



Time & Attendance® Version 8.0

Quick Reference Card for Hourly Employees

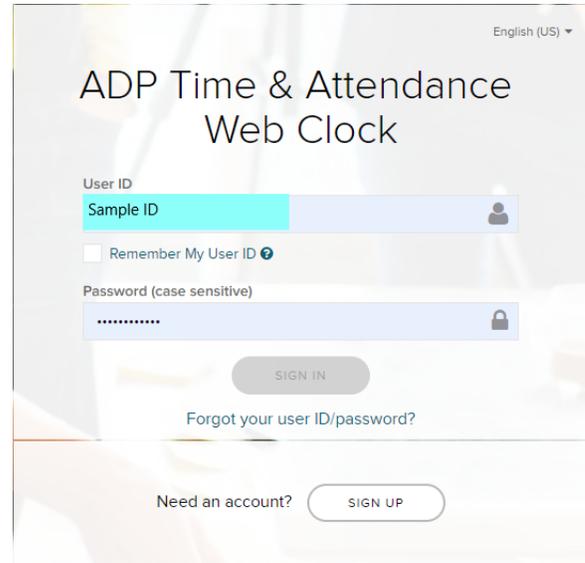
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The following Instructions describe a typical Hourly configuration. The name and location of widgets and commands may differ from your configuration.

Logging In

- 1) Open the latest version of Google Chrome or Firefox.
- 2) Go to the following link:
<https://online.adp.com/clock/login>
- 3) Enter your user ID and Password.
- 4) Click 



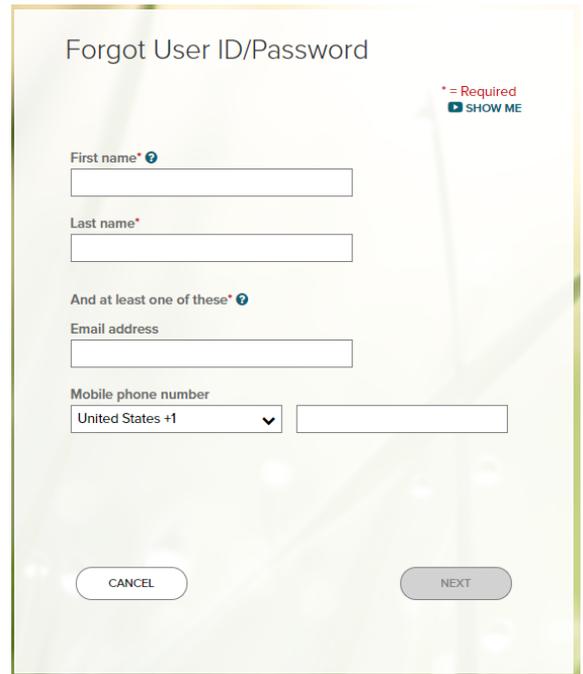
Once you have logged in, you should see the screen shown below:

Date	Schedule	Pay Code	Amount	In	Transfer	Out	In	Transfer	Out	Daily	Period
Thu 1/16											
Fri 1/17											
Sat 1/18											
Sun 1/19											
Mon 1/20											
Tue 1/21											
Wed 1/22											
Thu 1/23											
Fri 1/24											
Sat 1/25											

Account	Pay Code	Amount	Wages
No data to display			

Resetting your password

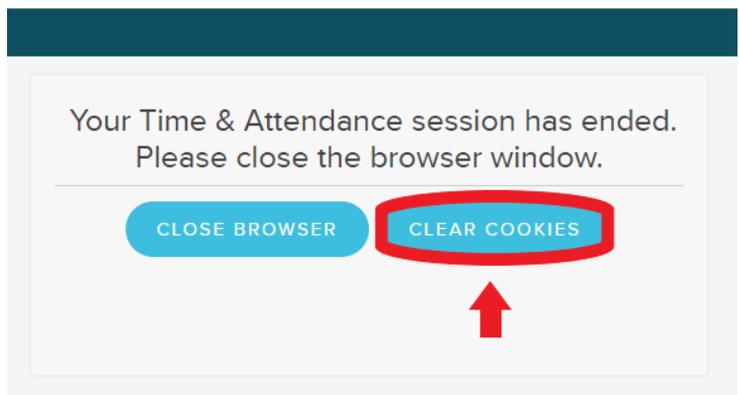
- 1) If you forgot your password, click “Forgot your user ID/password.”
- 2) Enter your First and Last name, and either your email **OR** your phone number.
- 3) Click “Next” and follow the prompts.



