Essential Time & Attendance

Supervisor Timecard Basics

Handout Manual

To exchange tips and best practices with fellow users, get on The Bridge—an online community built exclusively for ADP clients.

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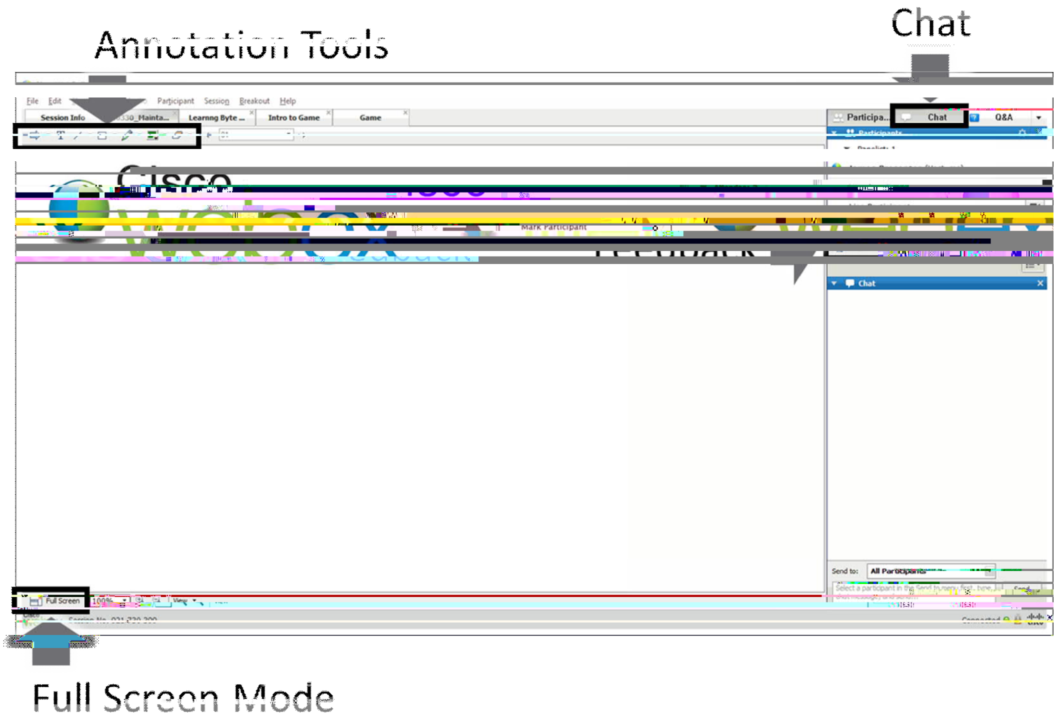
Course Introduction

Welcome

Welcome to Essential Time & Attendance Supervisor Timecard Basics for ADP Workforce Now. This training includes U.S. spellings and the date construct of month/day/year. You will see your expected spellings and date constructs in your solution back on the job.

Navigating WebEx


Annotation Tools
Chat
File Edit Participant Session Breakout Help
Session Info
Learning Byte
Intro to Game
Game
Participa...
Chat
Q&A
Chat
Send to: All Participants
Full Screen
100%
Full Screen Mode

Course Purpose

This course prepares you to use ADP Workforce Now to edit timecards, fix timecard exceptions, and run reports.

Course Agenda

- Introducing ADP Workforce Now Time & Attendance
- The ADP Workforce Now User Interface
- Editing Timecards
- Completing Other Timecard Tasks
- Running Reports

Materials Overview

Use the job aids in this handout manual when you are back at your job.

The Employee’s Role

The employee does the following (if applicable):

- Enters own time
- Views own timecard, schedule, and personal and attendance information
- Enters own supplemental earnings, such as tips
- Sends attendance notifications to supervisors and requests time off

The Supervisor’s Role

The supervisor does the following:

- Corrects employee timecards
- Creates and assigns employee schedules (if applicable)
- Approves employee timecards and time off requests (if applicable)
- Generates reports

The Practitioner’s Role

The practitioner does the following:

- Edits employee timecards
- Maintains employee information
- Creates and assigns schedules (if applicable)
- Generates reports
- Prepares Time & Attendance data for payroll processing

The Time & Attendance Team Dashboard

Overview

The Team Dashboard is the starting point for many of the Time & Attendance tasks you will need to complete. It provides you with a to-do list and an overview of key information you might need to help you manage your employees.

