IN THE BUSINESS OF YOUR SUCCESS℠

ADP Workforce Now

Essential Time & Attendance Supervisor Timecard Basics

Handout Manual

HR. Payroll. Benefits.

V07271581010WFN90

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Contents

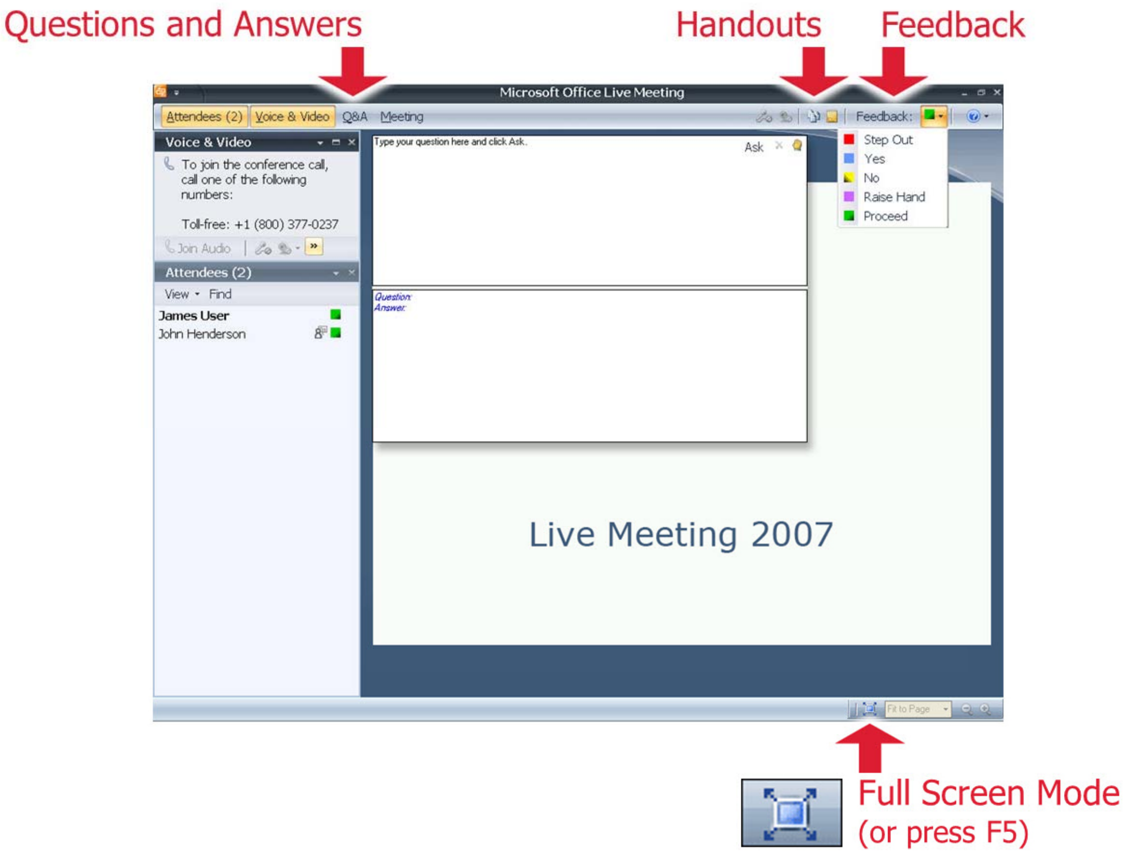
Running Reports

Course Closing

Appendix

Course Introduction

Navigating Live Meeting



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
- Preparing for Payroll Processing
- Running Reports

Materials Overview

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

Introducing ADP Workforce Now Time & Attendance

Overview

With ADP Workforce Now Time & Attendance, you can easily collect your employees' time and attendance information and move it quickly and accurately through the payroll process.

The Time & Attendance Workflow Process

Overview

The following illustration shows each stage of the Time & Attendance workflow process.

Stages and Descriptions

Stage	Description
1	Employees enter their time data, and the entries are collected. The application applies rounding rules, totals the hours, calculates overtime, and highlights missed entries and other exceptions.
2	You review and edit time information and generate reports. You can also approve time online, if your company is set up for this feature.
3	Your practitioner closes the pay period (so no more entries can be made to Time & Attendance data), adjusts the payroll as necessary, submits the payroll to ADP, and then safely moves to a new pay period in Time & Attendance. The process begins again.