The screenshot shows a web form titled "Forgot User ID/Password". At the top right, there is a legend: "* = Required" and a "SHOW ME" button. The form contains the following fields: "First name*" (with a help icon), "Last name*", and "And at least one of these*" (with a help icon). Under "And at least one of these*", there are two options: "Email address" and "Mobile phone number". The "Mobile phone number" field includes a dropdown menu currently set to "United States +1". At the bottom of the form, there are two buttons: "CANCEL" and "NEXT".

Signing Out

- 1) Click “Sign Out” on the top right portion of the screen.
- 2) Once the page refreshes, click on “Clear Cookies.”
 - a. This helps prevent most login issues.
- 3) Close your browser.



Entering Regular Time

1) To enter regular hours worked, you will need to use the “IN / Out” columns located towards the middle of the timecard. **Keep the PAY CODE and AMOUNT columns empty.**

2) Fill out the Timecard as follows:

- a. Start of your shift
- b. Start of your Meal Break
- c. End of your Meal Break

In	Transfer	Out	In	Transfer	Out
A		B	C		D

*** If you work 6 or more hours in a day, you are REQUIRED to take a meal break of at least 30 minutes.**

- d. End of your shift

3) If you take more than one break, or if you need extra “In/Out” columns, you can add a line by clicking “+,” located to the left of the date on each row.

- a. This adds a blank line to the timecard.
- b. Now you can continue to use “In/Out” columns in this new row.

Approve Timecard Sign Off

		Date	Sc
+	×	Thu 8/01	
+	×	Fri 8/02	

		Date	Sche
+	×	Thu 8/01	
+	×		
+	×	Fri 8/02	

4) Always make sure that AM and PM are assigned correctly to your entries.

- a. A good way to do this is to use military time. Simply add 12 to any hour that is after 12:00 pm. Keep minutes the same.

* 1:00 pm = 13 2:00pm = 14 3:00pm = 15 4:00pm = 16 5:00pm=17 6:00pm = 18

7:00pm = 19 8:00pm = 20 9:00pm = 21 10:00pm = 22 11:00pm = 23

* 4:36pm = 1636 9:17pm = 2117

Entering Exception Time

Exception time refers to hours that you didn't work, but will still get paid for, like sick and vacation time.

1) First you need to add a row to your timecard. Just click the "+" next to the date.

2) Next, under the "Pay Code" column, click on the cell that corresponds to the blank line you added. A drop down menu listing possible pay codes will appear.

a. Select a pay code.

b. Pay Codes are only used for Exception time

3) Now you can enter the amount of hours you wish to get paid with this pay code. **Do not enter data into the "In/Out" columns on this line.**

4) On the right side of your timecard, you will see two Total columns, one for daily and one for Pay Period totals.

Save your Progress

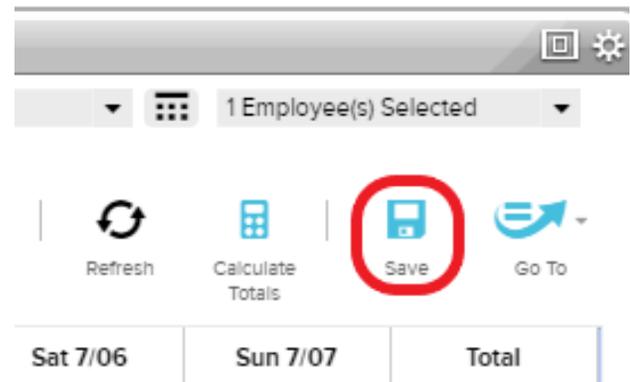
1) To save your progress, click the  icon located on the top right corner of your timesheet.

2) It is recommended that you **SAVE AFTER EVERY EDIT** to prevent missing time entries.

a. The system has a tendency to log out users after a very short period of time, even if they are active.

		Date	Schedule	Pay Code	Amount
+	x	Tue 7/16			
+	x			Please Choose: 	
+	x	Wed 7/17		Personal Hol	
+	x	Thu 7/18		Reg	
+	x	Fri 7/19		Sick	
+	x	Sat 7/20		Vacation	
+	x	Sun 7/21			

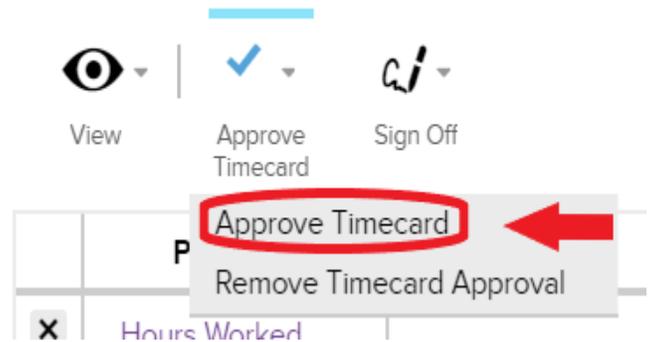
		Date	Schedule	Pay Code	Amount
+	x	Tue 7/16			
+	x			Sick	3.0
+	x	Wed 7/17			
+	x	Thu 7/18			
+	x	Fri 7/19			



