



Instructor and Liaison Guide to ADP Time & Attendance

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1. Introduction

Our payroll system, ADP, contains a web-based time and attendance system that enables users to enter data in timesheets, submit time off requests, and view time off balances. Through ADP, managers can view data for the employees they manage. Managers are notified through the ADP Message Center when their input is required to, for example, approve a timesheet. Similarly, Employees are notified when their Managers edit their timesheet.

This guide describes how to use ADP to record time online. The rules about work day, pay periods, holidays, time off, etc. continue to be governed by the After School Matters Employee Handbook. This guide is only for technical support and does not change any existing policies.

2. Recording Time

a. Accessing your Timesheet

To access your timesheet, visit <https://workforcenow.adp.com> and click the My Timecard icon near the

top of your homepage:



Alternatively, click on Myself > Time & Attendance > My Timecard.

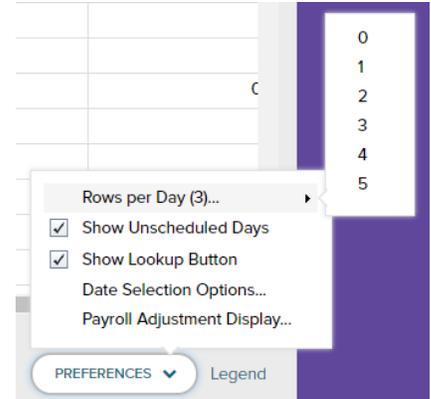
b. Entering time for Instructors and Liaisons

Row 1: Morning. Enter your start time in the In column and enter the time when you begin lunch in the Out column. Be sure to enter AM or PM after each time. You do not need to round to the nearest 15 minutes, as the system will do that for you. You don't need to enter a colon with the time.

Row 2: Lunch. In the next row, enter the time you start lunch under the IN column and the time you ended lunch under the OUT column. Under **Pay Code**, select the **Lunch** option that appears for you (either "Lunch" or "Paid Lunch" depending on your employment type).

*If you only see one row for the day but you usually take a lunch, change your settings so that you will always see three rows per day. Click in the bottom right corner on **Preferences > Rows per Day** and select 3:

Row 3: Afternoon. Enter the time you return to work under the In column and the time you end your workday under the Out column.



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Your timecard for the day might look something like this:

Current Pay Period		9/24/2017	10/7/2017	Q FIND			
Timecard	Totals	Schedule	Time Off Balances				
APPROVE	WEEK 1	IN - OUT	PAY CODE	HOURS	PROGRAM CODE	SESSION	WORK TYPE
<input type="checkbox"/>	Sun 09/24	-		0:00	721153		
<input type="checkbox"/>	09/24	-		0:00	721153		
<input type="checkbox"/>	09/24	-		0:00	721153		
<input type="checkbox"/>	Mon 09/25	09:00 AM - 12:30 PM		3:30	721153	Fall	INS
<input type="checkbox"/>	09/25	12:30 PM - 01:00 PM	LUNCH	0:30	721153		
<input type="checkbox"/>	09/25	01:00 PM - 05:00 PM		4:00	721153	Fall	INS
<input type="checkbox"/>	Tue 09/26	-		0:00	721153		

Breaks: You do not need to enter short breaks that are consistent with the Employee Handbook. If you were to take an extended break, you may use the button () to the left of the day to add another row. You would then enter your work shifts on separate lines.

<input type="checkbox"/>	Mon 09/25	09:00 AM - 05:00 PM					
<input type="checkbox"/>		-					

c. Saving and submitting your timesheet

Save: Click Save at the bottom of the timesheet each time you make a change to your timesheet, before navigating away from the page.



Submit: When you are done entering time for the two-week pay period, click Approve Timecard, found at the top right corner of the timesheet.



d. Other issues

Mistakes: If you make a mistake, you can type over what you entered and make corrections to your IN or OUT time. If you need to delete time you must delete the row.

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Errors found on Timecard. See error messages on marked Timecard rows.

Timecard		Totals	Schedule	Time Off Balances	
APPROVE	WEEK 1	IN - OUT		PAY CODE	HOURS
<input type="checkbox"/>	Sun 09/24	-			0:00
<input type="checkbox"/>	09/24	-			0:00
<input type="checkbox"/>	09/24	-			0:00
<input type="checkbox"/>	Mon 09/25	09:00 AM - 12:30 PM			3:30
<input type="checkbox"/>	09/25	12:30 PM - 01:00 PM	LUNCH		0:30
<input type="checkbox"/>	09/25	-			0:00
<input type="checkbox"/>		-			0:00
<input type="checkbox"/>		-			0:00
<input type="checkbox"/>		-			0:00

Week 2 (0:00)

- Add Blank Row
- Copy Row
- Copy Row to Next Day
- Delete Row
- View Transaction Details
- Add Note
- Override
- Approve

Notes: ADP provides the ability to attach Notes to your timesheet that your approver can view. For example, if you were late on a particular day, you can include a brief explanation for the delay. To add a note, click the button (☰) to the left of your selected row and select Add Note. Include a reason in the textbox, and choose to which cell or row the note is to be applied.

APPROVE	WEEK 1	IN - OUT
<input type="checkbox"/>	Sun 09/24	-
<input type="checkbox"/>	Mon 09/25	09:00 AM - 05:00 PM
<input type="checkbox"/>		-

- Add Blank Row
- Copy Row
- Copy Row to Next Day
- Delete Row
- View Transaction Details
- Add Note

Add New Note

Type your note here!

Apply Note To: *

- Row
- Department
- In
- Out
- Pay Code
- Row

Reason:

OK

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3. Changing Your Password

To change your password, click your name in the top right-hand corner and select Preferences

 Preferences

. In the pane that slides open from the right, click Security  SECURITY and follow the on-screen instructions.

If you forget your password and cannot log in, click “Forgot Your User ID/Password?” on the login page and follow the on-screen instructions.



The image shows the ADP login page with the following elements:

- Header: "Welcome to ADP"
- Navigation: "User Login" and "Admin Login" (with a key icon)
- Form fields: "User ID" (with a person icon) and "Password" (with a lock icon)
- Buttons: "REGISTER HERE" (blue), "LOG IN" (blue), and "Forgot Your User ID/Password?" (red border)
- Right sidebar: "First Time User?" and "Help Getting Started"