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:

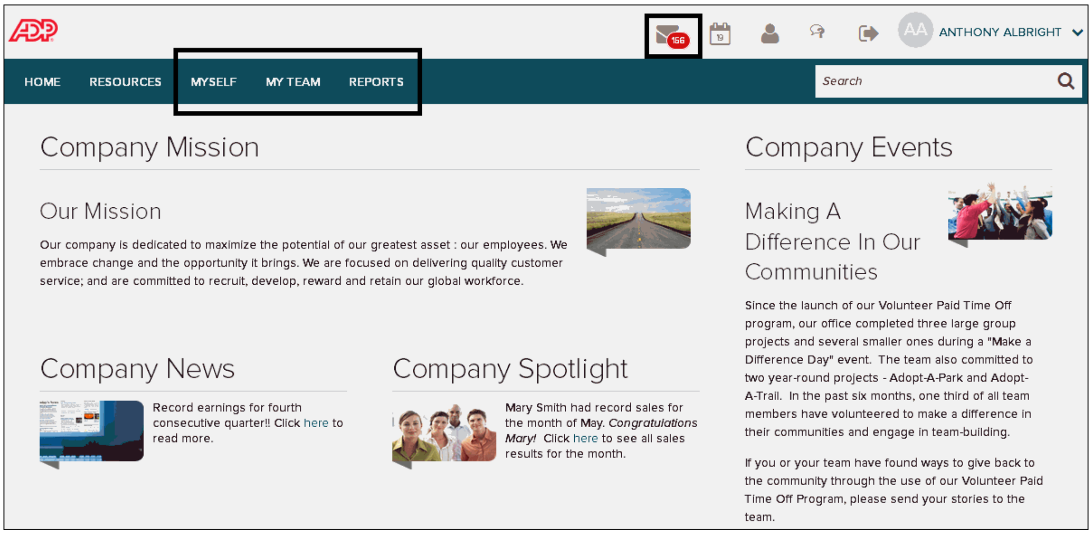
- Edits employee timecards
- Maintains employee information
- Creates and assigns schedules (if applicable)
- Generates reports
- Prepares Time & Attendance data for payroll processing

The ADP Workforce Now User Interface

Overview

In this topic, you will take a short tour of the ADP Workforce Now user interface. You have easy access to the Time & Attendance pages using the menus.

Explore: Navigation Elements



Elements and Descriptions

Element	Description
Myself menu	
My Team menu	
Reports menu	
(message center)	

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

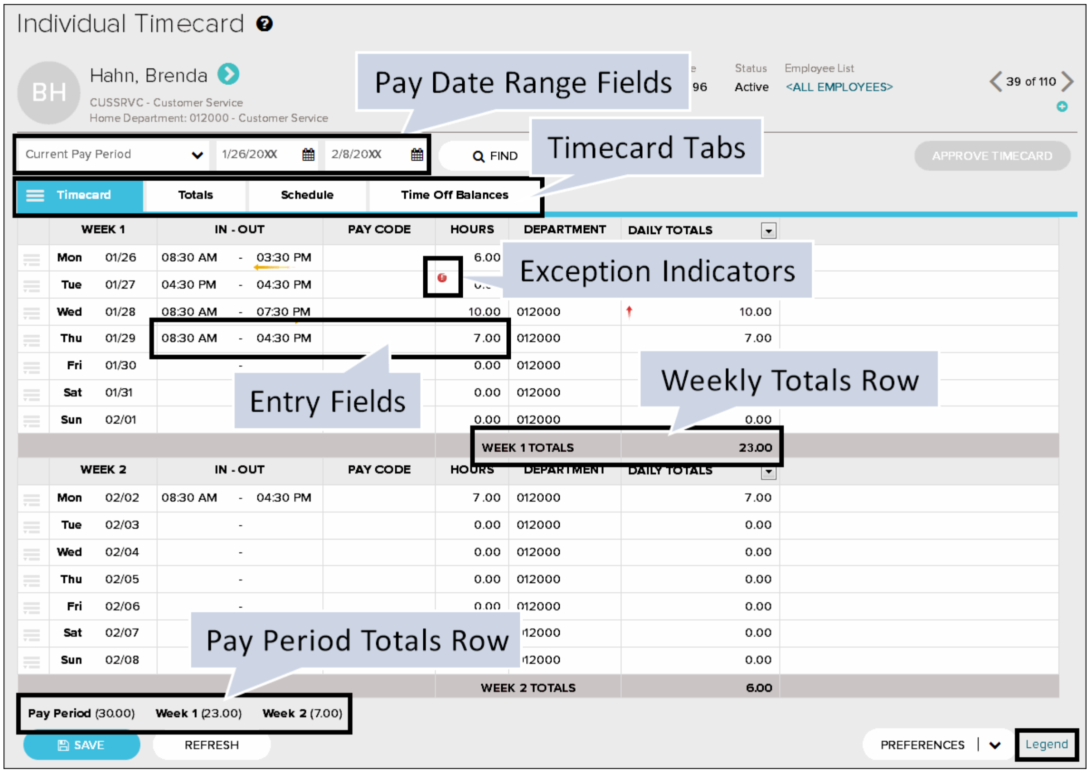
- The timecard is missing hours.
- The timecard is missing an in or out time.
- The employee has clocked out early or late.
- The number of hours in the schedule does not match the number of hours worked.
- The timecard is missing supervisor approval.

Best Practices

You should clear exceptions on a daily basis. You will receive a notification in the Message Center when an exception is generated.

Explore: The Individual Timecard Page

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



Elements and Descriptions

Element	Description
Pay date range fields	These fields indicate the time period for which information is currently being displayed. You can change the time period.
Timecard tabs	These tabs open a timecard view, based on your features, such as Totals, Schedule, Supplemental Pay Codes, and Time Off Balances.
Exception indicators	These indicators convey information about an entry. Pointing to an exception indicator displays a description of that indicator.
Legend link	When clicked, this link displays a description of all timecard indicators.
Entry fields	These fields display in and out times and the total hours worked.
Weekly totals row	This row displays totals for each week within the pay period or the selected date range.
Pay period totals row	This row displays totals in a fixed row at the bottom of the individual timecard.

Adding Missed Punches to Correct a Time-Pair Exception 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

On the first Tuesday of the pay period, Kenneth Johnson punched out for lunch at 12:15 p.m., but he forgot to punch in when he returned. He left the office at 4:21 p.m. Correct the second time pair to reflect the return from lunch and his end-of-day out punch.

Instructions

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

Step	Action
1	On the employee ID bar, under **Employee Search**, click the link.
2	In the **Search** field, enter the employee’s name, and then select the employee from the list. **Result:** The timecard for the employee that you selected is displayed.
3	In the row with the missing punch, in the **In** field, right-click the punch and select **Insert Time**. **Result:** The time automatically moves to the Out field in the same row.
4	In the **In** field, enter the time that the employee returned from lunch. **Tips:** ▪ Enter “am” or “pm” to automatically advance to the next field. ▪ It is not necessary to enter a colon.
5	Click **Save**.

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

Overview

In some cases, employees may forget to punch out either for lunch 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 lunch at 12:45 p.m. He also forgot to punch back in when he returned from lunch at 1:45 p.m. and out when he left at the end of the day at 6:00 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 **Out** field, enter the time that the employee left for lunch.
3	In the same row, click (row menu) and select **Add Blank Row**. **Result:** A new row is inserted for that day.
4	In the new row for that day, in the **In** field, enter the time that the employee returned from lunch.
5	In the **Out** field, enter the time that the employee left for the day.
6	Click **Save**.

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

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

Step	Action
1	In the row where you want to add a note, click (row menu) and select **Add Note**. **Result:** The Note window opens.
2	In the **Comments** field, enter a note.
3	In the **Apply Note To** field, select the element to which the note applies.
4	Select **Allow Employee to View Note**, if applicable.
5	Select a reason code, if applicable.
6	Click **OK**. **Result:** The (note) indicator is now visible on the timecard. You can point to it to display the contents of the note.
7	Click **Save**.

Instructions: Adding a Note to an Entire Timecard

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

Step	Action
1	Click (timecard menu) and select **Add Note**. **Result:** The Note window opens.
2	In the **Comments** field, enter a note.
3	Select **Allow Employee to View Note**, if applicable.
4	Select a reason code, if applicable.
5	Click **Save**. **Result:** The (note) indicator is now visible on the timecard. You can point to it to display the contents of the note.

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.

Instructions: Hours-Based Employee

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

<table>
<tr><th>Step</th><th>Action</th></tr>
<tr><td>1</td><td>Locate the employee’s timecard.</td></tr>
<tr><td>2</td><td>In the row for the day on which the employee worked in another department, enter the employee’s hours.
<table>
<tr><th>If the Transfer Is A</th><th>Then</th></tr>
<tr><td>Full workday</td><td>In the Hours field for the workday, enter the total hours.</td></tr>
<tr><td>Partial workday</td><td>1. To add another row, click (row menu) and select Add Blank Row or Copy Row.
2. In the relevant rows, enter the hours worked for each department.</td></tr>
</table></td></tr>
<tr><td>3</td><td>In the row with the hours worked in another department, click in the Department field and then click (search).
Result: A list of departments is displayed.</td></tr>
<tr><td>4</td><td>Select the other department in which the employee worked.</td></tr>
<tr><td>5</td><td>Click Save.</td></tr>
</table>

Instructions: Time-Based Employee

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

<table>
<tr><th>Step</th><th>Action</th></tr>
<tr><td>1</td><td>Locate the employee's timecard.</td></tr>
<tr><td>2</td><td>In the row for the day on which the employee worked in another department, enter the employee’s hours.
<table>
<tr><th>If the Transfer Is A</th><th>Then</th></tr>
<tr><td>Full workday</td><td>Enter the time in and out for the workday</td></tr>
<tr><td>Partial workday</td><td>1. Right-click in the Out field for the workday.
2. Select Transfer.
3. In the relevant rows, enter the in and out times.</td></tr>
</table></td></tr>
<tr><td>3</td><td>In the row for the hours worked in another department, click in the Department field and then click (search).
Result: A list of departments is displayed.</td></tr>
<tr><td>4</td><td>Select the other department in which the employee worked.</td></tr>
<tr><td>5</td><td>Click Save.</td></tr>
</table>

Learning Activity: What Can You Get Done in 2 Minutes?

