

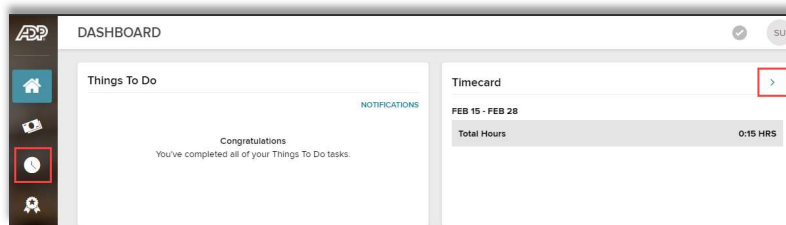
# Employee Guide - Recording In and Out Times in MyADP and ADP Time & Attendance

## Objectives:

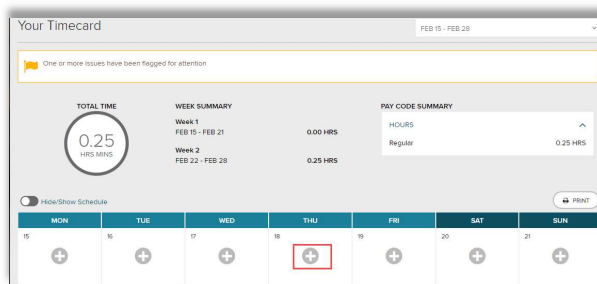
- To provide a guide for recording in and out times with ADP Time & Attendance.
- To provide a guide for recording in and out times with myaccess.adp.com

## Recording Worked Times with MyADP

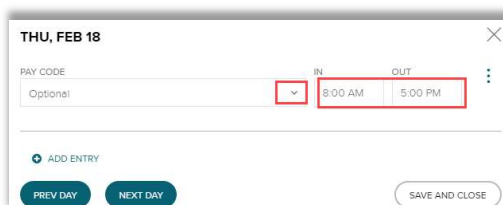
1. Log into **myaccess.adp.com**
2. **Expand** the Timecard option from the main dashboard page or select **Clock icon** on left navigation bar.



3. To add time to the timecard, select the **plus icon** on the day worked.



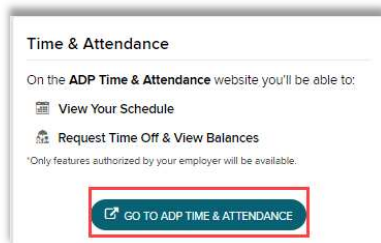
4. On the Date pop-up Window enter the In and Out time of your worked day. Select Save and Close to record time.



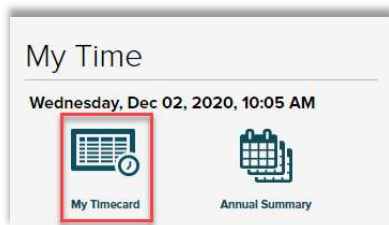
# Employee Guide - Recording In and Out Times in MyADP and ADP Time & Attendance

## Recording Worked Times with ADP Time & Attendance

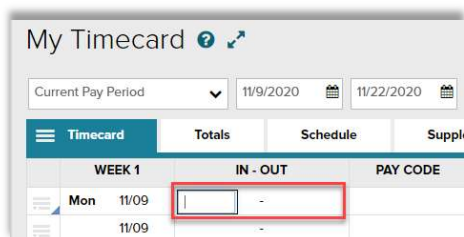
1. From MyADP select Go to ADP Time & Attendance or log into <https://time.adp.com>



2. Click on **My Timecard**.



3. Click in the **In** and **Out** fields and enter **time pairs**.



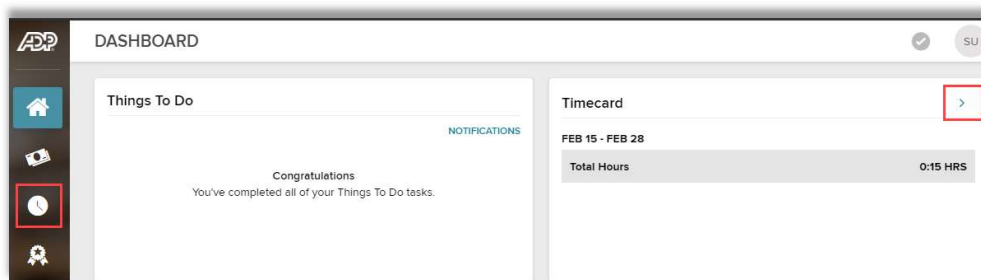
4. Once time pairs have been entered, click on **Save**.