Editing Timecards

Overview

One of your more important daily tasks is to edit employees' timecards to make corrections and to locate and fix timecard exceptions.

What Are Timecard Exceptions?

Timecard exceptions are a way of notifying you that time entries differ from what is expected, and may need intervention before the payroll can be processed.

Not all exceptions require action. For example, if an employee uses a schedule and clocks out an hour earlier than the scheduled time, an exception will result. However, you will not need to edit the timecard for this exception for the payroll to be processed.

Examples

- The timecard is missing hours.
- The timecard is missing an in or out time.
- The employee has clocked out early or late.
- The number of hours in the schedule does not match the number of hours worked.
- The timecard is missing supervisor approval.

Best Practices

You should clear exceptions on a daily basis. You can easily locate and fix timecard exceptions from the Team Dashboard.

Adding Missed Punches Job Aid

Overview

You may have heard the term “time pair.” A time pair represents a set of in and out times. Every “in” time on a timecard must have a corresponding “out” time. An exception is generated if one entry is missing from a time pair that must be corrected before a payroll can be processed.

Scenario

The Team Dashboard shows that there are some employees with missed punches. Add the missing punches to fix the exceptions.

Instructions

Starting Point: My Team > Time & Attendance > Team Dashboard

Step	Action
1	In the **Things To Do** tile, for **Missed Punches**, click **>** (action).
2	For each employee who is missing an entry in a time pair, in the **In** or **Out** field, enter the time. **Tips:** • It is not necessary to enter a colon or 00. • Enter(e)15o

Adding Notes to a Timecard Entry Job Aid

Instructions: Adding a Note to a Timecard Entry

Starting Point: My Team > Time & Attendance > Team Dashboard

Step	Action

Adding Missed Punches to Correct a Time-Pair Exception Job Aid

Overview

When punches are missing, time-pair exceptions are generated. You must resolve these exceptions so the application can calculate the employee's total hours.

Scenario

Adding Missed Time-Out and Time-In Punches Job Aid

Overview

In some cases, employees may forget to punch out either for their meals or at the end of the day. You can add multiple missed punches by inserting a new row in the timecard.

Scenario

Kenneth forgot to punch out for his meal at 12:45 p.m. He also forgot to punch back in when he returned from his meal at 1:45 p.m.

Instructions

Starting Point: My Team > Time & Attendance > Individual Timecard

Step	Action
1	Locate the employee’s timecard that has the missing punch.
2	In the row with the missing punch, in the

Deleting Punches Job Aid

Overview

You may encounter various situations in which you need to delete a punch.

Scenario

Kenneth punched in for the day and then stopped to talk to a coworker. Forgetting that he already punched in, he punched in again five minutes later. This punch created a new row with just the in-punch time, generating a missing out-punch exception. You need to delete the incorrect in punch.

Instructions

Starting Point: My Team > Time & Attendance > Individual Timecard

Step	Action
1	Locate the employee’s timecard that has an extra punch.
2	In the row for the day with the incorrect punch, right-click in the **In** or **Out** field that contains the punch that you want to delete.
3	Select **Delete Time**. **Result:** The correct time from the second row moves to the Out field in the first row, replacing the incorrect time. The second row has no data and is automatically removed.
4	Click **Save**.

Adding Notes to a Timecard Job Aid

Instructions: Adding a Note to a Timecard Transaction or Row

Correcting Department Transfers Job Aid

Overview

When an employee works in multiple departments, you must update the employee's timecard to reflect the appropriate amount of time assigned to each department.

Scenario

Kenneth worked in his regular department (001000) until 12:00 p.m. From 12:00 p.m. until the end of the day, Kenneth worked in another department (006000). You need to allocate his hours to the appropriate department.

