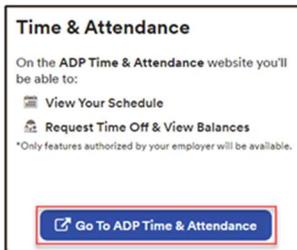


# Supervisor Guide – Managing Employee Timecards through ADP Time and Attendance

## Accessing Individual Employee Timecards

1. Log onto myaccess.adp.com
2. From the MyADP Dashboard navigate to **Go to Time and Attendance**. **Note:** Timecard management can only be performed directly in ADP Time and Attendance.



3. From ADP Time & Attendance Common Tasks, select **Individual Timecard** -OR- My Team > Timecard and select Individual Timecard



-OR-



## Recording Worked Time

1. In the **In/Out** field of the row you want to edit, type the in/out punch time.

Current Pay Period		11/9/2020	11/22/2020
Timecard	Totals	Schedule	Suppl
<	APPROVE	WEEK 1	IN - OUT
	Mon	11/09	-
	Tue	11/10	-

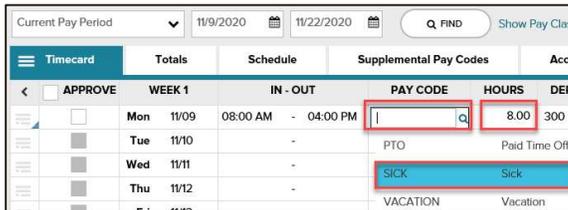
# Supervisor Guide – Managing Employee Timecards through ADP Time and Attendance

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



## Recording Non-Worked Time

- In the row you want to edit, type the number of hours in the **Hours** field and click on the **Pay Code** field to select the desired Pay Code.



	Totals	Schedule	Supplemental Pay Codes	Accr
APPROVE	WEEK 1	IN - OUT	PAY CODE	HOURS
Mon 11/09	08:00 AM - 04:00 PM			8.00
Tue 11/10	-		PTO	Paid Time Off
Wed 11/11	-		SICK	Sick
Thu 11/12	-		VACATION	Vacation

- Once pay code has been entered, click on **Save**.



## Correcting Timecard Exceptions

- From ADP Time & Attendance, choose **My Team, Timecard, and Timecard Exceptions**.
  - Alternatively, you can make corrections on your employees' individual timecard.



# Supervisor Guide – Managing Employee Timecards through ADP Time and Attendance

- On the Timecard Exceptions page, click the **exception** you wish to resolve.

Timecard Exceptions

Current Pay Period

Timecard Exceptions    Totals Summary

EMPLOYEES (3)	TOTAL EXCEPTIONS	MISSING OUT PUNCH	SUPERVISOR APPROVAL REQUIRED
Adams, John J. 25	5	1	4
Abright, Anthony J. 12	4	0	4
User:EMP, Support, 3584	5	0	5
Totals	14	1	13

- Make any necessary **correction** to the timecard to clear the exceptions, select **Save**.

Current Pay Period

Timecard Exceptions    Totals Summary

1 Missing Out Punch    4 Supervisor Approval Required

EMPLOYEES (1)	DATE	IN	OUT	PAY CODE	HOURS
Adams, John J. <input type="checkbox"/> View Schedule	Thu 04/29	08:00 AM	02:00 PM		6.00
	Fri 04/30	08:00 AM			0.00

SAVE    REFRESH

- Approve any timecard fully by clicking each box, select Save. Only necessary if company has turned on supervisor approval.

Current Pay Period

Timecard Exceptions    Totals Summary

5 Supervisor Approval Required

EMPLOYEES (1)	APPROVE	DATE	IN	OUT	PAY CODE	HOURS
Adams, John J. <input type="checkbox"/> View Schedule	<input checked="" type="checkbox"/>	Mon 04/26	08:00 AM	04:00 PM		8.00
	<input checked="" type="checkbox"/>	Tue 04/27	08:00 AM	04:00 PM		8.00
	<input checked="" type="checkbox"/>	Wed 04/28	08:00 AM	03:00 PM		7.00
	<input checked="" type="checkbox"/>	Thu 04/29	08:00 AM	02:00 PM		6.00
	<input checked="" type="checkbox"/>	Fri 04/30	08:00 AM	04:00 PM		8.00

SAVE    REFRESH

# Supervisor Guide – Managing Employee Timecards through ADP Time and Attendance

## Totals Summary Page

- This page can provide a quick look of your employees' total hours for the pay period.
- If employee approval is enabled on the company level, you can view which employees have approved or not approved their timecard.

