

# Employee Timestamp Time Entry



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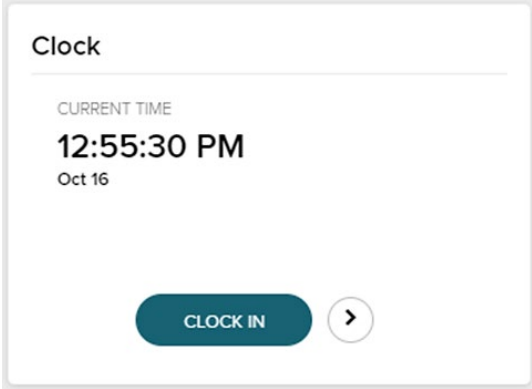
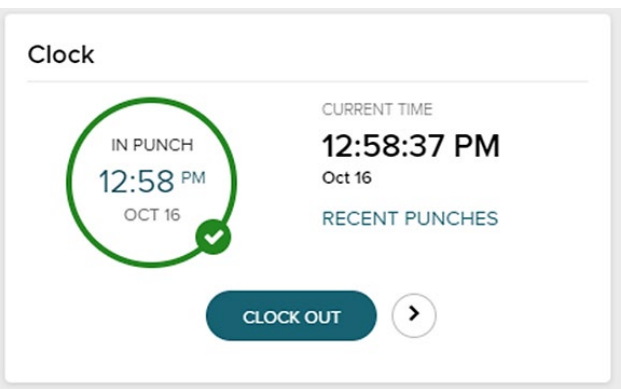
## Introduction

If you are a timestamp employee, your time-entry method will look like the example below. Complete the steps in the following tasks to record your time, leave a comment, and view your timecard.

A screenshot of the ADP employee dashboard. The dashboard is titled "DASHBOARD" and features a sidebar with navigation icons for home, calendar, and tasks. The main content area is divided into several modules: "Clock" showing the current time as 2:14:43 PM on Dec 9, 2020, with a "CLOCK IN" button; "Things To Do" with a "NOTIFICATIONS" link and a message "Congratulations You've completed all of your Things To Do tasks."; "Timecard" for the period NOV 30 - DEC 13, showing a "Total Hours" of 80.00 HRS; "Schedule" for "Today" with a time range of 8:00 AM - 5:00 PM; "Pay" for Dec 9, 2020, showing "TAKE HOME" and "GROSS PAY" as \$X,XXX.XX; "Time Off" for Dec 9, 2020, listing various leave types and their balances: Donated Sick Leave (0 Hours), Emergency Family Leave Paid (330.13 Hours), Emergency Family Leave Unpaid (80 Hours), Emergency Paid Sick Leave (80 Hours), Floating Personal Day (0 Hours), and FMLA (0 Hours); and "Wisely Pay" with a message "Wisely is a fast, easy way to receive your pay. Talk to your employer today to sign up for a Wisely card." and an "ABOUT WISELY" button.

