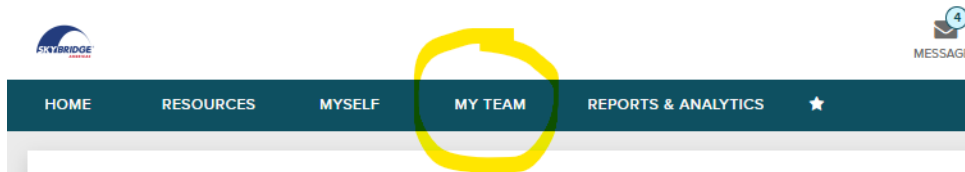
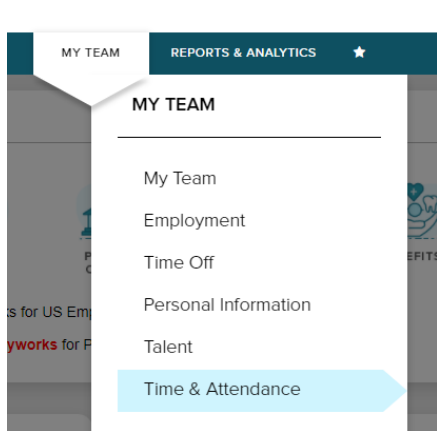


## Managing Your Team in ADP

If you have employees reporting to you, you will have a menu called “My Team” available to you in ADP.

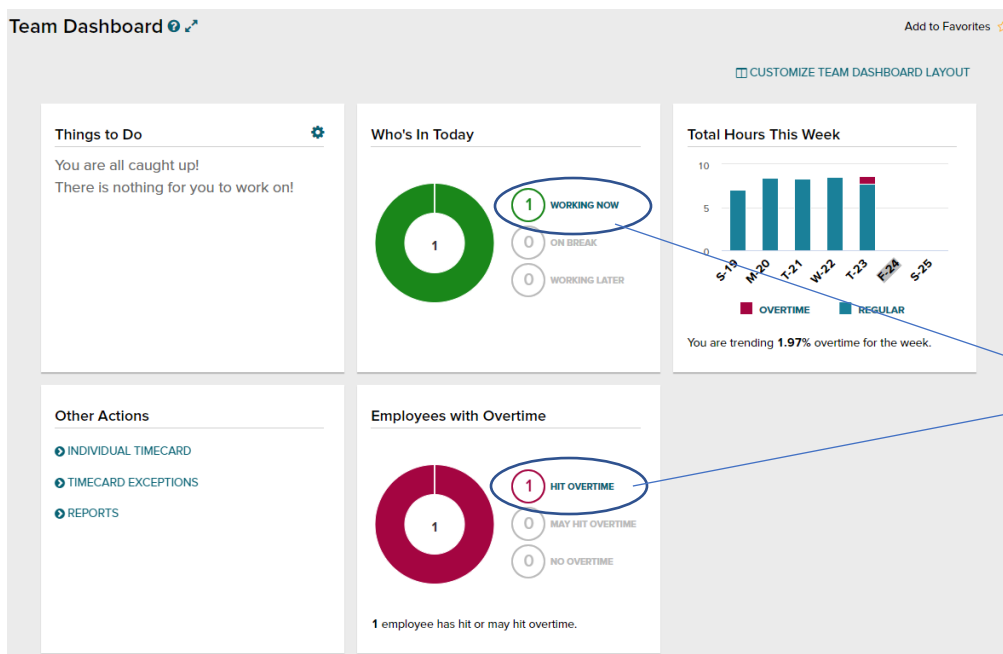


Under the My Team menu, you can manage Time & Attendance for your team members.



The Team Dashboard under Time & Attendance will give you a quick snapshot of what’s happening with your team, including:

- Who is currently clocked into ADP
- Employees who have overtime
- Total hours for your team for the week
- Things that need to be done



Clicking on the links will show you the individual names of the people in each category.



When you need to review an employee's timecard, you can either click on Individual Timecard from the Team Dashboard or go My Team > Time & Attendance > Individual Timecard.

