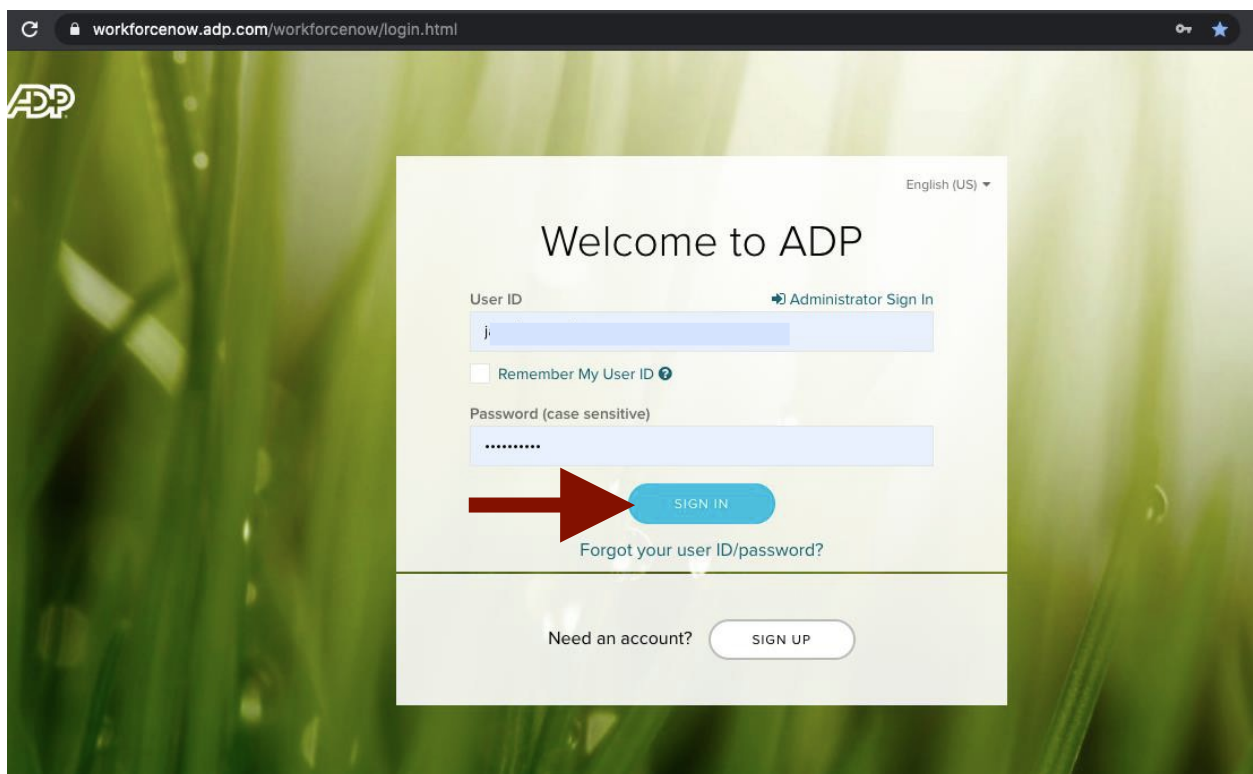
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WORKFORCE NOW LOGIN

Log on to Workforce Now:

[Workforcenow.adp.com/workforcenow/login.html](http://workforcenow.adp.com/workforcenow/login.html)



The screenshot displays the ADP Workforce Now login interface. At the top left is the ADP logo. The main heading is "Welcome to ADP" with a language dropdown set to "English (US)". Below this is the "User ID" field containing the letter "j", a "Remember My User ID" checkbox, and a "Password (case sensitive)" field with masked characters. A prominent red arrow points to the "SIGN IN" button. Below the button is a link for "Forgot your user ID/password?". At the bottom, there is a "Need an account? SIGN UP" link.

APPROVING EMPLOYEE TIMECARD

Click,
"My Team" →
"Time & Attendance" →
"Individual Timecard"

The screenshot shows the ADP Workforce Now interface. The top navigation bar includes 'HOME', 'RESOURCES', 'MYSELF', 'MY TEAM', and 'REPORTS'. The 'MY TEAM' tab is selected. Below this, there are five main sections: 'My Team', 'Employment', 'Time Off', 'Personal Information', and 'Time & Attendance'. The 'Time & Attendance' section is expanded, showing a list of options: 'Team Dashboard', 'Individual Timecard', 'Timecard Exceptions', 'Totals Summary', 'Group Timecard', 'Schedules', 'Schedule Templates', 'Actual vs. Scheduled', 'Monthly Schedule', 'Holiday List', 'Attendance', 'Quick Charge', and 'Manage Employee Hours'. A red arrow points to the 'Individual Timecard' link.

