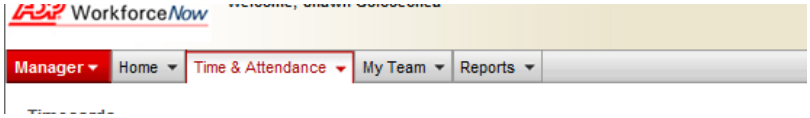
ADP Time & Attendance Guide

All instructions that follow take place inside the ADP Self-Service Portal (portal.adp.com). This is the tool that Human Resources will be using for Absence Reports beginning with **December 15 – January 14th**. All full-time employees on monthly payroll are required to record their paid leave time in ADP each month. It is easiest for you to simply record the time as it happens and **on the 15th of every month** check your timecard and submit any days you may have forgotten to record. On the 15th or closest work day after employees must log into ADP and acknowledge that they have completed their Timecard accurately for the previous month. Supervisors must login and approve timecards before the 20th of each month, failure to complete these processes by the 20th risks delaying payroll and thus your pay. The following are instructions for Employees and Supervisors.

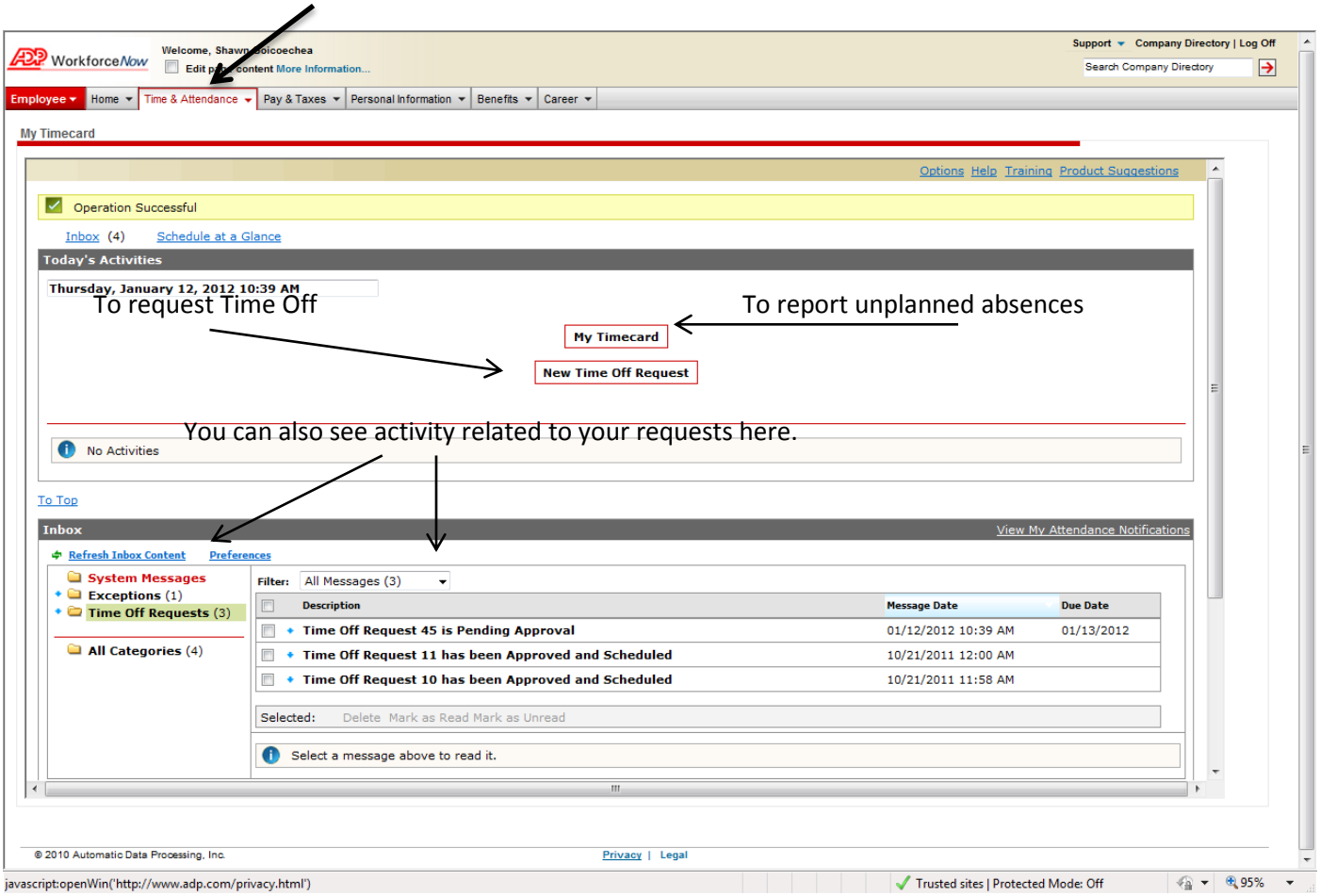
Employee Responsibilities: *Employees are responsible for accurately recording their leave time which includes vacation and sick days both planned and unplanned. Please find instructions for proper reporting below.*

