ADP Workforce Now

Essential Time & Attendance Supervisor Timecard Basics

Contents

Overview

This course prepares you to use ADP Workforce Now to edit timecards, fix timecard exceptions, and run reports.

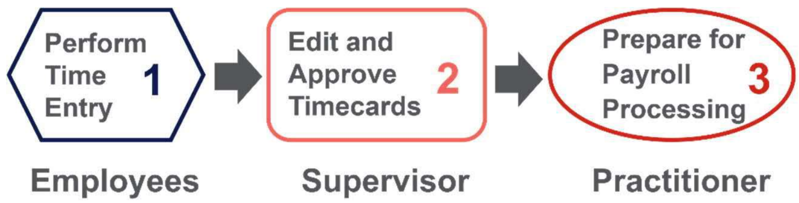
Introducing ADP Workforce Now Time & Attendance

With ADP Workforce Now Time & Attendance, you can easily collect your employee's time and attendance information and move it quickly and accurately through the payroll process.

This topic explains the stages of the Time & Attendance process and the roles involved in collecting time and attendance information.

The Time & Attendance Workflow Process

This graphic provides a high-level view of the 3-step Time & Attendance process.



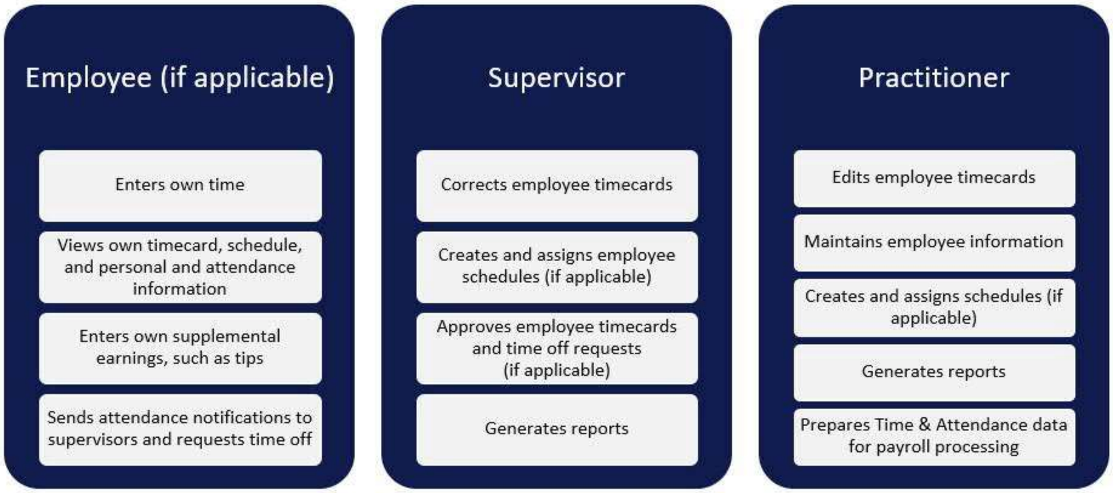
Stages and Descriptions

The chart below provides a description of tasks completed in each stage of the process.

Stage	Description
Perform Time Entry	Employees enter their time data, and the entries are collected. Employees may use a physical time clock, badge swipe, fingerprint, mobile application, computer, or kiosk to enter time data. It is configured based on your company need. The application applies rounding rules, totals the hours, calculates overtime, and highlights missed entries and other exceptions.
Edit and Approve Timecards	You review and edit time information and generate reports. You can also approve time online, if your company is set up for this feature.
Prepare for Payroll Processing	Your practitioner closes the pay period (so no more entries can be made to Time & Attendance data), adjusts the payroll as necessary, submits the payroll to ADP, and then safely moves to a new pay period in Time & Attendance. The process begins again.

Roles and Responsibilities

The graphic below details the roles and responsibilities for everyone involved in the Time & Attendance Workflow Process.

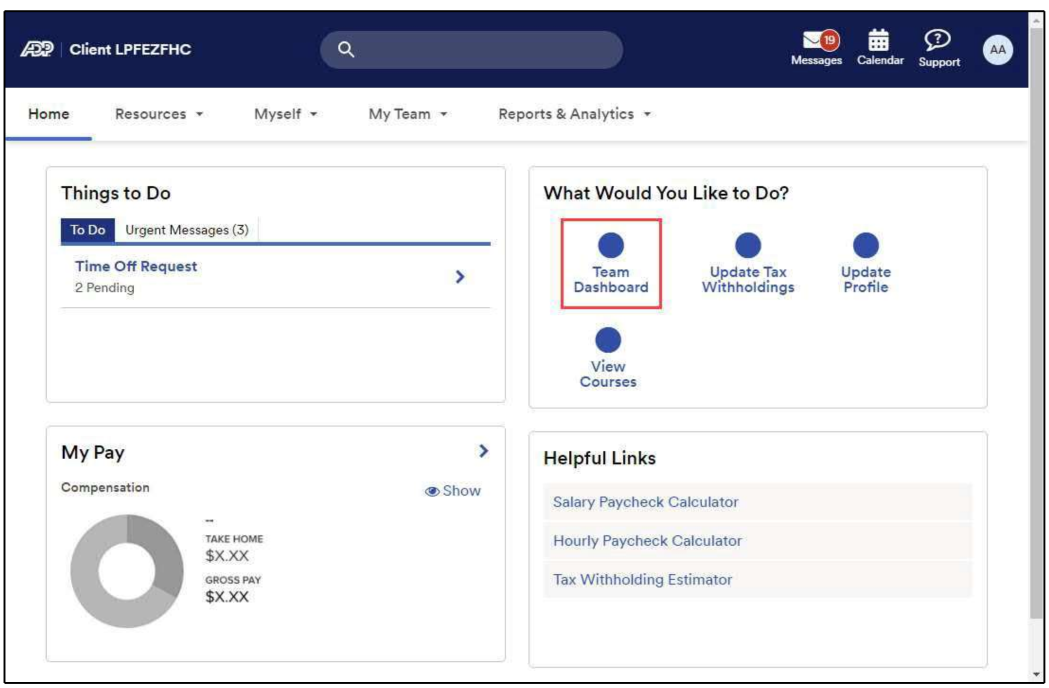


The Time & Attendance Team Dashboard

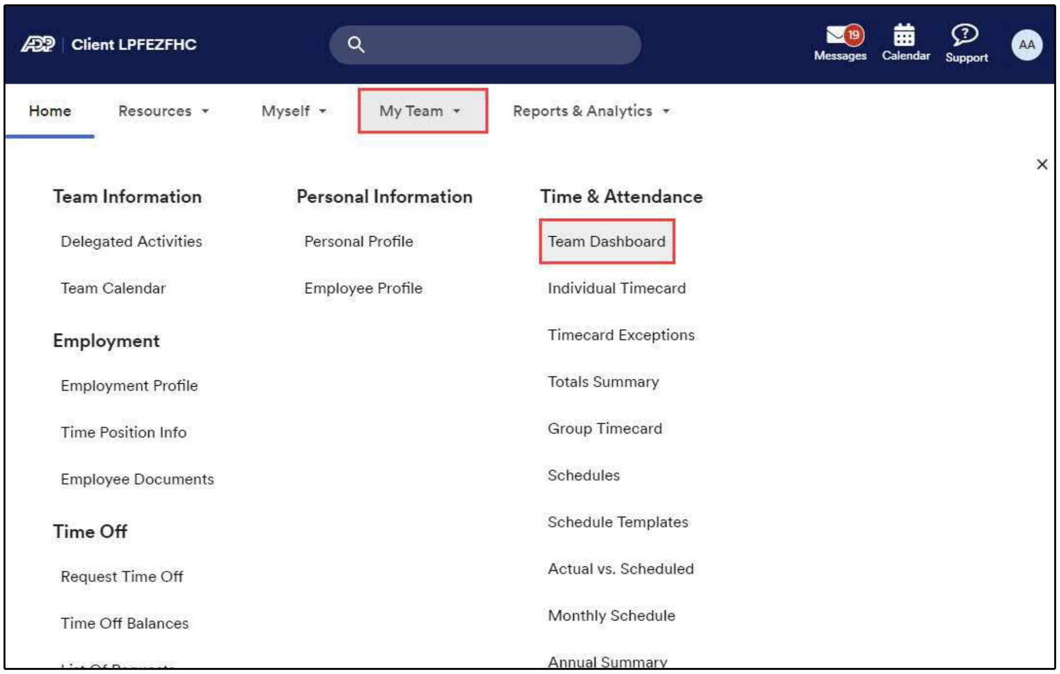
The Team Dashboard is the starting point for many of the Time & Attendance tasks you will need to complete. It provides you with a to-do list and an overview of key information you might need to help you manage your employees.

There are two ways to access the Team Dashboard:

1. From the **Home** page, click **Team Dashboard**.

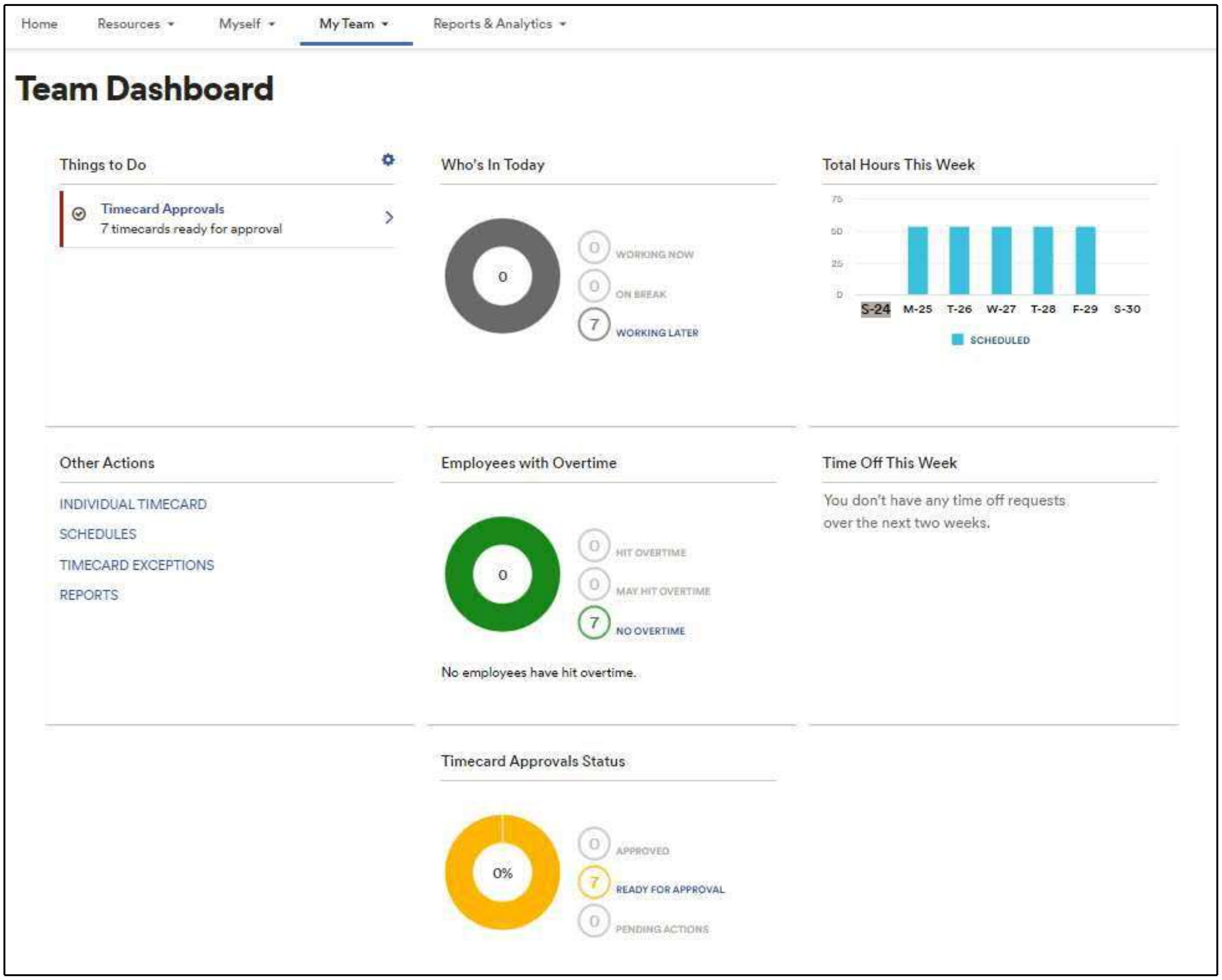


2. Click **My Team** from the menu, find **Time & Attendance** and select **Team Dashboard**.



Exploring the Team Dashboard

On the Team Dashboard page, there is an overview of key information, along with quick and easy access to critical tasks. You may want to mark this page as a favorite.



Things to Do Tile

In the **Things to Do** tile, you have a list of items that require action, such as missing punches that you need to enter and timecards that you need to approve.

When making corrections, you want to make sure you complete Missed Punches before you do the Approvals. Some exceptions are errors, warning, and messages. Zero hours are considered errors and must be corrected before payroll can be completed.

Other Actions Tile

Under **Other Actions**, you can quickly access other Time & Attendance pages to view an individual employee's timecard, assign your employees to schedules, or run reports. The other tiles on this page provide you with important information you can use to manage your employees.

Who's In Today Tile

The **Who's In Today** tile gives you a visual of how many of your employees are currently working, how many are clocked out for break, and how many are scheduled to come in later.

Clicking the action icon gives you a breakdown with names.

Employees with Overtime Tile

In the **Employees with Overtime** tile, you can see if anyone has reached overtime hours or is predicted to reach overtime hours.

Timecard Approval Status Tile

The **Timecard Approvals Status** tile shows you how many timecards need your approval. We'll look at timecard approvals in more detail later.

Total Hours This Week Tile

The **Total Hours This Week** tile, you can see the regular and overtime hours worked, along with the hours scheduled for the week.

Editing Timecards

One of the most important daily tasks is to edit employees' timecards to make corrections and to locate and fix timecard exceptions.

What are Timecard Exceptions?

Timecard exceptions are a way of notifying you that time entries differ from what is expected, and may need intervention before the payroll can be processed. Not all exceptions require action. For example, if an employee uses a schedule and clocks out an hour earlier than the scheduled time, an exception will result. However, you will not need to edit the timecard for this exception for the payroll to be processed.

Here are some examples of timecard exceptions:

- The timecard is missing hours.
- The timecard is missing an in or out time.
- The employee has clocked out early or late.
- The number of hours in the schedule does not match the number of hours worked.
- The timecard is missing supervisor approval.

Best Practices

You should clear exceptions on a daily basis. You can easily locate and fix timecard exceptions from the Team Dashboard.

