

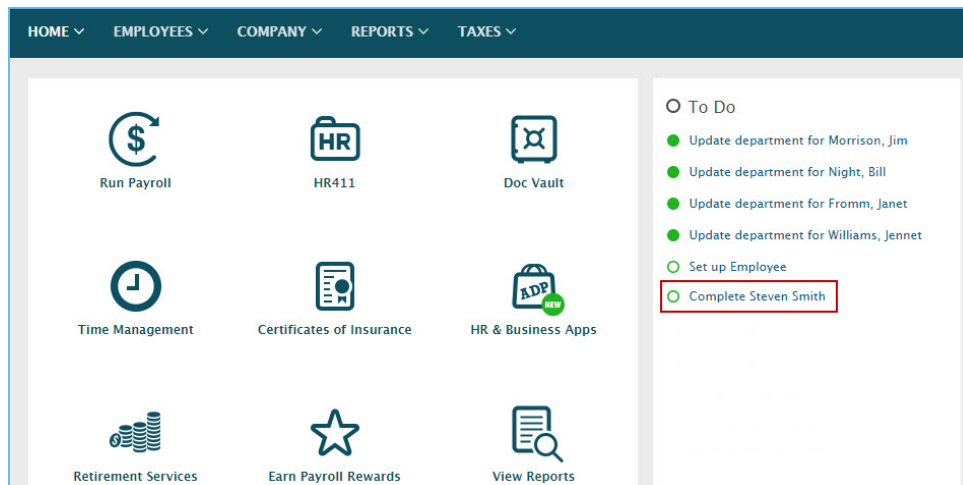


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Adding a New Employee to ADP® Time & Attendance

1. In RUN Powered by ADP®, complete the steps prior to the Time Tracking page in the Employee Setup wizard.

Note: If you had started the process of adding the employee and clicked **Finish Later**, you can continue on the **Home** page. In the **To Do** section, click the **Complete** link for the employee you are hiring.



2. In the **Does this employee track time** field, select **Yes**.

If you selected Hourly for the employee's pay type, this field will default to Yes.

The screenshot shows the 'Time Tracking - Steven A Smith' form. The first question is 'Does this employee track time?' with a radio button selected for 'YES'. The second question is 'What pay class does this employee belong to?*' with a dropdown menu set to 'HOURLY'. The third question is 'Is there an employee who is allowed to manage this employee's time?' with a radio button selected for 'NO'. The fourth question is 'Does this employee manage time for other employees?' with a radio button selected for 'NO'. The fifth question is 'Do you want this employee's time to be used in payroll?' with a radio button selected for 'YES'. The sixth question is 'What time zone is this employee in?*' with a dropdown menu set to 'Eastern Standard Time'. Below these questions is a section titled 'OTHER TIME TRACKING METHODS' with the question 'Is this employee using a physical clock to track time?' and a radio button selected for 'NO'.



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3. In the **What pay class does this employee belong to** field, select the appropriate pay class.

This field is automatically populated with the pay class, depending on the pay frequency you selected.

Time Tracking – Steven A Smith

Does this employee track time? YES

What pay class does this employee belong to?* HOURLY

Is there an employee who is allowed to manage this employee's time? NO

Does this employee manage time for other employees? NO

Do you want this employee's time to be used in payroll? YES

What time zone is this employee in?* Eastern Standard Time

OTHER TIME TRACKING METHODS

Is this employee using a physical clock to track time? NO

4. In the **Is there an employee who is allowed to manage this employee's time** field, select **Yes** or **No**.

This field defaults to No and will not appear if you do not have at least one employee set up as a supervisor.

If **Yes**, select the supervisor's name from the list.

Time Tracking – Steven A Smith

Does this employee track time? YES

What pay class does this employee belong to?* HOURLY

Is there an employee who is allowed to manage this employee's time? YES Lisa Simpson

Does this employee manage time for other employees? NO

Do you want this employee's time to be used in payroll? YES

What time zone is this employee in?* Eastern Standard Time

OTHER TIME TRACKING METHODS

Is this employee using a physical clock to track time? NO



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5. In the **Does this employee manage time for other employees** field, select **Yes** if this employee will manage other employees' time.

