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Recording In and Out Times with ADP® Time & Attendance

Recording Worked Time

Record your worked time.

Recording Non-Worked Time

Record your time off.

Assigning Departments

Record departments to indicate when working a different department than usual, if applicable.

Adding and Copying Rows

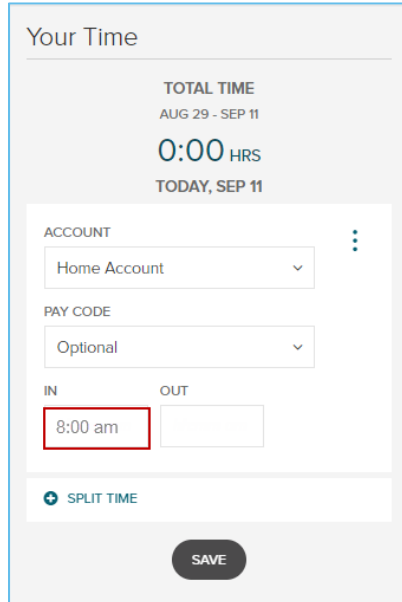
Add and copy rows in your timecard.

Printing your Timecard

Print a hard copy of your timecard.

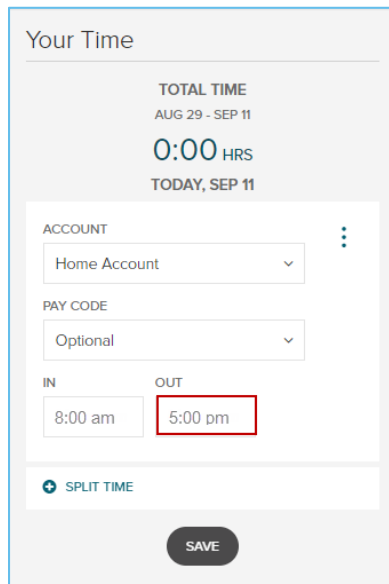
Recording Worked Time

1. In the **Your Time** tile, in the **In** field, enter the in punch time.



The screenshot shows the 'Your Time' interface. At the top, it displays 'TOTAL TIME' for the period 'AUG 29 - SEP 11' as '0:00 HRS' for 'TODAY, SEP 11'. Below this are two dropdown menus: 'ACCOUNT' set to 'Home Account' and 'PAY CODE' set to 'Optional'. The 'IN' field is highlighted with a red box and contains the text '8:00 am'. The 'OUT' field is empty. At the bottom, there is a '+ SPLIT TIME' link and a 'SAVE' button.

2. In the **Out** field, enter the out punch time.



This screenshot shows the same 'Your Time' interface as the previous one, but now the 'OUT' field is highlighted with a red box and contains the text '5:00 pm'. The 'IN' field still contains '8:00 am'. All other elements, including the account, pay code, and buttons, remain the same.

3. Click **Save**. The Your Time tile displays your total worked time.

Your Time

TOTAL TIME
AUG 29 - SEP 11
8:00 HRS
TODAY, SEP 11

ACCOUNT
Home Account

PAY CODE
Optional

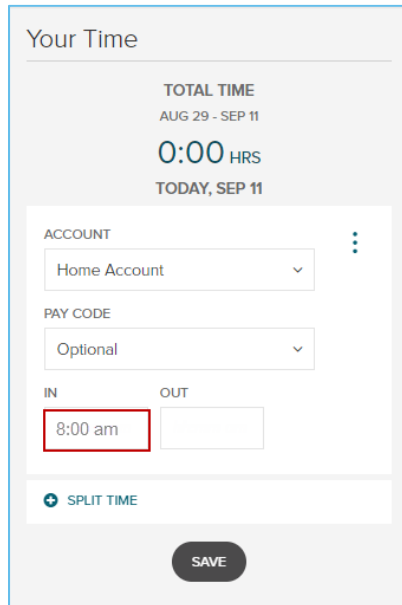
IN 8:00 am OUT 5:00 pm

[+ SPLIT TIME](#)