Instructions

Starting Point: My Team > Time & Attendance > Individual Timecard

Step	Action
1	Locate the employee’s timecard.
2	In the row for the day on which the employee worked in another department, enter the employee’s hours.

If the Transfer Is A	Then
Full workday	For a time-based employee, enter the time in and out for the day. For an hours-based employee, in the **Hours** field1mj]TJ/7.96 .48 ref532.32 524.4n-19

■ Review: Editing Timecards

■ Questions and Answers

Answer the following questions using.

1. How did Thomas Evers’s timecard differ from Kenneth Johnson’s timecard?

2. What types of timecard actions can you take from the Team Dashboard?

3. When would you go to an employee's individual timecard?

4. How do you access an employee's Individual Timecard page?

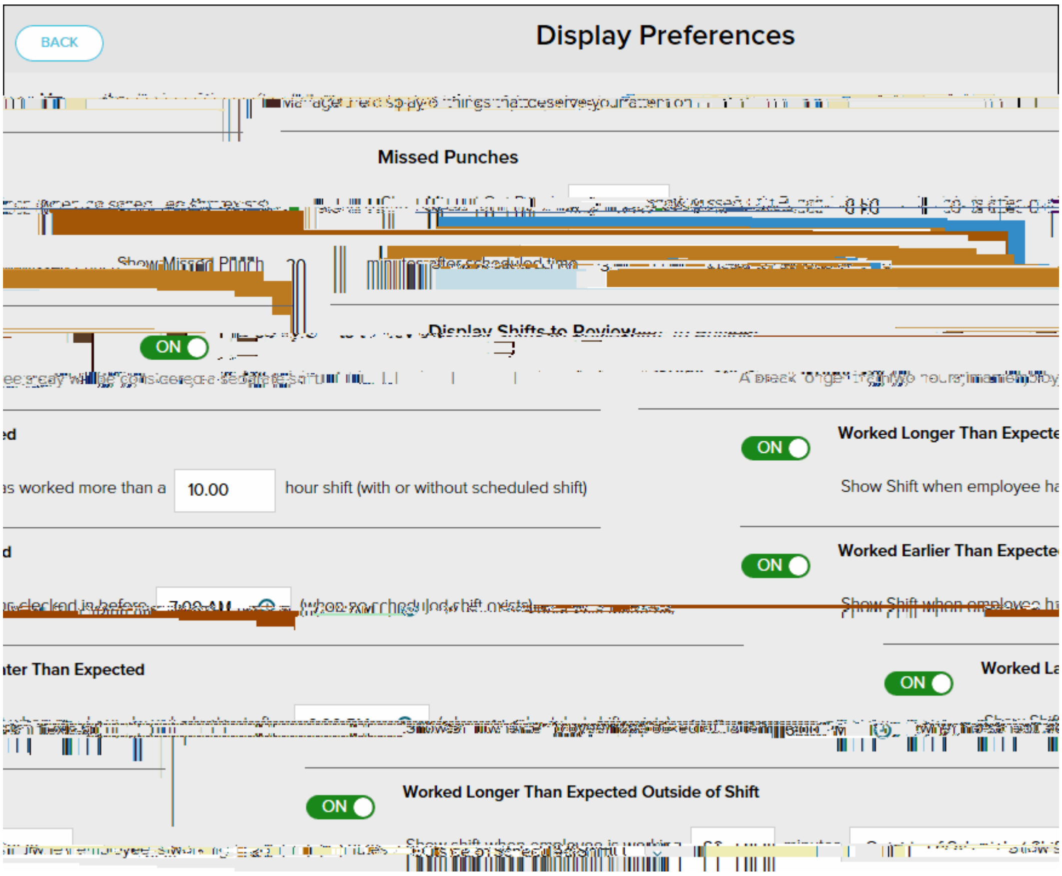
Completing Other Timecard Tasks

Overview

In addition to editing your employees' timecards, there are other timecards tasks you may need to complete, such as reviewing shifts and approving timecards.

Setting Your Display Preferences

You set your display preferences to specify the criteria you want to use for any shifts that might need to be reviewed. To set your display preferences, on the Review Shifts page, next to the Rule field, click ⚙ (settings).