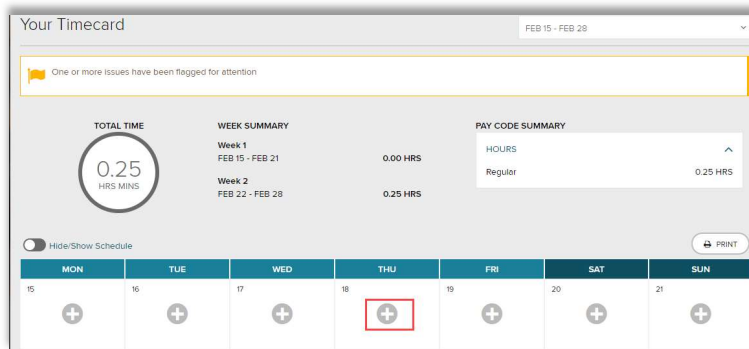
# Employee Guide - Recording In and Out Times in MyADP and ADP Time & Attendance

## Recording Non-worked Times with MyADP

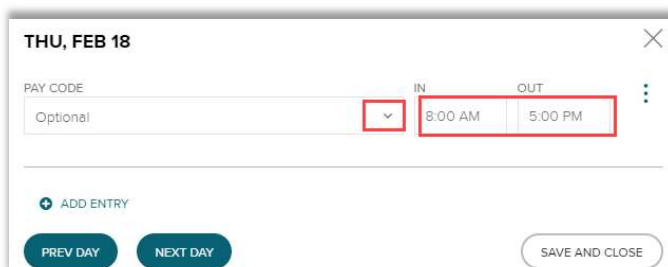
5. Log into **myaccess.adp.com**
6. **Expand** the Timecard option from the main dashboard page or select **Clock icon** on left navigation bar.



7. To add time to the timecard, select the **plus icon** on the day to record non-worked times.



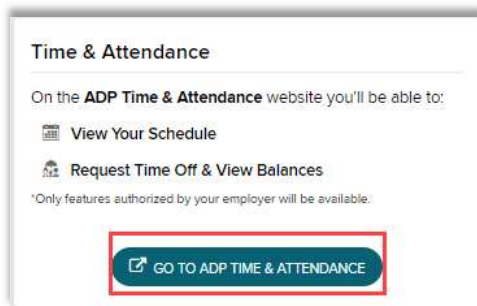
8. On the Date pop-up Window enter the In and Out time and Pay Code of your non-worked day. (i.e. Vacation). Select Save and Close to record time.



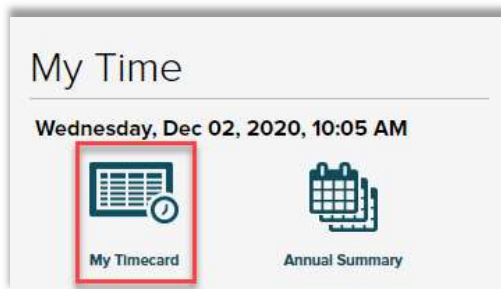
# Employee Guide - Recording In and Out Times in MyADP and ADP Time & Attendance

## Recording Non-worked Times with ADP Time & Attendance

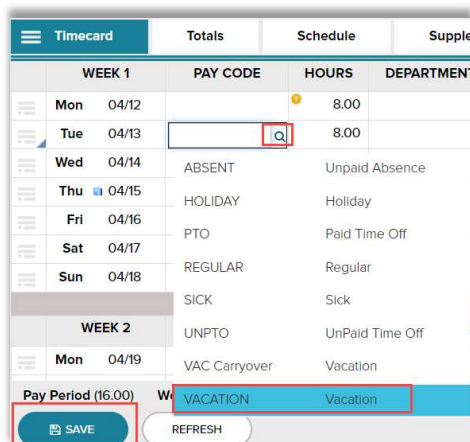
- From MyADP select Go to ADP Time & Attendance or log into <https://time.adp.com>



- Click on **My Timecard**.



- Click into the Pay Code field, use the magnifying glass to locate the non-worked code to report for that day, click Save to record your non-worked time.



