

Recording Your Time

Depending on your company’s features, your Home page may display clocking buttons to make your time-entry tasks quickly accessible. Your Home page may display additional shortcut and task buttons, as well. If your Home page doesn’t include the My Time portlet, you can locate these buttons on the My Time Entry page.

Starting Point: Home or Myself > Time & Attendance > My Time Entry

Step	Action
1	Click Clock In or Clock Out as appropriate. My Time Wednesday, Oct 26, 2016, 09:00 AM CLOCK IN CLOCK OUT LUNCH OUT TRANSFER & PUNCH MY TIMECARD ANNUAL SUMMARY No Activities Result: A success message and the In or Out time are displayed. My Time Operation Successful Wednesday, Oct 26, 2016, 09:00 AM CLOCK IN CLOCK OUT LUNCH OUT TRANSFER & PUNCH MY TIMECARD ANNUAL SUMMARY Clocked In 10/26/2016 09:00 AM

Note: Some companies require employees to click the Lunch Out button when they clock out for lunch, while others require employees to click the Clock Out button. If you are not sure which button to use, contact your supervisor.

Recording Your Time with Notes

There may be times when you want to add a note to an In, Out, or Lunch Out time, such as to explain a reason for clocking out early or late. You can add notes that are visible to you and to your supervisor and your company's practitioner.

▶ Want to see a short demonstration on how to add notes when clocking in and out? Click [here](#) and enter your ADP Workforce Now user name and password.

Starting Point: Home or Myself > Time & Attendance > My Time Entry

Step	Action
1	On the Clock In button, click the down arrow and select Clock In with Notes. Results: The Clock In With Notes window is displayed. The date and time that the In time will be recorded is listed. Clock In with Notes X You are about to clock in at the date and time listed below. Tuesday, Oct 11, 2016, 11:43 AM Reason Enter Custom Note ▼ Custom Note CANCEL SAVE
2	In the Reason field, select a description for the note, if applicable.
3	In the Custom Note field, enter the note that you want to add to the In time.
4	Click Save. Results: The In time and your note are saved. To view the note on your timecard, click My Timecard. Today's Activities Tuesday, October 11, 2016 11:43 AM ✔ Operation Successful CLOCK IN ▼ CLOCK OUT ▼ LUNCH OUT ▼ TRANSFER & PUNCH ▼ MY TIMECARD ANNUAL SUMMARY Clocked In 10/11/2016 11:43 AM

Recording Your Time Worked in Another Department or Job

Starting Point: **Myself > Time & Attendance > My Time Entry**

Step	Action																								
1	If you will be working in a department other than your home department, click Transfer & Punch. Today's Activities Wednesday, October 26, 2016 09:03 AM CLOCK IN CLOCK OUT LUNCH OUT TRANSFER & PUNCH MY TIMECARD ANNUAL SUMMARY																								
2	In the Department or Job field, click  (search). Result: A lookup list is displayed.																								
3	Select the job or department in which you will work. You are here: Today's Activities > Transfer Transfer Department 001000  SUBMIT CANCEL Department Lookup Search In: for: ☒ All Columns ☒ Active Only ☒ Company Code Departments Only Scroll To: 25 Found <table><tr><td>007000</td><td>Programming</td><td>F5W</td><td>✓</td></tr><tr><td>008000</td><td>Sales</td><td>F5W</td><td>✓</td></tr><tr><td>009000</td><td>Marketing</td><td>F5W</td><td>✓</td></tr><tr><td>010000</td><td>Shipping And Receiving</td><td>F5W</td><td>✓</td></tr><tr><td>011000</td><td>Operations</td><td>F5W</td><td>✓</td></tr><tr><td>012000</td><td>Customer Service</td><td>F5W</td><td>✓</td></tr></table> Cancel	007000	Programming	F5W	✓	008000	Sales	F5W	✓	009000	Marketing	F5W	✓	010000	Shipping And Receiving	F5W	✓	011000	Operations	F5W	✓	012000	Customer Service	F5W	✓
007000	Programming	F5W	✓																						
008000	Sales	F5W	✓																						
009000	Marketing	F5W	✓																						
010000	Shipping And Receiving	F5W	✓																						
011000	Operations	F5W	✓																						
012000	Customer Service	F5W	✓																						
4	Click Submit. Results: A success message is displayed. Your punch is recorded, and your time is charged to the selected department or job until you record another punch. Today's Activities Wednesday, October 26, 2016 09:03 AM ✓ Transfer is successful. CLOCK IN CLOCK OUT LUNCH OUT TRANSFER & PUNCH MY TIMECARD ANNUAL SUMMARY Transfer to Department Customer Service[012000] 10/26/2016 09:03 AM																								

