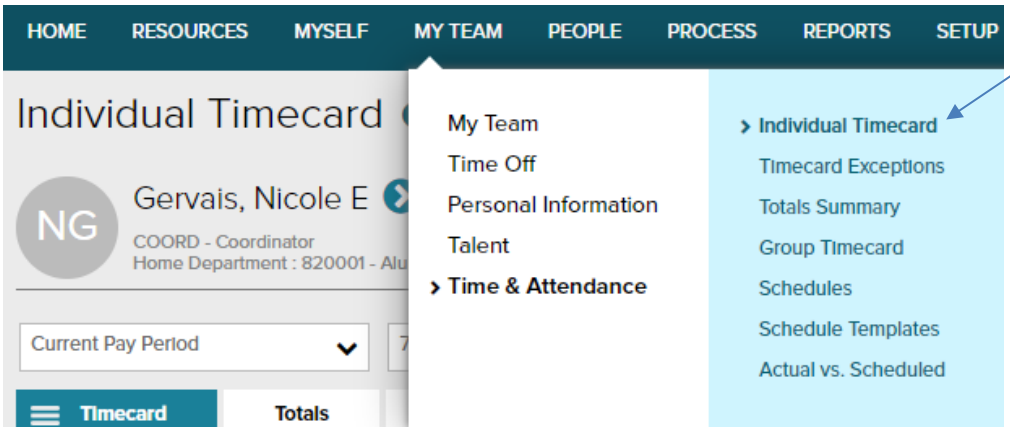
Supervisor Instructions for Approving Adult Timecards

Supervisor of Adult employees are responsible to do the following, no less than at the end of each pay period.

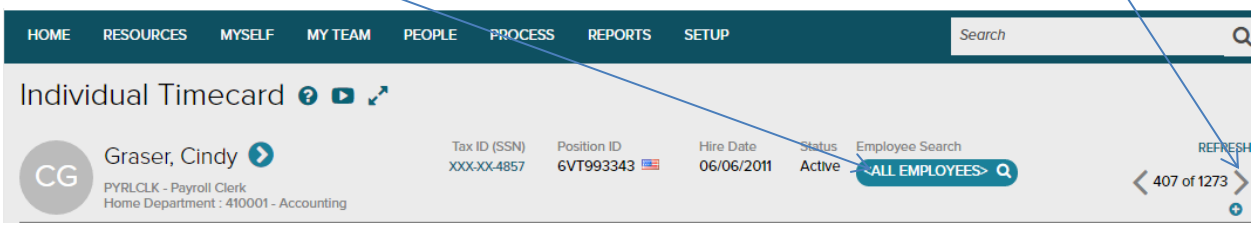
- Fix missing punches
- Add PTO Hours (Paid time off) for benefit eligible employees
- Approve hours worked

Edits and approvals are due by the 4th & 19th of each month, no later than 12 noon, unless otherwise notified.

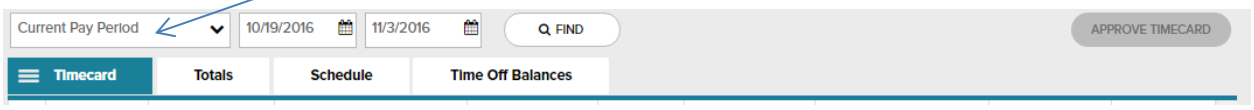
To edit and approve your employee timecards, log into your ADP portal at https://workforcenow.adp.com. Select My Team>Time & Attendance>Individual Timecard

