The University Corporation

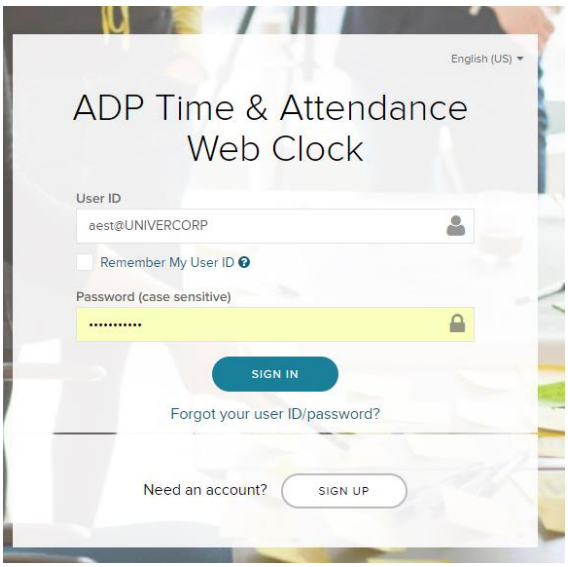
Time & Attendance® Version 8.0

Quick Reference Card for Hourly View Employees

The following instructions describe a typical employee persona configuration. The names and location of widgets and commands may differ in your configuration.

Opening Time & Attendance

https://clock.adp.com/



Logging On

To log on, do the following:

1. Type your **User Name** and **Password** (use the same login credentials you use for iPay / ADP).

   Click

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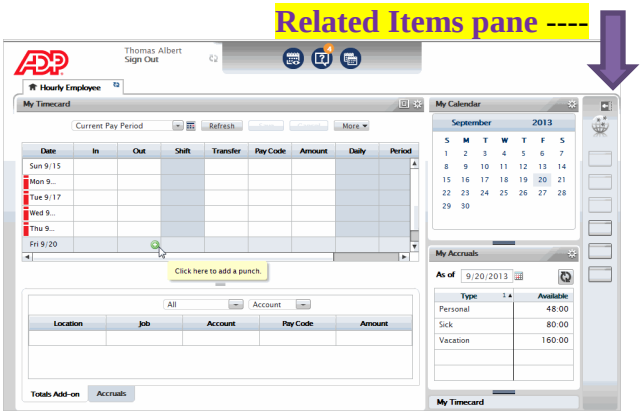


2. From your Navigator workspace, you can perform functions such as punch in and out, view My Timecard, and sign out.

Signing Out

To sign out, do the following:

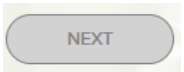
Click **Sign Out** located in the upper-left portion of the view.

Note: If you do not sign out before you close your browser, your connection to Time & Attendance may remain open and others may be able to view your information.

Changing Passwords

Click on **Forgot your user ID/password**

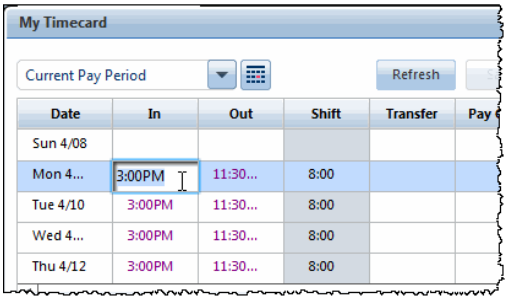
Fill in the required information

Click 

Follow instructions from ADP

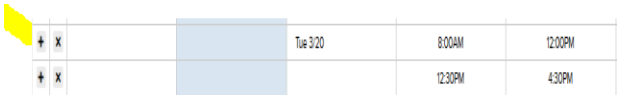
Note: Payroll cannot retrieve or reset passwords.

