HOW TO LOG HOURS IN ADP

Step 1: go to workforcenow.adp.com & type in your log in information:

Step 2: Click “Log In”: 
Step 3: Click “My Time Card” on the home page:

Step 4: Click on “IN – OUT” box for the day you wish to add your times:

Note: To enter 8:00AM you can type, 8a. To enter 4:00PM, enter 4p.
If you do not add the AM or PM, the automatic time will be converted to AM.
So, if you just enter 8 and 4 in the boxes, your time card will read 8:00AM – 4:00AM and that will cause an error.
If you work in multiple locations and receive multiple pay rates for each position, you will have the option to select what department you worked that day or times that day. These will be found under the “DEPARTMENT” option:

If you worked 8A-12P in one location, then 1P-4P in another position in the same day, you will have to “Add Blank Row”. Click on the grey lines next to the day you wish to add an extra row, then click “Add Blank Row”:

If you work in one department, your department will be automatically populated, so not changes are needed.
If you work in multiple departments and are unsure of what department to select, please contact Payroll.
Enter the hours and then select the DEPARTMENT:

Step 5: Once your hours are entered, you will then select “Save”:

Once your time sheet is complete, it will automatically sent to your Supervisor.
Your Supervisor will approve your time sheet.
The time sheet will then be sent to payroll for processing.