

For Hourly Employees

Time and Attendance





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)' with the text: 'ADP Workforce Now is always evolving. Click here to learn more about recent enhancements, learning resources and what is coming soon.' and a 'Mark as Read' link.
- 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 icons: 'Reports' and 'Learning'.
- My Pay:** Features a donut chart and a table of compensation data. The table shows 'TAKE HOME' and 'GROSS PAY' both as '\$X.XX'. A 'Show' link is present.
- 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, 'Workforce Management' is highlighted with a red box, and 'Dashboard' is listed below it. Below the navigation bar, there are several widgets: 'My Pay' (Compensation) with a donut chart and 'Show' button; 'Reports' and 'Learning' icons; and 'My Time Off' with a 'Balances as of' label.

ADP | Things to Do Calendar Support KM

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](#)

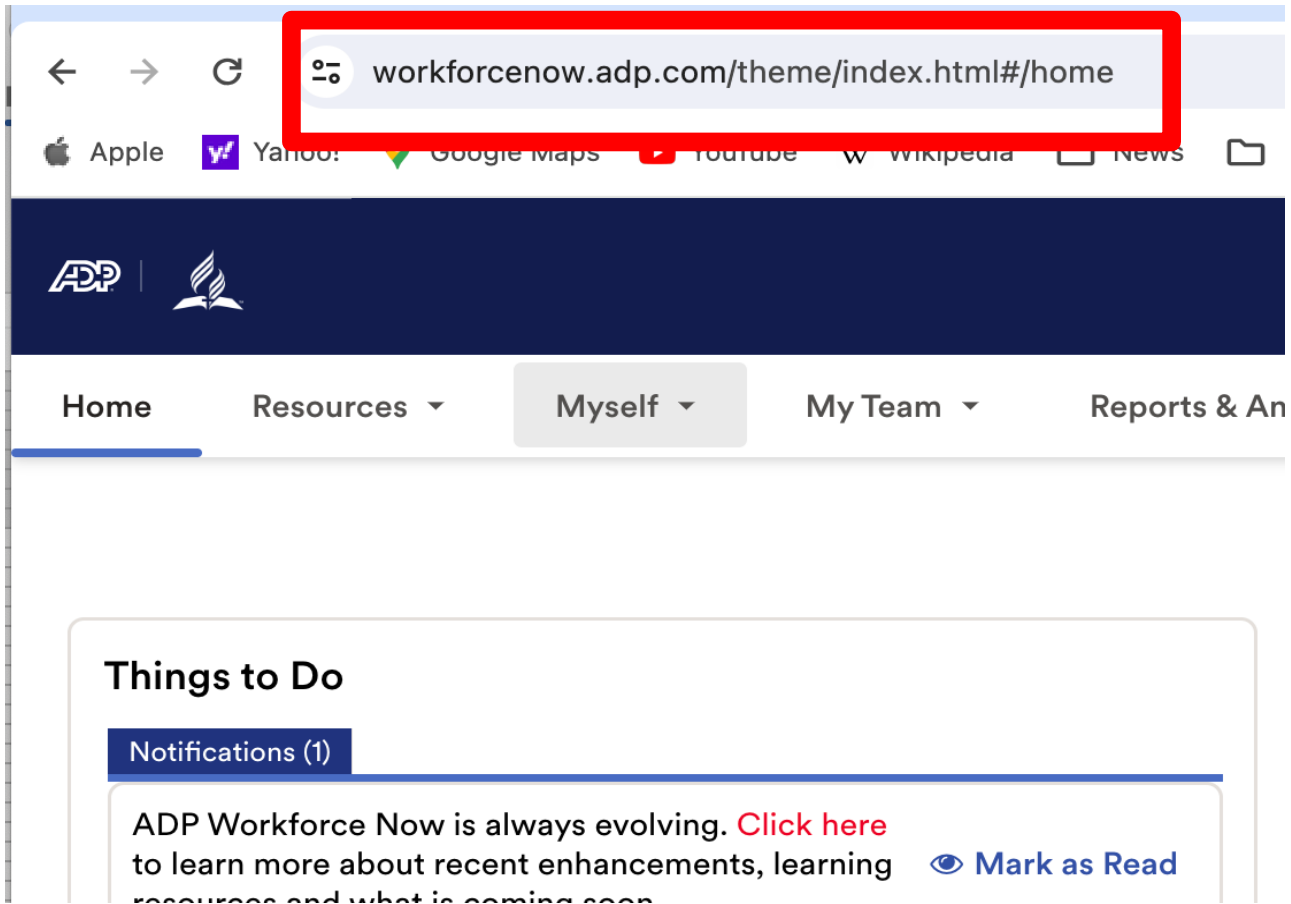
TAKE HOME \$X.XX
GROSS PAY \$X.XX

Reports **Learning**

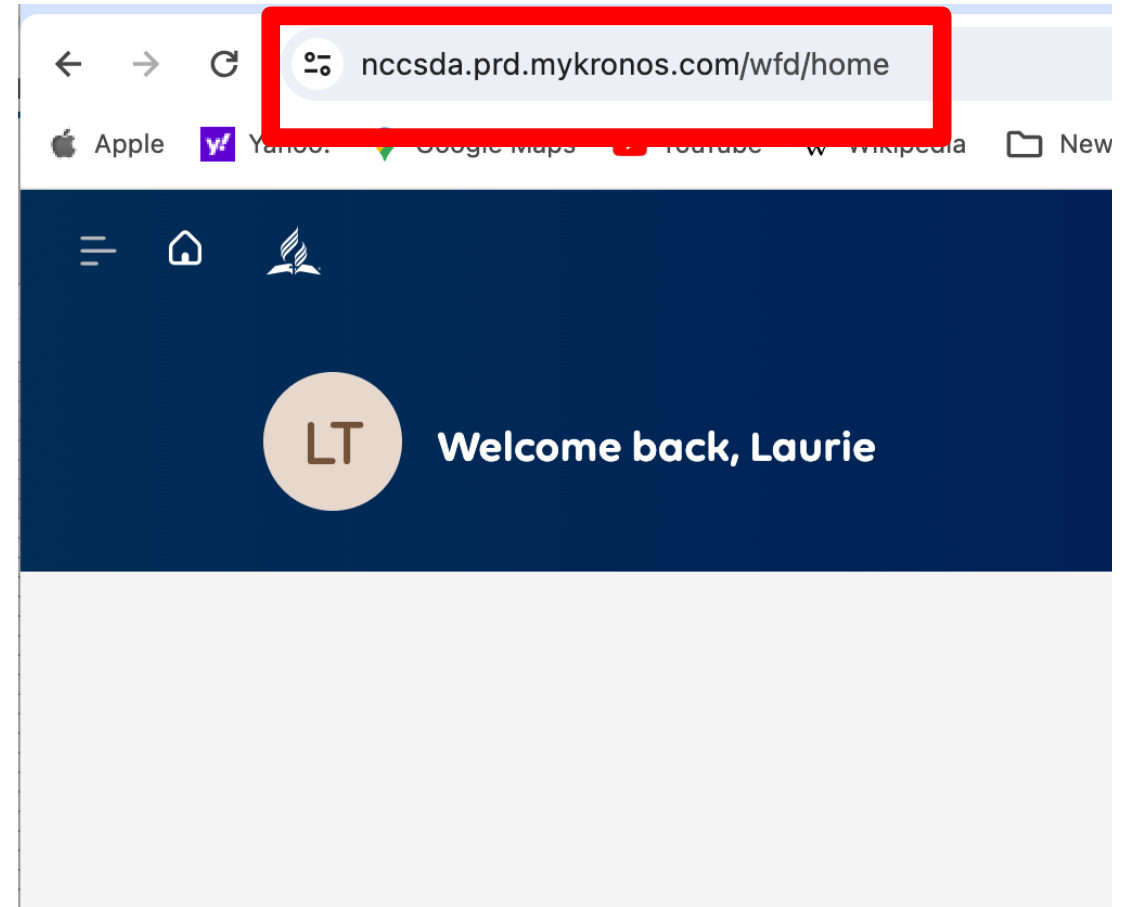
My Time Off [>](#)
Balances as of

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

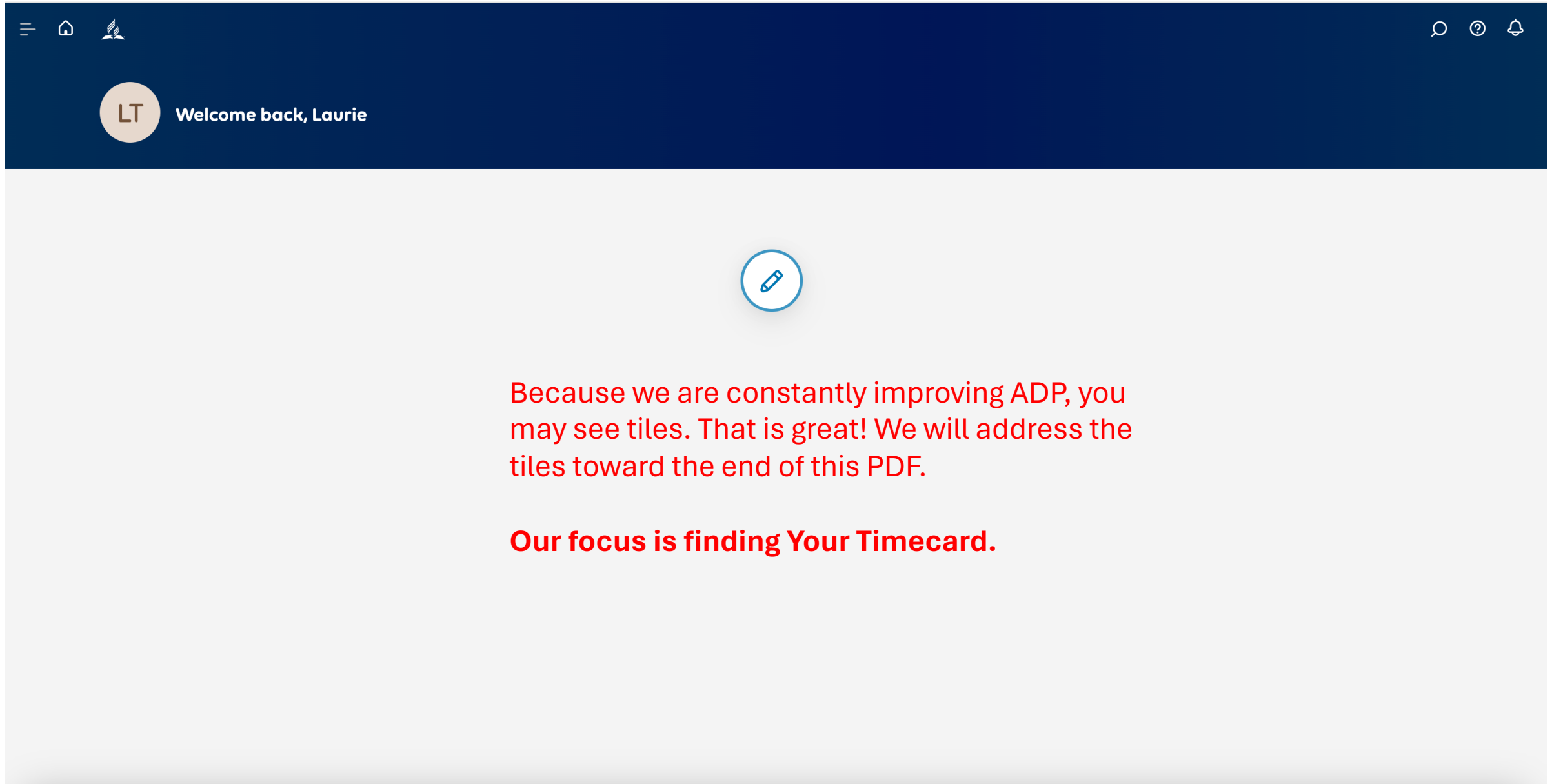
ADP Login Page



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

