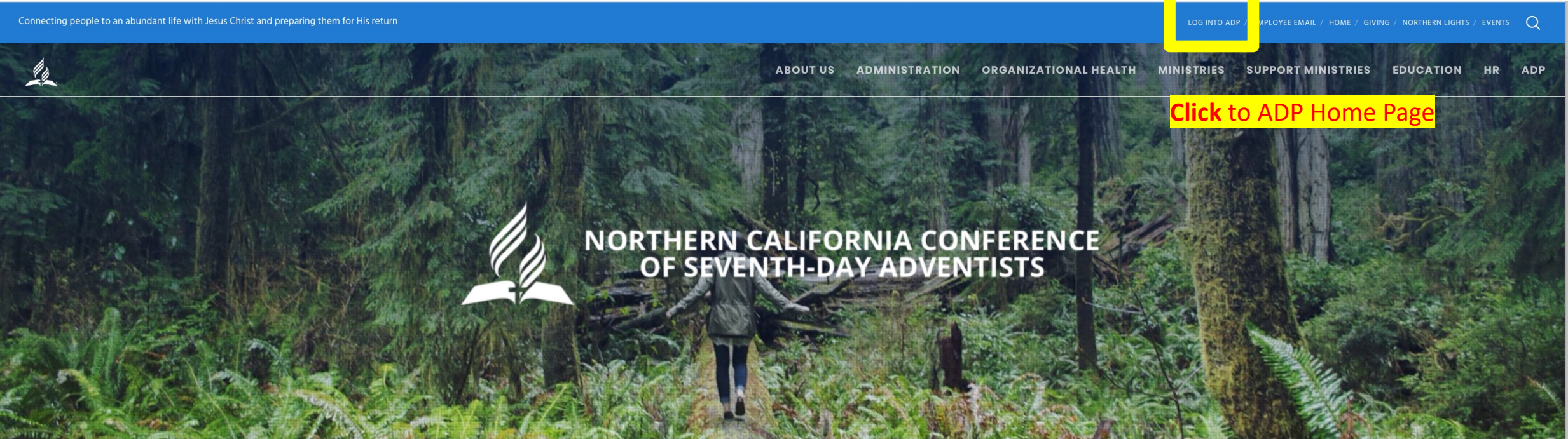




Timecard Review and Approval

Log in to the ADP desktop version for ALL Supervisor Activities. Do not use the ADP app.



HOME

www.nccsda.com

[RETURN TITHE & OFFERING](#)

[VOLUNTEER CLEARANCE](#)

[CHURCH/SCHOOL FINDER](#)



[JOB OPENINGS](#)

[NCC EVENTS](#)

MISSION STATEMENT

The Northern California Conference of Seventh-day Adventists is a network of churches, schools, and ministries dedicated to transforming people through the good news of Jesus Christ and preparing them for His soon return.

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](#)

