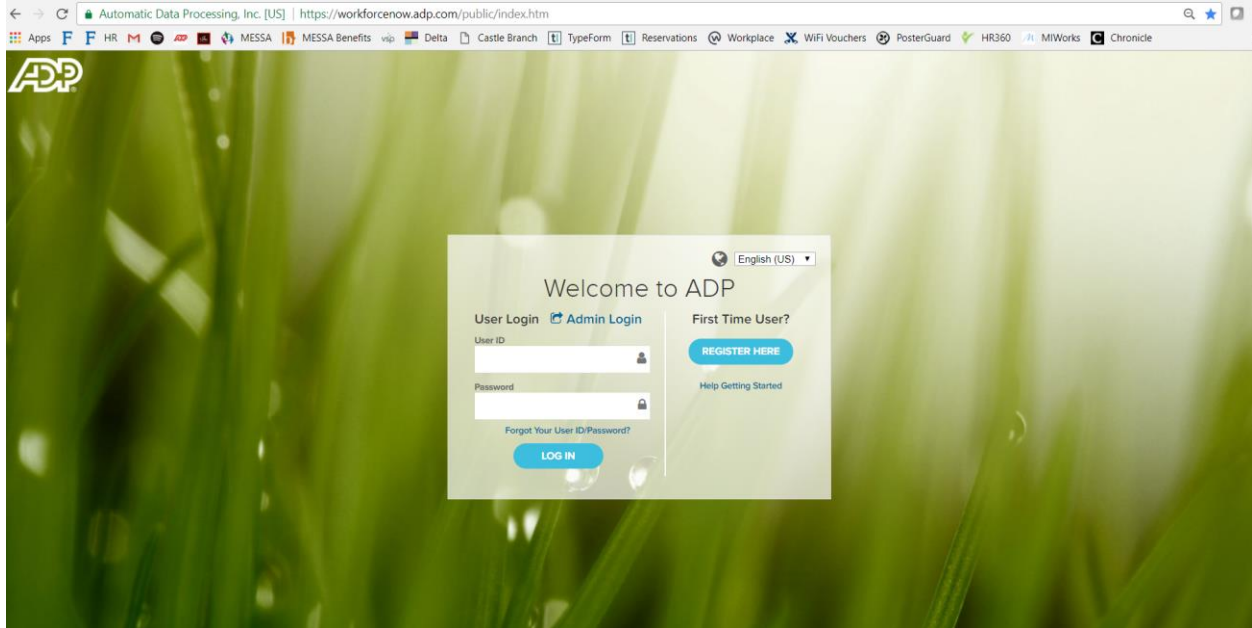
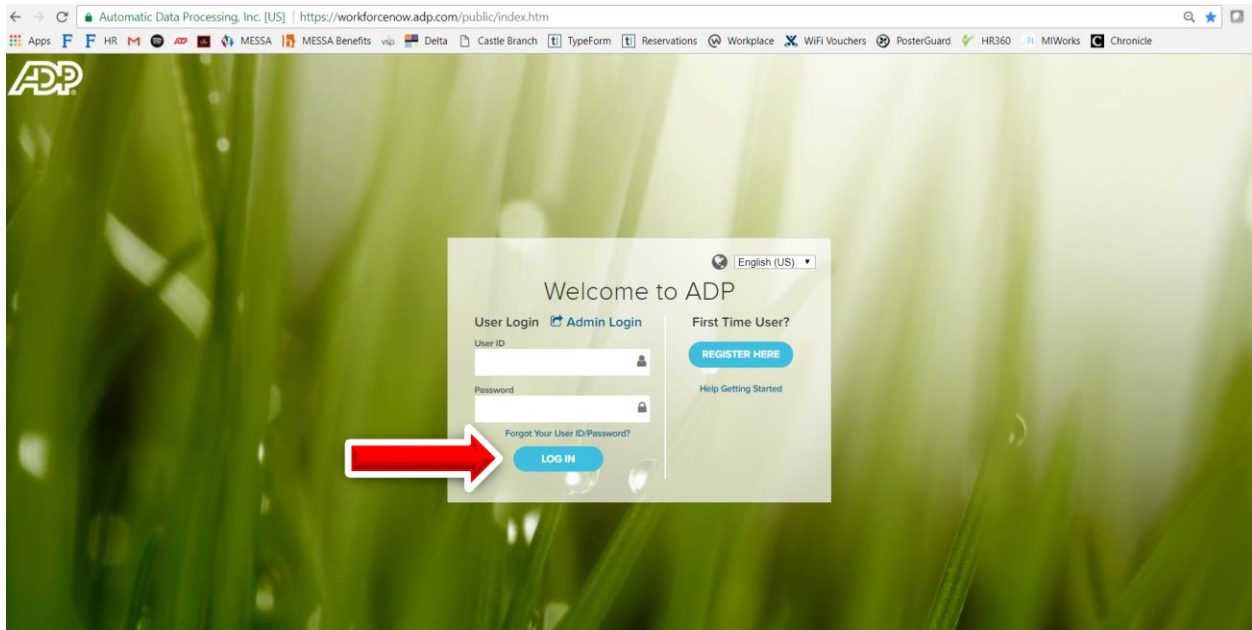


