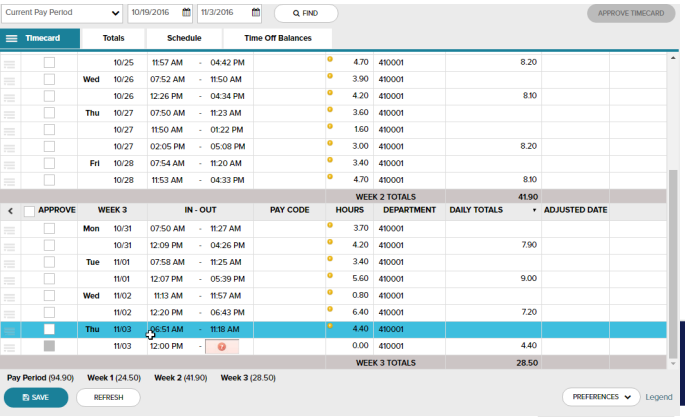
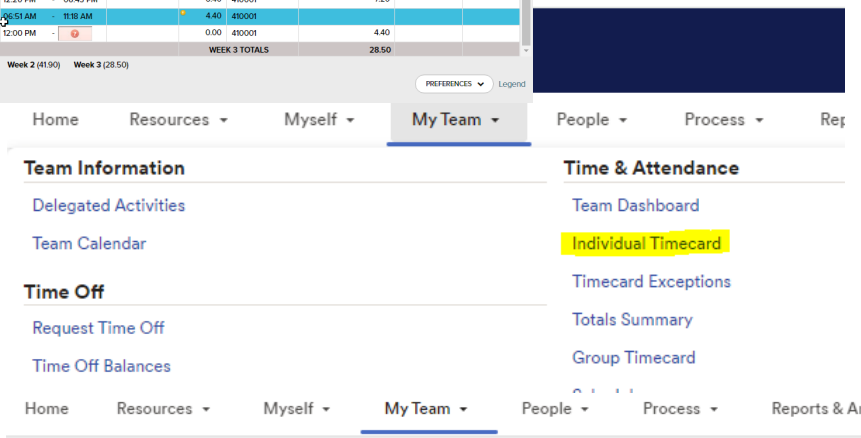
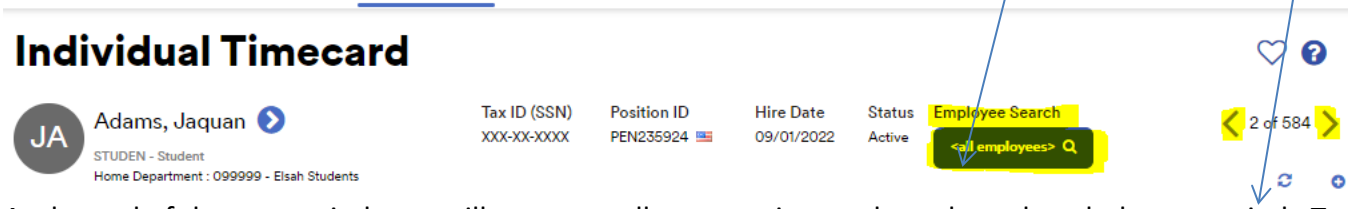
Supervisor Instructions for Approving Non-Benefit Eligible Staff Timecards



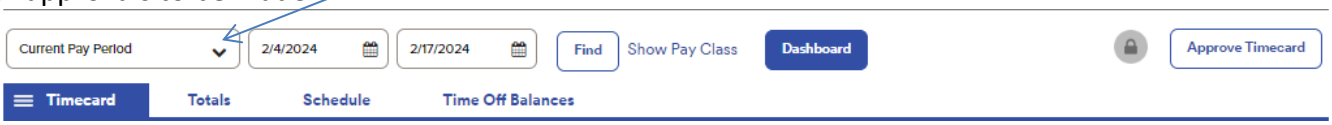
To edit and approve your employee timecards, log into your ADP portal at https://workforcenow.adp.com. Select My Team>Time & Attendance>Individual Timecard



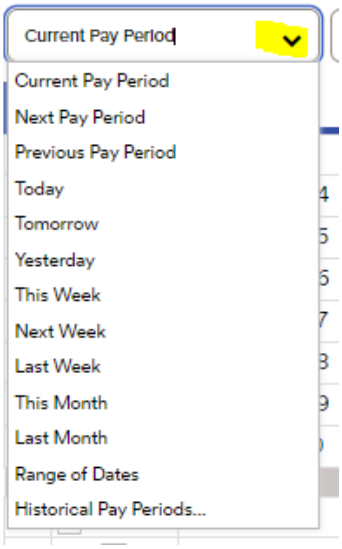
Once in Individual Timecard view, you can either scroll through timecards using Next button or Click on Employee Search and enter an employee's name