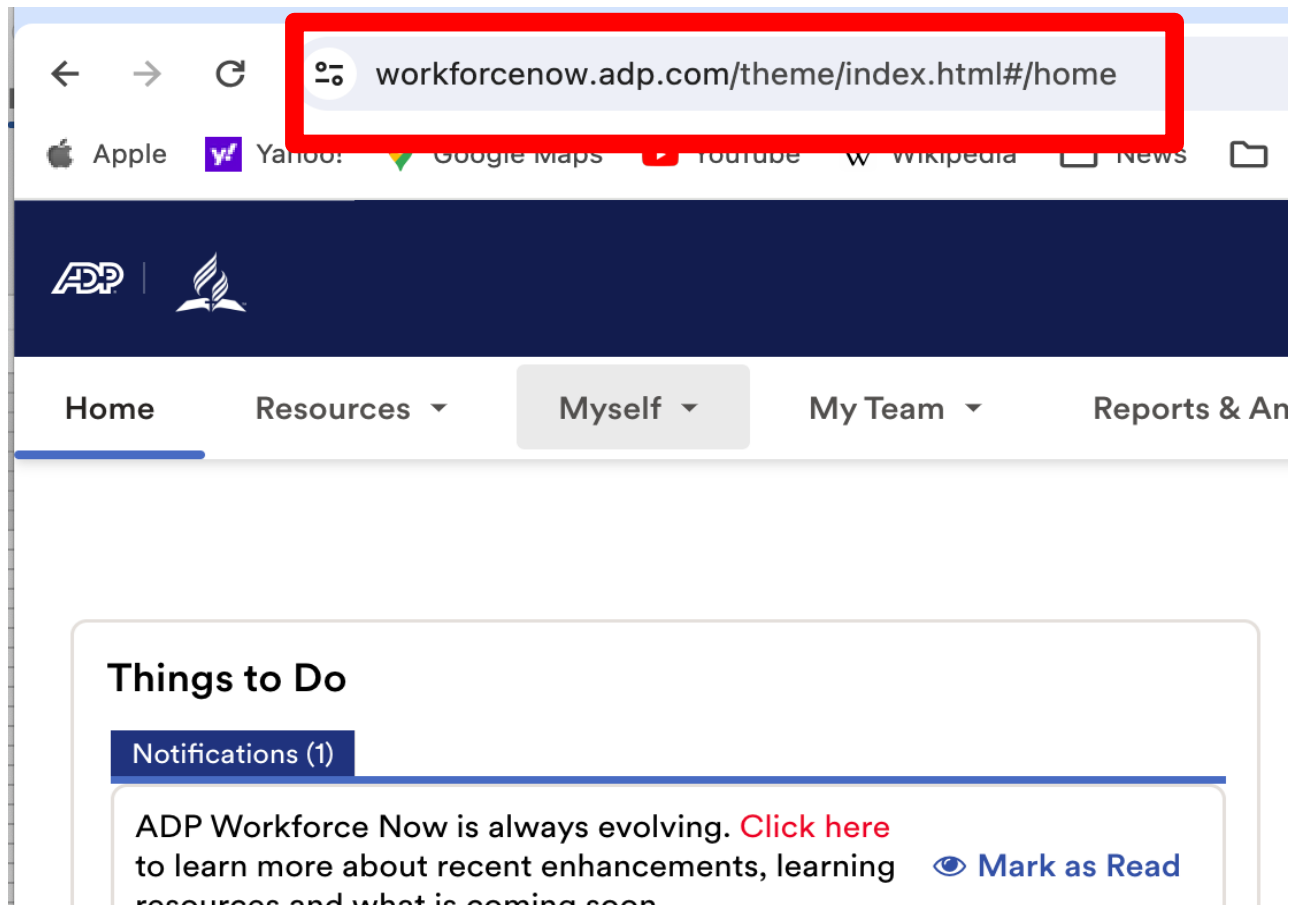
Finding Timecards

The screenshot displays 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. The main content area is divided into several columns: 'My Information' (with 'Profile' highlighted), 'Talent' (with 'Career Center'), 'Personal Information' (with 'Dependents & Beneficiaries'), 'Benefits' (with 'Enrollments', 'Employee Discounts - LifeMart', and 'Documents'), 'Employment' (with 'Organizational Chart', 'My Documents', 'Form I-9', and 'Surveys'), 'Pay' (with 'Personal Accrued Time', 'Calculators', 'Payment Options', 'Tax Withholdings', and 'Pay & Tax Statements'), and 'Time Off' (with 'My Time Off' and 'Workforce Management' highlighted with a red box, which contains a 'Dashboard' link). Below the navigation is a dashboard with sections for 'My Time Off' (showing balances as of 05/07/2024 and a 'Request time off' button), 'My Pay' (showing compensation details like 'TAKE HOME \$X.XX' and 'GROSS PAY \$X.XX'), 'Helpful Links' (including 'Salary Paycheck Calculator', 'Hourly Paycheck Calculator', 'Tax Withholding Estimator', and 'Employee Discounts - LifeMart'), and 'My Benefits' (listing 'Medical', 'Employee Life', and 'Long Term Disability' with provider names like 'Ascend to Wholeness Healthcare Plan' and 'Voya Financial'). A red arrow points from the text 'Click Will take you to a new page' to the 'Workforce Management' link.