HOW TO LOG HOURS IN ADP

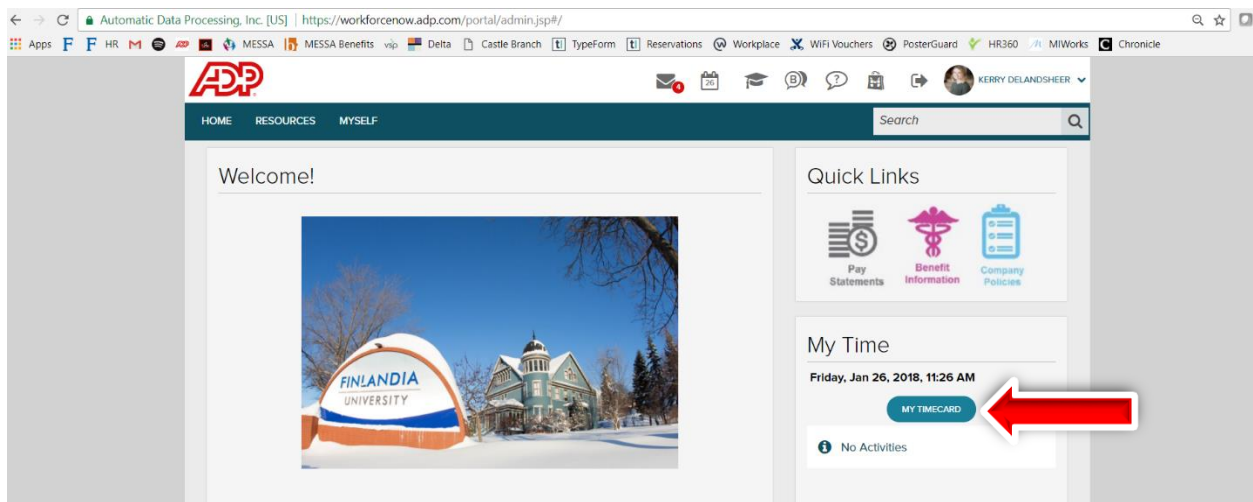
Step 1: go to workforcenow.adp.com & type in your log in information:



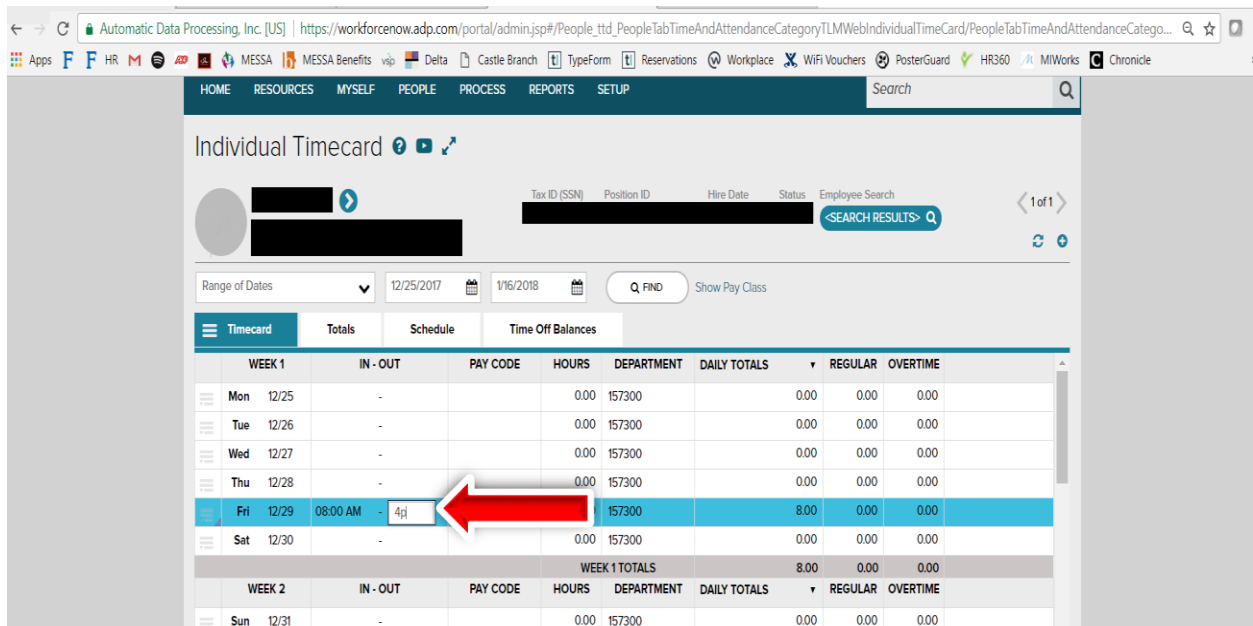
Step 2: Click "Log In":