Recording Your Time Worked in Another Department or Job with Notes

If you want to add a note explaining the reason for charging your time to a department or job, you can easily do so from the Home page or the My Time Entry page.

-  Want to see a short demonstration on how to add notes when charging your time to a different department or job? Click [here](#) and enter your ADP Workforce Now user name and password.

Starting Point: Home or Myself > Time & Attendance > My Time Entry

Step	Action
1	On the Transfer & Punch button, click the down arrow and select Transfer & Punch with Notes. Results: The Transfer & Punch with Notes window is displayed. The date and time that your punch will be recorded is listed. Transfer & Punch with Notes × You are about to transfer & punch at the date and time listed below. Tuesday, Oct 18, 2016, 08:23 AM Department 012000 Reason Enter Custom Note Custom Note CANCEL SAVE
2	In the Department or Job field, click  (search).
3	Select the job or department in which you will work.
4	In the Reason field, select a reason for the note, if applicable.
5	In the Custom Note field, enter the note that you want to add to the punch.
6	Click Save. Results: A success message is displayed. Your punch and note are saved, and your time is charged to the selected department or job until you record another punch. Tuesday, October 18, 2016 08:24 AM ✓ Operation Successful CLOCK IN CLOCK OUT LUNCH OUT TRANSFER & PUNCH MY TIMECARD ANNUAL SUMMARY Transfer to Department Sales[000005] 10/18/2016 08:23 AM