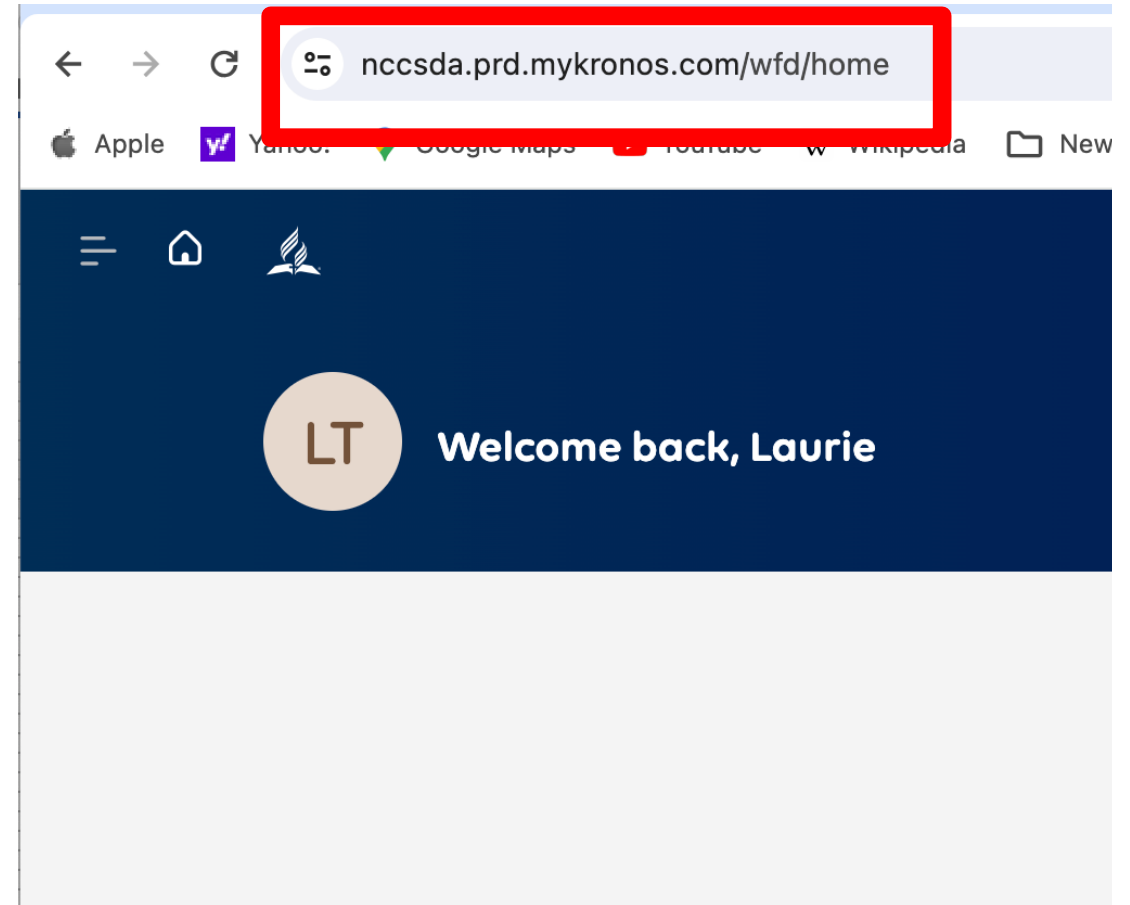
Click
Will take you to a new page

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

ADP Login Page



Time and Attendance Page





Manage and Approve

Salary Timecard

Approving and preparing to process the SALARY Timecard

The screenshot shows a user interface for Laurie. The top navigation bar includes a menu icon, a home icon, a profile icon with the initials 'LT', and the text 'Welcome back, Laurie'. Below the navigation bar are three main dashboard cards: 'My Notifications', 'My Time Off', and 'Manage Timecards'. The 'Manage Timecards' card is highlighted with a red border and a red arrow pointing to it from below. This card shows 'Current Pay Period' with a dropdown arrow and a message: 'Nice job! You have no timecard issues to review.' To the right is the 'My Timecard' card, which shows 'Exceptions' with a large '0' and the message 'No data to display.' At the bottom center, there is a red text annotation: 'No ISSUES!! Ready to be processed for payroll.' with a red arrow pointing to the 'Manage Timecards' card.

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 → ⋮

Current Pay Period ▾

Nice job! You have no timecard issues to review.

