



IN THE BUSINESS OF YOUR SUCCESSSM

ADP Workforce Now

Essential Time & Attendance Supervisor Basics

Handout Manual



HR. Payroll. Benefits.

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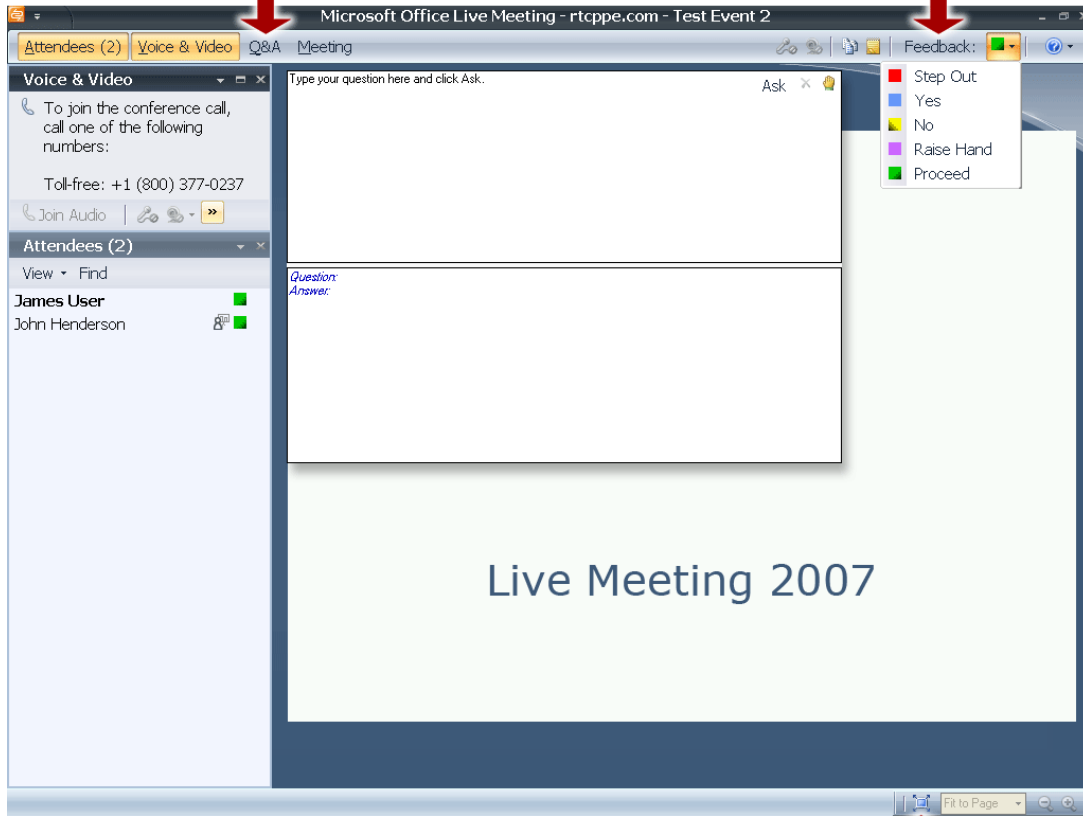


■ Course Introduction

■ Navigating Live Meeting

Questions and Answers

Feedback



Full Screen Mode
(or press F5)



■ Course Purpose

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

■ Course Agenda

- Introducing ADP Workforce Now Time & Attendance
- The ADP Workforce Now User Interface
- Editing Timecards
- Preparing for Payroll Processing
- Running Reports
- Scheduling Employees

■ Materials Overview

Use the job aids in this handout manual when you are back at your job.



■ Introducing ADP Workforce Time & Attendance

■ Overview

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

■ The Time & Attendance Workflow Process

■ Overview

The following illustration shows each stage of the Time & Attendance workflow process:



■ Stages and Descriptions

Stage	Description
1	Employees enter their time data, and the punches are collected. The application applies rounding rules, totals the hours, calculates overtime, and highlights missed punches and other exceptions.
2	You review and edit time information and generate reports. You can also approve time online, if your company is set up for this feature.
3	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.



■ The Employee's Role

The employee:

- Enters own time (if applicable)
- Views own time sheet, schedule, and personal and attendance information
- Enters own supplemental earnings (if applicable)
- Sends attendance notifications to supervisors and requests time off (if applicable)

■ The Supervisor's Role

The supervisor:

- Corrects timecards
- Assigns employee schedules (if applicable)
- Approves employee timecards and time off requests (if applicable)
- Generates reports

■ The Practitioner's Role

The practitioner:

- Creates schedules (if applicable)
- Edits employee timecards
- Sends email notifications
- Maintains employee information
- Generates reports
- Prepares Time & Attendance data for payroll processing



■ The ADP Workforce Now User Interface

■ Overview

In this topic, you will take a short tour of the ADP Workforce Now user interface. You have easy access to the Time & Attendance pages using the menus.

■ Explore: Navigation Elements

■ Elements and Descriptions

Element	Description
Myself menu	
My Team menu	
Reports menu	
Message Center	

■ Editing Timecards

■ Overview

One of your more important tasks is to edit your employees' timecards to make corrections on a daily basis and to fix exceptions.

■ What Are Timecard Exceptions?




A timecard exception is generated when you attempt to process a timecard that does not meet certain expectations or requirements.

■ Examples

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

■ Processing Symbols and Descriptions

Timecard exceptions are identified by symbols. The severity of a timecard exception is indicated by one of the following three symbols:

Symbol	Description
	You must resolve exceptions marked with the Error icon before the payroll can be processed.
	Exceptions marked with the Warning icon do not have to be resolved, but they must be noted before the payroll is processed. Note: Supervisor approvals can be required. This means that supervisor approvals, which are still indicated with a Warning icon, must be recorded before payroll can be processed. Your ADP representative can change the severity to an error.
	Exceptions marked with the Message icon do not require action before the payroll can be processed, although you can choose to note them.

■ Best Practices

You should clear exceptions on a daily basis. You'll receive a notification in the Message Center when an exception is generated.



Explore: The Timecards Page

The screenshot shows the ADP Timecards interface. At the top, there is a search bar with a magnifying glass icon labeled 'MAGNIFYING GLASS ICON'. Below it, the 'Pay Date Range' is set to 'Current Pay Period' with dates '08/29/2011' to '09/11/2011', labeled 'PAY DATE RANGE FIELDS'. The main table has columns for 'Date In', 'Time In', 'Time Out', 'Hours', 'Daily Totals', 'Out Type', 'Earnings Code', and 'Department'. A 'Select' column on the left contains checkboxes and processing symbols (plus, minus, checkmark, red X). A box labeled 'PROCESSING SYMBOLS' highlights these symbols. Another box labeled 'ENTRY FIELDS' highlights the 'Time In' and 'Time Out' columns. At the bottom, there are buttons for 'Submit', 'Submit & Calculate', 'Insert', 'Copy', 'Paste', 'Clear', and 'Delete'. The total hours are shown as 28.83.

Select		Date In	Time In	Time Out	Hours	Daily Totals	Out Type	Earnings Code	Department
<input type="checkbox"/>	Mon	08/29/2011	10:00 AM	01:05 PM	3.08	3.08			010000
<input checked="" type="checkbox"/>	Tue	08/30/2011	10:11 AM	03:47 PM	5.50	5.50?			010000
<input checked="" type="checkbox"/>	Tue	08/30/2011	04:30 PM			0.00?			010000
<input checked="" type="checkbox"/>	Wed	08/31/2011	10:15 AM						010000
<input checked="" type="checkbox"/>	Thu	09/01/2011	08:54 AM	08:59 AM	0.00	0.00?			010000
<input checked="" type="checkbox"/>	Thu	09/01/2011		04:12 PM	5.25	5.25			010000
<input checked="" type="checkbox"/>	Sat	09/02/2011							010000
<input checked="" type="checkbox"/>	Sun	09/04/2011							010000
<input checked="" type="checkbox"/>	Mon	09/05/2011	10:00 AM	05:00 PM	6.00				010000
<input checked="" type="checkbox"/>	Tue	09/06/2011	09:58 AM	11:56 AM	2.00	2.00?			010000
<input checked="" type="checkbox"/>	Tue	09/06/2011	11:56 AM						010000
<input checked="" type="checkbox"/>	Wed	09/07/2011	10:12 AM	04:05 PM	4.75	4.75			010000
<input checked="" type="checkbox"/>	Thu	09/08/2011	10:02 AM	12:15 PM	2.25	2.25?			010000
<input checked="" type="checkbox"/>	Thu	09/08/2011	04:21 PM						010000
<input type="checkbox"/>	Fri	09/09/2011							010000
<input type="checkbox"/>	Sat	09/10/2011							010000
<input type="checkbox"/>	Sun	09/11/2011							010000

Elements and Descriptions

Element	Description
Pay Date Range fields	
Magnifying glass icon	
Processing symbols	
Entry fields	



■ Adding Missed Punches Job Aid

■ Instructions: Inserting a Missing Punch

Starting Point: My Team > Time & Attendance > Timecards

Step	Action
1	On the Employee ID bar, click the magnifying glass icon and select the employee. Result: The employee's timecard displays.
2	In the row with the missing punch, in the Time In field, right-click the punch and select Insert Time . Result: The time automatically moves to the Time Out field in the same row.
3	In the Time In field, enter the time the employee returned from lunch and press Tab.
4	Make any other edits to the employee's timecard and then click Save .



■ Instructions: Inserting a New Row

Starting Point: My Team > Time & Attendance > Timecards

Step	Action
1	On the Employee ID bar, click the magnifying glass icon and select the employee. Result: The employee's timecard displays.
2	In the row with the missing punch, in the Time Out field, enter the time the employee left for lunch.
3	In that same row, click the Add button. Result: A duplicate row is inserted for that day.
4	In the second row for that day, in the Time In field, enter the time the employee returned from lunch.
5	In the Time Out field, enter the time the employee left for the day and press Tab.
6	Make any other edits to the employee's timecard and then click Save .



■ Deleting Punches Job Aid

■ Instructions

Starting Point: My Team > Time & Attendance > Timecards

Step	Action
1	On the Employee ID bar, click the magnifying glass icon and select the employee. Result: The employee's timecard displays.
2	In the first row for the day with the extra punch, in the Time Out field, right-click the time and select Delete Time . Result: The time from the second row moves into the Time Out field in the first row, replacing the incorrect time in the first row. The red highlighting of the second row and the X in the processing symbols column marks the row for deletion.
3	Click Save and then click OK . Result: The second row for the incorrect time pair is removed, along with the Error symbol. The Unprocessed symbol displays in the updated rows, and the "Operation Successful" message displays.



