



Time and Attendance

For Hourly Employees

with multiple job assignments



Languages ▾



Welcome to ADP®

Hello, KENNETH

User ID

KMiller@nccsda.com

Password

1. Log in to your ADP account.

2. This is your homepage. Select “Myself” from the menu.


The screenshot shows the ADP Workforce Now homepage. At the top, there is a dark blue navigation bar with the ADP logo on the left, a search bar in the center, and utility icons (Things to Do, Calendar, Support) and a user profile icon (KM) on the right. Below the navigation bar is a horizontal menu with items: Home, Resources, Myself (highlighted with a red box), My Team, and Reports & Analytics. A 'Configure homepage' button is located in the top right corner of the main content area.




The main content area is divided into several sections:

- Things to Do:** Contains a notification titled 'Notifications (1)'. The text reads: 'ADP Workforce Now is always evolving. Click here to learn more about recent enhancements, learning resources and what is coming soon.' There is a 'Mark as Read' link with an eye icon.
- Termination Process for Managers:** Contains a highlighted note: 'Please Note:- All termination requests are not final until reviewed and approved by HR.'
- Dashboards:** Contains two dashboard icons: 'Reports' (with a magnifying glass icon) and 'Learning' (with a graduation cap icon).
- My Pay:** Features a donut chart and a table of compensation information. The table shows: 'TAKE HOME \$X.XX' and 'GROSS PAY \$X.XX'. There is a 'Show' link with an eye icon.
- My Time Off:** Shows the title and a 'Balances as of' label, with a right-pointing arrow.

3. Under “Myself” select “Dashboard” under Workforce Management header



The screenshot shows the ADP Workforce Management dashboard. At the top, there is a dark blue header with the ADP logo, a search bar, and navigation icons for 'Things to Do', 'Calendar', 'Support', and a user profile 'KM'. Below the header is a navigation bar with tabs for 'Home', 'Resources', 'Myself', 'My Team', and 'Reports & Analytics'. The 'Myself' tab is highlighted with a red box. The main content area is divided into five columns: 'Team Information', 'Employment', 'Time Off', 'Personal Information', and 'Talent'. Under the 'Talent' column, the 'Workforce Management' section is highlighted with a red box, and the 'Dashboard' link is also highlighted. Below the navigation bar, there are several widgets: 'My Pay' (Compensation) with a donut chart and a 'Show' button; 'Reports' and 'Learning' icons; and 'My Time Off' with a 'Balances as of' label.

ADP | 



Things to Do  Calendar  Support 


Home Resources **Myself** My Team Reports & Analytics

Team Information	Employment	Time Off	Personal Information	Talent
My Team	Employment Profile	Request Time Off	Personal Profile	Recruitment
Delegated Activities	Employee Documents	Time Off Balances	Employee Profile Report	Learning Management
Organizational Chart	Company Property	List Of Requests	Employee Notes	Workforce Management
Company Policy Status	EI-9 Management	Request Carryover	Talent Profile	Dashboard
Team Calendar				
Manage New Hire Onboarding				