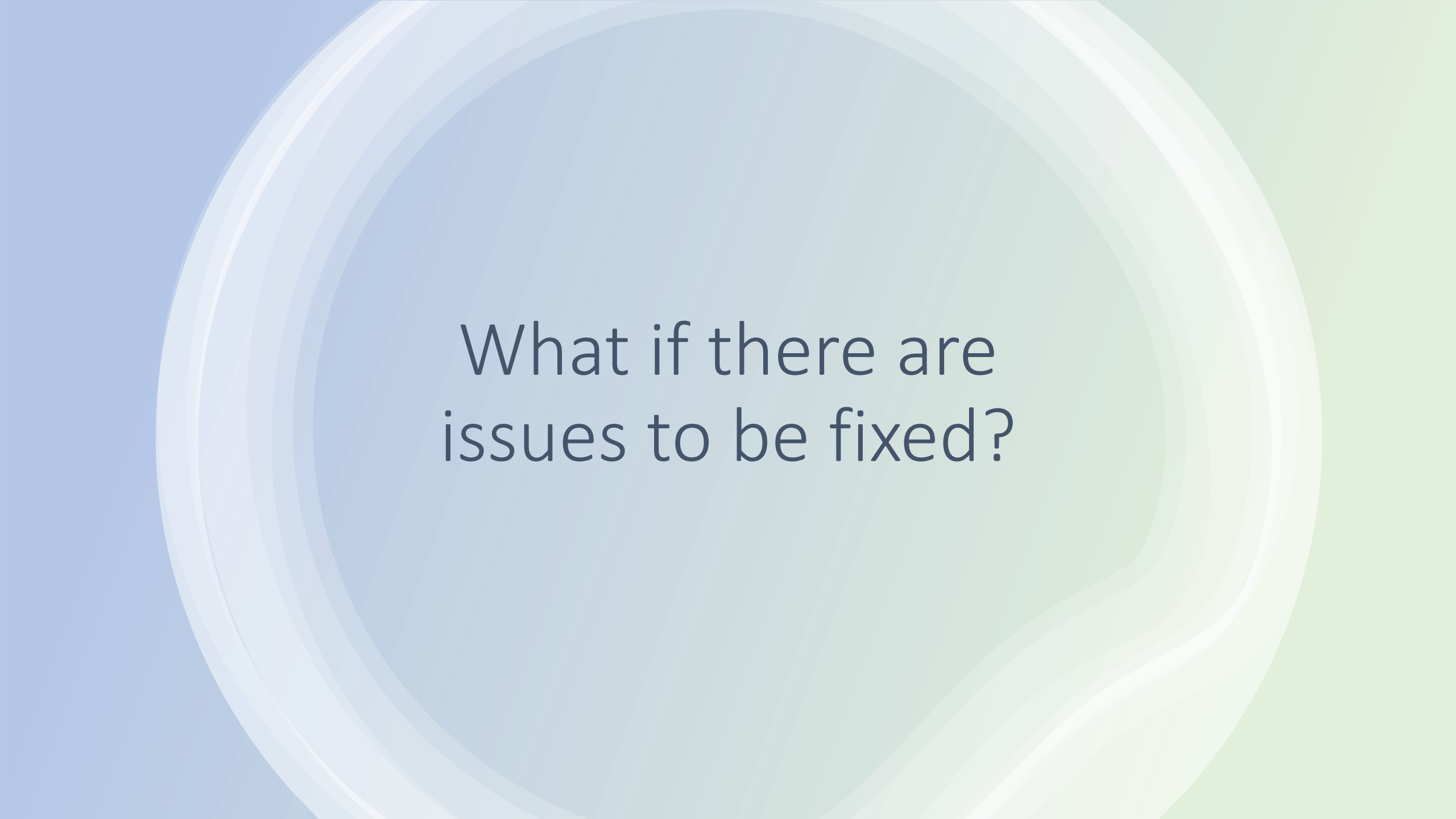
My Timecard → ⋮

Exceptions

0

No data to display.

No ISSUES!! Ready to be processed for payroll.



What if there are
issues to be fixed?

Check Manage Timecards

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

Current Pay Period ▾

4 **Must Fix**
4 Unexcused Absence >

My Timecard

Exceptions **0**

No data to display.

Notice the 4 issues to be fixed.



Check Manage Timecards

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

Current Pay Period ▾

4 **Must Fix**
4 Unexcused Absence >

Note: A red box highlights the navigation arrow and menu icon, and a red arrow points to the 'Must Fix' section.

My Timecard

Exceptions

0

No data to display.

Click the arrow to fix errors.



Find errors on the SALARY timecard.

Project	Sun 5/12	Mon 5/13	Tue 5/14	Wed 5/15	Thu 5/16	Fri 5/17	Sat 5/18	Week	Timeframe
Home									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									38:00

These are the four issues on a salary timecard.

Find errors on the SALARY timecard.

Employee Timecards

MILLER, KENNETH 20394 1 of 1

Current Pay Period 1 Employee(s) Selected Loaded: 10:15 AM

Previous Today Next Add New List View Zoom Approve Remove Approval Analyze View Moved... Go To Share View Pending Calculate Totals Save

Project	Sun 5/12	Mon 5/13	Tue 5/14	Wed 5/15	Thu 5/16	Fri 5/17	Sat 5/18	Week	Timeframe
Home									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									38:00

There is no time in the cell.

