ADP Time and Attendance

ADP Registration:

Before timecard entry can begin, each user must register for an ADP User ID and Password. Follow the steps below is register:

https://workforcenow.adp.com/public/index.htm

Click "Sign Up"

Once the registration code is received, follow steps to complete

Timecard Entry:

To access a timecard in ADP go to Myself – Time & Attendance – My Timecard

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Entering Time:

Student employees are required to use a time in/time out system on their timecards. Below is a general example of time in and time out:

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If students work more than four hours a day, they are required to take a lunch break. In this case, students will put time in, time out for lunch, then add a row to continue a time in after lunch, and time out at end of work day. Click the box on the far right hand side under the day of the week that needs a new row, add time. See example below:





Once time is entered after each day, be sure to dick the "Save" button on the bottom right hand side of the timecard, this saves your time entry and allows the supervisor to review and approve the timecard:

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Hourly Staff Employees

Hourly staff employees are required to record a full day of work on the time card and do NOT include lunch time in the total hours worked.

Once time is entered be sure to select "save" at the bottom of the timecard so the supervisor can see time to approve.

Next select day(s) off using the calendars, then select correct

Reviewing Paycheck Information:

