

Managing Employee Timecards in ADP® Time & Attendance

Recording Worked Time

Record worked time when employees forget to clock in and out.

Recording Non-Worked Time

Record non-worked time when employees take time off.

Assigning Departments

Record departments to indicate when employees work a different department than usual, if applicable.

Adding and Copying Rows

Add and copy rows to alter timecard data.

Deleting Rows

Delete rows to remove incorrect timecard data.

Adding Notes

Add notes for recordkeeping.

Viewing Transaction Details

View transaction details for additional time pair information.

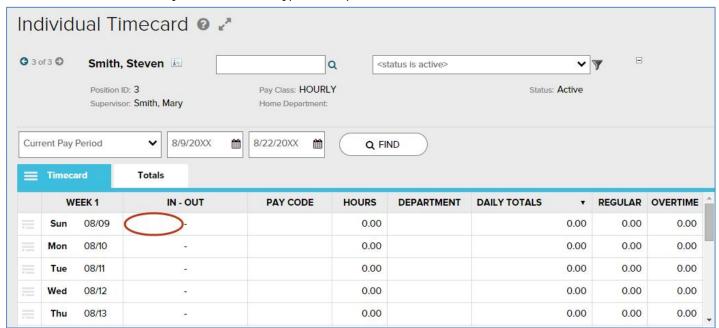


Recording Worked Time

1. From the ADP Time & Attendance Home page, click the Individual Timecard icon.



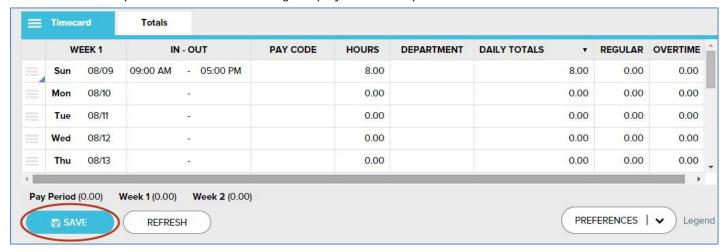
2. In the In field of the row you want to edit, type the in-punch time.



3. In the Out field of the row you want to edit, type the out-punch time.







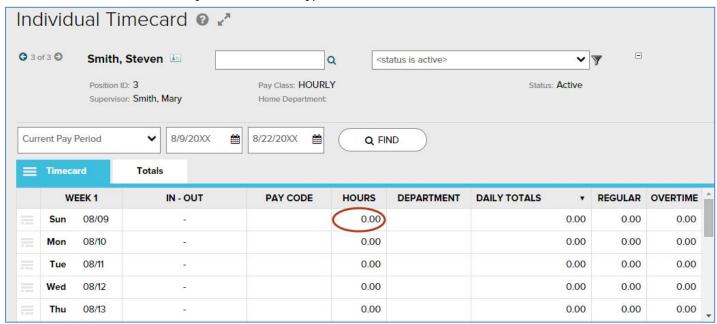


Recording Non-Worked Time

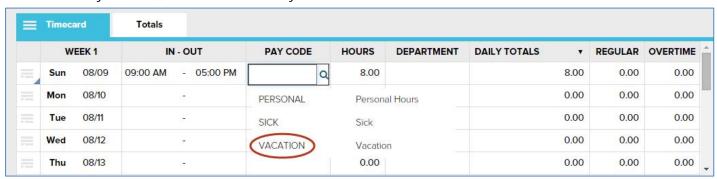
1. From the Home page, click the Individual Timecard icon.



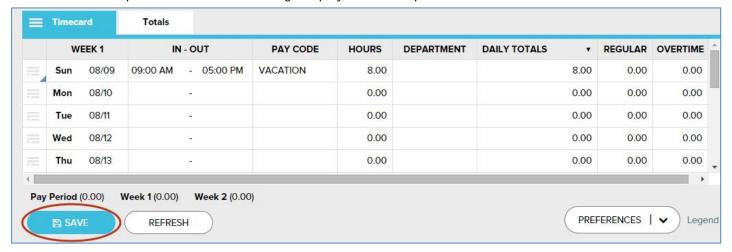
2. In the Hours field of the row you want to edit, type the number of hours.