Unable to add time

Unable to making changes to the SALARY Timecard

The screenshot shows the 'Employee Timecards' interface for Kenneth Miller (ID: 20394). The 'Approve' button is circled in red, and a red arrow points to the 'Daily Total' row in the table. The table shows a timecard for the week of 5/12-5/18, with the 'Thu 5/16' column highlighted in pink, indicating approval. The 'Daily Total' row shows a total of 38:00 hours.

Project	Sun 5/12	Mon 5/13	Tue 5/14	Wed 5/15	Thu 5/16	Fri 5/17	Sat 5/18	Week	Timeframe
Home									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									38:00

- Notice the pink fill. This means the timecard was approved, and the employee cannot make changes.
- Notice the Approved button is grey.
- This confirms that the timecard was approved before the end of the pay period.

Making changes to the SALARY Timecard

The screenshot shows the 'Employee Timecards' interface for 'MILLER, KENNETH'. The top navigation bar includes a menu icon, home icon, and user profile icon. The main header displays 'Employee Timecards' and 'Current Pay Period'. Below the header, there are navigation buttons: Previous, Today, Next, Add New, List View, Zoom, Approve, Remove Approval (circled in red), Analyze, View Moved..., and Go To. On the right side, there are buttons for Share, View Pending, Calculate Totals, and Save. The main content area is a table with columns for days of the week (Sun 5/12, Mon 5/13, Tue 5/14, Wed 5/15, Thu 5/16, Fri 5/17, Sat 5/18) and rows for Home, Schedule, and Daily Total. The 'Remove Approval' button is circled in red, and a red arrow points to the 'Mon 5/13' column header.

Project	Sun 5/12	Mon 5/13	Tue 5/14	Wed 5/15	Thu 5/16	Fri 5/17	Sat 5/18	Week	Timeframe
Home									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									38:00

To add the time worked, click the Remove Approval button.

Making changes to the SALARY Timecard

The screenshot shows the 'Employee Timecards' interface for 'MILLER, KENNETH'. The 'Approve' button is highlighted in blue. A message states: 'Information Timecard Approval removed by Trujillo, Laurie 5/16/2024 10:15 AM'. The timecard table below shows a schedule for the week of 5/12-5/18, with the 'Thu 5/16' column highlighted in pink.

Project	Sun 5/12	Mon 5/13	Tue 5/14	Wed 5/15	Thu 5/16	Fri 5/17	Sat 5/18	Week	Timeframe
Home									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									38:00

- The Approve button is blue (not grey).
- Notice that Timecard Approval was removed.
- The pink color is gone.

Adding total hours worked to the SALARY Timecard

Employee Timecards

MILLER, KENNETH 20394 1 of 1

Current Pay Period 1 Employee(s) Selected Loaded: 10:15 AM

Previous Today Next Add New List View Zoom Approve Remove Approval Analyze View Moved... Go To Share View Pending Calculate Totals Save

Project	Sun 5/12	Mon 5/13	Tue 5/14	Wed 5/15	Thu 5/16	Fri 5/17	Sat 5/18	Week	Timeframe
Home		9:30	9:30	9:30	9:30				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									38:00

Enter total hours worked for each day and SAVE.

Approving and preparing to process the SALARY Timecard

Employee Timecards

MILLER, KENNETH 20394 1 of 1

Current Pay Period 1 Employee(s) Selected Loaded: 10:18 AM

Previous Today Next Add New List View Zoom **Approve** Remove Approval Analyze View Moved... Go To Share View Pending Calculate Totals Save

Information Timecard Approved by Trujillo, Laurie 5/16/2024 10:18 AM

Project	Sun 5/12	Mon 5/13	Tue 5/14	Wed 5/15	Thu 5/16	Fri 5/17	Sat 5/18	Week	Timeframe
Home		9:30	9:30	9:30	9:30			38:00	76:00
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	76:00

- Notice the color red is gone.
- Note that the pink color is back.
- The Approve button is greyed out.

Because 5/16 is the end of the pay period, the timecard needs to look like this for successful payroll processing.

Supervisor Dashboard with there are no issue

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

Current Pay Period ▾

Great job! You have no timecard issues to review.

My Timecard

Exceptions

0

No data to display.

No ISSUES!! Ready to be processed for payroll.