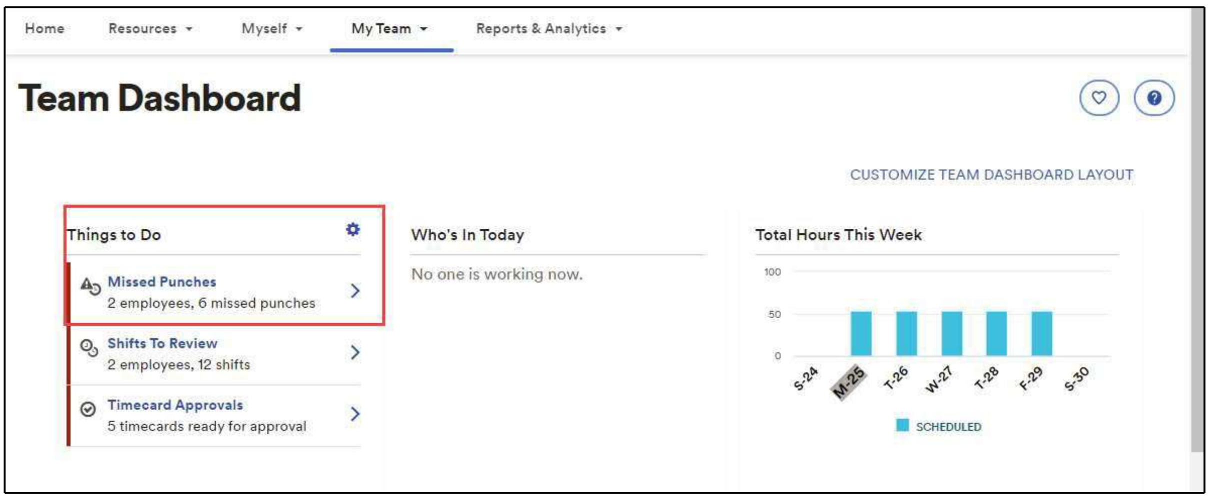
Adding Missed Punches

You may have heard the term "time pair." A time pair represents a set of in and out times. Every "in" time on a timecard must have a corresponding "out" time. An exception is generated if one entry is missing from a time pair that must be corrected before a payroll can be processed.

Scenario: The Team Dashboard shows that there are some employees with missed punches. Add the missing punches to fix the exceptions.

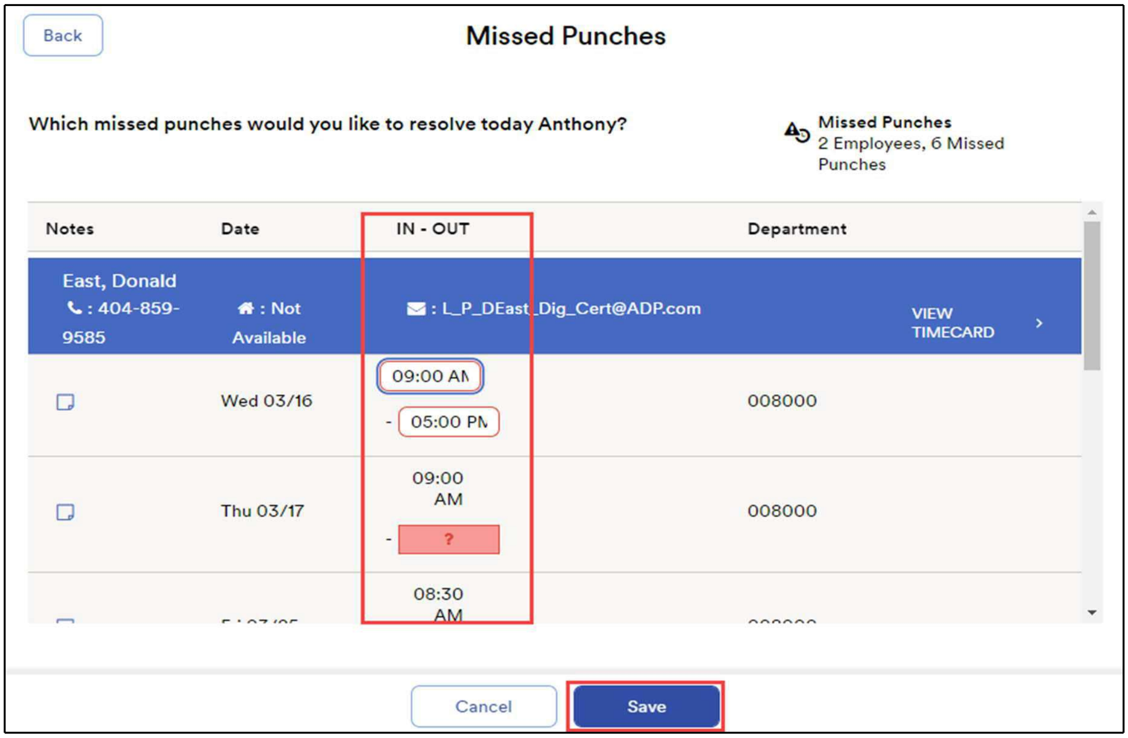
Follow the steps below to add missing punches to fix the exceptions. Start on the Team Dashboard and select: **My Team > Time & Attendance > Team Dashboard**.

When making corrections, complete missed punches before you do timecard approvals. Missed punches are errors and must be corrected before payroll can be processed.

Step	Action
1	In the **Things to Do** tile, click the action arrow for **Missed Punches**. 

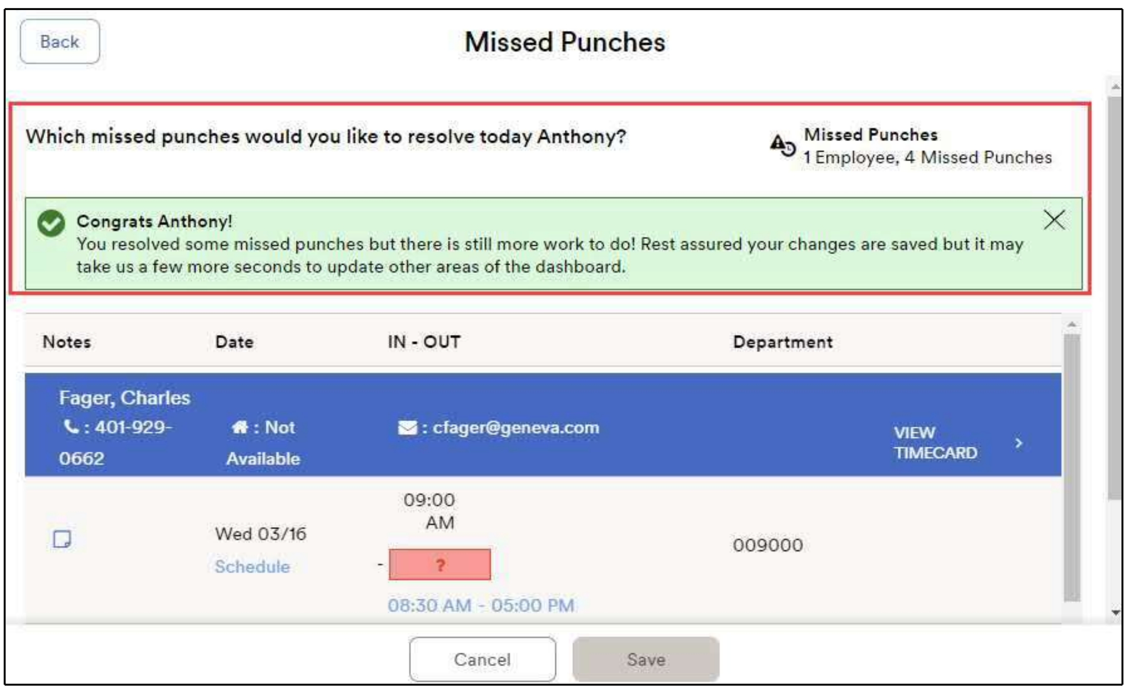
2

The question mark indicates the errors. The employee punched in at 9:00am but did not punch out. Click the cell and enter the time the employee actually punched in or out. Type in the actual number and then type **a** for **am** or **p** for **pm**. (Example: For 5:00 PM, enter 5p.)



3

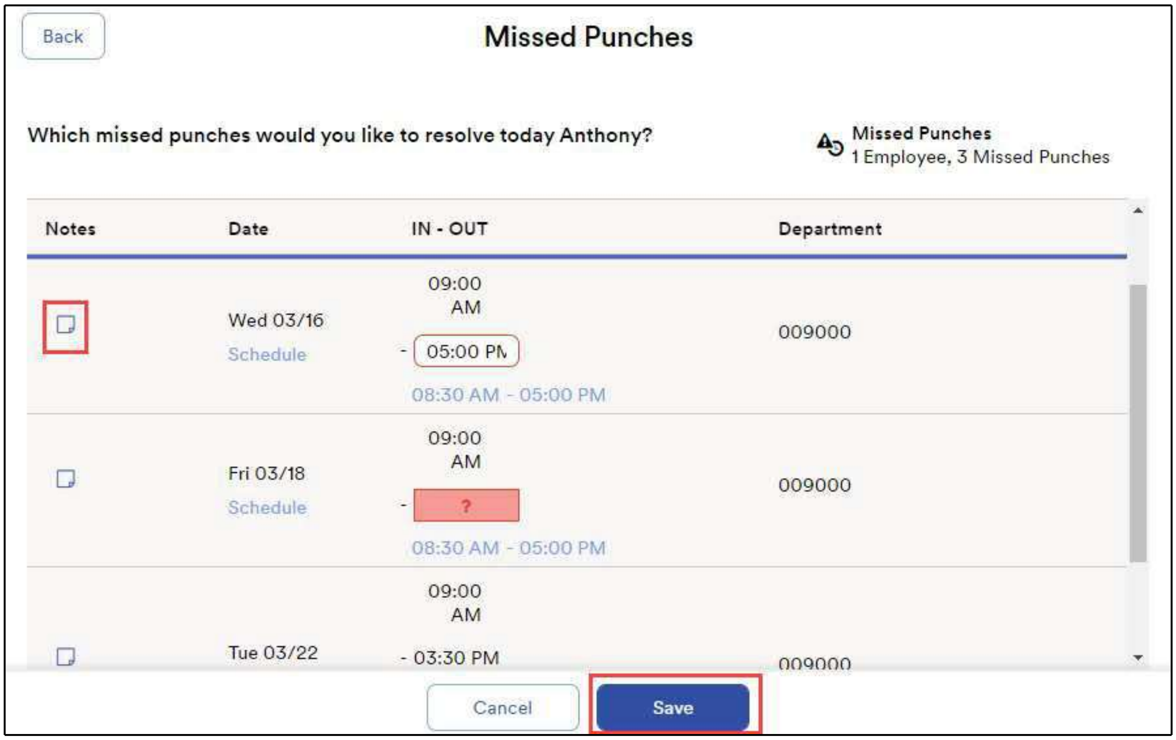
You will receive confirmation of the corrected punch error. Scroll down and correct any other remaining errors.

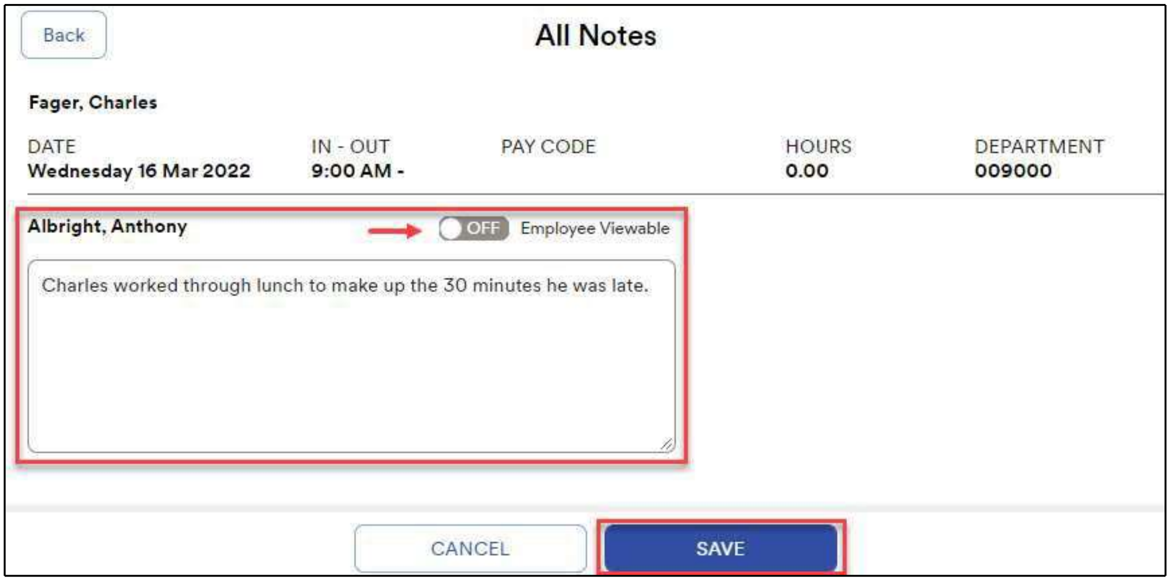


Adding Notes to a Timecard Entry

When you want to explain actions taken on a timecard entry, you can add a note to the timecard.

Scenario: The employee's schedule is 8:30 – 5:00pm as indicated on the screen. They were late 30 minutes and punched in at 9:00 am. They worked through lunch to make up the time and forgot to punch out at the end of the shift.

Step	Action
1	To add a note, click the paper icon on the left of the page. 

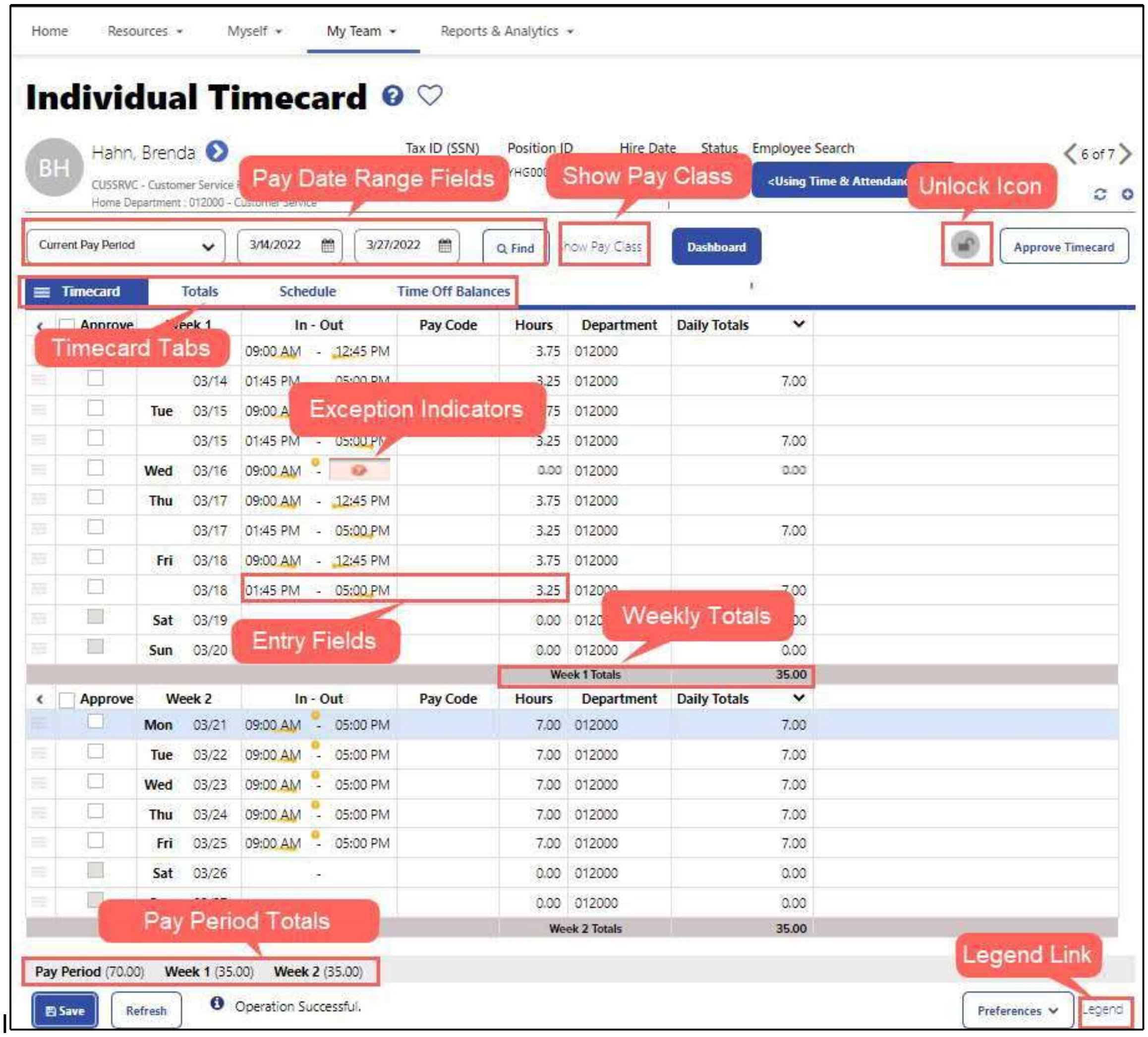
<table>
<tr>
<td>2</td>
<td>Enter the note. You have the option to make the note viewable to the employee by toggling the indicator to On. Then click Save.
Result: The note is saved. You can continue to enter missing punches.

