

ADP Navigation Guide



Contents:

- Introduction..... 2**
- Logging In..... 2**
- Dashboard and Navigation..... 3**
- The Time Page..... 4**
- The Schedule Page..... 4**
- Navigation to Other Time Features..... 5**
- Timecard Elements..... 6**
- Time Entry View..... 9**

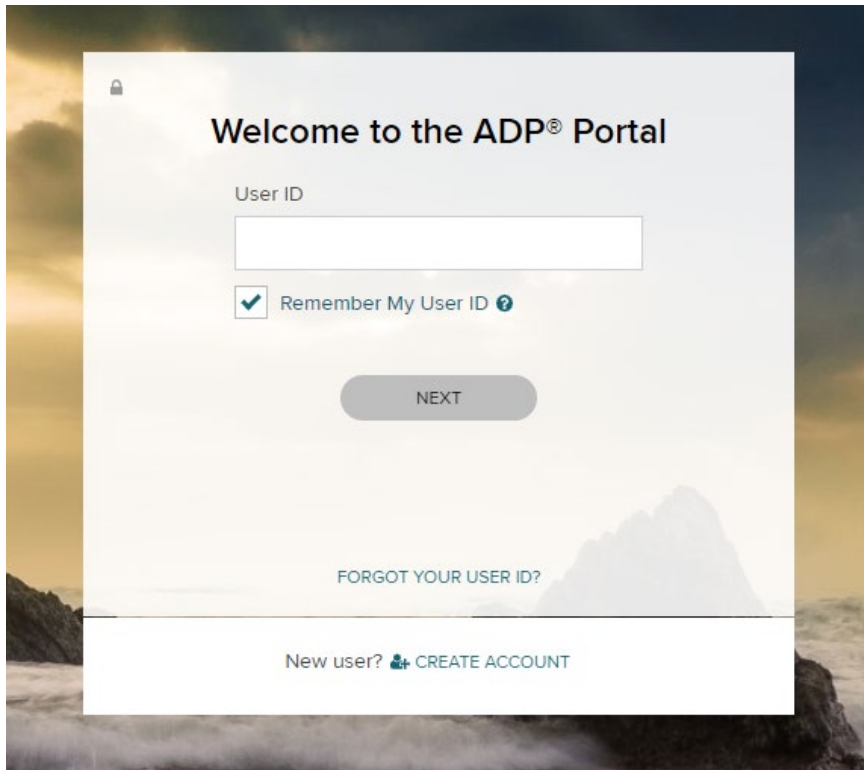
Introduction

This guide details how to navigate various features of ADP, including accessing your timecard and viewing your schedule.

Logging In

Log in to the portal using your existing ADP username and password.

If you forget your user ID or password, click the appropriate link, then follow the instructions to access the system.