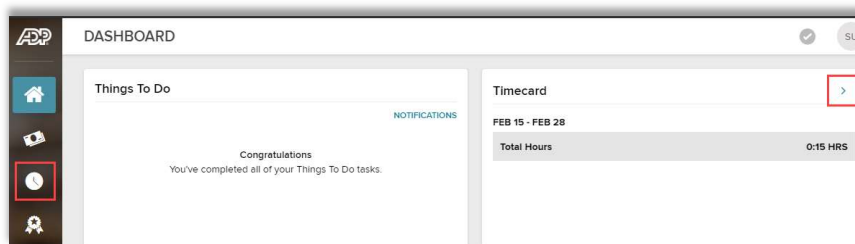
# Employee Guide - Recording In and Out Times in MyADP and ADP Time & Attendance

- Once time pairs have been entered, click on **Save**.



## Assigning a Department through MyADP

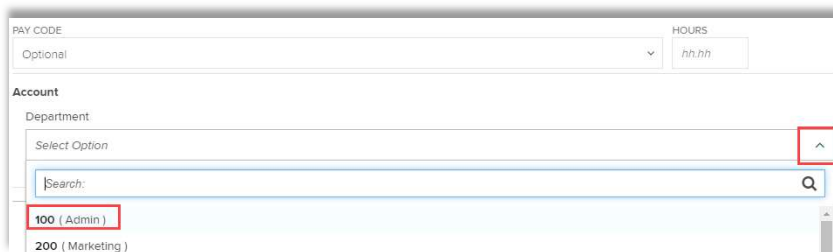
- From the Employee Access Dashboard, click the Timecard icon.



- Click the Plus (+) icon to add hours to a specific day.



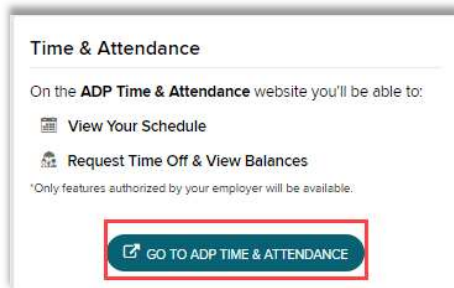
- With your Hours entered, select the Department from the drop-down box under Account. Click Save and Close to update your Department.



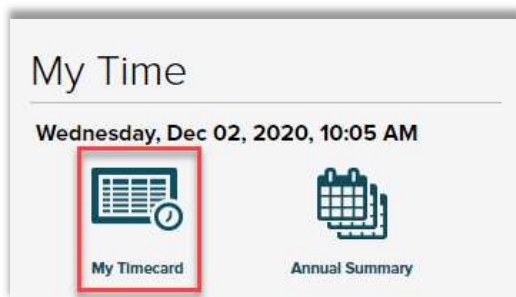
# Employee Guide - Recording In and Out Times in MyADP and ADP Time & Attendance

## Assigning a Department through ADP Time & Attendance

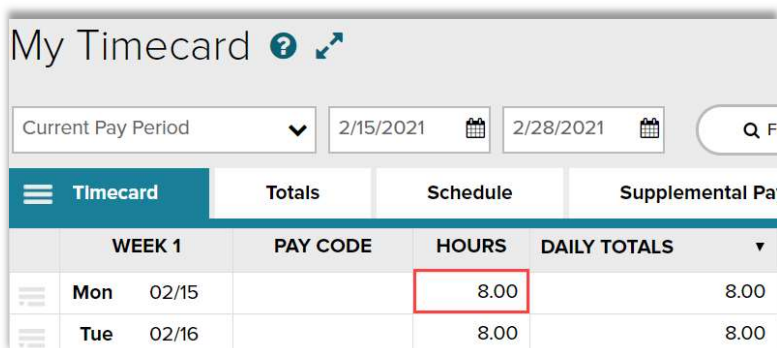
1. From MyADP select **Go to ADP Time & Attendance** or log into <https://time.adp.com>