</td>
</tr>
</table>

Using the Individual Timecard to Edit Timecards

There might be times when you cannot fix all of an employee's timecard exceptions from this Missed Punches page. In that case, you can easily navigate to the employee's Individual Timecard.

Explore: The Individual Timecard Page

To view individual timecards, go to the Team Dashboard and select: **My Team > Time & Attendance > Individual Timecard.**



Element	Description
Pay Date Range Fields	These fields indicate the time period for which information is currently being displayed. You can change the time period; however, time periods in the past are read only.
Show Pay Class Link	Click this link to view a summary of how the employee records time and how the employee's time is calculated, such as how punches are rounded and how overtime is calculated.
Unlock Icon	The Unlock icon indicates the ability to edit a timecard. When the time cycle is unlocked, updates can be made to a timecard if you have edit privileges. If the time cycle is locked, you will not be able to make any further changes.
Timecard Tabs	These tabs open a timecard view, based on your features, such as Totals, Schedule, and Time Off Balances. On the timecard tab, you can add a note, print or reprocess the timecard.
Exception Indicators	These indicators convey information about an entry. Pointing to an exception indicator displays a description of that indicator.

Entry Fields	These fields display in and out times and the total hours worked.
Weekly Totals Row	This row displays totals for each week within the pay period or the selected date range.
Pay Period Totals Row	This row displays totals in a fixed row at the bottom of the individual timecard.
Legend Link	When clicked, this link displays a description of all timecard indicators.

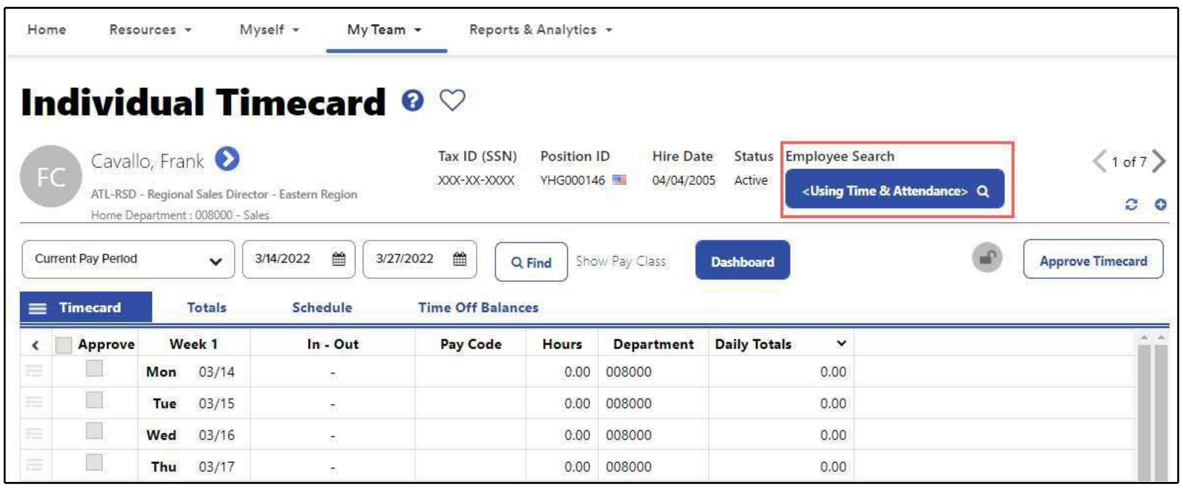
Adding Missed Punches to Correct a Time Pair Exception

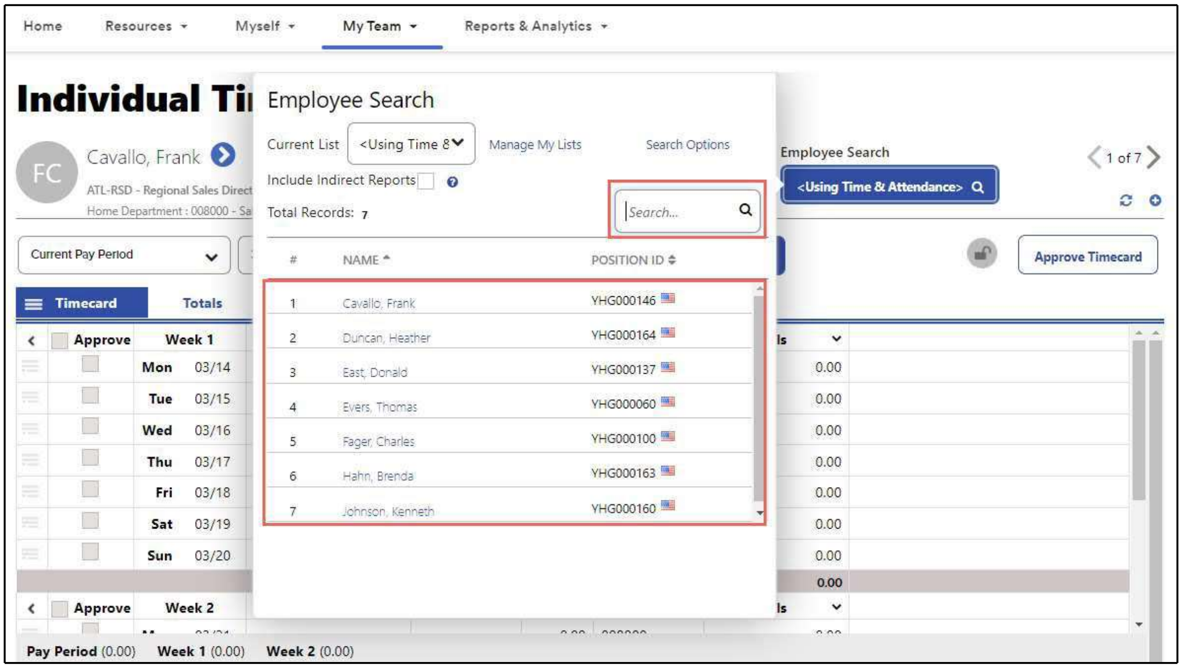
Punches must be in time-pairs, meaning that if there is a punch in, there must be a punch out. When punches are missing, time-pair exceptions are generated. You must resolve these exceptions so the application can calculate the employee's total hours.

Scenario: The employee punched in for their shift but forgot to punch out.

Access the individual timecard. **My Team > Time & Attendance > Individual Timecard.**

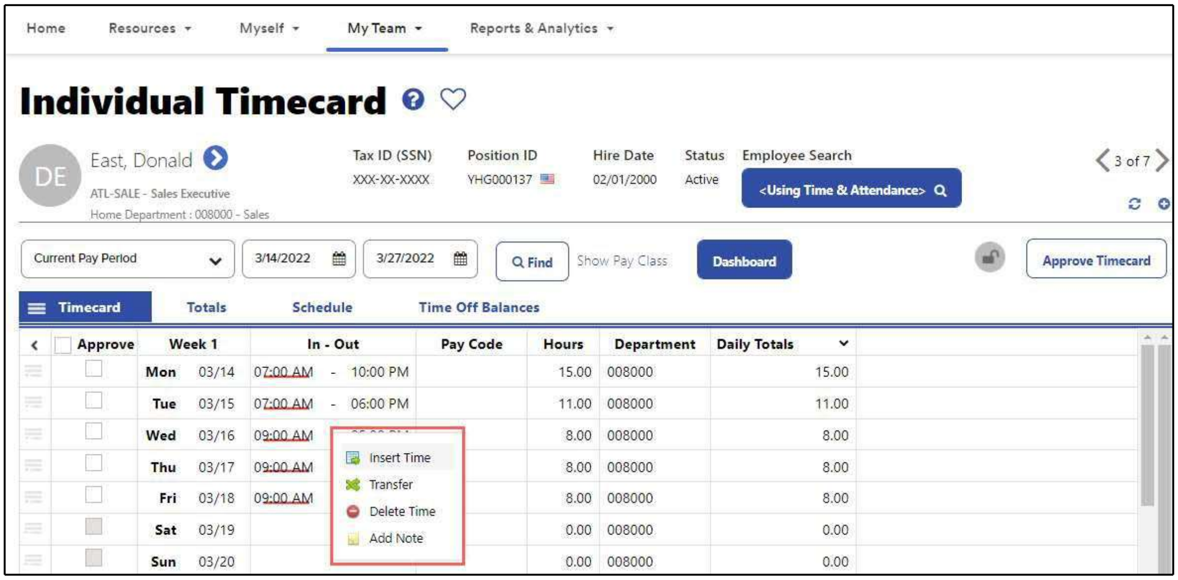
Step	Action
1	Click the link on the **Employee Search** bar.



2	Enter the employee's name in the **Search** field or select the employee's name. **Result:** The timecard for the employee you selected displays. 

3

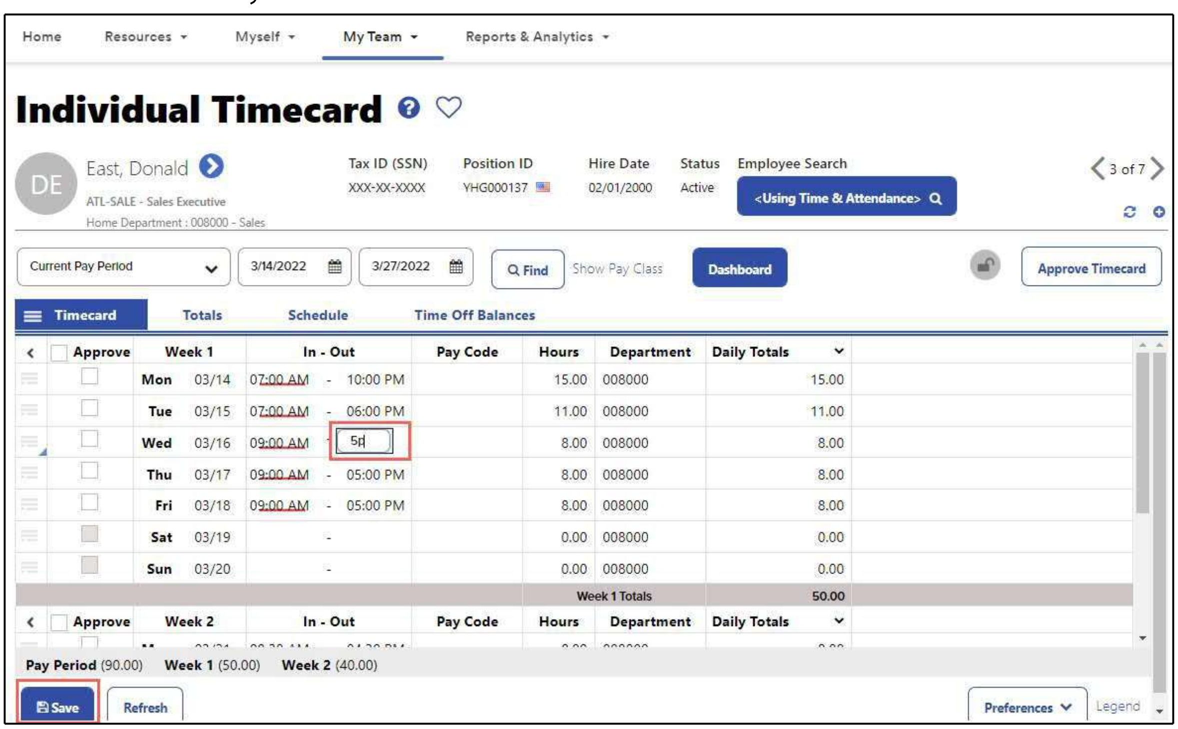
In the row with the missing punch, right-click the punch and select **Insert Time**.
Result: The time automatically moves to the Out field in the same row.



4

Enter the time the employee forgot to punch, and click **Save**.
Tips:

- Enter **am** or **pm** to automatically advance to the next field.
- It is not necessary to enter a colon or 00.



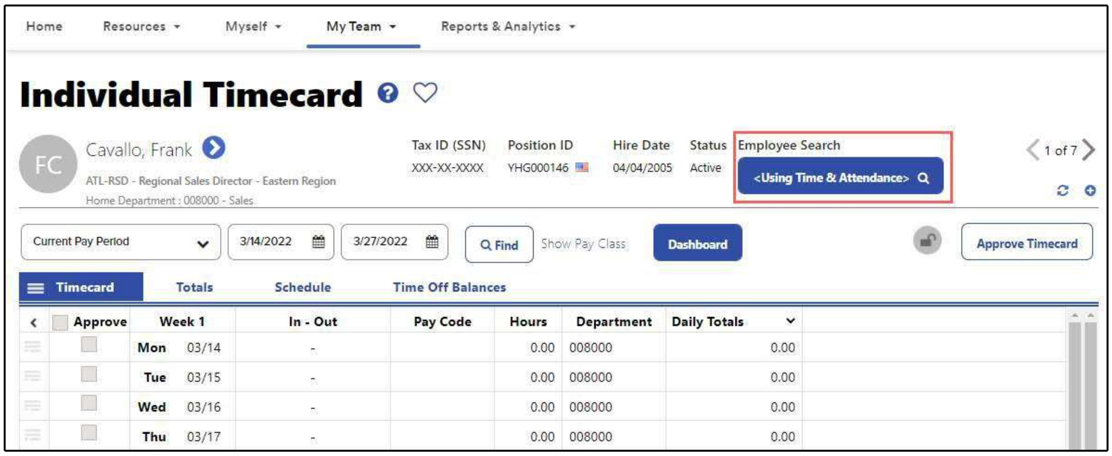
Adding Missed Time-Out and Time-In Punches

In some cases, employees may forget to punch out either for their meals or at the end of day. You can add multiple missed punches by inserting a new row in the timecard.