Totals Summary 

<status is active> 

Current Pay Period 

Timecard Exceptions    **Totals Summary**

EMPLOYEE APPROVAL	EMPLOYEES	TOTAL HOURS	REGULAR
<input type="checkbox"/>	Adams, John J 25	37.00	37.00
<input type="checkbox"/>	Albright, Anthony 13	29.00	29.00
<input type="checkbox"/>	Baker, Tammy J 3204	0.00	
<input type="checkbox"/>	Biehl, Tom 3498	0.00	
<input type="checkbox"/>	Bobson, George 3080	0.00	
<input type="checkbox"/>	COSTANZA, GE... 3154	0.00	
<input type="checkbox"/>	Gladwell, Malcolm 7	0.00	
<input type="checkbox"/>	UserEMP, Support 3584	40.00	40.00
Totals for 8 Employees		106.00	106.00

## Reviewing Your Teams' Group Timecard

Group timecard allows Supervisors to view all employee hours for a particular day.

1. Navigate to My Team > Timecard > Group Timecard.

Group Timecard 

<status is active> 

Pay Date: 5/6/2021    

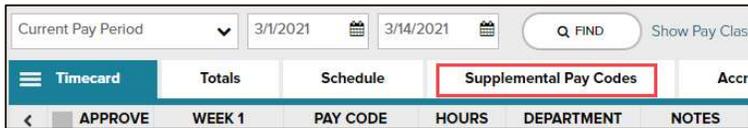
Preferences 

SELECT	SUPERVISOR APPROVAL	POSITION ID	NAME	DATE IN	TIME IN	OUT TIME	HOURS	OUT TYPE	PAY CODE
<input type="checkbox"/>	<input type="checkbox"/>	25	Adams, John J	05/06/2021	08:00 AM	05:00 PM			 
<input type="checkbox"/>	<input type="checkbox"/>	13	Albright, Anthony	05/06/2021	07:00 PM	06:59 AM			 
<input type="checkbox"/>	<input type="checkbox"/>	13	Albright, Anthony	05/07/2021	07:00 AM	07:00 PM			 
<input type="checkbox"/>	<input type="checkbox"/>	3204	Baker, Tammy J	05/06/2021					 
<input type="checkbox"/>	<input type="checkbox"/>	3498	Biehl, Tom	05/06/2021					 
<input type="checkbox"/>	<input type="checkbox"/>	3080	Bobson, George	05/06/2021					 
<input type="checkbox"/>	<input type="checkbox"/>	3154	COSTANZA, GEORGE	05/06/2021					 
<input type="checkbox"/>	<input type="checkbox"/>	7	Gladwell, Malcolm	05/06/2021					 
<input type="checkbox"/>	<input type="checkbox"/>	3584	UserEMP, Support	05/06/2021	08:00 AM	05:00 PM			 

# Supervisor Guide – Managing Employee Timecards through ADP Time and Attendance

## Recording Supplemental Pay Code Amounts

1. From the ADP Time & Attendance Common Tasks, click the Individual Timecard icon, choose **Supplemental Pay Codes** tab.

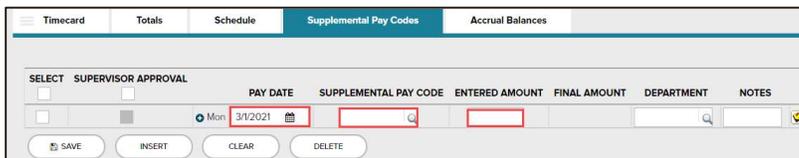


Current Pay Period: 3/1/2021 to 3/14/2021

Navigation: Timecard | Totals | Schedule | **Supplemental Pay Codes** | Accrual Balances

Table Headers: APPROVE | WEEK 1 | PAY CODE | HOURS | DEPARTMENT | NOTES

2. To record a supplemental pay code, select the **date**, search for the **supplemental pay code**, and enter the **amount**. **Hint:** To add additional rows, hit the plus sign next to the day.