Note: To report time employees who are also approving timecards ('managers') must switch from Manager mode to Employee mode in ADP.



Log-In: portal.adp.com

After logging into the portal hover over Time & Attendance menu and select **My Timecard**. You should then see:

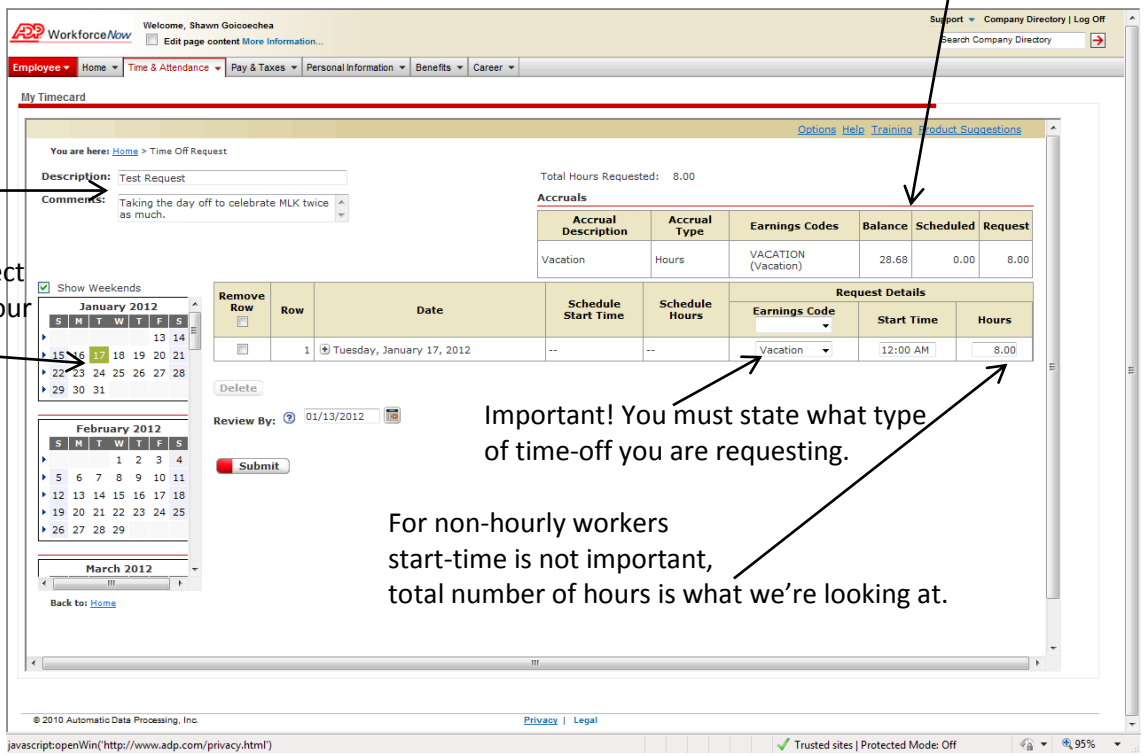


Request Time-Off:

*Please note: All Balances in the system are displayed in **hours***

Please add comments for your supervisor.