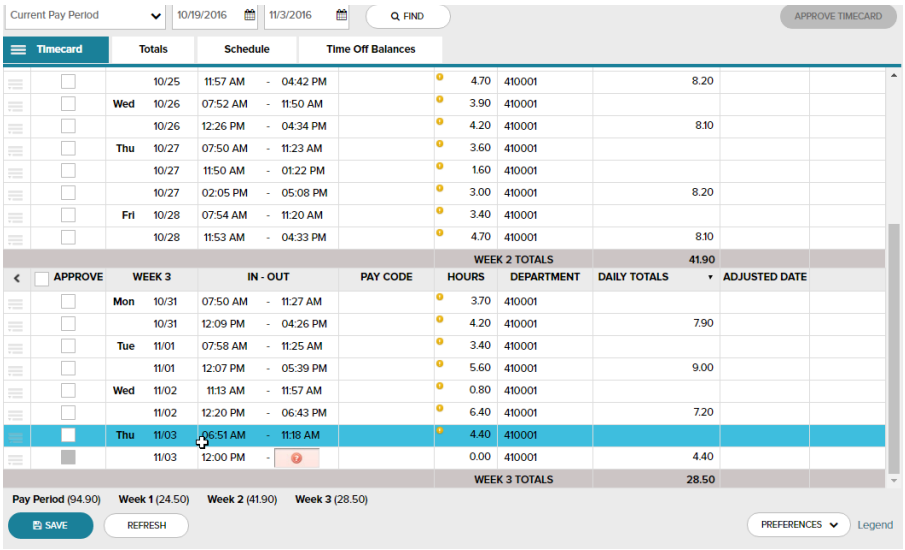


Once in Individual Timecard view, you can either scroll through timecards using Next button or Click on Employee Search and enter an employee's name



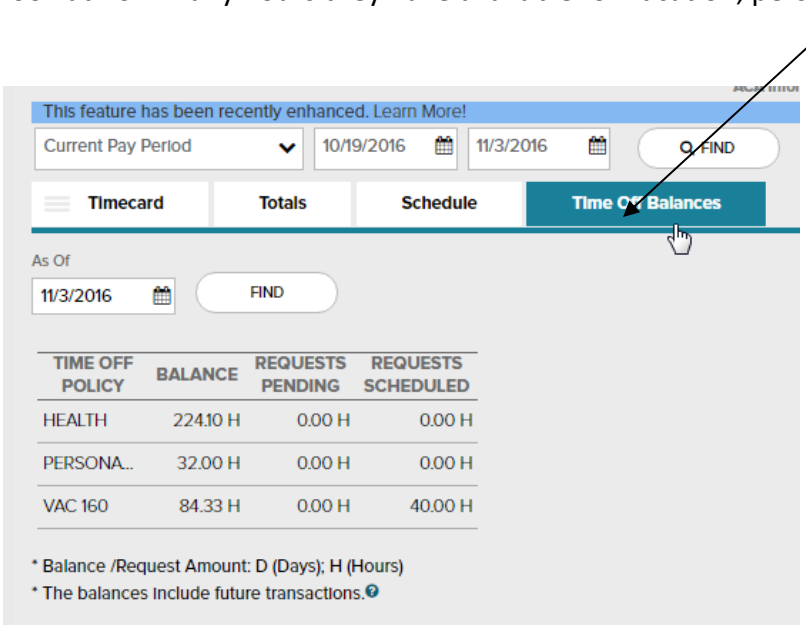
At the end of the pay period, you will want to pull up your timecards to show the whole pay period. To do this, select "**Current Pay Period**" for the **Pay Date Range**. This will help you avoid missing any edits or approvals to be made.





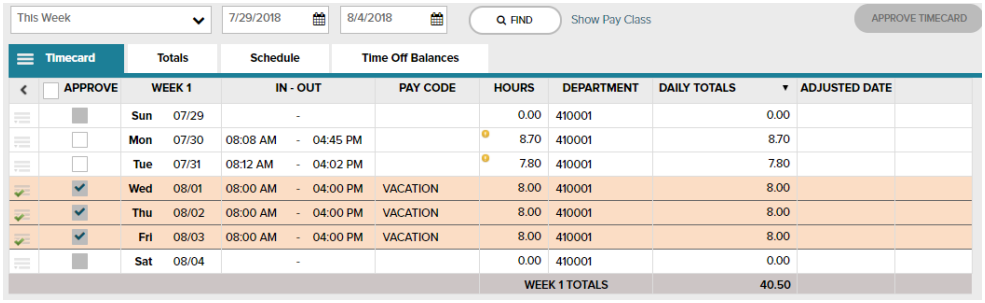
On the “My Employees” page, you will see the below screen showing the first employee that you have access to their timecard. On this screen, you have access to the employee’s timecard, and benefit information. To edit and approve their timecard, select the “**Actual**” button down on the left side of page below “Timecard at a Glance”.

Below is the screen for your employee timecard. This screen also has tabs so you can take a look at how many hours they have available for vacation, personal, and Healthleave.