You will have access to all of your employees' saved timecards here.

The Employee's Timecard Will Look Like This:

The screenshot displays the ADP Individual Timecard interface. At the top, there is a navigation bar with options like HOME, RESOURCES, MYSELF, MY TEAM, and REPORTS. Below this, the user's profile information is visible, including a search bar for 'Workforce Now' and a search button labeled '<USING TIME & ATTENDANCE>'. The main section shows the 'Current Pay Period' as 8/24/2020 to 9/6/2020. A table titled 'Timecard' is shown with columns for 'WEEK 1', 'IN - OUT', 'PAY CODE', 'HOURS', 'DEPARTMENT', 'DAILY TOTALS', 'REGULAR', and 'OVERTIME'. The table lists days from Monday (8/24) to Saturday (8/29) with in-out times of 09:00 AM to 05:00 PM and 7:00 hours recorded for each day. At the bottom, there are buttons for 'SAVE', 'REFRESH', and a message 'Operation Successful.'.

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

Note: Timecards are submitted bi-weekly, so don't forget to scroll down! There will be time for two weeks on one timecard.

If you approve time for the entire week, click on the top box next to the word "Approve."

The screenshot shows the SAA Timecard interface. At the top, there are fields for 'Current Pay Period' (8/24/2020 to 9/6/2020), a search bar, and buttons for 'Show Pay Class', 'DASHBOARD', and 'APPROVE TIMECARD'. Below this is a navigation bar with 'Timecard', 'Totals', 'Schedule', and 'Time Off Balances'. The main table has columns: 'APPROVE', 'WEEK 1', 'IN - OUT', 'PAY CODE', 'HOURS', 'DEPARTMENT', 'DAILY TOTALS', 'REGULAR', and 'OVERTIME'. A red arrow points to the 'APPROVE' column header, which contains a checked checkbox. The table rows show dates from Monday (8/24) to Saturday (8/29) with in-out times of 09:00 AM to 05:00 PM. At the bottom, there are 'SAVE', 'REFRESH', and 'Operation Successful' messages, along with 'PREFERENCES' and 'Legend' links.

Alternatively, you can approve time per day. Click on the white box under "Approve" next to each date.

This screenshot is similar to the one above but shows the 'APPROVE' column with unchecked checkboxes for each day of the week. A red arrow points to the first unchecked checkbox under the 'APPROVE' header. The rest of the interface, including the table data and bottom navigation, is identical to the previous screenshot.

You can approve the entire timecard at once by clicking, "Approve Timecard" on the top right.

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

Buttons: DASHBOARD, APPROVE TIMECARD

	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 - 05:00 PM			7:00	020	7:00	7:00	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

Pay Period (49:00) Week 1 (35:00) Week 2 (14:00)

Buttons: SAVE, REFRESH, Operation Successful, PREFERENCES, Legend

You will receive this message. Click "Approve." Employees will not be able to make edits to previous pay periods.

Do you want to approve this timecard?

You are about to approve this employee's timecard from 8/24/2020 to 9/6/2020. Once approved, this employee will **still** be able to make changes to this timecard if they have edit privileges.

If you want to change this, please have your administrator contact your ADP Service Representative.

Buttons: APPROVE, CANCEL

EDITING EMPLOYEE'S TIMECARD

Employees may make mistakes entering their time on their timecard.

Note: If your employee's pay rate is salary, their lunch break will be automatically generated. If your employee's pay rate is hourly, they must indicate their break. 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. Please make sure this is indicated on their timecard, if applicable.

If you do see an error, you can fix the timecard yourself.

Ex: This employee wrote 9am-6pm instead of 9am-5pm for 8/26/2020.

