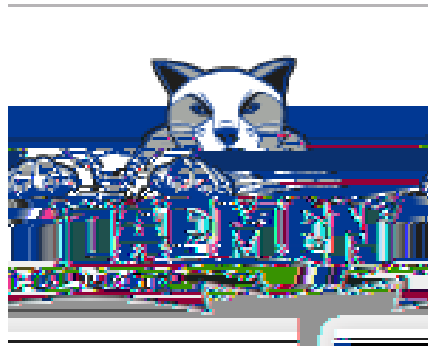


WELCOME TO ADP WORKFORCE NOW TIME CARD SYSTEM

On ADP Workforce Now

<https://workforcenow.adp.com>



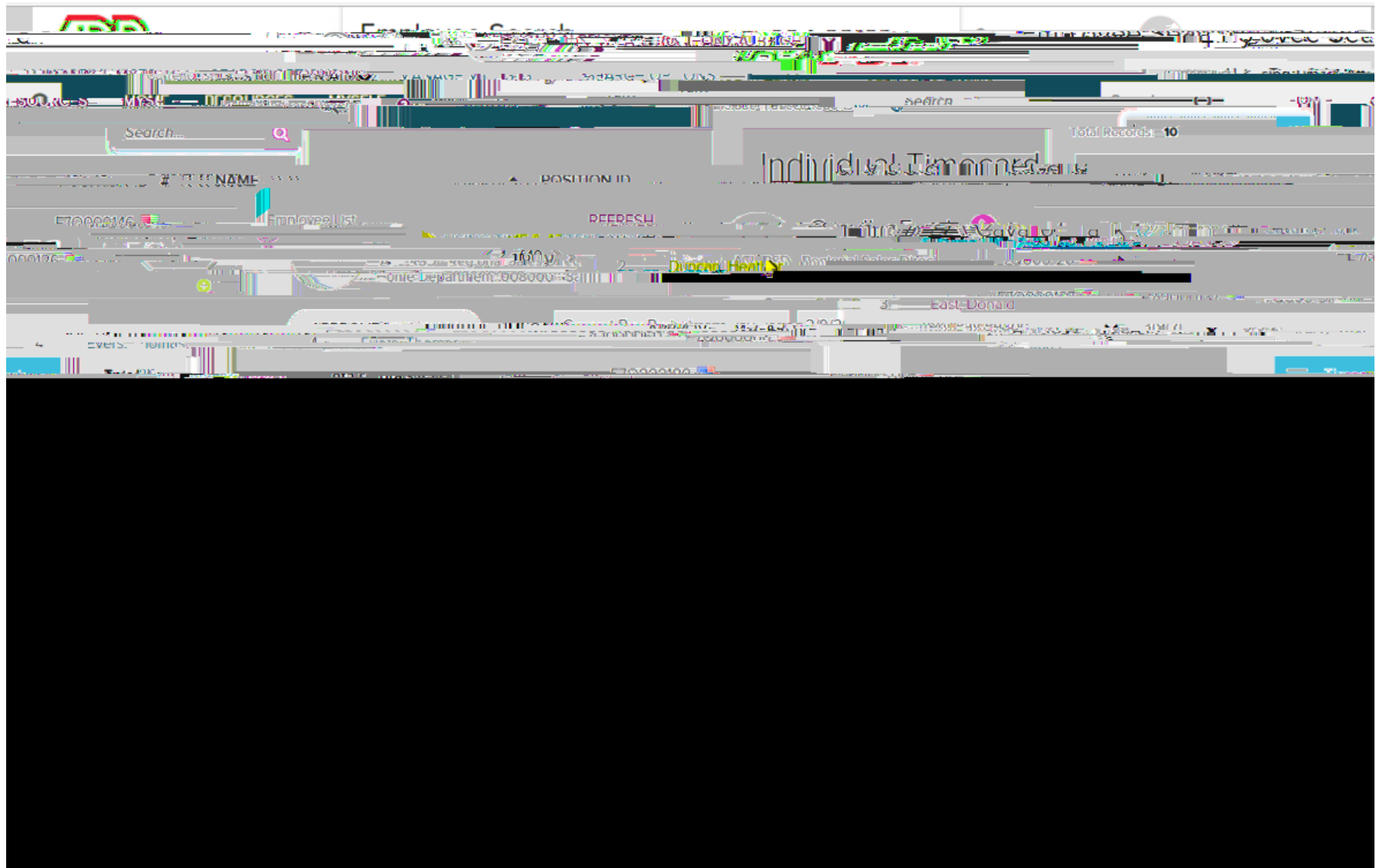
TIME CARD APPROVAL TRAINING GUIDE

DIRECTIONS ON HOW TO ACCESS AN EMPLOYEE'S TIME CARD:

Select My Team / Time & Attendance / Individual Time Card



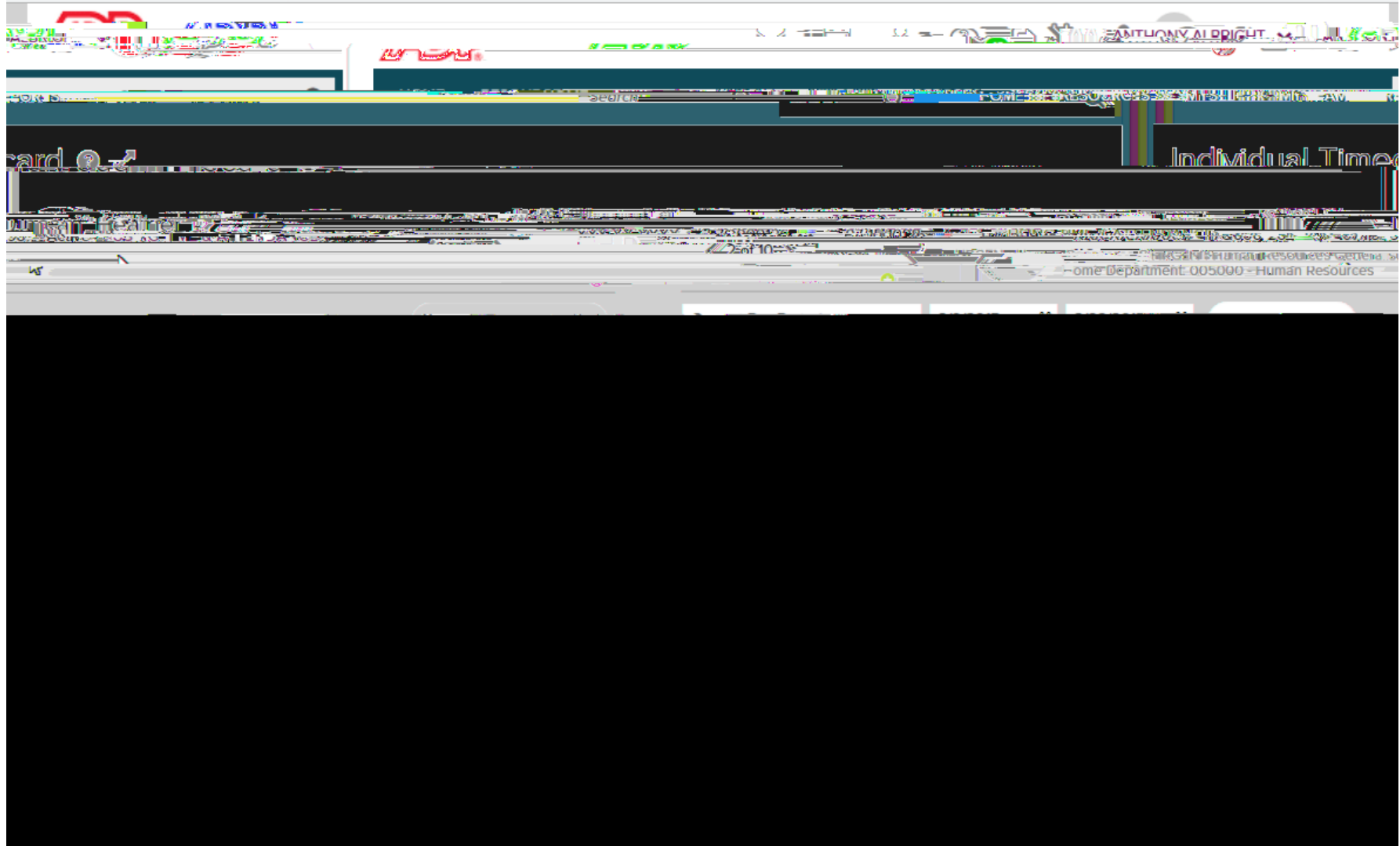
If you have multiple direct reports, you can locate a specific employee by clicking on "Employee List" and then selecting the name of the employee.



HOW TO EDIT AN EMPLOYEE'S TIME CARD

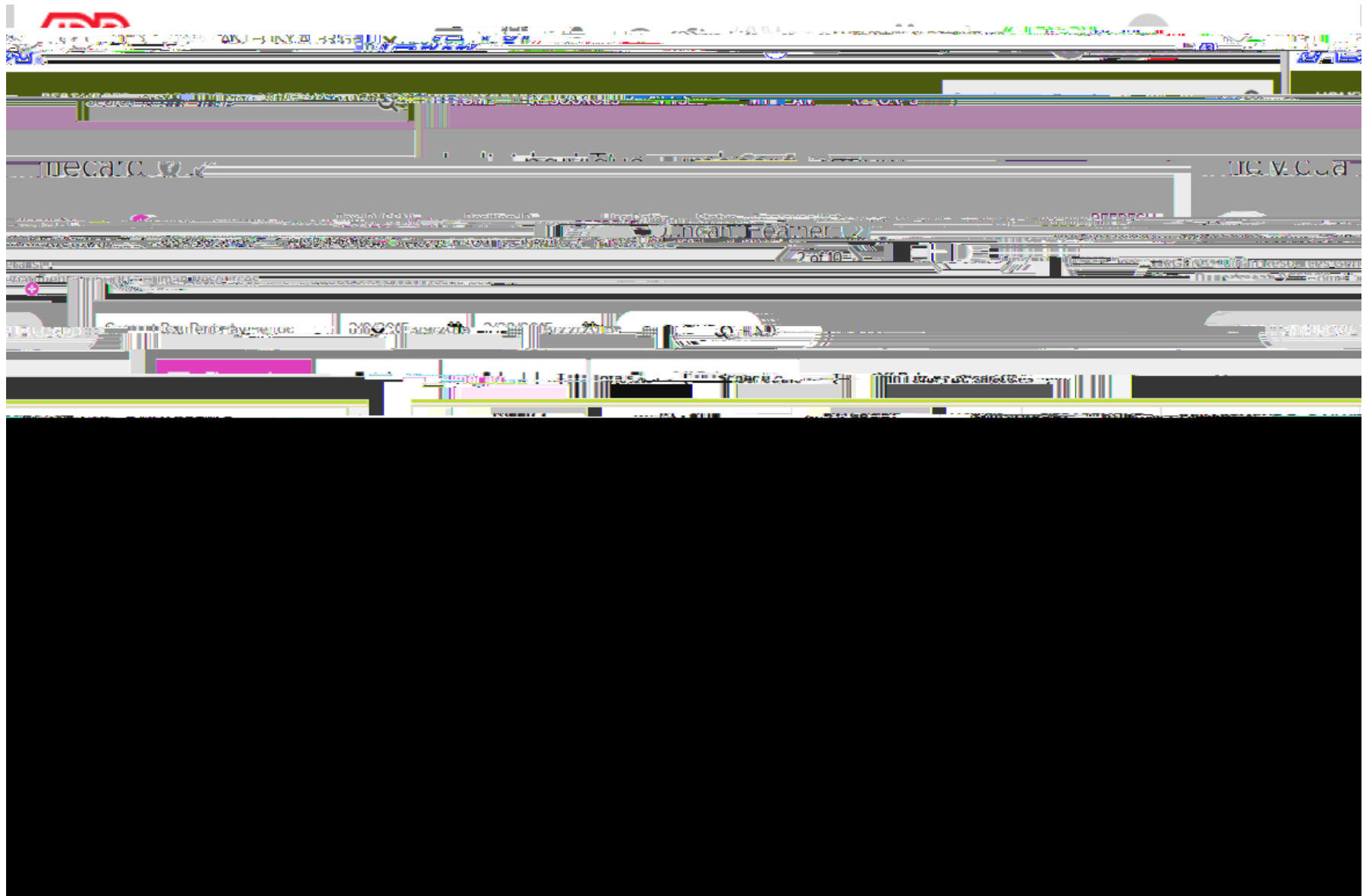
Deleting a punch from an employees time card.