SAVE

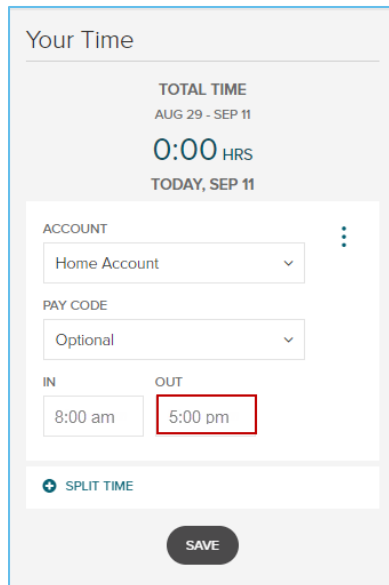
Recording Non-Worked Time

1. In the **Your Time** tile, in the **In** field, enter the in punch time.



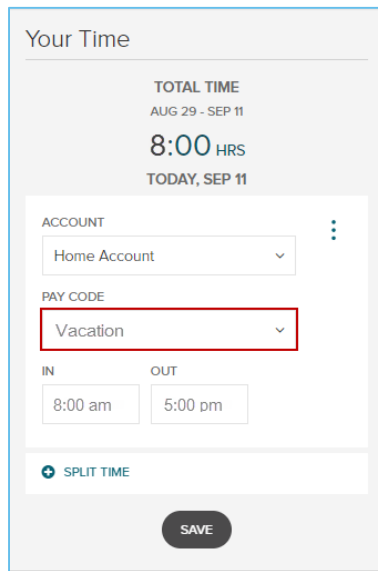
The screenshot shows the 'Your Time' form. At the top, it displays 'TOTAL TIME' for the period 'AUG 29 - SEP 11' as '0:00 HRS' for 'TODAY, SEP 11'. Below this are two dropdown menus: 'ACCOUNT' set to 'Home Account' and 'PAY CODE' set to 'Optional'. The 'IN' field is highlighted with a red box and contains the text '8:00 am'. The 'OUT' field is empty. At the bottom, there is a 'SPLIT TIME' link with a plus icon and a 'SAVE' button.

2. In the **Out** field, enter the out punch time.



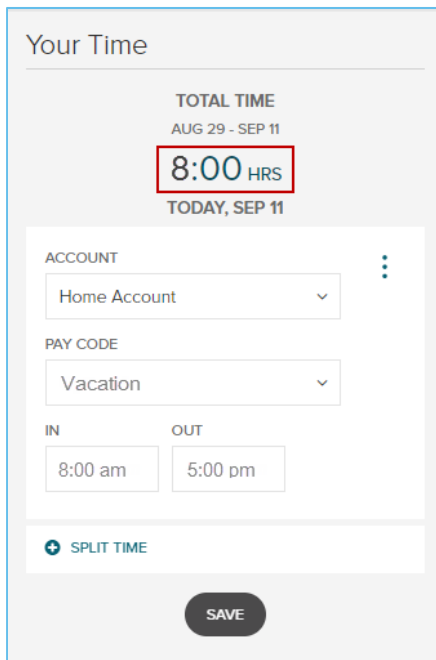
This screenshot shows the same 'Your Time' form as the previous one, but now the 'OUT' field is also highlighted with a red box and contains the text '5:00 pm'. The 'IN' field still shows '8:00 am'. All other elements, including the total time, account, pay code, split time link, and save button, remain the same.

3. In the **Pay Code** field, select the appropriate code.



The screenshot shows the 'Your Time' form. At the top, it displays 'TOTAL TIME' for the period 'AUG 29 - SEP 11' as '8:00 HRS' for 'TODAY, SEP 11'. Below this, there is a section with 'ACCOUNT' (Home Account) and 'PAY CODE' (Vacation). The 'PAY CODE' dropdown is highlighted with a red box. At the bottom, there are 'IN' (8:00 am) and 'OUT' (5:00 pm) time fields, a '+ SPLIT TIME' button, and a 'SAVE' button.

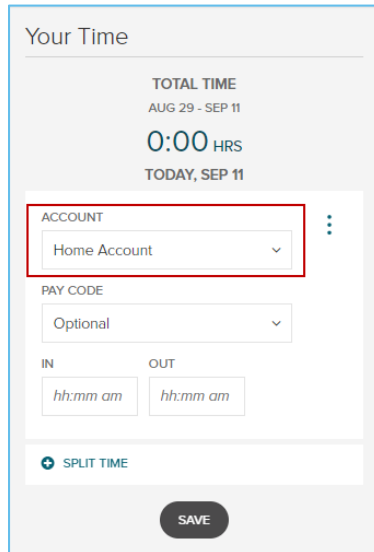
4. Click **Save**. The Your Time tile displays your total non-worked time.