Benefit Hours (PTO) - If there is a week where an employee has used benefit hours or may have overtime, you will want to look at the employee's timecard by the week. Select either "This Week" or "Last week" or may need to select "User-Defined Date Range" to select the days you need.

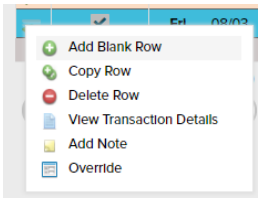
In the example below, the employee has 3 vacation days but worked 16.5 hours. Since the employee was over their 40 hours for the week, you need to deduct .50 hour their PTO (Paid Time Off" hours, to bring their week to 40 hours. This is true for all PTO (vacation health, personal closed campus, maternity and school events), except Holiday. Holiday hours do not get reduced.



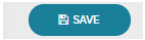
APPROVE	WEEK 1	IN - OUT	PAY CODE	HOURS	DEPARTMENT	DAILY TOTALS	ADJUSTED DATE
	Sun 07/29	-		0.00	410001	0.00	
	Mon 07/30	08:08 AM - 04:45 PM		8.70	410001	8.70	
	Tue 07/31	08:12 AM - 04:02 PM		7.80	410001	7.80	
✓	Wed 08/01	08:00 AM - 04:00 PM	VACATION	8.00	410001	8.00	
✓	Thu 08/02	08:00 AM - 04:00 PM	VACATION	8.00	410001	8.00	
✓	Fri 08/03	08:00 AM - 04:00 PM	VACATION	8.00	410001	8.00	
	Sat 08/04	-		0.00	410001	0.00	
				WEEK 1 TOTALS		40.50	

To remove PTO hours, you have to delete the entire line by clicking on the box on the far left:

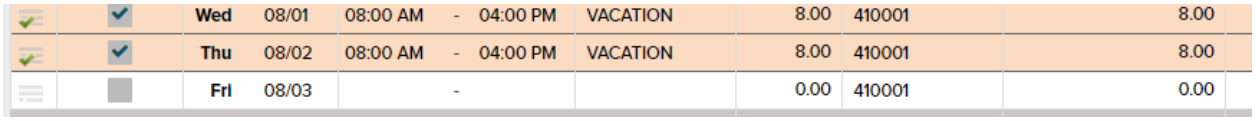




You will see this drop-down menu.
Click on "Delete Row" and hit the SAVE button

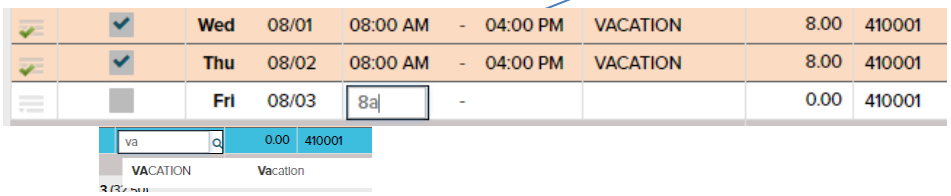


You now have a blank row on that date that you need to add the correct number of hours to bring them to 40 hours.



✓	Wed	08/01	08:00 AM - 04:00 PM	VACATION	8.00	410001	8.00
✓	Thu	08/02	08:00 AM - 04:00 PM	VACATION	8.00	410001	8.00
	Fri	08/03	-		0.00	410001	0.00

Put your cursor in the "In" column with a time (i.e. 8AM), then hit your TAB button until you get to the Pay Code Column. Either choose from the list or start typing the type you want & choose it with cursor.



✓	Wed	08/01	08:00 AM - 04:00 PM	VACATION	8.00	410001	
✓	Thu	08/02	08:00 AM - 04:00 PM	VACATION	8.00	410001	
	Fri	08/03	8a -		0.00	410001	

va 0.00 410001
VACATION Vacation

The week's total should now equal 40 hours for your employee.