On Monday, Heather punched out for the day at 3:57 PM. As she was leaving she became distracted and punched out for a 2nd time at 4:00 PM .



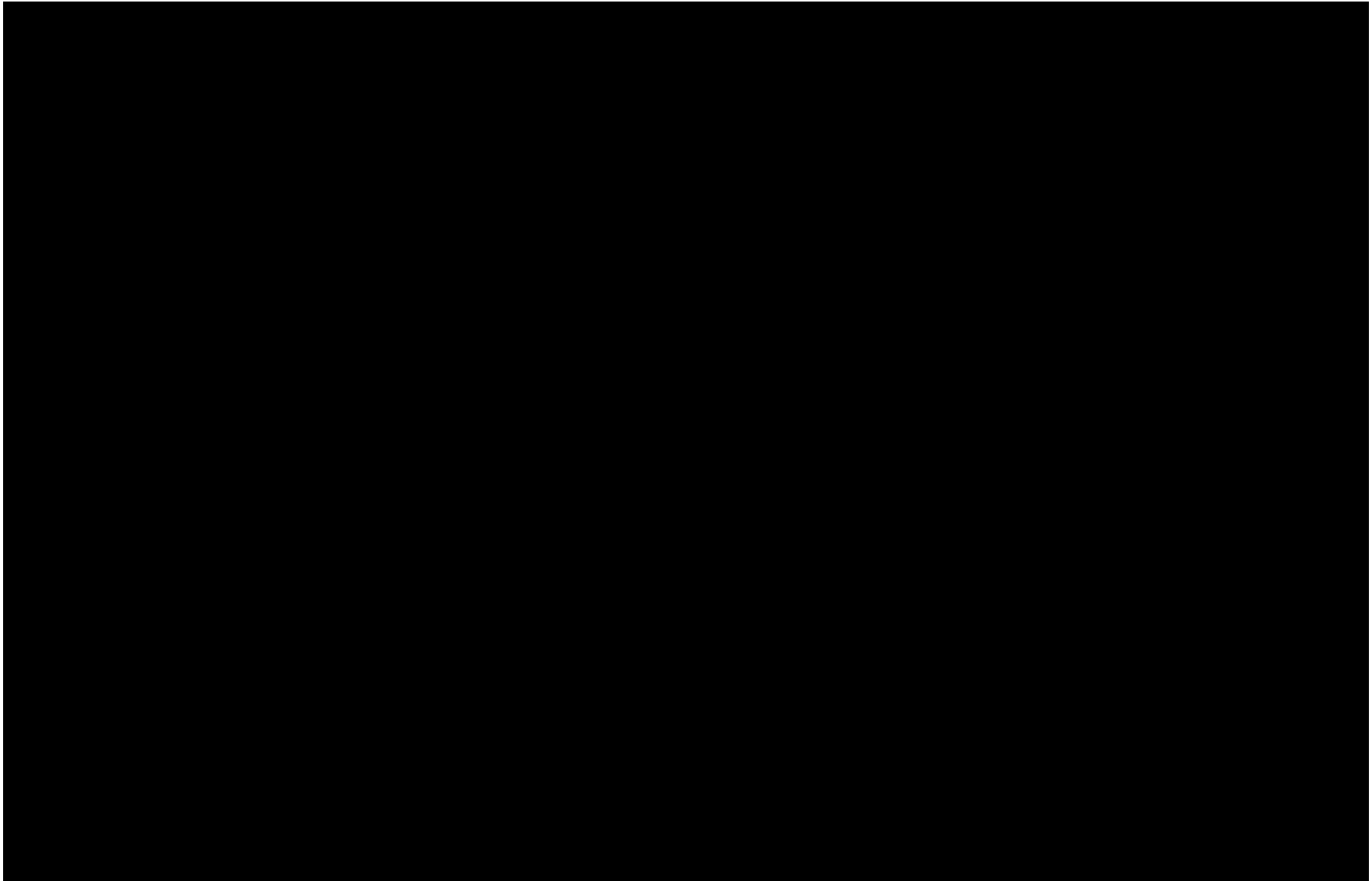
Notice that the 4:00 PM punch moved from the Time In field in the 2

To save your changes to the time card, click the "Save" button at the bottom of the page.