Scenario

On Monday, Thomas Evers worked four hours in his home department and four hours in the Accounting department. You need to update his timecard to charge four hours to each department.

Learning Byte Questions and Answers

Answer the following questions using what you learned from the learning byte.

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

2. When would you add a second row to a day?

3. How do you add a second row to a day?

Preparing for Payroll Processing

Overview

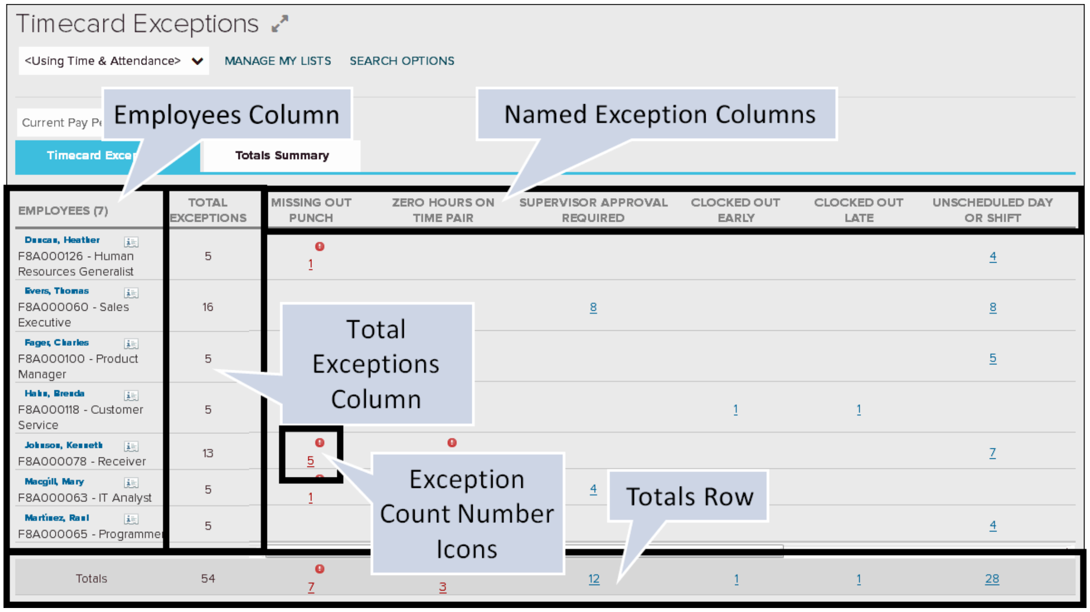
At the end of the pay period, your practitioner must complete a number of tasks to prepare the data for payroll processing and close the pay period. Then, your practitioner must move to the next pay period to move the data in the current pay period into an archive, where it can no longer be edited.

Your responsibilities at the end of the pay period include the following tasks:

- Fixing timecard exceptions
- Making final edits
- Approving timecards

Explore: Timecard Exceptions Page, Summary View

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



Elements and Descriptions

Element	Description
Employees column	This first column is always in view. Click (employee information) to display the employee's Time & Attendance setup information, such as pay class and timeclock information. Click the employee name to go to the employee's individual timecard.
Total Exceptions column	This column is always in view and displays the total number of exceptions per employee.
Named exception columns	Each column reflects an individual exception type. Actionable named exception columns are displayed first, with red exception counts. Named exception columns are displayed only if one or more errors are found for that exception type.
Exception count number icons	Clicking a number in a named exception column takes you to the Timecard Exceptions detail view for that exception type for that employee.
Totals rows	The total number of exceptions and the total number of the named exception types are displayed at the bottom of the page. Clicking a number in the Totals row for a named exception column will display all exceptions of that type for all employees.

Fixing Exceptions by Type Job Aid

Overview

On the Timecard Exceptions page, you can easily view all exceptions of a particular type by clicking a link in the Totals row.

Instructions

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

Step	Action
1	In the **Totals** row, click the number in the column of the exception type that you want to fix. **Result:** All of the timecard exceptions of that type are displayed on the Timecard Exceptions page.
2	To decide how to edit the time pair, do the following: ▪ Review the available transaction details from the day before and the day after (if available). ▪ Select **View Schedule**. ▪ Right-click on the exception to view possible solutions (if available).
3	Make changes to resolve the timecard exceptions.
4	Click **Save**. **Result:** The timecard exceptions are resolved and are no longer displayed in the list of exceptions.
5	Repeat steps 2 through 4 until you have resolved all of the critical exceptions. **Result**: When all critical exceptions on the page have been resolved, the summary view of the Timecard Exceptions page will be displayed. You may return to that view at any time by clicking the Timecard Exceptions tab.