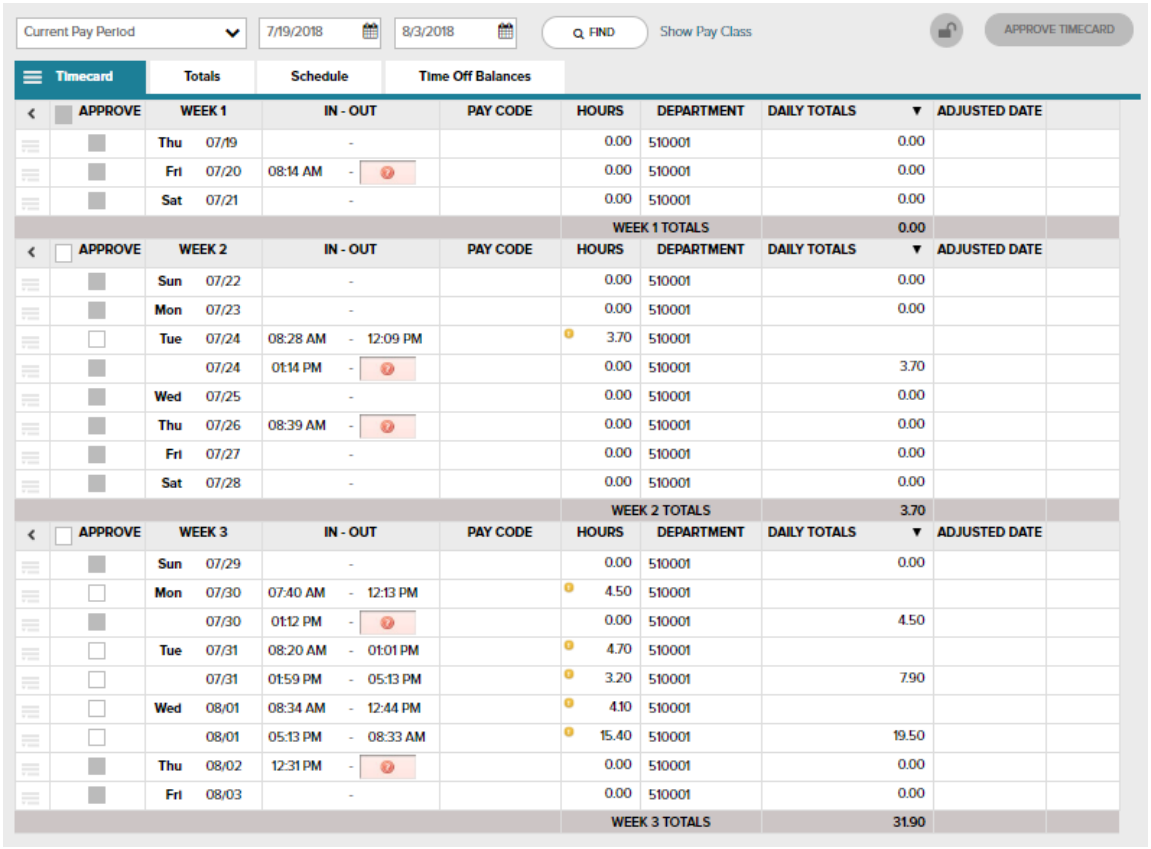
APPROVE	WEEK 3	IN - OUT	PAY CODE	HOURS	DEPARTMENT	DAILY TOTALS	ADJUSTED DATE
	Sun 07/29	-		0.00	410001	0.00	
	Mon 07/30	08:08 AM - 04:45 PM		8.70	410001	8.70	
	Tue 07/31	08:12 AM - 04:02 PM		7.80	410001	7.80	
✓	Wed 08/01	08:00 AM - 04:00 PM	VACATION	8.00	410001	8.00	
✓	Thu 08/02	08:00 AM - 04:00 PM	VACATION	8.00	410001	8.00	
	Fri 08/03	08:00 AM - 03:30 PM	VACATION	7.50	410001	7.50	
				WEEK 3 TOTALS		40.00	

Don't Forget to SAVE



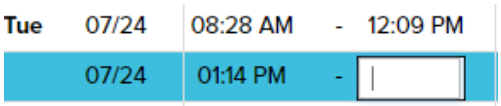
Fixing Missing Punches:

If an employee forgets to log in or out, you will see the empty boxes as shown in the example below. Please rely to your employee the responsibility they have to view their time at least at the end of every pay period, but preferably, once/week and report to you the necessary correct times.

