


For the Salaried Employee

Includes 12-month educators with a contract





Time and Attendance



You've logged into the ADP Web portal.

You are looking for **Your Timecard**
to track your work, vacation,
holiday, and sick time.

The ADP Workforce Now Home Screen

  Things to Do Calendar Support LT

[Home](#) [Resources](#) [Myself](#) [My Team](#) [Reports & Analytics](#) [Configure homepage](#)

Things to Do

Notifications (1)

ADP Workforce Now is always evolving. [Click here](#) to learn more about recent enhancements, learning resources and what is coming soon. [Mark as Read](#)

Termination Process for Managers

Please Note:- All termination requests are not final until reviewed and approved by HR.

My Time Off


Balances as of

05/07/2024 [Show Balances](#)

[Request time off](#)

My Pay

Compensation [Show](#)



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

Helpful Links




- [Salary Paycheck Calculator](#)
- [Hourly Paycheck Calculator](#)
- [Tax Withholding Estimator](#)
- [Employee Discounts - LifeMart](#)

Dashboards

[Reports](#) [Learning](#)

My Benefits

As of 5/7/2024 at 9:46 AM [Show](#)

| | | |
|---|-----------------------------|----|
|  | Medical | -- |
| Ascend to Wholeness Healthcare Plan | | |
|  | Employee Life | -- |
| Voya Financial | | |
|  | Long Term Disability | -- |
| Voya Financial | | |

Analytics

[Show](#)