BACK
Display Preferences
Missed Punches
Display Shifts to Review
ON
ON
ON
ON
ON
ed
d
ter Than Expected
Worked Longer Than Expecte
Worked Earlier Than Expecte
Worked La
Worked Longer Than Expected Outside of Shift

s worked more than a 10.00 hour shift (with or without scheduled shift)

Show Shift when employee ha

Reviewing Shifts Job Aid

Overview

The Team Dashboard provides you with a feature to flag your employees' shifts when they meet certain criteria. When an employee clocks in earlier or later than expected, or works longer than expected, you need to review those shifts. For example, you might want to be notified if an employee's shift is longer than 10 hours. You specify the types of things that you want flagged for your attention by setting your display preferences.

Scenario

Most of your employees clock out around 5:00 p.m. so you have chosen to flag shifts in which employees clock out later than 6:00 p.m. You have also chosen to flag shifts in which employees work 30 minutes outside of their shifts. See if there are any shifts you need to review.

Instructions

Starting Point: My Team > Time & Attendance > Team Dashboard

Step	Action
1	On the Things To Do tile, for **Shifts to Review**, click **>** (action). **Result:** The shifts you need to review are displayed.
2	Review the shifts and add notes to the timecard entries, if desired.
3	To the left of the Notes field, select the checkbox. **Result:** All of the shifts are selected.
4	Click **Dismiss**. **Result:** The shifts are no longer flagged for review.

Running Reports

Overview

In this topic, you will look at the standard reports that ADP has provided, how the reports are organized, and how you can edit the reports to meet your needs.

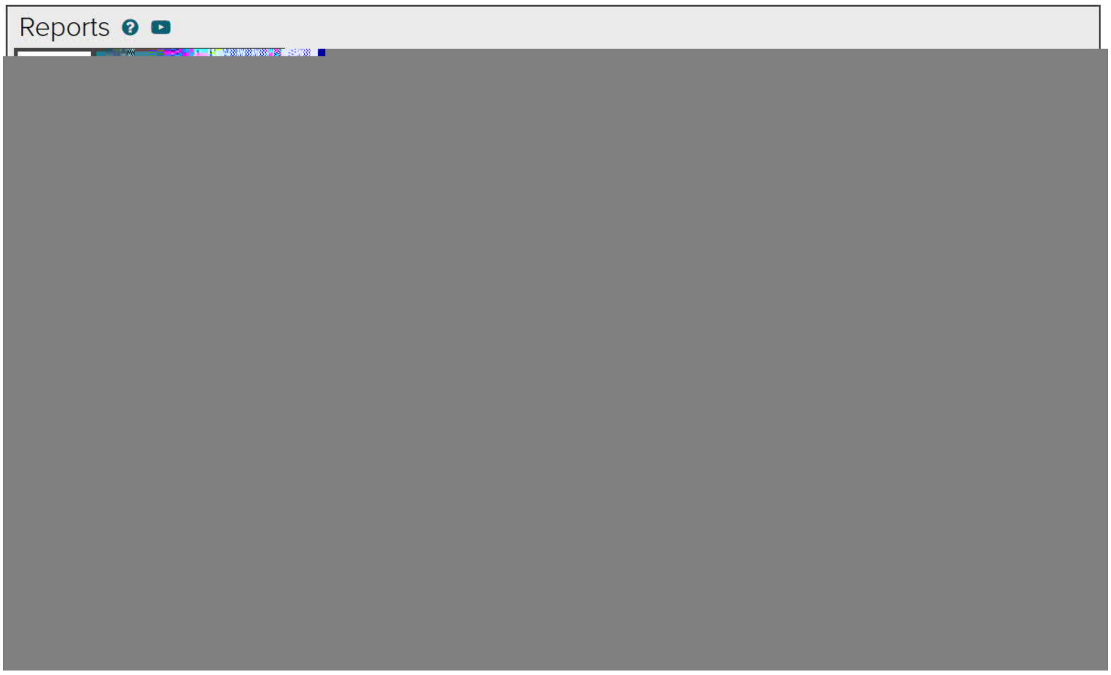
Reasons to Run a Report

List the reasons why you would run a report of your Time & Attendance data.