Timecard		Totals	Schedule	Time Off Balances								
APPROVE	WEEK 1	IN - OUT		PAY CODE	HOURS	DEPARTMENT	DAILY TOTALS	REGULAR	OVERTIME			
<input checked="" type="checkbox"/>	Mon 08/24	09:00 AM	05:00 PM		7:00	020	7:00	7:00	0:00			
<input checked="" type="checkbox"/>	Tue 08/25	09:00 AM	05:00 PM		7:00	020	7:00	7:00	0:00			
<input type="checkbox"/>	Wed 08/26	09:00 AM	06:00 PM		9:00	020	9:00	7:00	0:00			
<input type="checkbox"/>	Thu 08/27	09:00 AM	05:00 PM		7:00	020	7:00	7:00	0:00			
<input type="checkbox"/>	Fri 08/28	09:00 AM	05:00 PM		7:00	020	7:00	7:00	0:00			
<input type="checkbox"/>	Sat 08/29	-	-		0:00	020	0:00	0:00	0:00			

Pay Period (49:00) Week 1 (35:00) Week 2 (14:00)

SAVE REFRESH PREFERENCES Legend

Simply click on the time and make the edit.

Timecard		Totals	Schedule	Time Off Balances								
APPROVE	WEEK 1	IN - OUT		PAY CODE	HOURS	DEPARTMENT	DAILY TOTALS	REGULAR	OVERTIME			
<input checked="" type="checkbox"/>	Mon 08/24	09:00 AM	05:00 PM		7:00	020	7:00	7:00	0:00			
<input checked="" type="checkbox"/>	Tue 08/25	09:00 AM	05:00 PM		7:00	020	7:00	7:00	0:00			
<input type="checkbox"/>	Wed 08/26	09:00 AM	5p		9:00	020	9:00	7:00	0:00			
<input type="checkbox"/>	Thu 08/27	09:00 AM	05:00 PM		7:00	020	7:00	7:00	0:00			
<input type="checkbox"/>	Fri 08/28	09:00 AM	05:00 PM		7:00	020	7:00	7:00	0:00			
<input type="checkbox"/>	Sat 08/29	-	-		0:00	020	0:00	0:00	0:00			

Pay Period (49:00) Week 1 (35:00) Week 2 (14:00)

SAVE REFRESH PREFERENCES Legend

Note: Type A instead of "AM" and "P" instead of "PM." Ex: "5P" will turn into "5:00 PM."

Click "Enter" on your keyboard for the full time to appear.

Timecard		Totals	Schedule	Time Off Balances								
APPROVE	WEEK 1	IN - OUT	PAY CODE	HOURS	DEPARTMENT	DAILY TOTALS	REGULAR	OVERTIME				
<input checked="" type="checkbox"/>	Mon 08/24	09:00 AM - 05:00 PM		7:00	020	7:00	7:00	0:00				
<input checked="" type="checkbox"/>	Tue 08/25	09:00 AM - 05:00 PM		7:00	020	7:00	7:00	0:00				
<input checked="" type="checkbox"/>	Wed 08/26	09:00 AM - 05:00 PM		8:00	020	8:00	7:00	0:00				
<input type="checkbox"/>	Thu 08/27	09:00 AM - 05:00 PM		7:00	020	7:00	7:00	0:00				
<input type="checkbox"/>	Fri 08/28	09:00 AM - 05:00 PM		7:00	020	7:00	7:00	0:00				
<input type="checkbox"/>	Sat 08/29	-		0:00	020	0:00	0:00	0:00				
Pay Period (49:00)		Week 1 (35:00)	Week 2 (14:00)									

[Legend](#)

Once you made the edit, you can approve the timecard by checking the appropriate box. Always click "Save" on the bottom right!

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

SALARY EMPLOYEES have access to the following Pay Codes:

The screenshot shows a timecard interface with the following data:

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	UNCHEDULED HO...	UNCHEDULED HOLI...		7:00	0:00	0:00

Employees' Annual Leave, Sick Leave, and Unscheduled Holidays are stated on their contracts. You will also have access to seeing their 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 the employee's Time & Attendance card.