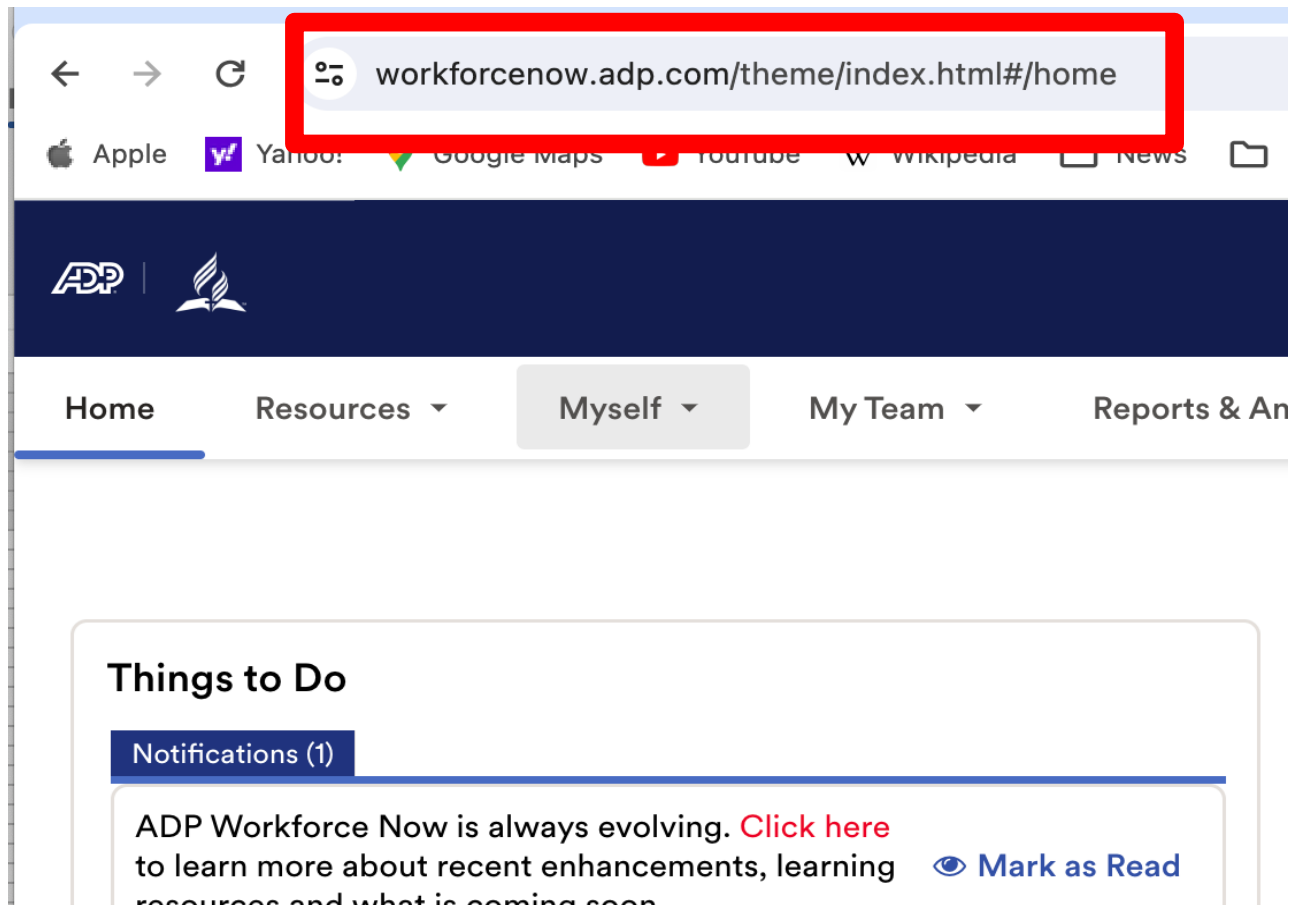
Step 1: Finding **Your Timecard**

The screenshot shows the ADP Workforce Now user interface. At the top, there is a dark blue navigation bar with the ADP logo on the left and icons for 'Things to Do', 'Calendar', 'Support', and a user profile 'LT' on the right. Below this is a secondary navigation bar with tabs for 'Home', 'Resources', 'Myself', 'My Team', and 'Reports & Analytics'. The 'Myself' tab is highlighted with a red box. Below the navigation bar, there are several columns of menu items: 'My Information' (Profile), 'Personal Information' (Dependents & Beneficiaries), 'Employment' (Organizational Chart, My Documents, Form I-9, Surveys), 'Pay' (Personal Accrued Time, Calculators, Payment Options, Tax Withholdings, Pay & Tax Statements), and 'Time Off' (My Time Off, Workforce Management, Dashboard). The 'Workforce Management' and 'Dashboard' items are highlighted with a red box. A red arrow points from the text 'Click Will take you to a new page' to the 'Workforce Management' item. Below the navigation bar, there are several main content areas: 'My Time Off' with a date selector (05/07/2024) and a 'Request time off' button; 'My Pay' with a donut chart and 'TAKE HOME' and 'GROSS PAY' values; 'Helpful Links' with links to 'Salary Paycheck Calculator', 'Hourly Paycheck Calculator', 'Tax Withholding Estimator', and 'Employee Discounts - LifeMart'; and 'My Benefits' with sections for 'Medical', 'Employee Life', and 'Long Term Disability'. The URL at the bottom left is 'https://workforcenow.adp.com/theme/index.html#/Myself/MySelfDashboard'.