- ____
- ____
- ____
- ____
- ____
- ____
- ____
- ____
- ____
- ____

Explore: Reports

Starting Point: Reports > My Team Reports > Time & Attendance



Tabs and Descriptions

Tab	Description
Output	Contains the reports that you run.
My Team	Lists the reports that are available for you to run.
My Reports	Contains the reports that you run and save.

Generating a Report Job Aid

Overview

Course Closing

How to Access Learning Bytes in ADP Workforce Now Job Aid

Learning bytes are short videos with audio that guide you in performing specific tasks. They

Additional Resources

Your appendix contains job aids to help you remember how to perform additional tasks.

Roles and Additional Training

ADP provides the following resources to support you and the employees in your organization.

Role	Training	How to Access
Supervisor	Essential Time & Attendance Supervisor Timecard Basics practice activity Essential Time & Attendance Supervisor Scheduling Basics virtual class	You will receive an email message after this session with the registration instructions. k35(m)(5tIe)15(r)Q-13.68 Td[(Es)32(sess)]Dy

Appendix

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Essential Time & Attendance Supervisor Timecard Basics for ADP Workforce Now

Additional Timecard Tabs

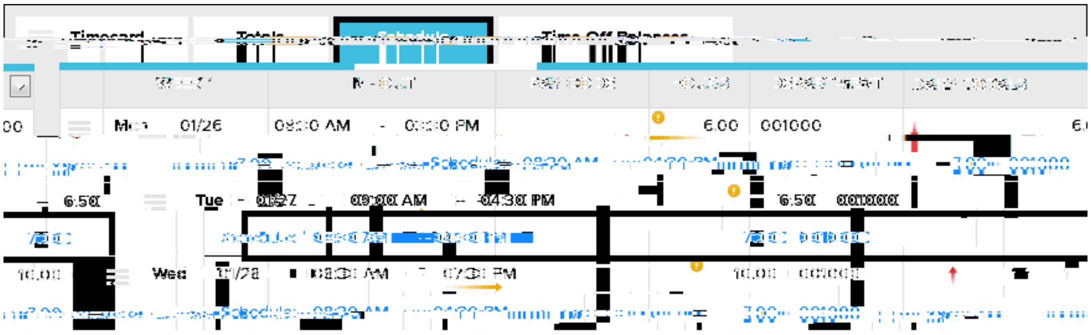
Depending on the features that your company uses, you may have up to three tabs in addition to the Timecard tab.

Totals Tab

Select the time period and whether to display totals by week or by pay code.