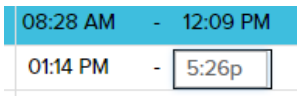


APPROVE	WEEK 1	IN - OUT	PAY CODE	HOURS	DEPARTMENT	DAILY TOTALS	ADJUSTED DATE
	Thu 07/19	-		0.00	510001	0.00	
	Fri 07/20	08:14 AM -		0.00	510001	0.00	
	Sat 07/21	-		0.00	510001	0.00	
				WEEK 1 TOTALS		0.00	
APPROVE	WEEK 2	IN - OUT	PAY CODE	HOURS	DEPARTMENT	DAILY TOTALS	ADJUSTED DATE
	Sun 07/22	-		0.00	510001	0.00	
	Mon 07/23	-		0.00	510001	0.00	
	Tue 07/24	08:28 AM - 12:09 PM		3.70	510001		
	07/24	01:14 PM -		0.00	510001	3.70	
	Wed 07/25	-		0.00	510001	0.00	
	Thu 07/26	08:39 AM -		0.00	510001	0.00	
	Fri 07/27	-		0.00	510001	0.00	
	Sat 07/28	-		0.00	510001	0.00	
				WEEK 2 TOTALS		3.70	
APPROVE	WEEK 3	IN - OUT	PAY CODE	HOURS	DEPARTMENT	DAILY TOTALS	ADJUSTED DATE
	Sun 07/29	-		0.00	510001	0.00	
	Mon 07/30	07:40 AM - 12:13 PM		4.50	510001		
	07/30	01:12 PM -		0.00	510001	4.50	
	Tue 07/31	08:20 AM - 01:01 PM		4.70	510001		
	07/31	01:59 PM - 05:13 PM		3.20	510001	7.90	
	Wed 08/01	08:34 AM - 12:44 PM		4.10	510001		
	08/01	05:13 PM - 08:33 AM		15.40	510001	19.50	
	Thu 08/02	12:31 PM -		0.00	510001	0.00	
	Fri 08/03	-		0.00	510001	0.00	
				WEEK 3 TOTALS		31.90	

To add a missing punch, type in the time with and whether it is AM or PM. (Ex: 9:30PM) (*If you do not put a "P", it will automatically default to AM on the timecard*).



Put your cursor in the box you are needing to add time and type it in – DON"T forget to add PM if relevant.

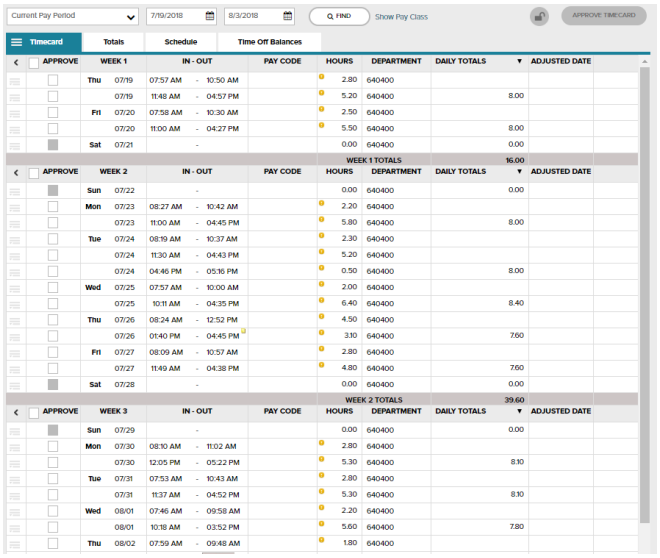


Always select "SAVE" once any edits are completed.

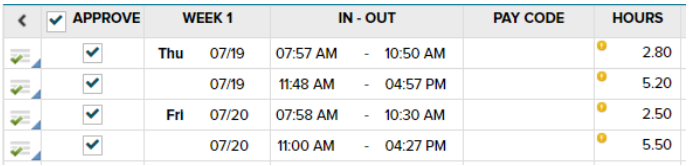




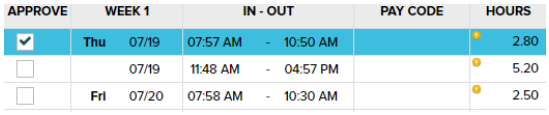
Time Card Approvals: If you have an employee that only works in your dept, at the end of each pay period, (but preferably weekly) you should approve all the times they worked. Make sure you see "Current Pay Period".