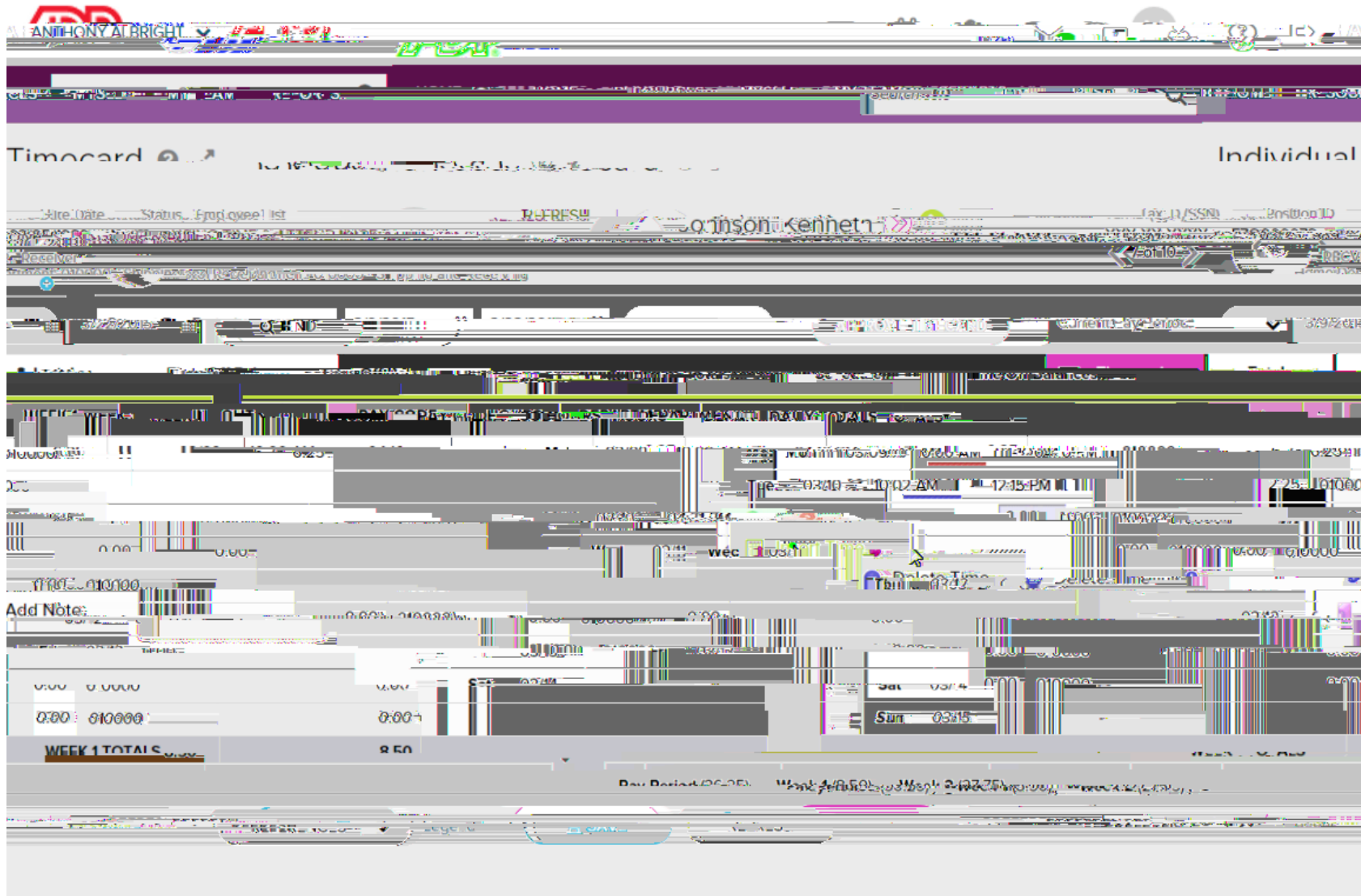


Adding a Missing Punch to an employee's time card:

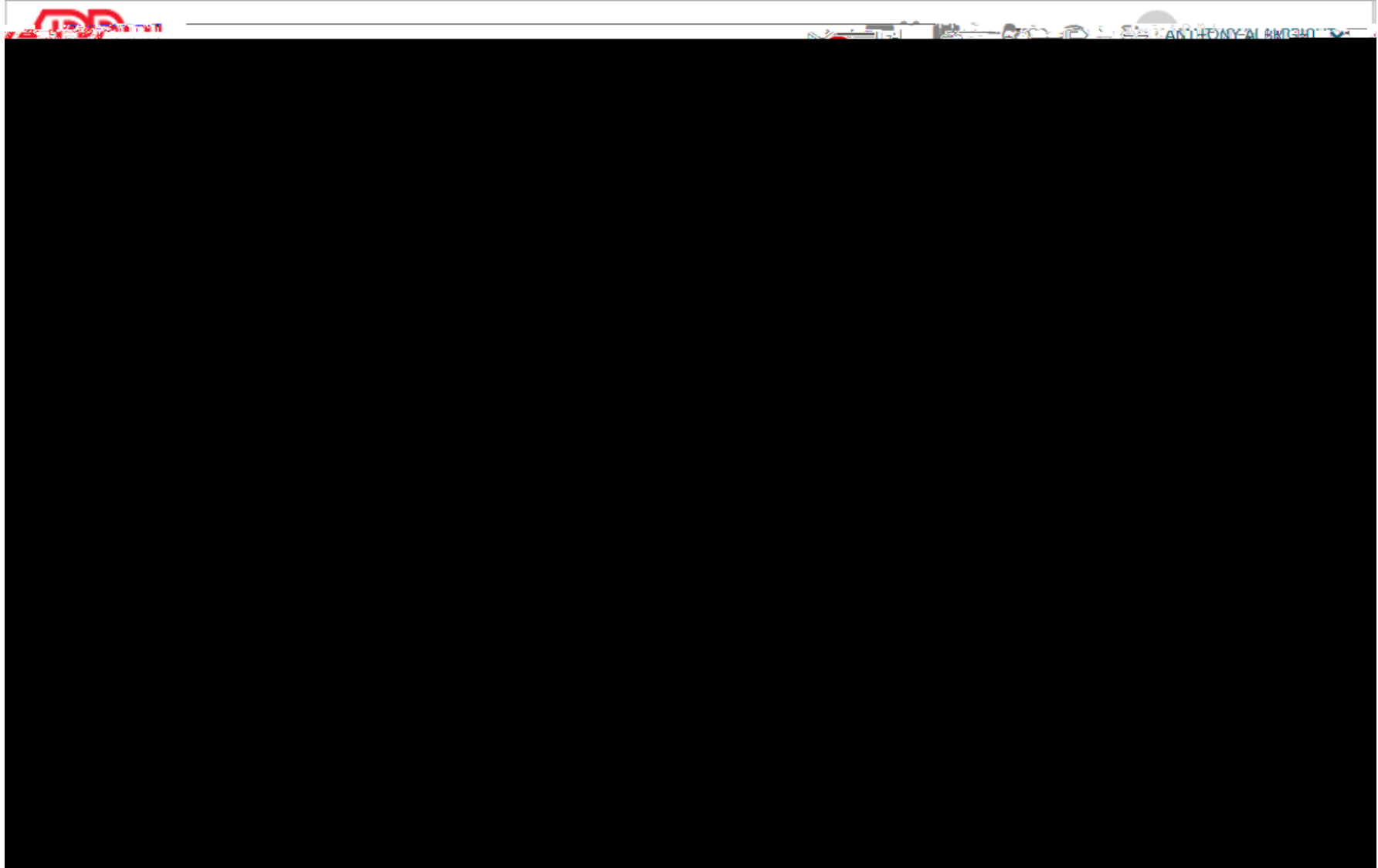
On Tuesday, Kenneth punched out at 12:15 PM for lunch, but he forgot to punch in when he returned.



He left the office at 4:21 PM. You need to correct the 2nd time pairing to add the missing punch. To insert a new time, right click on the time in field and select insert time.