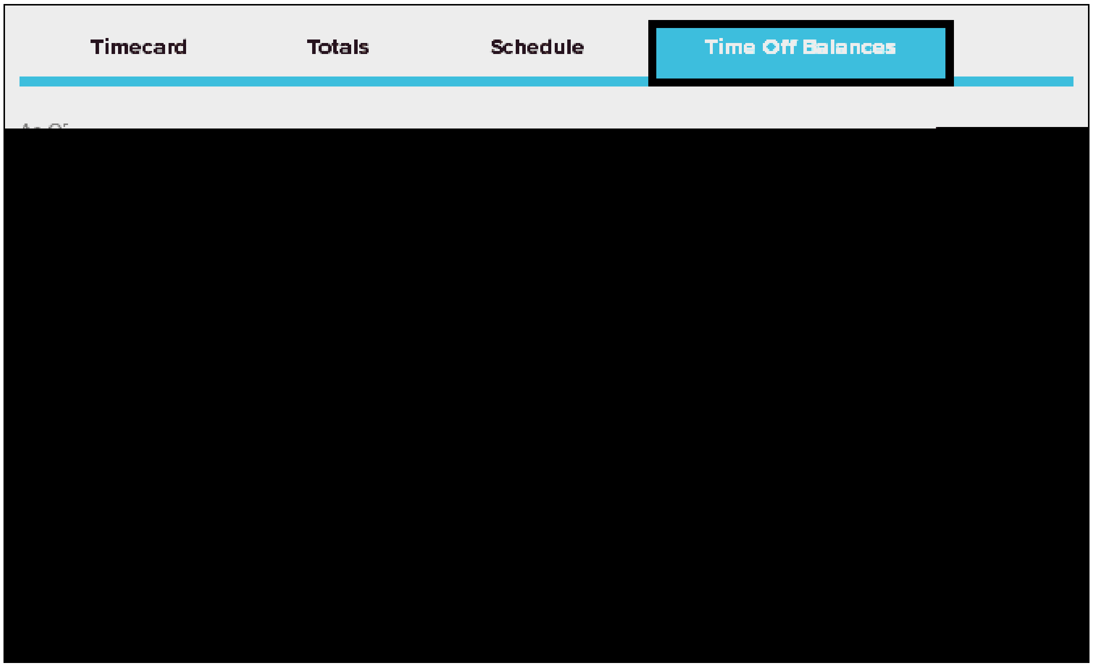
Schedule Tab

If your company uses the Schedule feature, click this tab to display an employee's schedule. This tab can help you to make decisions about timecard exceptions.


Timecard
Totals
Schedule
Time Off Balances
Mon 01/26
6.00 001000
Tue
09:00 AM
04:30 PM
6.50
Wed 01/28
08:00 AM
07:00 PM

Time Off Balances Tab

If your company uses the Time Off feature, you will see employee time-off balances.


Timecard
Totals
Schedule
Time Off Balances

[redacted]

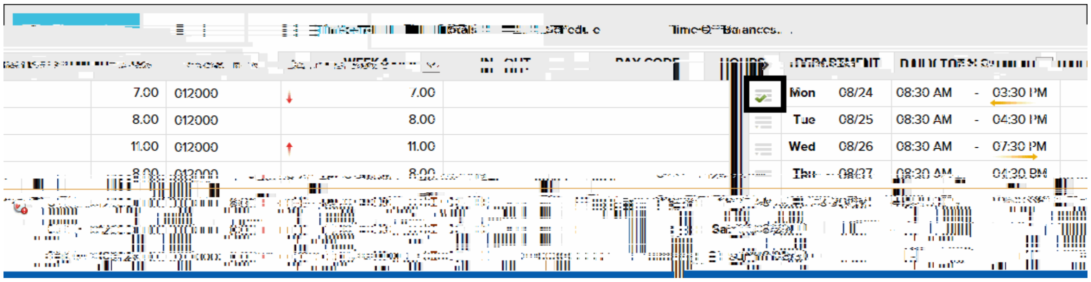
Timecard Approvals

Overview

Your company may require you to approve timecards for your subordinates. Employees may be required to approve their time as well.

Supervisor Approval by Row

You can approve a single row or multiple rows by selecting Approve from the row menu.

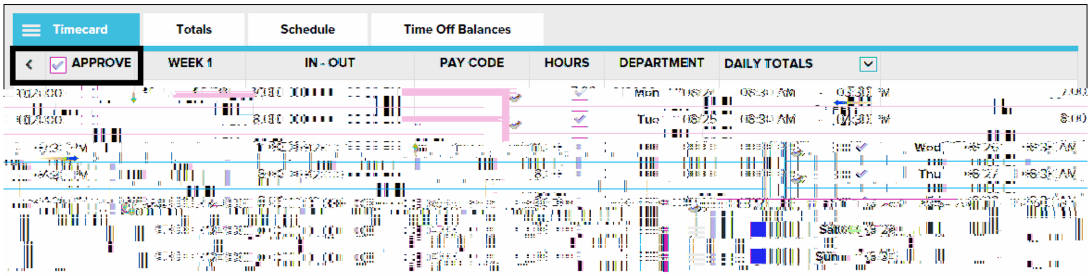


7.00	012000	7.00	Mon	08/24	08:30 AM	-	03:30 PM
8.00	012000	8.00	Tue	08/25	08:30 AM	-	04:30 PM
11.00	012000	11.00	Wed	08/26	08:30 AM	-	07:30 PM
8.00	012000	8.00	Thu	08/27	08:30 AM		04:30 PM