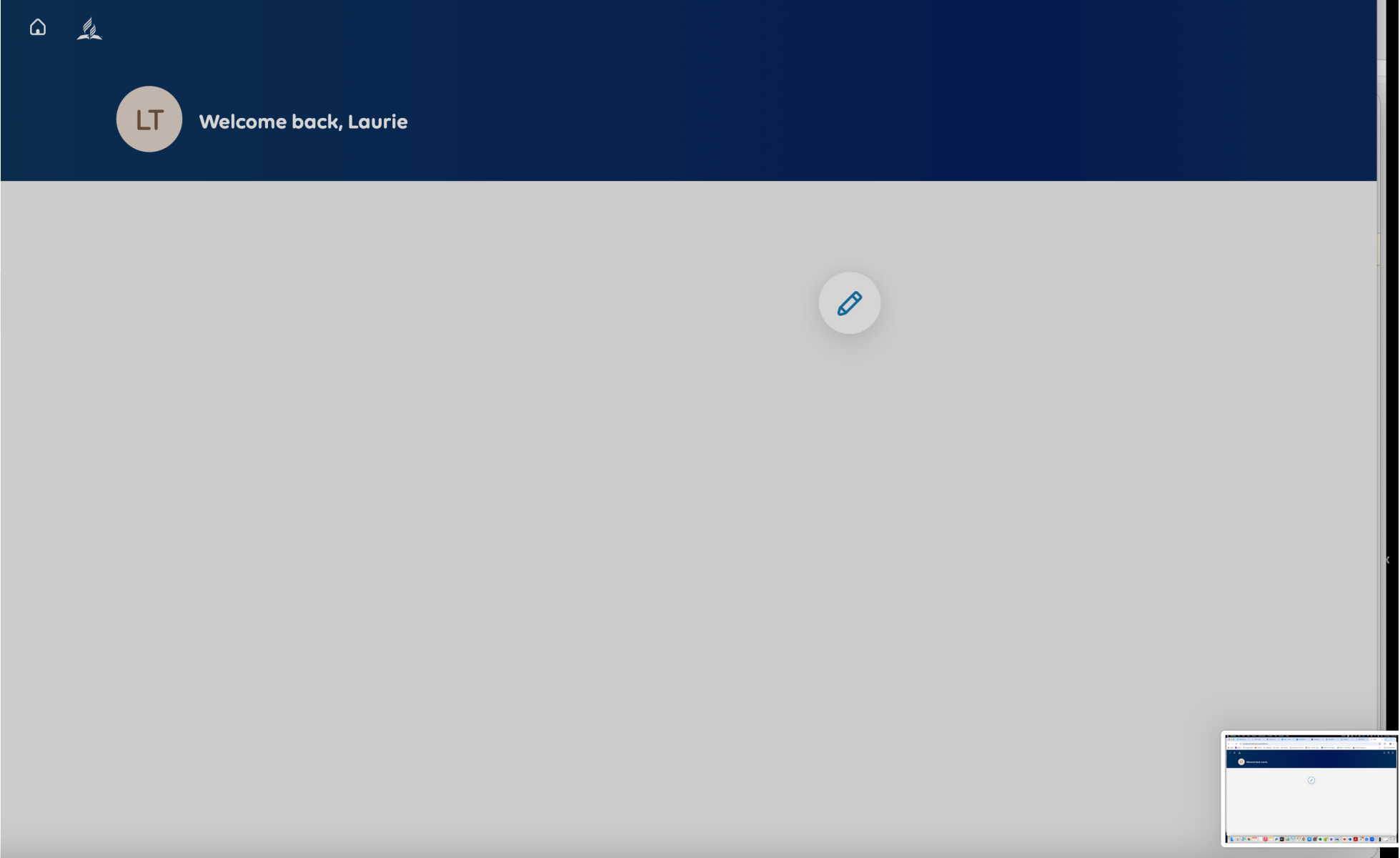
  

 Laurie Trujillo

Edit Profile  Sign Out 

Search 

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



The main application interface features a dark blue header with a home icon, a user icon, and the text "Welcome back, Laurie". Below the header is a large grey area with a central edit icon (pencil in a circle). A small inset window in the bottom right corner shows a preview of the application's home page.