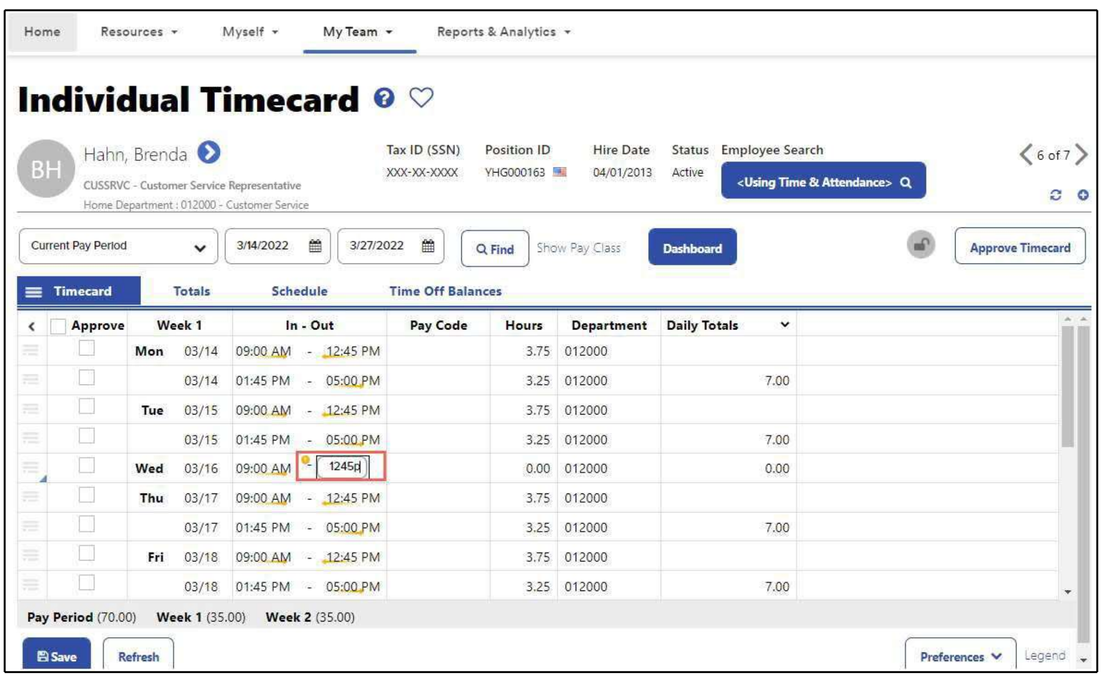
Scenario: The employee forgot to punch out for a meal and forgot to punch in when they returned from the meal. They also forgot to punch out at the end of the shift.

Access the individual timecard. **My Team > Time & Attendance > Individual Timecard**

<table>
<tr><th>Step</th><th>Action</th></tr>
<tr><td>1</td><td>Locate the employee's timecard that has the missing punch.

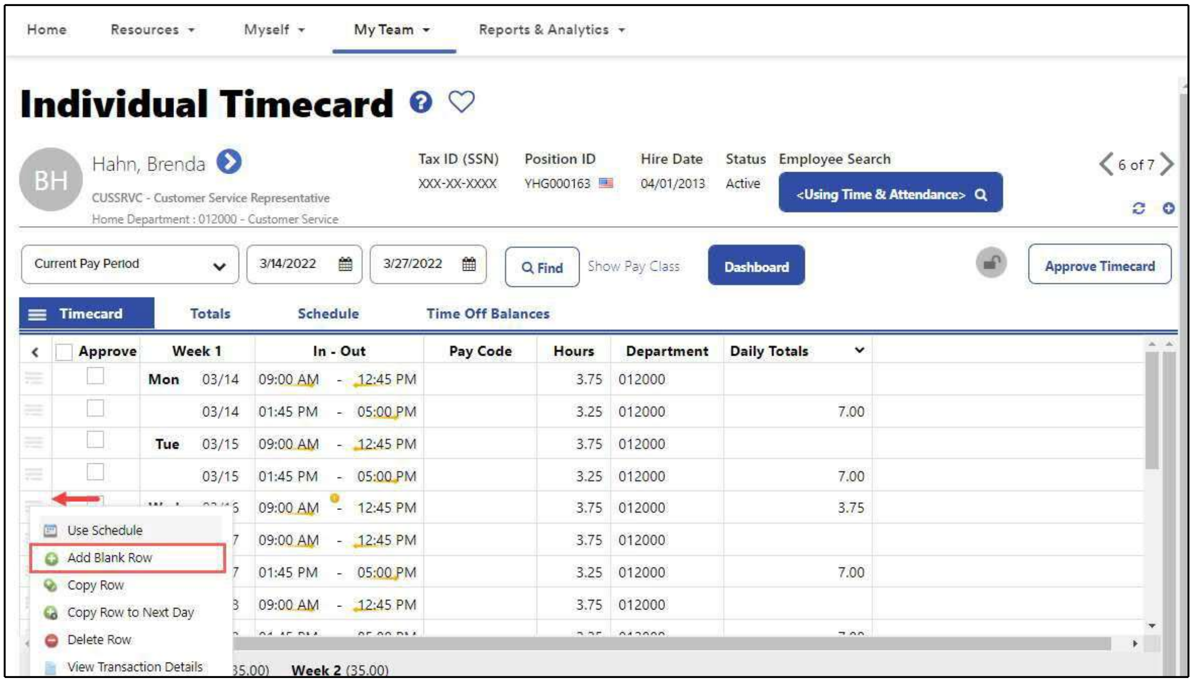


</td></tr>
<tr><td>2</td><td>In the row with the missing punch, in the Out field, enter the time that the employee left.

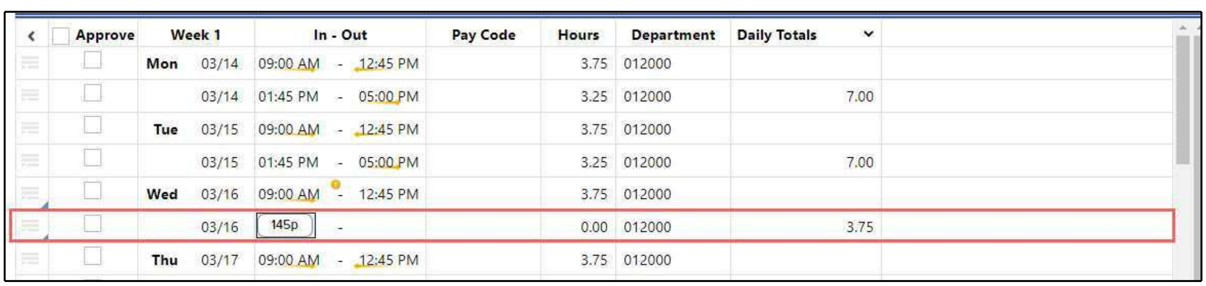


</td></tr>
</table>

<table>
<tr>
<td>3</td>
<td>
In the same row, click (row menu icon) and select Add Blank Row.
Result: A new row is inserted for that day. A new row is required as In/Out must be a pair. So you must create a new time pair for punching in from the meal and out at the end of the shift.



</td>
</tr>
<tr>
<td>4</td>
<td>
In the new row for that day, in the In field, enter the time that the employee returned from the meal.
Note: The blue corner on the row menu indicates changes that have not been saved. The indicator is removed when changes are saved.



</td>
</tr>
</table>

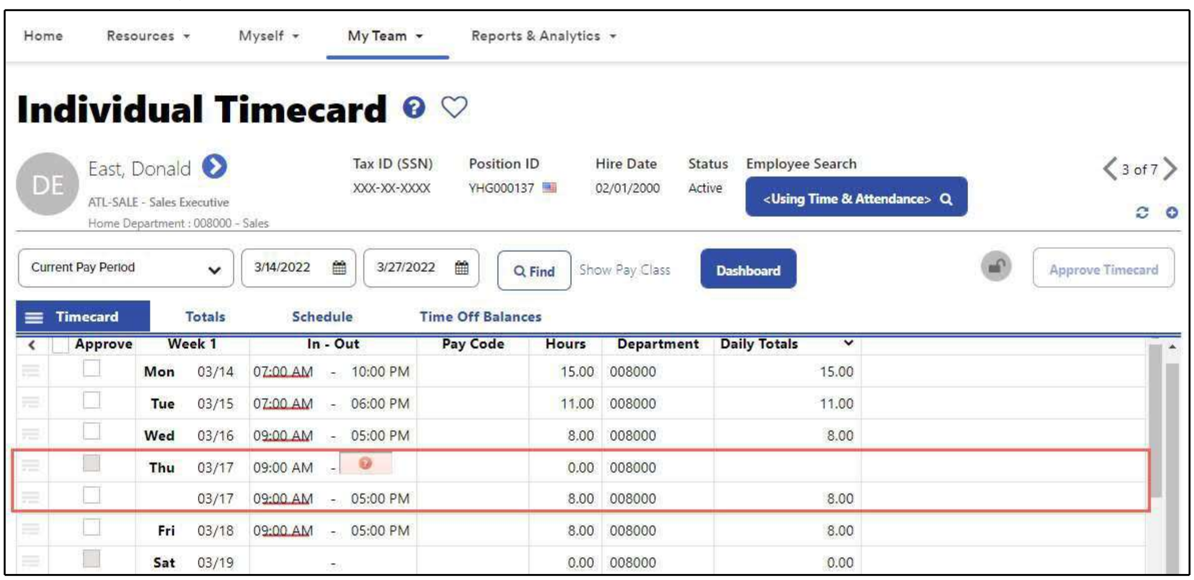
5	In the **Out** field, enter the time that the employee left for the day. Click **Save**. 

Deleting Punches

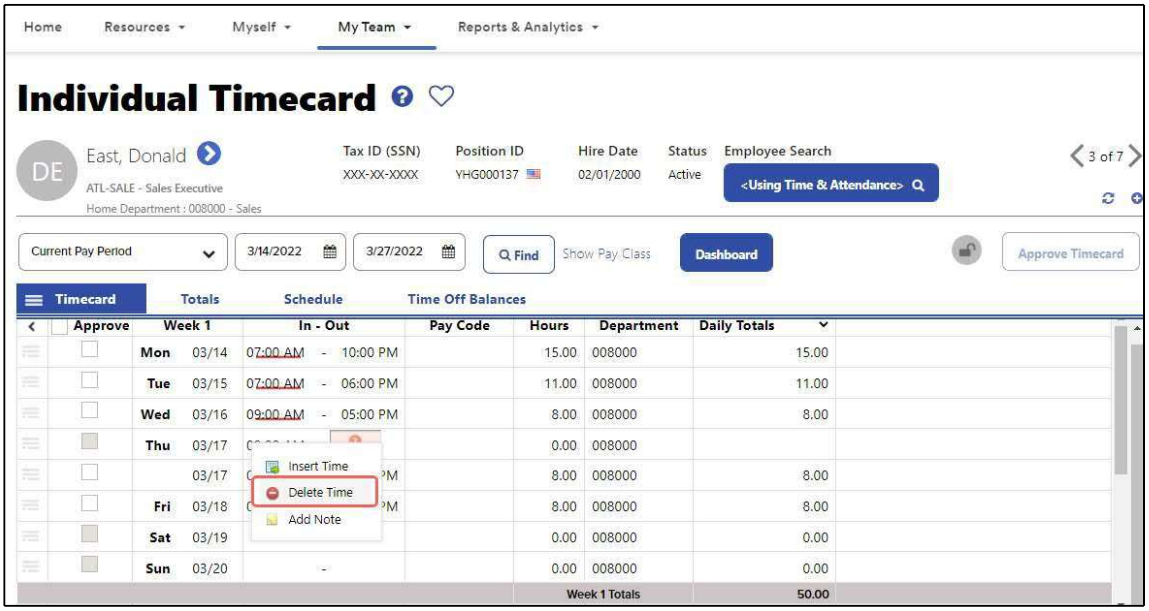
You may encounter various situation in which you need to delete a punch.

Scenario: The employee punched in for the day and then stopped to talk to a coworker. They forgot they already punched in and did it again five minutes later. This punch created a new row with just the In punch and generated a missing Out punch exception. The incorrect punch must be deleted.

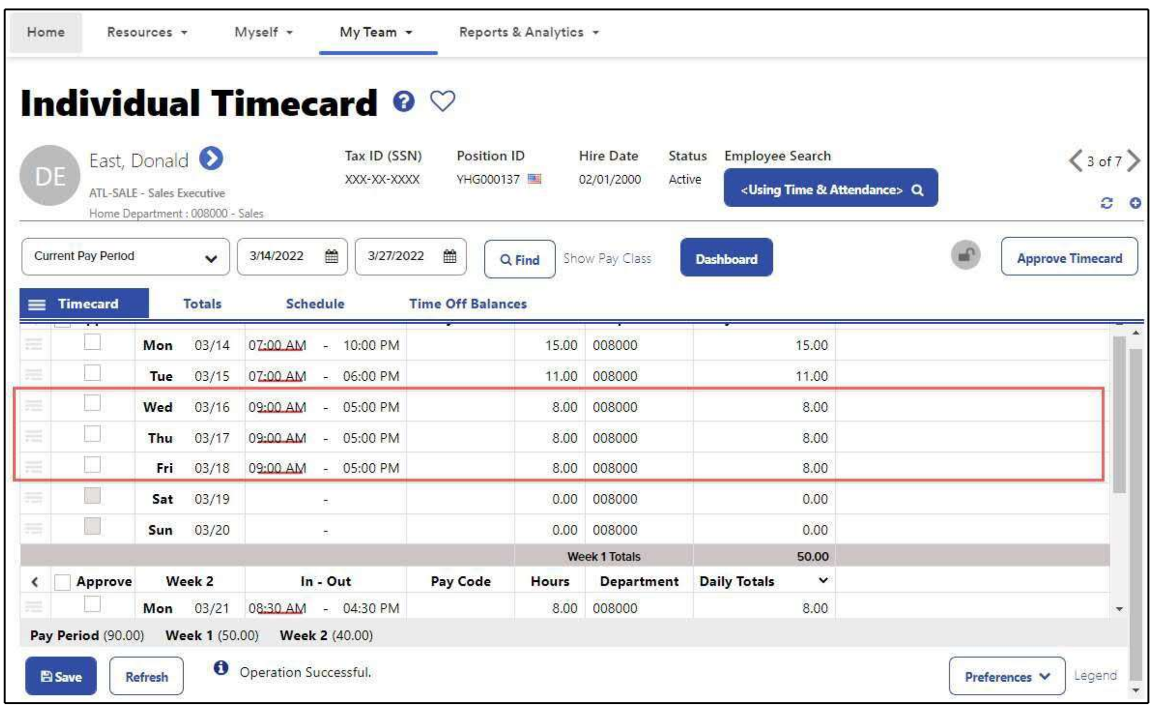
Access the individual timecard. **My Team > Time & Attendance > Individual Timecard**

Step	Action
1	Locate the employee's timecard that has the extra punch. 

<table>
<tr>
<td>2</td>
<td>
In the row for the day with the incorrect punch, right-click in the In or Out field that contains the punch you want to delete.
Select Delete Time.



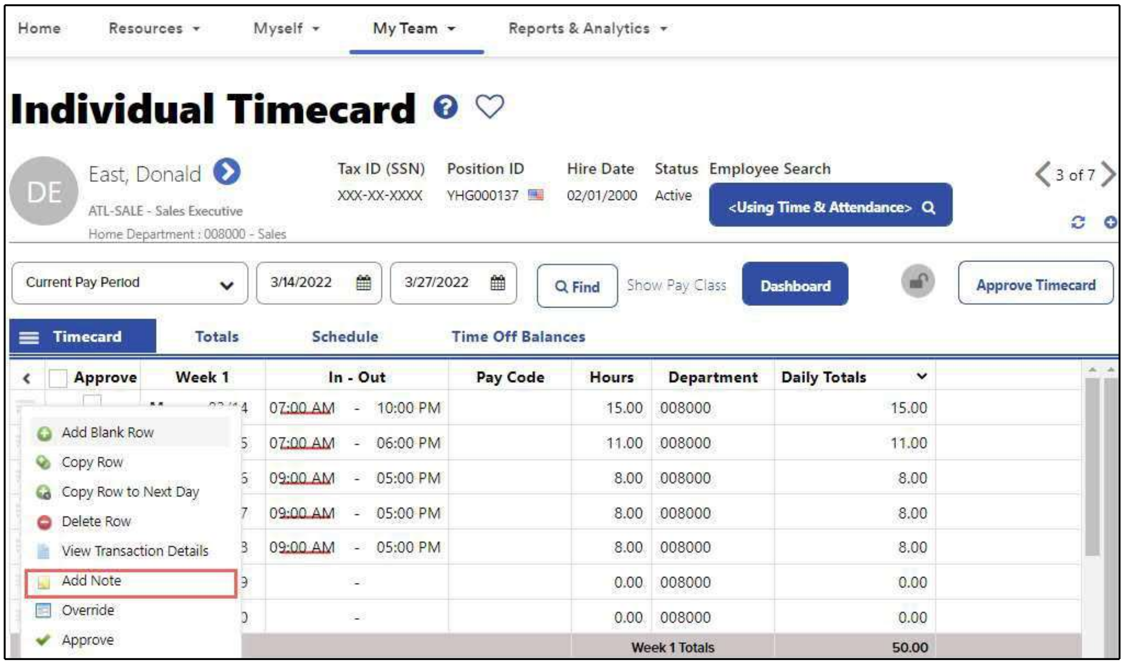
</td>
</tr>
<tr>
<td>3</td>
<td>
Click Save.
Result: The correct time from the second row moves to the Out field in the first row, replacing the incorrect time. The second row has no data and is automatically removed.