The screenshot shows the 'Your Time' form after saving. The 'TOTAL TIME' for 'AUG 29 - SEP 11' is now '8:00 HRS', which is highlighted with a red box. The 'ACCOUNT' (Home Account) and 'PAY CODE' (Vacation) fields remain the same. The 'IN' (8:00 am) and 'OUT' (5:00 pm) time fields, the '+ SPLIT TIME' button, and the 'SAVE' button are also visible.

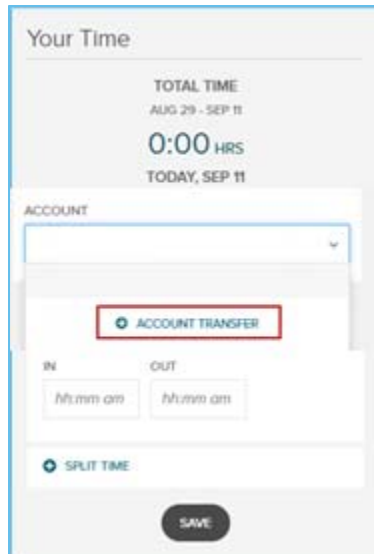
Assigning Departments

1. In the Your Time title, in the **Account** field, click the down arrow.



The screenshot shows the 'Your Time' interface. At the top, it displays 'TOTAL TIME' for the period 'AUG 29 - SEP 11' with a value of '0:00 HRS' for 'TODAY, SEP 11'. Below this, the 'ACCOUNT' dropdown menu is highlighted with a red box and shows 'Home Account' with a downward arrow. Underneath is the 'PAY CODE' dropdown menu showing 'Optional'. Further down are 'IN' and 'OUT' time input fields, both showing 'hh:mm am'. At the bottom, there is a 'SPLIT TIME' button with a plus icon and a 'SAVE' button.

2. Click **Account Transfer**.



This screenshot shows the 'Your Time' interface with the 'ACCOUNT' dropdown menu open. The 'ACCOUNT TRANSFER' option is highlighted with a red box. The rest of the form, including the 'TOTAL TIME' display, 'PAY CODE' dropdown, 'IN' and 'OUT' time fields, and 'SPLIT TIME' and 'SAVE' buttons, remains visible in the background.



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3. Click the department.

Account Transfer

ACCOUNT
200

Department

Search...

Code	Description
100	Service
200	Technical
300	Administration

SELECT RESTORE HOME ACCOUNT

4. Click **Select**.

Account Transfer

ACCOUNT
200

Department

Search...

Code	Description
100	Service
200	Technical
300	Administration

SELECT RESTORE HOME ACCOUNT



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5. The Your Time tile displays the department assignment.