■ Correcting Department Transfers Job Aid

■ Instructions: Hours-Based Employee

Starting Point: My Team > Time & Attendance > Timecards

Step	Action						
1	On the Employee ID bar, click the magnifying glass icon and select the employee. Result: The employee's timecard displays.						
2	Enter the hours that the employee worked in another department. <table border="1" data-bbox="427 604 1466 884"> <thead> <tr> <th>IF the transfer is a:</th> <th>THEN:</th> </tr> </thead> <tbody> <tr> <td>Full workday</td> <td>In the Hours field for the workday, enter the total hours</td> </tr> <tr> <td>Partial workday</td> <td> 1. To add another row, in the Hours field for the workday, click the Add button 2. In the relevant rows, enter the hours worked for each department </td> </tr> </tbody> </table>	IF the transfer is a:	THEN:	Full workday	In the Hours field for the workday, enter the total hours	Partial workday	1. To add another row, in the Hours field for the workday, click the Add button 2. In the relevant rows, enter the hours worked for each department
IF the transfer is a:	THEN:						
Full workday	In the Hours field for the workday, enter the total hours						
Partial workday	1. To add another row, in the Hours field for the workday, click the Add button 2. In the relevant rows, enter the hours worked for each department						
3	In the row for the workday, click in the Department field. Result: The magnifying glass icon displays.						
4	Click the magnifying glass icon and then click the department.						
5	In the Note window, enter your note. Note: The employee can view any notes you enter.						
6	Click Done . Result: The Note button is now green and appears to have writing on it to indicate the entry of the note. After you submit the timecard, the button color changes to yellow.						
7	Click the Note button. Result: The row where you are adding the note is highlighted.						
8	Click Save .						



■ Instructions: Time-Based Employee

Starting Point: My Team > Time & Attendance > Timecards

Step	Action						
1	On the Employee ID bar, click the magnifying glass icon and select the employee. Result: The employee's timecard displays.						
2	Enter the hours that the employee worked in another department.						
	<table border="1"> <thead> <tr> <th>IF the transfer is a:</th> <th>THEN:</th> </tr> </thead> <tbody> <tr> <td>Full workday</td> <td>Enter the time in and out for the workday</td> </tr> <tr> <td>Partial workday</td> <td> <ol style="list-style-type: none"> 1. Right-click the Time Out field for the workday 2. Select Transfer 3. In the relevant rows, enter the times in and out </td> </tr> </tbody> </table>	IF the transfer is a:	THEN:	Full workday	Enter the time in and out for the workday	Partial workday	<ol style="list-style-type: none"> 1. Right-click the Time Out field for the workday 2. Select Transfer 3. In the relevant rows, enter the times in and out
IF the transfer is a:	THEN:						
Full workday	Enter the time in and out for the workday						
Partial workday	<ol style="list-style-type: none"> 1. Right-click the Time Out field for the workday 2. Select Transfer 3. In the relevant rows, enter the times in and out 						
3	In the row for the workday, click in the Department field. Result: The magnifying glass icon displays.						
4	Click the magnifying glass icon and then click the department.						
5	Click Save .						



■ Preparing for Payroll Processing

■ Overview

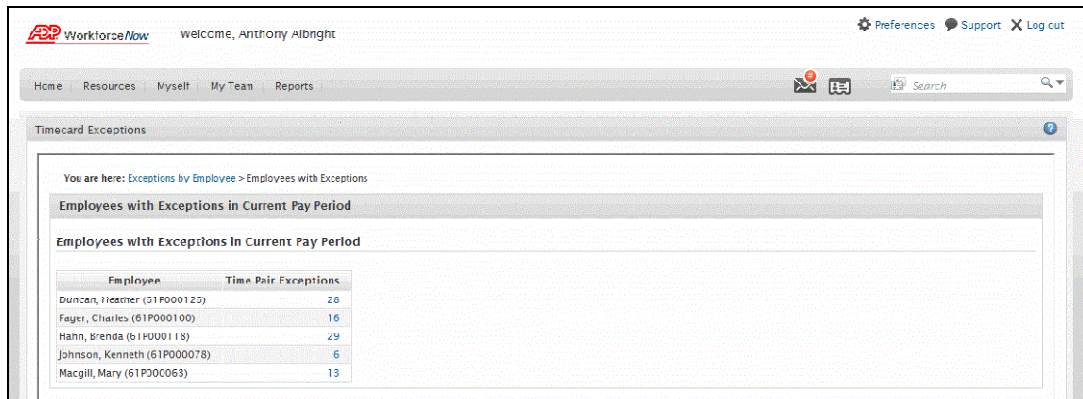
After a pay period has ended, your practitioner must complete a number of tasks to prepare the data for payroll processing and close the pay period. Then, your practitioner must move to the next pay period and move the data in the current pay period into an archive, where it can no longer be edited.

Your responsibilities at the end of the period include the following tasks:

- Checking employee timecards for errors, known as fixing exceptions
- Making final edits
- Approving timecards
- Approving time off requests

■ Fixing Exceptions

You can locate timecard exceptions in two ways: by employee and by type of exception. On the Timecard Exceptions page, you can view, note, and resolve exceptions that have been flagged by the application. To access this page, select My Team > Timecard Exceptions.





■ Fixing Exceptions by Employee Job Aid

■ Instructions

Starting Point: My Team > Time & Attendance > Timecard Exceptions

Step	Action
1	In the Exceptions by Employee section, click Employees in Current Pay Period .
2	In the Time Pair Exceptions column, next to the employee's name, click the number. Result: All of the timecard exceptions in the current pay period for the employee displays.
3	For each exception, select an option from the list, or if no list is available, click a link in the Time column to edit a time pair. Note: To process your change immediately after you edit a time pair, click Submit & Calculate.
4	Click Submit . Result: The Processed symbol replaces the Error symbol.