My Pay 
Compensation  Show

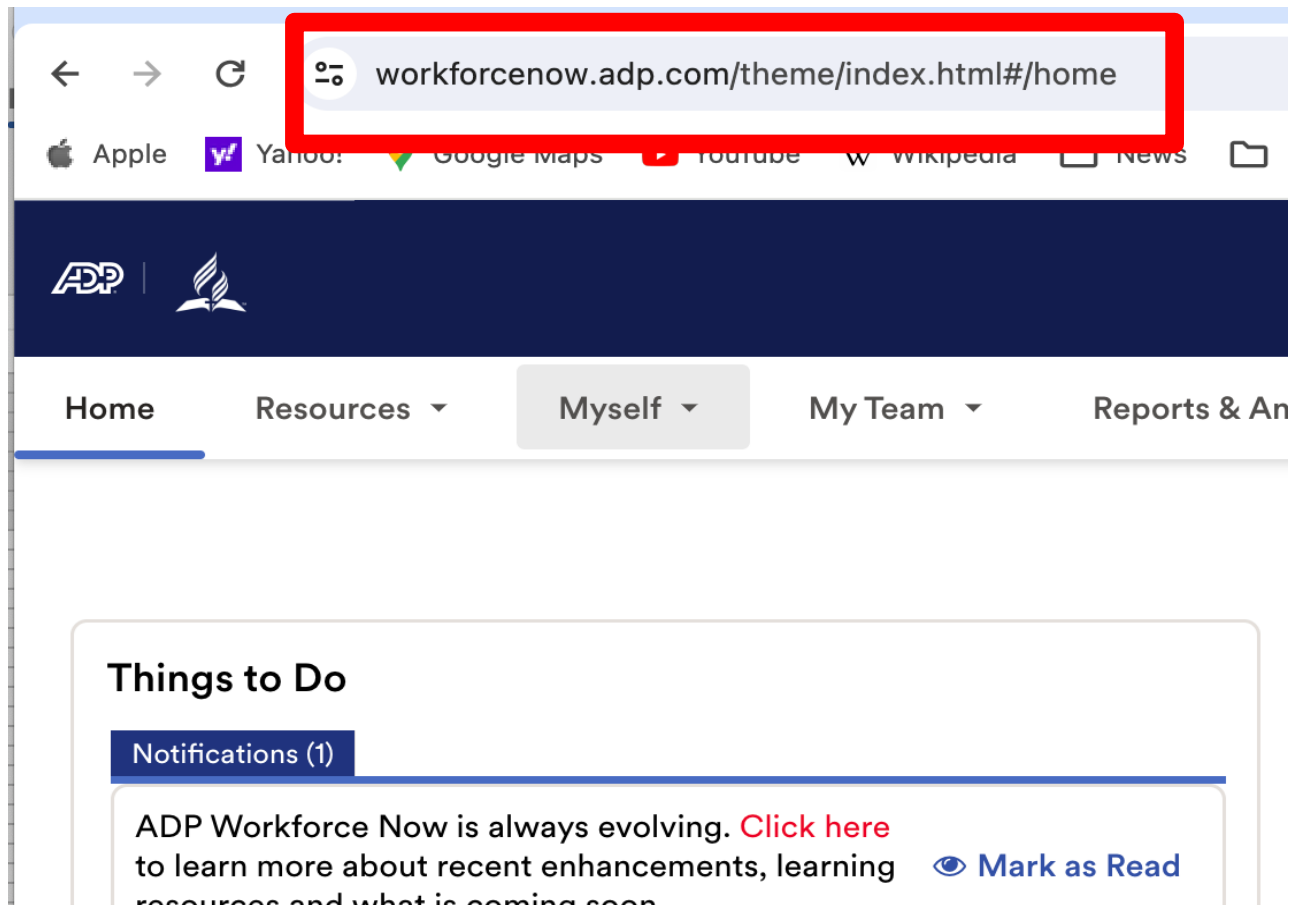
TAKE HOME
\$X.XX
GROSS PAY
\$X.XX

Reports  **Learning** 

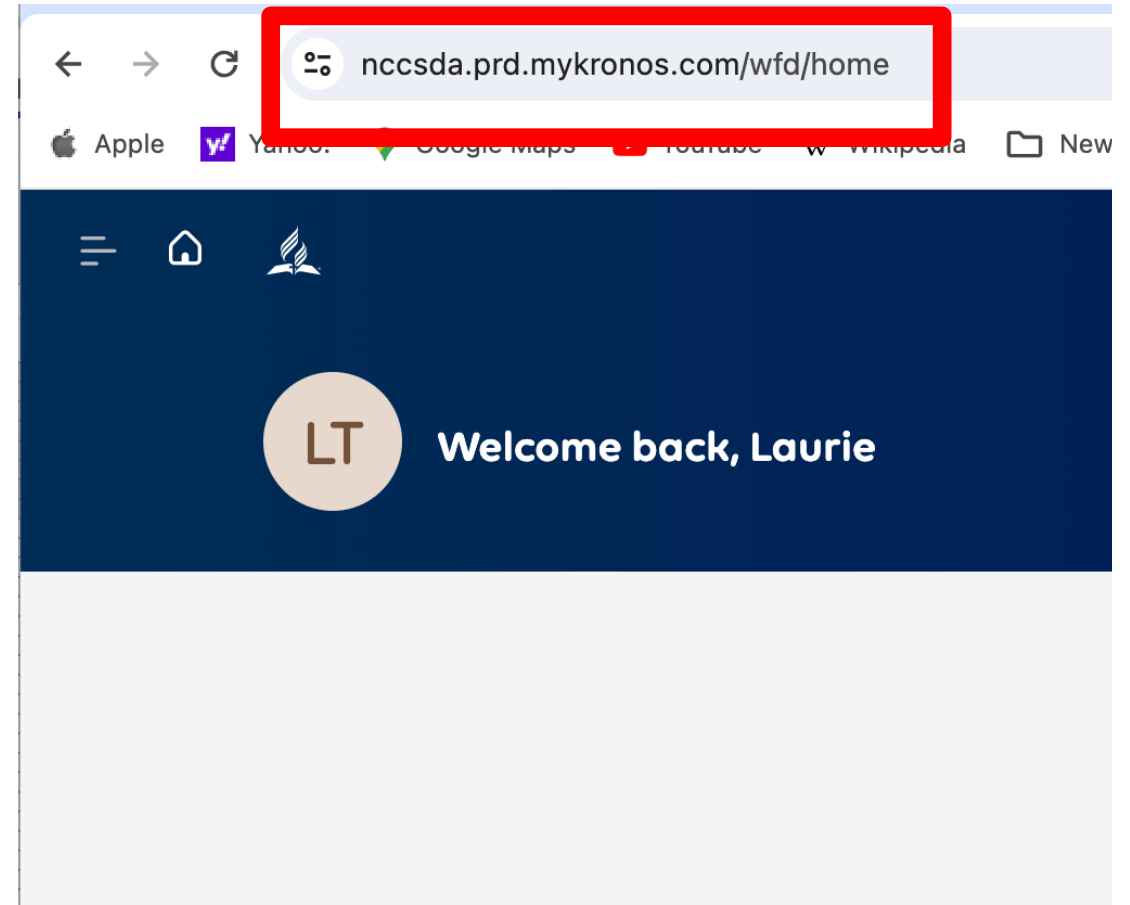
My Time Off 
Balances as of

Note: Clicking “Dashboard” takes you to a new page. Refer to this example.

