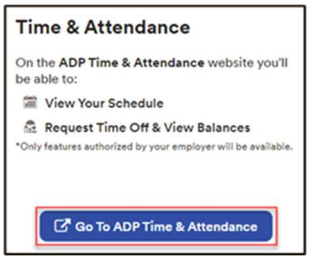
Supervisor Guide – Managing Employee Timecards through ADP Time and Attendance

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.

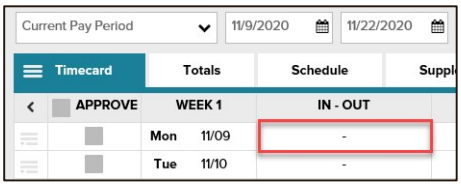


3. From ADP Time & Attendance Common Tasks, select **Individual Timecard** -OR- My Team > Timecard and select Individual Timecard

-OR-

Recording Worked Time

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



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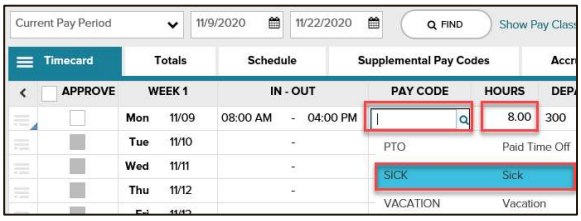
2. Once time pairs have been entered, click on **Save**.

Recording Non-Worked Time

1. 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.



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

Correcting Timecard Exceptions

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

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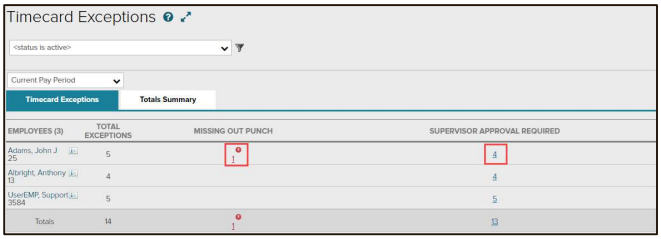
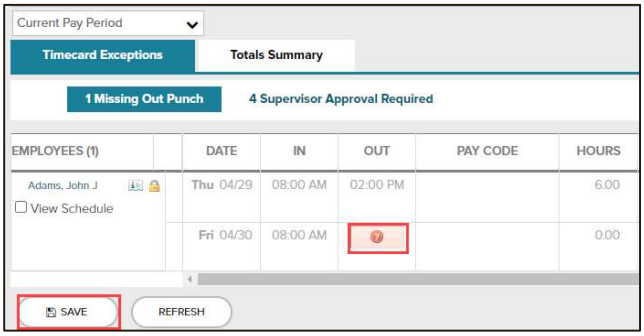
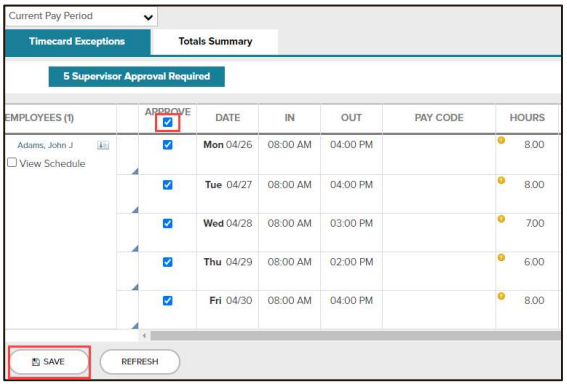
2. On the Timecard Exceptions page, click the **exception** you wish to resolve.



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



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



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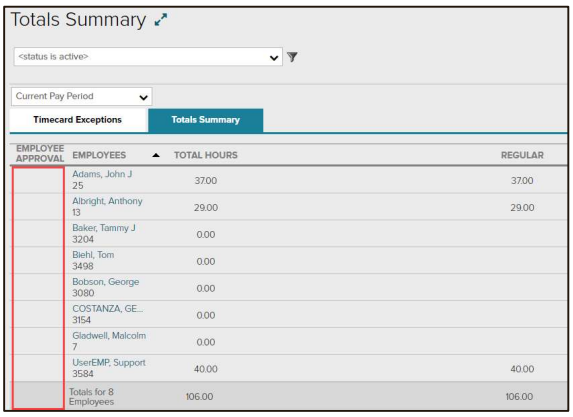
Totals Summary Page