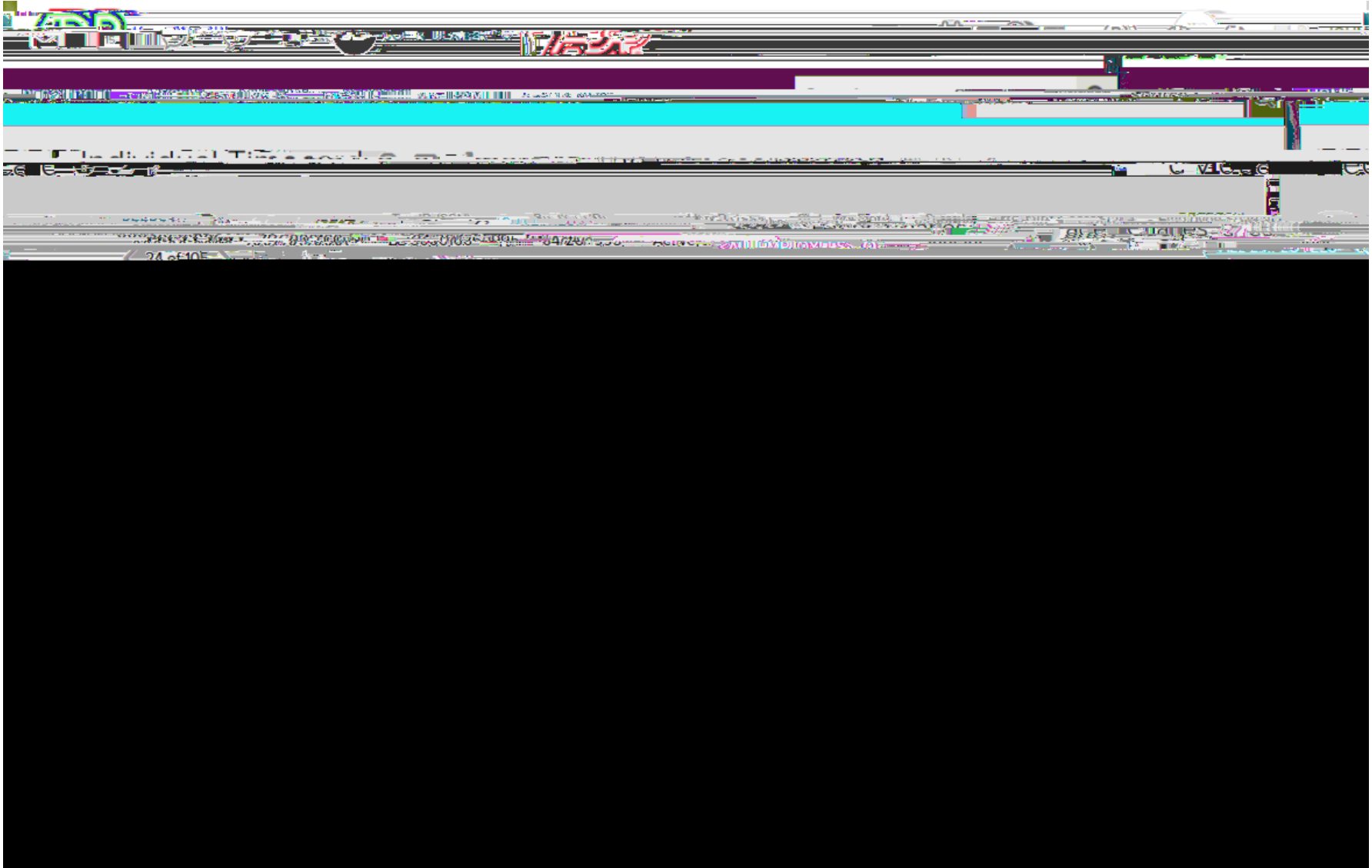


Notice that the 4:21 punch automatically moves to the Time Out field in the same row. Now let's enter Kenneth's 12:45 PM in time.