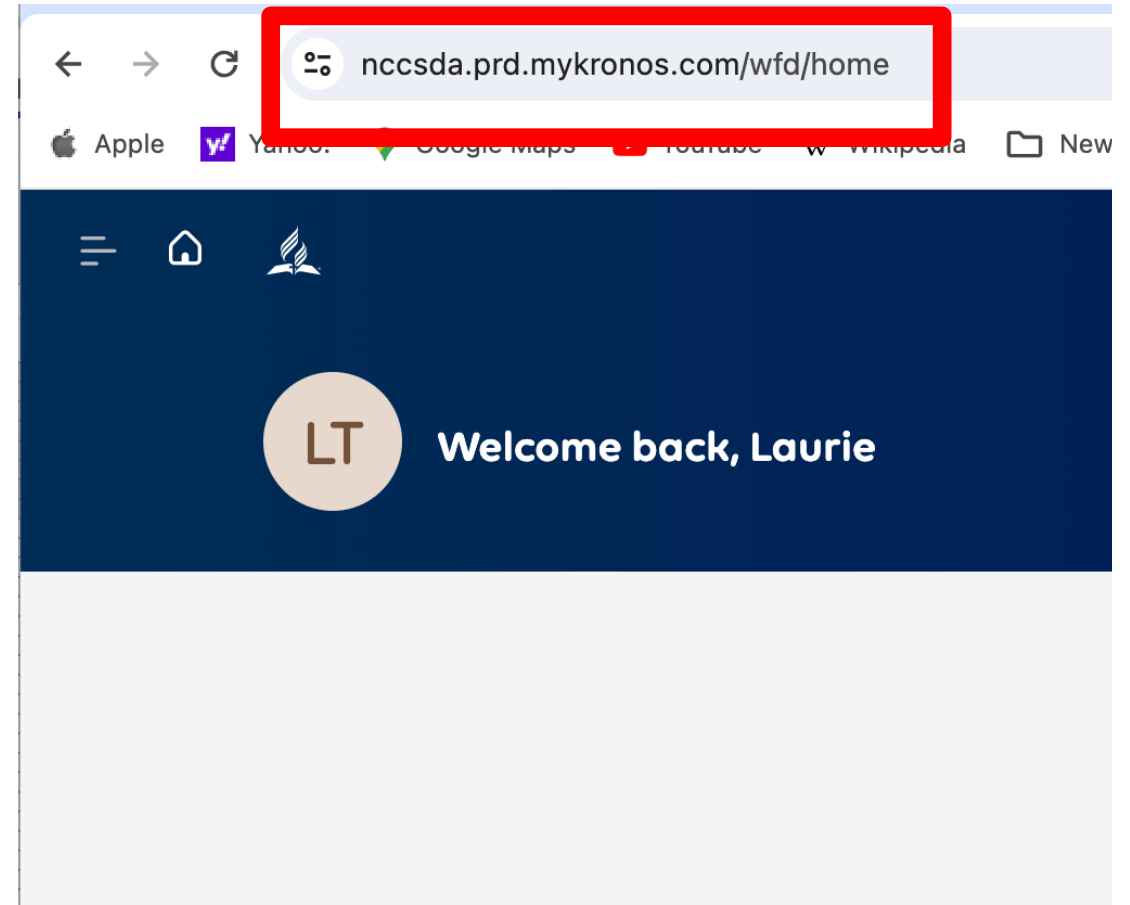
Click
Will take you to a new page

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

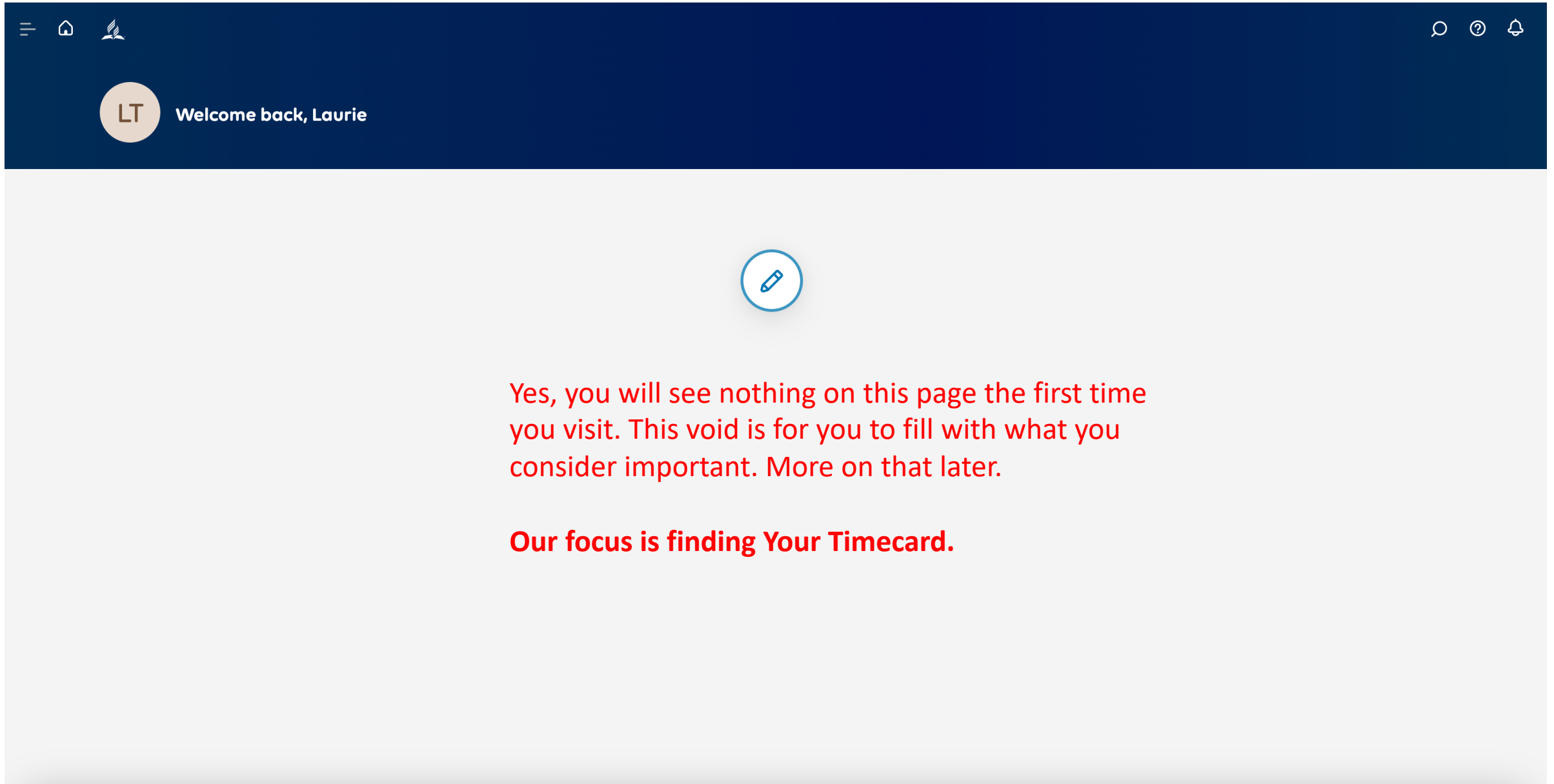
ADP Login Page



Time and Attendance Page



Step 2: Time and Attendance Home Screen – first Login



Step 3: Find menu



Click
Will show you a menu of items

Step 4: Find My Information

The image shows a user interface with a dark blue header and a light gray main content area. On the left, there is a navigation menu with the following items: Home, Time, Schedule, Dataviews & Reports, My Information (highlighted with a red box), and Maintenan. The 'My Information' item has a dropdown arrow. A red arrow points from the text 'Click Will show options under My Information' to the 'My Information' menu item. The main content area features a dark blue top bar with a home icon, a user profile icon (LT), and the text 'Welcome back, Laurie'. Below this, there is a large gray area with a faint pencil icon in the center.

Step 5: My Timecard

The screenshot shows a user interface for Laurie Trujillo. On the left, a navigation sidebar includes options like Home, Time, Schedule, Dataviews & Reports, My Information, My Calendar, My Timecard (highlighted with a red box), and Maintenance. A red arrow points from the text 'Click Will open your timecard' to the 'My Timecard' menu item. The main content area features a dark blue header with a home icon, a profile picture, and the text 'Welcome back, Laurie'. Below the header is a large grey area with a central pencil icon. At the bottom left, a URL is visible: <https://nccsda.brd.mvkronos.com/timekeeping#/mvTimecard?baeId=497>