</td>
</tr>
</table>

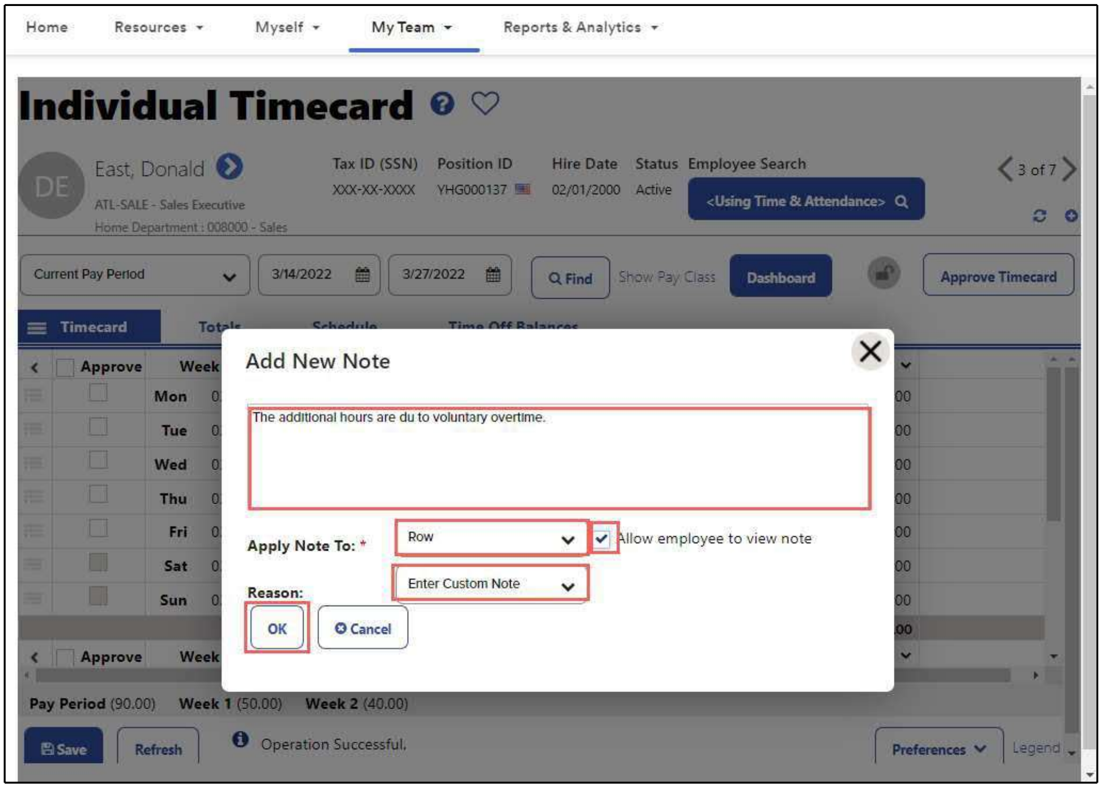
Adding Notes to a Timecard

You have already learned how to add notes when correcting missed punches. You can do the same thing from the Individual Timecard page. Follow the steps below to add a note to a timecard.

Step	Action
1	In the row where you want to add a note, click the row menu and select **Add Note**. 

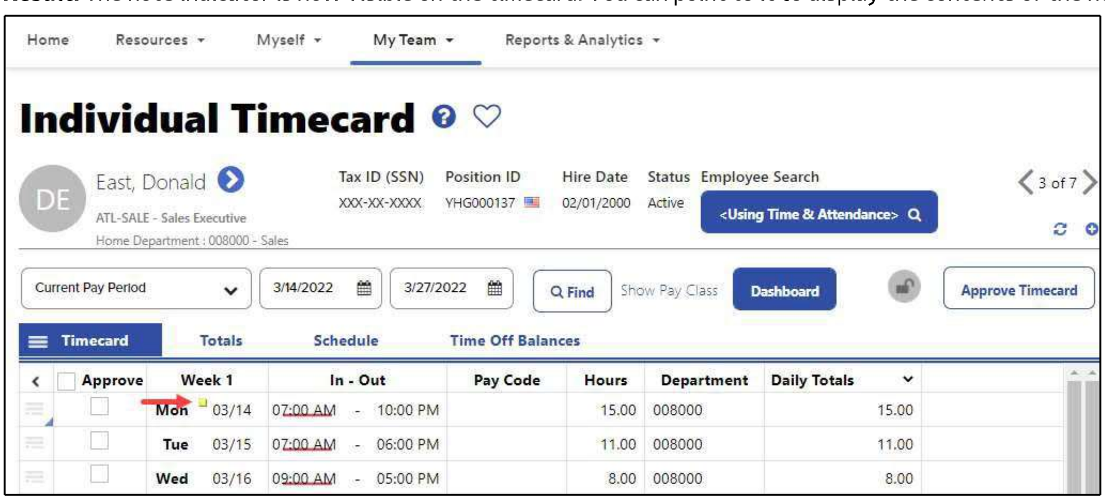
2 Complete the information:

- In the **Comments** field, enter a note.
- In the **Apply Note** To field, select the element to which the note applies.
- Select **Allow employee to view note** (if applicable).
- Select the **Reason** code (if applicable).



3 Click **OK**.

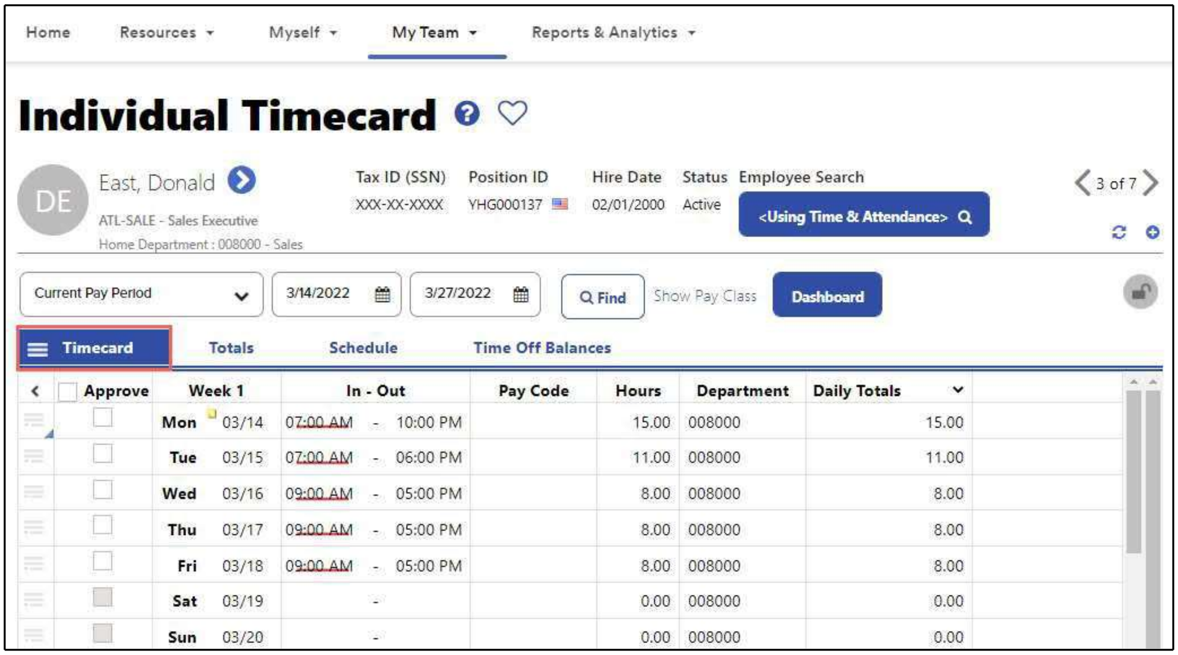
Result: The note indicator is now visible on the timecard. You can point to it to display the contents of the note.



Adding Notes to an Entire Timecard

To add a note to an entire timecard, click (timecard menu) instead of (row menu).

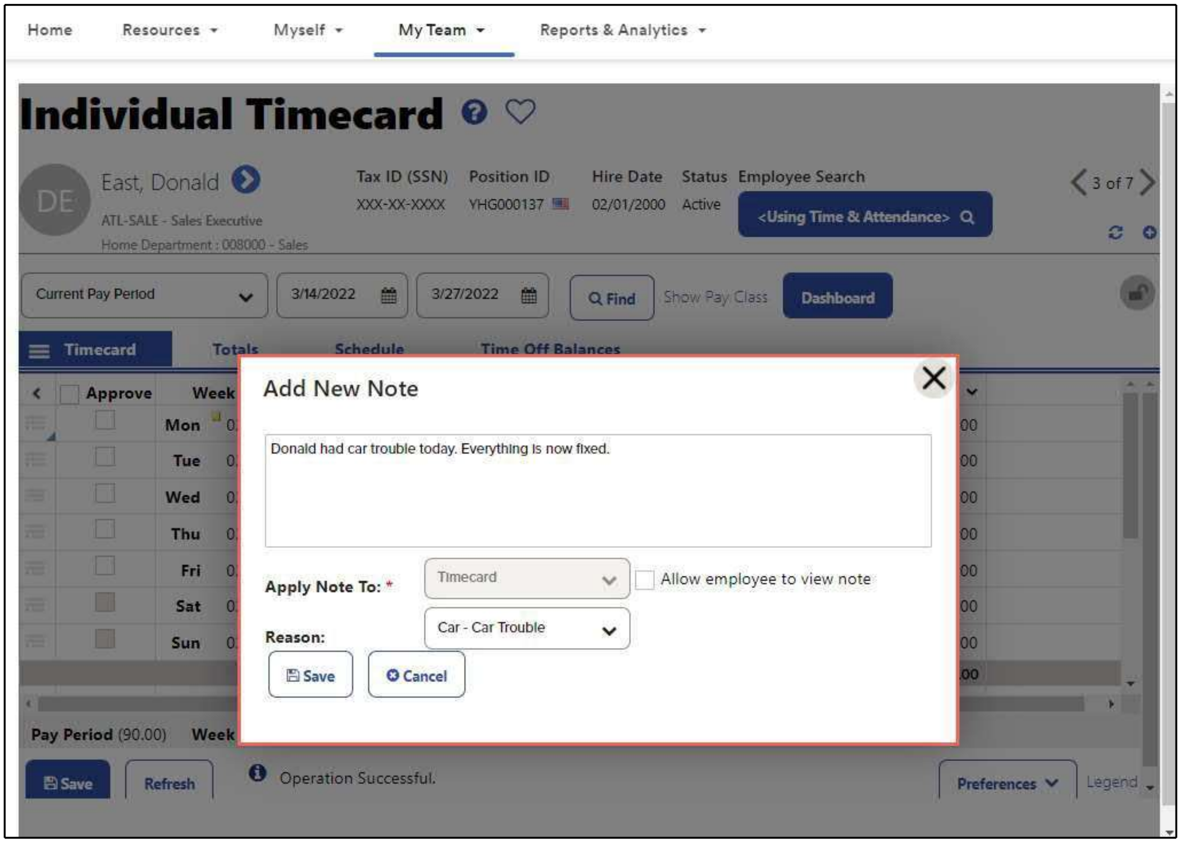
Step	Action
1	Click to open the timecard menu.



<table>
<tr>
<td>2</td>
<td>

Complete the information:

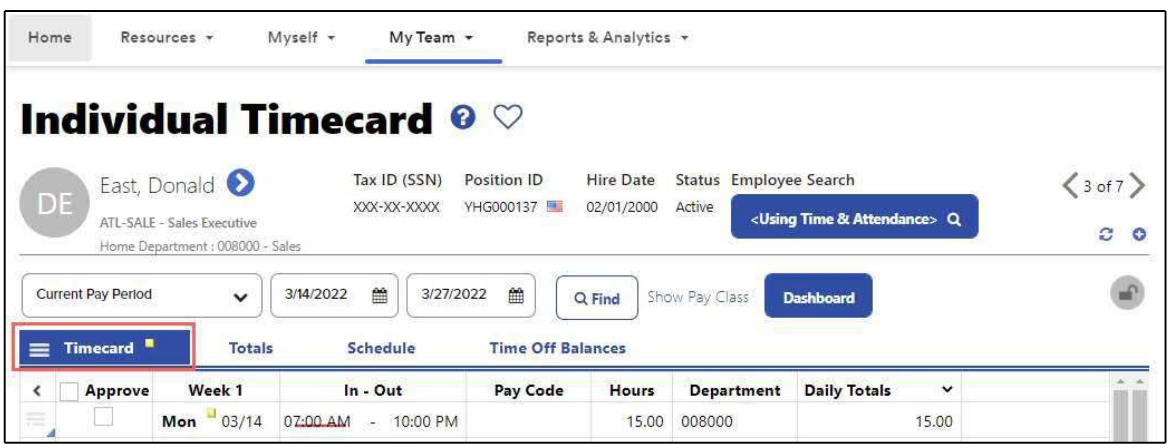
- In the comments field, enter a note.
- **Apply Note To** field auto fills to Timecard.
- Select to **Allow employees to view the note** (if applicable).
- Select the **Reason** (if applicable).



</td>
</tr>
<tr>
<td>3</td>
<td>

Click **Save**.

Result: The yellow note indicator is now visible on the timecard. You can point to it to display the contents of the note.



</td>
</tr>
</table>

Correcting Department Transfers

When an employee works in multiple departments, you must update the employee's timecard to reflect the appropriate amount of time assigned to each department.

You may encounter various situations in which you need to delete a punch.

Scenario: The employee worked in their regular department until 12:00pm. From 12:00pm until the end of the day, the employee worked in another department. Their hours need to be allocated to the appropriate department.