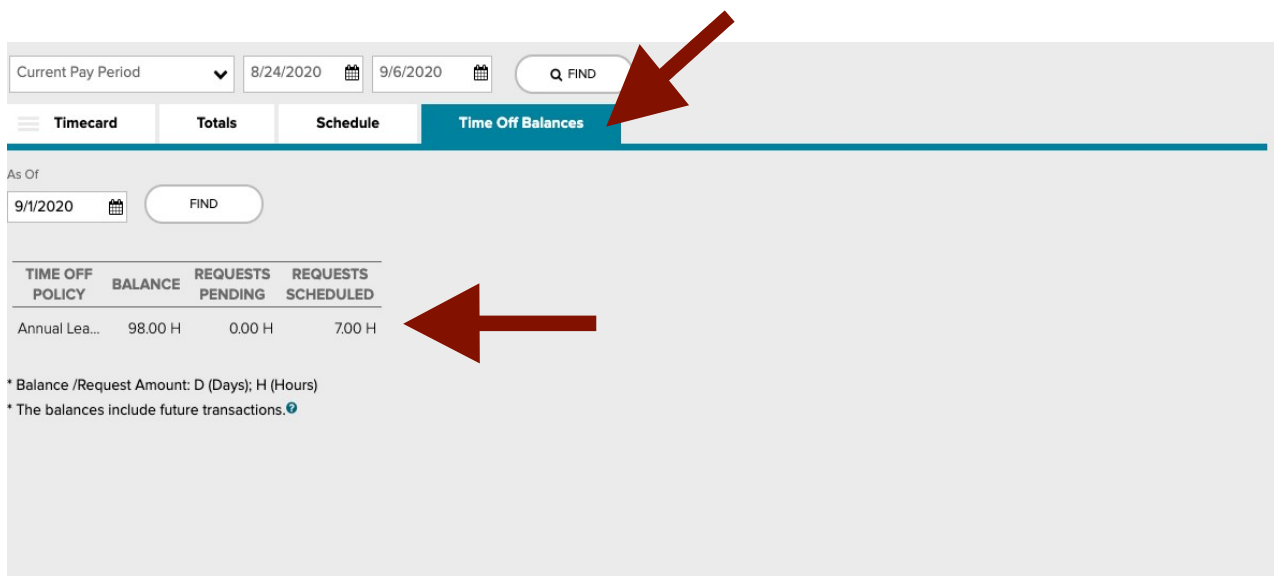
You will first be able to see this on September 7th, 2020 for Labor Day.

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. The time does not matter.

TIME OFF BALANCES

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



The screenshot shows a web interface for viewing time off balances. At the top, there is a 'Current Pay Period' section with a dropdown menu, two date pickers (8/24/2020 and 9/6/2020), and a 'Q FIND' button. Below this is a navigation bar with tabs for 'Timecard', 'Totals', 'Schedule', and 'Time Off Balances'. A red arrow points to the 'Time Off Balances' tab. Underneath, there is an 'As Of' section with a date picker (9/1/2020) and a 'FIND' button. The main content is a table with the following data:

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

A red arrow points to the 'Annual Lea...' row in the table. Below the table, there are two footnotes: '* Balance /Request Amount: D (Days); H (Hours)' and '* The balances include future transactions.' with a small blue icon.

Note: These balances will appear in hours, rather than days. If your employee takes time off, the hours will decrease.

You can also access these balances by clicking:

"My Team" →
"Time Off" →
"Time Off Balances"

The screenshot shows the ADP Workforce Now user interface. At the top left is the ADP logo. The top navigation bar includes links for MESSAGES, CALENDAR, SUPPORT, LOG OUT, and a user profile icon labeled 'JA'. Below this is a dark teal navigation bar with tabs for HOME, RESOURCES, MYSELF, MY TEAM (which is active and highlighted with a downward-pointing arrow), and REPORTS. A search bar on the right of this bar contains the text 'Search Workforce Now'. The main content area is divided into five vertical columns: My Team, Employment, Time Off, Personal Information, and Time & Attendance. The 'Time Off' column contains the following links: Request Time Off, Time Off Balances (highlighted with a red arrow), List Of Requests, and Request Carryover. The 'Personal Information' column contains the link Personal Profile. The 'Time & Attendance' column contains a list of links: Team Dashboard, Individual Timecard, Timecard Exceptions, Totals Summary, Group Timecard, Schedules, Schedule Templates, Actual vs. Scheduled, Monthly Schedule, Holiday List, Attendance, Quick Charge, and Manage Employee Hours. At the bottom center of the page is a button labeled 'COLLAPSE MENU'.

APPROVING TIME OFF

Your employee may request time off through their portal that will need your approval.

