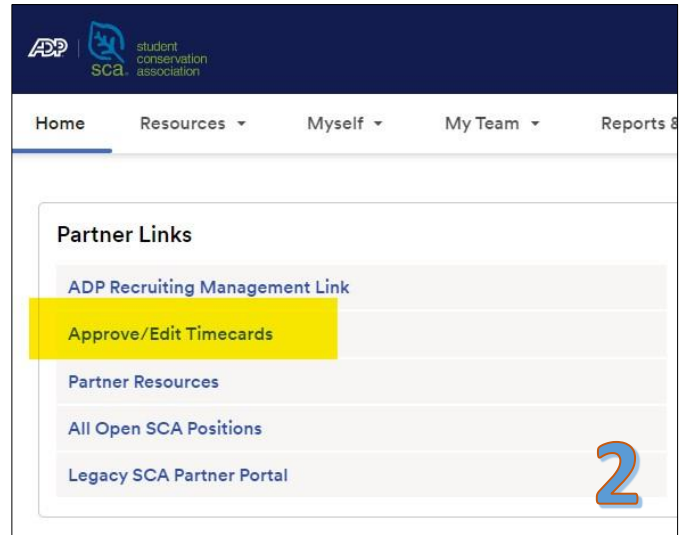
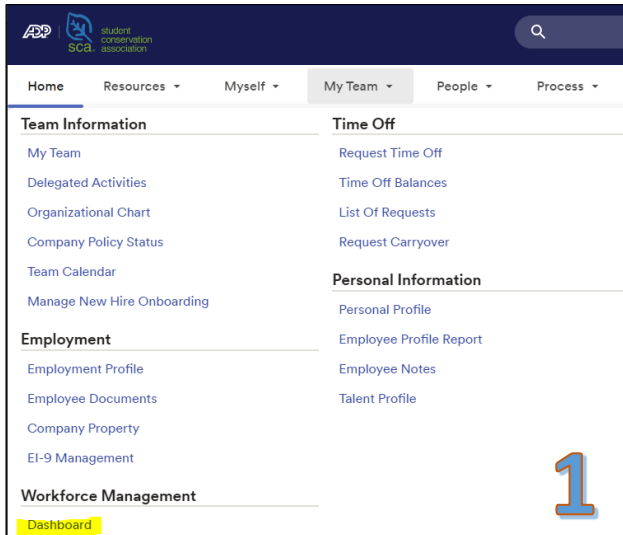


ADP Workforce Manager (ADP WFM) – Approving and Editing Timecards

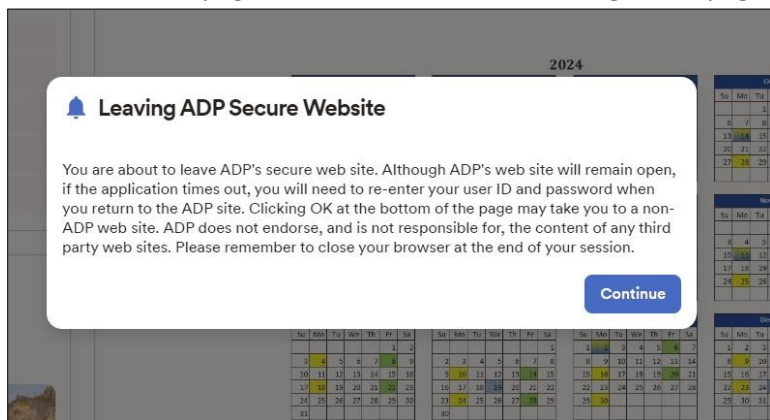
Web Browser Instructions

If you have any questions related to timecards in ADP, please email ADPHelp@thesca.org with “WFM Help” as the subject line.