Your Time

TOTAL TIME

AUG 29 - SEP 11

0:00 HRS

TODAY, SEP 11

ACCOUNT

200

PAY CODE

Optional

IN

OUT

hh:mm am

hh:mm am

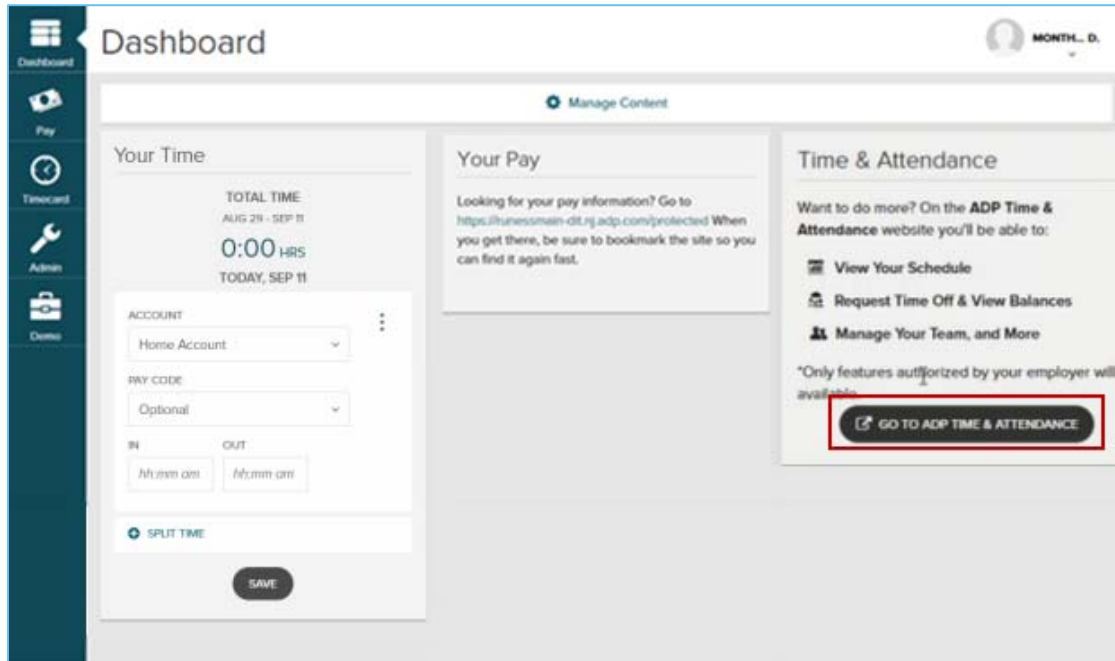
SPLIT TIME

SAVE

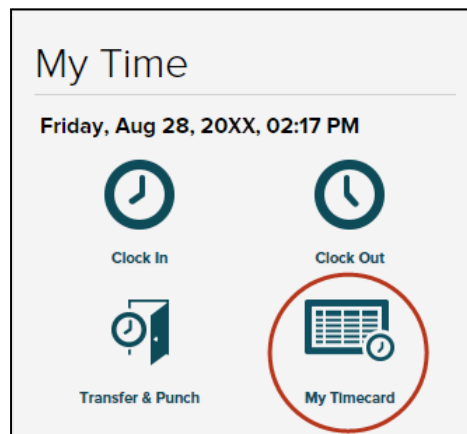
Adding and Copying Rows

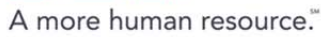
Note: To permanently display more rows for each day: in the bottom-right of your My Timecard page, from the **Preferences** list, select the number of **Rows Per Day**.

1. In the Time & Attendance tile, click **Go to ADP Time & Attendance**.



2. On the Home page of ADP Time & Attendance, click the **My Timecard** icon.





- | Timecard | | Totals | | | | | | | |
|--|-----------|---------------------|----------|-------|------------|--------------|---|---------|----------|
| | WEEK 1 | IN - OUT | PAY CODE | HOURS | DEPARTMENT | DAILY TOTALS | ▼ | REGULAR | OVERTIME |
| <div><div></div><div></div><div></div><div></div><div></div></div> | Sun 08/23 | - | | 0.00 | | 0.00 | | 0.00 | 0.00 |
| <div><div></div><div></div><div></div><div></div><div></div></div> | Mon 08/24 | 09:00 AM - 05:00 PM | | 8.00 | | 8.00 | | 8.00 | 0.00 |
| <div><div></div><div></div><div></div><div></div><div></div></div> | Tue 08/25 | - | | 0.00 | | 0.00 | | 0.00 | 0.00 |

- [illegible]

- | Timecard | | Totals | | | | | | | |
|----------|--------|---------------------|----------|-------|------------|--------------|---------|----------|--|
| | WEEK 1 | IN - OUT | PAY CODE | HOURS | DEPARTMENT | DAILY TOTALS | REGULAR | OVERTIME | |
| Sun | 08/23 | - | | 0.00 | | 0.00 | 0.00 | 0.00 | |
| Mon | 08/24 | 09:00 AM - 05:00 PM | | 8.00 | | | 8.00 | 0.00 | |
| | 08/24 | 09:00 AM - 05:00 PM | | 8.00 | | 16.00 | 8.00 | 0.00 | |

Pay Period (8.00) Week 1 (8.00) Week 2 (0.00)