Tracking Time Reminder

- Enter the total and actual hours you worked.
- Only enter sick time, holiday time, and days off on your scheduled days.
- Your supervisor must approve your timecard.

Vacation Reminder

- When you plan to take a vacation, you must request and receive approval from your supervisor. Once approved, your vacation hours will be visible on your timecard but cannot be modified.
- If there are not enough hours in your vacation bank to match your request, the system will automatically not approve your vacation request.
- Vacation time is now hours (not days) based on your schedule. You can only take a full day of vacation. The system does not allow half days.



Manage and Approve

Hourly Timecard

THIS IS HOW THE HOURLY EMPLOYEE ENTERS TIME. THE TIME IS AUTOMATICALLY ENTERED INTO THE TIMECARD.

The screenshot displays a user interface for an hourly employee. At the top, a dark blue navigation bar contains a menu icon, a home icon, and a user profile icon labeled 'NB' with the text 'Welcome back, NATHAN'. Below the navigation bar, there are four main sections:

- My Schedule**: Shows a list of dates from Tuesday 7 to Saturday 11, all with the status 'You have nothing planned.'
- My Time Off**: Displays an illustration of a person at a computer and the message: 'No time off reasons are available. Please use Advanced Options.' with a link to 'Advanced Options'.
- My Timecard**: Shows 'Exceptions' as 0 and 'No data to display.'
- Punch**: This section is highlighted with a red border and contains:
 - 'Last Punch: 5/06/2024 2:09 PM' with an information icon.
 - 'Recent Transfers: None' with a dropdown arrow and an information icon.
 - 'Add Transfer' button with a plus icon.
 - 'Punch In for the Day' button.
 - 'Punch Out for Meal' button.
 - 'Punch Out for the Day' button.

A red arrow points from the top text to the 'Punch' section.

HOURLY EMPLOYEES PUNCH IN FOR THE DAY WHEN THEY BEGIN WORKING. THE ADP SYSTEM CLOCK WILL AUTOMATICALLY FILL THE TIME THEY PUNCH ON THE TIMECARD.

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 circular profile icon with the initials 'NB' is followed by 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 text 'Click When you begin working.' to the 'Punch In for the Day' button, which is also enclosed in a red rectangular box.

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](#)

THEY PUNCH OUT FOR A MEAL. ACCORDING TO POLICY, THEY GET A MEAL BREAK AFTER WORKING 5 HOURS. ADP WILL CHARGE A MEAL PENALTY IF THE EMPLOYEE IS 1 MINUTE PAST 5 HOURS.

Navigation icons: Home, Profile, Help, Notifications

NB Welcome back, NATHAN

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

0

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](#)

WHEN THE EMPLOYEE RETURNS FROM LUNCH, THEY HAVE TO PUNCH IN AGAIN.



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 [i](#)

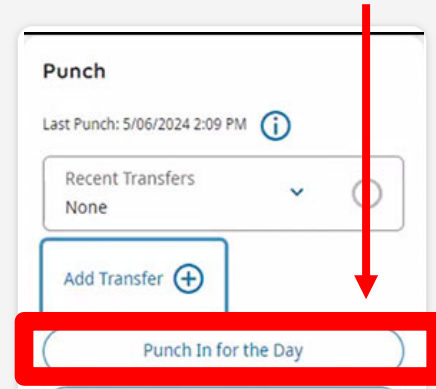
Recent Transfers
None [v](#) [⊙](#)

[Add Transfer](#) [+](#)

Punch In for the Day

Punch Out for Meal

Punch Out for the Day



WHEN AN EMPLOYEE ENDS THEIR WORKDAY, THEY HAVE TO PUNCH OUT FOR THE DAY. THE ADP SYSTEM CLOCK WILL AUTOMATICALLY INPUT THEIR TIME ON THE TIMECARD.

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

NB Welcome back, NATHAN

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

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](#)