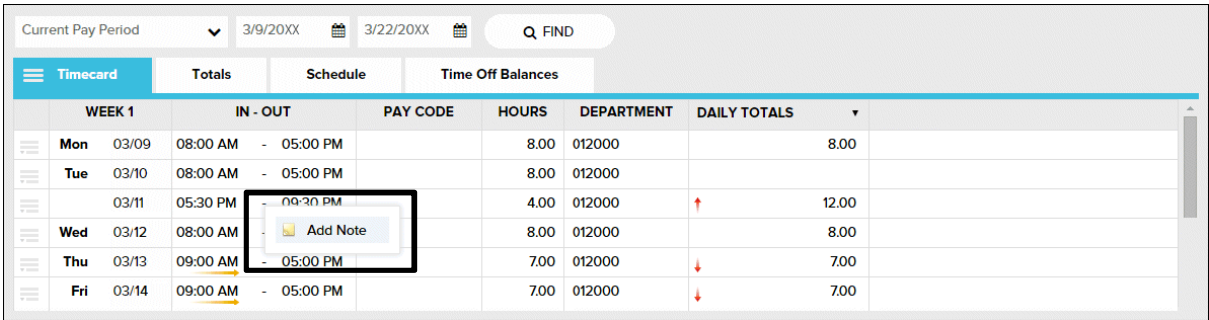
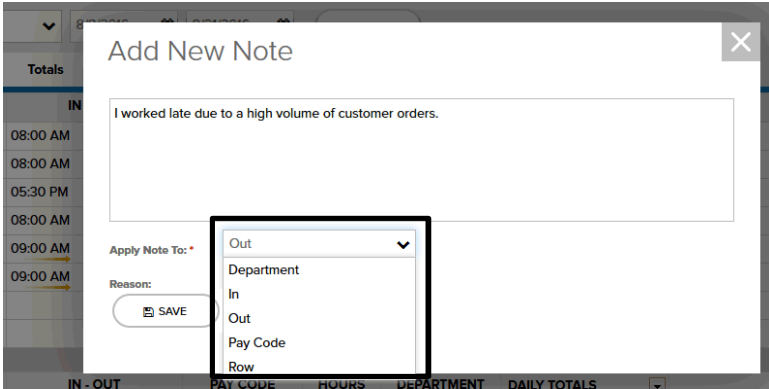
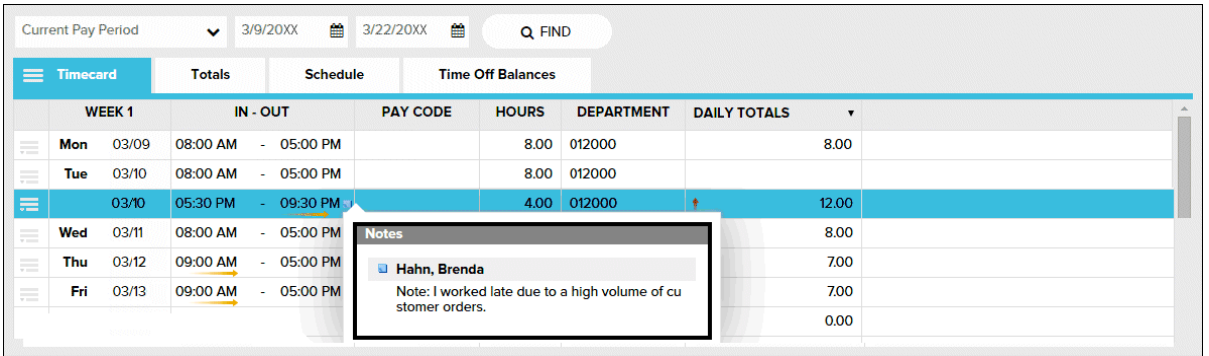
Adding Notes to Your Timecard

You can add notes that apply to individual transactions and rows or to the entire timecard. Your supervisor and your company's Time & Attendance practitioner can view all of the notes that you enter.

- Want to see a short demonstration on how to add notes to your timecard? Click [here](#) and enter your ADP Workforce Now user name and password.