Fixing Exceptions by Employee Job Aid

Instructions

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

Step	Action
1	Click the name of the employee whose timecard you want to fix. **Result:** The employee's individual timecard is displayed.
2	On the **Individual Timecard** page, review or make corrections as needed and then click **Save**.
3	To view exceptions for other employees, click **Back to Timecard Exceptions**.
4	Repeat steps 1 through 3 until you have resolved all of the exceptions.

Approving Total Hours Worked Job Aid

Instructions

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

Step	Action
1	In the **Totals** row, in the **Supervisor Approval Required** column, click the number. **Result:** A list of employees whose timecards have not been approved is displayed.
2	In the **Select** column, select one employee or multiple employees. **Note:** To approve timecards for all of the listed employees at once, in the **Approve** column, select the header check box.
3	Click **Save**. **Result:** The selected employees' timecards are approved.

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.

Frequently Run Reports

Reasons to Run a Report

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

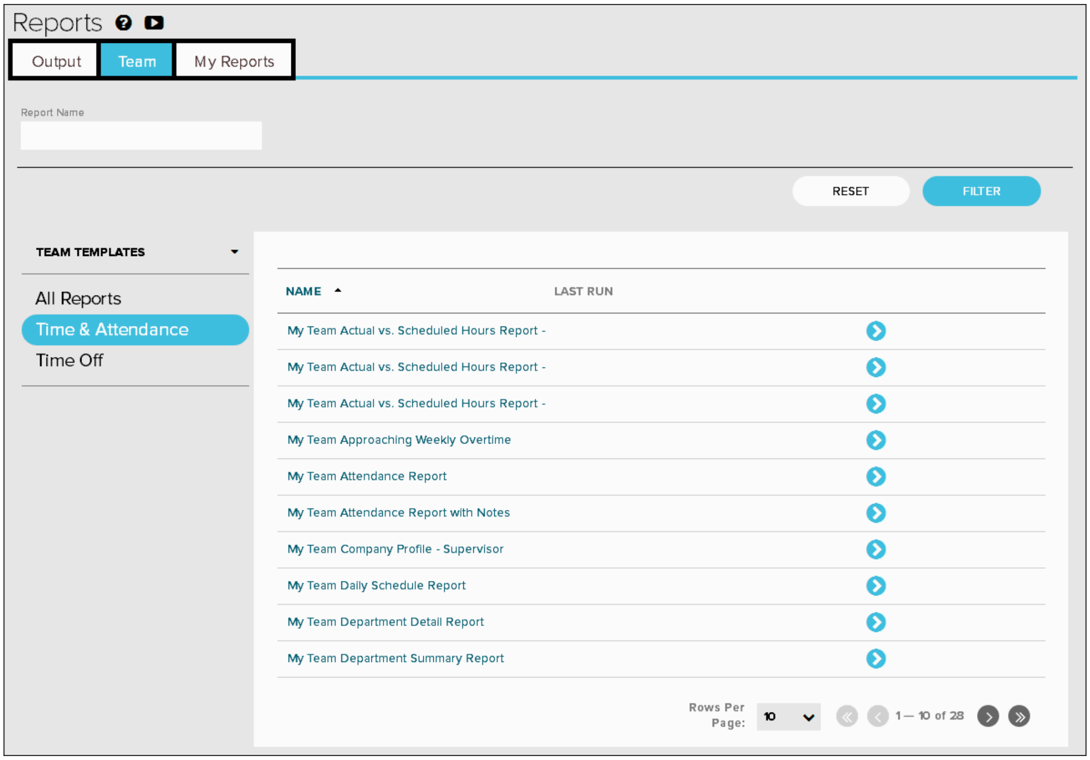
- ____
- ____
- ____
- ____
- ____
- ____
- ____
- ____
- ____
- ____

Report Types and Descriptions

Report Type	Description
My Team Actual vs. Scheduled Hours	Provides the details on the difference between the actual time that employees worked and the time that they were scheduled to work. This report is available in three formats: Employee Summary, Employee Detail, and Worked/Non-Worked Summary.
My Team Approaching Weekly Overtime	Provides a list of employees whose hours have reached a specified limit. This report can also list employees who have not reached the specified limit.
My Team Daily Schedule	Provides detailed start and stop times by employee.
My Team Department Detail	Provides employee hours by worked department.
My Team Department Summary	Provides a summary of hours worked by department.
My Team Employee Daily Totals	Provides a complete breakdown of employee hours and dollars by pay code on a daily basis. Use it to review subtotals for each employee for the chosen time frame.
My Team Employee Rates	Provides a list of employee rates.
My Team Employee Total Hours	Provides a complete breakdown of employee hours and estimated wages by department and pay code.
My Team Punch Source	Provides detailed timecard information grouped by the source of the in punch.
My Team Timecard	Provides a detailed timecard report for each employee.
My Team Timecard Detail with Signature	Provides a timecard report with a signature line for each employee.
My Team Timecard Exception	Provides a list of timecard exceptions by employee.
My Team Timecard with Payroll	Provides a complete record of each employee’s timecard, including the daily payroll totals. It includes actual time-pair totals, daily payroll totals, and the payroll summary on a single report.