■ Fixing Exceptions by Type Job Aid

■ Instructions

Starting Point: My Team > Time & Attendance > Timecard Exceptions

Step	Action
1	In the Exceptions by Employee section, click View by Type .
2	Click the type of exception to review. Result: The chosen type of exception for all of your employees display.
3	In the Time column, click a link. Result: The time pairs for that day for the selected employee display.
4	To resolve the exception, make changes to the time pairs as appropriate.
5	Click Submit .
6	To return to the list of exceptions, click the type of exception. Result: The timecard exception has been resolved, and it no longer displays in the list of exceptions.
7	Repeat steps 3 through 7 until all of the exceptions are resolved.



■ Approving Total Hours Worked Job Aid

■ Instructions

Starting Point: My Team > Time & Attendance > Timecard Exceptions

Step	Action
1	Select View by Type . Result: A list of exceptions by type displays.
2	In the Exceptions column, click Supervisor Approval Required . Result: A list of employees whose timecards have not been approved displays.
3	On the Summary View tab, select the pay date range and pay cycle.
4	In the Select column, select one employee or multiple employees. Note: To approve timecards for all of the listed employees at once, select the Select column header check box.
5	Click Approve . Result: The selected employees' timecards are approved, and the "Operation Successful" message displays. Note: If your company uses supplemental earnings, you can approve supplemental earnings for the selected employee by clicking the Supplemental Earnings link on the employee's timecard.



■ Approving Individual Time Pairs Job Aid

■ Instructions

Starting Point: My Team > Time & Attendance > Timecard Exceptions

Step	Action
1	Select View by Type . Result: A list of exceptions by type displays.
2	In the Exceptions column, click Supervisor Approval Required . Result: A list of employees who have not had their timecards approved displays on the Summary View tab.
3	Select Detail View . Result: A list of time pairs pending supervisor approval displays.
4	In the Solution/Approve column, select the check box for the time pair row that requires approval. Note: To approve all of the listed time pairs at once, select the Solution/Approve column header check box.
5	Click Submit . Result: The employee's time pairs are approved, and the "Operation Successful" message displays.



Running Reports

Overview

In this topic, you will look at the standard reports that ADP has provided, how the reports are organized, and how you can edit the reports to meet your needs.

Frequently Run Reports

Reasons to Run a Report

You would frequently run reports to check:

- Employee timecards
- Exceptions to schedules
- Employee accrual balances
- Daily schedules
- Department allocations
- Employee overtime



■ Report Types and Descriptions

Type	Description
My Team Actual vs. Scheduled Hours	Provides the details on the difference between the actual time employees worked and the time they were scheduled to work. This report is available in three formats: Employee Summary, Employee Detail, and Worked/Non-Worked Summary.
My Team Approaching Weekly Overtime	Provides a list of employees whose hours have reached a specified limit. The report can also list employees who have not reached the specified limit.
My Team Daily Schedule	Provides detailed start and stop times by employee
My Team Department Detail	Provides employee hours by worked department
My Team Department Summary	Provides a summary of hours worked by department
My Team Employee Daily Totals	Provides a complete breakdown of employee hours and dollars by earnings code on a daily basis. Use it to review subtotals for each employee for the chosen time frame.
My Team Employee Rates	Provides a list of employee rates
My Team Employee Total Hours	Provides a complete breakdown of employee hours and estimated wages by department and earnings code
My Team Punch Source	Provides detailed timecard information grouped by the source of the in punch
My Team Timecard	Provides a detailed timecard report for each employee
My Team Timecard Detail with Signature	Provides a timecard report with signature line for each employee
My Team Timecard Exception	Provides a list of timecard exceptions by employee
My Team Timecard with Payroll	Provides a complete record of each employee's timecard, including the daily payroll totals. It includes actual time pair totals, daily payroll totals, and the payroll summary on a single report.

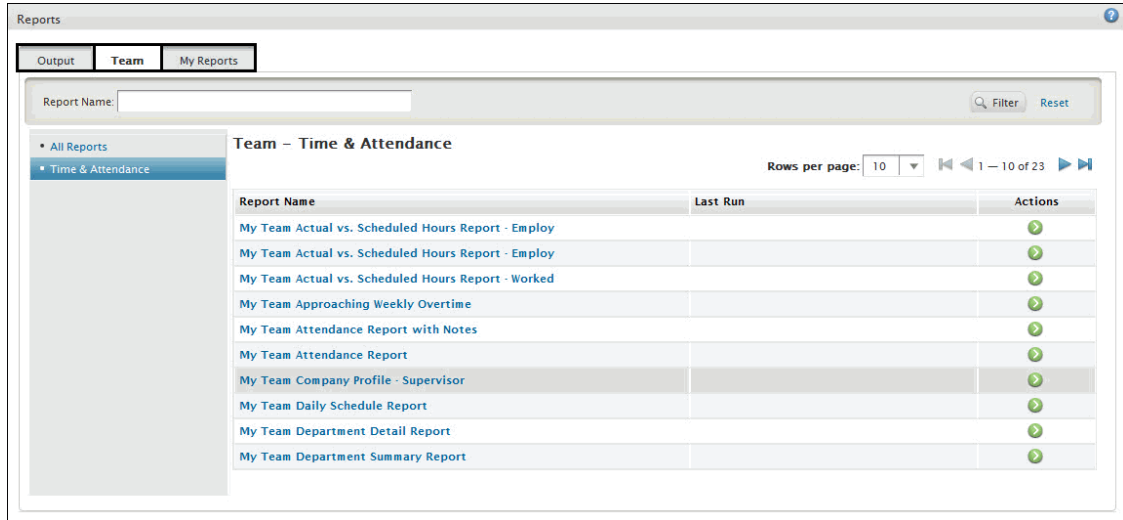


■ Explore: Reports

■ Overview

Reports make it easy for you to view, save, print, and download various sets of formatted data.