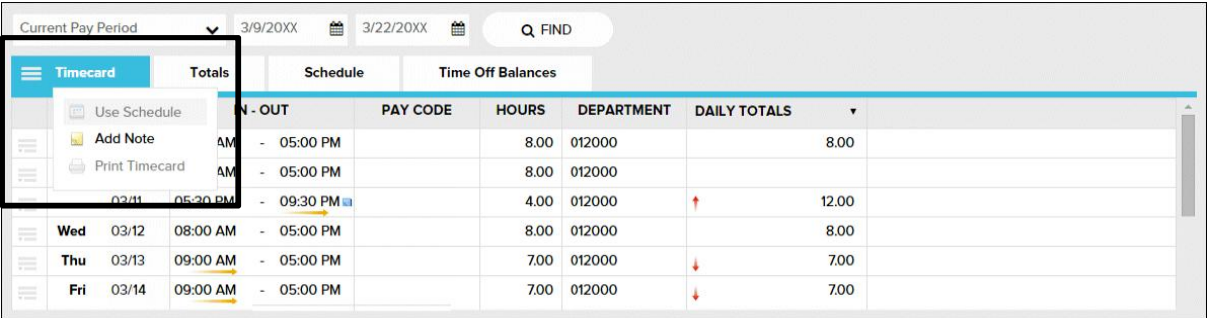
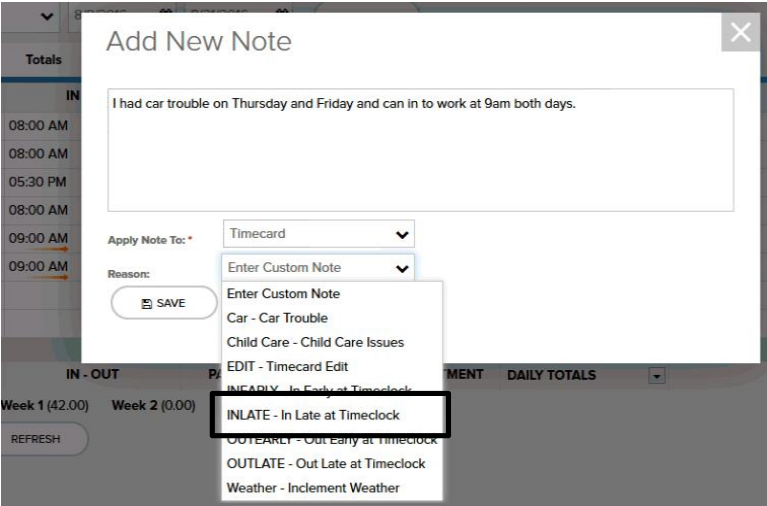
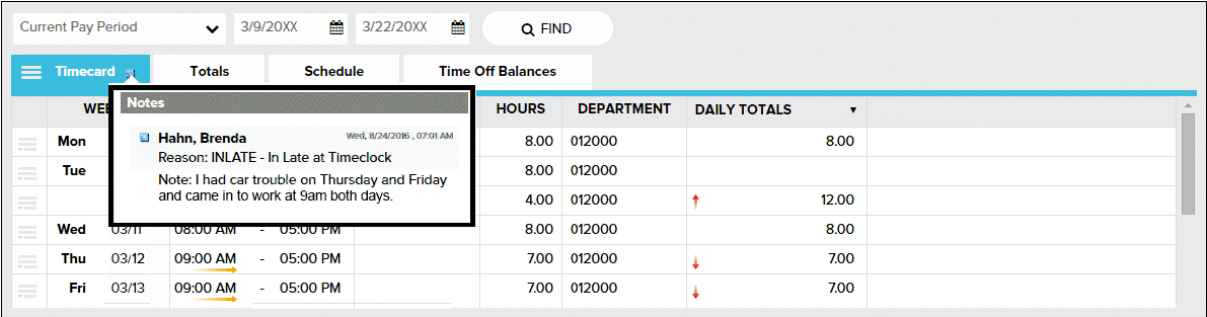
Adding a Note to a Timecard Transaction or Row

Starting Point: Myself > Time & Attendance > My Timecard

Step	Action
1	Click  (row menu) or right-click on a transaction such as an In or Out time and select Add Note.  Result: The Add New Note window opens.
2	In the entry field, enter a note.
3	In the Apply Note To field, select the timecard element to which you want to apply the note. 
4	In the Reason field, select a code, if applicable.
5	Click Save. Result: The  (note) indicator is now visible on the timecard. You can right-click the note and select Edit or point to it to display the contents of the note. 