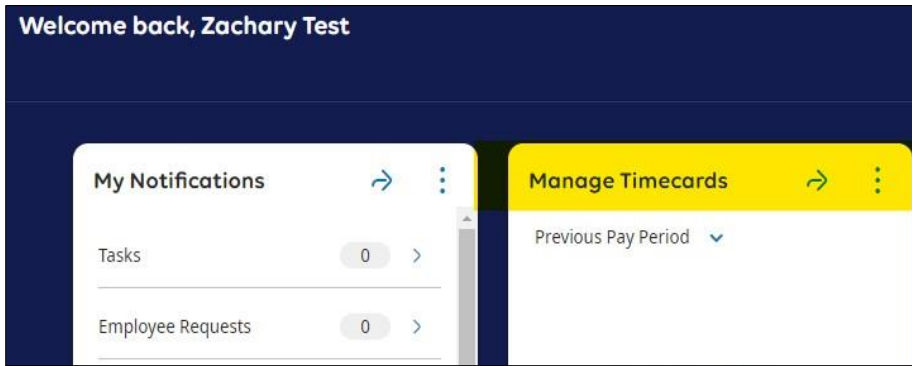
1. Log into your ADP Workforce Now account using <https://workforcenow.adp.com>. Workforce Management is a program that sits within the ADP Workforce Now platform.
2. Workforce Manager can be accessed to approve time for an employee from the Web Browser in multiple ways:
 - a. Navigate through the menu **Myself > Workforce Management > Dashboard** (see image 1) or
 - b. Click **Approve/Edit Timecards** under **Partner Links** (see image 2)



3. You will be shown a message that you are leaving the ADP website. Clicking **Continue** will take you from the **ADP Workforce Now** page to the **ADP Workforce Management** page.



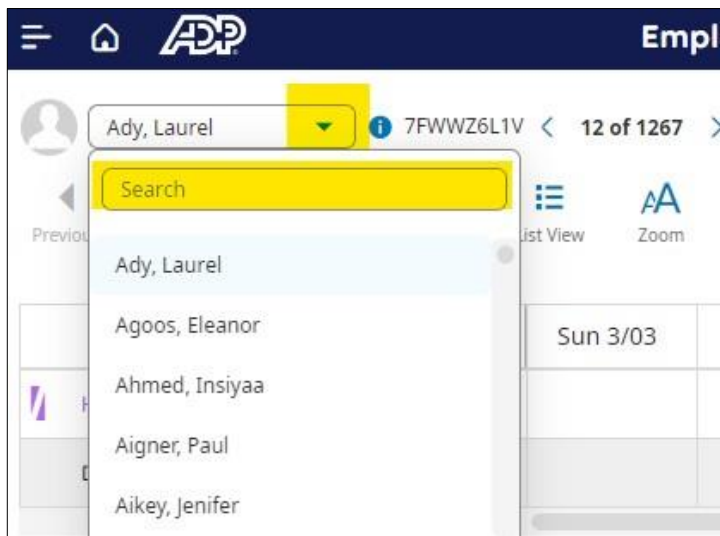
4. Once on the Workforce Manager homepage, click the **arrow next to Manage Timecards**



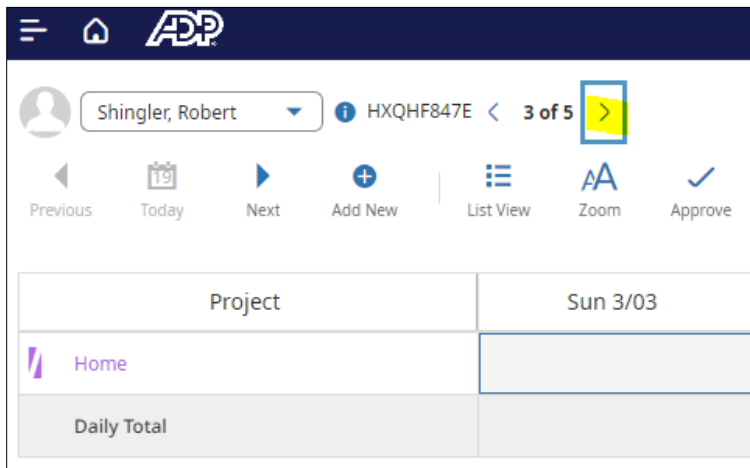
5. You will be taken to the **Employee Timecards** landing page. The landing page will initially open on a timecard for one of the workers for which you are listed as the approver.