"My Team" →
"Time Off" →
"List of Requests"

The screenshot shows the ADP Workforce Now portal interface. At the top, there is a navigation bar with the ADP logo on the left and icons for Messages, Calendar, Support, and Log Out on the right. Below the navigation bar is a main menu with tabs for HOME, RESOURCES, MYSELF, MY TEAM, and REPORTS. The MY TEAM tab is selected and highlighted. Under the MY TEAM tab, there are five main sections: My Team, Employment, Time Off, Personal Information, and Time & Attendance. The Time Off section is expanded, showing a list of links: Request Time Off, Time Off Balances, List Of Requests (highlighted with a red arrow), and Request Carryover. The Time & Attendance section is also expanded, showing a list of links: Team Dashboard, Individual Timecard, Timecard Exceptions, Totals Summary, Group Timecard, Schedules, Schedule Templates, Actual vs. Scheduled, Monthly Schedule, Holiday List, Attendance, Quick Charge, and Manage Employee Hours.

Any pending requests will be listed here:

List Of Requests ? 📄 ↗ Add to Favorites ☆

Employee: Requests From: 07/03/2020 Requests To: 09/01/2021 Policy:

Pending Requests | Request History

You have 1 PENDING REQUESTS

MARK ALL AS APPROVE

EMPLOYEE NAME POSITION ID	REQUEST PERIOD AMOUNT	TIME OFF POLICY	STATUS LAST REVIEWED BY	SUBMITTED ON	ACTION
	▶09/08/2020 - 09/11/2020 28.00 hours	Annual Leave - PTO	Pending	09/01/2020	Leave Pending Check Schedule Comments

Click on the dates under the "Request Period" tab for full information.

Now you will be able to see full information such as what type of leave they are requesting, for how long, their balances, and any comments.

Request Time Off for

Status : **PENDING** Approval by [redacted]
 Submitted By: [redacted] on 09/01/2020


Date Range
 Start Date : 09/08/2020 to End Date : 09/11/2020

Request Details [CHECK SCHEDULE](#)

DATE	TIME OFF POLICY*	AMOUNT*	START TIME*	ACTIONS
Tue Sep 8, 2020	Annual Leave - PTO	7.00 hours	8:00 AM	Leave Pe... <input type="button" value="D"/>
Wed Sep 9, 2020	Annual Leave - PTO	7.00 hours	8:00 AM	Leave Pe... <input type="button" value="D"/>
Thu Sep 10, 2020	Annual Leave - PTO	7.00 hours	8:00 AM	Leave Pe... <input type="button" value="D"/>
Fri Sep 11, 2020	Annual Leave - PTO	7.00 hours	8:00 AM	Leave Pe... <input type="button" value="D"/>

TOTAL : Includes 4 days 28.00 hours

Employee Comments : I am going to a wedding.
 Comments:

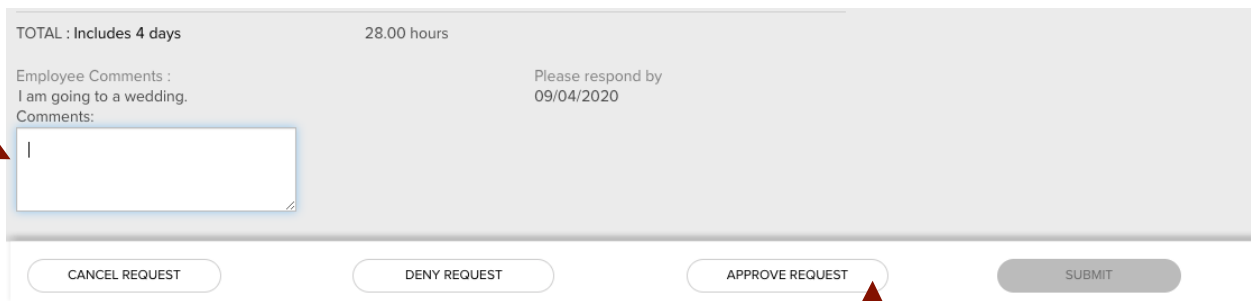
Please respond by 09/04/2020 

Current Position: <Job Title> Active [redacted]
 Balances as of 09/11/2020

TIME OFF POLICY	BALANCE
Annual Leave	77.00 hours
Sick Leave	-- -- hours
Unscheduled Holidays	-- -- hours

Note: The employee can request a response by a certain date.

On the bottom of the request, you can either cancel, deny, or approve the request. You can also add comments, if necessary.



Note: Your employee should notify you when they submit a request for time off. However, you can also see any requests in your message center.

