

Making Manual Time Off Entries into Your Staff's Timecard in ADP

To edit and/or approve your employee timecards, log into your ADP portal at <https://workforcenow.adp.com>.

Before you start, you need to make sure your staff member has Paid Time Off available.

Balances as of 03/05/2021

TIME OFF POLICY	CARRYOVER	EARNED/ADJUST...	FUTURE EARNED	TAKEN	SCHEDULED	BALANCE
Health 56 6PD	-	106.03 hours	-	-	-	106.03 hours
Personal 24 6PD	-	34.00 hours	-	-	-	34.00 hours

Select **My Team > Time Off Balances**.

Once the balance is confirmed, you can add the time to their timecard.

Select **My Team > Time & Attendance > Individual Timecard**.

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Individual Timecard

Campbell, Elizabeth Lee

Tax ID (SSN) Position ID Hire Date Status Employee Search

6PD057759 11/15/2004 Active <STATUS IS ACTIVE>

Next Pay Period 3/1/2021 3/31/2021

Timecard Totals Schedule Time Off Balances

APPROVE	WEEK 1	PAY CODE	HOURS	DEPARTMENT	DAILY TOTALS	ADJUSTED DATE
	Mon 03/01		0.00	410001	0.00	
	Tue 03/02		0.00	410001	0.00	
	Wed 03/03	VACATION	4.00	410001	4.00	
	Thu 03/04		0.00	410001	0.00	
	Fri 03/05		0.00	410001	0.00	
	Sat 03/06		0.00	410001	0.00	
	WEEK 1 TOTALS				4.00	

In the Individual Timecard view, you can either scroll through timecards using the >

arrow or Click on Employee Search and enter an employee's name. Make sure to keep your list on "Status is Active" otherwise you could see terminated employees.

Note: For Monthly/Salary Staff, the "Current Pay Period" will be last month, and the "Next Pay Period" will be the current month. From the drop-down arrow you can change views. Only 2 pay periods are available for manual entries at a time.

To add Paid leave to a timecard:

In the timecard, put your cursor under the “Pay Code” column on the date you want. A drop-down list will appear. Start typing your choice of Paid Leave, such as: “Health”, “Personal”, “Holiday” or “Vacation”. As you start typing that one will pop up and you can click on it. Then tab over to the Hours column and put in the desired # of hours. (For salary, use ½ or full day increments only)

WEEK 2	PAY CODE	HOURS	DEPARTMENT
Mon 03/08	he	0.00	410001
Tue 03/09	HEALTHLV		Health Leave/Sick
Mon 03/08	HEALTHLV	4.00	410001

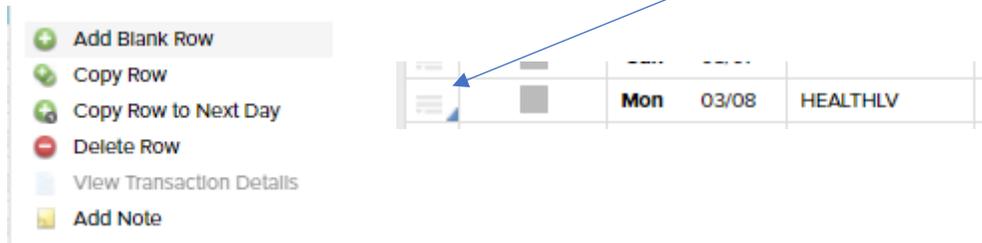


When done, make sure to click on the button at the bottom.



If you make a mistake, before you hit the SAVE, you can click

If you SAVED it and find you need to make an edit, you can click on the far-left column and this box up will appear. You can just hit “delete row”, then SAVE, and then you can start again.



Paid Time Off Earnings and Usage Procedures

IMPORTANT: All employees who earn paid leave (vacation, health & personal) time must track it in ADP’s Time & Attendance system, whether they are paid by the hour or salary.

Monthly Paid Salary/exempt employees can only document time off in half (4 hours) or full days (8 hours) each month as used. Time Off requests should be made to supervisors prior to the dates, if possible.

Monthly salary employees earn:

- **Vacation:** (12 -month employees only) - 4 weeks per year based on their FTE. For full-time it is 160 hours per year. Vacation hours of 13.34 hours are awarded monthly on the 1st day of each month. They can roll over 1 year (160 hours) to the next year. If not used by the 2nd year they will lose them. Unused vacation hours are paid out upon termination to a maximum of 1 year accruals and pro-rated to the last day of employment.

Health leave - 7 days per fiscal year based on their FTE. Full time earn Health hours of 4.67 hours are awarded monthly on the 1st day of each month. Up to 15 days can roll over to the next year. Unused hours are NOT paid out upon termination.

- **Personal leave** – 3 days per fiscal year based on their FTE. Full time earn 24 hours per fiscal year. Personal hours of 2 hours are awarded monthly on the 1st day of each month. Up to 5 unused days can roll over to the next fiscal year. Unused hours are NOT paid out upon termination.

Semi-Monthly Paid salary employees can only document time off in half (4 hours) or full days (8 hours) each month as used monthly. Time Off requests should be made to their supervisor prior to the dates, if possible.

Semi-Monthly paid hourly (non-exempt) employees: Supervisors can fill in the gaps in their weekly (Sun-Sat) hours to make them whole in small increments, with permission from the employee. Time Off requests should be made to supervisors prior to the dates if possible.

- **Vacation:** (this is for 12 -month employees only) - 4 weeks per year based on their FTE. For full-time it is 160 hours per year. Vacation hours of 6.68 hours are awarded monthly on the 1st day of each pay period (4th & 19th). They can roll over 1 year (160 hours) to the next year. If not used by the 2nd year they will lose them. Unused vacation hours are paid out upon termination to a maximum of 1- year accruals and pro-rated to the last day of employment.
- **Health leave** - 7 days per fiscal year based on their FTE. Full time earn Health hours of 2.33 hours are awarded monthly on the 1st day of each pay period. Up to 15 days can roll over to the next year. Unused hours are NOT paid out upon termination.
- **Personal leave** – 3 days per fiscal year based on their FTE. Full time earn 24 hours per fiscal year. Personal hours of 1 hour are awarded monthly on the 1st day of each pay period. Up to 5 unused days can roll over to the next fiscal year. Unused hours are NOT paid out upon termination.
- **Benefit eligible faculty & staff are also paid for certain holidays each year instead of using personal or vacation time. Here is the holiday schedule link <http://www.principia.edu/hr/holidays>. This list does change each year, so you should watch for updates on the HR Website.**