Access the individual timecard. **My Team > Time & Attendance > Individual Timecard**

<table>
<tr><th>Step</th><th>Action</th></tr>
<tr><td>1</td><td>Locate the employee’s timecard.</td></tr>
<tr><td>2</td><td>In the row for the day on which the employee worked in another department, enter the employee’s hours.
<table>
<tr><th>If the Transfer is a</th><th>Then</th></tr>
<tr><td>Full workday</td><td>For a time-based employee, enter the time in and out for the day. For an hours-based employee, in the Hours field for the workday, enter the total hours.</td></tr>
<tr><td>Partial workday</td><td>For a time-based employee:
1. Right-click in the Out-field for the workday.
2. Select Transfer.
3. In the relevant rows, enter the in and out times.
For an hours-based employee:
1. To add another row, click the row menu icon and select Add Blank Row or Copy Row.
2. In the relevant rows, enter the hours worked for each department.</td></tr>
</table>
</td></tr>
<tr><td>3</td><td>In the row with the hours worked in another department, click in the Department field and then click Search.
Result: A list of departments displays.</td></tr>
<tr><td>4</td><td>Select the other department in which the employee worked.</td></tr>
<tr><td>5</td><td>Click Save.</td></tr>
</table>

Editing Timecards Summary

You have learned how to edit timecards and fix various types of exceptions including:

- Missed punches
- Deleted punches
- Added notes
- Corrected department transfers

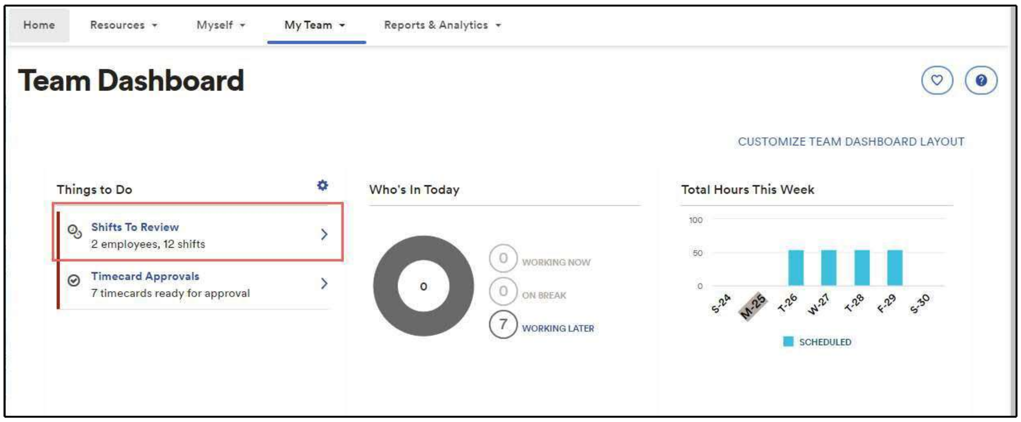
In our scenarios, we happened to work with time-based employees who clock in and out, but you might have some hours-based employees who record just the total hours worked each day. The procedures are the same.

Completing Other Timecard Tasks

In addition to editing your employees' timecards, there are other timecards tasks you may need to complete, such as reviewing shifts and approving timecards.

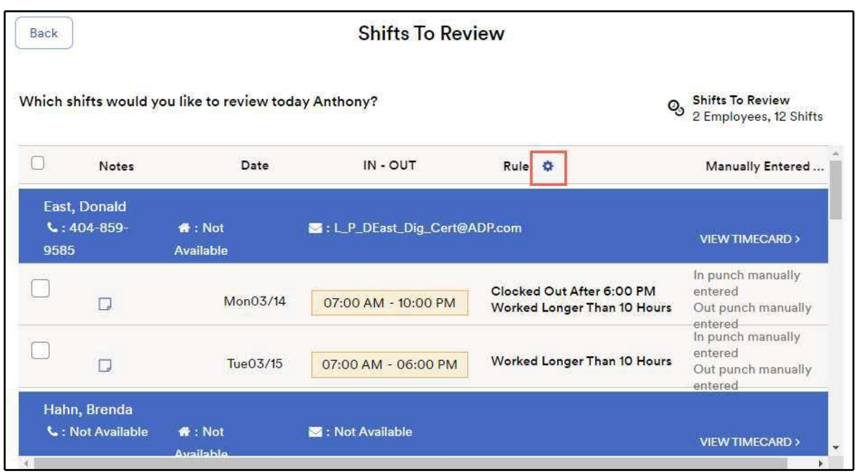
Is it important to you to know when your employees work later than expected? Or come to work earlier than expected? Or work longer than expected? If so, the Team Dashboard provides you with a feature to flag your employees' shifts when they meet certain criteria.

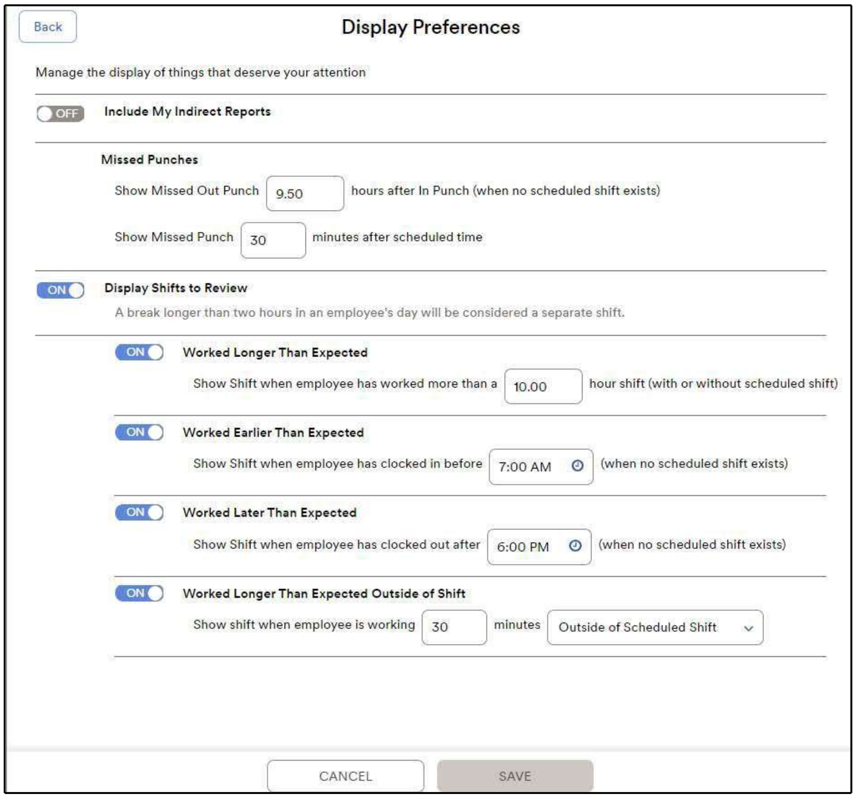
Access the Team Dashboard: **My Team > Time & Attendance > Team Dashboard.** In the **Things to Do** tile, click **Shifts to Review**.



Setting Your Display Preferences

Set your display preferences to specify the criteria you want to use for any shifts that might need to be reviewed. Follow the steps below to set your preferences.

Step	Action
1	From the **Review Shifts** page, next to the **Rule** field, click the **Configurations** icon. 

<table>
<tr>
<td>2</td>
<td>Set your criteria and then click Save.

</td>
</tr>
</table>

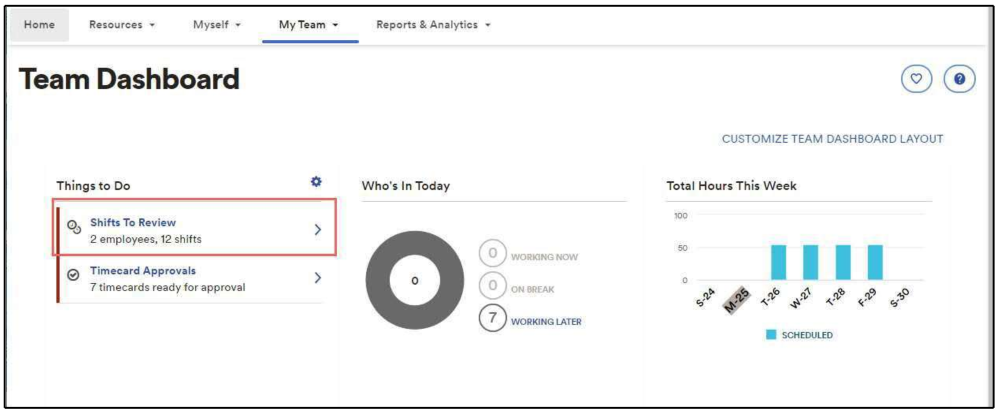
Reviewing Shifts

The Team Dashboard provides you with a feature to flag your employees' shifts when they meet certain criteria. When an employee clocks in earlier or later than expected, or works longer than expected, you need to review those shifts. For example, you might want to be notified if an employee's shift is longer than 10 hours. You specify the types of things that you want flagged for your attention by setting your display preferences.

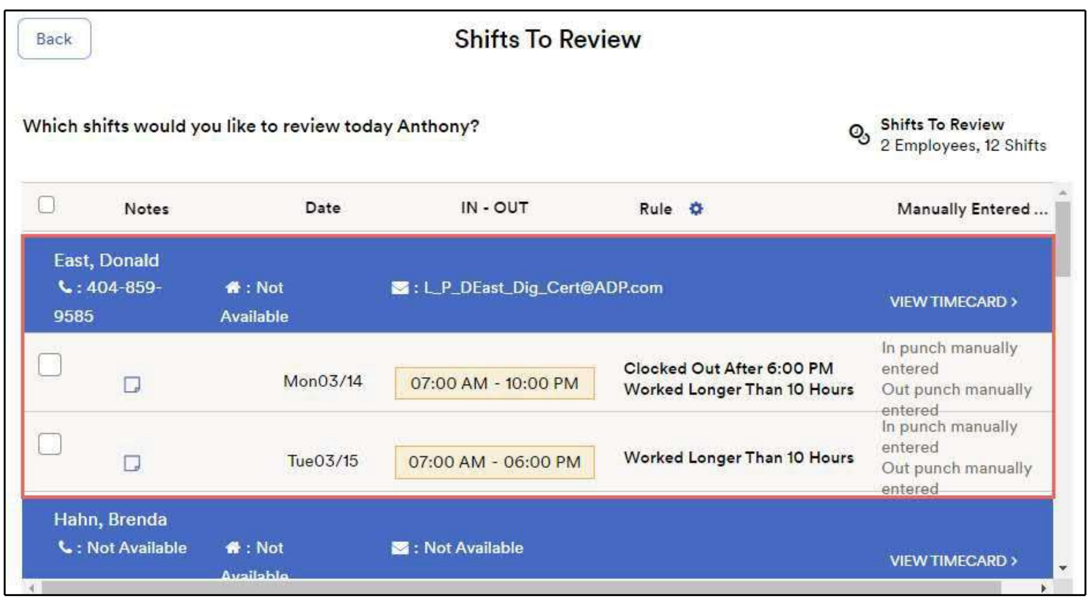
Scenario: Most of your employees clock out around 5:00 p.m. so you have chosen to flag shifts in which employees clock out later than 6:00 p.m. You have also chosen to flag shifts in which employees work 30 minutes outside of their shifts. See if there are any shifts you need to review.

Access the Team Dashboard: **My Team > Time & Attendance > Team Dashboard**

<table>
<tr><th>Step</th><th>Action</th></tr>
<tr><td>1</td><td>On the Things to Do tile, click Shifts to Review.



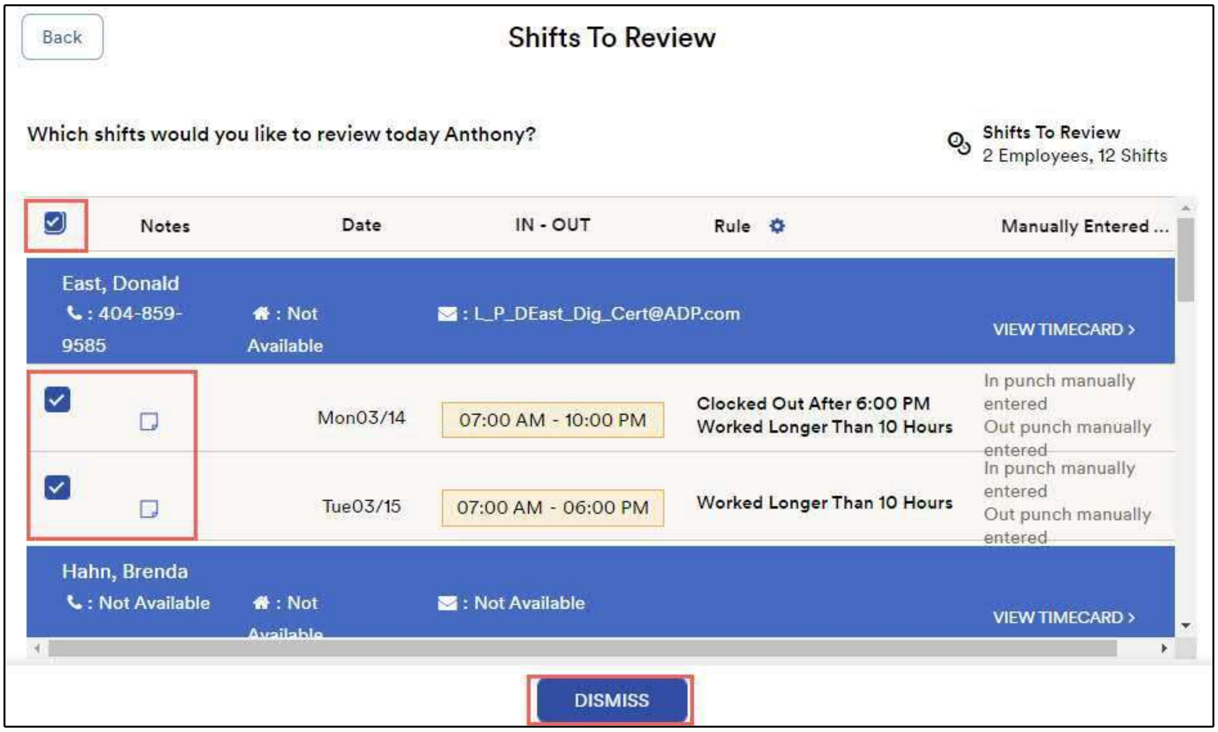
</td></tr>
<tr><td>2</td><td>Review the shifts and add notes to the timecard entries, if desired.



</td></tr>
</table>

<table>
<tr><td>3</td><td>To the left of the Notes field, select the checkbox when done with your review. Click the checkbox at the top to select all.

Result: All the shifts are selected.


</td></tr>
<tr><td>4</td><td>Click Dismiss.

Result: The shifts are no longer flagged for review.</td></tr>
</table>

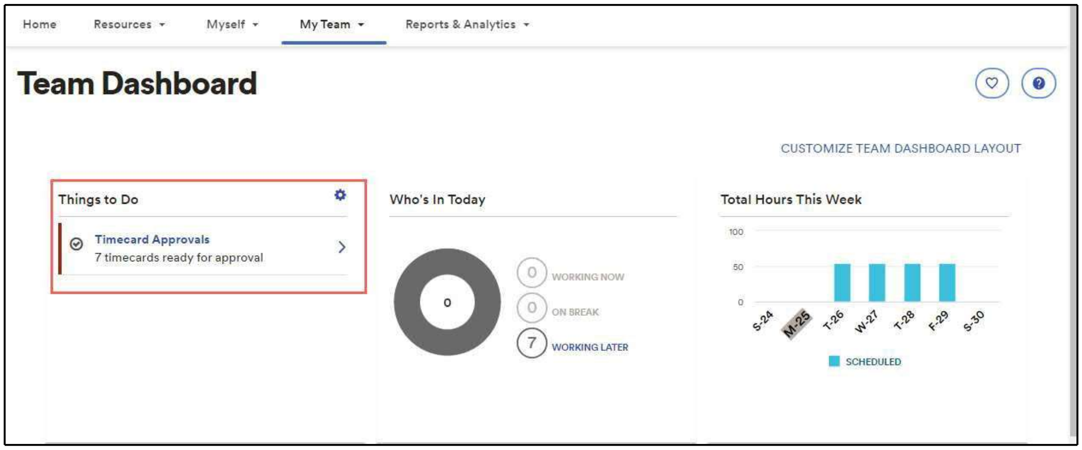
Approving Timecards

Let's revisit the Time & Attendance workflow process. As you know, throughout the pay period, your employees track their time, and you edit their timecards as needed. At the end of the pay period, your practitioner will close the pay period and prepare for payroll processing. Before that can happen, though, you are responsible for resolving any remaining exceptions and approving your employees' timecards.