End of the Pay Period - Supervisor

1

Approve all
timecards

2

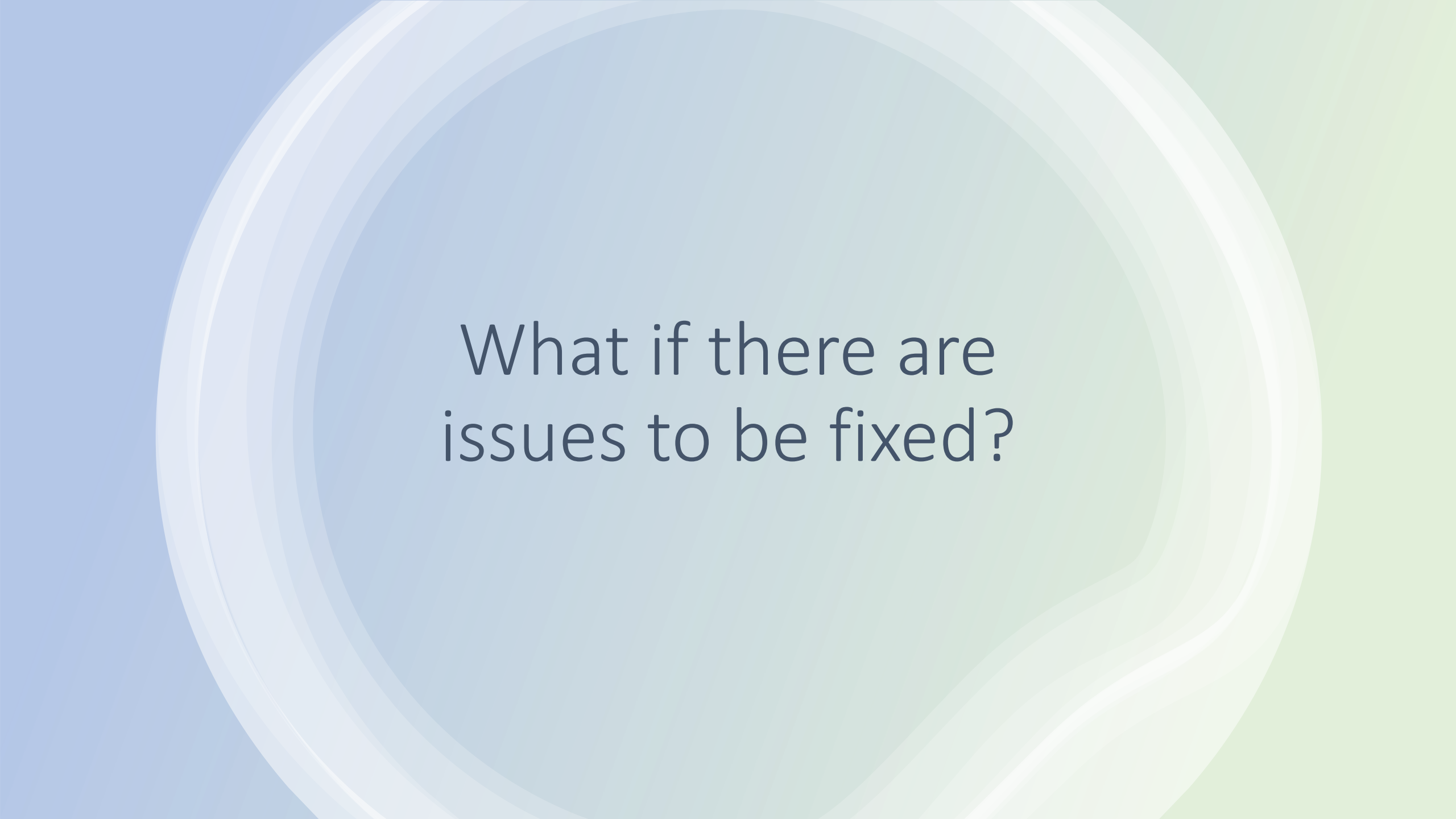
Review and fix
Time Punch
Errors

3

Review Meal
Penalties

4

Review
Overtime



What if there are
issues to be fixed?

Check Manage Timecards

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

Current Pay Period ▾

4 **Must Fix**
4 Unexcused Absence >

My Timecard

Exceptions **0**

No data to display.

Notice the 4 issues to be fixed.




Check Manage Timecards

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

Current Pay Period ▾


4 **Must Fix**
4 Unexcused Absence >



My Timecard

Exceptions

0



No data to display.



Click the arrow to fix errors.

