



ADP® Timekeeping Plus Scheduling Support Center Guide

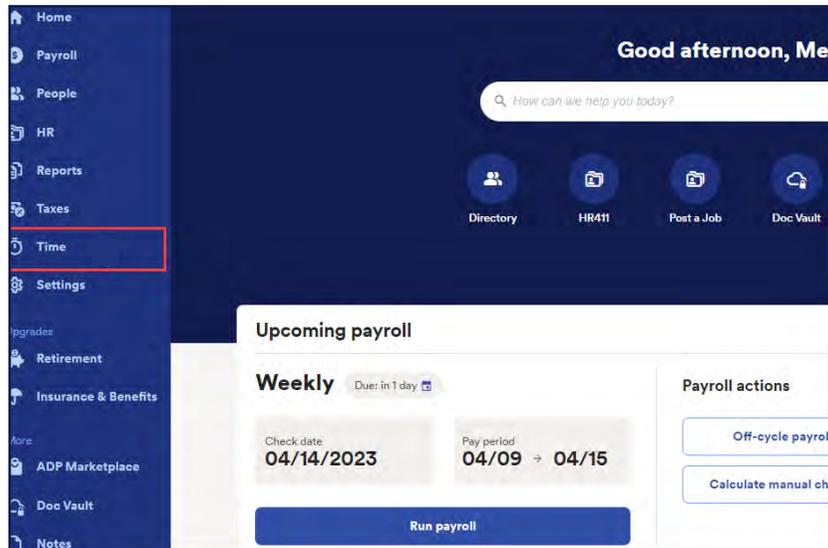
Managing timecards



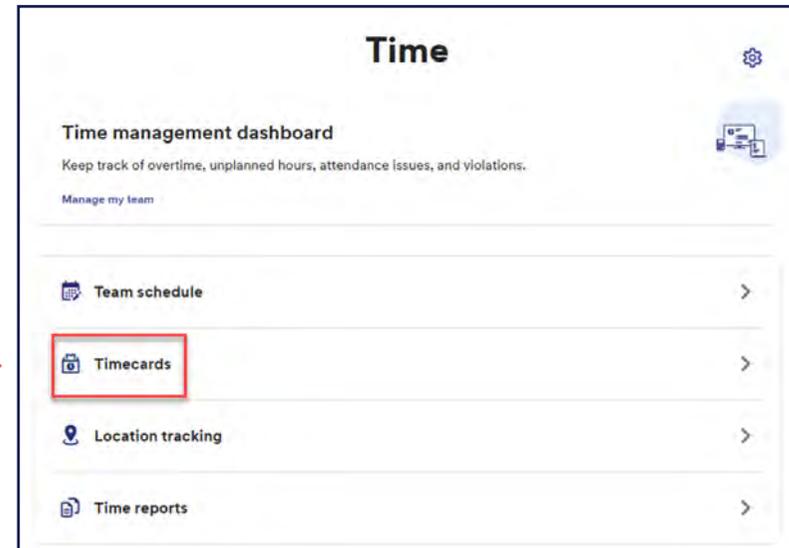
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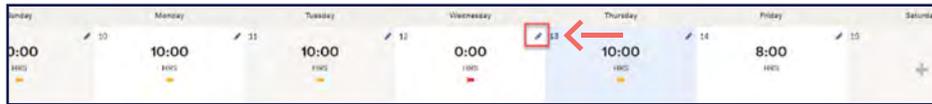
1 To get to the Timecards page, login to RUN and click the **Time** button on the left-hand side.



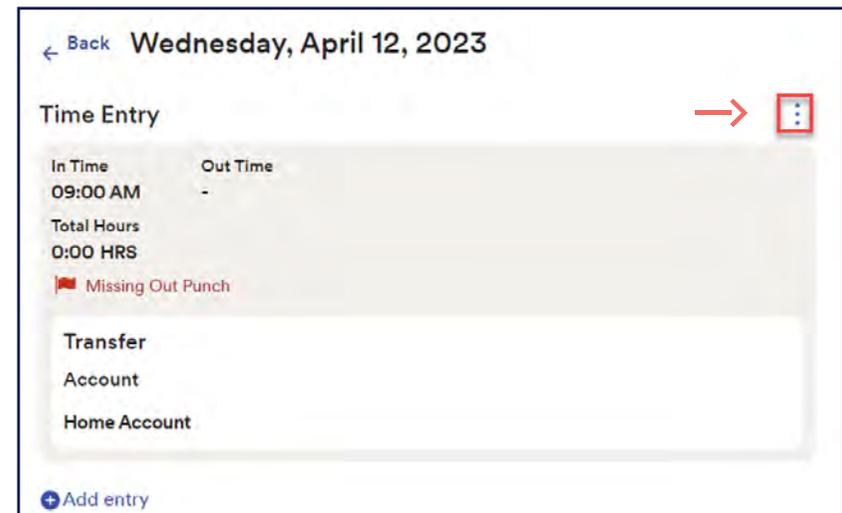
2 Then, click on **Timecards**. This will open the timecards screen.



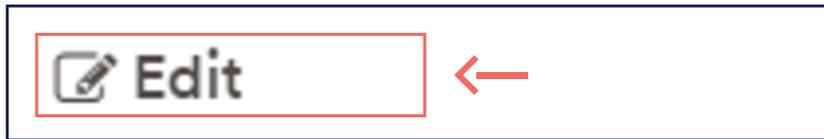
3 Here, we have an employee that has been clocking in and out for the week. The employee forgot to clock out on Wednesday. Let's fix that. Click on the **Pencil** icon in the top right to open the menu.