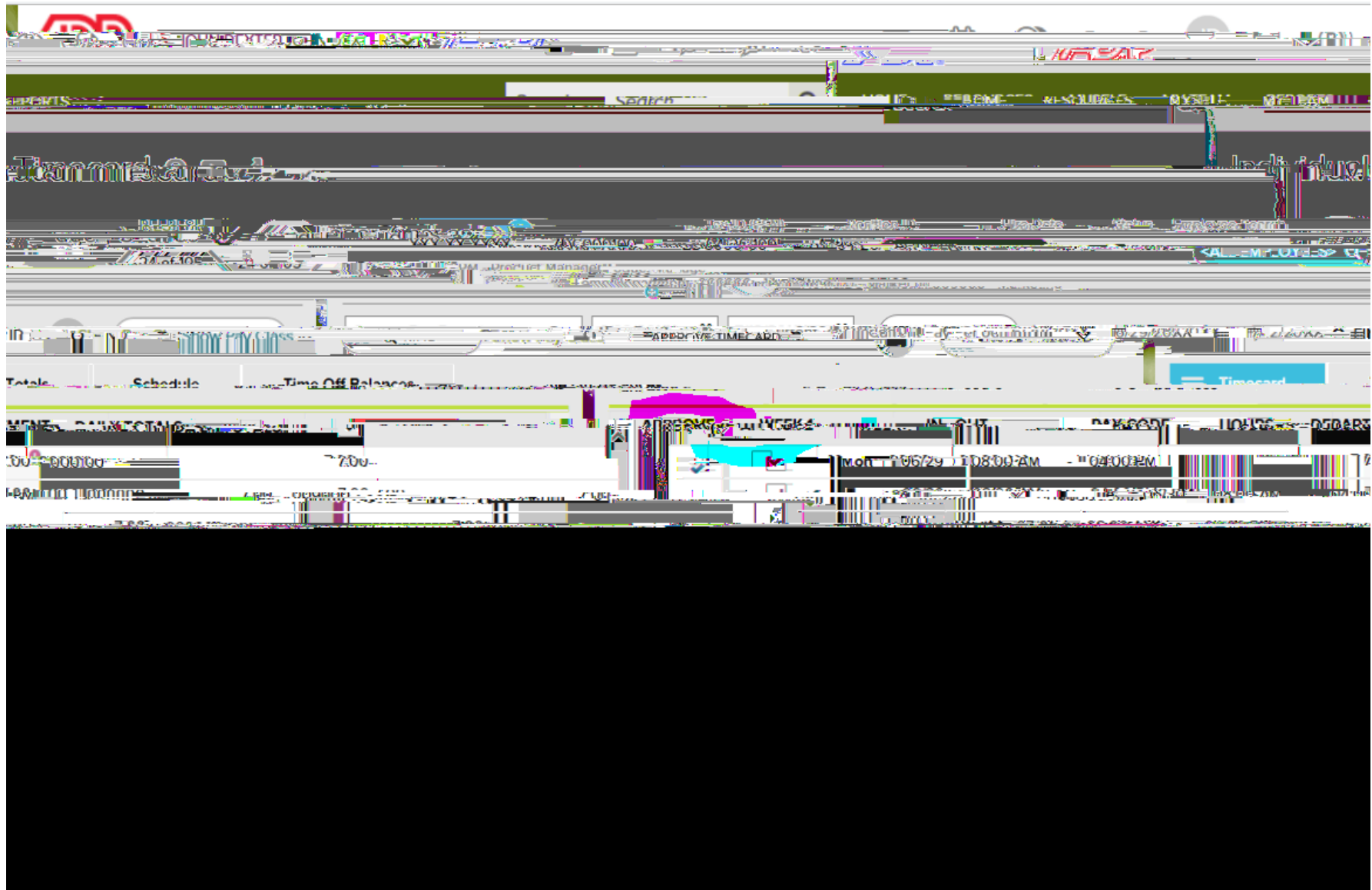


Approving an Employee's Time Card

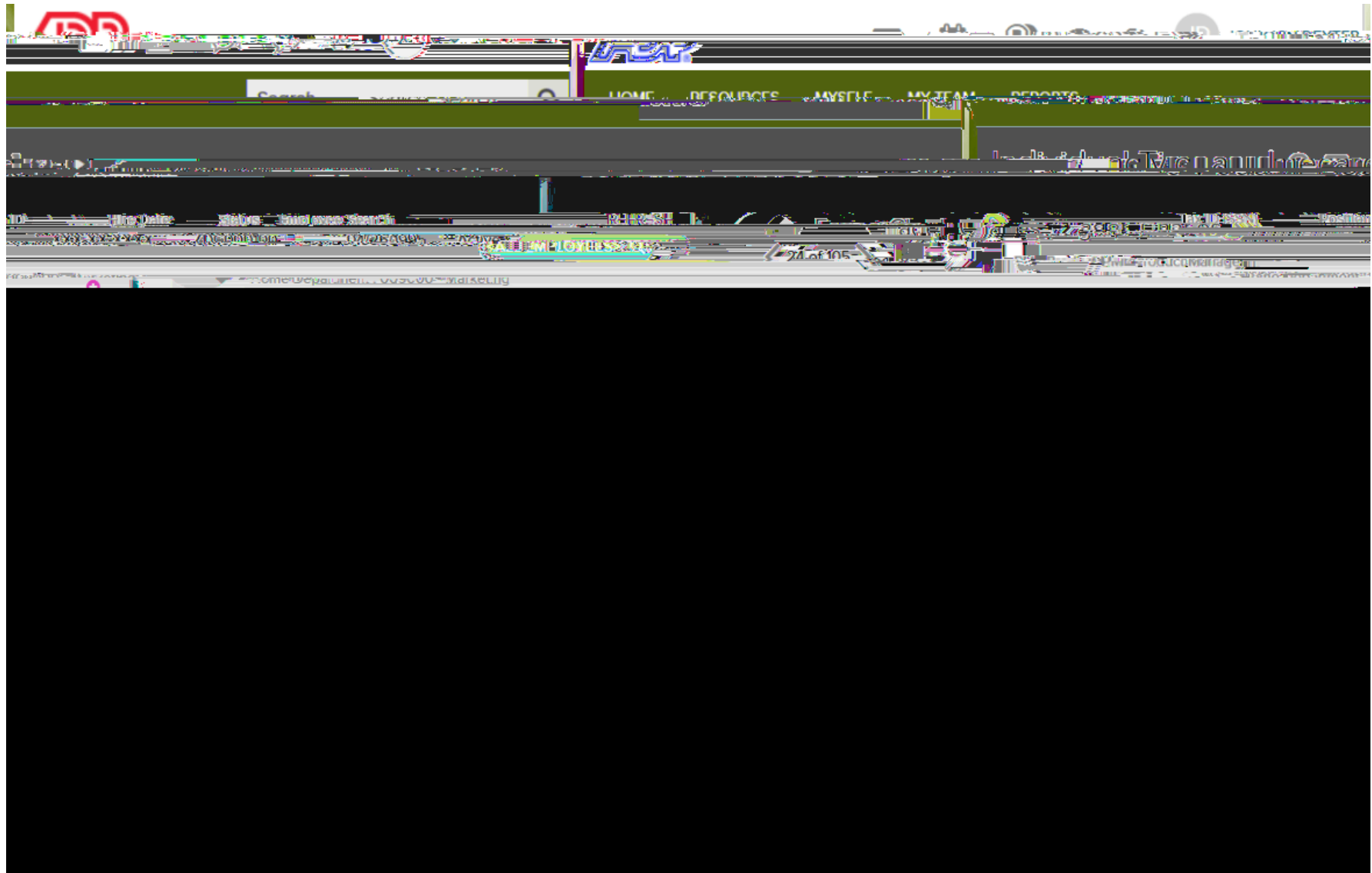
My Team / Time & Attendance / Individual Time Card; Click the "show all" button (>)