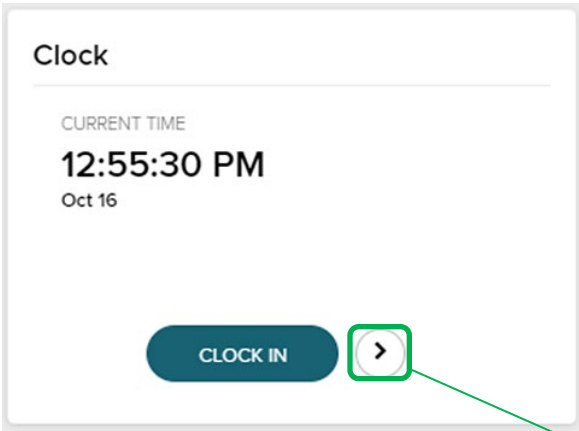
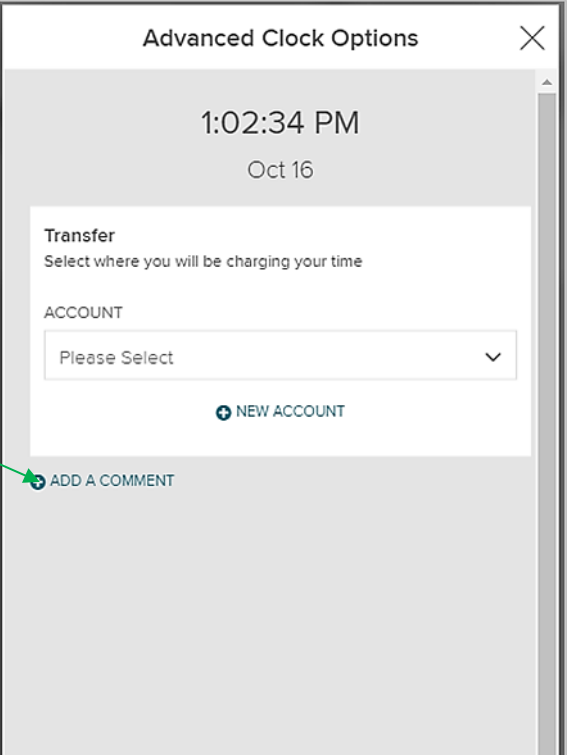
**Enter Time:** Complete the following steps to enter your time.

Starting Point: *Dashboard > Clock*

Step	Action
1	<p>Use the <b>Clock In/Clock Out</b> Button to record your time:</p> <div data-bbox="337 323 865 709">A screenshot of the 'Clock' interface. It shows 'CURRENT TIME' as 12:55:30 PM on Oct 16. At the bottom, there is a dark teal 'CLOCK IN' button and a white circular button with a right-pointing caret icon.</div> <div data-bbox="881 323 1498 709">A screenshot of the 'Clock' interface after clocking out. It shows 'CURRENT TIME' as 12:58:37 PM on Oct 16. A green circle highlights the 'IN PUNCH' status with the time 12:58 PM and 'OCT 16'. Below it is a dark teal 'CLOCK OUT' button and a white circular button with a right-pointing caret icon.</div>

**Enter Comments:** Complete the following steps to enter a comment.

Starting Point: *Dashboard > Clock*

Step	Action
1	<p>Click the caret icon and select <b>Add a Comment</b>:</p> <div data-bbox="347 1045 922 1472">A screenshot of the 'Clock' interface showing 'CURRENT TIME' as 12:55:30 PM on Oct 16. The 'CLOCK IN' button and the white circular caret icon are visible. A green square highlights the caret icon, with a green arrow pointing from it to the 'ADD A COMMENT' option in the adjacent panel.</div> <div data-bbox="938 1031 1503 1780">A screenshot of the 'Advanced Clock Options' panel. It shows the current time as 1:02:34 PM on Oct 16. Below the time, there is a 'Transfer' section with the text 'Select where you will be charging your time'. This is followed by an 'ACCOUNT' dropdown menu with 'Please Select' and a downward arrow. A '+ NEW ACCOUNT' link is below the dropdown. At the bottom of the panel, there is an 'ADD A COMMENT' option with a plus icon.</div>