Step 6: You've Arrived

- Previous
- Today
- Next
- Add New
- List View
- Approve
- Remove Approval
- Analyze

Current Pay Period Loaded: 9:51 AM

- Share
- Calculate Totals
- Save

| Project | Sun 5/05 | Mon 5/06 | Tue 5/07 | Wed 5/08 | Thu 5/09 | Fri 5/10 | Sat 5/11 | Week | Timeframe |
|-------------|----------|-------------------|-------------------|-------------------|-------------------|----------|----------|-------|-----------|
| Home | | | | | | | | 38:00 | 38:00 |
| Schedule | | 8:00 AM - 6:00 PM | 8:00 AM - 6:00 PM | 8:00 AM - 6:00 PM | 8:00 AM - 6:00 PM | | | | |
| Daily Total | | 9:30 | 9:30 | 9:30 | 9:30 | | | 38:00 | 38:00 |

Your Schedule

Current Date

Where you enter total hours worked

Step 7: Enter the time that you worked at least once a week by Monday Noon

My Timecard

Current Pay Period | Loaded: 9:51 AM

Previous Today Next Add New List View Approve Remove Approval Analyze

Share Calculate Totals Save

| Project | Sun 5/05 | Mon 5/06 | Tue 5/07 | Wed 5/08 | Thu 5/09 | Fri 5/10 | Sat 5/11 | Week | Timeframe |
|-------------|----------|-------------------|-------------------|-------------------|-------------------|----------|----------|-------|-----------|
| Home | 5:00 | 9:30 | 9:30 | 9:30 | 9:30 | 5:00 | 5:00 | 38:00 | 38:00 |
| Schedule | | 8:00 AM - 6:00 PM | 8:00 AM - 6:00 PM | 8:00 AM - 6:00 PM | 8:00 AM - 6:00 PM | | | | |
| Daily Total | | 9:30 | 9:30 | 9:30 | 9:30 | | | 38:00 | 38:00 |

Enter a number value in each time slot that reflects actual hours worked.