**Individual Timecard** EE Employee, Emily Ann Tax ID 85020645N Position ID 85020645N Rehire Date 12/15/2021 Status Active Employee Search <STATUS IS ACTIVE> 1 of 1 APPROVE TIMECARD

Current Pay Period: 12/12/2021 - 12/25/2021 Q FIND Show Pay Class DASHBOARD APPROVE TIMECARD

**Timecard** Totals Schedule Time Off Balances

|                                     |                                     | WEEK 2 |       | IN - OUT            | PAY CODE | HOURS | DEPARTMENT | TIME TASK | DAILY TOTALS | REGULAR      | O' |
|-------------------------------------|-------------------------------------|--------|-------|---------------------|----------|-------|------------|-----------|--------------|--------------|----|
| <input checked="" type="checkbox"/> | <input checked="" type="checkbox"/> | Sun    | 12/19 | 07:58 AM - 12:20 PM |          | 4.37  | 100PCH     |           |              | 4.37         |    |
| <input checked="" type="checkbox"/> | <input checked="" type="checkbox"/> |        | 12/19 | 01:05 PM - 03:45 PM |          | 2.67  | 100PCH     |           | 7.03         | 2.67         |    |
| <input checked="" type="checkbox"/> | <input checked="" type="checkbox"/> | Mon    | 12/20 | 08:00 AM - 12:00 PM |          | 4.00  | 100PCH     |           |              | 4.00         |    |
| <input checked="" type="checkbox"/> | <input checked="" type="checkbox"/> |        | 12/20 | 12:35 PM - 05:02 PM |          | 4.45  | 100PCH     |           | 8.45         | 4.45         |    |
| <input checked="" type="checkbox"/> | <input checked="" type="checkbox"/> | Tue    | 12/21 | 08:01 AM - 11:59 AM |          | 3.97  | 100PCH     |           |              | 3.97         |    |
| <input checked="" type="checkbox"/> | <input checked="" type="checkbox"/> |        | 12/21 | 12:27 PM - 04:45 PM |          | 4.30  | 100PCH     |           | 8.27         | 4.30         |    |
| <input checked="" type="checkbox"/> | <input checked="" type="checkbox"/> | Wed    | 12/22 | 07:58 AM - 12:06 PM |          | 4.13  | 100PCH     |           |              | 4.13         |    |
| <input checked="" type="checkbox"/> | <input checked="" type="checkbox"/> |        | 12/22 | 12:36 PM - 04:57 PM |          | 4.35  | 100PCH     |           | 8.48         | 4.35         |    |
| <input checked="" type="checkbox"/> | <input checked="" type="checkbox"/> | Thu    | 12/23 | 07:59 AM - 12:16 PM |          | 4.28  | 100PCH     |           |              | 4.28         |    |
| <input checked="" type="checkbox"/> | <input checked="" type="checkbox"/> |        | 12/23 | 12:45 PM - 05:02 PM |          | 4.28  | 100PCH     |           | 8.57         | 3.48         |    |
| <input type="checkbox"/>            | <input type="checkbox"/>            | Fri    | 12/24 | 09:21 AM - ?        |          | 0.00  | 100PCH     |           | 0.00         | 0.00         |    |
| <input type="checkbox"/>            | <input type="checkbox"/>            | Sat    | 12/25 | -                   |          | 0.00  | 100PCH     |           | 0.00         | 0.00         |    |
| <b>WEEK 2 TOTALS</b>                |                                     |        |       |                     |          |       |            |           | <b>40.80</b> | <b>40.00</b> |    |

Pay Period (40.80) Week 1 (0.00) Week 2 (40.80) SAVE REFRESH Operation Successful. PREFERENCES Legend

To find a specific person's timecard, click on the Employee Search button (1). You can select from the list of employees by clicking on the employee's name.

To approve time punches, you can click on the individual boxes beside each time pair, or you can click the box beside Approve at the top of the column (2) to approve all time pairs that are complete. Be sure to click the Save button at the bottom once you have done an approval.