■ Elements and Descriptions



Element	Description
Team tab	
My Reports tab	
Output tab	



■ Generating a Report Job Aid

■ Overview

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.

■ Scenario

You want to run a report that shows the timecard exceptions for one employee in particular. You can run the Timecard Exception report to get this information.

■ Instructions: Choosing Report Criteria

Starting Point: Reports > My Team Reports > Time & Attendance

Step	Action
1	Next to the report that you would like to run, click the Action icon and select Edit/Run .
2	In the Timeframe list, select the timeframe.
3	To filter data by a field, under Create a New Filter , in the Select Field list, select a field.
4	In the Qualifier field, select the qualifier.
5	In the Enter Value field, enter a last name.
6	On the Lookup page, select a value.
7	Click Add Filter .
8	In the Report Output field, select the file format.



■ Instructions: Saving a Report

Step	Action
1	Click Save As .
2	In the Report Name field, enter a name.
3	In the Report Title field, enter a title. Note: The title that you enter will display at the top of your report.
4	In the Report Description field, enter a brief description.
5	Select Run .
6	Click Save . Result: The Output tab displays.

■ Additional Information

- 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.

■ Instructions: Viewing Report Output

Starting Point: Reports > My Team Reports > Time & Attendance

Step	Action
1	Select the Output tab.
2	Locate the report and click the Action icon.
3	Select the View As format that you chose when you created the report.



Scheduling Employees

Overview

A schedule contains information about an employee’s typical workday. A schedule could include details such as start and end times, the time allocated for lunch, and earnings codes.

Types of Schedules

You can work with two types of schedules:

- Daily – Use to assign a schedule to one or more employees only for specific days
- Recurring – Use to assign a repeatable schedule to one or more employees for multiple days

Daily Schedules					
	Totals	Sun 5/20	Mon 5/21	Tue 5/22	Wed 5/23
Hahn, B (6KA000118)	35.00	New	08:30 AM - 04:30 PM	08:30 AM - 04:30 PM	08:30 AM - 04:30 PM

Recurring Schedules					
	Totals	Sun 5/20	Mon 5/21	Tue 5/22	Wed 5/23
Hahn, B (6KA000118)	35.00	HOURLY	HOURLY 08:30 AM - 04:30 PM	HOURLY 08:30 AM - 04:30 PM	HOURLY 08:30 AM - 04:30 PM

Example of a Daily Schedule

Samuel Barbato works a morning shift from 7:00 a.m. to 3:00 p.m. Because he is scheduled to attend a training session from 9:00 a.m. to 5:00 p.m. on Wednesday, he will be assigned a daily schedule for that day.

Example of a Recurring Schedule

Mary Macgill works from 9:00 a.m. to 5:00 p.m., Monday through Thursday. Mary's practitioner will create the 9:00 a.m. to 5:00 p.m. recurring schedule, and her supervisor will assign the schedule to her.

Role Differences by Task

The table below lists basic scheduling tasks and the users who can perform them. *Only practitioners* can create recurring schedules.

Task	Can Managers Complete This Task?	Can Practitioners Complete This Task?
Assign daily schedules	√	√
Create daily schedules	√	√
Assign recurring schedules	√	√
Create recurring schedules		√



■ Explore: The Schedule Editor

The screenshot shows the 'Schedules' interface. At the top, there are 'DATE RANGE FIELDS' with a date range of 09/11/20XX to 09/17/20XX. Below that are 'SCHEDULES TABS' for 'Daily Schedules' and 'Recurring Schedules'. The main area is a table titled 'Edit a Single Schedule' with columns for 'Totals', 'Tue 9/13', 'Wed 9/14', 'Thu 9/15', 'Fri 9/16', and 'Sat 9/17'. The table lists employees and their schedules. A 'TOTALS COLUMN' callout points to the first column. A 'DAILY TOTALS ROW' callout points to the bottom row of the table. A 'HORIZONTAL SCROLL BAR' callout points to the scroll bar at the bottom of the table.

	Totals	Tue 9/13	Wed 9/14	Thu 9/15	Fri 9/16	Sat 9/17
Barbato, S (39P000114)	0.00	New	New	New	New	New
Cavallo, F (39P000146)	0.00	New	New	New	New	New
Duncan, H (39P000126)	31.50	New	08:00 AM - 05:00 PM	08:00 AM - 05:00 PM	08:00 AM - 05:00 PM	New
Evers, T (39P000060)	0.00	New	New	New	New	New
Fager, C (39P000100)	0.00	New	New	New	New	New
Hahn, B (39P000118)	35.00	08:30 AM - 04:30 PM	08:30 AM - 04:30 PM	08:30 AM - 04:30 PM	08:30 AM - 04:30 PM	New
Johnson, K (39P000078)	24.00	New	08:00 AM - 05:00 PM	08:00 AM - 05:00 PM	08:00 AM - 05:00 PM	New
Macgill, M (39P000063)	40.00	09:00 AM - 05:00 PM	09:00 AM - 05:00 PM	09:00 AM - 05:00 PM	09:00 AM - 05:00 PM	New
Employees: 9 (1 - 8)						
Worked / Hours:	130.50	2 / 15.00	4 / 31.00	4 / 31.00	4 / 31.00	0 / 0.00
Non-Worked / Hours:	0.00	0 / 0.00	0 / 0.00	0 / 0.00	0 / 0.00	0 / 0.00

