Objective:
- Add a new employee in ADP RUN with Time & Attendance access
- Identify a supervisor to increase their employee access
- Assign an employee to a supervisor to grant supervision

Adding a New Employee in ADP Time & Attendance

1. Complete all new hire steps within RUN Powered by ADP® prior to selecting the employees time settings.

    Note: To begin adding new employees into RUN, select **People** 👥 **People** from the left navigation bar. Select **Add New employee (W-2)** or **New Contractor (1099).**

2. Upon completion, select the employee from the **People Directory**.

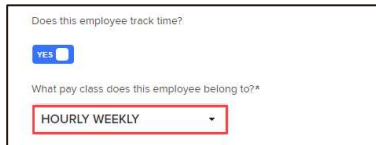3. Navigate to **Time Tracking** under the employee's profile.

4. To add a timecard to an employee, select **Yes** for "Does this employee track time?"
    - This is the default setting for all Hourly employees.

5. **Assign** the appropriate **pay class** for each employee by selecting the drop-down box for "What pay class does this employee belong to?"

- This field is automatically populated with the pay class, depending on the pay frequency you selected.
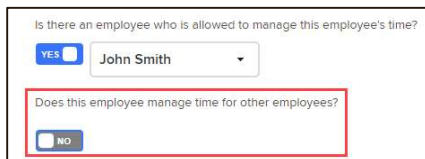
6. In the **Is there an employee who can manage this employee's time** field, select **Yes** or **No**.

   - This field defaults to No and will not appear if you do not have at least one employee set up as a supervisor.
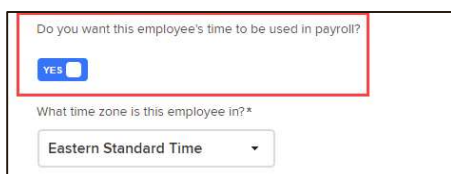
   If **Yes**, select the supervisor's name from the list.

7. In the **Does this employee manage time for other employees'** field, select **Yes** if this employee should manage another employee's timecard.

8. In the **Do you want this employee's time to be used in payroll** field, select **Yes** if you wish to pay your employees based on the hours recorded in their timecard.

9. In the **What time zone is this employee in** field, select the time zone.

    > Do you want this employee's time to be used in payroll?
    >
    > YES
    >
    > What time zone is this employee in?*
    >
    > Eastern Standard Time ▾

10. The **Other Time Tracking Methods section** is used for managing employees who will use a physical timeclock.   Select **Yes** to populate the Badge Number field.

    > OTHER TIME TRACKING METHODS
    >
    > Is this employee using a physical clock to track time?
    >
    > YES

11. The Badge Number field will automatically populate with a 9-digit badge number.

    > OTHER TIME TRACKING METHODS
    >
    > Is this employee using a physical clock to track time?
    >
    > YES
    >
    > Badge number*
    >
    > 000000002

12. Need an employee to use a physical badge or enter a pin instead of biometric? Select **Yes**.
    - The badge number field should be updated to match the number on the physical.
    - Don't forget to send the Employee Data Download to update the clock with this request.

    > This employee is registered for the biometric time clock.
    >
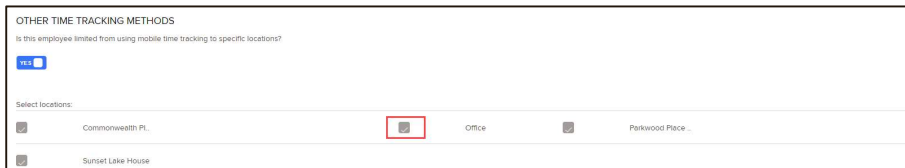   > Do you want this employee to use badge or pin entry instead of biometric?
    >
    > NO

13. Using Mobile and need to restrict clock in locations? In the **Is this employee limited from using mobile time tracking to specific locations** field, select the locations this employee can access ADP Time & Attendance from.

- Not seeing a location. Access Time and Attendance to visit the **mobile geo locations** section under Setup and Location Settings.

- Unable to change location options? Access Time and Attendance to visit the **mobile access locations** section under Setup and Location Settings. Any location added to the geographical locations list is automatically assigned to all employees.

Assigning a New Supervisor

1. In RUN Powered by ADP®, from the People ⬛ People icon in the left navigation, select the employee from your people directory.
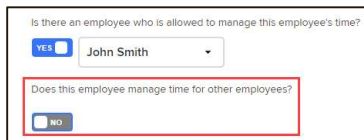

2. Select **Time Tracking**.

3. In the **Does this employee manage time for other employees'** field, click the toggle to change it to **Yes**.

4. Click **Save**.

Assigning a Supervisor to an Employee

1. In RUN Powered by ADP®, from the People 👥 People icon in the left navigation, select the employee from your people directory.

2. Select **Time Tracking**.

3. In the **Is there an employee who is allowed to manage this employee's time** field, click the toggle to change it to **Yes**. Select the supervisor from the drop-down.

4. Click **Save**.