Navigation: Timecard | Totals | Schedule | **Supplemental Pay Codes** | Accrual Balances

Table Headers: SELECT | SUPERVISOR APPROVAL | PAY DATE | SUPPLEMENTAL PAY CODE | ENTERED AMOUNT | FINAL AMOUNT | DEPARTMENT | NOTES

Row 1: Mon 3/1/2021 | [Search] | [Amount] | [Department]

Buttons: SAVE | INSERT | CLEAR | DELETE

3. Once supplemental pay code amounts have been entered, click on **Save**.



Pay Period (0.00) | Week 1 (0.00) | Week 2 (0.00)

Buttons: **SAVE** | REFRESH

## Assigning Departments

1. Click the in the **Department** field and select the desired Department.



Current Pay Period: 11/9/2020 to 11/22/2020

Navigation: Timecard | Totals | Schedule | Supplemental Pay Codes | Accrual Balances

APPROVE	WEEK 1	IN - OUT	PAY CODE	HOURS	DEPARTMENT	DAILY TOTALS
<input type="checkbox"/>	Mon 11/09	08:00 AM - 04:00 PM		8.00	[Dropdown]	8.00
<input type="checkbox"/>	Tue 11/10	-		0.00	100 Management	
<input type="checkbox"/>	Wed 11/11	-		0.00	200 Accounting	

2. Once department has been entered, click on **Save**.



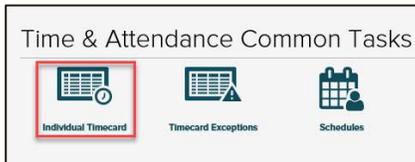
Pay Period (0.00) | Week 1 (0.00)

Buttons: **SAVE** | REFRESH

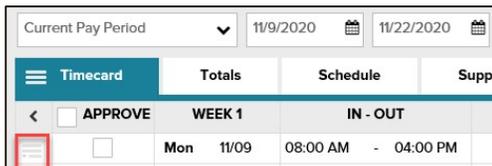
# Supervisor Guide – Managing Employee Timecards through ADP Time and Attendance

## Adding, Copying Rows and Deleting Rows

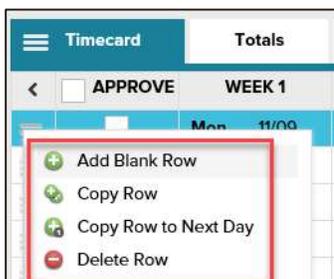
1. From the ADP Time & Attendance Common Tasks, click the **Individual Timecard** icon.



2. Click the **Action** icon in the row you want to edit.



- To add a row to that date, click **Add Blank Row**.
- To add an identical row, click **Copy Row**.
- To copy a row to the next day, click **Copy Row to Next Day**.
- To Delete a row, click **Delete Row**.



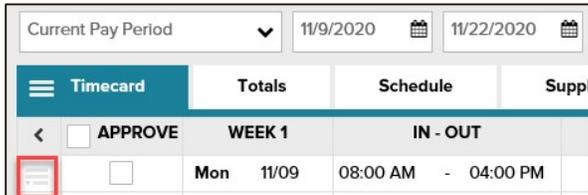
3. Once the row is completed, click **Save**.