6. Find My Information

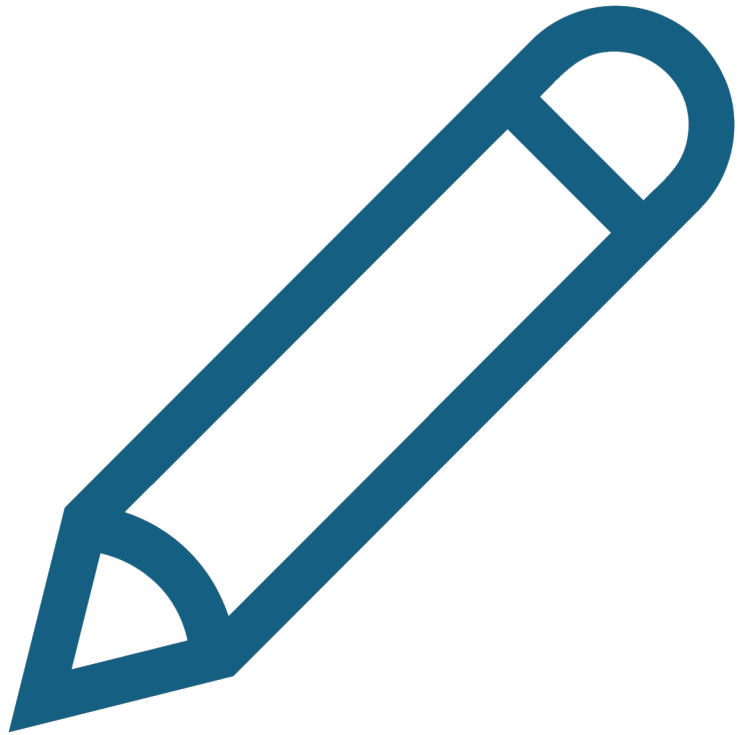
The image shows a user interface for Laurie Trujillo. On the left is a navigation sidebar with a search bar and menu items: Home, Time, Schedule, Dataviews & Reports, My Information (highlighted with a red box), and Maintenance. The main content area on the right has a dark blue header with a home icon, 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 the text: **Click**
Will show options under My Information

7. My Timecard

The image shows a user interface for Laurie Trujillo. On the left is a sidebar with a navigation menu. The menu items are: Home, Time, Schedule, Dataviews & Reports, My Information, My Calendar, My Timecard (highlighted with a red box), and Maintenance. Below the sidebar, there is a red arrow pointing to the 'My Timecard' menu item, with the text 'Click Will open your timecard' next to it. The main content area has a dark blue header with a home icon, a profile icon, and the text 'Welcome back, Laurie'. Below the header is a large grey area with a large pencil icon in the center. At the bottom left, there is a URL: <https://nccsda.brd.mvkronos.com/timekeeping#/mvTimecard?baeid=497>

8. Welcome! This is an example of your timecard. If you work at more than one entity. Please get in touch with your supervisor and/or hr@nccsda.com to learn how your time will look.

Employee Timecards															
		Current Pay Period													
		All Home													
		Loaded: 9:58 AM													
		Share View Pending Calculate Totals Save													
		List View Zoom Approve Remove Approval Analyze View Moved... Go To													
		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			Beginning of Shift		Lunch Break	Return from Lunch		End of Shift					Total Hours
+	⊖	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. This is how you will track your time. As the previous screen shows, the ADP system will use its internal clock to fill in your timecard. All you do is **Punch (click)**.

The screenshot displays the ADP user interface for time tracking. At the top, a dark blue header contains navigation icons and a welcome message: "NB Welcome back, NATHAN". Below the header, four main sections are visible: "My Schedule", "My Time Off", "My Timecard", and "Punch". The "Punch" section is highlighted with a red border and a red arrow pointing to it from the text above. The "Punch" section shows the last punch time as "5/07/2024 12:53 PM" and provides three buttons: "Punch In for the Day", "Punch Out for Meal", and "Punch Out for the Day".

My Schedule

Day	Status
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: 5/07/2024 12:53 PM

[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 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', 'My Time Off', 'My Timecard', and 'Punch'. The 'Punch' card is the focus, showing 'Last Punch: 5/07/2024 12:53 PM' and three buttons: 'Punch In for the Day', 'Punch Out for Meal', and 'Punch Out for the Day'. The 'Punch In for the Day' button is highlighted with a red rectangular box, and a red arrow points down to it from the text above.

Click
When you begin your shift, the ADP system hour with minutes will be automatically added to your timecard.

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: 5/07/2024 12:53 PM ⓘ

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 system interface with a dark blue header. On the left, a user profile for 'NATHAN' is shown with the text 'Welcome back, NATHAN'. The main content area is divided into four panels: 'My Schedule', 'My Time Off', 'My Timecard', and 'Punch'. The 'Punch' panel is highlighted with a red box around the 'Punch Out for Meal' button, and a red arrow points to it from the right. The 'Punch' panel also shows the last punch time as '5/07/2024 12:53 PM' and an information icon.