Step 9: Save your actions.

My Timecard

Current Pay Period | Loaded: 9:53 AM

Previous Today Next Add New List View Approve Remove Approval Analyze Share Calculated Totals Save

| Project | Sun 5/05 | Mon 5/06 | Tue 5/07 | Wed 5/08 | Thu 5/09 | Fri 5/10 | Sat 5/11 | Week | Timeframe |
|-------------|----------|-------------------|-------------------|-------------------|-------------------|----------|----------|-------|-----------|
| Home | 5:00 | 9:30 | 9:30 | 9:30 | 9:30 | 5:00 | 5:00 | 53:00 | 53:00 |
| Schedule | | 8:00 AM - 6:00 PM | 8:00 AM - 6:00 PM | 8:00 AM - 6:00 PM | 8:00 AM - 6:00 PM | | | | |
| Daily Total | 5:00 | 9:30 | 9:30 | 9:30 | 9:30 | 5:00 | 5:00 | 53:00 | 53:00 |

Accruals Totals Historical Corrections Audits

Make sure to save your time entry.

Step 10: When necessary, add vacation, sick, and holiday time

The screenshot shows the 'My Timecard' interface. At the top, there is a navigation bar with icons for home and a menu. Below this is a toolbar with buttons for 'Previous', 'Today', 'Next', 'Add New' (highlighted with a red box), 'List View', 'Approve', 'Remove Approval', and 'Analyze'. The main area is a calendar grid with columns for days from Sun 5/05 to Sat 5/11. The 'Add New' button has a red arrow pointing to it, and a red text box below it says 'Click Will show open drop-down menu' with an arrow pointing to the right. On the right side, a 'Project' dropdown menu is open, showing a search bar and a list of options: 'Hours Worked', 'Day Off', 'Holiday Salary', 'Sick', 'Vacation', and 'Hours Worked'. The 'Hours Worked' option at the bottom is highlighted in light blue. At the bottom of the interface, there are three tabs: 'Accruals', 'Totals', and 'Historical Corrections'. A small inset window in the bottom right corner shows a smaller version of the main interface.

| Project | Sun 5/05 | Mon 5/06 | Tue 5/07 | Wed 5/08 | Thu 5/09 | Fri 5/10 | Sat 5/11 |
|-------------|----------|-------------------|-------------------|-------------------|-------------------|----------|----------|
| Home | 5:00 | 9:30 | 9:30 | 9:30 | 9:30 | 5:00 | 5:00 |
| Schedule | | 8:00 AM - 6:00 PM | 8:00 AM - 6:00 PM | 8:00 AM - 6:00 PM | 8:00 AM - 6:00 PM | | |
| Daily Total | 5:00 | 9:30 | 9:30 | 9:30 | 9:30 | 5:00 | 5:00 |

Project

Paycode *

Hours Worked

Search

Day Off

Holiday Salary

Sick

Vacation

Hours Worked

Accruals Totals Historical Corrections

Example: Day Off

My Timecard

Previous Today Next Add New List View Approve Remove Approval Analyze

For example, choose Day off

| Project | Sun 5/05 | Mon 5/06 | Tue 5/07 | Wed 5/08 | Thu 5/09 | Fri 5/10 | Sat 5/11 |
|-------------|----------|-------------------|-------------------|-------------------|-------------------|----------|----------|
| Home | 5:00 | 9:30 | 9:30 | 9:30 | 9:30 | 5:00 | 5:00 |
| Schedule | | 8:00 AM - 6:00 PM | 8:00 AM - 6:00 PM | 8:00 AM - 6:00 PM | 8:00 AM - 6:00 PM | | |
| Daily Total | 5:00 | 9:30 | 9:30 | 9:30 | 9:30 | 5:00 | 5:00 |