The screenshot shows the top right corner of the timesheet interface. It includes a toolbar with icons for Refresh, Calculate Totals, Save, and Go To. The Save icon, which is a blue square with a white floppy disk symbol, is circled in red. Below the toolbar, there are columns for dates (Sat 7/06, Sun 7/07) and a Total column. A dropdown menu above the toolbar shows "1 Employee(s) Selected".

Timecard Approval

- 1) Double check that all the hours you entered are accurate.
- 2) Click the ✓ icon on the top-left portion of the screen and select “Approve Timecard.”



- 3) When you successfully approve your timecard, it will change color.

- a. You can also check the approval status of your timecard by going to the Audits tab (See “Viewing Totals, Accruals, and Edits”).

Totals Accruals Historical Corrections Audits		
Audits		
Audits		All
Date	Time	Type
6/17/2019	8:30AM	Edit Punch
6/16/2019 - 6/30/...		Timecard Approval by Employee
6/16/2019 - 6/30/...		Timecard Approval by Manager

- 4) Always approve your timecard **BEFORE** the end of the pay period. This will let your supervisor/approver know that you are no longer making edits.

Timecard Color

1) The color of your timesheet corresponds to its approval status. A white timesheet means that there are no approvals and you are free to make edits.

	Date	Schedule	Pay Code	Amount	In	Transfer	Out	In	Transfer	Out	Daily	Period
* X	Thu 8/01											
* X	Fri 8/02											
* X	Sat 8/03											
* X	Sun 8/04											
* X	Mon 8/05											
* X	Tue 8/06											
* X	Wed 8/07											
* X	Thu 8/08											
* X	Fri 8/09											
* X	Sat 8/10											
* X	Sun 8/11											
* X	Mon 8/12											
* X	Tue 8/13											
* X	Wed 8/14											
* X	Thu 8/15											

2) After YOU approve your timecard, it will change to orange. You cannot make any more edits after you have approved the timecard. If you wish to make more edits, remove your approval. Once you are done, APPROVE AGAIN.

	Date	Schedule	Pay Code	Amount	In	Transfer	Out	In	Transfer	Out	Daily	Period
* X	Set 2/01											
* X	Sun 2/02											
* X	Mon 2/03				10:00AM		2:00PM				4.0	4.0
* X	Tue 2/04				10:00AM		2:00PM				4.0	8.0
* X	Wed 2/05				10:00AM		2:00PM				4.0	12.0
* X	Thu 2/06											12.0
* X	Fri 2/07											12.0
* X	Set 2/08											12.0
* X	Sun 2/09											12.0
* X	Mon 2/10				10:00AM		2:00PM				4.0	16.0
* X	Tue 2/11				10:00AM		2:00PM				4.0	20.0
* X	Wed 2/12				10:00AM		2:00PM				4.0	24.0
* X	Thu 2/13											24.0
* X	Fri 2/14											24.0
* X	Set 2/15											24.0

3) Yellow means the timecard was approved by your manager, but is missing your approval. If you still need to edit your timecard, you will need to contact your supervisor to have them remove their approval.

	Date	Schedule	Pay Code	Amount	In	Transfer	Out	In	Transfer	Out	Daily	Period
* X	Tue 7/16											
* X	Wed 7/17											
* X	Thu 7/18											
* X	Fri 7/19											
* X	Set 7/20											
* X	Sun 7/21											
* X	Mon 7/22											
* X	Tue 7/23											
* X	Wed 7/24											
* X	Thu 7/25											
* X	Fri 7/26											
* X	Set 7/27											
* X	Sun 7/28											
* X	Mon 7/29											
* X	Tue 7/30											
* X	Wed 7/31											

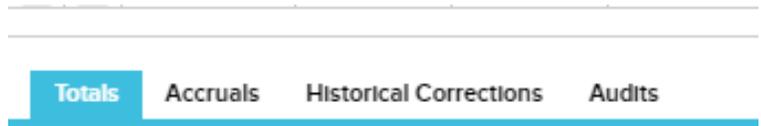
4) After payroll has been processed, all timecards will be locked and turn gray. Unlike the orange and yellow, this color change is not reversible. If you still need to input hours, you will need to fill out a paper timesheet.