■ Elements and Descriptions

Element	Description
Schedules tabs	
Date Range fields	
Horizontal scroll bar	
Totals column	
Daily Totals row	



■ Assigning a Recurring Schedule to Multiple Employees Job Aid

■ Instructions

Starting Point: My Team > Time & Attendance > Schedules

Step	Action
1	Select Recurring Schedules .
2	In the Action field, select Assign Multiple . Result: The Assign Recurring Schedules page displays.
3	Click in the Recurring Schedule field and then select a recurring schedule. Note: You can preview the selected recurring schedule by clicking the Preview link.
4	In the Start Week field, enter the week number on which the schedule begins.
5	In the Start Date field, enter a start date.
6	In the End Date field, enter an end date.
7	To select an employee, click the employee's name.
8	Click Submit . Result: The recurring schedule is assigned to the selected employees.

Important Information

To quickly select more than two adjacent employees, select the first employee you want in the list, hold the Alt key, and then select the last employee. The first and last employee names, plus all of the names in between, are highlighted in green to show that they are selected. To clear the selection of multiple adjacent employee names, press the Alt key and click any highlighted name.

If you want to edit the recurring schedule assignment, in the Action field, select Edit Single. You can edit the Start Week, Start Date, and End Date fields and then submit the changes.



■ Editing an Employee's Schedule Job Aid

■ Instructions

Starting Point: My Team > Time & Attendance > Schedules

Step	Action
1	Select Daily Schedules .
2	In the employee's row, click the cell of the day to edit. Result: The Edit a Single Schedule editor displays at the top of the page, showing schedule details such as in and out times, earnings code, lunch plan, and department.
3	In the In field, enter the new start time.
4	In the Out field, enter the new end time.
5	In the Department field, click the magnifying glass icon. Locate the department and then click the row.
6	Click Apply . Result: A blue triangle displays in the lower-right corner of the cell, indicating that the schedule has been modified but not saved.
7	Click Submit . Result: The blue triangle is removed, and the "Operation Successful" message displays at the top of the page.



Course Closing

Support after Class

Overview

Various options are available for training and supporting ADP Workforce Now users in your organization.



■ Accessing Support Job Aid

ADP provides various resources to help you perform your Time & Attendance tasks.

■ Instructions

Step	Action						
1	At the top of any page, click Support .						
2	It In the Search field, enter a topic and then click the magnifying glass icon. Result: The available online Help and training display.						
3	Review the available resources.						
	<table border="1"> <thead> <tr> <th>IF you want to:</th> <th>THEN:</th> </tr> </thead> <tbody> <tr> <td>Read online Help</td> <td>Click the Documentation tab and select a topic</td> </tr> <tr> <td>Access a learning byte</td> <td> <ol style="list-style-type: none"> 1. Click the Learning tab 2. Scroll down and, in the Learning Resources section, click Just-in-Time Learning </td> </tr> </tbody> </table>	IF you want to:	THEN:	Read online Help	Click the Documentation tab and select a topic	Access a learning byte	<ol style="list-style-type: none"> 1. Click the Learning tab 2. Scroll down and, in the Learning Resources section, click Just-in-Time Learning
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4	To close the Support window, click Support .						

■ Additional Resources

Your appendix contains job aids to help you remember how to perform additional tasks.



■ Training Evaluation

Thank you for attending this course. Please take a moment to complete the evaluation.



■ Essential Time & Attendance Supervisor Basics for ADP Workforce Now (80337)

■ Program Content

This course prepares participants to use the features of ADP Workforce Now. Topics include editing timecards, fixing timecard exceptions, running reports, and assigning employees to schedules.

■ Objectives

Upon completing this course, participants will be prepared to:

- Edit timecards
- Fix timecard exceptions
- Run reports
- Assign employees to schedules

■ Participant Materials

Participants need to print the *Essential Time & Attendance Supervisor Basics for ADP Workforce Now* handout manual prior to attending class.

■ Method of Presentation

Virtual class (VC)

■ Duration

2 hours

Appendix

Contents

Essential Time & Attendance Supervisor Basics for ADP Workforce Now

Entering Supplemental Earnings Job Aid..... 1

Editing an Assigned Schedule for an Employee Job Aid..... 2

Editing Nonwork Time Job Aid 3

What Are Quick Shifts?..... 5

Deleting and Restoring Schedules Job Aid 6



Essential Time & Attendance Supervisor Basics for ADP Workforce Now

Entering Supplemental Earnings Job Aid

Overview

Supplemental earnings are earnings that are not part of an employee’s basic pay, such as tips or bonuses. Depending on how your organization has implemented this feature, you, as a supervisor, may need to enter these amounts for your employees.

Instructions

Starting Point: My Team > Time & Attendance > Timecards

Step	Action
1	Locate the timecard of the employee for whom you will enter supplemental earnings.
2	Click Supplemental Earnings . Result: The Supplemental Earnings page for the selected employee displays.
3	Click in the Earnings Code field and then click the magnifying glass icon. Result: The Supplemental Earnings Code Lookup window opens.
4	Select the supplemental earnings code. Result: The supplemental earnings code is added.
5	In the Entered Amount field, enter the amount of the supplemental earnings. Note: For supplemental earnings codes that are not based on dollar amounts, such as mileage, the system automatically calculates the final amount based on your company’s standards.
6	Click Submit . Result: The timecard is updated with the supplemental earnings.