Scenario: It's the end of the pay period, and you need to review and approve timecards. All errors and warnings have been cleared.

Access the Team Dashboard: **My Team > Time & Attendance > Team Dashboard**

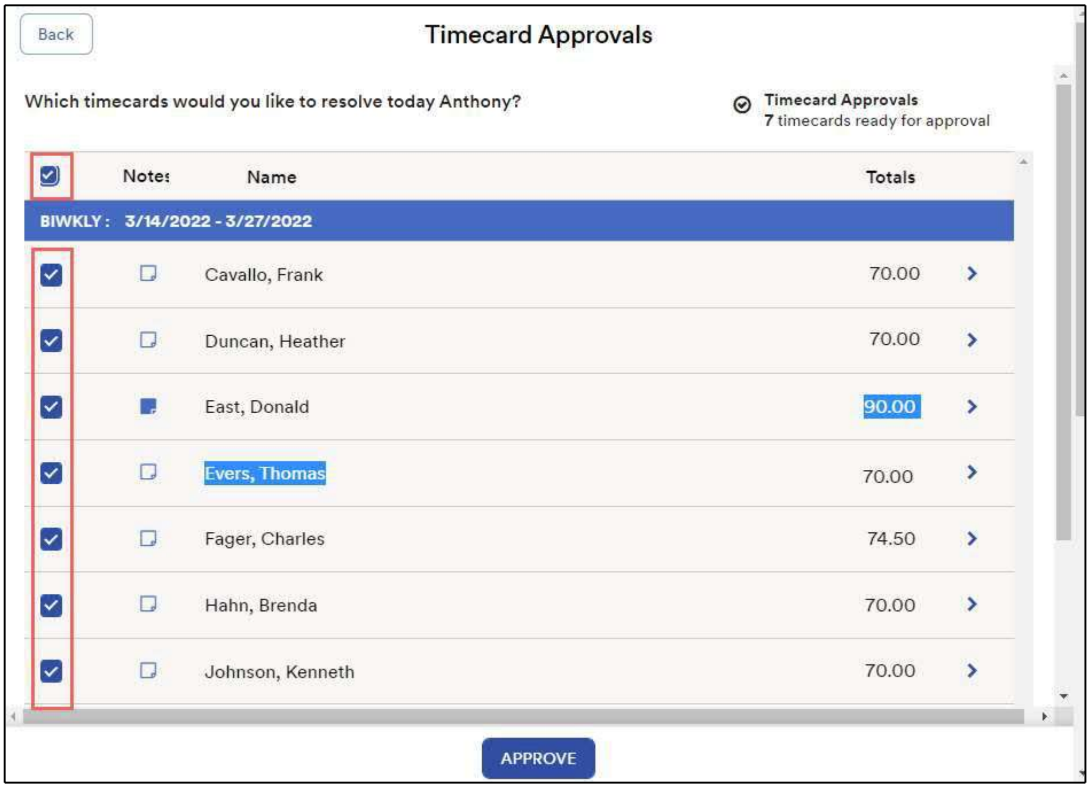
<table>
<tr><th>Step</th><th>Action</th></tr>
<tr><td>1</td><td>On the Things to Do tile, click Timecard Approvals.

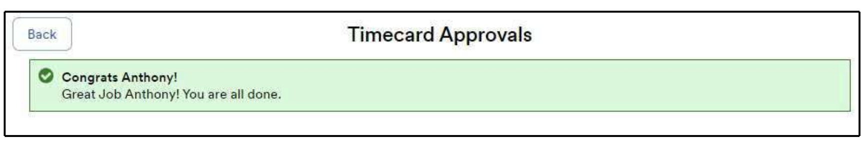


</td></tr>
<tr><td>2</td><td>In the row for the day on which the employee worked in another department, enter the employee's hours.
<table>
<tr><th>If the Transfer is A</th><th>Then</th></tr>
<tr><td>No timecard exceptions</td><td>Proceed to step 3.</td></tr>
<tr><td>Missed punches</td><td>1. Click Missed Punches.
2. Enter the missing punches.
3. Click Dashboard.
4. On the Things to Do tile, click Timecard Approvals.</td></tr>
<tr><td>Timecard exceptions</td><td>1. Click Other Exceptions.
Result: The Timecard Exceptions page displays.
2. Resolve the exceptions.
3. Click Dashboard.
4. On the Things to Do tile, click Timecard Approvals.</td></tr>
</table>
</td></tr>
</table>

<table>
<tr>
<td>3</td>
<td>To the left of the Notes field, select the checkbox.

Result: All the timecards are selected.


</td>
</tr>
<tr>
<td>4</td>
<td>Click Approve.

Result: The timecards are approved.

</td>
</tr>
</table>

Reports

This topic provides information on the standard reports provided by ADP, how they are organized, and how you can edit them to meet your needs. Reports make it easy for you to view, save, print, and download various sets of formatted data.

Reasons to Run a Report

Below are reasons why you would run a report of your Time & Attendance data.

- Review timecard errors.
- Check schedule exceptions.
- Check employee accrual balances.
- View daily schedules.
- Check department allocations.
- Check employee overtime.

Accessing Reports

To view and run reports from the Team Dashboard select: **Reports & Analytics > My Team Reports > Time & Attendance**.

Tabs and Descriptions

Tab	Description
Output	Contains the reports you can run.
My Team	View the standard reports available to run for your team.
My Reports	Contains the reports that you can run and save.

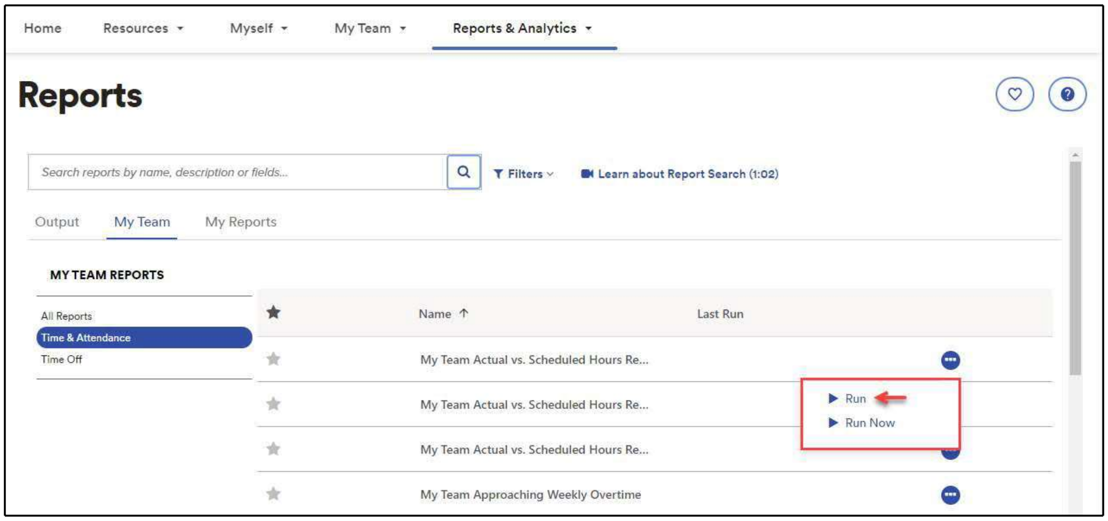
Generating and Viewing Reports

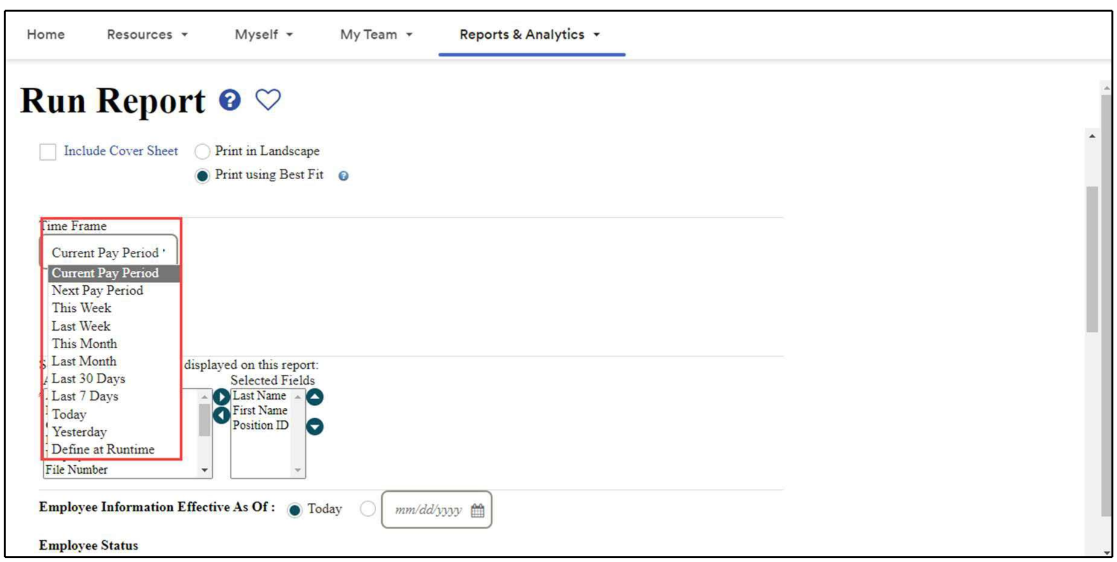
Reports always reflect current data at the time the report is run. By running the report, you can save a record or snapshot of the report data at a specific point in time.

Choosing Report Criteria

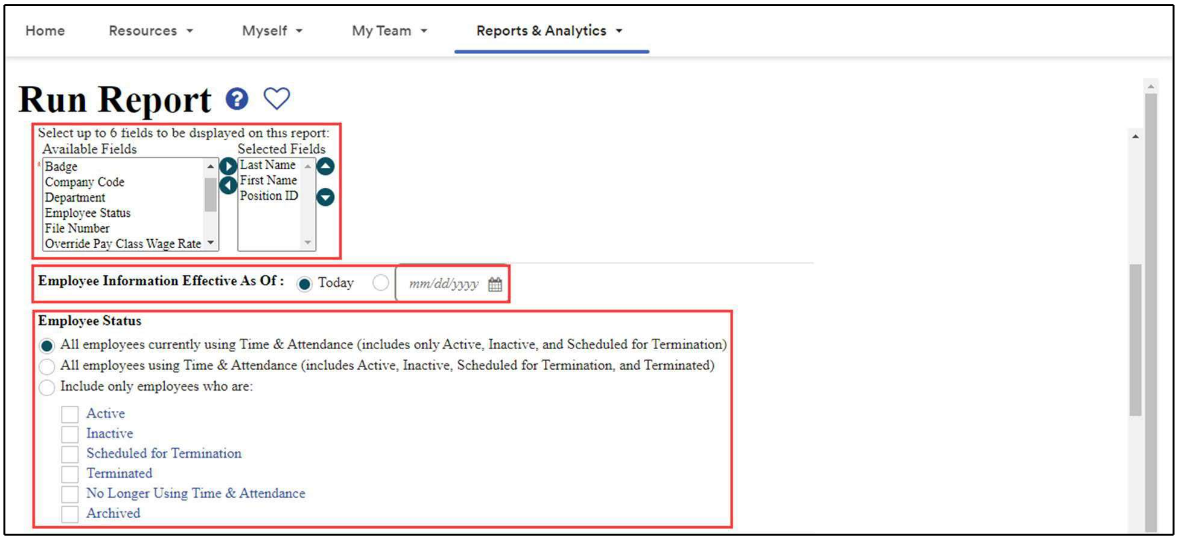
Access: **Reports & Analytics > My Team Reports > Time & Attendance** and then follow the steps below.

<table>
<tr><th>Step</th><th>Action</th></tr>
<tr><td>1</td><td>Click (action) next to the report you want to run and select Run.

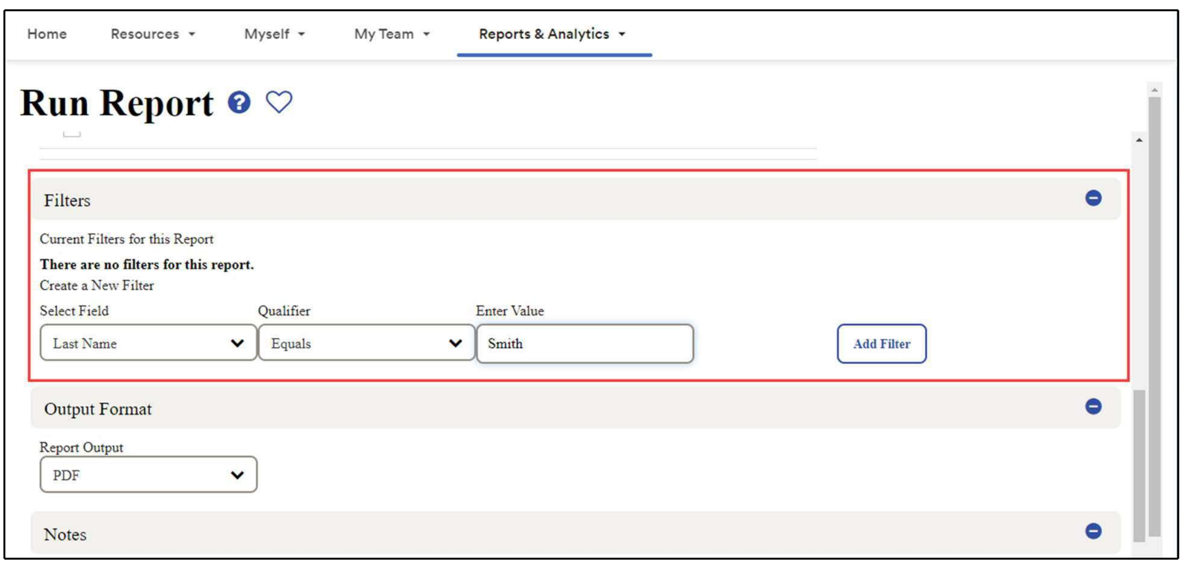

</td></tr>
<tr><td>2</td><td>In the Time Frame field, select the time frame.


</td></tr>
</table>

<table>
<tr>
<td>3</td>
<td>
Select the fields you want displayed on the report using the arrows.
Note: The Employee Information Effective As Of field always defaults to Today. Click the calendar icon to select another date. Employee Status defaults to All employees currently using Time & Attendance.