Entering/Edit Worked Time (Punches)



To enter IN or OUT punches, do the following:

1. If the My Timecard widget is not already primary, make it primary by dragging or using the Pop-out option on the Gear icon .
2. Click in the first **In** column and enter your starting time.
3. Press the **TAB** key and move to the first **Out** column and enter your ending time.
4. To add another set of **In** and **Out** punches for the same day, add a new row by clicking the **+** icon on the far left side of the screen on the line for that day

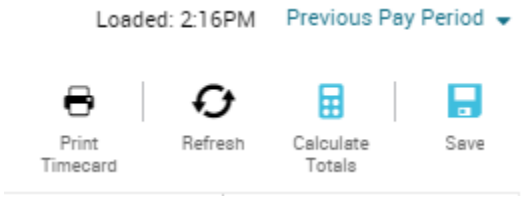


5. Click **Save**.

To edit IN or OUT punches, do the following:

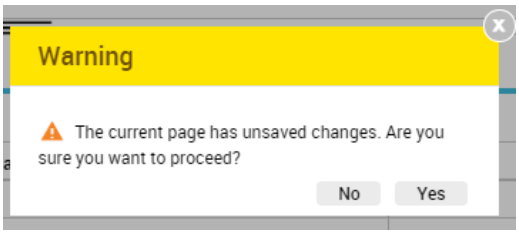
1. If the My Timecard widget is not already primary, make it primary by dragging or using the Pop-out option on the Gear icon .
2. Click in the cell you wish to edit.
3. Enter the new **IN** or **OUT** time. The new time replaces the previous time.
4. Press the **TAB** key and move to another cell, if desired, and repeat step 3.
5. Click **Save**.

Saving and Refreshing the Timecard



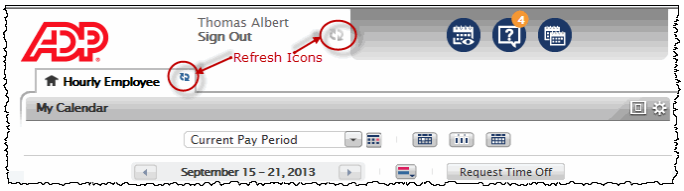
To save a timecard after editing, do the following:

1. Click **Save**. The changes are saved.
2. Click **Refresh** after saving to ensure that your screen displays the most recent changes.



3. To cancel edits, click **Refresh** or **Cancel** before clicking **Save**. A warning message opens reminding you that you will lose changes.

Refreshing the Workspace



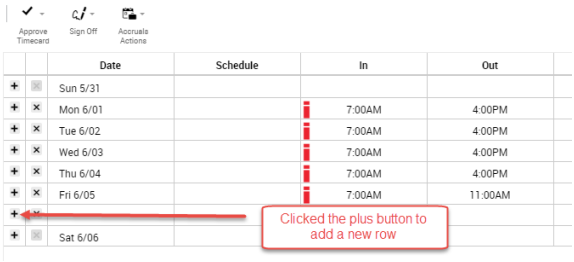
Entering/Editing Non-worked Hours

If your access rights permit, you may enter or edit non-worked time, such as sick time, vacation…

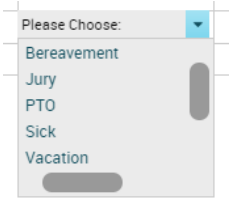
To enter non-worked hours, do the following:

1. If the My Timecard widget is not already primary, make it primary by dragging or using the Pop-out option on the Gear icon .
2. Click to select the day to which you want to add a pay code or amount.

Note: You cannot have an in/out punch and a pay code on the same line. If you already have a punch on a given day, you must add a new row before you enter a pay code.



3. If you already have a punch recorded for that day, click the plus + button next to the appropriate day to add a new row for the pay code or amount.



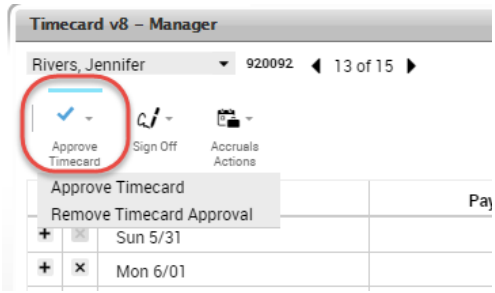
4. Double Click in the **pay code** column. The Pay Code choice list opens.
5. Select the desired **pay code**.
6. Type the **number of hours** in the amount field.
7. Click **Save**. The pay code appears on the appropriate day in the timecard and the Totals Details update to reflect the change.