	Date	Schedule	Pay Code	Amount	In	Transfer	Out	In	Transfer	Out	Daily	Period
* X	Sun 6/16											
* X	Mon 6/17				9:00AM		1:00PM	2:00PM		6:00PM	8.0	8.0
* X	Tue 6/18				8:50AM		12:50PM				4.0	12.0
* X	Wed 6/19				9:00AM		12:00PM	1:00PM		6:00PM	8.0	20.0
* X	Thu 6/20											20.0
* X	Fri 6/21				9:00AM		12:00PM	1:00PM		6:00PM	8.0	28.0
* X	Set 6/22											28.0
* X	Sun 6/23											28.0
* X	Mon 6/24				8:50AM		10:15AM				1.42	29.42
* X	Tue 6/25				9:00AM		12:00PM	1:00PM		6:00PM	8.0	37.42
* X	Wed 6/26											37.42
* X	Thu 6/27											37.42
* X	Fri 6/28				9:00AM		12:00PM	1:00PM		6:00PM	8.0	45.42
* X	Set 6/29											45.42
* X	Sun 6/30											45.42

Viewing Accruals, Edits, and Approvals

1) At the bottom of the screen you will see the following icon: 

- a. Click this icon to open up the bottom window containing a few tabs.

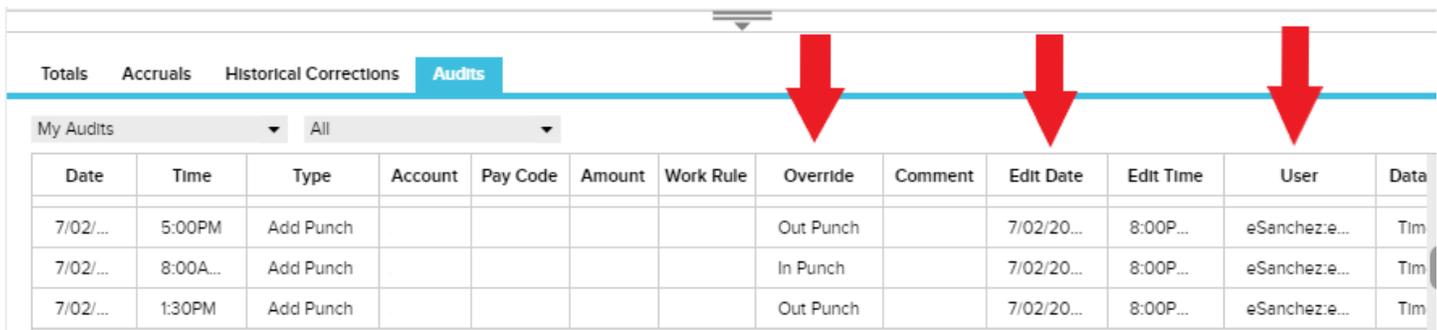


2) To view accruals, click the “Accrual” tab.

Accrual Code	Accrual Reporting Period	Accrual Available Balance	Accrual Planned Takings	Accrual
Personal	Tue 1/01 - Tue 12/31	8.0	0.0	
Sick	Tue 1/01 - Tue 12/31	45.83	0.0	
Vacation	Tue 1/01 - Tue 12/31	13.15	0.0	

- a. Here you can see the number of Vacation, Sick, or Personal Holiday hours you have accumulated, and how much you are planning to take with the current pay period.
- b. Make sure that the “Planned Takings” amount is less than the “Available Balance.” (You can’t use time you haven’t accumulated.)
- c. If “Planned Takings” is greater, you will need to go back to your timecard to correct it.

3) To view Edits, click the “Audits” tab.



Date	Time	Type	Account	Pay Code	Amount	Work Rule	Override	Comment	Edit Date	Edit Time	User	Data
7/02/...	5:00PM	Add Punch					Out Punch		7/02/20...	8:00P...	eSanchez:e...	Tim
7/02/...	8:00A...	Add Punch					In Punch		7/02/20...	8:00P...	eSanchez:e...	Tim
7/02/...	1:30PM	Add Punch					Out Punch		7/02/20...	8:00P...	eSanchez:e...	Tim

- a. Here you will see a log of any and all edits that were made to your timecard, when the edits were made, and which user made them.

- 4) You can also see if your supervisor has approved your timecard. Just scroll down to the bottom of “Audits” tab.
- 5) If you and your supervisor have both approved the timecard, it will appear Green.

Totals Accruals Historical Corrections Audits			
Audits		All	
Date	Time		Type
7/09/2019	12:00PM [2:0...		Edit Punch
7/09/2019	12:30PM [2:3...		Edit Punch
7/09/2019	4:30PM [6:30...		Edit Punch
7/01/2019 - 7/15/2019			Timecard Approval by Manager
7/15/2019			Clear off