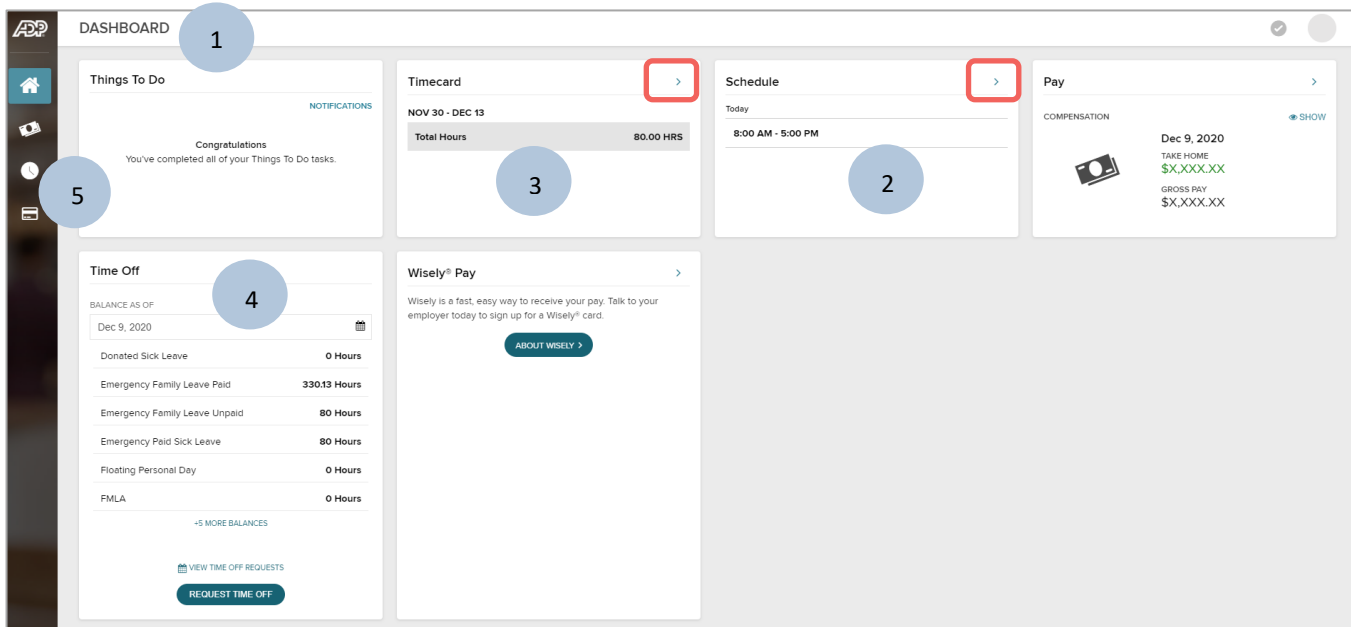
Dashboard and Navigation Panel

Once you have logged into the portal and opened eTime, you will land on your **Dashboard** page.

You will see the follow tiles: **Things to Do, Timecard, Schedule, and Time Off.**

The Navigation Panel allows you to access your Timecard page, or navigate back to the dashboard.

(Note: What you see on the Dashboard and in the navigation panel depends on your role)



Number	Element	Description
1	Dashboard	The Dashboard contains the following tiles: Things to Do, Timecard, Schedule, and Time Off. Use the navigation panel to access the Time page or return to your dashboard.
2	Dashboard > Schedule	On the Schedule tile, you can view a calendar of events and your detailed schedule in an easy-to-read format. Click the caret to access your schedule.
3	Dashboard > Timecard tile	On the Timecard tile, you can view the current time period and your total hours. Click the caret to access your timecard.
4	Dashboard > Time Off tile	On the Time Off tile, you can view your time-off balances and easily plan for vacations and personal days. To request time off, click <i>Request Time Off</i> . To view the status of your requests, click <i>View Time Off Requests</i> .
5	Time option	The Time option enables access to your timecard and schedule.

The Time Page

Once you click the *Timecard* tile or *Time* option on the Navigation panel, the timecard is displayed by default.

- Click the **Timecard**, **Schedule**, and **Other Time Options** tabs to toggle between the pages
- **Time Period**: Click the Time Period field to select the previous, current, or next pay period
- **Approve Timecard**: Click the **Approve Timecard** button to approve your timecard
- **Print**: Click Print to print your timecard in table format
- **Edit**: If you have edit access, click the pencil icon to edit your timecard
- **See Details**: Click See Details to view additional timecard detail

TIMECARD

TIMECARD SCHEDULE OTHER TIME FEATURES

Your Timecard

TIME PERIOD
SEP 21 - OCT 4

You have not yet approved this timecard

APPROVE TIMECARD

TOTAL TIME
80.00 HRS

WEEK SUMMARY
Week 1
SEP 21 - SEP 27 40 HRS
Week 2
SEP 28 - OCT 4 40 HRS

PAY CODE SUMMARY
HOURS
REG-Regular 80.00 HRS
TEL-Telecommuting 16.00 HRS

Hide/Show Schedule

MON	TUE	WED	THU	FRI	SAT	SUN
21 8.00 HRS	22 8.00 HRS	23 8.00 HRS	24 8.00 HRS	25 8.00 HRS	26 +	27 +
28 8.00 HRS	29 8.00 HRS	30 8.00 HRS	1 8.00 HRS	2 8.00 HRS	3 +	4 +

PRINT

SEE DETAILS

The Schedule Page

The Schedule page allows you to view your schedule, the status of time-off requests, and company holidays.