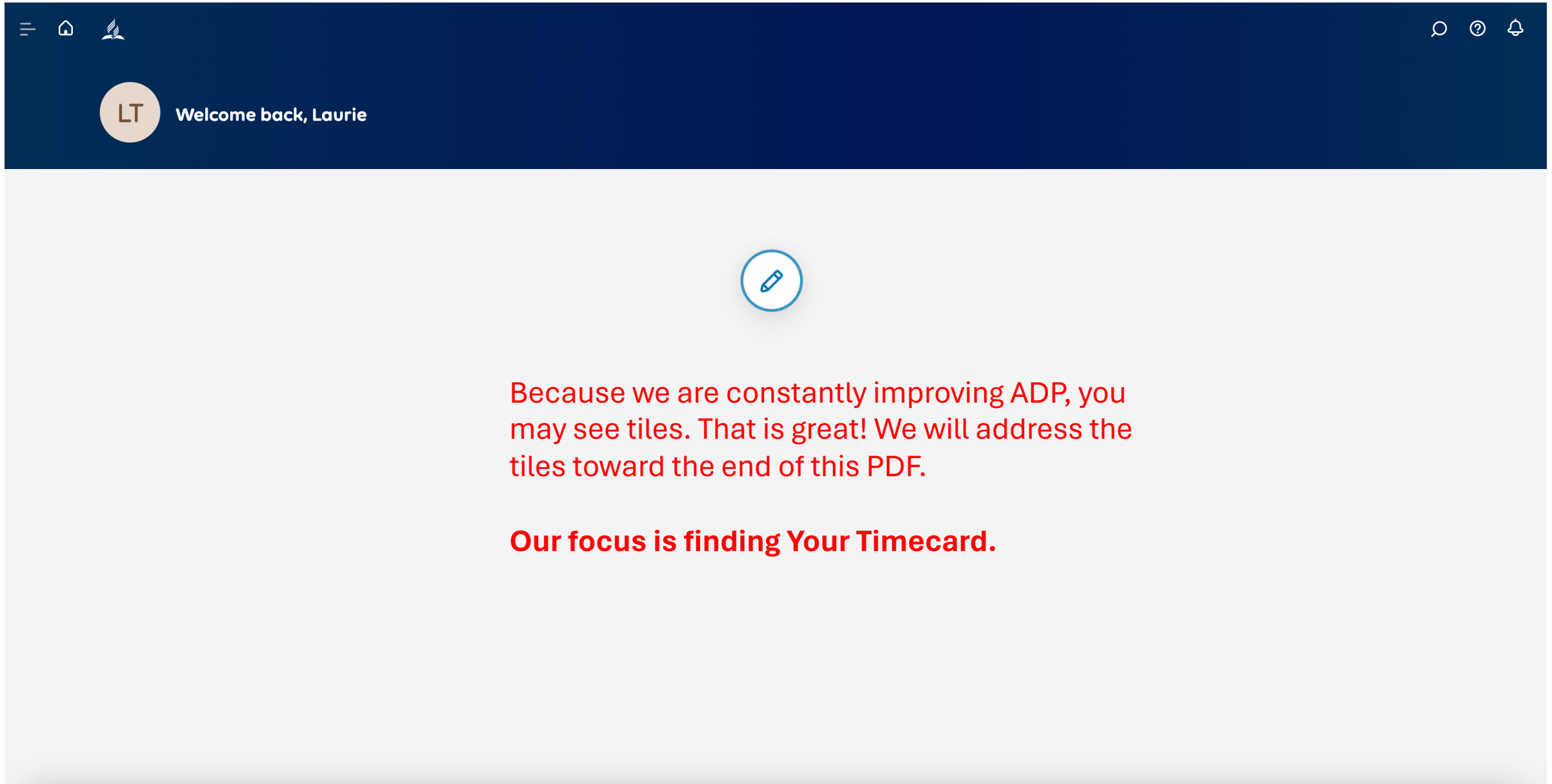
ADP Login Page



Time and Attendance Page



4. Possible view of your home page – first Login only.







5. Find menu






Click
Will show you a menu of
items






Note: Menu Options


  


 Laurie Trujillo

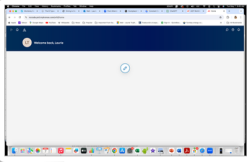
Edit Profile  Sign Out 

Search 

- Home
- Time 
- Schedule 
- Dataviews & Reports 
- My Information 
- Maintenance 

 Welcome back, Laurie





6. Find My Information

The image shows a user interface for Laurie Trujillo. On the left is a navigation sidebar with a search bar and several menu items: Home, Time, Schedule, Dataviews & Reports, My Information (highlighted with a red box), and Maintenan. The main content area on the right has a dark blue header with a home icon, a user profile icon, and the text 'Welcome back, Laurie'. Below the header is a large grey area with a pencil icon in a circle. A red arrow points from the 'My Information' menu item to a red text box that says 'Click Will show options under My Information'.