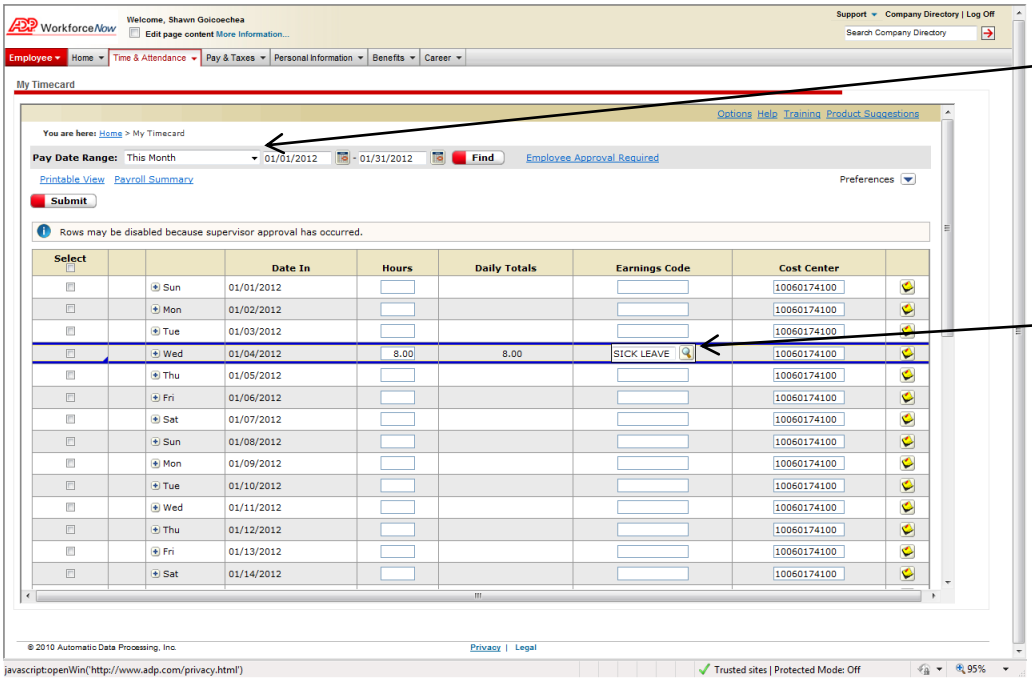
Use the calendar to select the days to include in your request.



Once you have chosen the dates, selected either Vacation or Sick leave and entered the number of hours you are requesting off you simply click Submit. As you saw above you are able to see the status of your request in the "My Time Card" Page.

Reporting Unplanned Time-Off:

Return to the first step ("My Time Card" under Time & Attendance Menu) and click the box "My Time Card".



Choose "**Current Pay Period**"; You can also use "Next Pay Period" to see the dates you want to report absences for. Just remember the reporting cycle is now the 15th – 14th of each month.

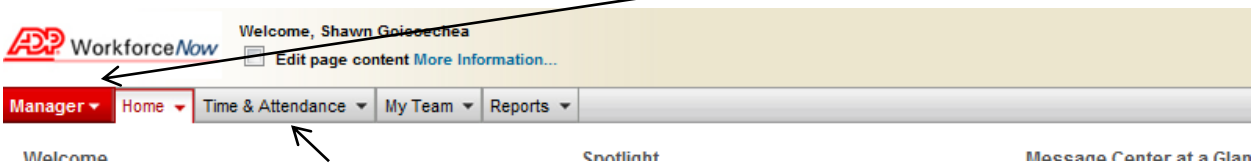
To report an unplanned absence you simply enter the number of hours you were off and select the type of absence from the "Earnings Code" area by clicking the magnifying glass icon and choosing from Vacation or Sick from the list

After entering the days simply click "Submit".