At the end of the pay period, you will approve the total timecard by clicking on Approve Timecard (3).

There may be times when you need to edit the timecard. The instructions that follow will show you how to:

- Insert a punch (missing punches)
- Delete a punch
- Delete a row from the timecard
- Add notes to the timecard (either individual rows or the entire timecard)
- Change department or time task associated with a time pair

When entering time in ADP, you must indicate AM or PM or use the 24-hour military time!!

## Inserting Punches

### Instructions

| Step | Action  |
|------|---|
| 1    | Click the <b>Employee Search</b> field.   |
| 2    | In the <b>Search</b> field, enter the employee's name, and then select the employee from the list.<br><b>Result:</b> The timecard for the employee that you selected is displayed.  |
| 3    | In the row with the missing punch, in the <b>In</b> field, right-click the punch and select <b>Insert Time</b> .<br><b>Result:</b> The time automatically moves to the <b>Out</b> field in the same row.  |
| 4    | In the <b>In</b> field, enter the time that the employee returned from lunch.<br><b>Notes:</b> <ul style="list-style-type: none"> <li>Entering "am" or "pm" advances the cursor automatically.</li> <li>You don't need to enter a colon with the time.</li> </ul> |
| 5    | Click <b>Save</b> .   |

## Deleting Punches

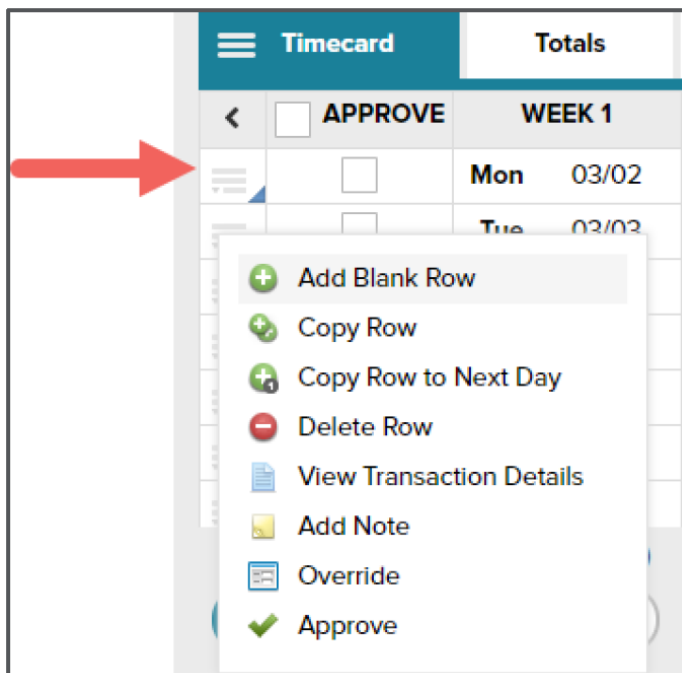
At times, you may need to delete a punch for reasons such as a missing time pair or incorrect entry.

### Instructions

| 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 incorrect <b>Out</b> field.   |
| 3    | Select <b>Delete Time</b> .<br><b>Result:</b> The correct time from the second row moves to the <b>Out</b> field in the first row, replacing the incorrect time. The second row has no data and is automatically removed. |
| 4    | Click <b>Save</b> .   |

## Deleting a Row from the Timecard

Occasionally, you may find an unnecessary row on the timecard. You can delete the extra row by using the row menu on the left.



### Instructions

| Step | Action  |
|------|---|
| 1    | Click the row menu icon on the left of the row that you need to delete. |
| 2    | Select <b>Delete Row</b> .  |
| 3    | Click <b>Save</b> .   |



#### Tip



If you want to override an automatic timecard entry, such as an automatic meal deduction for an employee who worked through his lunch, you can use the Override feature. Simply click the row menu icon and select Override.

## Adding Notes to Timecards



### Overview

At times, you may want to provide a detailed explanation of a timecard entry. You can add a note to an entire timecard or to any row or cell on the timecard.