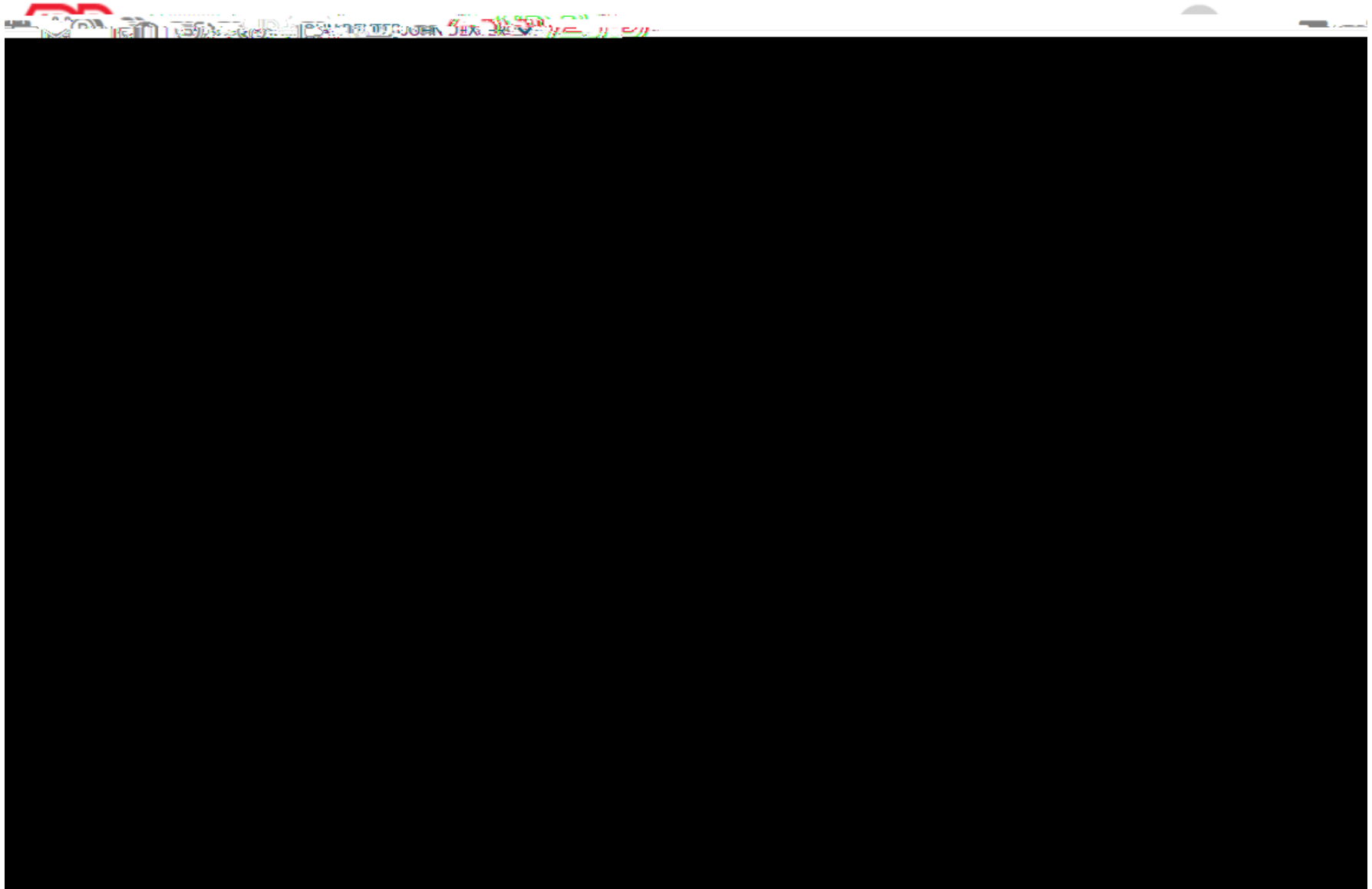
Click "Save". You will get a message "Operation Successful" indicating that the changes have been saved. Next scroll down to week 2 and approve the time for that week and click "Save".



After you have reviewed and approved Week 1 and Week 2, you are ready to Approve your employee's time card. Click on "Approve Timecard" located in the upper right side of the screen, just above the time card.



When you click on the Approved button, a message is displayed indicating the date and time on which you approved the employee's time card.



In the event you approved a time card and realize you need to make one more edit. Click the down arrow and the down arrow

Other features that allow you to edit time cards:

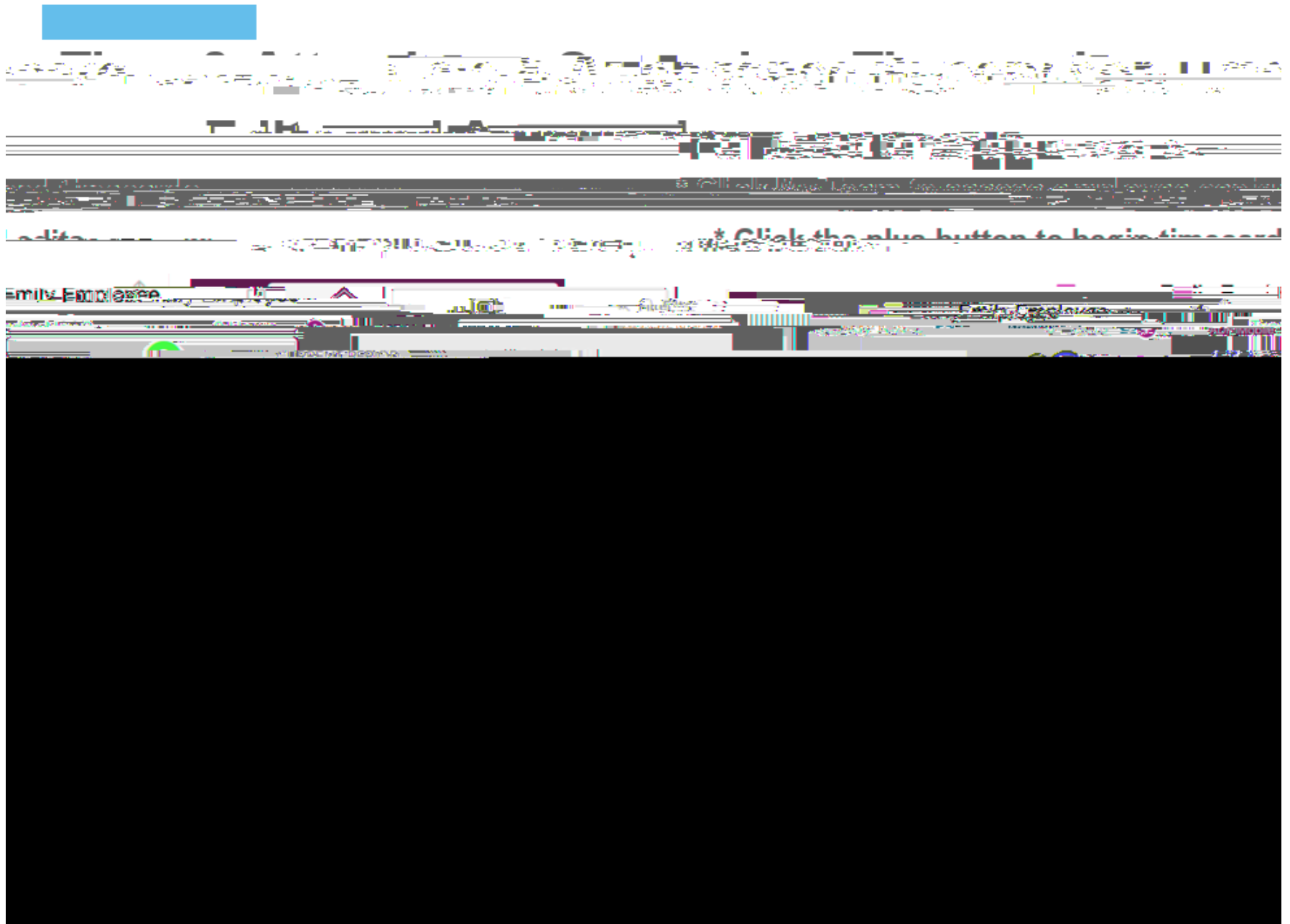
Click on the 3 grey bars on the left column. This will bring down a drop down box for you to add a new row, delete rows, copy rows etc.