# Supervisor Guide – Managing Employee Timecards through ADP Time and Attendance

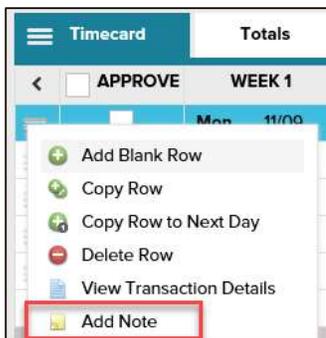
## Adding Notes

1. Click the **Action** icon in the row you want to add a note.



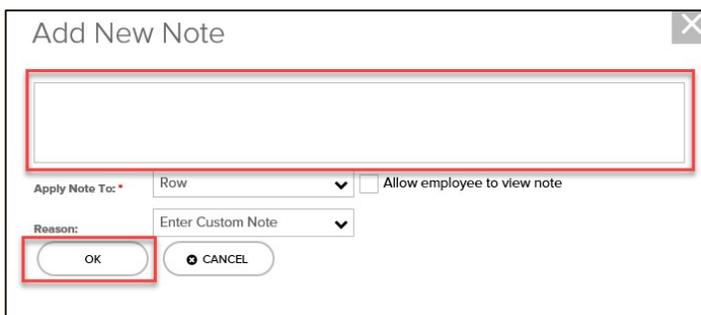
Current Pay Period		11/9/2020	11/22/2020
Timecard	Totals	Schedule	Suppl
<	APPROVE	WEEK 1	IN - OUT
	<input type="checkbox"/>	Mon 11/09	08:00 AM - 04:00 PM

2. To add a note to that date, click **Add Note**.



Timecard	Totals
<	APPROVE
WEEK 1	Mon 11/09
<ul style="list-style-type: none"> <li>Add Blank Row</li> <li>Copy Row</li> <li>Copy Row to Next Day</li> <li>Delete Row</li> <li>View Transaction Details</li> <li><b>Add Note</b></li> </ul>	

3. In the blank field, type the note. Once completed, click **OK**.

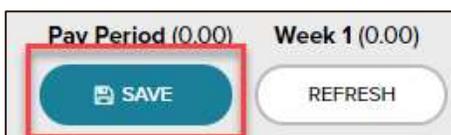


Add New Note

Apply Note To: Row  Allow employee to view note

Reason: Enter Custom Note

4. Once Note has been entered, click on **Save**.

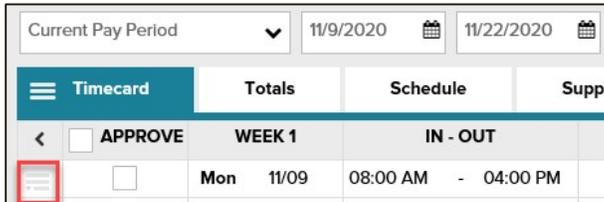


Pay Period (0.00) Week 1 (0.00)

# Supervisor Guide – Managing Employee Timecards through ADP Time and Attendance

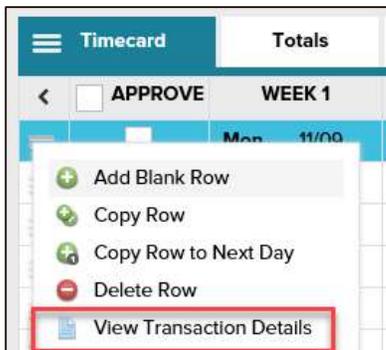
## Viewing Transaction Details

1. Click the **Action** icon in the row you want to View Transaction Details.



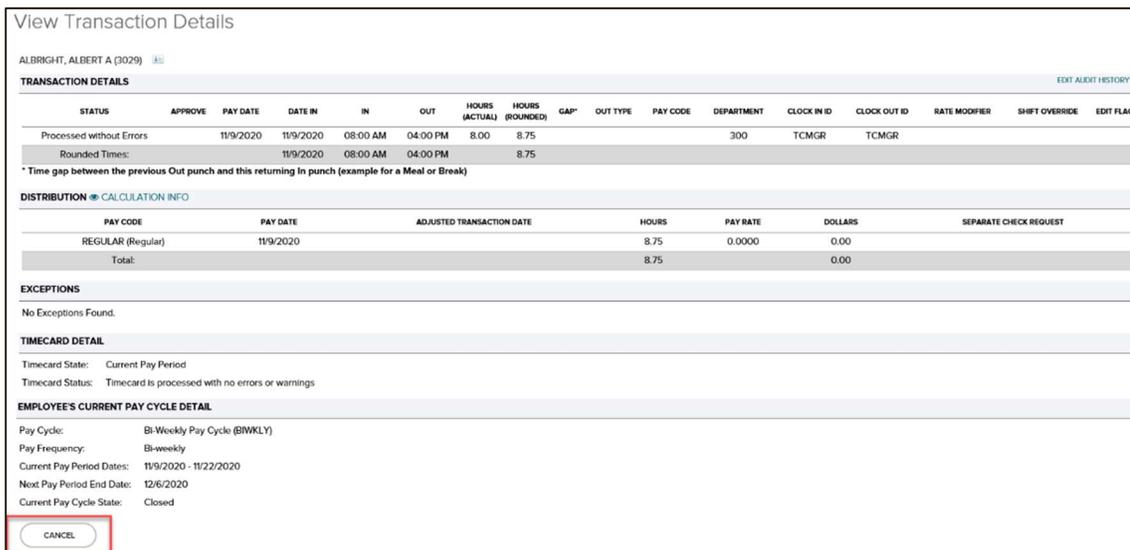
Current Pay Period		11/9/2020	11/22/2020
Timecard	Totals	Schedule	Suppl
<	APPROVE	WEEK 1	IN - OUT
	<input type="checkbox"/>	Mon 11/09	08:00 AM - 04:00 PM

