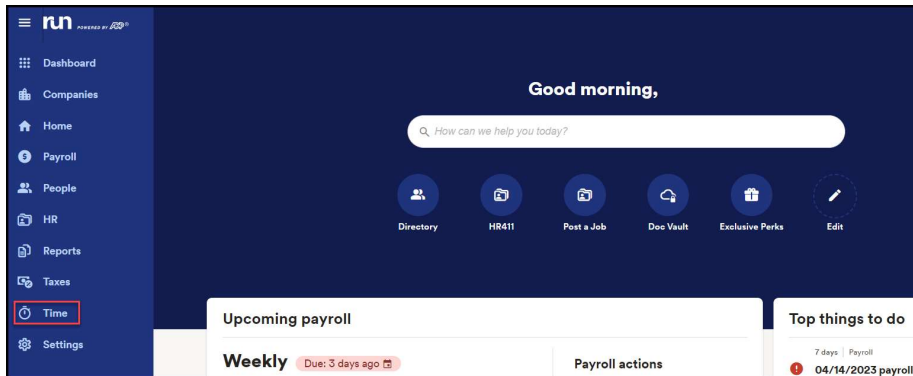
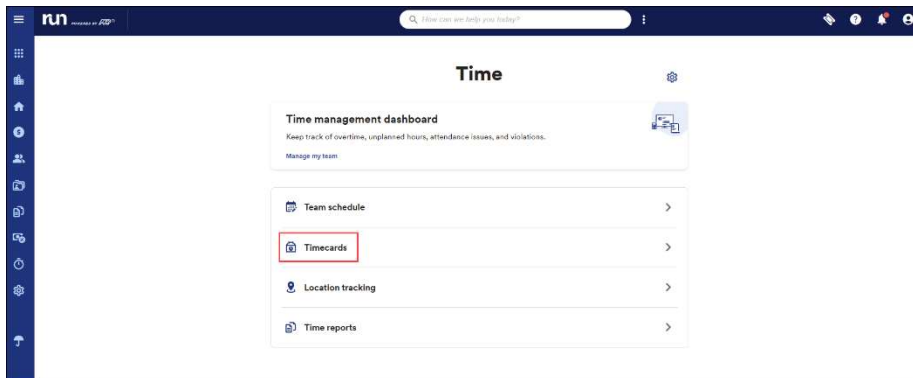


Printing Timecards

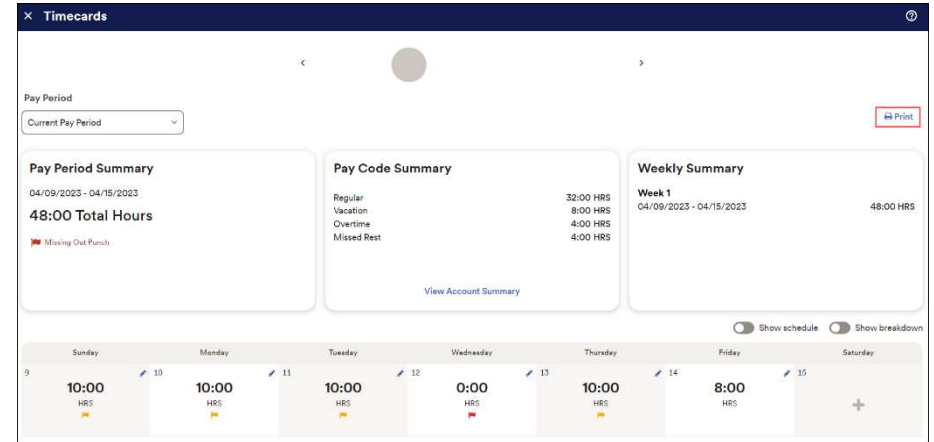
1 To get to the Timecards Page, log in to **RUN** and click the **Time** button on the left-hand side.



2 Then, click on **Timecards**. This will open the **Timecards** screen.



3 Once you are ready to print the timecard, you can **print** each employees' timecards on the right-hand side.



Printing Timecards

- 4 ADP automatically puts the **summary tiles** at the top of the screen, as well as the **breakdown of hours** below that. A **signature line** is automatically generated if you need to have the employee sign and date the timecards for your records. Press **print** when ready to print the timecard.

Print
Total: 1 sheet of paper

Printer: Microsoft Print to PDF

Copies: 1

Layout: Portrait Landscape

Pages: All e.g. 1-5, 8, 11-13

Color: Color

More settings Print using system dialog... (Ctrl+Shift+P)

Print Cancel

BW Woods, Ben

16:00 Total Hours

Time Period: 04/09/2023 - 04/15/2023

Pay Code Summary		Weekly Summary	
Vacation	16:00 HRS	Week 1	16:00 HRS
		04/09/2023 -	04/15/2023

DATE	TIME	PAY CODE	DETAILS
04/09/2023			
04/10/2023			
04/11/2023			
04/12/2023	8:00 HRS	Vacation	Account
			Home Account
04/13/2023	8:00 HRS	Vacation	Account
			Home Account
04/14/2023			
04/15/2023			

Signature: _____ Date: _____