Accruals Totals Historical Corrections

Project

Paycode *
Day Off

None

Cancel Apply

Example: Day Off

- Previous
- Today
- Next
- Add New
- List View
- Approve
- Remove Approval
- Analyze

Current Pay Period | Loaded: 9:53 AM

- Share
- Calculate Totals
- Save

| Project | Sun 5/05 | Mon 5/06 | Tue 5/07 | Wed 5/08 | Thu 5/09 | Fri 5/10 | Sat 5/11 | Week | Timeframe | |
|---------------|----------------------------------|-------------------|-------------------|-------------------|-------------------|----------|----------|-------|-----------|--|
| Home | 5:00 | 9:30 | 9:30 | 9:30 | 9:30 | 5:00 | 5:00 | 53:00 | 53:00 | |
| Home: Day Off | Note: A new row is added. | | | | | | | | | |
| Schedule | | 8:00 AM - 6:00 PM | 8:00 AM - 6:00 PM | 8:00 AM - 6:00 PM | 8:00 AM - 6:00 PM | | | | | |
| Daily Total | 5:00 | 9:30 | 9:30 | 9:30 | 9:30 | 5:00 | 5:00 | 53:00 | 53:00 | |

Step 10: When necessary, add vacation, sick, and holiday time

The screenshot displays the 'My Timecard' interface. At the top, there is a navigation bar with icons for home and a menu. Below this is a toolbar with buttons for 'Previous', 'Today', 'Next', 'Add New' (highlighted with a red box), 'List View', 'Approve', 'Remove Approval', and 'Analyze'. The main area is a calendar grid with columns for days from Sun 5/05 to Sat 5/11. The 'Add New' button is highlighted with a red box, and a red arrow points from it to the text 'Click Will show open drop-down menu'. A red arrow also points from this text to the right side of the screen. On the right side, a 'Project' dropdown menu is open, showing a search bar and a list of options: 'Hours Worked', 'Day Off', 'Holiday Salary', 'Sick', 'Vacation', and 'Hours Worked'. The 'Hours Worked' option at the bottom is highlighted in light blue. At the bottom of the screen, there are three tabs: 'Accruals', 'Totals', and 'Historical Corrections'. A small inset window in the bottom right corner shows a smaller version of the main interface.

| Project | Sun 5/05 | Mon 5/06 | Tue 5/07 | Wed 5/08 | Thu 5/09 | Fri 5/10 | Sat 5/11 |
|-------------|----------|-------------------|-------------------|-------------------|-------------------|----------|----------|
| Home | 5:00 | 9:30 | 9:30 | 9:30 | 9:30 | 5:00 | 5:00 |
| Schedule | | 8:00 AM - 6:00 PM | 8:00 AM - 6:00 PM | 8:00 AM - 6:00 PM | 8:00 AM - 6:00 PM | | |
| Daily Total | 5:00 | 9:30 | 9:30 | 9:30 | 9:30 | 5:00 | 5:00 |

Project

Paycode *

Hours Worked

Search

Day Off

Holiday Salary

Sick

Vacation

Hours Worked

Click Will show open drop-down menu

Accruals Totals Historical Corrections

Example: When all options are included in My Timecard

The screenshot shows the 'My Timecard' interface. At the top, there is a dark blue header with navigation icons and the title 'My Timecard'. Below the header, there is a toolbar with various icons for navigation and actions. The main area is a grid showing time entries for a week from Sun 5/05 to Sat 5/11. The grid has columns for each day and rows for different projects and pay codes. A red box highlights the rows for 'Home', 'Home: Day Off', 'Home: Sick', 'Home: Holiday Salary', and 'Home: Vacation'. A red arrow points to the 'Save' button in the top right corner. A red note is overlaid on the grid: 'Note: A new row is added for every pay code option.' At the bottom, there is a footer with navigation options: 'Accruals', 'Totals', 'Historical Corrections', and 'Audits'.