Note: If you enter a partial hour, separate the hours and minutes with either a decimal point or a colon. For example, enter 8 and one half hours as either **8.5** or **8:30**.

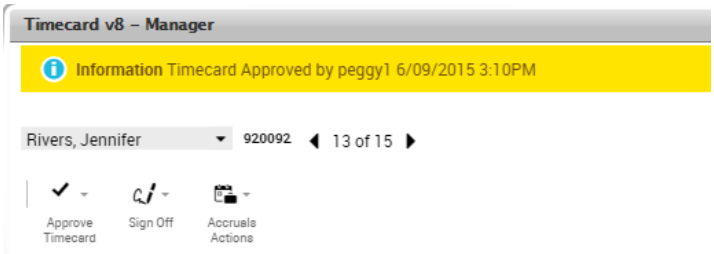
Approving Timecard

Note: If your manager has approved your timecard, you cannot remove their approval or make any changes until they have removed their approval.

To approve timecard, do the following:



1. Open the employee timecard.
2. Select the **The CORRECT Pay Period** from the Time Period choice list.
3. Click **Approve Timecard**.

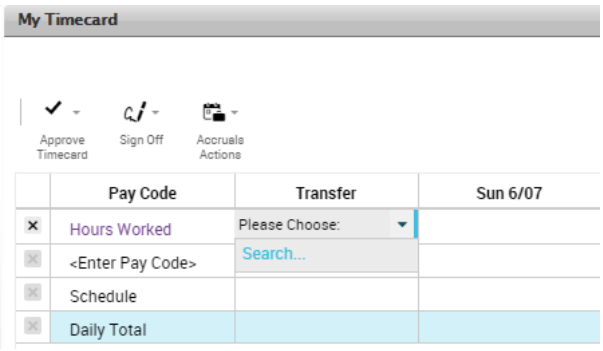


To remove approval, do the following:

4. Select **Approve Timecard ~ Remove Timecard Approval**. A message briefly appears confirming the removal.

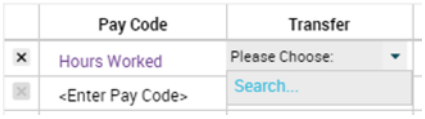
Transferring Labor Account

If your access rights permit, you can transfer time or a pay code to a different labor account.

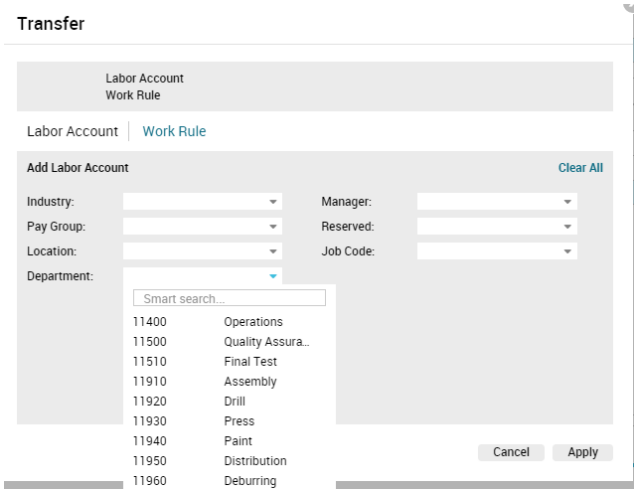


To open the Transfer dialog, do the following:

1. If the My Timecard widget is not already primary, make it primary by dragging or using the Pop-out option on the Gear icon .
2. Click a cell in the Transfer column.