Supplemental Earnings Detail

Johnson, Kenneth
 Tax ID: XXX-XX-XXXX
 Position ID: AOA00078
 Job Title: RECVR - Receiver
 Home Department: 010000 - Shipping and Receiving
 Status: Active

Operation Successful

Pay Date Range: Current Pay Period 06/04/2012 - 06/17/2012

Select	Supervisor Approval	Pay Date	Earnings Code	Entered Amount	Final Amount	Department	Pay Premium Percentage	Pay Premium	Pay Premium Earnings Code
<input type="checkbox"/>	<input type="checkbox"/>	Mon 06/04/2012	BONUS	900.0000	900.0000	010000			
<input type="checkbox"/>	<input type="checkbox"/>	Mon 06/04/2012	TIPS	400.0000	400.0000	010000			

Buttons: Submit, Insert, Clear, Delete



■ Editing an Assigned Schedule for an Employee Job Aid

■ Overview

If you want to edit an assigned schedule for an employee for one day only, use the Edit Single mode.

■ Instructions

Starting Point: My Team > Time & Attendance > Schedules

Step	Action								
1	Select Daily Schedules .								
2	In the Action field, select Edit Single .								
3	Select the date range and the employee.								
4	Click the cell for the employee and date you wish to edit, add, or delete. Result: The Edit a Single Schedule editor displays the schedule details. If the employee is assigned to a recurring schedule, the in and out times, along with the hours, display. Otherwise, those fields are blank.								
5	Make the edits to the schedule. <table border="1" style="width: 100%; margin-top: 10px;"> <thead> <tr> <th style="background-color: black; color: white;">IF you want to:</th> <th style="background-color: black; color: white;">THEN:</th> </tr> </thead> <tbody> <tr> <td>Add a new schedule or edit an existing schedule for the selected date</td> <td>Enter the required data in the In, Out, Earnings Code, Lunch Plan, and Department fields</td> </tr> <tr> <td>Assign nonwork time to the selected employee</td> <td>Enter the amount of nonwork hours in the Hours field if required and select the earnings code that you wish to assign to the nonwork hours</td> </tr> <tr> <td>Delete a selected schedule for the selected date</td> <td>Click Delete Selected. Skip step 7.</td> </tr> </tbody> </table>	IF you want to:	THEN:	Add a new schedule or edit an existing schedule for the selected date	Enter the required data in the In, Out, Earnings Code, Lunch Plan, and Department fields	Assign nonwork time to the selected employee	Enter the amount of nonwork hours in the Hours field if required and select the earnings code that you wish to assign to the nonwork hours	Delete a selected schedule for the selected date	Click Delete Selected . Skip step 7.
IF you want to:	THEN:								
Add a new schedule or edit an existing schedule for the selected date	Enter the required data in the In, Out, Earnings Code, Lunch Plan, and Department fields								
Assign nonwork time to the selected employee	Enter the amount of nonwork hours in the Hours field if required and select the earnings code that you wish to assign to the nonwork hours								
Delete a selected schedule for the selected date	Click Delete Selected . Skip step 7.								
6	Click Apply . Important: This step does not apply if you want to delete a schedule for the selected date. Note: If you wish to add, edit, or delete another day's schedule for an employee, repeat the above steps.								
7	Click Submit .								



■ Editing Nonwork Time Job Aid

■ Overview

If your company uses the Time Off feature, you may not be able to add or edit nonwork time, such as jury duty or sick time, directly on timecards. The Time Off feature is active for your company if the Time Off section displays on the My Team or Myself menus.

If your company does not use the Time Off feature, refer to the instructions below. You can also refer to online Help for more information.

■ Instructions: Hours-Based Employees

Starting Point: My Team > Time & Attendance > Timecards

Step	Action						
1	Locate the employee's timecard.						
2	In the timecard, correct the number of hours worked.						
<table border="1"> <thead> <tr> <th>IF you need to edit:</th> <th>THEN:</th> </tr> </thead> <tbody> <tr> <td>The total number of hours worked</td> <td>In the row with the incorrect number of hours, in the Hours field, enter the correct number of hours Proceed to Step 8</td> </tr> <tr> <td>The number of hours because the employee worked part of the day</td> <td>In the row for the day that has the incorrect hours, in the Hours field, enter the correct number of hours that the employee worked Proceed to Step 3</td> </tr> </tbody> </table>		IF you need to edit:	THEN:	The total number of hours worked	In the row with the incorrect number of hours, in the Hours field, enter the correct number of hours Proceed to Step 8	The number of hours because the employee worked part of the day	In the row for the day that has the incorrect hours, in the Hours field, enter the correct number of hours that the employee worked Proceed to Step 3
IF you need to edit:	THEN:						
The total number of hours worked	In the row with the incorrect number of hours, in the Hours field, enter the correct number of hours Proceed to Step 8						
The number of hours because the employee worked part of the day	In the row for the day that has the incorrect hours, in the Hours field, enter the correct number of hours that the employee worked Proceed to Step 3						
3	To add a row, click the Add button and enter the number of hours that the employee was sick.						
4	To display the magnifying glass icon, in that same row, click in the Earnings Code field.						
5	Click the magnifying glass icon and then click the appropriate earnings code.						
6	Click the note icon and, in the Note window, enter your note. Result: The row where you are adding the note is highlighted. Once you enter the note, the employee can view it.						
7	Click Done . Result: The Note button is now green with writing on it to indicate the entry of the note. After you submit the timecard, the button color will change to yellow.						
8	Click Save . Result: The Unprocessed symbol displays in the updated row. After the application processes your changes by applying your company's pay rules, the Unprocessed symbol is replaced with a Processed symbol.						