Supervisor Responsibilities: *It is the responsibility of those who approve timecards to ensure that all employees have submitted their timecards for approval, and that all timecards have been corrected and approved* ***before the 20th of each month****. Failing to do so can cause delays in the processing of payroll.*

*on months with holidays such Thanksgiving and Christmas you may be asked to approve timecards earlier, but you will receive email notice of these variations. In general you can set a calendar reminder to recur the 15th and 20th of each month to let you know to put your own time (15th) and approve time of those you supervise (prior to the 20th).

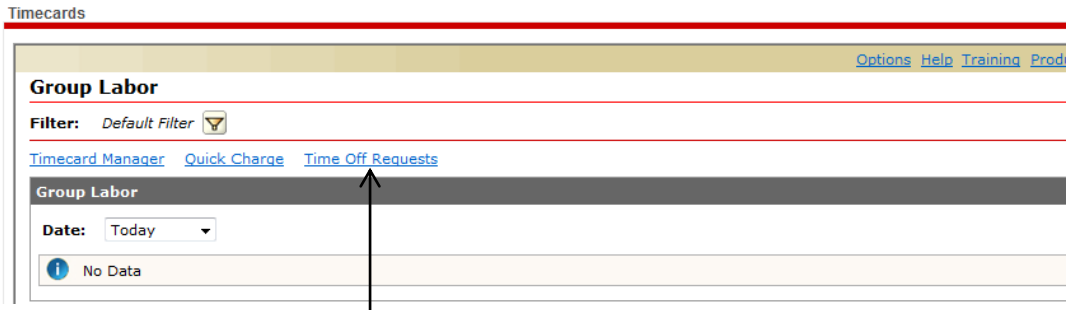
- Log-in @ portal.adp.com; You should automatically find yourself in Manager mode, if not please contact Shawn @ ext 1415.



- Hover over the Time & Attendance menu and select Time Cards.

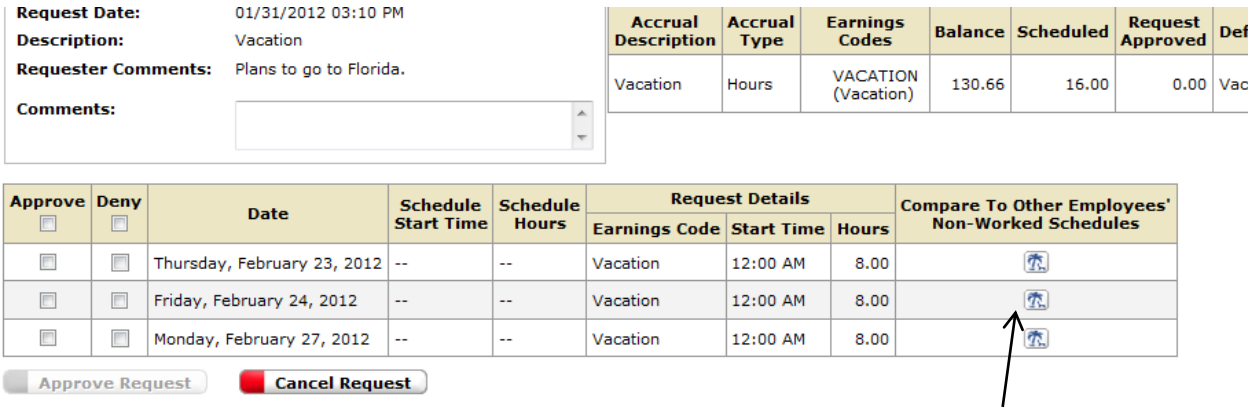
Handling Time Off Requests:

The steps above lead you to the starting point for either Approving Timecards or Time-Off Requests.



Follow the Time Off Requests link.

This link will display a list of all pending Time Off Requests; to view or take action on a specific request click on the request number.