Explore: Reports

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



Tabs and Descriptions

Tab	Description
Output	
Team	
My Reports	

Generating a Report Job Aid

Overview

Reports always reflect current data at the time that the report is run. By running the report, you can save a record or "snapshot" of the report data at a specific point in time.

Scenario

You want to run a report that shows the timecard exceptions for one employee in particular. You can run the Timecard Exception report to get this information.

Instructions: Choosing Report Criteria

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

Step	Action
1	Next to the report that you want to run, click (action) and select **Run**.
2	In the **Time Frame** field, select the time frame.
3	To filter data by a field, under **Filters**, in the **Select Field** field, select the field.
4	In the **Qualifier** field, select the qualifier.
5	In the **Enter Value** field, enter or select a value.
6	Click **Add Filter**.
7	In the **Output Format** section, select the file format.

Instructions: Saving a Report

Step	Action
1	Click **Save As**.
2	In the **Report Name** field, enter a name.
3	In the **Report Title** field, enter a title. **Note:** The title that you enter will be displayed at the top of your report.
4	In the **Description** field, enter a brief description.
5	Select **Run**.
6	Click **Save**. **Result:** The Output page is displayed.

Important Information

- My Reports are private. If you save a My Report, it will be available only to you to run in the future.
- If you want to update the report criteria on a report that you have saved, access the My Reports tab and click the report name.

Instructions: Viewing Report Output

Step	Action
1	Click the **Output** tab.
2	Locate the report and click (action).
3	Select the **View As** format that you chose when you created the report.

Course Closing

How to Access Support Job Aid

ADP provides various resources to help you perform your tasks after class.

Instructions

Step	Action
1	At the top of any page, click (support).
2	In the **Search** field, enter a topic and then click (search). **Result:** The available online Help and training are displayed.
3	To read online Help, click the **Documentation** tab and select a topic.
4	To close the Support page, click **Back**.

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. You can access the Support page by clicking (support) and clicking the Learning tab.

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.
	▪ Essential Time & Attendance learning bytes for supervisors ▪ Time Off learning bytes for managers and supervisors	Access the Support page in ADP Workforce Now. You will also receive an email message after this session with the links to access the learning bytes.
Employee	▪ *Essential Time & Attendance Employee Basics for ADP Workforce Now* job aids ▪ Essential Time & Attendance learning bytes for employees ▪ Time Off learning bytes for employees	Access the Support page in ADP Workforce Now.

Training Evaluation

Please take a moment to complete the evaluation.

Essential Time & Attendance Supervisor Timecard Basics for ADP Workforce Now (81010)

Program Content

Essential Time & Attendance supervisors: This course prepares participants to use the features of ADP Workforce Now. Topics include editing timecards, fixing timecard exceptions, and running reports.

Objectives

Upon completing this course, participants will be prepared to do the following:

- Edit timecards.
- Fix timecard exceptions.
- Run reports.

Audience

This course is intended for those who have supervisory responsibilities and need to perform time and attendance tasks.

Prerequisites

Before beginning this course, participants should have a working knowledge of personal computers, Microsoft® Windows®, and Internet navigation.

Advance Preparation

None.

Participant Materials

Participants need to print the *Essential Time & Attendance Supervisor Timecard Basics for ADP Workforce Now* handout manual prior to attending class.

Method of Presentation

Virtual class (VC)

Duration

1 hour, 30 minutes

Cost and Training Policy

For information on course cost, registration, and cancellation policies, refer to the Training Policy.