7. My Timecard

LT Laurie Trujillo

Edit Profile Sign Out

Search

- Home
- Time
- Schedule
- Dataviews & Reports
- My Information
- My Calendar
- My Timecard**
- Maintenani My Timecard

Home icon Profile icon Welcome back, Laurie

Click
Will open your timecard

ttos://nccsda.brd.mvkronos.com/timekeeping#/mvTimecard?baeId=497

8. Welcome! This is an example of your timecard. Because you work at more than one entity, you will need to do a little more work to record your time. First, let's look at your timecard.

Employee Timecards

List View
Zoom
Approve
Remove Approval
Analyze
View Moved...
Go To

Current Pay Period
All Home
Loaded: 9:58 AM

Share
View Pending
Calculate Totals
Save

		Date	Schedule	Absence	In	Transfer	Out	In	Transfer	Out	Pay Code	Amount	Shift	Daily	Period
+	⊖	Sun 5/05			10:01 AM		2:01 PM						4:00	4:00	4:00
+	⊖	Mon 5/06			7:35 AM		12:12 PM	12:43 PM		5:55 PM			9:49	9:49	13:49
+	⊖	Tue 5/07			7:45 AM										13:49
+	⊖	Wed 5/08			Beginning of Shift		Lunch Break	Return from Lunch		End of Shift			Total Hours		13:49
+	⊖	Thu 5/09													13:49
+	⊖	Fri 5/10													13:49
+	⊖	Sat 5/11													13:49
+	⊖	Sun 5/12													13:49
+	⊖	Mon 5/13													13:49
+	⊖	Tue 5/14													13:49
+	⊖	Wed 5/15													13:49
+	⊖	Thu 5/16													13:49
+	⊖	Fri 5/17													13:49
+	⊖	Sat 5/18													13:49

Accruals
Totals
Historical Corrections
Audits

9. Because you work at more than one entity, you will see information in the transfer columns. This information will be automatically added when you “Punch” into the time clock as seen on the next pages.

☰
🔍
🔔
Employee Timecards

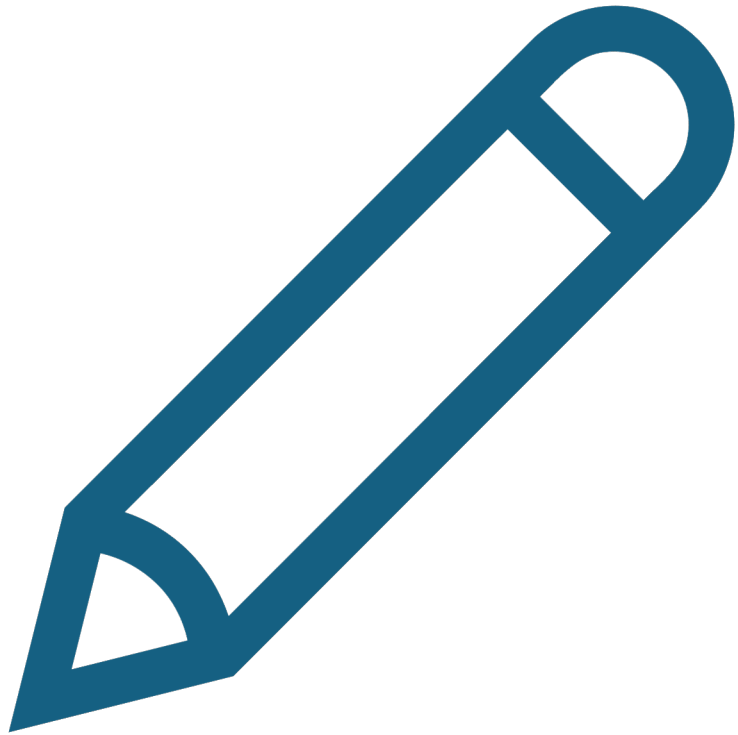
📅 Current Pay Period
🏠 All Home
🔄 Loaded: 9:58 AM

☰ List View
🔍 Zoom
✅ Approve
🗑️ Remove Approval
🔍 Analyze
↔️ View Moved...
📄 Go To

🔗 Share
⏸️ View Pending
📊 Calculate Totals
💾 Save

		Date	Schedule	Absence	In	Transfer	Out	In	Transfer	Out	Pay Code	Amount	Shift	Daily	Period
+	⊖	Sun 5/05			10:01 AM		2:01 PM						4:00	4:00	4:00
+	⊖	Mon 5/06			7:35 AM	Moving to another work location	12:12 PM	12:43 PM	Moving to another work location	5:55 PM			9:49	9:49	13:49
+	⊖	Tue 5/07			7:45 AM										13:49
+	⊖	Wed 5/08											Total Hours		13:49
+	⊖	Thu 5/09				Beginning of Shift	Lunch Break	Return from Lunch		End of Shift					13:49
+	⊖	Fri 5/10													13:49
+	⊖	Sat 5/11													13:49
+	⊖	Sun 5/12													13:49
+	⊖	Mon 5/13													13:49
+	⊖	Tue 5/14													13:49
+	⊖	Wed 5/15													13:49
+	⊖	Thu 5/16													13:49
+	⊖	Fri 5/17													13:49
+	⊖	Sat 5/18													13:49

Accruals
Totals
Historical Corrections
Audits



The following pages show you how to record the time you worked and when you took lunch.