2. Click on **My Timecard**.



3. Click in the **Hours** fields and enter **time pairs**.



**My Timecard** ? ↗

Current Pay Period: 2/15/2021 2/28/2021

WEEK 1		PAY CODE	HOURS	DAILY TOTALS
Mon	02/15		8.00	8.00
Tue	02/16		8.00	8.00

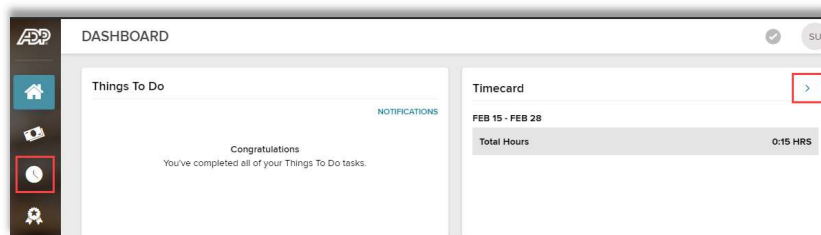
# Employee Guide - Recording In and Out Times in MyADP and ADP Time & Attendance

4. Select the **department** from the drop-down box in the Department Column, Click **Save** to record department.

Timecard		Totals	Schedule	Supplemental Pay Codes		A
WEEK 1		PAY CODE	HOURS	DEPARTMENT	NOTES	DAILY TOTAL
Mon	04/12		8.00			
Tue	04/13		8.00	<input type="text"/>		
Wed	04/14		0.00	100	Admin	
Thu	04/15		8.00	200	Marketing	
Fri	04/16		0.00	300	Management	
Sat	04/17		0.00			

## Add additional Time Pair in MyADP

1. From the Employee Access Dashboard, click the Timecard icon.



2. Click the Plus (+) icon to add hours to a specific day.



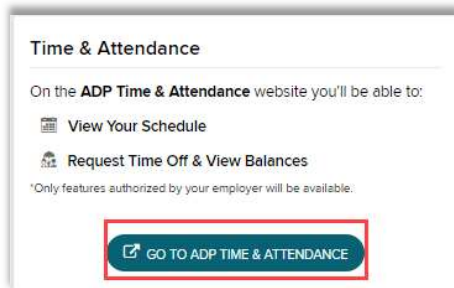
3. Click Add Entry to add another time pair to a specific day.



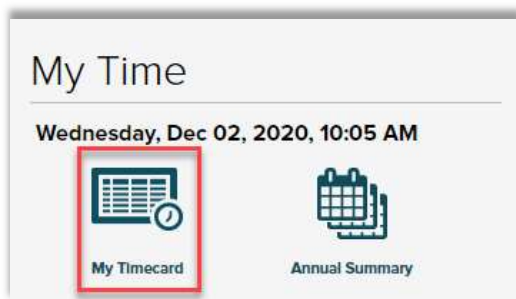
# Employee Guide - Recording In and Out Times in MyADP and ADP Time & Attendance

## Add and Copy Rows in ADP Time & Attendance

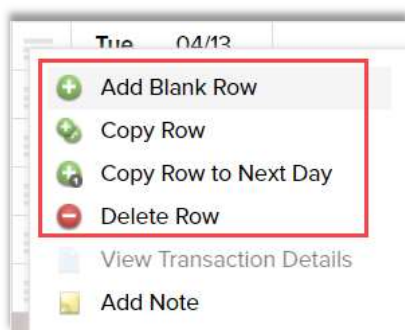
1. From MyADP select **Go to ADP Time & Attendance** or log into <https://time.adp.com>



2. Click on **My Timecard**.



3. Select the **menu** icon to the left of the row. There are three options available for rows without time. **Add Blank Row, Copy Row, and Delete a Row.**

