Employee Guide – Approving Your Timecard With MyADP & ADP Time and Attendance
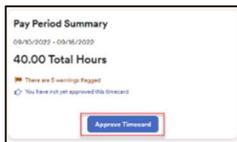
Objectives:

- Provide Employees a guide on how to approve their timecard at the end of the pay period.

Approving Your Timecard through MyADP

1. Log into myaccess.adp.com, **expand** the timecard tile or click on the **Time icon** in the left navigation bar.

   Timecard

   September 10, 2022 - September 16, 2022

   Total Hours   40:00 HRS

   -OR-

    Time

2. Review and confirm the information is accurate. Then, hit **Approve Timecard**.

   Pay Period Summary

   09/10/2022 - 09/16/2022

   40.00 Total Hours

   There are 5 warnings flagged

   You have not yet approved this timecard

   Approve Timecard

3. On the Attestation pop-up window, hit **OK** to agree that all hours are accurate.

   ⚠ Attestation

   By signing this you agree that all hours are accurate.

   Cancel   OK

4. Timecard Approval timestamp appears within the Approval box once successful.

   Pay Period Summary

   09/10/2022 - 09/16/2022

   40.00 Total Hours

   There are 5 warnings flagged

   Employee Approved On September 23, 2022

   Remove Approval

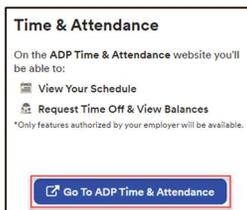5. To remove timecard approval; click **Remove Approval**.

6. From the Confirmation pop-up window, click **OK** to remove approval.
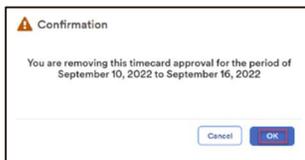
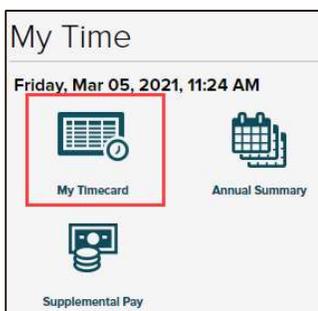## Approving Your Timecard through ADP Time and Attendance

1. From the MyADP Dashboard, select **Go to Time and Attendance**, or log into **https://time.adp.com**.

2. From the Home Page of ADP Time and Attendance, click **My Timecard.**

3. Review and confirm the information is accurate. Then, click **Approve Timecard.**

4. From the Approve Timecard pop-up window, click **Approve**.

5. Point to the Approved Button to see an approval timestamp.
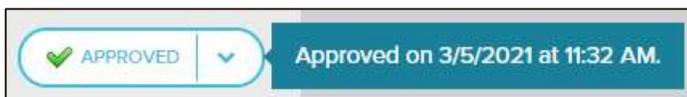
6. To remove approval; click the drop-down arrow and then click **Remove Approval**.