Record your work time

10. Go back to the dashboard.

Employee Timecards

Current Pay Period All Home Loaded: 9:58 AM

List View Zoom Approve Remove Approval Analyze View Moved... Go To Share View Pending Calculate Totals Save

		Date	Schedule	Absence	In	Transfer	Out	In	Transfer	Out	Pay Code	Amount	Shift	Daily	Period
+	-	Sun 5/05			10:01 AM		2:01 PM						4:00	4:00	4:00
+	-	Mon 5/06			7:35 AM		12:12 PM	12:43 PM		5:55 PM			9:49	9:49	13:49
+	-	Tue 5/07			7:45 AM										13:49
+	-	Wed 5/08													13:49
+	-	Thu 5/09													13:49
+	-	Fri 5/10													13:49
+	-	Sat 5/11													13:49
+	-	Sun 5/12													13:49
+	-	Mon 5/13													13:49
+	-	Tue 5/14													13:49
+	-	Wed 5/15													13:49
+	-	Thu 5/16													13:49
+	-	Fri 5/17													13:49
+	-	Sat 5/18													13:49

Accruals Totals Historical Corrections Audits

10. This is how you will track your time. The ADP system will use its internal clock to fill in your timecard automatically. All you do is **Punch (click)**.

The screenshot displays the ADP employee dashboard with a dark blue header. The header includes navigation icons (hamburger menu, home, person) on the left and help/question mark and notification bell icons on the right. A circular profile icon with the initials 'NB' is followed by the text 'Welcome back, NATHAN'. Below the header, there are four main dashboard cards: 'My Schedule', 'My Time Off', 'My Timecard', and 'Punch'. The 'Punch' card is highlighted with a red border and a red arrow points to it from the text above. The 'Punch' card shows the last punch time as 5/06/2024 2:09 PM, a 'Recent Transfers' dropdown menu set to 'None', an 'Add Transfer' button with a plus icon, and three buttons for 'Punch In for the Day', 'Punch Out for Meal', and 'Punch Out for the Day'.

My Schedule →

Tue 7 **Today**
You have nothing planned.

Wed 8 You have nothing planned.

Thu 9 You have nothing planned.

Fri 10 You have nothing planned.

Sat 11 You have nothing planned.

My Time Off

No time off reasons are available. Please use Advanced Options.

[Advanced Options](#) →

My Timecard → ⋮

Edited Tue 5/07 by Fong, Greg

Exceptions
0

No data to display.

Punch

Last Punch: 5/06/2024 2:09 PM ⓘ

Recent Transfers
None ⓘ

[Add Transfer](#) +

[Punch In for the Day](#)

[Punch Out for Meal](#)

[Punch Out for the Day](#)

10. Click when you **BEGIN** your shift. The ADP system will use its internal clock to fill in your timecard automatically.

The screenshot displays the ADP mobile application interface. At the top, a dark blue header contains navigation icons (hamburger menu, home, profile) on the left and help/question mark and notification bell icons on the right. Below the header, a white bar shows a circular profile icon with the initials 'NB' and the text 'Welcome back, NATHAN'. The main content area features four white cards: 'My Schedule' (listing days from Tue 7 to Sat 11, all with 'You have nothing planned.'), 'My Time Off' (with an illustration of a person at a computer and the text 'No time off reasons are available. Please use Advanced Options.'), 'My Timecard' (showing 'Exceptions 0' and 'No data to display.'), and 'Punch' (showing 'Last Punch: 5/06/2024 2:09 PM' and buttons for 'Recent Transfers', 'Add Transfer', 'Punch In for the Day', 'Punch Out for Meal', and 'Punch Out for the Day'). A red box highlights the 'Punch In for the Day' button, and a red arrow points down to it from the text 'Click When you begin working.' located in the top right of the header area.

Click
When you begin working.

My Schedule →

Tue 7 **Today**
You have nothing planned.

Wed 8 You have nothing planned.

Thu 9 You have nothing planned.

Fri 10 You have nothing planned.

Sat 11 You have nothing planned.

My Time Off

No time off reasons are available. Please use Advanced Options.

[Advanced Options](#) →

My Timecard → ⋮

Edited Tue 5/07 by Fong, Greg

Exceptions
0

No data to display.

Punch

Last Punch: 5/06/2024 2:09 PM ⓘ

Recent Transfers
None

[Add Transfer](#) +

Punch In for the Day

[Punch Out for Meal](#)

[Punch Out for the Day](#)

10. Click when you **LEAVE FOR LUNCH**. The ADP system will use its internal clock to fill in your timecard automatically.

The screenshot displays the ADP mobile application interface. At the top, a dark blue header contains navigation icons (hamburger menu, home, profile) on the left and help and notification icons on the right. Below the header, a white bar shows a circular profile icon with the initials 'NB' and the text 'Welcome back, NATHAN'. The main content area features four white cards: 'My Schedule' (showing a calendar for 'Today' through 'Sat 11'), 'My Time Off' (with an illustration of a person at a computer and text: 'No time off reasons are available. Please use Advanced Options.'), 'My Timecard' (showing 'Exceptions 0' and an illustration of a person with a box), and 'Punch' (showing 'Last Punch: 5/06/2024 2:09 PM' and buttons for 'Punch In for the Day', 'Punch Out for Meal', and 'Punch Out for the Day'). A red arrow points from the top right towards the 'Punch Out for Meal' button, which is also enclosed in a red rectangular box.