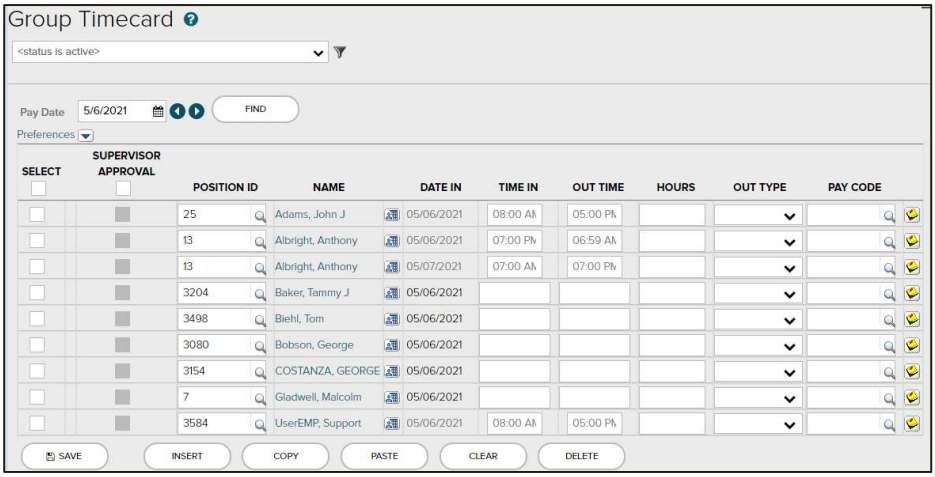
- This page can provide a quick look of your employees' total hours for the pay period.
- If employee approval is enabled on the company level, you can view which employees have approved or not approved their timecard.



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.



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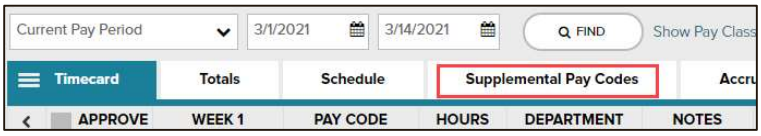
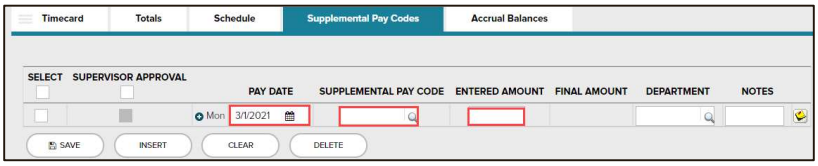
Recording Supplemental Pay Code Amounts

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



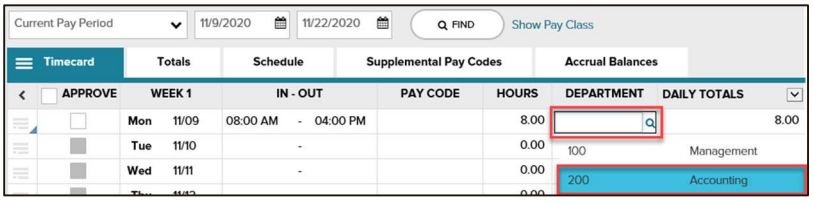
2. To record a supplemental pay code, select the **date**, search for the **supplemental pay code**, and enter the **amount**. Hint: To add additional rows, hit the plus sign next to the day.



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

Assigning Departments

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



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

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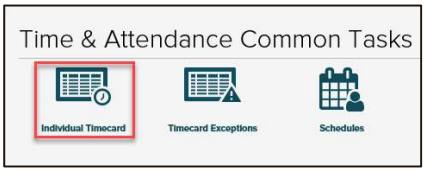
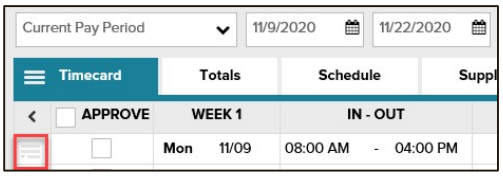
Adding, Copying Rows and Deleting Rows

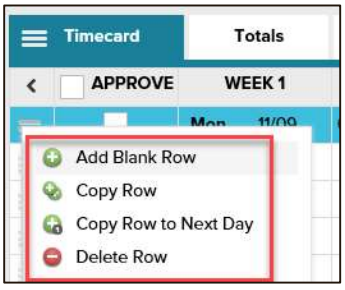
1. From the ADP Time & Attendance Common Tasks, click the **Individual Timecard** icon.



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**.

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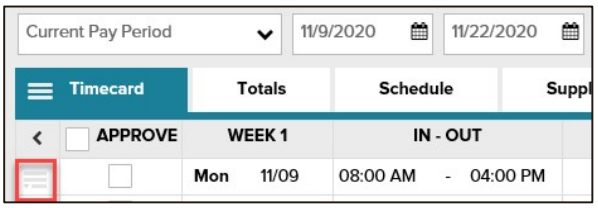
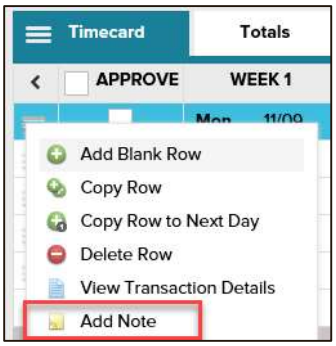
Adding Notes

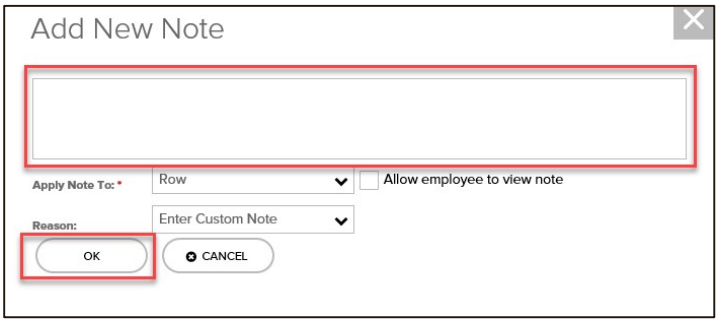
1. Click the **Action** icon in the row you want to add a note.