■ Instructions: Time-Based Employees

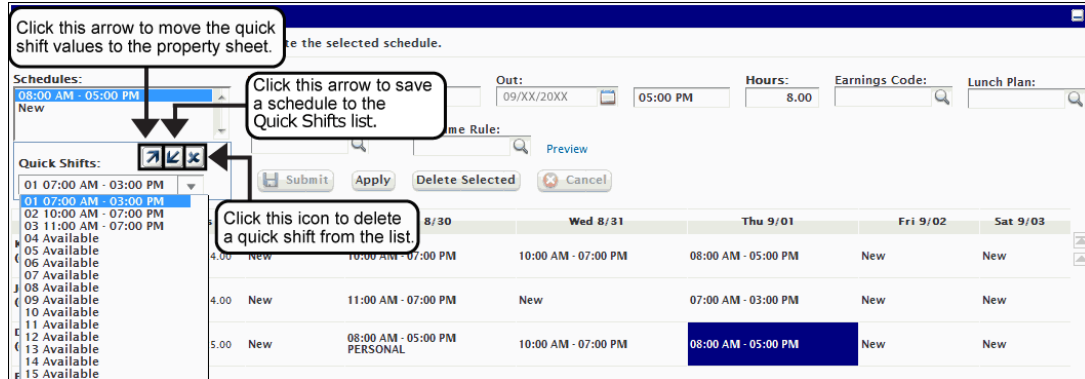
Starting Point: My Team > Time & Attendance > Timecards

Step	Action
1	Locate the employee's timecard.
2	In the row for the day that requires editing for nonwork time, in the Hours column, enter the correct number of hours that the employee generally works.
3	To display the list of earnings codes, click in the Earnings Code field and select the appropriate code.
4	Click Note and, in the Note window, enter your notes. Result: The row where you are adding the note is highlighted. Once you enter a note, the employee can view it.
5	Click Done . Result: The Note button is now green with writing on it to indicate the entry of the note. After you submit the timecard, the button color will change to yellow.
6	Click Save . Result: The Unprocessed symbol displays in the updated row. After the application processes your changes by applying your company's pay rules, the Unprocessed symbol is replaced with a Processed symbol.



What Are Quick Shifts?

The Quick Shifts feature allows you to recall and use previously saved schedule values such as shift start times, end times, earnings codes, and lunch plans. It is available on the Daily Schedules tab in the Edit Single and Assign Multiple editors.



Creating a New Quick Shift

Method 1: Using an Existing Schedule to Create a Quick Shift

Step	Action
1	Click a cell that has a shift you want to save.
2	To save the quick shift, click the down diagonal arrow .

Method 2: Creating a New Schedule and Saving It as a Quick Shift

Step	Action
1	Click a cell that displays New .
2	Populate the cell with a new shift start- and end-time combination.
3	Click Apply .
4	In the Quick Shifts list, select the next available slot.
5	To save the quick shift, click the down diagonal arrow .

Assigning a Quick Shift

Step	Action
1	Select the day on which you want to apply a quick shift.
2	In the Quick Shifts list, select a quick shift.
3	To apply the quick shift, click the up diagonal arrow .
4	Click Apply .
5	Click Submit .



■ Deleting and Restoring Schedules Job Aid

■ Overview

The Delete or Restore option allows for two distinct functions:

- The Delete function allows you to remove schedules for one or more days at a time.
- The Restore function allows you to restore a recurring schedule assignment to one or more days from which it was previously removed or altered.

■ Instructions

Starting Point: My Team > Time & Attendance > Schedules

Step	Action						
1	Select Daily Schedules .						
2	Select the appropriate date range and employees to assign the schedule.						
3	In the Action field, select Delete or Restore Multiple .						
4	Click the cells for the employees and dates for which to delete or restore recurring schedules. Result: The selected cells are highlighted in blue.						
5	Make the edits to the schedule.						
<table border="1" style="width: 100%;"> <thead> <tr> <th style="background-color: black; color: white;">IF you want to:</th> <th style="background-color: black; color: white;">THEN:</th> </tr> </thead> <tbody> <tr> <td>Delete the schedule from the selected cells</td> <td>Click Delete</td> </tr> <tr> <td>Restore the recurring schedule assigned to the employee</td> <td>Click Restore Recurring Schedule</td> </tr> </tbody> </table>		IF you want to:	THEN:	Delete the schedule from the selected cells	Click Delete	Restore the recurring schedule assigned to the employee	Click Restore Recurring Schedule
IF you want to:	THEN:						
Delete the schedule from the selected cells	Click Delete						
Restore the recurring schedule assigned to the employee	Click Restore Recurring Schedule						
6	Click OK . Result: The changes are saved, and the “Operation Successful” message displays.						

77 Daily Schedules | 65 Recurring Schedules

Action: Edit Single Assign Multiple Delete or Restore Multiple View: In & Out Times

✔ Operation Successful

Delete Multiple Schedules or Restore Recurring Schedules

Delete the selected schedules or restore the recurring schedules by removing schedule deviations.

Delete | Restore Recurring Schedule

	Totals	Sun 9/11	Mon 9/12	Tue 9/13	Wed 9/14	Thu 9/15	Fri 9/16
Hahn, B (61P000118)	0.00	New	New	New	New	New	New
Duncan, H (61P000126)	0.00	New	New	New	New	New	New
Evers, T (61P000060)	0.00	New	New	New	New	New	New
Macgill, M (61P000063)	0.00	New	New	New	New	New	New
Kramer, R (61P000068)	24.00	New	08:00 AM - 05:00 PM	New	08:00 AM - 05:00 PM	New	08:00 AM - 05:00 PM