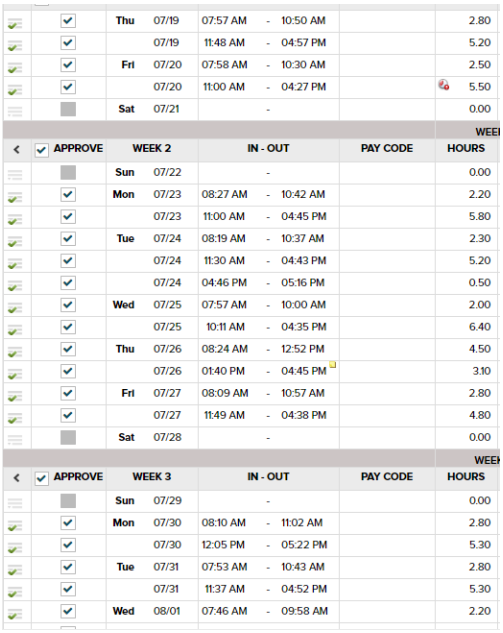


You can click on the box next to the **APPROVE**, at the top of each week,



Or, the box next to each individual date & time on each row.



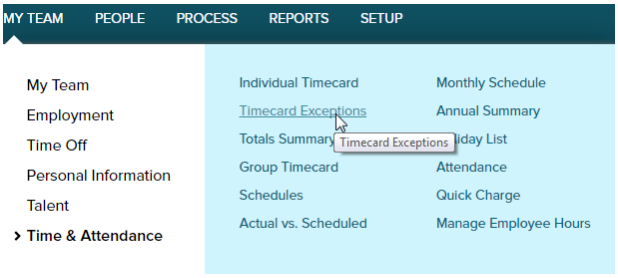


You need to see the check mark for each day at the end of the pay period before you are finished.

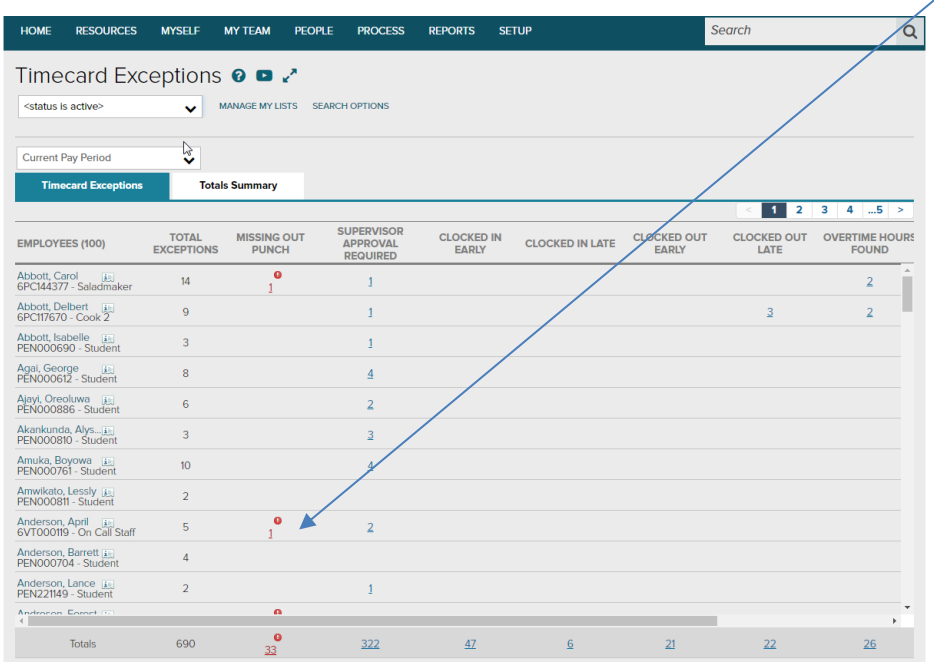
If you have multiple employees, a good way to see what is needed for edits and approval at the end of each pay period is to look at the "Timecard Exceptions"

My Team – Time & Attendance – Timecard Exceptions

This notice is in your Message Center even if an employee logs in the morning and hasn't logged out yet for the day. You do not need to review your exceptions daily but it's a good idea to review weekly or at least before the period edits are due.



Make sure your list is active or using one of your favorite filters. You can click on the red # by each employee's exception. This will take you to their timecard and show you the issue.



Fix the time and click back on the Timecard Exception tab to go back to your list of employees.