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



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



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

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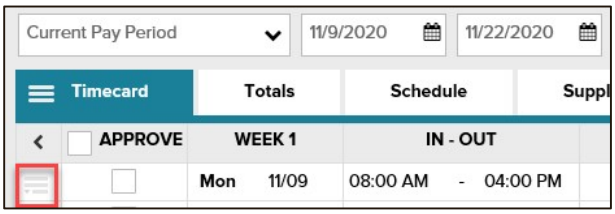
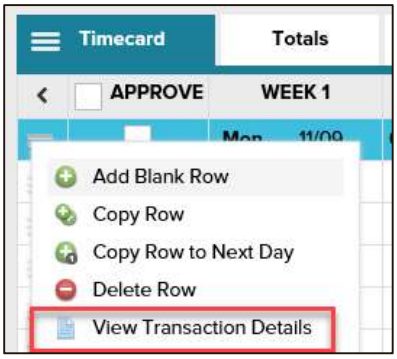
Viewing Transaction Details

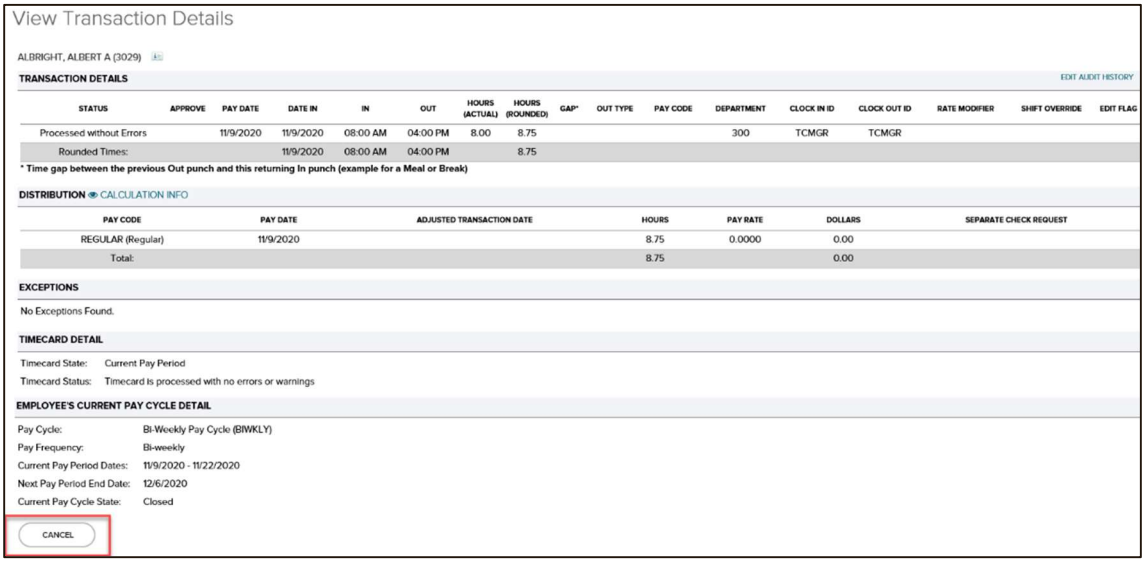
1. Click the **Action** icon in the row you want to View Transaction Details.



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



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



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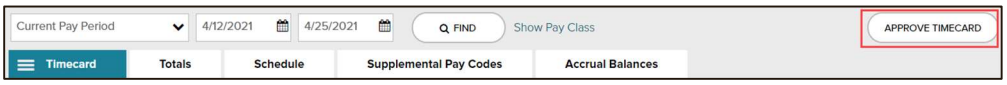
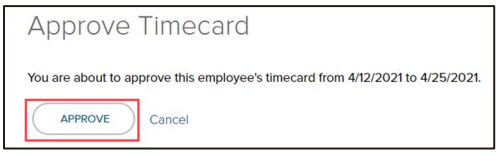
Approving Employee Timecard

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

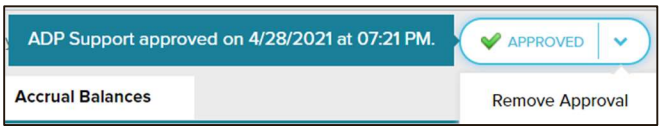


2. On the Approve Timecard pop-up, click Approve.



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.



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