From the *Time* page, click the **Schedule** tab:

SCHEDULE

TIMECARD SCHEDULE OTHER TIME FEATURES

October 2020 < > TODAY

SUN	MON	TUE	WED	THU	FRI	SAT
27	28 8:00 AM - 5:00 PM	29 8:00 AM - 5:00 PM	30 8:00 AM - 5:00 PM	1 8:00 AM - 5:00 PM	2 8:00 AM - 5:00 PM	3
4	5 8:00 AM - 5:00 PM	6 8:00 AM - 5:00 PM	7 8:00 AM - 5:00 PM	8 8:00 AM - 5:00 PM	9	10
11	12 8:00 AM - 5:00 PM	13 8:00 AM - 5:00 PM	14 8:00 AM - 5:00 PM	15 8:00 AM - 5:00 PM	16	17
18	19 8:00 AM - 5:00 PM	20 8:00 AM - 5:00 PM	21 8:00 AM - 5:00 PM	22 8:00 AM - 5:00 PM	23 8:00 AM - 5:00 PM	24
25	26 8:00 AM - 5:00 PM	27 8:00 AM - 5:00 PM	28 8:00 AM - 5:00 PM	29 8:00 AM - 5:00 PM	30 8:00 AM - 5:00 PM	31

Yellow status shows pending time-off requests

Additional Schedule Elements

On the schedule, you can also view the following:

- Shifts scheduled
- Time-off requests
- Pending PTO requests
- Company holidays
- Overnight shifts

View the schedule key for additional information:

Key
Green = PTO Approved
Yellow = Pending (PTO or Shift Swap)
Purple = Company Holidays
Black = Normal Shifts

Navigation to Other Time Features

Use the *Other Time Features* tab to access **Leave** information, **Time Reports**, and **My Inbox**.

(Note: Other Time Features are not available on a mobile device.)

From the Time page, click **Other Time Features**:

OTHER TIME FEATURES

TIMECARD SCHEDULE **OTHER TIME FEATURES**

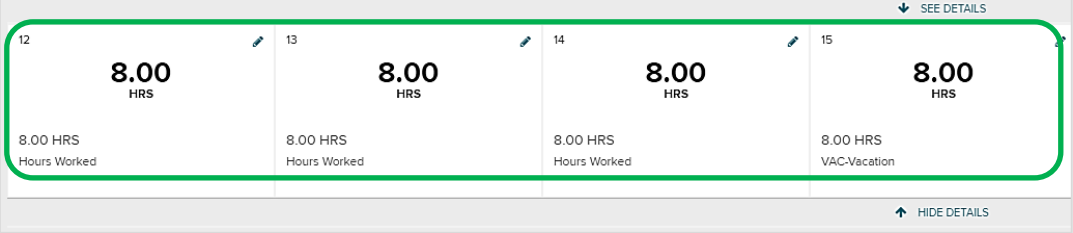
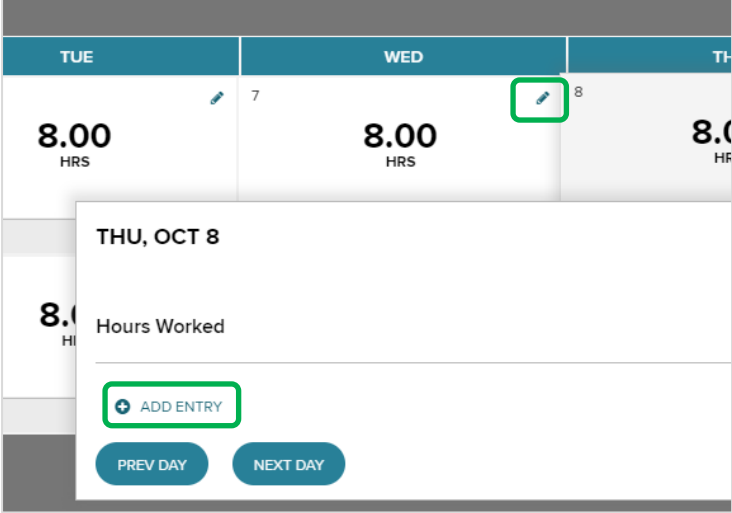
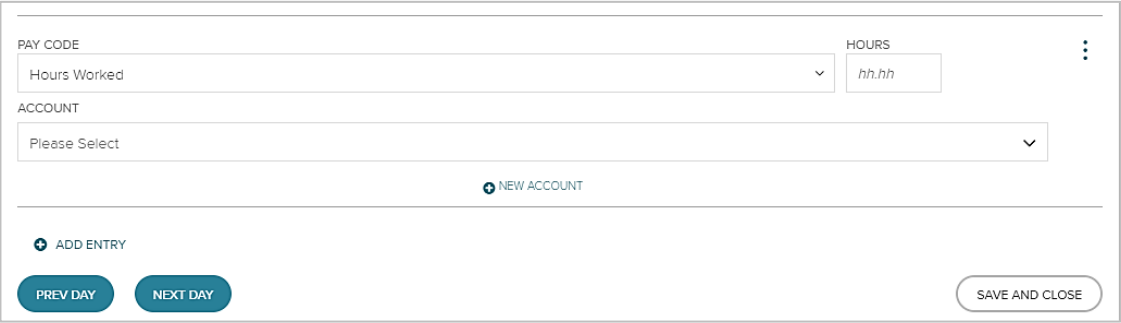
Leave
Request leave and review your leave requests including status.
[GO TO LEAVE](#)