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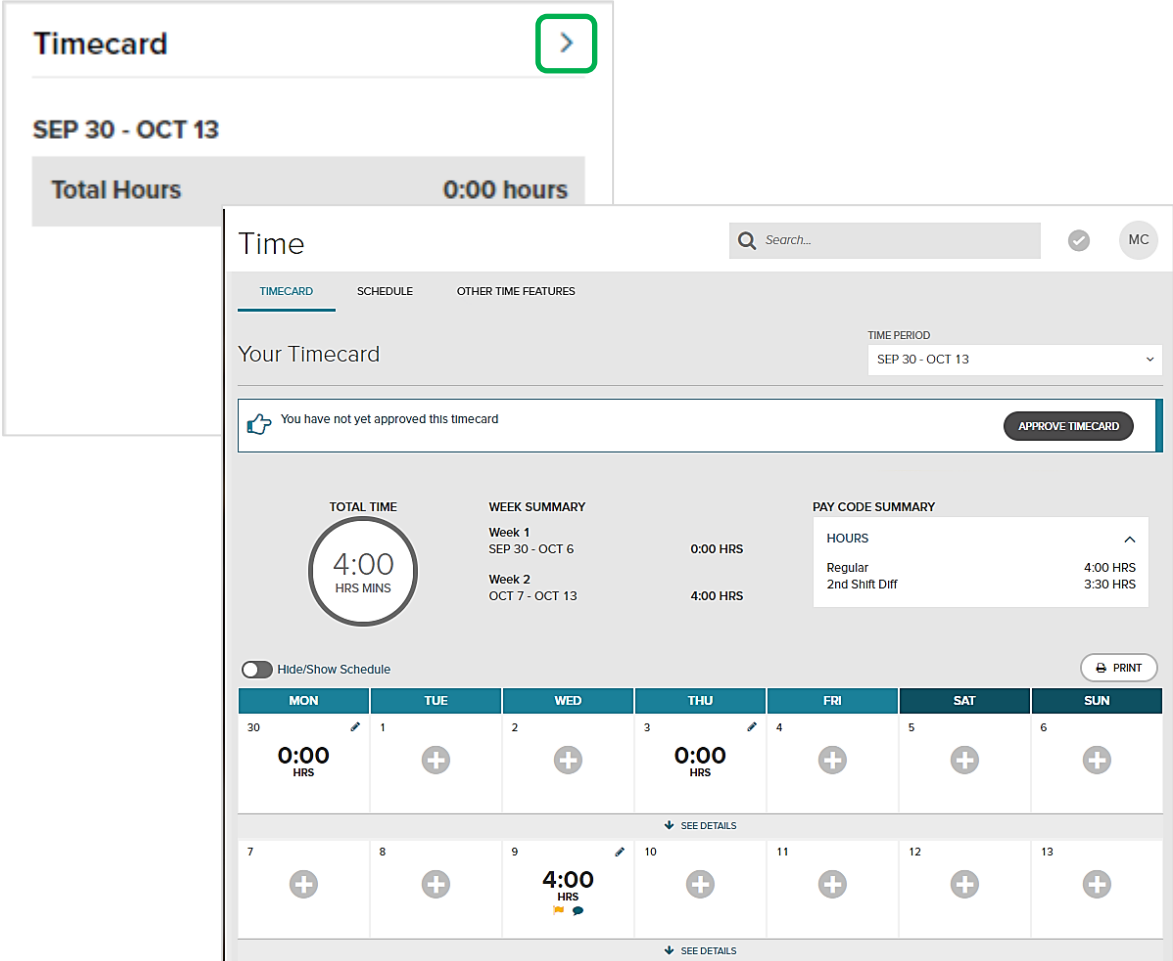
Select a comment reason from the list of comments, then click **Punch**:

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The comment icon is displayed in the *Clock* tile on the dashboard. To view the comment, click the **comment icon**:

**View Timecard:** Complete the following steps to view your timecard.

Starting Point: Dashboard > Timecard

Step	Action
1	<p>In the Timecard tile, click the right-facing caret; your timecard will be displayed:</p>  <p>The screenshot displays the Timecard interface. At the top, there is a 'Timecard' tile with a right-facing caret icon. Below it, the period 'SEP 30 - OCT 13' is shown, along with a 'Total Hours' section indicating '0:00 hours'. The main interface is titled 'Time' and includes a search bar, a 'TIMECARD' tab, and a 'Your Timecard' section with an 'APPROVE TIMECARD' button. A 'TOTAL TIME' section shows '4:00 HRS MINS'. The 'WEEK SUMMARY' section shows '0:00 HRS' for Week 1 (SEP 30 - OCT 6) and '4:00 HRS' for Week 2 (OCT 7 - OCT 13). The 'PAY CODE SUMMARY' section shows '4:00 HRS' for Regular and '3:30 HRS' for 2nd Shift Diff. A calendar grid shows the days of the week with time entries: 0:00 HRS on Monday and Thursday, and 4:00 HRS on Wednesday.</p>