Click
When you take lunch.

My Schedule →

Tue 7 **Today**
You have nothing planned.

Wed 8 You have nothing planned.

Thu 9 You have nothing planned.

Fri 10 You have nothing planned.

Sat 11 You have nothing planned.

My Time Off

No time off reasons are available. Please use Advanced Options.

[Advanced Options](#) →

My Timecard → ⋮

Edited Tue 5/07 by Fong, Greg

Exceptions
0

No data to display.

Punch

Last Punch: 5/06/2024 2:09 PM ⓘ

Recent Transfers
None ▾ ⓘ

[Add Transfer](#) +

[Punch In for the Day](#)

[Punch Out for Meal](#)

[Punch Out for the Day](#)

10. Click when you **RETURN FROM LUNCH**. The ADP system will use its internal clock to fill in your timecard automatically.

The screenshot displays the ADP mobile application interface. At the top, a dark blue header contains navigation icons (hamburger menu, home, profile) on the left and help/question mark and notification bell icons on the right. Below the header, a white bar shows a circular profile icon with the initials 'NB' and the text 'Welcome back, NATHAN'. The main content area features four white cards: 'My Schedule' (listing days from Tue 7 to Sat 11, all with 'You have nothing planned.'), 'My Time Off' (with an illustration of a person at a computer and the text 'No time off reasons are available. Please use Advanced Options.'), 'My Timecard' (showing 'Exceptions 0' and 'No data to display.'), and 'Punch' (showing 'Last Punch: 5/06/2024 2:09 PM' and a list of buttons: 'Punch In for the Day', 'Punch Out for Meal', and 'Punch Out for the Day'). A red box highlights the 'Punch In for the Day' button, and a red arrow points down to it from the text 'Click When you RETURN for lunch.' located in the top right of the header area.

Click
When you RETURN for lunch.

My Schedule →

Tue 7 **Today**
You have nothing planned.

Wed 8 You have nothing planned.

Thu 9 You have nothing planned.

Fri 10 You have nothing planned.

Sat 11 You have nothing planned.

My Time Off

No time off reasons are available. Please use Advanced Options.

[Advanced Options](#) →

My Timecard → ⋮

Edited Tue 5/07 by Fong, Greg

Exceptions
0

No data to display.

Punch

Last Punch: 5/06/2024 2:09 PM ⓘ

Recent Transfers
None

[Add Transfer](#) +

Punch In for the Day

[Punch Out for Meal](#)

[Punch Out for the Day](#)

10. Click when you **END YOUR SHIFT AT THE FIRST LOCATION.** The ADP system will use its internal clock to fill in your timecard automatically.

The screenshot displays the ADP mobile application interface. At the top, a dark blue header contains navigation icons (hamburger menu, home, profile) on the left and help/question mark and notification bell icons on the right. Below the header, a white card shows the user's profile: a circular avatar with 'NB' and the text 'Welcome back, NATHAN'. The main content area features four white cards: 'My Schedule' (listing days from Tue 7 to Sat 11, all with 'You have nothing planned.'), 'My Time Off' (with an illustration of a person at a computer and the text 'No time off reasons are available. Please use Advanced Options.'), 'My Timecard' (showing 'Exceptions 0' and 'No data to display.'), and 'Punch' (showing 'Last Punch: 5/06/2024 2:09 PM' and buttons for 'Add Transfer', 'Punch In for the Day', 'Punch Out for Meal', and 'Punch Out for the Day'). A red arrow points from the top right towards the 'Punch Out for the Day' button, which is also enclosed in a red rectangular box.

Click
When you LEAVE at the end of your shift.

My Schedule →

Tue 7 **Today**
You have nothing planned.

Wed 8 You have nothing planned.

Thu 9 You have nothing planned.

Fri 10 You have nothing planned.

Sat 11 You have nothing planned.

My Time Off

No time off reasons are available. Please use Advanced Options.

Advanced Options →

My Timecard →

Edited Tue 5/07 by Fong, Greg

Exceptions
0

No data to display.

Punch

Last Punch: 5/06/2024 2:09 PM ⓘ

Recent Transfers
None

Add Transfer +

Punch In for the Day

Punch Out for Meal

Punch Out for the Day

11. Click when you **move to the next job**.

The screenshot shows a user dashboard for Nathan. The top navigation bar is dark blue with icons for menu, home, and profile. The user's name 'NB' and 'Welcome back, NATHAN' are displayed. The dashboard contains four main sections: 'My Schedule', 'My Time Off', 'My Timecard', and 'Punch'. The 'Punch' section is highlighted with a red box around the 'Add Transfer' button, and a red arrow points to the information icon in the 'Recent Transfers' dropdown.

Click
When you move to another another job.