Time Reports
Run reports on your personal Time information such as timecard details, work schedules, and accrual balances information.
[GO TO TIME REPORTS](#)

My Inbox
View your notifications, messages, and assigned tasks.
[GO TO MY INBOX](#)

Timecard Elements

Use the table below to learn more about navigating your timecard and the features available:

Element	Description
<p>See Details link:</p>	<p>Click See Details to expand the timecard and view hours worked:</p>  <p>The screenshot shows a horizontal grid of four timecard entries for days 12, 13, 14, and 15. Each entry displays '8.00 HRS' and a category like 'Hours Worked' or 'VAC-Vacation'. A green rounded rectangle highlights the 'SEE DETAILS' link at the top right and the grid cells below it. A 'HIDE DETAILS' link is visible at the bottom right of the grid.</p>
<p>Edit Timecard (pencil) icon:</p>	<p>The Edit option enables you to edit your timecard by adding rows and performing transfers.</p> <p>Click Add Entry to enter another set of punches or enable additional sections for transferring time and work rules to accounts:</p>  <p>The screenshot shows a timecard grid for Tuesday, Wednesday, and Thursday. A pencil icon is highlighted with a green box on the Wednesday entry. An 'Add Entry' dialog box is open, showing 'THU, OCT 8' and 'Hours Worked'. The dialog includes an 'ADD ENTRY' button (highlighted with a green box), 'PREV DAY', and 'NEXT DAY' buttons.</p>
<p>Time Entry window:</p>	<p>Clicking Add Entry reveals the following fields: Pay Code, Hours, and Account:</p>  <p>The screenshot shows the 'Time Entry window' form. It includes a 'PAY CODE' dropdown menu with 'Hours Worked' selected, a 'HOURS' input field with 'hh.hh' as a placeholder, and an 'ACCOUNT' dropdown menu with 'Please Select' selected. There is a '+ NEW ACCOUNT' link below the account dropdown. At the bottom, there are 'ADD ENTRY', 'PREV DAY', 'NEXT DAY', and 'SAVE AND CLOSE' buttons.</p>

Account field:

The **Account** field enables access for you to perform account transfer:

A screenshot of a web form showing a dropdown menu for the 'ACCOUNT' field. The dropdown is open, displaying 'Please Select' at the top and 'Home Account' as the selected option. Below the dropdown is a '+ ADD ENTRY' button. At the bottom of the form are two buttons: 'PREV DAY' and 'NEXT DAY', and a 'SAVE AND CLOSE' button on the right.

Work Rule field:

The **Work Rule** field enables access for you to select an alternate reason for your hours:

A screenshot of a web form showing a dropdown menu for the 'WORK RULE' field. The dropdown is open, displaying 'optional' at the top and three options: 'Callback', 'On-Call', and 'Training'.