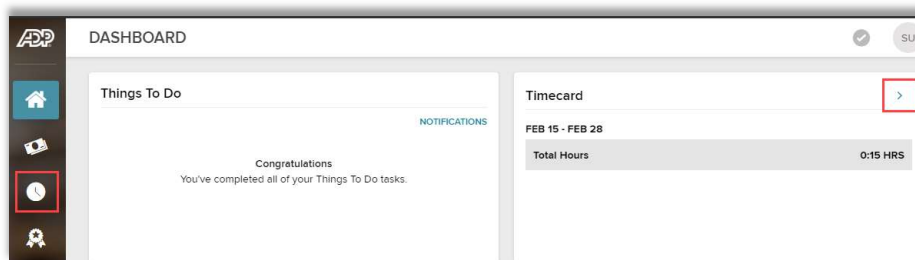




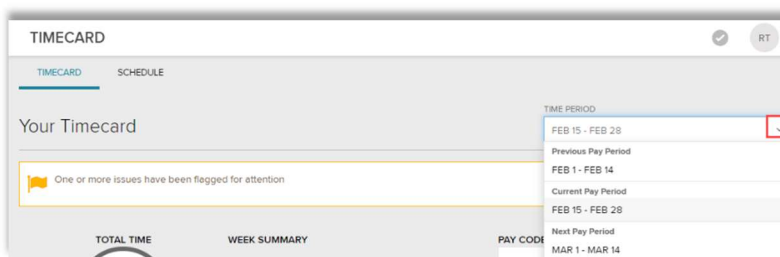
# Employee Guide - Recording In and Out Times in MyADP and ADP Time & Attendance

## Review Timecard through MyADP

1. From the MyADP Menu, tap **Time**. **Expand** the Timecard option from the main dashboard page or select **Clock icon** on left navigation bar.

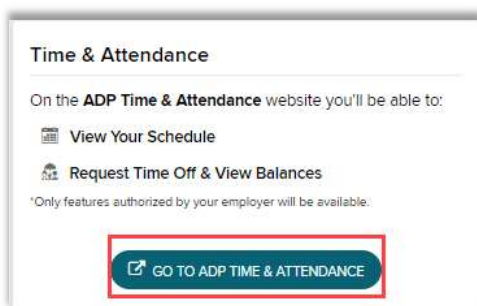


2. From the Your Timecard menu the previous, current, and next pay period timecards are accessible for viewing only by default.



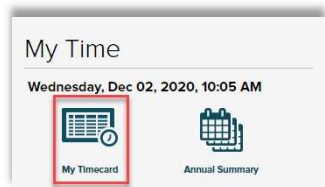
## Review Timecard through ADP Time & Attendance

1. From MyADP select Go to ADP Time & Attendance or log into <https://time.adp.com>



# Employee Guide - Recording In and Out Times in MyADP and ADP Time & Attendance

- Click on **My Timecard**.



- On the My Timecard page you will be able to view the Previous, Current, and Next pay period.  
**Note:** Changes cannot be made to any timecard that is showing as Previous.

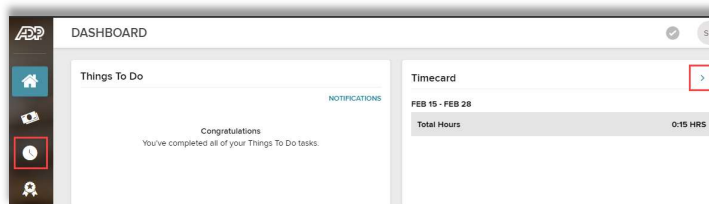
My Timecard ? 🔗

Current Pay Period: 4/12/2021 4/25/2021 Q FIND APPROVE TIMECARD

WEEK 1		PAY CODE	HOURS	DEPARTMENT	NOTES	DAILY TOTALS	REGULAR	OVERTIME	DOUBLETIME
Mon	04/12		8.00			8.00	0.00	0.00	0.00
Tue	04/13		0.00			0.00	0.00	0.00	0.00
Wed	04/14		0.00			0.00	0.00	0.00	0.00
Thu	04/15		8.00	100		8.00	0.00	0.00	0.00
Fri	04/16		0.00			0.00	0.00	0.00	0.00
Sat	04/17		0.00			0.00	0.00	0.00	0.00
Sun	04/18		0.00			0.00	0.00	0.00	0.00
WEEK 1 TOTALS						16.00	0.00	0.00	0.00

## Print Your Timecard through MyADP

- From the MyADP Menu, tap **Time**. **Expand** the Timecard option from the main dashboard page or select **Clock icon** on left navigation bar.



- From the Your Timecard menu, click **Print Timecard** to choose your Printer.

**TOTAL TIME** 16.00 HRS MIN

**WEEK SUMMARY**  
 Week 1 APR 12 - APR 18 16.00 HRS  
 Week 2 APR 19 - APR 25 0.00 HRS

**PAY CODE SUMMARY**  
 HOURS Regular 16.00 HRS

Hide/Show Schedule

MON	TUE	WED	THU	FRI	SAT	SUN
12 8.00 HRS	13 +	14 +	15 8.00 HRS	16 +	17 +	18 +

PRINT