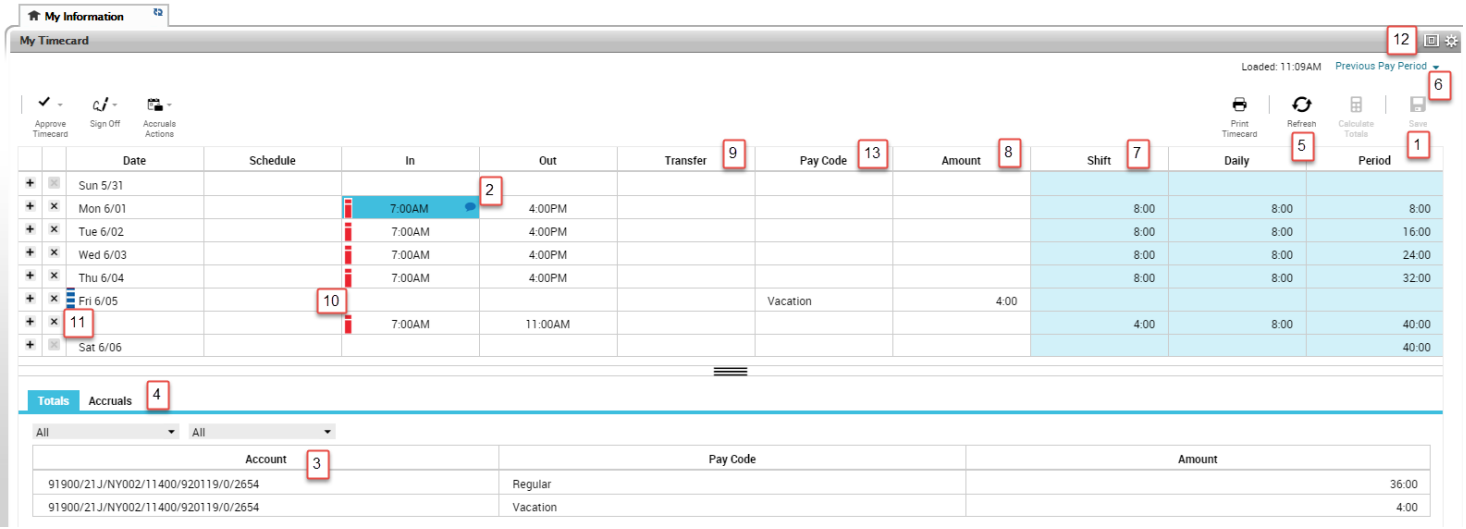


   - If there is data in the cell, click the cell and select **Search** to open the Transfer dialog and select the appropriate labor account.



My Timecard Workspace Summary

To open your timecard, drag the My Timecard widget to the primary view. You might have access to only some of these features depending on how Navigator is configured for you.



1. **Save** – Saves your changes
2. **Comment/Note Indicator** – This blue balloon indicates that there is a comment associated with this punch. Mouse over to read the comment.
3. **Primary Account** – Area that lists your job information and what accounts are to be charged for your services
4. **Total Summary Area** – This is a breakdown of your job summary, account summary, and pay code summary.
5. **Refresh** – Refreshes the timecard without saving any changes.
6. **Time Period** – Defines the time period you are viewing. Use the drop-down list to select a different time period.
7. **Shift** – Indicates hours worked in that shift
8. **Amount** – Defines an amount in hours or money for the pay code or duration
9. **Transfer** – Defines a job or work rule transfer. If no account or work rules appears in the cell, your time is charged to your home account and calculated through your default work rule.
10. **Exception indicator— Red with white bar** – Indicates a system generated exception Diagonal bars indicate that multiple exceptions have been made to this punch
11. **Exception indicators—Blue with white bar** – indicates excused absence
12. **Maximize/minimize and Gear icon** – Enlarge or shrink widget workspace. Gear icon contains preferences, pop-out, and close.
13. **Pay Code** – Defines a category for specifying hours or money for worked and non-worked time.