Adding a Note to an Entire Timecard

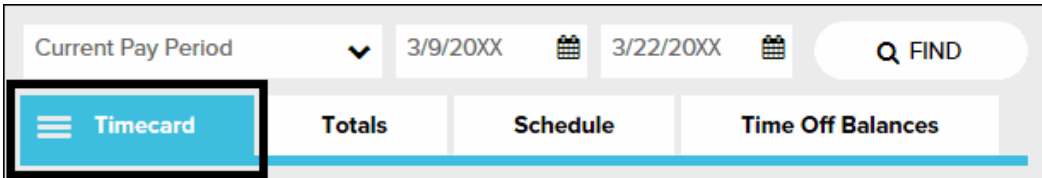
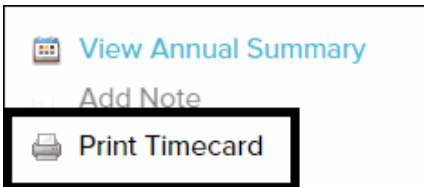
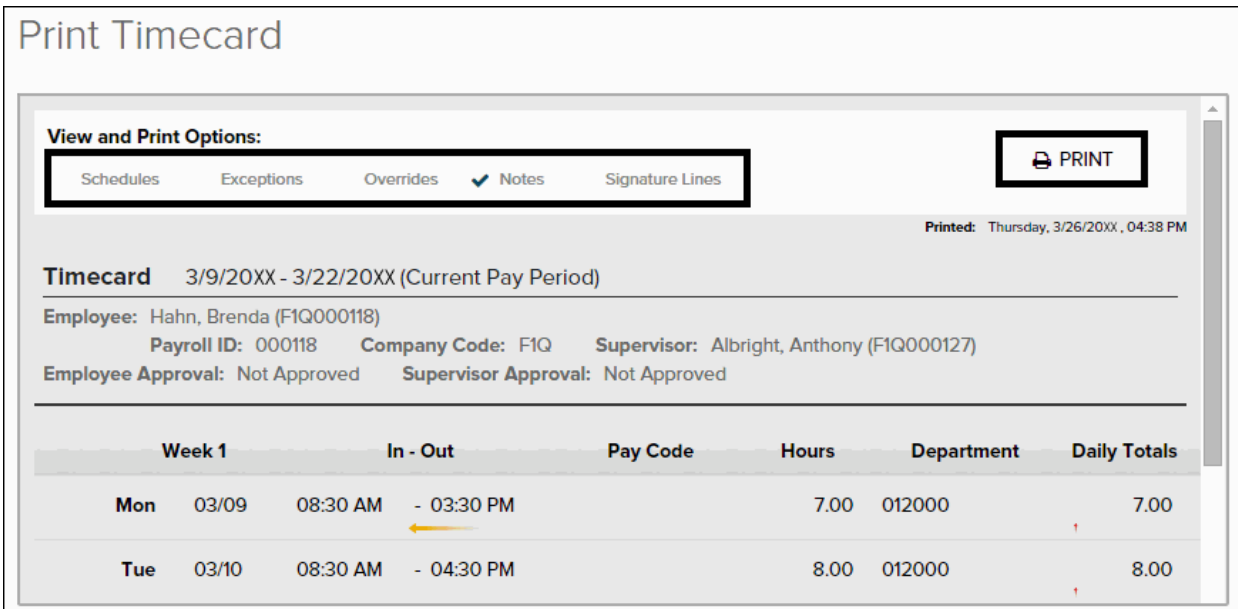
Starting Point: Myself > Time & Attendance > My Timecard

Step	Action
1	Click  (timecard menu) and select Add Note.  Result: The Add New Note window opens.
2	In the entry field, enter a note.
3	In the Reason field, select a code, if applicable. 
4	Click Save. Result: The  (note) indicator is now visible on the timecard menu. You can right-click the note and select Edit or point to it to display the contents of the note. 

Viewing and Printing Your Timecard

Want to see a short demonstration on how to print your timecard? Click [here](#) and enter your ADP Workforce Now user name and password.

Starting Point: Myself > Time & Attendance > My Timecard

Step	Action
1	In the Pay Date Range fields, select the time period that you want to view and click Find . Result: Your timecard for the selected time period is displayed.
2	Click  (timecard menu).  Result: The timecard menu is displayed.
3	Select Print Timecard .  Result: The Print Timecard window opens.
4	Select the applicable view and print options and click Print . 
5	Click Done .

Viewing Your Schedule

Tip: Want to see a short demonstration on how to view your schedule? Click [here](#) and enter your ADP Workforce Now user name and password.

You can view your schedule in several different ways, depending on the date range and format that you want to view.

If You Want to View	Then
A month or week at a time	1. Select Myself > Time & Attendance > My Schedule. 2. To view a different month, in the Date field, click ◀ (back) or ▶ (forward). 3. To view a week at a time, select Week.  Result: One week of your schedule is displayed with each day as a row. Tip: To view each day as a column, click Rotate Week View.
Your recorded time compared to your scheduled time	1. Select Myself > Time & Attendance > Actual vs. Scheduled. 2. To view the actual and scheduled times for other dates, in the Date field, click 📅 (calendar) and select a date. 3. Click Find.