My Timecard

Current Pay Period Loaded: 9:56 AM

Previous Today Next Add New List View Approve Remove Approval Analyze Share Calculate Totals Save

| Project | Sun 5/05 | Mon 5/06 | Tue 5/07 | Wed 5/08 | Thu 5/09 | Fri 5/10 | Sat 5/11 | Week | Timeframe |
|----------------------|----------|-------------------|-------------------|-------------------|-------------------|----------|----------|-------|-----------|
| Home | 5:00 | 9:30 | 9:30 | 9:30 | 9:30 | 5:00 | 5:00 | 53:00 | 53:00 |
| Home: Day Off | | | | | | | | | |
| Home: Sick | | | | | | | | | |
| Home: Holiday Salary | | 9:30 | | | | | | | |
| Home: Vacation | | | | | | | | | |
| Schedule | | 8:00 AM - 6:00 PM | 8:00 AM - 6:00 PM | 8:00 AM - 6:00 PM | 8:00 AM - 6:00 PM | | | | |
| Daily Total | 5:00 | 9:30 | 9:30 | 9:30 | 9:30 | 5:00 | 5:00 | 53:00 | 53:00 |

Note: A new row is added for every pay code option.

Make sure to save your time entry.

Accruals Totals Historical Corrections Audits

Final Step: Customize Your Time and Attendance Dashboard

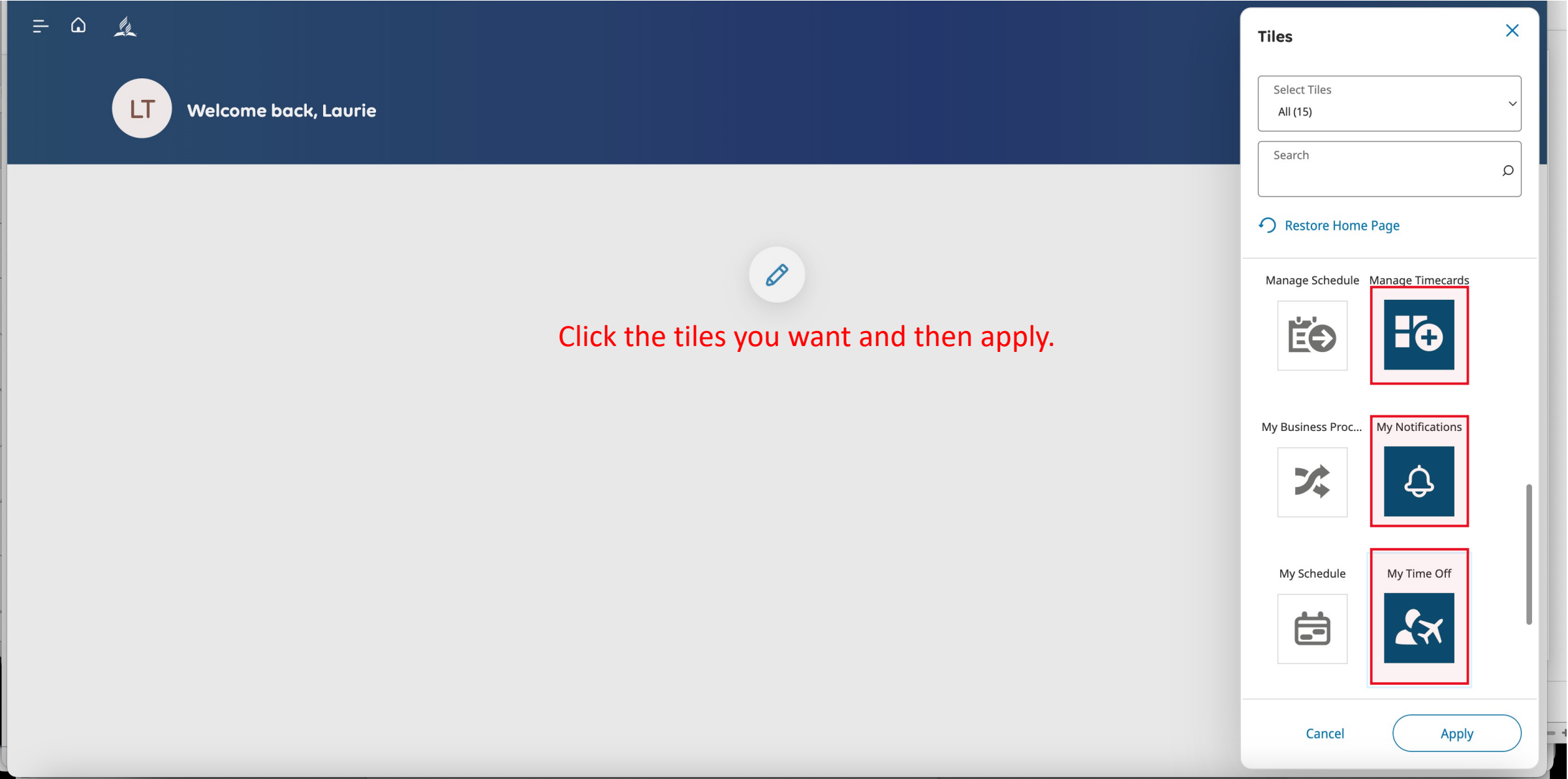
Navigation icons: Home, Profile, Search, Help, Notifications

