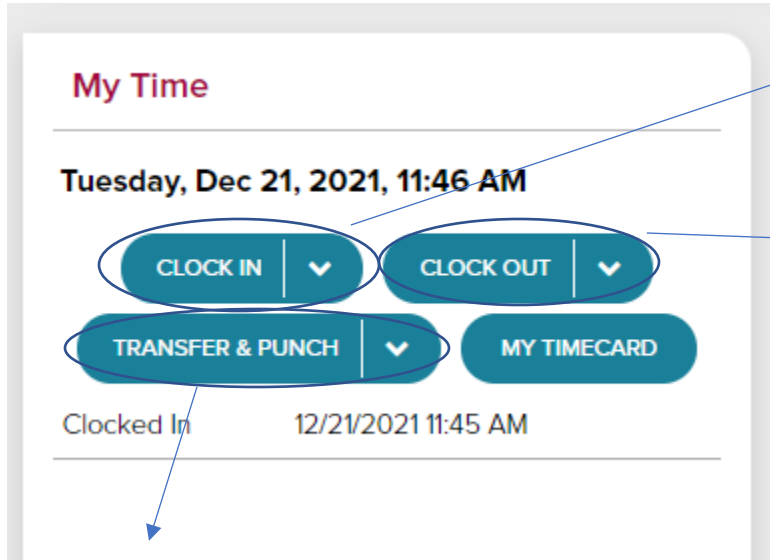


Logging Time on Your Timecard (STARTING SUN., DEC. 26th, 2021)

When you log into ADP Workforce Now (<https://workforcenow.adp.com>) you will be on the home page. You can clock in and out from here using the My Time tile.



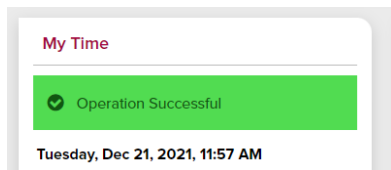
Use Clock In when you start your day and when you return from your meal break.

Use Clock Out when you end your day and when you leave for your meal break.

The arrows beside each of the buttons allow you to make notes if you want to communicate something to your supervisor about your punch.

The Transfer and Punch button will allow you to indicate if you are working for a different department from your home department or enter a task that is not 23 – Contact Center. For example, if you were doing training, you would use this to indicate task 20 – Training General or task 33 – Training New Hire. You do not have to clock out if you are switching departments or tasks after you’ve clocked in. You would just do the transfer and keep working. The department/task will remain until you clock out or do another transfer.

Once you clock in and clock out, you should get a message letting you know the time has been logged.



To see your complete timecard, you can click on the My Timecard button.

Employee, Emily Ann | Tax ID | Position ID: 85020645N

Current Pay Period: 12/12/2021 - 12/25/2021

Day	Date	IN - OUT	PAY CODE	HOURS	DEPARTMENT	TIME TASK	DAILY TOTALS	REGULAR	OVERTIME
Tue	12/14	-		0.00			0.00	0.00	0.00
Wed	12/15	-		0.00	100PCH		0.00	0.00	0.00
Thu	12/16	-		0.00	100PCH		0.00	0.00	0.00
Fri	12/17	-		0.00	100PCH		0.00	0.00	0.00
Sat	12/18	-		0.00	100PCH		0.00	0.00	0.00
WEEK 1 TOTALS							0.00	0.00	0.00
Sun	12/19	-		0.00	100PCH		0.00	0.00	0.00
Mon	12/20	-		0.00	100PCH		0.00	0.00	0.00
Tue	12/21	11:56 AM - 11:59 AM		0.05	100PCH		0.05	0.05	0.00
Tue	12/21	11:59 AM - 12:03 PM		0.07	100PCH	20	0.12	0.07	0.00
Wed	12/22	-		0.00	100PCH		0.00	0.00	0.00
Thu	12/23	-		0.00	100PCH		0.00	0.00	0.00
Fri	12/24	-		0.00	100PCH		0.00	0.00	0.00
Sat	12/25	-		0.00	100PCH		0.00	0.00	0.00
WEEK 2 TOTALS							0.12	0.12	0.00

You can also clock in and clock out or view your timecard by navigating to Myself – Time & Attendance.