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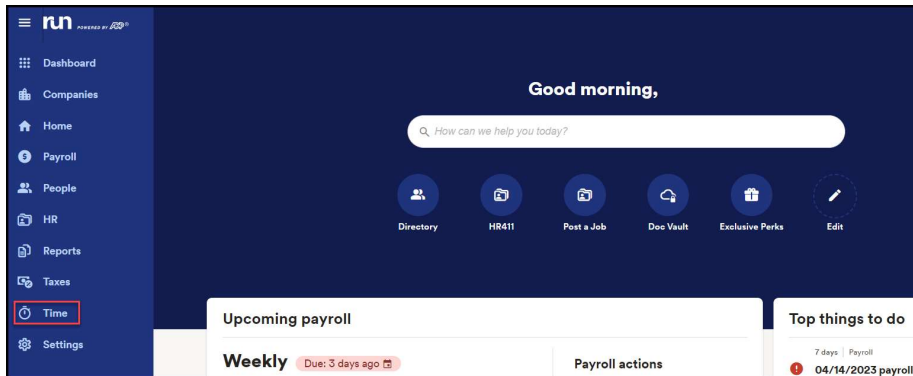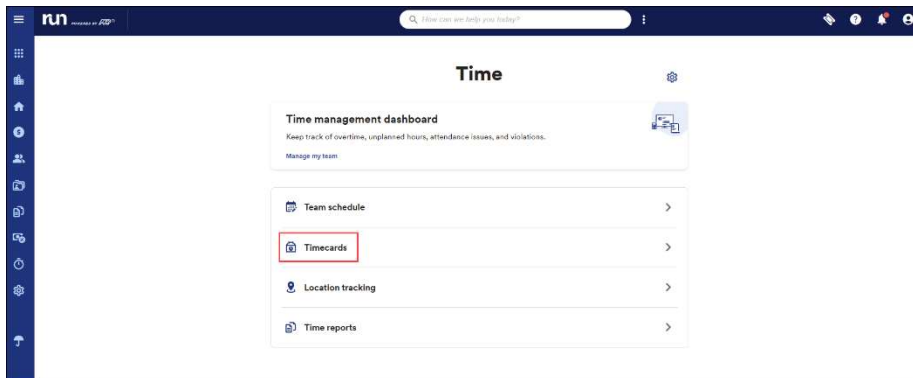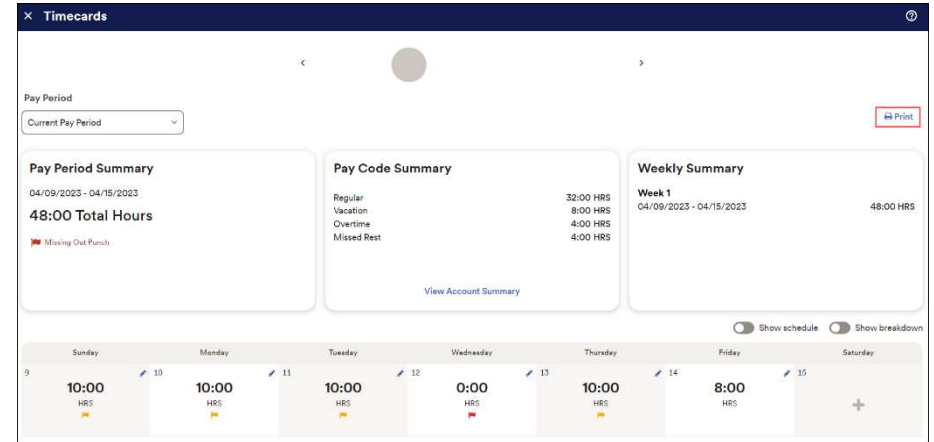

2 Then, click on **Timecards**. This will open the **Timecards** screen.

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

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.