6. **To search for or view another employee**, use one of the following methods:

a. Click the down carrot/arrow next to the employee’s name and type the name of the worker or select them from the displayed list. Employees will be listed in alphabetical order by last name.



b. Click the arrows to advance to additional timecards in your queue.



7. To **review the hours entered in each worker’s card prior to approval**, use the following steps (as applicable):

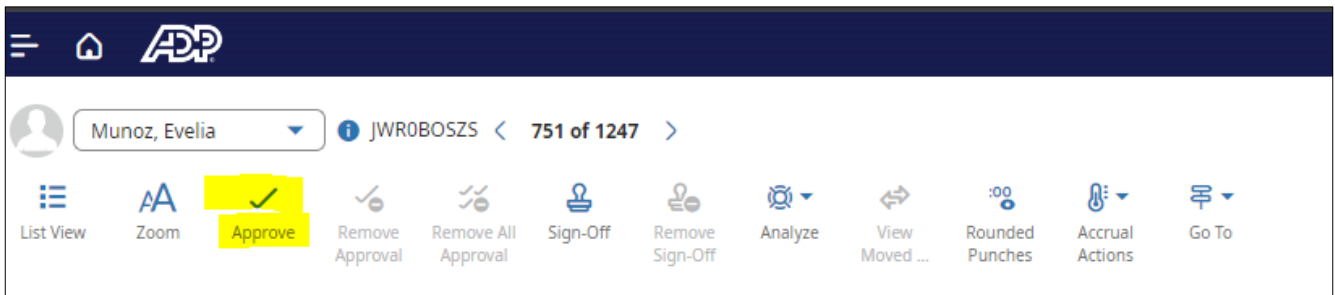
Hourly: Review the start of shift (In), lunch start (Out), lunch end (In) and end of shift (out) for accuracy. A Summary total per day is visible to the right in a shaded area.

	Date	Pay Code	Amount	In	Transfer	Out	In	Transfer	Out	Absence	Shift	Daily	Period
+ ⊖	Sun 3/03												
+ ⊖	Mon 3/04			8:00 AM		12:00 PM	12:30 PM		5:00 PM		8.50	8.50	8.50
+ ⊖	Tue 3/05			8:00 AM		11:30 AM	12:30 PM		4:30 PM		7.50	7.50	16.00
+ ⊖	Wed 3/06			8:00 AM		12:00 PM	12:30 PM		5:00 PM		8.50	8.50	24.50
+ ⊖	Thu 3/07			8:00 AM	...PO0036408...	11:30 AM	12:00 PM		4:00 PM		7.50	7.50	32.00
+ ⊖	Fri 3/08			7:45 AM		11:00 AM	11:30 AM		3:00 PM		6.75	6.75	38.75
+ ⊖	Sat 3/09												38.75
+ ⊖	Sun 3/10												38.75

Salaried or Stipend: Review the total hours entered as worked per day for accuracy. A Summary total per day is visible to the right in a shaded area.

Project	Sun 3/03	Mon 3/04	Tue 3/05	Wed 3/06	Thu 3/07	Fri 3/08	Sat 3/09	Week	Timeframe
Home		8.00	8.00	8.00	8.00	8.00		40.00	80.00
Daily Total		8.00	8.00	8.00	8.00	8.00		40.00	80.00

8. To approve timecards, press the **Approve** button on **each** timecard.



9. A successfully approved timecard will turn purple. A message will confirm that you have approved the timecard.

The screenshot shows the 'Employee Timecards' interface in ADP. The top navigation bar includes the ADP logo, user information for 'Munoz, Evelia' and 'JWR0BOSZS < 751 of 1247 >', and a 'Previous Pay Period' dropdown. The main toolbar contains the same icons as the previous screenshot, with the 'Approve' icon highlighted in yellow. Below the toolbar is a table with columns for Date, Pay Code, Amount, In, Transfer, Out, In, Transfer, Out, Absence, Shift, Daily, and Period. The table contains data for dates from Sun 3/03 to Sat 3/16. The 'Daily' and 'Period' columns are shaded. At the bottom of the interface, there are tabs for 'Accruals', 'Totals', 'Historical Corrections', and 'Audits'.