Time Tracking – Steven A Smith

Does this employee track time? YES

What pay class does this employee belong to? HOURLY

Is there an employee who is allowed to manage this employee's time? YES Lisa Simpson

Does this employee manage time for other employees? YES

Do you want this employee's time to be used in payroll? YES

What time zone is this employee in? Eastern Standard Time

OTHER TIME TRACKING METHODS

Is this employee using a physical clock to track time? NO

6. In the **Do you want this employee's time to be used in payroll** field, leave this as Yes, unless you don't want Time information to be entered into Payroll.

This field defaults to Yes when you select Yes for **Does this employee track time**.

Time Tracking – Steven A Smith

Does this employee track time? YES

What pay class does this employee belong to? HOURLY

Is there an employee who is allowed to manage this employee's time? NO

Does this employee manage time for other employees? YES

Do you want this employee's time to be used in payroll? YES

What time zone is this employee in? Eastern Standard Time

OTHER TIME TRACKING METHODS

Is this employee using a physical clock to track time? NO



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7. In the **What time zone is this employee in** field, select the time zone.

This field defaults to the time zone set for your company.

Time Tracking – Steven A Smith

Does this employee track time? YES

What pay class does this employee belong to?* HOURLY

Is there an employee who is allowed to manage this employee's time? YES Lisa Simpson

Does this employee manage time for other employees? YES

Do you want this employee's time to be used in payroll? YES

What time zone is this employee in?*" Eastern Standard Time

OTHER TIME TRACKING METHODS

Is this employee using a physical clock to track time? NO

8. In the **Other Time Tracking Methods** section, in the **Is this employee using a physical clock to track time** field, select **Yes** or **No**.

The defaults for this field are as follows:

- This field will display if you own an ADP timeclock.
- Will be set to Yes if the employee's pay class is configured to use timeclocks.

Time Tracking – Steven A Smith

Does this employee track time? YES

What pay class does this employee belong to?* HOURLY

Is there an employee who is allowed to manage this employee's time? NO

Does this employee manage time for other employees? NO

Do you want this employee's time to be used in payroll? YES

What time zone is this employee in?*" Eastern Standard Time

OTHER TIME TRACKING METHODS

Is this employee using a physical clock to track time? YES

Badge number* 000002007



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9. If needed, in the **Badge Number** field, enter or change the 9-digit badge number.

The Badge Number field is displayed with an automatically populated unique 9 -digit number and can be changed, if needed.

Time Tracking – Steven A Smith

Does this employee track time? YES

What pay class does this employee belong to?

Is there an employee who is allowed to manage this employee's time? NO

Does this employee manage time for other employees? NO

Do you want this employee's time to be used in payroll? YES

What time zone is this employee in?

OTHER TIME TRACKING METHODS

Is this employee using a physical clock to track time? YES

Badge number*

10. If needed, in the **Is this employee limited from using mobile time tracking to specific locations** field, select the locations this employee can access ADP Time & Attendance from.

This field displays if mobile geo-locations have been added to Mobile Access Locations for your company. Grayed out locations are assigned to all employees.

Time Tracking – Steven A Smith

Does this employee track time? YES

What pay class does this employee belong to?

Is there an employee who is allowed to manage this employee's time? YES

Does this employee manage time for other employees? YES

Do you want this employee's time to be used in payroll? YES

What time zone is this employee in?

OTHER TIME TRACKING METHODS

Is this employee using a physical clock to track time? YES

Badge number*

Is this employee limited from using mobile time tracking to specific locations? YES

Select locations: Select All Corporate Headq... Florham Park Parsippany



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11. Click **Next** and then click **Close**. The employee setup is complete and the employee will appear in ADP Time & Attendance.

Employee Setup Completion Summary

Employee Information: Steven A Smith
15 Waterview Blvd
Parsippany, NJ 07054

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Close