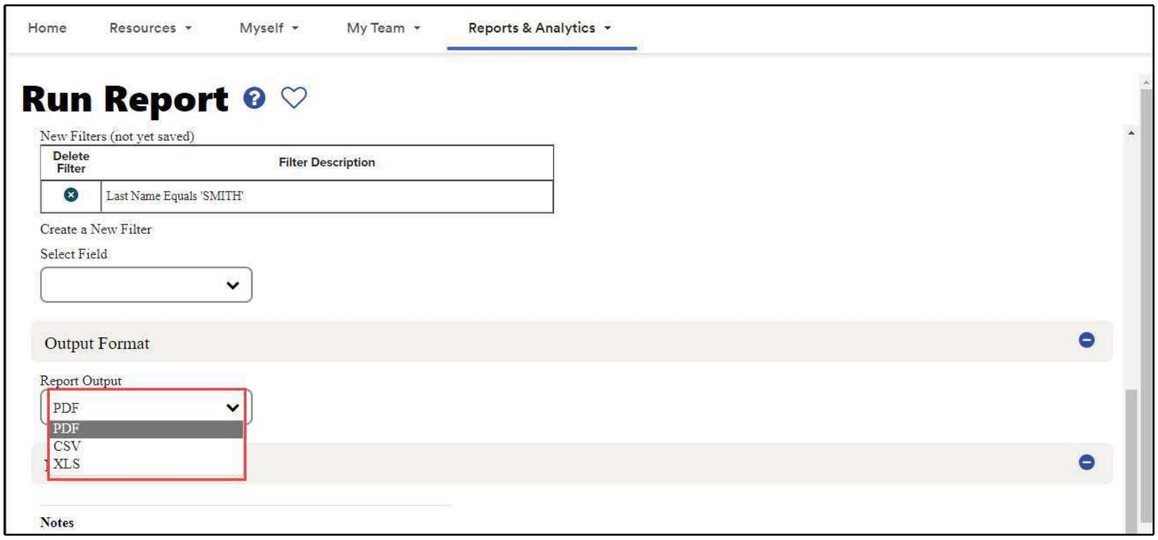


</td>
</tr>
<tr>
<td>4</td>
<td>
To filter data by a field, under Filters, select options for Select Field, Qualifier, and Enter Value for the report. Then click Add Filter.

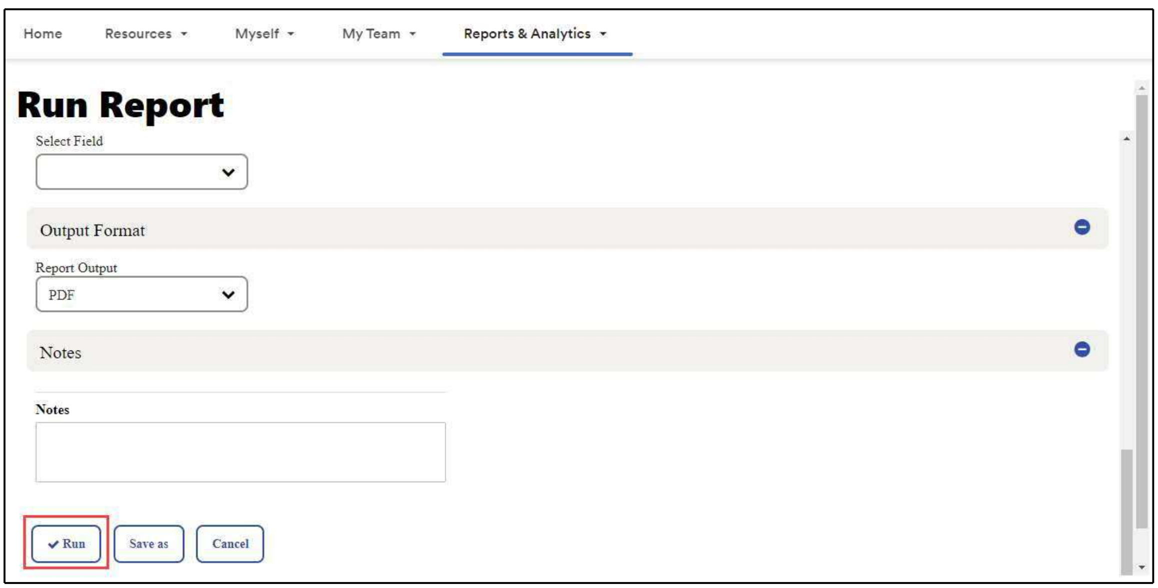


</td>
</tr>
</table>

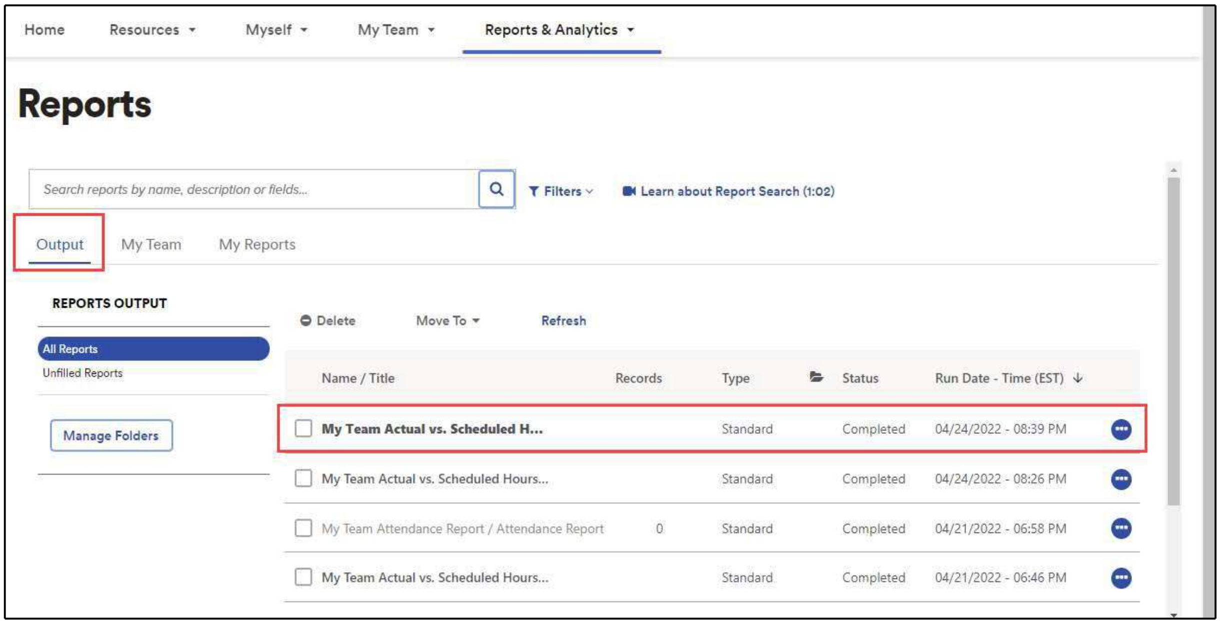
5 In the **Output Format** section, select the **Report Output**.



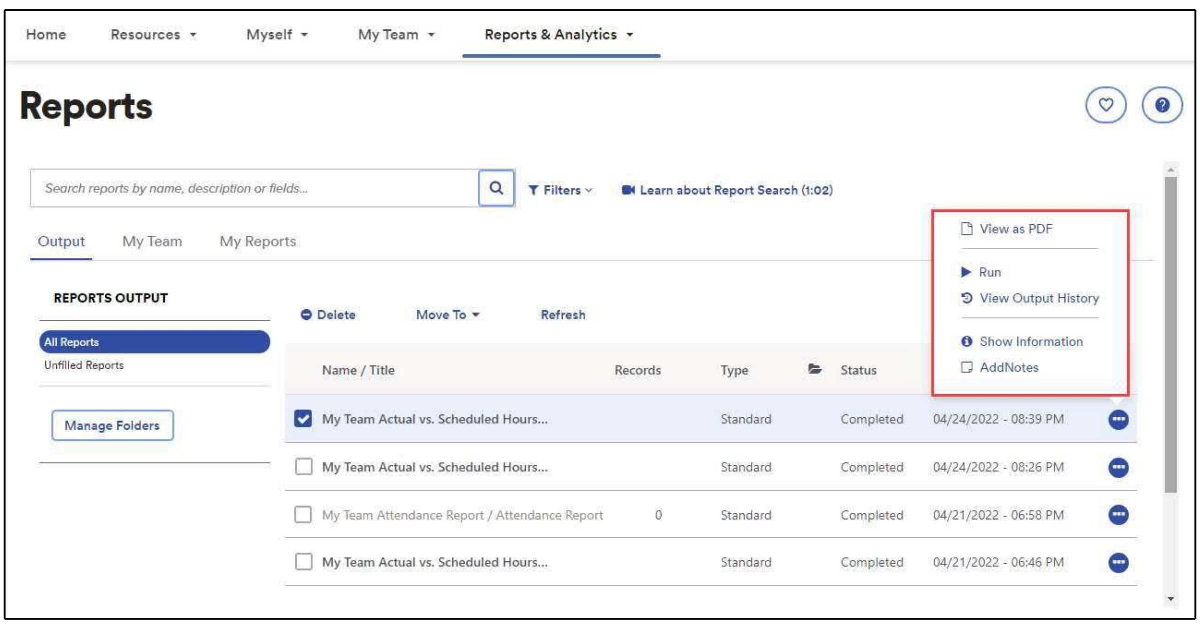
6 Click **Run** to generate the report.



7 The report will appear in the **Reports & Analytics Output** folder.

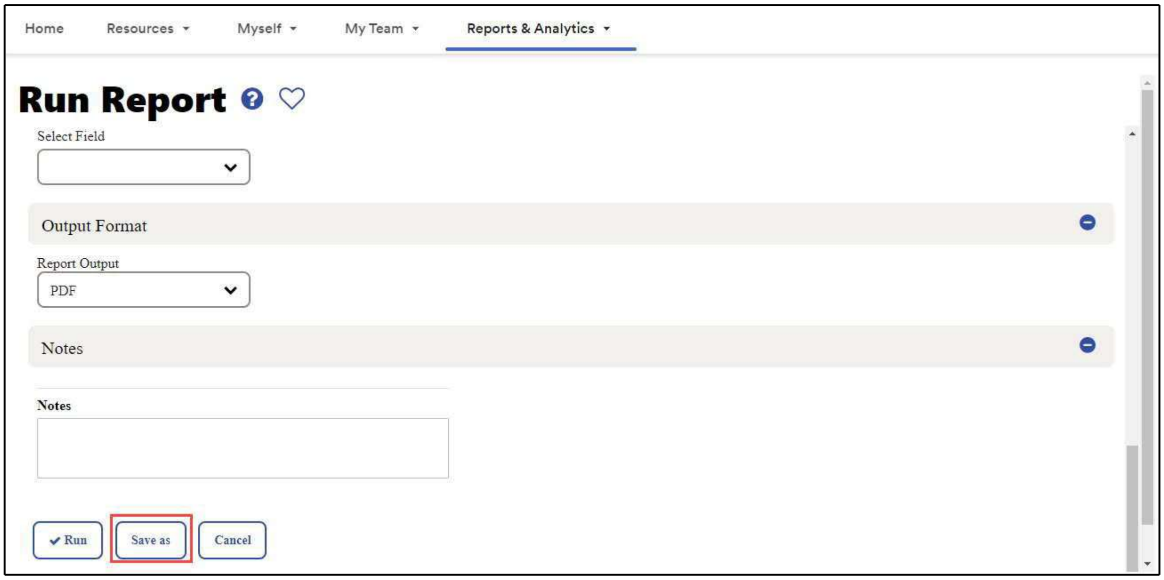
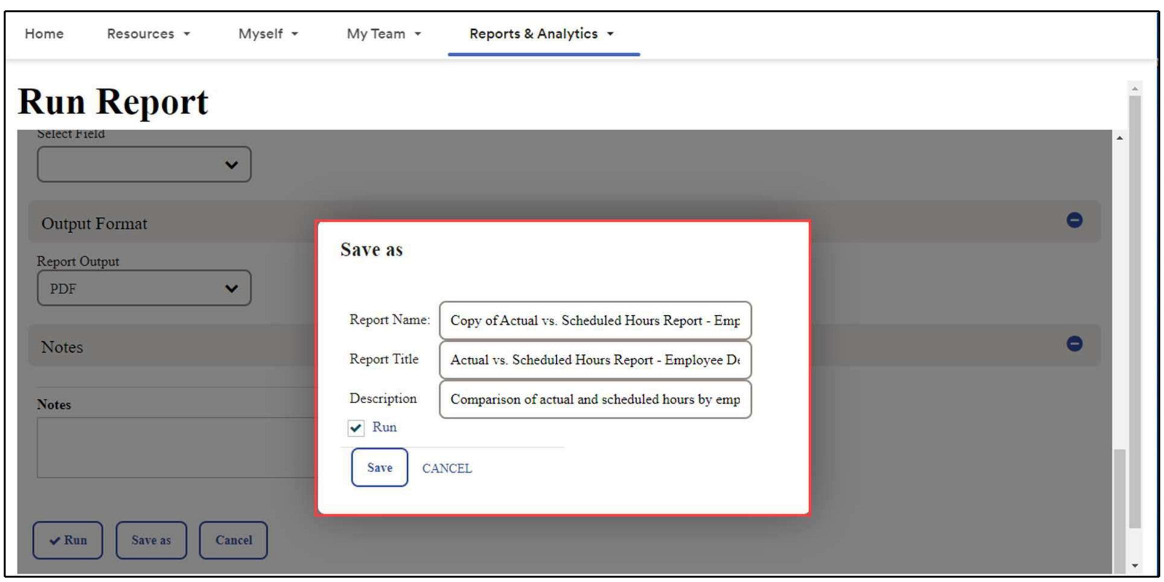


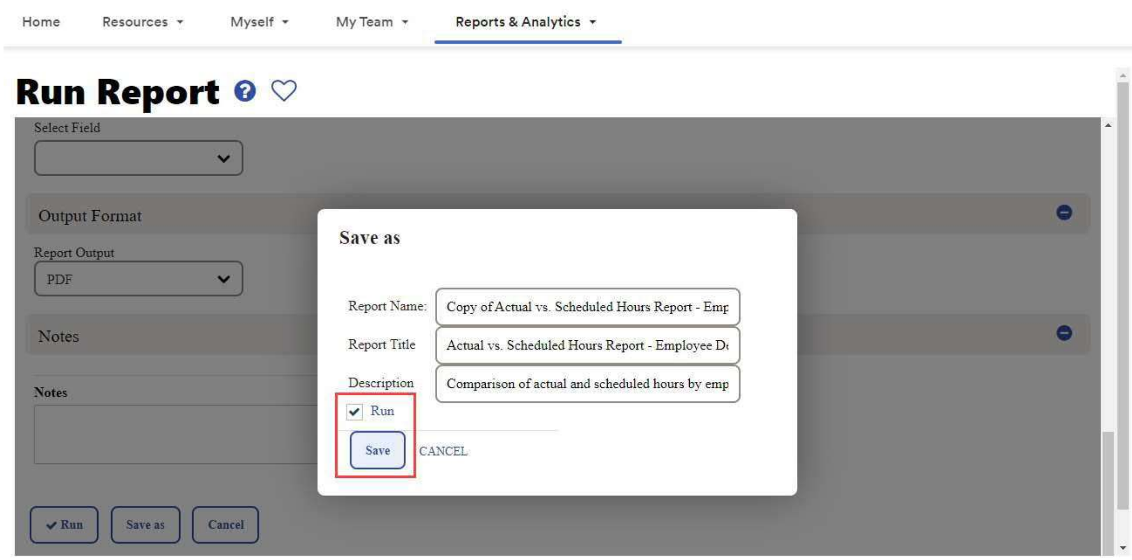
8 On the **Output** tab, select the report and click the (action) button. Select the **View As** format you chose when you created the report. The report will open in a new window.



Saving a Report

Follow the steps below to save your report.

<table>
<tr><th>Step</th><th>Action</th></tr>
<tr><td>1</td><td>After completing the fields, click Save As instead of Run.
Note: Clicking Run generates the report on the Output tab. Clicking Save As saves the report to the My Report tab.

</td></tr>
<tr><td>2</td><td>Enter the Report Name, Title, and Description.
Note: The title you enter displays at the top of your report.

</td></tr>
</table>

3	Select **Run** and then click **Save**. **Result**: The Output page displays. 

Note:

- **My Reports** are private. If you save a **My Report**, it will be available only to you to run in the future.
- If you want to update the report criteria on a report that you have saved, access the **My Reports** tab and click the report name.