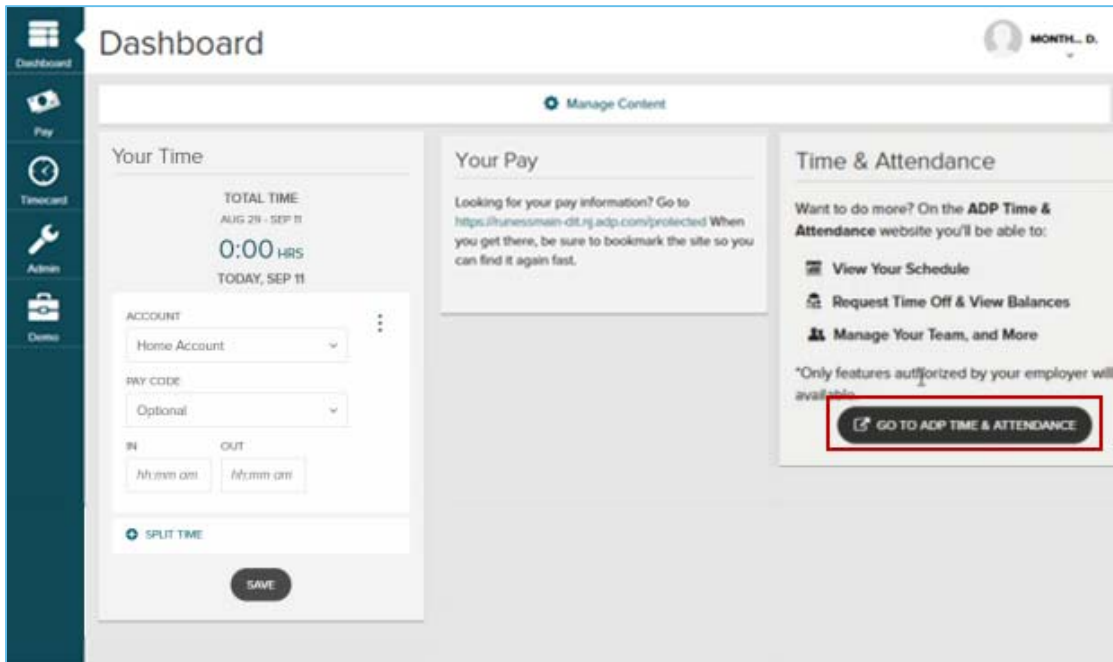
SAVE REFRESH Operation Successful. PREFERENCES Legend



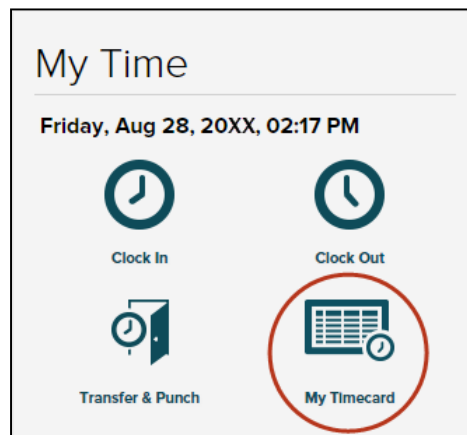
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Printing Your Timecard

1. In the **Time & Attendance** tile, click **Go to ADP Time & Attendance**.



2. On the Home page of ADP Time & Attendance, click the **My Timecard** icon.





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3. Click the **Timecard Menu** icon.

Timecard		Totals							
	WEEK 1	IN - OUT	PAY CODE	HOURS	DEPARTMENT	DAILY TOTALS	▼	REGULAR	OVERTIME
	Sun 08/23	-		0.00		0.00		0.00	0.00
	Mon 08/24	09:00 AM - 05:00 PM		8.00		8.00		8.00	0.00
	Tue 08/25	-		0.00		0.00		0.00	0.00

4. Click **Print Timecard**.

Timecard		Totals							
View Annual Summary		OUT	PAY CODE	HOURS	DEPARTMENT	DAILY TOTALS	▼	REGULAR	OVERTIME
Add Note		-		0.00		0.00		0.00	0.00
Print Timecard		- 05:00 PM		8.00		8.00		8.00	0.00
	Tue 08/25	-		0.00		0.00		0.00	0.00