### Instructions: Adding a Note to a Timecard Transaction or Row


| Step | Action   |
|------|--|
| 1    | Click  (row menu) or right-click a timecard transaction and select <b>Add Note</b> .<br><b>Result:</b> The Note window opens.   |
| 2    | In the <b>Comments</b> field, enter a note.  |
| 3    | In the <b>Apply Note To</b> field, select the element to which the note applies.   |
| 4    | Select <b>Allow Employee to View Note</b> , if applicable.   |
| 5    | Select a reason code, if applicable.   |
| 6    | Click <b>OK</b> .<br><b>Result:</b> The  (note) indicator is now visible on the timecard. You can right-click the note and select Edit or point to it to display the contents of the note. |
| 7    | Click <b>Save</b> .  |

### Instructions: Adding a Note to an Entire Timecard

| Step | Action   |
|------|--|
| 1    | Click  (timecard menu) and select <b>Add Note</b> .<br><b>Result:</b> The Note window opens.  |
| 2    | In the <b>Comment</b> field, enter a note.   |
| 3    | Select <b>Allow Employee to View Note</b> , if applicable.   |
| 4    | Select a reason code, if applicable.   |
| 5    | Click <b>Save</b> .<br><b>Result:</b> The  (note) indicator is now visible on the timecard menu. You can right-click the note and select Edit or point to it to display the contents of the note. |







### Tip

You must correct any exception with a red  (error) indicator before you can process the payroll.



## Charging Time to Different Departments

### Instructions: Hours-Based Employee

| Step                 | Action  |                      |      |              |   |                 |  |
|----------------------|---|----------------------|------|--------------|---|-----------------|--|
| 1                    | Locate the employee's timecard.   |                      |      |              |   |                 |  |
| 2                    | <p>In the <b>Hours</b> field, enter the number of hours that the employee worked in the home department.</p> <table border="1"> <thead> <tr> <th>If the Transfer Is A</th> <th>Then</th> </tr> </thead> <tbody> <tr> <td>Full workday</td> <td>In the <b>Hours</b> field for the workday, enter the total hours.</td> </tr> <tr> <td>Partial workday</td> <td> <ol style="list-style-type: none"> <li>To add another row, click  (row menu) and select <b>Add Blank Row</b> or <b>Copy Row</b>.</li> <li>In the relevant rows, enter the hours worked for each department.</li> </ol> </td> </tr> </tbody> </table> | If the Transfer Is A | Then | Full workday | In the <b>Hours</b> field for the workday, enter the total hours. | Partial workday | <ol style="list-style-type: none"> <li>To add another row, click  (row menu) and select <b>Add Blank Row</b> or <b>Copy Row</b>.</li> <li>In the relevant rows, enter the hours worked for each department.</li> </ol> |
| If the Transfer Is A | Then  |                      |      |              |   |                 |  |
| Full workday         | In the <b>Hours</b> field for the workday, enter the total hours.   |                      |      |              |   |                 |  |
| Partial workday      | <ol style="list-style-type: none"> <li>To add another row, click  (row menu) and select <b>Add Blank Row</b> or <b>Copy Row</b>.</li> <li>In the relevant rows, enter the hours worked for each department.</li> </ol>  |                      |      |              |   |                 |  |
| 3                    | <p>In the row with the hours worked in another department, click in the <b>Department</b> field and then click  (search).</p> <p><b>Result:</b> A list of departments is displayed.</p>  |                      |      |              |   |                 |  |
| 4                    | Select the other department in which the employee worked.   |                      |      |              |   |                 |  |
| 5                    | Click <b>Save</b> .   |                      |      |              |   |                 |  |



# Timecard Exceptions and Totals Summary

## Viewing the Timecard Exceptions Page

On the Timecard Exceptions page, you can view all timecard issues in one place.