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Appendix

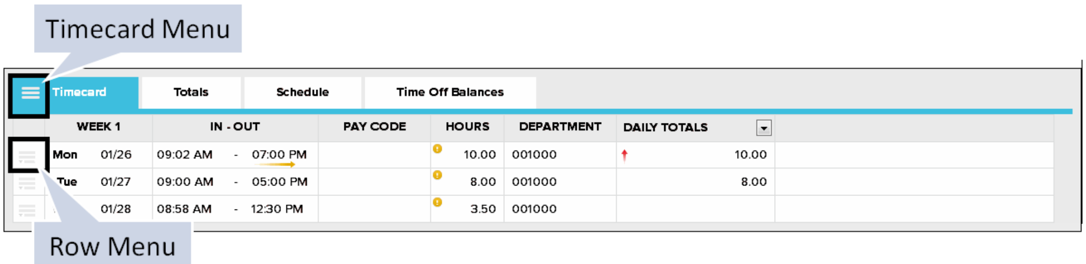
Contents

Essential Time & Attendance Supervisor Timecard Basics for ADP Workforce Now

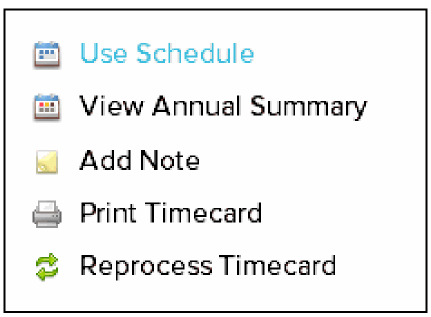
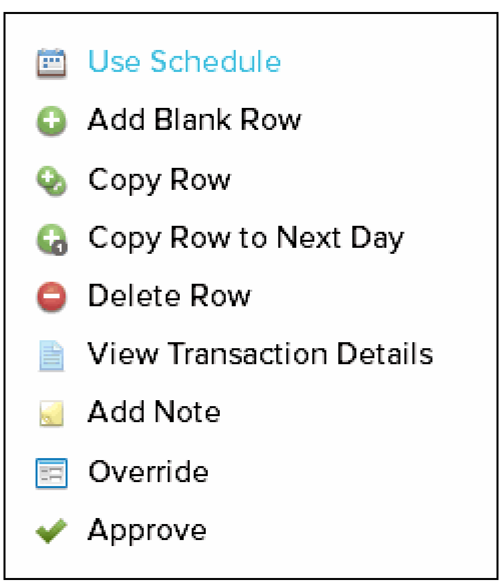
Individual Timecards

Overview

The individual timecard has features to help you quickly view, assess, and edit employee information. Timecard and row menus provide one-click access to functions.



Menus and Descriptions

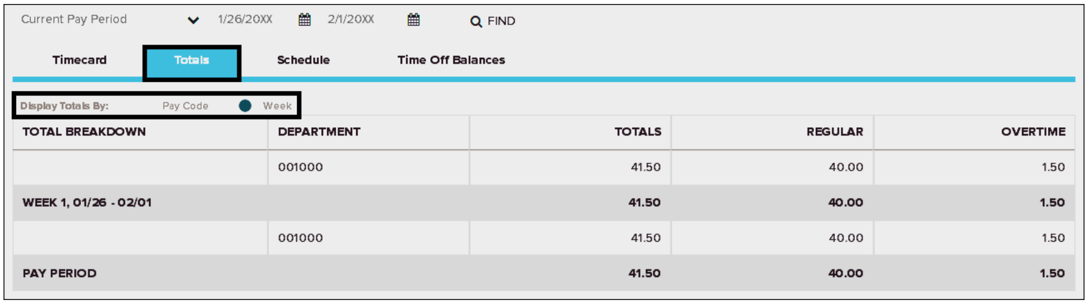
<table>
<tr><th>Menu</th><th>Description</th></tr>
<tr><td>Timecard</td><td>Provides one-click access to functions such as printing a timecard

</td></tr>
<tr><td>Row</td><td>Provides one-click access to functions such as adding a row