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: 5/07/2024 12:53 PM ⓘ

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 system interface with a dark blue header. On the left, a navigation bar contains icons for a menu, home, and profile. The profile section shows a circular avatar with the initials 'NB' and the text 'Welcome back, NATHAN'. On the right side of the header, there is a red text overlay: 'Click When you RETURN for lunch.' Below the header, the main content area is divided into four white panels. The first panel, 'My Schedule', shows a list of dates from Tuesday 7 to Saturday 11, all with the status 'You have nothing planned.'. The second panel, 'My Time Off', features an illustration of a person at a computer and the text 'No time off reasons are available. Please use Advanced Options.' with a link to 'Advanced Options'. The third panel, 'My Timecard', shows 'Exceptions' with a large '0' and the text 'No data to display.'. The fourth panel, 'Punch', shows the 'Last Punch: 5/07/2024 12:53 PM' and three buttons: 'Punch In for the Day', 'Punch Out for Meal', and 'Punch Out for the Day'. The 'Punch In for the Day' button is highlighted with a red rectangular box, and a red arrow points down to it from the text overlay above.

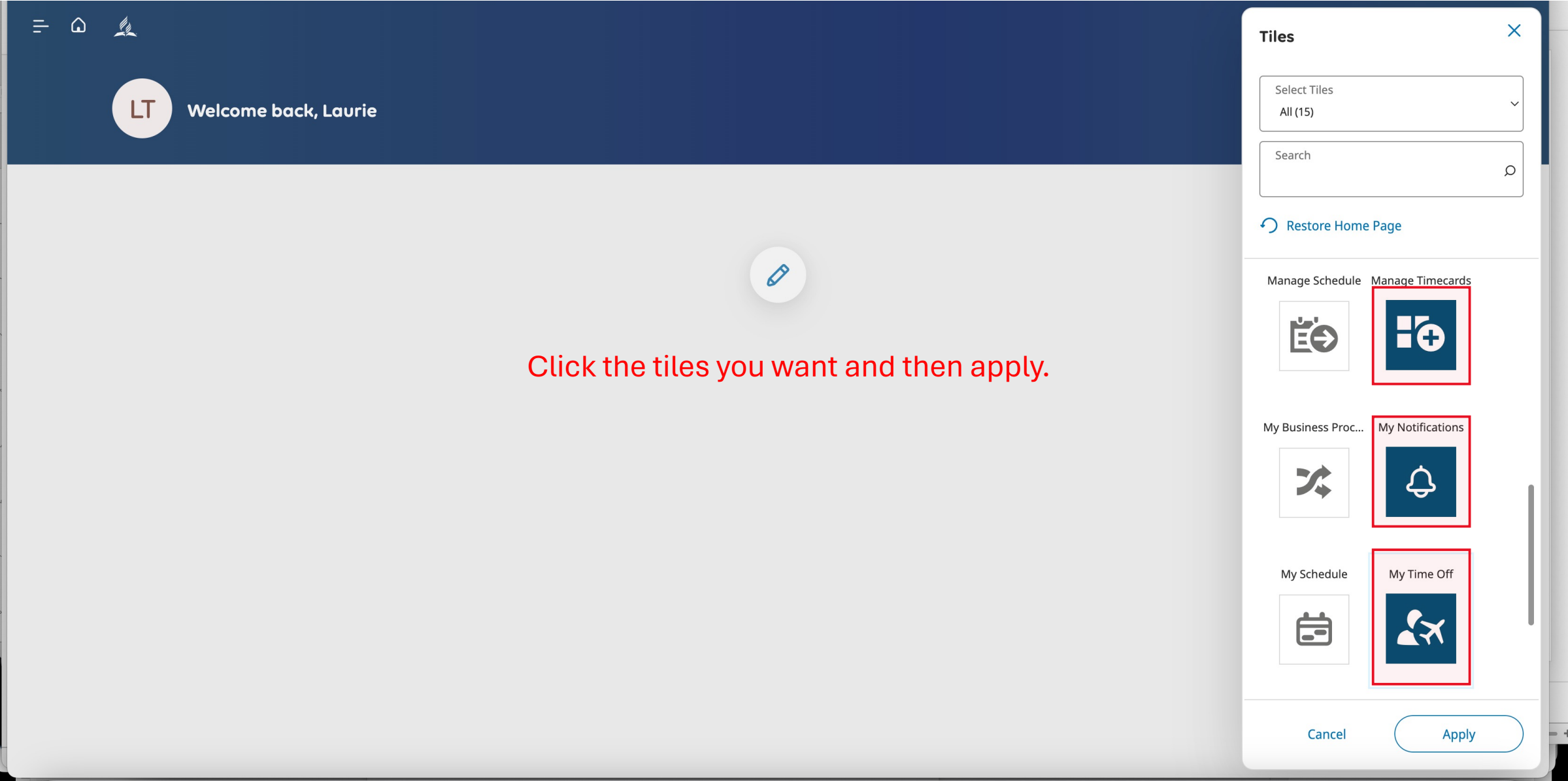
10. Click when you **END YOUR SHIFT**. The ADP system will use its internal clock to fill in your timecard automatically.