2. To View Transaction Details for that date, click **View Transaction Details**.



Timecard		Totals
<	APPROVE	WEEK 1
Mon 11/09		
<ul style="list-style-type: none"> <li>+ Add Blank Row</li> <li>+ Copy Row</li> <li>+ Copy Row to Next Day</li> <li>- Delete Row</li> <li><b>View Transaction Details</b></li> </ul>		

3. To close the **View Transaction Details** page, click **Cancel**.



View Transaction Details

ALBRIGHT, ALBERT A (3029)

TRANSACTION DETAILS

STATUS	APPROVE	PAY DATE	DATE IN	IN	OUT	HOURS (ACTUAL)	HOURS (ROUNDED)	GAP	OUT TYPE	PAY CODE	DEPARTMENT	CLOCK IN ID	CLOCK OUT ID	RATE MODIFIER	SHIFT OVERRIDE	EDIT FLAG
Processed without Errors		11/9/2020	11/9/2020	08:00 AM	04:00 PM	8.00	8.75				300	TCMGR	TCMGR			
Rounded Times:			11/9/2020	08:00 AM	04:00 PM		8.75									

\* Time gap between the previous Out punch and this returning In punch (example for a Meal or Break)

DISTRIBUTION - CALCULATION INFO

PAY CODE	PAY DATE	ADJUSTED TRANSACTION DATE	HOURS	PAY RATE	DOLLARS	SEPARATE CHECK REQUEST
REGULAR (Regular)	11/9/2020		8.75	0.0000	0.00	
Total:			8.75		0.00	

EXCEPTIONS

No Exceptions Found.

TIMECARD DETAIL

Timecard State: Current Pay Period  
Timecard Status: Timecard is processed with no errors or warnings

EMPLOYEE'S CURRENT PAY CYCLE DETAIL

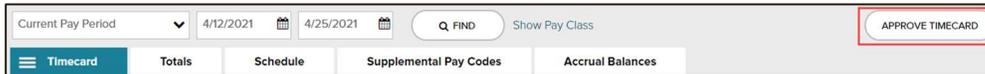
Pay Cycle: Bi-Weekly Pay Cycle (BIWKLY)  
Pay Frequency: Bi-weekly  
Current Pay Period Dates: 11/9/2020 - 11/22/2020  
Next Pay Period End Date: 12/6/2020  
Current Pay Cycle State: Closed

CANCEL

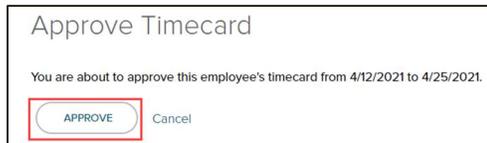
# Supervisor Guide – Managing Employee Timecards through ADP Time and Attendance

## Approving Employee Timecard

1. After reviewing your employees' timecards, click **Approve Timecard**.



2. On the Approve Timecard pop-up, click **Approve**.



A Green Check mark will appear on the Approve button to show it's been approved.



3. Hover over the down arrow to either Remove Approval or view who approved the timecard.