Request Date:	01/31/2012 03:10 PM
Description:	Vacation
Requester Comments:	Plans to go to Florida.
Comments:	

Accrual Description	Accrual Type	Earnings Codes	Balance	Scheduled	Request Approved	Def
Vacation	Hours	VACATION (Vacation)	130.66	16.00	0.00	Vac

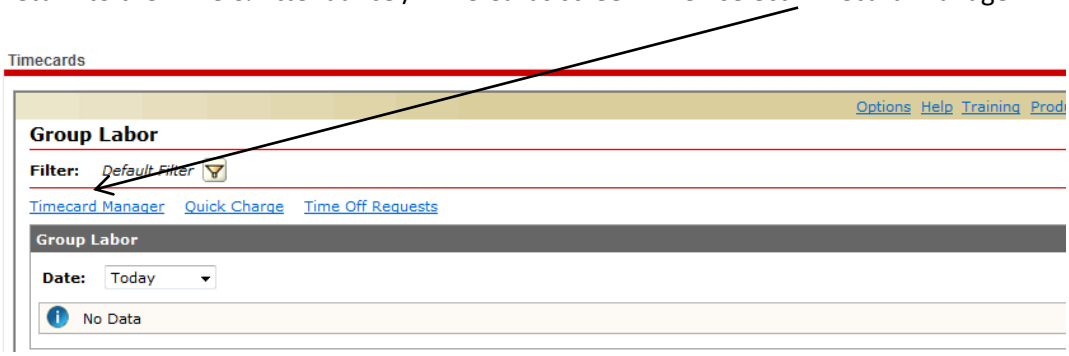
Approve	Deny	Date	Schedule Start Time	Schedule Hours	Request Details			Compare To Other Employees' Non-Worked Schedules
					Earnings Code	Start Time	Hours	
☐	☐	Thursday, February 23, 2012	--	--	Vacation	12:00 AM	8.00	
☐	☐	Friday, February 24, 2012	--	--	Vacation	12:00 AM	8.00	
☐	☐	Monday, February 27, 2012	--	--	Vacation	12:00 AM	8.00	

Approve Request Cancel Request

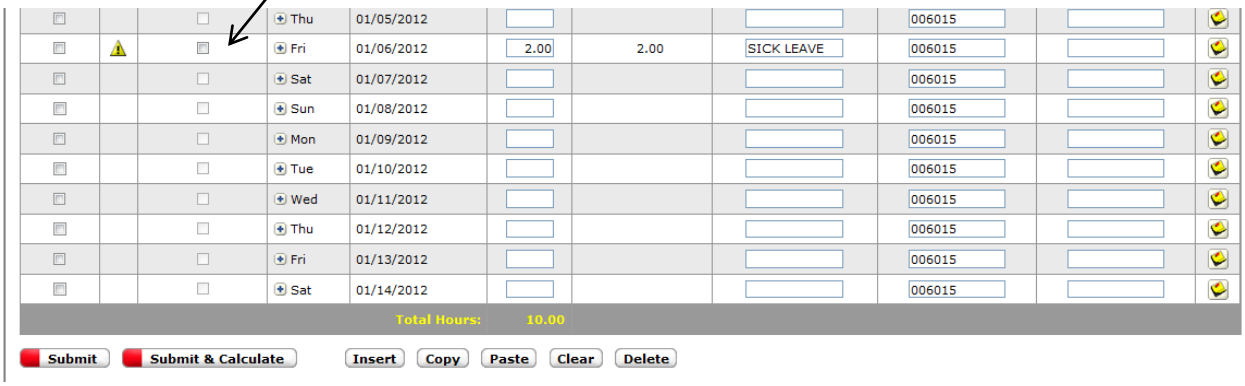
You may choose to approve or deny any days in a request. You can also click the button to check against other time off requests you have approved. If you deny requests it is best that you make Comments to let employees know what the issue is.

Approving/Adjusting Time Cards:

Return to the Time & Attendance / Time Cards screen. Then select Timecard Manager.



You will then see the Time Card for your employee, please remember to ensure that you are looking at the Current Payroll Period. Review your employees vacation/sick days, make any adjustments necessary and check the box under the supervisor approval heading.



Then click the Submit & Calculate button. This completes the process. If you or your employees encounter errors or need to make adjustments please see the information below on how you, as a 'manager', are able to make these adjustments after having submitted. If you encounter problems please contact Shawn in Human Resources @ 1415.