Profile: **LT** Welcome back, Laurie



Click the pencil to populate this dashboard with available tiles. You can always add and remove tiles at any time.

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 section with the initials 'LT' and the text 'Welcome back, Laurie'. The main content area is light gray and contains a central edit icon (a pencil in a circle) and a red text instruction: 'Click the tiles you want and then apply.' On the right side, a 'Tiles' panel is open, displaying a list of available widgets. The 'Manage Timecards' tile, 'My Notifications' tile, and 'My Time Off' tile are highlighted with red rectangular boxes. At the bottom of the panel are 'Cancel' and 'Apply' buttons.

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 user profile card on the left shows the initials 'LT' and the text 'Welcome back, Laurie'.

Below the header, the text 'Here they are!' is displayed in red. The main content area contains three white cards:

- My Notifications:** A list of notification categories, each with a count of 0 and a right-pointing arrow:
 - Tasks
 - Employee Requests
 - My Requests
 - Timekeeping
 - System Messages
 - Timekeeping Requests
 - Notices
- My Time Off:** A card with an illustration of a person at a computer. Below the illustration, it states: 'No time off reasons are available. Please use Advanced Options.' and includes a link for 'Advanced Options'.
- Manage Timecards:** A card with a dropdown menu for 'Previous Pay Period'.

At the bottom center of the dashboard is a circular icon containing a pencil, representing a customization or edit function.

Final Step: Customize Your Time and Attendance Dashboard

The screenshot shows a user dashboard for Laurie. The top navigation bar includes a menu icon, a home icon, and a user profile icon with the initials 'LT' and the text 'Welcome back, Laurie'. The main dashboard area is divided into three columns: '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' (displaying 'No time off reasons are available. Please use Advanced Options.' and a link to 'Advanced Options'), and 'Manage Timecards' (showing 'Previous Pay Period' and a dropdown menu). A 'Restore Home Page' button is located above a grid of tiles. The tiles include 'My Schedule' (calendar icon), 'My Time Off' (person with airplane icon, marked with a checkmark), 'My Timecard' (clock icon, highlighted with a red border), and 'My Charts (0)' (chart icon). A 'Cancel' button and an 'Apply' button are at the bottom of the customization panel. A red text overlay at the bottom right reads 'Add more tiles to your dashboard.'

Final Step: Customize Your Time and Attendance Dashboard

Now it is easier to get to your timecard.

My Notifications → ⋮

- Tasks 0 >
- Employee Requests 0 >
- My Requests 0 >
- Timekeeping 0 >
- System Messages 0 >
- Timekeeping Requests 0 >
- Notices 0 >

My Time Off

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

[Advanced Options >](#)

Manage Timecards → ⋮

Previous Pay Period ▾

My Timecard → ⋮

Exceptions

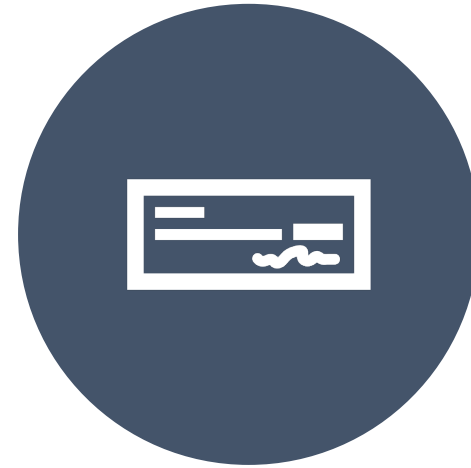
0

No data to display.

Need Help: Ask a Practitioner



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