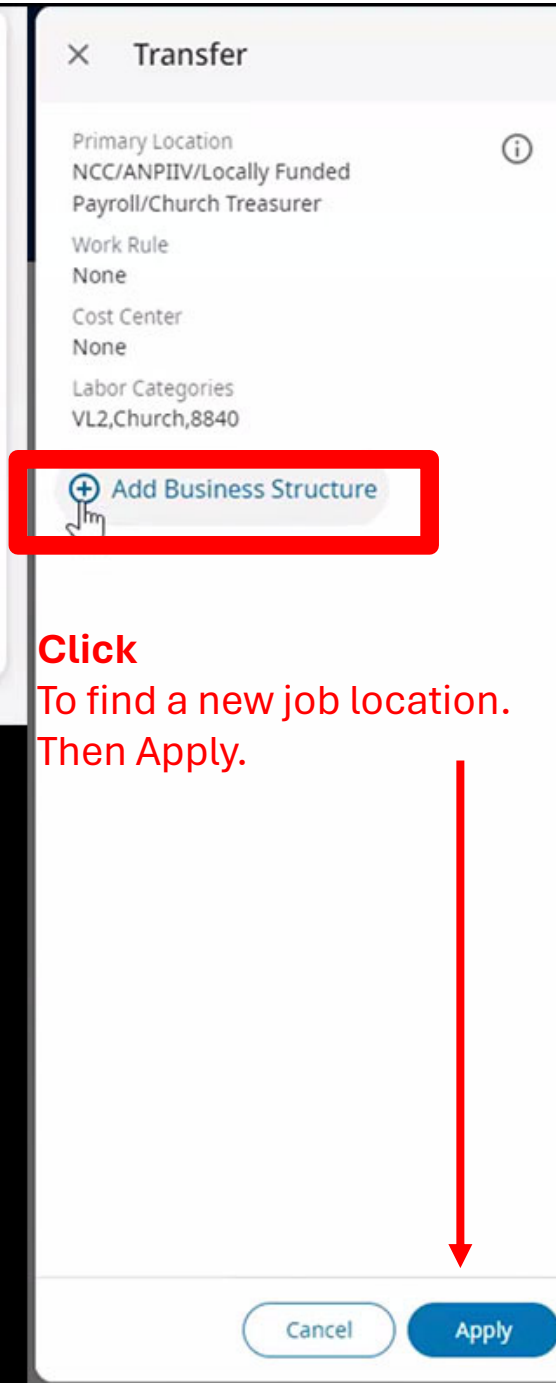
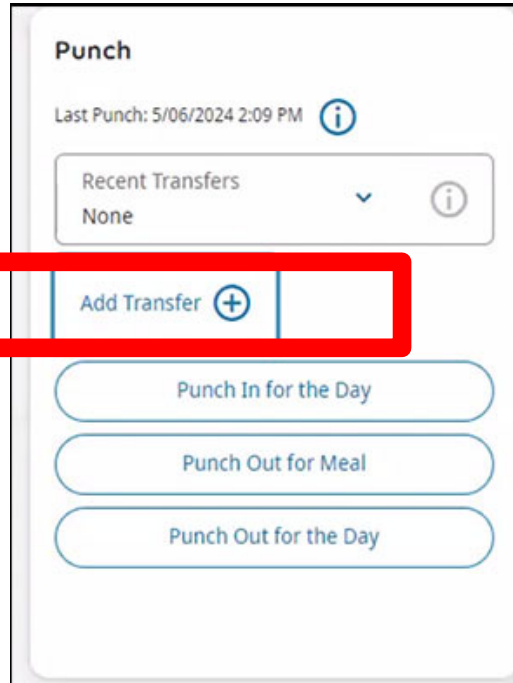
Day	Planned
Tue 7	Today You have nothing planned.
Wed 8	You have nothing planned.
Thu 9	You have nothing planned.
Fri 10	You have nothing planned.
Sat 11	You have nothing planned.

My Time Off
No time off reasons are available. Please use Advanced Options.
[Advanced Options](#)

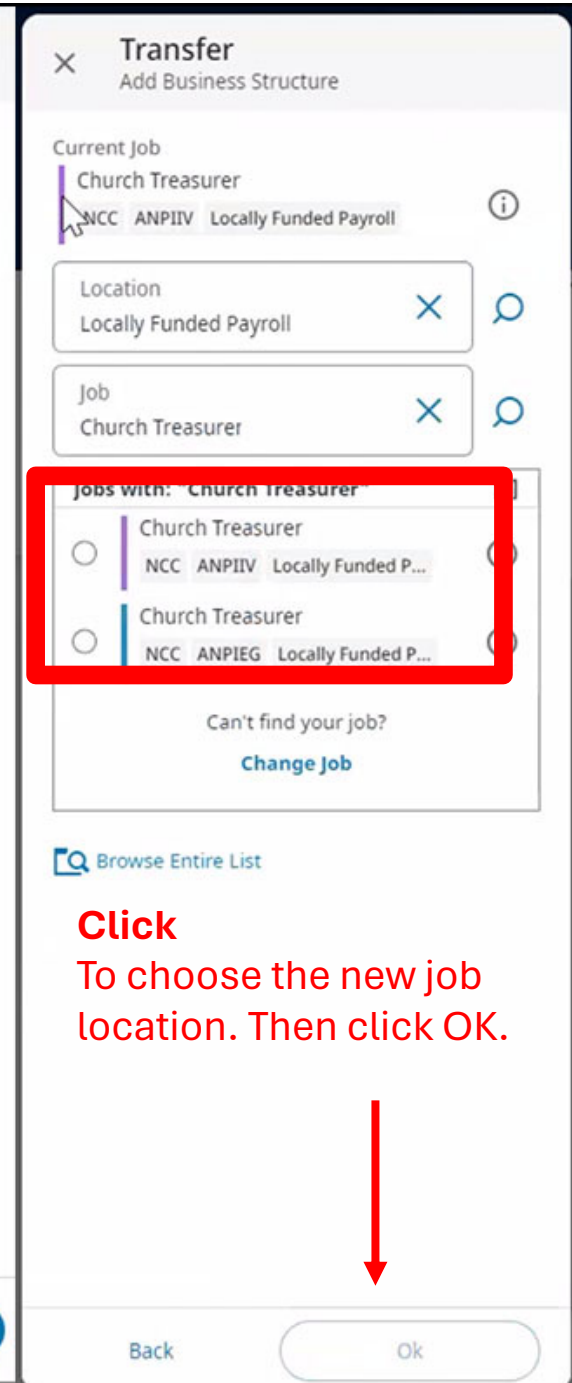
My Timecard
Edited Tue 5/07 by Fong, Greg
Exceptions: 0
No data to display.