Time Off Balances
DEPARTMENT

Supervisor Approval for Multiple Rows

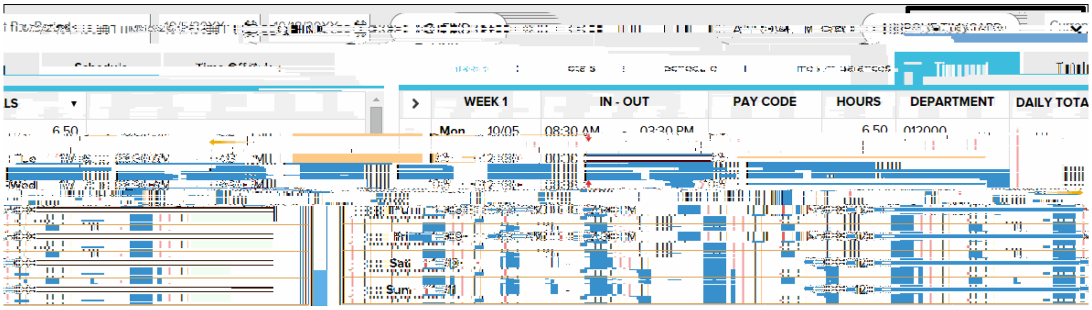
You can easily approve multiple rows by clicking > (show all columns) to open the Approve column and selecting one or more rows. To approve an entire week, click Approve in the header row.



Timecard
Totals
Schedule
Time Off Balances
APPROVE
WEEK 1
IN - OUT
PAY CODE
HOURS
DEPARTMENT
DAILY TOTALS
Mon
Tue
Wed
Thu
Sat
Sun

Supervisor Approval for Timecards

You can approve an entire timecard by clicking Approve Timecard. The button will not be enabled if any actionable exceptions are on the timecard.



WEEK 1
IN - OUT
PAY CODE
HOURS
DEPARTMENT
DAILY TOTA
Mon 10/05 08:30 AM - 03:30 PM
6.50 012000
Sat
Sun

Submitting a Time-Off Request on a Timecard Job Aid

Overview

The Time Off feature is a fully automated solution that employees, supervisors, managers, and practitioners can use to efficiently enter and approve requests for time off and calculate time-off accruals. If your company uses the Time Off feature, employee timecards will display employees' time-off requests.

If the option to submit time-off requests on timecards is enabled for your company, employees can request time off, such as jury duty, vacation, or sick time, on their timecards. Time & Attendance supervisors and practitioners can also add time-off requests to an employee's timecard.

Scenario

Instructions: Time Pair-Based Employee

Starting Point: My Team > Time & Attendance > Individual Timecard

Step	Action
1	Search for the employee’s timecard.
2	Optionally, to add a row, click ☰ (row menu) and select **Add Blank Row**.
3	In the **In** field, enter a start time.
4	In the **Hours** field, enter the number of hours of nonworked time off and press Tab. **Result:** The Out field automatically populates.
5	Click in the **Pay Code** field.
6	Click 🔍 (search) and then select the pay code that corresponds to the reason for the time-off request.
7	Click **Save**. **Result**: The time-off request is submitted and will be routed to the appropriate reviewer, as designated by the workflow set up for your company. If no additional approvals are required, the employee's request will be reflected on the employee's timecard and schedule and on the My Team > Time Off > List of Requests page.

Important Information

- Time off can be entered on timecards for dates only within the current and the next pay period. If you need to request or cancel time off in a previous pay period or beyond the next pay period, you must use the Time Off pages.
- To cancel time off on a timecard, click ☰ (row menu) and select Delete. The following will occur:
  - The request will be marked as Canceled on the Time Off pages.
  - The schedule that was created by the request will be deleted, and the employee's original schedule will be restored.

Additional Resources

- For more information about the Time Off feature and how to edit nonworked time, refer to the related learning bytes.
- If your company does not use the Time Off feature, for more information, see online Help.