Pay Code field:

Use the **Pay Code** field to select the type of hours worked:

A screenshot of a web form showing a dropdown menu for the 'PAY CODE' field. The dropdown is open, displaying 'Hours Worked' at the top and three options: 'SCK-Sick', 'SFP-FMLA Sick', and 'TEL-Telecommuting'. A search icon is visible on the right side of the dropdown.

Vertical ellipsis:

The **vertical ellipsis icon** enables you to add a comment, edit, or delete an entry. Once you save the changes to your timecard, you have an option to edit the changes.

A screenshot of a timecard entry for 'WED, OCT 7'. It shows two entries: 'Hours Worked' with a value of '8.00' and 'TEL-Telecommuting' with a value of '8.00'. Below these is a 'Home Account' field. At the bottom are '+ ADD ENTRY', 'PREV DAY', 'NEXT DAY', and 'SAVE AND CLOSE' buttons. A vertical ellipsis icon is shown next to the 'Hours Worked' entry, with a dropdown menu open showing 'Edit', 'Comment', and 'Delete' options.

Click the vertical ellipsis for additional actions

The Edit option is available once you save changes to your timecard.

Comment field:

Click the **Comment** field view the picklist. Enter additional notes in the **Note** field, if needed, then click **Save and Close**.

The screenshot shows a 'Comment' dialog box. At the top, there is a picklist with the text 'Labor Level or Work Order Adjustment' and a dropdown arrow. Below the picklist is a large text area labeled 'NOTE'. At the bottom of the dialog, there are four buttons: '+ ADD ENTRY', 'PREV DAY', 'NEXT DAY', and 'SAVE AND CLOSE'. The 'SAVE AND CLOSE' button is highlighted with a green rectangular box.

Delete option:

Click **Delete** to remove your changes. When you click Delete, your timecard is reset to show your work schedule.

Click **Save and Close** to save your changes:

The screenshot shows a timecard entry screen for 'WED, OCT 7'. It has two rows: 'Hours Worked' and 'TEL-Telecommuting', each with a value of 8.00. A context menu is open over the 'Delete' button, which is highlighted with a yellow box. The menu options are 'Edit', 'Comment', and 'Delete'. At the bottom, there are buttons for '+ ADD ENTRY', 'PREV DAY', 'NEXT DAY', and 'SAVE AND CLOSE'.

Time Entry View

On your dashboard, you may have an exempt or timestamp view for you to enter your time.

Timestamp View:

Click the **Clock In** or **Clock Out** button to record a timestamp. Click the **caret** to access additional options, such as *Transfer* and *Deduction*:

The image shows two screenshots of a time entry interface. The top screenshot shows a 'Clock' widget with the current time '12:55:30 PM' on 'Oct 16' and a 'CLOCK IN' button with a right-pointing caret. The bottom screenshot shows a 'Clock' widget with the current time '12:58:37 PM' on 'Oct 16', a green 'IN PUNCH' indicator with '12:58 PM' and 'OCT 16', and a 'CLOCK OUT' button with a right-pointing caret. To the right is an 'Advanced Clock Options' modal with a close button. It displays the time '10:49:07 AM' on 'Nov 1'. The modal contains sections for 'Transfer' (with a 'Please Select' dropdown and a '+ NEW ACCOUNT' link), 'Work Rule' (with a 'Please Select' dropdown), and 'Deductions' (with a 'Please Select' dropdown and an 'ADD A COMMENT' link). A 'PUNCH' button is at the bottom.

Exempt View:

The image shows a 'Timecard' summary for the period 'OCT 5 - OCT 18'. The total hours are '80.00 HRS'. Below the summary is a grid of days with their respective hours. Each day entry shows '8.00 HRS' and a pencil icon for editing. There are 'SEE DETAILS' links below the grid.

MON	TUE	WED	THU	FRI
5 8.00 HRS	6 8.00 HRS	7 8.00 HRS	8 8.00 HRS	9 8.00 HRS
12 8.00 HRS	13 8.00 HRS	14 8.00 HRS	15 8.00 HRS	16 8.00 HRS