Using the ADP Mobile Application

Download the ADP Mobile Solutions App through your phone's AppStore or PlayStore <https://www.adp.com/our-products/adp-mobile-solutions/download.aspx> Once downloaded, open the app and sign in, your user name and password will be the same as it is when logging in on your computer at work. If you have forgotten your password, please click "forget park

A ou a % [



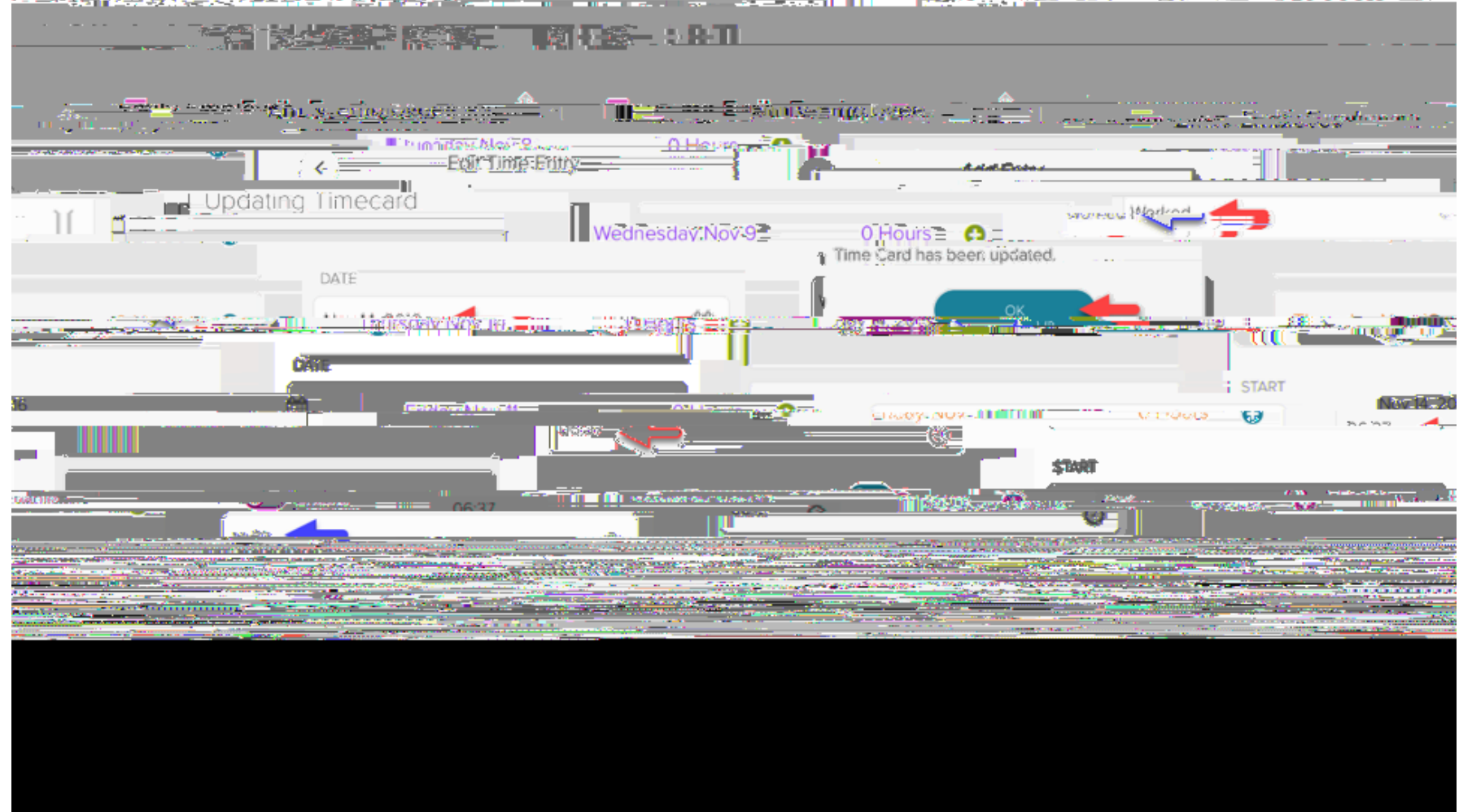
Edits and Approvals continued

Click on edit icon as needed

*Click START or END

or ETE ENTRY to confirm edits

*Click SAVE ENTRY or DEL



Additional Training Resources

For additional Time & Attendance Supervisor training through ADP Learning Bytes, please paste the following address into your browser:

<https://support.adp.com/basic/cr/matrainingsims/wfn/80908/80908coursemenu.htm>

You may also contact the Employee Engagement Department to schedule an individual training session, 716-566-7862.