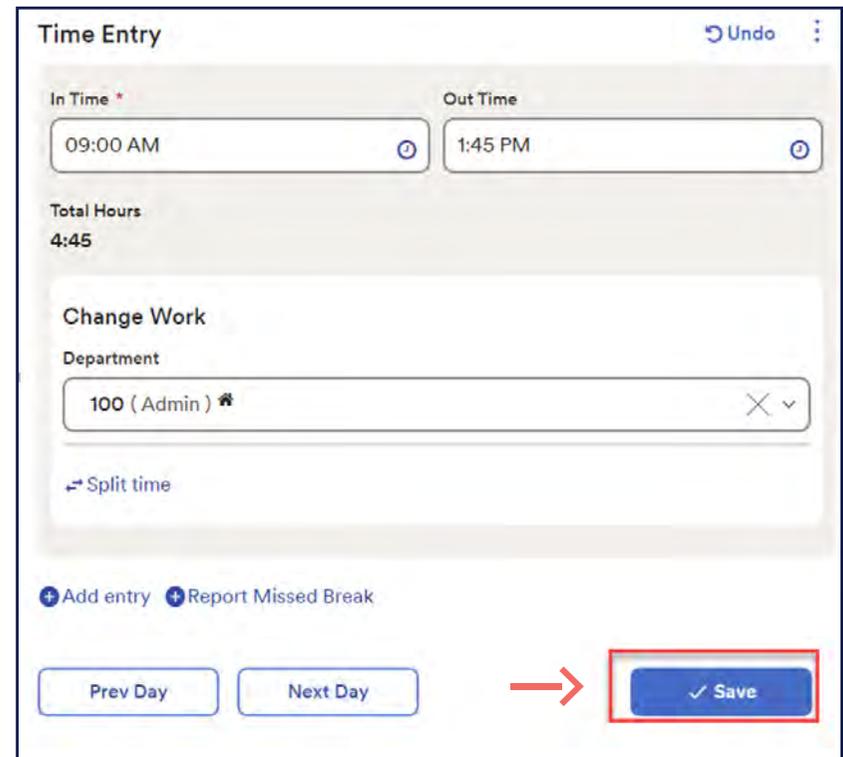
4 Then click on the **Three dots** in the top right of the time entry.



5 Then click **Edit**.



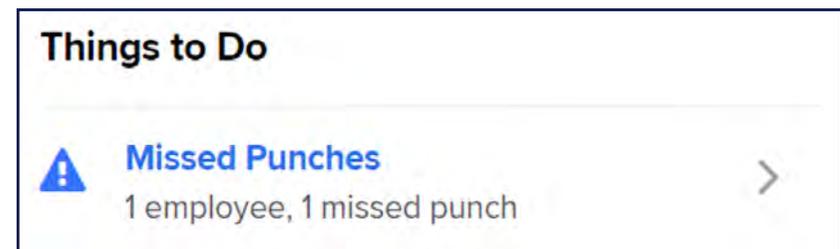
6 Now, we can enter in the out time for the employee. Then, click **Save**.

A screenshot of the 'Time Entry' form. The form has a title 'Time Entry' and an 'Undo' button. It contains two input fields: 'In Time *' with the value '09:00 AM' and 'Out Time' with the value '1:45 PM'. Below these is a 'Total Hours' section showing '4:45'. There is a 'Change Work' section with a 'Department' dropdown menu currently set to '100 (Admin)'. At the bottom, there are buttons for '+ Add entry', '+ Report Missed Break', 'Prev Day', 'Next Day', and a blue 'Save' button with a checkmark. A red arrow points to the 'Save' button.

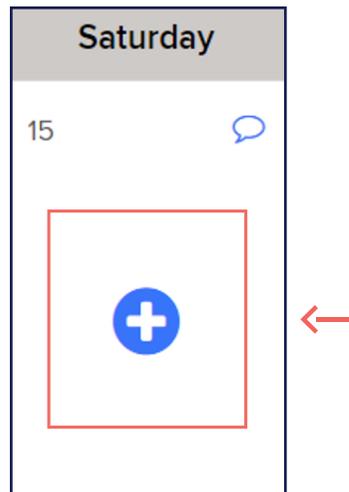
7 Notice that the hours are now displaying properly for Wednesday, and we no longer have a flag on the timecard.



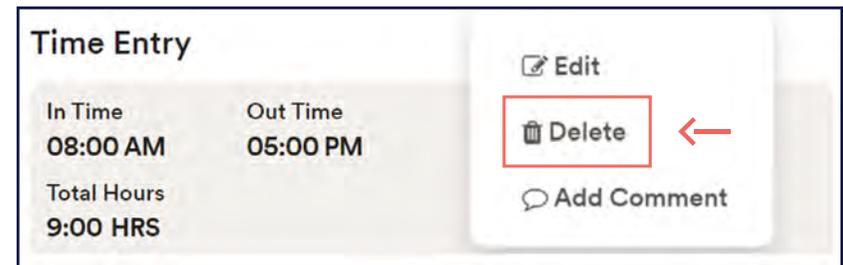
8 While you can fix punches directly on the timecard, ADP recommends fixing punches from the **Time Dashboard** for a more streamlined experience.



9 To add punches for an empty day, simply click on the + icon for the day. Then, enter the in time and out time and click **Save**.



10 To delete punches for a day, click on the day you wish to delete. Click the **Three dots**. Then, click **Delete** and click **Save**.



11 Finally, to add punches to an existing day, click on the day to open the edit screen, then click **Add entry**.



Note: This allows you to add extra time for a single day or break up a time pair in put in a missed lunch break.