3. From the Pay Code list, select the desired Pay Code.



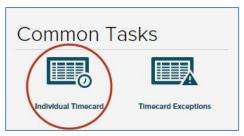




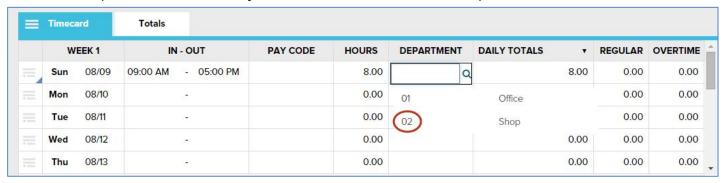


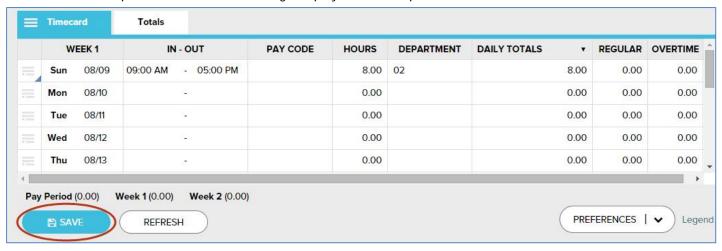
Assigning Departments

1. From the Home page, click the Individual Timecard icon.



2. From the Department list of the row you want to edit, select the desired Department.







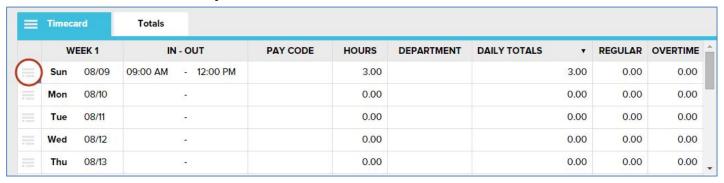
Adding and Copying Rows

Note: To permanently display two or more rows for each day: in the bottom-right of any Individual Timecard page, from the Preferences list, select the number of Rows Per Day.

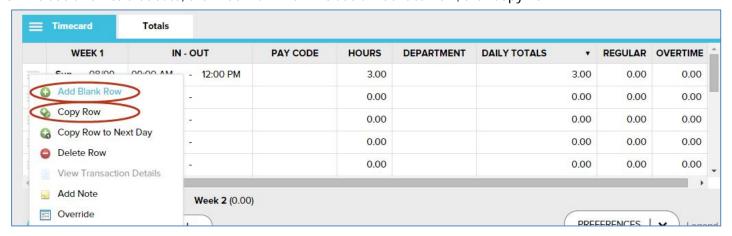
1. From the Home page, click the Individual Timecard icon.



2. Click the Action icon in the row you want to edit.

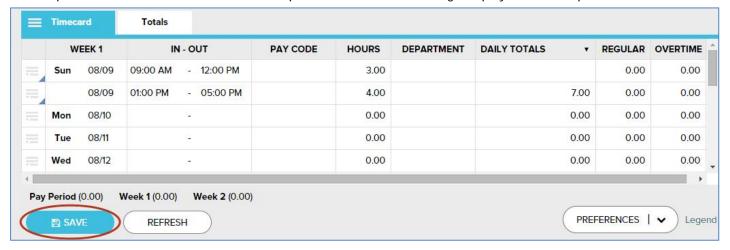


3. To add a row to that date, click Add Blank Row. To add an identical row, click Copy Row.





4. Complete the new row and click Save. An Operation Successful message displays when complete.



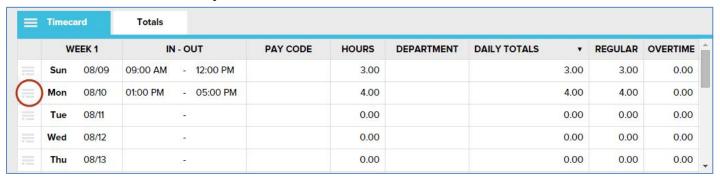


Deleting Rows

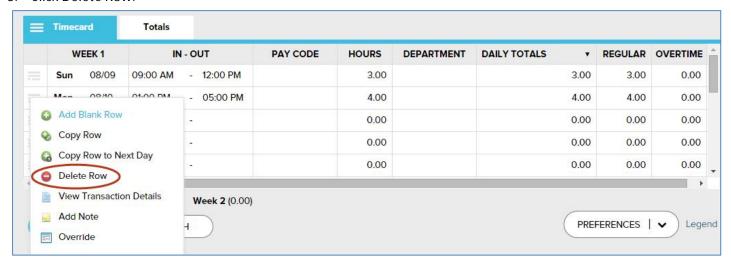
1. From the Home page, click the Individual Timecard icon.



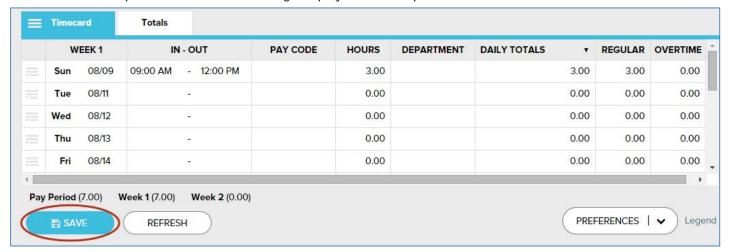
2. Click the Action icon in the row you want to delete.



3. Click Delete Row.



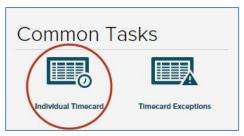




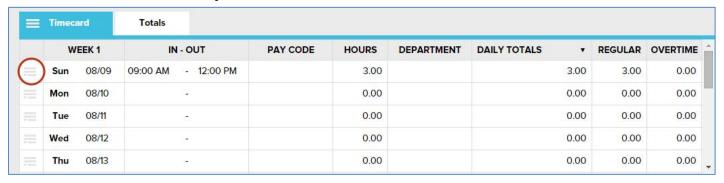


Adding Notes

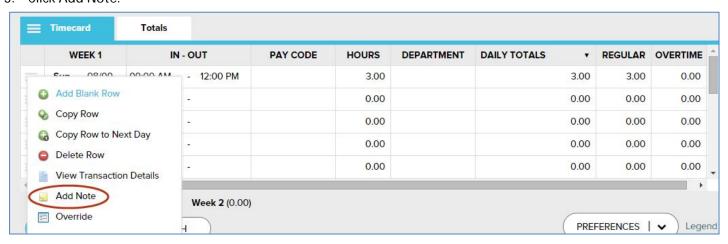
1. From the Home page, click the Individual Timecard icon.