Go to My Team > Time & Attendance > Timecard Exceptions

Timecard Exceptions

<all employees> MANAGE MY LISTS SEARCH OPTIONS

Employee Column    Total Exceptions Column    Named Exceptions Column

| EMPLOYEES (9)   | TOTAL EXCEPTIONS | MISSING OUT PUNCH | ZERO HOURS ON TIME PAIR | SUPERVISOR APPROVAL REQUIRED | CLOCKED IN EARLY | CLOCKED OUT LATE | UNSCHEDULED DAY OF SHIFT |
|---|------------------|-------------------|-------------------------|------------------------------|------------------|------------------|--------------------------|
| <a href="#">Ahrighi, Anthony</a><br>FBA000127 - Administrative Assistant - SF | 1                |                   |                         |                              |                  |                  | 1                        |
| <a href="#">Bachis, Samuel</a><br>FBA000114 - Manager                         | 1                |                   |                         |                              |                  |                  | 1                        |
| <a href="#">Dennis, Heather</a><br>FBA000126 - Human Resources Generalist     | 5                | 1                 |                         |                              |                  |                  | 4                        |
| <a href="#">Evans, Thomas</a><br>FBA000000 - Sales Executive                  | 16               |                   |                         | 8                            |                  |                  | 8                        |
| <a href="#">Fager, Charles</a><br>FBA000100 - Product Manager                 | 5                |                   |                         |                              |                  |                  | 5                        |
| <a href="#">Hicks, Steven</a><br>FBA000118 - Customer Service                 | 5                |                   | 1                       |                              | 1                | 1                |                          |
| <a href="#">Johnson, Kenneth</a><br>FBA000078 - Receiver                      | 14               | 5                 | 1                       |                              |                  |                  | 8                        |
| <a href="#">Mangill, Nancy</a><br>FBA000063 - IT Analyst                      | 5                | 1                 |                         | 4                            |                  |                  |                          |
| <a href="#">Morrison, Paul</a><br>FBA000085 - Programmer                      | 5                |                   | 1                       |                              |                  |                  | 4                        |
| <b>Totals</b>   | <b>57</b>        | <b>7</b>          | <b>2</b>                | <b>12</b>                    | <b>1</b>         | <b>1</b>         | <b>31</b>                |

Exception Count Number Icons

Totals

The table following describes the elements on the Timecard Exceptions page.

| Element          | Description   |
|------------------|---|
| Employee name    | Click an employee name to access the individual timecard for that employee.   |
| Icons            | Point to an icon in any column to see a description of the exception.   |
| Exception number | Click the exception number to correct an individual exception.<br><b>Note:</b> You must resolve exceptions that are indicated by a red exclamation mark and any required approvals before you submit the payroll. |
| Totals           | You can correct all errors of the same type at the same time by clicking the number of exceptions in the totals.  |


## Using Group Timecards




The Group Timecard page provides an easy way for you to quickly view and edit timecard records for multiple employees for a single day. On the Group Timecard page, you can edit timecard information for up to 150 employees at one time.


- Mass-approve all timecards at one time for a single day.
- Populate entries en masse for all employees on that day.
- Analyze the day's workforce to see who has or has not clocked in or out for the day.

### Instructions




Go to My Team > Time & Attendance > Group Timecards


| Step | Action   |
|------|--|
| 1    | Use the date selection tools to select an appropriate date range.  |
| 2    | Make edits to employees as needed, such as approvals or correcting time pairs, hours, or pay codes.                    |
| 3    | Click the  to add comments if needed. |
| 4    | Click <b>Save</b> .  |





Group Timecard   Add to Favorites 

<status is active>  [MANAGE MY LISTS](#) [SEARCH OPTIONS](#)

---

1 **Pay Date** 12/24/2021   

Preferences 

| SUPERVISOR APPROVAL      |                          | POSITION ID | NAME  | DATE IN    | TIME IN  | OUT TIME | HOURS | OUT TYPE  | PAY CODE  |
|--------------------------|--------------------------|-------------|---|------------|----------|----------|-------|---|---|
| <input type="checkbox"/> | <input type="checkbox"/> | 85020645N   | Employee, Emily  | 12/24/2021 | 09:21 AM | 09:50 AM | 0.48  |  |   |

3

4