## Things to Do

1 The **Things to Do** tile is a quick and easy place to resolve missed punches and manage pending Time Off Requests. To navigate to this tile, from the RUN home screen, select the **Time** option.

A Home	Good afternoon. Meliss	
2. People	Q. How call we help you today?	
ÊD HR		
Reports	2 B B C	
G Taxes	Directory HR411 Post a Job Doc Vault	Exclusive Perks Edit
🕐 Time		
Settings		
	Upcoming payroll	Top things to
🚔 Retirement	Weekly Destin 3 days 5 Payroll actions	9 hr   Payroll
🖵 Insurance & Benefits		U Process pay
More	Check date Pay period Off-cycle payroll Off-cycle payroll Off-cycle payroll	
	Calculate manual checks	
	Run payroll	
Evolutive parte		
Exclusive perks	W-2a and 1099a status: Prepare for tax day     Review 1	.tow Vie

**2** At the top of the screen, select the option for **Manage my team**.



3 In the upper left hand corner, you will see the **Things to Do** tile. To start fixing missed punches, click the arrow to the right of **Missed Punches**.

=	ADP Test Company	Q. How can we help you today?	1	
↑ 0	Time Management			
4 63 69 0 00 0 00 0 00	Things to De     Missed Punches     >       2 amplayers, 2 misses punches     >       2 mipsyster, 1 misses punches     >	Who's In Today	>	otal Hours enoug 2010 paid hours for this week
<b>♣</b> <del>↑</del>	Other Actions           >> Timecards           >>> Team Schedule	Overtime Forecast 12 00 nours of overtime this week	>	Ime Off This Week Man Toe Wed RW BW

4 To enter a missed punch, click in the box that says **Enter Time** and type in the correct punch time. Next, on the right, choose if this violation is **excused** or **unexcused**. Finally, click the **Save** button.



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## Things to Do

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- To manage pending time off requests, head back to the **Things to Do** tile and click on the arrow to the right of **Time Off Requests**.

=	ADP Test Company	Q. How can we help you today?	:
↑ 0	Time Management		
<b>2</b> .	Things to Do	Who's In Today	> Total Hours
đ	Time Off Requests		Trending 204.00 paid hours for this week 68
Ð	1 employee, 1 request	1 Working Now	хк
ල		On Meal	
		Working Later	Mon Tue Wed Th Overtime Regular Scheduli
\$			
	Other Actions	Overtime Forecast 1700 hours of overtime this week	> Time Off This Week
*	>>> Timecards	12	Mon Tue Wed
<b>T</b>	>>> Team Schedule		BW

**6** In the **Time Off Requests** slide out, first select the time off request you would like to manage. Then, at the bottom, simply select either **Decline** or **Approve**.

Time Management			Time	Off	Requests				
				Which 1 emp	h time loyee, 1	e off requests would you request	like to approve today Me	issa ?	Run R
Thing	gs to Do			0	0	Name	Time Off Policy	Date Range	Hours
2	Time Off Requests 1 employee, 1 request			0	0	Ward, Racheal	Vacation	A Tue, Apr11 08:00am - 04:00pm	8
					1				
Other	r Actions								
	>> Timecards								
	≫ Team Schedule								
	>>> Location Tracking								
	>>> Time Reports								
	≫ Team Time Off								
Unple	anned Hours Unplanned hours this w	eek						4	
64.00	urrences	Hours	Description						
64.00 Occ		84.00	Unscheduled Day						
64.00 Occ	6								
64:00 Occ	6	04:00	Arrived Early						
64.00 Occ	6 1 4	04:00	Arrived Early Missed Meal						

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