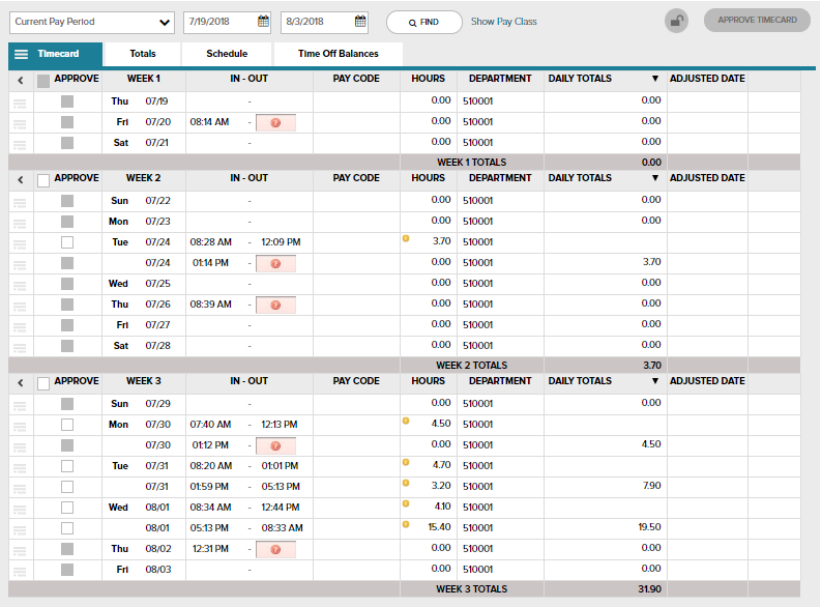
At the end of the pay period, you will want to pull up your timecards to show the whole pay period. To do this, select "**Current Pay Period**" for the **Pay Date Range**. This will help you avoid missing any edits or approvals to be made.



You can view by the week, previous pay period, range of dates or even historical pay period by using the drop- down menu.



Fixing Missing Punches: Either the employee has not yet punched out for the day, they are missing a punch, there is an overlap of times between two lines or Department is missing. If an employee is missing a punch, they should add a note to their timecard as soon as possible.



To add a missing punch, type in the time and whether it is AM or PM. (Ex: 9:30PM) (If you do not put PM, it will automatically change to AM on the timecard). Always hit SAVE at the bottom of the timecard after adding time. You will also have SAVE again when you approve the lines.

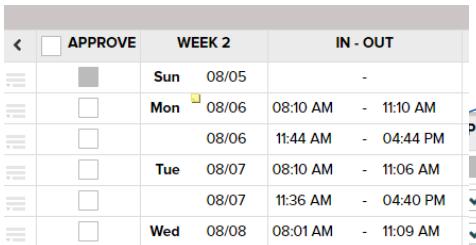
Approving the Timecards: We recommend you approve at least at the end of each week, but we realize that is not always possible (Some actually do it daily). Please always refer to semi-monthly schedule and/or reminder email from Payroll Dept regarding deadlines. If you always have edits and approvals done by 4th and 19th, before 12 noon, it will be appreciated.

<u>You need to review 3 key points</u>:

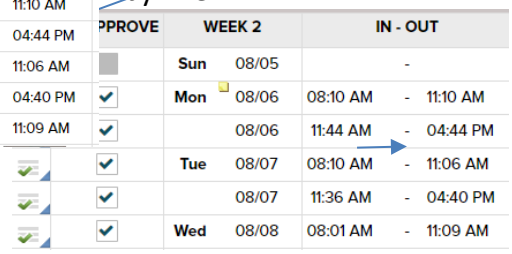
- Times each day worked look reasonable within their schedule
- If employee works for multiple depts, make sure you only approve yours, and make sure that you see the right dept # on the line you are approving.
- Each line has the green check mark  when complete.



Watch for different depts



If **all** hours are for your dept, you can click on the APPROVE box on the top left. It will approve the entire week. Otherwise, approve line by line.



Looks like this when all are approved! >>>

As you are going through the timecards and are missing an employee that you should be able to view, please contact Payroll@principia.edu and let them know who needs added or removed from your view.