2. Click the Action icon in the row you want.

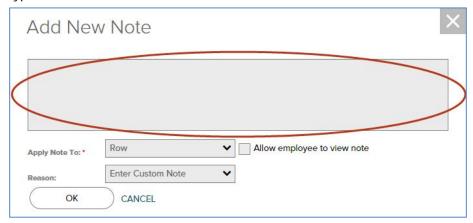


3. Click Add Note.

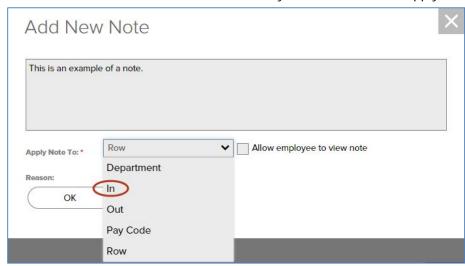




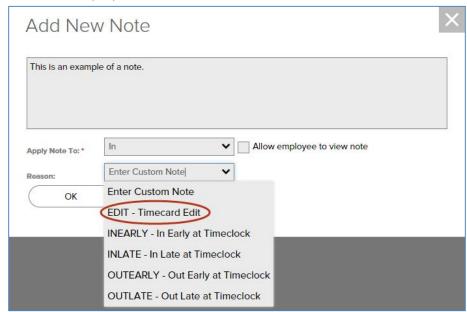
4. In the blank field, type the note.



5. From the Apply Note To list, select the Timecard field to which you want the note to apply.

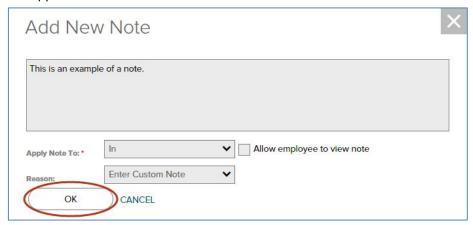


6. From the Reason list, select the purpose for this note.

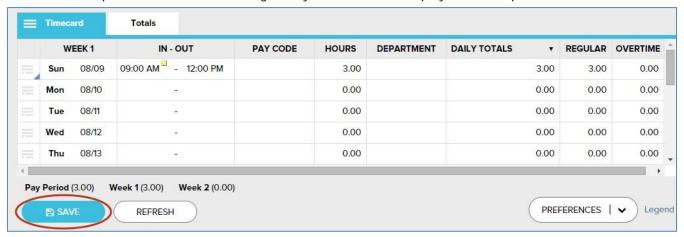




7. Click OK. A Note icon appears in the affected field.



8. Click Save. An Operation Successful message and yellow note icon display when complete.



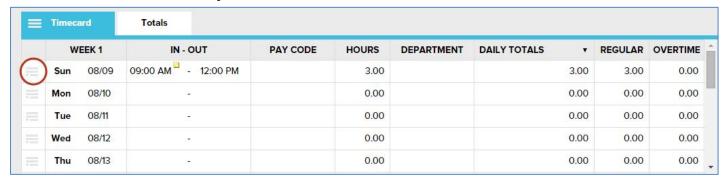


Viewing Transaction Details

1. From the Home page, click the Individual Timecard icon.



2. Click the Action icon in the row you want.

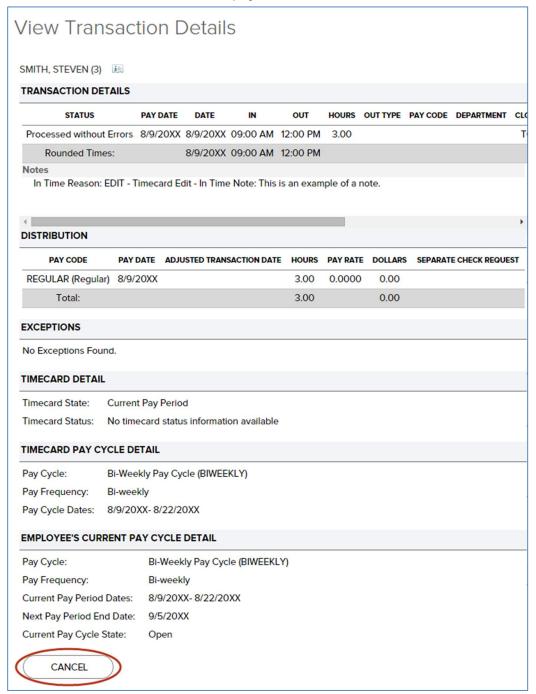


3. Click View Transaction Details. A View Transaction Details page displays.





4. Click Cancel to close the View Transaction Details page.



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