10. If A Timecard is Incorrect

- a. If your employee's timecard is not correct simply **do not click Approve** and let the employee know they need to make appropriate changes.
- b. Should the employee be unable to edit their own timecard, you are able to do so. Instructions are listed below.
- c. If you have already approved the timecard and realized retroactively you need to make an edit, click **Remove Approval**. This will remove any approvals you or the employee have previously made.
- d. If you need to reject the timecards of everyone you supervise, **click Remove All Approval**.





Adding, Editing, or Deleting Punches (hourly timecards only)






Starting Point: Main Menu > Time > Timecards

Step	Action								
1	Select the employee's timecard.								
2	<table border="1"> <thead> <tr> <th>If you want to</th> <th>Then</th> </tr> </thead> <tbody> <tr> <td>Edit a punch</td> <td>Select the cell you want to edit, enter the time, and select Enter. Tip: For 6:00 AM, enter 6a. For 11:30 PM, enter 1130p.</td> </tr> <tr> <td>Delete punches</td> <td>In the row with the punches you want to delete, select the Delete Row icon.</td> </tr> <tr> <td>Add punches</td> <td>In the row above where you want to add punches, select the Add Row icon. In the new row, enter the in and out times and select Enter. Tip: For 6:00 AM, enter 6a. For 11:30 PM, enter 1130p.</td> </tr> </tbody> </table>	If you want to	Then	Edit a punch	Select the cell you want to edit, enter the time, and select Enter . Tip: For 6:00 AM, enter 6a. For 11:30 PM, enter 1130p.	Delete punches	In the row with the punches you want to delete, select the Delete Row icon.	Add punches	In the row above where you want to add punches, select the Add Row icon. In the new row, enter the in and out times and select Enter . Tip: For 6:00 AM, enter 6a. For 11:30 PM, enter 1130p.
If you want to	Then								
Edit a punch	Select the cell you want to edit, enter the time, and select Enter . Tip: For 6:00 AM, enter 6a. For 11:30 PM, enter 1130p.								
Delete punches	In the row with the punches you want to delete, select the Delete Row icon.								
Add punches	In the row above where you want to add punches, select the Add Row icon. In the new row, enter the in and out times and select Enter . Tip: For 6:00 AM, enter 6a. For 11:30 PM, enter 1130p.								
3	Select Save . Remember that any changes you make will not be saved to the database until you take this step. If you are not ready to save your work, select Refresh and your changes will clear.								





11. Helpful Indicators within ADP WFN

- a. On an employee's timecard, you may notice some icons that indicate exceptions. Timecard exceptions are generated when an employee's worked hours do not match the schedule. For example, when an employee forgets to clock out, a missed punch exception is generated. The following is a description of each of the timecard exception indicators. notes

Icon	Description
	Indicates a missed punch.
	Indicates action is required.
	Indicates a system-generated exception. Depending on how your system is configured, if the exception occurred due to missing time (late punch or absence), the system might automatically add an auto-resolved pay code.
	Indicates that the employee has justified the timecard exception.

	Indicates that the manager has reviewed/justified the timecard exception.
	Indicates that there are multiple exceptions in the timecard entry.
	Indicates that the employee's absence has been excused/addressed by the manager.
	Indicates a system-generated exception or punch.
	Indicates a holiday exception.

- b. To fix the exceptions on your employees' timecards, you might need to add or delete rows on the timecard, transfer hours, or enter notes. You use the following icons to initiate and track these tasks.

Icon	Description
	For hourly timecards, allows you to add a blank row for the selected day.
	For hourly timecards, allows you to delete the selected row.
	Indicates that a comment or note has been added to the time entry.
	Indicates that hours have been transferred in the schedule.

- c. Timecard Background Color

Timecard Background Color	
When viewing an employee's timecard, the background color indicates where the timecard is in the approval process.	
Timecard Background Color	Description
Yellow	Indicates that the employee approved the timecard but not the manager.
Light purple	Indicates that the manager approved the timecard but not the employee.
Green	Indicates that both the employee and the manager approved the timecard.
Blue	Indicates that you cannot edit totals for the timecard.