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 is divided into four white cards with rounded corners and soft shadows:

- My Schedule**: Shows a list of dates from Tuesday (7) to Saturday (11). Each date is followed by the text 'You have nothing planned.' A blue arrow icon is in the top right corner.
- My Time Off**: Features an illustration of a person sitting on a computer monitor. Below the illustration, it says 'No time off reasons are available. Please use Advanced Options.' and includes a blue link 'Advanced Options' with a right-pointing arrow.
- My Timecard**: Shows 'Edited Tue 5/07 by Fong, Greg' and 'Exceptions 0'. It includes an illustration of a person sitting on a box. Below the illustration, it says 'No data to display.' A blue arrow icon and a vertical ellipsis menu icon are in the top right corner.
- Punch**: Shows 'Last Punch: 5/07/2024 12:53 PM' with an information icon. It contains three blue buttons: 'Punch In for the Day', 'Punch Out for Meal', and 'Punch Out for the Day'. The 'Punch Out for the Day' button is highlighted with a red rectangular border. A red arrow points down to this button from the text above.

Click
When you LEAVE at the end of your shift.

Final Step: Customize Your Time and Attendance Dashboard



☰ 🏠 🌿

LT Welcome back, Laurie

✎




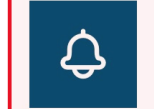
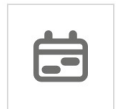

Click the tiles you want and then apply.

Tiles

Select Tiles
All (15) ▾

Search 🔍

[Restore Home Page](#)

Manage Schedule	Manage Timecards
	
My Business Proc...	My Notifications
	
My Schedule	My Time Off
	

Cancel Apply

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

At the bottom center, there is a circular icon containing a pencil, indicating a customization or edit function.

Final Step: Customize Your Time and Attendance Dashboard

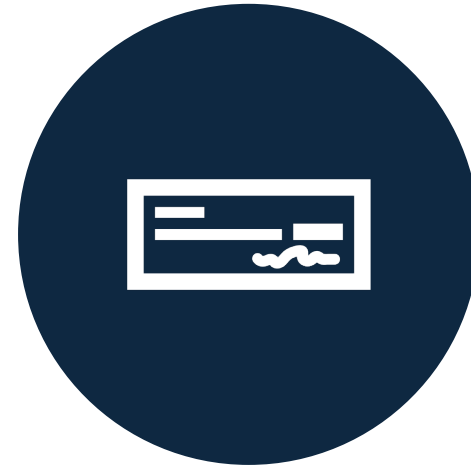
The image shows a user dashboard for 'Laurie' with a dark blue header. The header contains a menu icon, a home icon, and a profile icon with the initials 'LT' and the text 'Welcome back, Laurie'. The main content area is divided into three columns: 'My Notifications', 'My Time Off', and 'Manage Timecards'. The 'My Notifications' column lists 'Tasks', 'Employee Requests', 'My Requests', 'Timekeeping', 'System Messages', 'Timekeeping Requests', and 'Notices', each with a '0' and a right arrow. The 'My Time Off' column shows 'No time off reasons are available. Please use Advanced Options.' with an 'Advanced Options' link. The 'Manage Timecards' column shows 'Previous Pay Period' with a dropdown arrow. A customization panel is open on the right, titled 'Tiles', with a search bar and a 'Restore Home Page' button. It displays several tile options: a swap icon, a bell icon, 'My Schedule' (calendar icon), 'My Time Off' (person with airplane icon), 'My Timecard' (clock icon, highlighted with a red border), and 'My Charts (0)' (chart icon). At the bottom of the panel are 'Cancel' and 'Apply' buttons. A red text overlay at the bottom right says 'Add more tiles to your dashboard.' and a pencil icon is visible at the bottom center of the dashboard.

Add more tiles to your dashboard.

Need Help: Ask your supervisor or a practitioner



HR@NCCSDA.COM



PAYROLL@NCCSDA.COM