</td></tr>
</table>

Additional Timecard Tabs

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

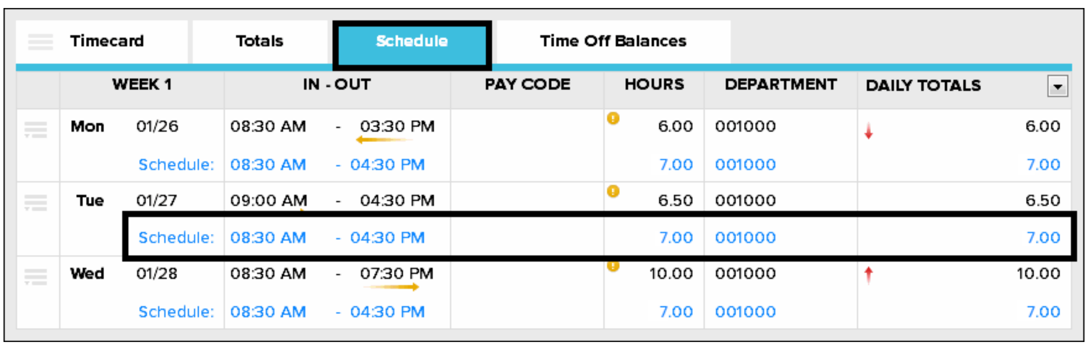
Totals Tab

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



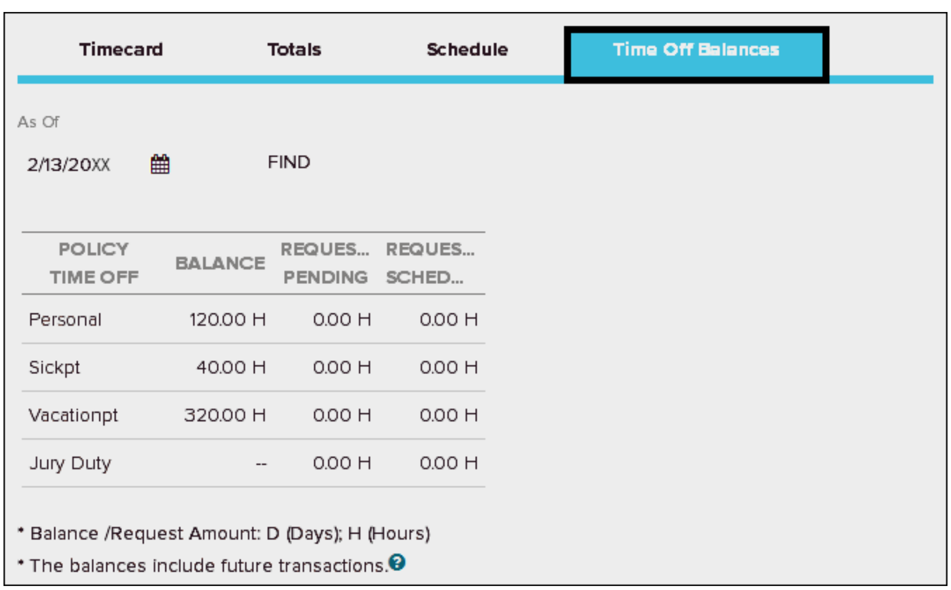
Schedule Tab

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.



Time Off Balances Tab

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



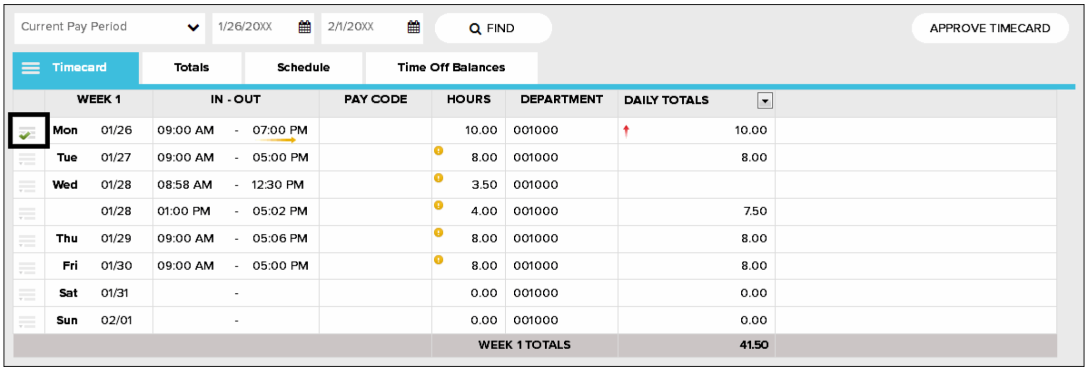
Timecard Approvals

Overview

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

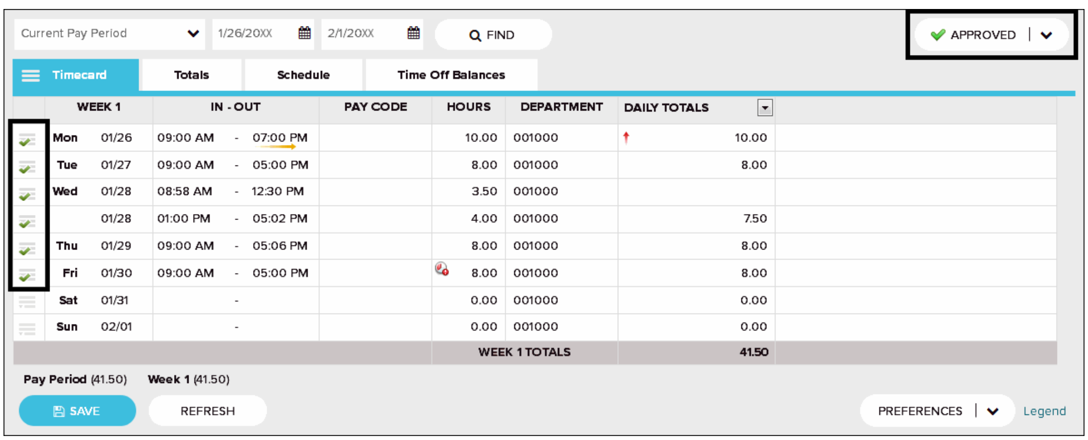
Supervisor Row Approval

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



Supervisor Timecard Approval

You can approve an entire timecard by clicking Approve Timecard. The button will not be enabled if any actionable exceptions are on the timecard. After the timecard is approved, you can point to the Approved button to display the date, time, and approver.



Entering Time-Off Requests on Timecards 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

Supervisor Anthony Albright is editing his employees' timecards. He needs to enter sick time on behalf of his employee Thomas Evers.

Instructions

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

Step	Action
1	Search for the employee's timecard.
2	To add a row, click (row menu) and select **Add Blank Row**.
3	In the new row, in the **In** field, select the start time of the request.
4	In the **Hours** field, enter the number of nonworked hours.
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 the My Team > Time Off > List of Requests page.