Punch
Last Punch: 5/06/2024 2:09 PM
Recent Transfers: None
Add Transfer
Punch In for the Day
Punch Out for Meal
Punch Out for the Day

Click
To move to a new job location.



Click
To find a new job location.
Then Apply.



Click
To choose the new job location.
Then click OK.

Final Step: Customize Your Time and Attendance Dashboard

The screenshot shows a user interface for customizing a dashboard. At the top, a dark blue header contains navigation icons and a user profile with the initials 'LT' and the text 'Welcome back, Laurie'. The main content area is light gray and features a central pencil icon and the instruction 'Click the tiles you want and then apply.' in red text. On the right side, a 'Tiles' panel is open, displaying a list of dashboard widgets. The widgets are arranged in a grid and include: 'Manage Schedule' (calendar icon), 'Manage Timecards' (calendar with plus icon, highlighted with a red box), 'My Business Proc...' (circular arrows icon), 'My Notifications' (bell icon, highlighted with a red box), 'My Schedule' (calendar icon), and 'My Time Off' (person with airplane icon, highlighted with a red box). At the bottom of the 'Tiles' panel, there are 'Cancel' and 'Apply' buttons.

Final Step: Customize Your Time and Attendance Dashboard

The dashboard features a dark blue header with navigation icons (hamburger menu, home, leaf) on the left and search, help, and notification icons on the right. A circular profile icon with the initials 'LT' is followed by the text 'Welcome back, Laurie'.

Here they are!

- My Notifications** (with arrow and menu icons):
 - Tasks: 0 >
 - Employee Requests: 0 >
 - My Requests: 0 >
 - Timekeeping: 0 >
 - System Messages: 0 >
 - Timekeeping Requests: 0 >
 - Notices: 0 >
- My Time Off** (with arrow and menu icons):
 - Illustration of a person at a computer with 'X' marks.
 - Text: "No time off reasons are available. Please use Advanced Options."
 - Link: [Advanced Options >](#)
- Manage Timecards** (with arrow and menu icons):
 - Dropdown menu: Previous Pay Period ▾

A central circular icon with a pencil indicates a customization or edit function.

Final Step: Customize Your Time and Attendance Dashboard

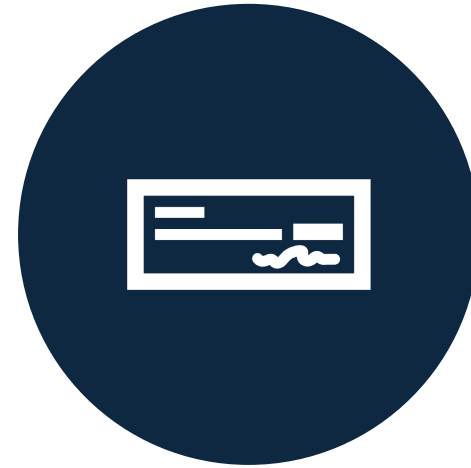
The image shows a user dashboard for 'Laurie' with a dark blue header. The header contains navigation icons (hamburger, home, leaf) and a profile section with 'LT' and 'Welcome back, Laurie'. The main content area has three tiles: 'My Notifications' (listing Tasks, Employee Requests, My Requests, Timekeeping, System Messages, Timekeeping Requests, and Notices, each with a '0' and a chevron), 'My Time Off' (with an illustration of a person at a computer and the text 'No time off reasons are available. Please use Advanced Options.' and a link to 'Advanced Options'), and 'Manage Timecards' (with a 'Previous Pay Period' dropdown). A 'Customize' pencil icon is at the bottom center. A 'Tiles' customization panel is open on the right, showing a search bar, a 'Restore Home Page' button, and a grid of tile options: 'My Schedule' (calendar icon), 'My Time Off' (person with airplane icon, checked), 'My Timecard' (clock icon, highlighted with a red box), and 'My Charts (0)' (chart icon). The panel has 'Cancel' and 'Apply' buttons at the bottom.

Add more tiles to your dashboard.

Need Help: Ask your supervisor or a practitioner



HR@NCCSDA.COM



PAYROLL@NCCSDA.COM