

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 to 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



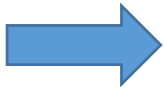
Entering Time:

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:



CODE	HOURS	DAILY TOTALS	REGULAR	OVERTIME	APPROVE	WEEK	IN	OUT	DAY
	4.00	4.00	4.00	0.00	<input type="checkbox"/>	Wed	08:00 AM	- 12:00 PM	
	4.00	4.00	4.00	0.00	<input type="checkbox"/>	Thu	08:00 AM	- 12:00 PM	
	4.00	4.00	4.00	0.00	<input type="checkbox"/>	Fri	08:00 AM	- 12:00 PM	
		0.00	0.00	0.00					Sat 08:04

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 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:

