Employee Guide - Recording Total Hours in MyADP and ADP Time & Attendance
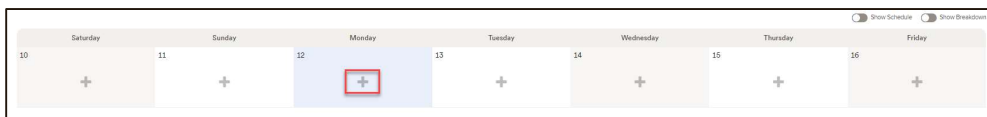
Objectives:

- To provide a guide for recording hours with ADP Time & Attendance.
- To provide a guide for recording hours with myaccess.adp.com

Recording Worked Hours 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. Click the **Plus (+)** icon to add hours to a specific day.

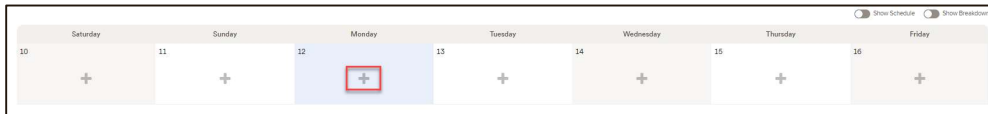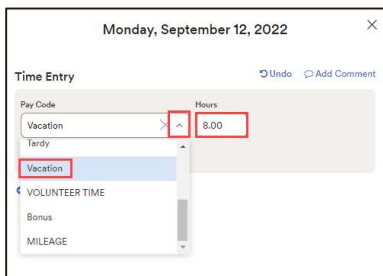4. Enter the number of **Hours** to report for that day, Click Save and Close.

Employee Guide - Recording Total Hours in MyADP and ADP Time & Attendance

Recording Non-Worked Hours with MyADP

1. **Expand** the Timecard option from the main dashboard page or select **Clock icon** on left navigation bar.

Timecard

September 10, 2022 - September 16, 2022

Total Hours   37:30 HRS

🚩 There are 5 warnings flagged

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

Saturday	Sunday	Monday	Tuesday	Wednesday	Thursday	Friday
10	11	12	13	14	15	16
+	+	+	+	+	+	+

3. Enter the number of **Hours** to report for that day and select the **Pay Code** from the drop-down box. (i.e. Vacation), Click Save and Close to record your non-worked time.
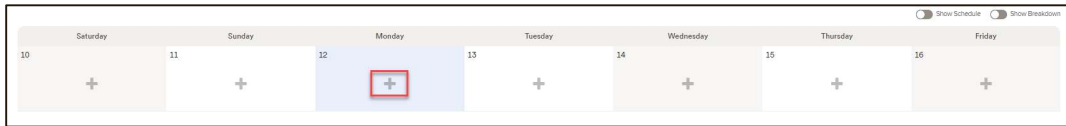
Monday, September 12, 2022 ×

Time Entry   ↺ Undo   ⌕ Add Comment

Pay Code   Hours

Vacation ✕ ∧   8.00

Tardy

Vacation

VOLUNTEER TIME

Bonus

MILEAGE

Assigning a Department through MyADP

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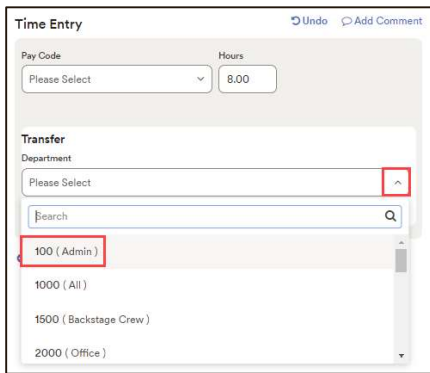
Timecard

September 10, 2022 - September 16, 2022

Total Hours   37:30 HRS

🚩 There are 5 warnings flagged

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

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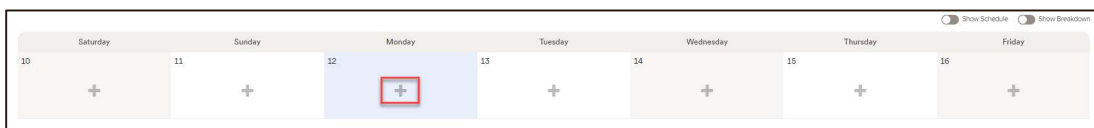

Add an Additional Time Pair in MyADP

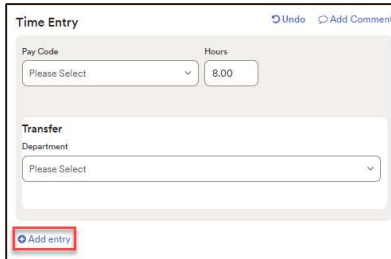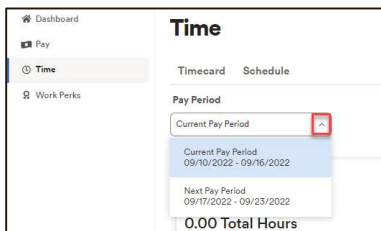1. From the Employee Access Dashboard, click the Timecard icon.

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.

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.
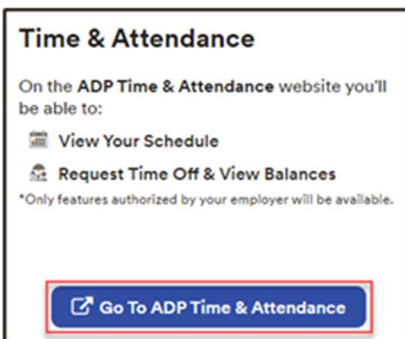

2. From the Your Timecard menu the previous, current, and next pay period timecards are accessible for viewing only by default.

Employee Guide - Recording Total Hours in MyADP and ADP Time & Attendance

Print Your 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.

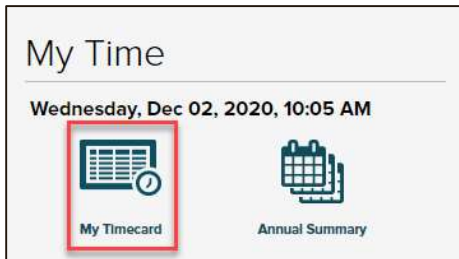2. From the Your Timecard menu, click **Print Timecard** to choose your Printer.

Recording Worked Hours with ADP Time and Attendance

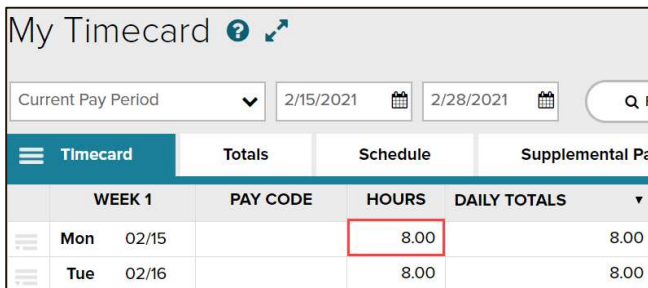1. From MyADP select **Go to ADP Time & Attendance** or log into https://time.adp.com

2. Click on **My Timecard**.

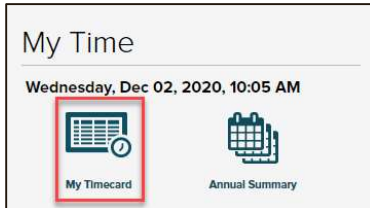3. Click in the **Hours** fields and enter **time pairs**.

4. Once hours have been entered, click on **Save**.

Recording Non-Worked Hours with ADP Time and Attendance

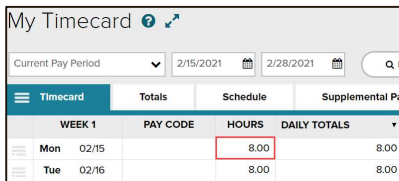1. From MyADP select **Go to ADP Time & Attendance** or log into https://time.adp.com

2. Click on **My Timecard**.

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

4. 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.
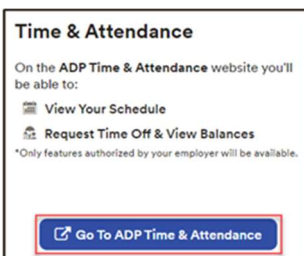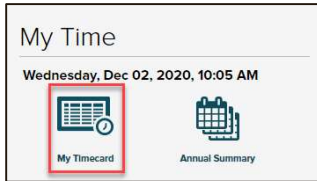

Assigning a Department through ADP Time & Attendance

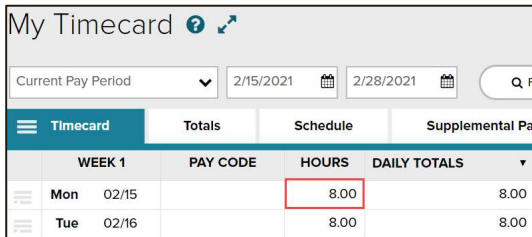1. From MyADP select **Go to ADP Time & Attendance** or log into https://time.adp.com

2. Click on **My Timecard**.

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

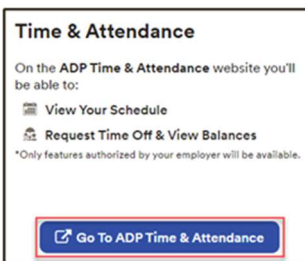4. Select the **department** from the drop-down box in the Department Column, Click **Save** to record department.

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**.

My Time

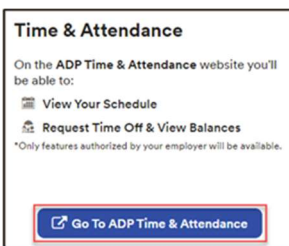Wednesday, Dec 02, 2020, 10:05 AM

My Timecard   Annual Summary

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**.
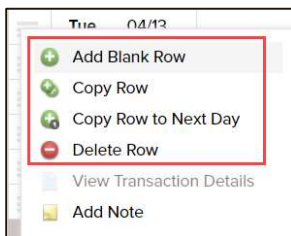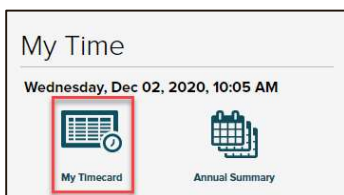
Tue   04/13
⊕ Add Blank Row
⊙ Copy Row
⊙ Copy Row to Next Day
⊖ Delete Row
   View Transaction Details
   Add Note

Review Timecard through ADP Time & Attendance

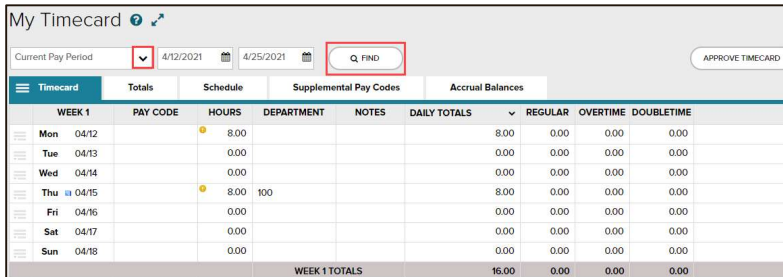1. From MyADP select Go to ADP Time & Attendance or log into https://time.adp.com

Time & Attendance

On the **ADP Time & Attendance** website you'll be able to:

🗓 View Your Schedule
🗓 Request Time Off & View Balances

*Only features authorized by your employer will be available.

☑ Go To ADP Time & Attendance

2. Click on **My Timecard**.

My Time

Wednesday, Dec 02, 2020, 10:05 AM

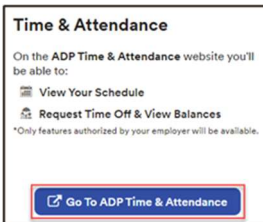My Timecard   Annual Summary

3. 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.

Print Your Timecard 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. From the My Timecard screen, Select the **Menu** button on the Timecard Tab.

4. From the menu select **Print Timecard.**
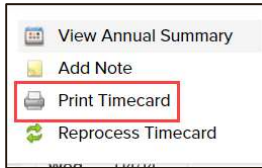
5. From the Print Timecard pop-up window select **Print** and choose your printer.