ADP Workforce Now

Essential Time & Attendance Employee Basics: for Employees with View-Only Access

Overview

This job aid guides you through the steps for viewing and printing your timecard and viewing your schedule. For more information, see online Help.

If You Hold More than One Position

If you hold more than one position, make sure that you are viewing the Time & Attendance information for the correct position.

Starting Point: Myself > Time & Attendance > My Timecard

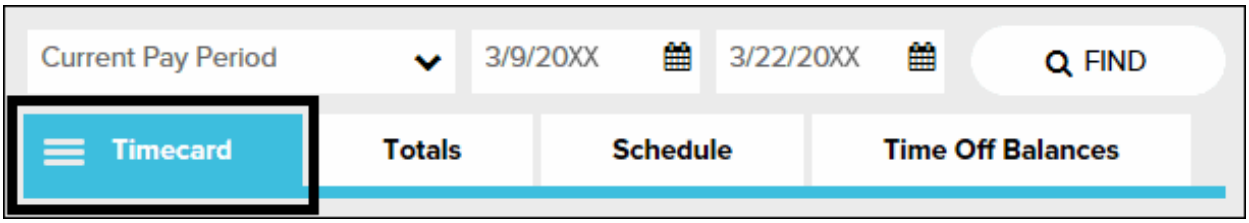
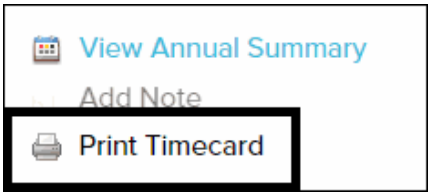
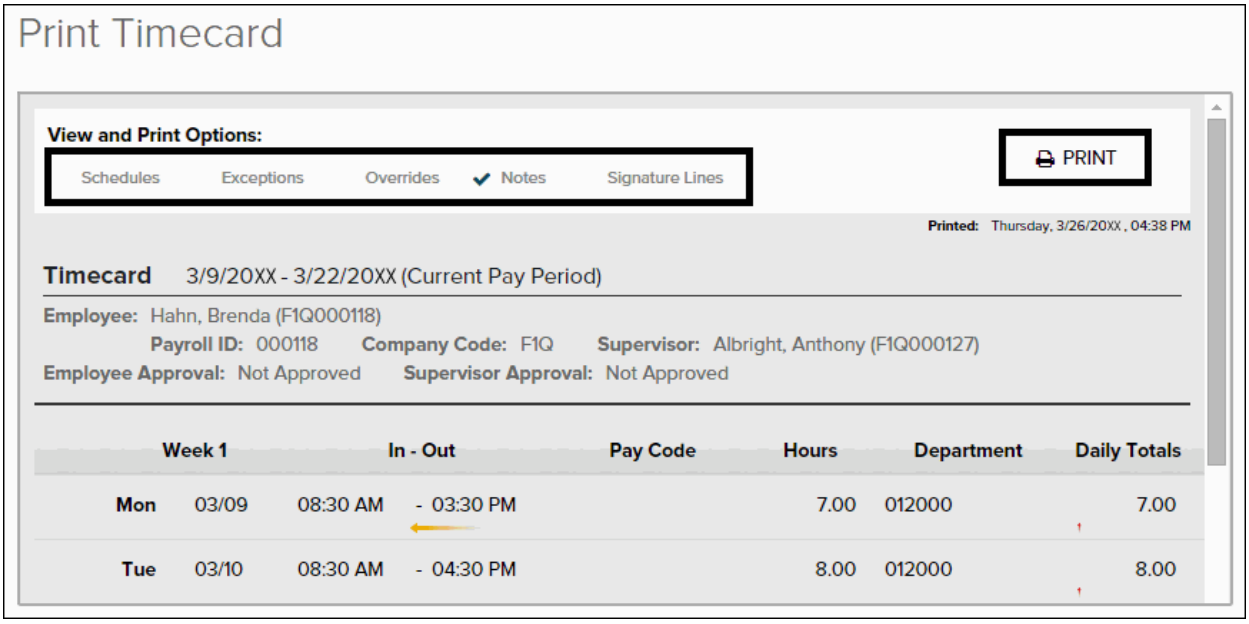
Step	Action
1	Click **Other Positions**. 
2	Select the position for which you are performing the time-related activities.

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Viewing and Printing Your Timecard

Tip: Want to see a short demonstration on how to print your timecard? Click here and enter your ADP Workforce Now user name and password.

Starting Point: Myself > Time & Attendance > My Timecard

Step	Action
1	In the **Pay Date Range** fields, select the time period that you want to view and click **Find**. **Result:** Your timecard for the selected time period is displayed.
2	Click (timecard menu).  **Result:** The timecard menu is displayed.
3	Select **Print Timecard**.  **Result:** The Print Timecard window opens.
4	Select the applicable view and print options and click **Print**. 
5	Click **Done**.

Viewing Your Schedule

You can view your schedule in several different ways, depending on the date range and format that you want to view.

Tip: Want to see a short demonstration on how to view your schedule? Click here and enter your ADP Workforce Now user name and password.

If You Want to View	Then
The current week's schedule	Select **Myself** > **Time & Attendance** > **Schedule at a Glance**.
One month at a time	1. Select **Myself** > **Time & Attendance** > **Monthly Schedule**. 2. To view a different month, in the **Date** field, click (calendar) and select a date. 3. Click **Find**.
Your recorded time compared to your scheduled time	1. Select **Myself** > **Time & Attendance** > **Actual vs. Scheduled**. 2. To view the actual and scheduled times for other dates, in the **Date** field, click (calendar) and select a date. 3. Click **Find**.

Accessing Learning Bytes in ADP Workforce Now

Learning bytes are short demonstrations that show you how to perform specific tasks. A narrator describes the processes, highlighting key points. These learning bytes will support you with the help you need, right when you need it. Learning bytes are available on many pages throughout ADP Workforce Now. This procedure describes how you can access the learning bytes relevant to your timecard.

Starting Point: Myself > Time & Attendance > My Timecard

Step	Action
1	In the upper left of the page, click (learning bytes).  **Result:** The learning bytes menu is displayed.
2	Select the desired learning byte. **Result:** A short video demonstration launches.
3	To exit the learning byte, click (close) in the upper-right corner of the window.

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