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:

| Current Pay Period | | 12/17/2017 | 12/30/2017 | 110010 Business | | | |
|--------------------|-------|---------------------|------------|-------------------|---------------------------------|---------|----------|
| Timecard | | Totals | Schedule | Time Off Balances | | | |
| Fri | 12/22 | - | | 0.00 | 110100 Health And Human Se... | | |
| Sat | 12/23 | - | | 0.00 | 110110 Physical Therapy Prog... | 0.00 | 0.00 |
| WEEK 2 | | IN - OUT | PAY CODE | HOURS | 110150 Human Services | 0.00 | 0.00 |
| Sun | 12/24 | - | | 0.00 | 111010 Fine Arts | 0.00 | 0.00 |
| Mon | 12/25 | - | | 0.00 | 111050 Design Team | REGULAR | OVERTIME |
| Tue | 12/26 | - | | 0.00 | 111100 Lang & Litrature | 0.00 | 0.00 |
| Wed | 12/27 | - | | 0.00 | 111150 Math & Science | 0.00 | 0.00 |
| Thu | 12/28 | - | | 0.00 | 112000 Physical Ed | 0.00 | 0.00 |
| Fri | 12/29 | 08:00 AM - 04:00 PM | | 8.00 | 112500 Religion-phil | 0.00 | 0.00 |
| Sat | 12/30 | - | | 0.00 | 159250 | 0.00 | 0.00 |
| WEEK 2 TOTALS | | | | 8.00 | | 0.00 | 0.00 |

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":

| Current Pay Period | | 12/17/2017 | 12/30/2017 | Q FIND Show Pay Class | | | |
|--------------------|-------|---------------------|------------|-----------------------|------------|--------------|------------------|
| Timecard | | Totals | Schedule | Time Off Balances | | | |
| Fri | 12/22 | - | | 0.00 | 159250 | 0.00 | 0.00 |
| Sat | 12/23 | - | | 0.00 | 159250 | 0.00 | 0.00 |
| WEEK 1 TOTALS | | | | | | 0.00 | 0.00 |
| WEEK 2 | | IN - OUT | PAY CODE | HOURS | DEPARTMENT | DAILY TOTALS | REGULAR OVERTIME |
| Sun | 12/24 | - | | 0.00 | 159250 | 0.00 | 0.00 |
| Mon | 12/25 | - | | 0.00 | 159250 | 0.00 | 0.00 |
| Tue | 12/26 | - | | 0.00 | 159250 | 0.00 | 0.00 |
| Wed | 12/27 | - | | 0.00 | 159250 | 0.00 | 0.00 |
| Thu | 12/28 | - | | 0.00 | 159250 | 0.00 | 0.00 |
| Fri | 12/29 | 08:00 AM - 12:00 PM | | 4.00 | 112500 | 4.00 | 0.00 |
| WEEK 2 TOTALS | | | | 4.00 | | 4.00 | 0.00 |

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:

The screenshot shows a timecard interface for the current pay period of 12/17/2017 to 12/30/2017. The interface includes a search bar, a 'Show Pay Class' button, and a navigation menu with 'Timecard', 'Totals', 'Schedule', and 'Time Off Balances'. The main table displays time entries for Week 1 and Week 2. A red arrow points to the 'DEPARTMENT' dropdown menu in the entry for Friday, 12/29, 01:00 PM - 03:00 PM, which is currently set to '159250'. The table also shows 'WEEK 1 TOTALS' and 'WEEK 2 TOTALS' at the bottom. At the bottom of the interface, there are buttons for 'SAVE', 'REFRESH', 'PREFERENCES', and 'Legend'.

| WEEK 2 | IN - OUT | PAY CODE | HOURS | DEPARTMENT | DAILY TOTALS | REGULAR | OVERTIME |
|---------------|---------------------|----------|-------|------------|--------------|---------|----------|
| Sun 12/24 | - | | 0.00 | 159250 | 0.00 | 0.00 | 0.00 |
| Mon 12/25 | - | | 0.00 | 159250 | 0.00 | 0.00 | 0.00 |
| Tue 12/26 | - | | 0.00 | 159250 | 0.00 | 0.00 | 0.00 |
| Wed 12/27 | - | | 0.00 | 159250 | 0.00 | 0.00 | 0.00 |
| Thu 12/28 | - | | 0.00 | 159250 | 0.00 | 0.00 | 0.00 |
| Fri 12/29 | 08:00 AM - 12:00 PM | | 4.00 | 111250 | 4.00 | 0.00 | 0.00 |
| 12/29 | 01:00 PM - 03:00 PM | | 2.00 | 159250 | 6.00 | 0.00 | 0.00 |
| Sat 12/30 | - | | 0.00 | 159250 | 0.00 | 0.00 | 0.00 |
| WEEK 2 TOTALS | | | | | 6.00 | 0.00 | 0.00 |

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

This screenshot is identical to the one above, but with a red arrow pointing to the 'SAVE' button at the bottom left of the interface. The 'SAVE' button is a blue button with a white document icon and the text '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.