Employee Timecards



20708 < 3 of 6 >

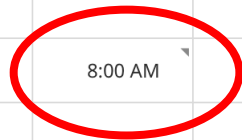
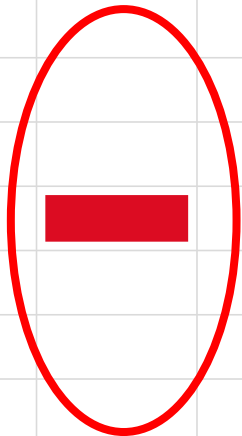
Current Pay Period All Home Loaded: 11:43 AM

- 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
+	-	Sun 5/05											
+	-	Mon 5/06											
+	-	Tue 5/07											
+	-	Wed 5/08					8:00 AM						
+	-	Thu 5/09											
+	-	Fri 5/10											
+	-	Sat 5/11											
+	-	Sun 5/12											
+	-	Mon 5/13			9:00 AM		10:30 AM	1:00 PM		2:45 PM			3
+	-	Tue 5/14			9:00 AM		1:30 PM	2:00 PM		4:45 PM			7
+	-	Wed 5/15			9:00 AM		11:00 AM						2
+	-	Thu 5/16			8:30 AM		11:00 AM						2
+	-	Fri 5/17											
+	-	Sat 5/18											

First issue:
Did not
Punch In.



Second issue:
Punched Out when
they needed to
Punch In

		Date	Schedule	Absence	In	Transfer	Out	In	Transfer	Out	Pay Code	Amount	Shift
+	⊖	Sun 5/05											
+	⊖	Mon 5/06											
+	⊖	Tue 5/07											
+	⊖	Wed 5/08					8:00 AM						
+	⊖	Thu 5/09											
+	⊖	Fri 5/10											
+	⊖	Sat 5/11											
+	⊖	Sun 5/12											
+	⊖	Mon 5/13			9:00 AM		10:30 AM	1:00 PM		2:45 PM			3
+	⊖	Tue 5/14			9:00 AM		1:30 PM	2:00 PM		4:45 PM			7
+	⊖	Wed 5/15			9:00 AM		11:00 AM						2
+	⊖	Thu 5/16			8:30 AM		11:00 AM						2
+	⊖	Fri 5/17											
+	⊖	Sat 5/18											

Click to see error



User profile: [Avatar] [Name] [20708] < 3 of 6 >

Actions: List View, Zoom, Approve, Remove Approval, Analyze, View Moved

Punch Actions

Date: 5/08/2024

Rounded Time: 12:00 AM

Override: In Punch

Exceptions: Missed Punch

Mark as Reviewed, Edit, Comments

Calendar controls: Current Pay Period, All Home, Refresh, Loaded: 11:43 AM

Actions: Share, View Pending, Calculate Totals, Save

		Date	Schedule	Out	In	Transfer	Out	Pay Code	Amount	Shift
+	⊖	Sun 5/05								
+	⊖	Mon 5/06								
+	⊖	Tue 5/07								
+	⊕	Wed 5/08								
+	⊖	Thu 5/09								
+	⊖	Fri 5/10								
+	⊖	Sat 5/11								
+	⊖	Sun 5/12								
+	⊕	Mon 5/13		9:00 AM	10:30 AM	1:00 PM	2:45 PM			3
+	⊕	Tue 5/14		9:00 AM	1:30 PM	2:00 PM	4:45 PM			7
+	⊕	Wed 5/15		9:00 AM	11:00 AM					2
+	⊕	Thu 5/16		8:30 AM	11:00 AM					2
+	⊖	Fri 5/17								
+	⊖	Sat 5/18								

ERROR.

Employee Timecards

20708 < 3 of 6 >

Current Pay Pe

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

		Date	Schedule	Absence	In	Transfer	Out	In	Transfer	O
+/-		Sun 5/05								
+/-		Mon 5/06								
+/-		Tue 5/07								
+/-		Wed 5/08					8:00 AM			
+/-		Thu 5/09								
+/-		Fri 5/10								
+/-		Sat 5/11								
+/-		Sun 5/12								
+/-		Mon 5/13			9:00 AM		10:30 AM	1:00 PM		2:
+/-		Tue 5/14			9:00 AM		1:30 PM	2:00 PM		4:
+/-		Wed 5/15			9:00 AM		11:00 AM			
+/-		Thu 5/16			8:30 AM		11:00 AM			
+/-		Fri 5/17								

Edit box will open up



Punch

Date
5/08/2024

Time*

Rounded Time
12:00 AM

Transfer
 ⓘ →

Override

Time Zone

Cancel Deduction

Exceptions
Missed Punch

Employee Timecards

20708 < 3 of 6 >

Current Pay Pe

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

Enter time: For example, 8:00 AM



		Date	Schedule	Absence	In	Transfer	Out	In	Transfer	O
+	⊖	Sun 5/05								
+	⊖	Mon 5/06								
+	⊖	Tue 5/07								
+	⊖	Wed 5/08					8:00 AM			
+	⊖	Thu 5/09								
+	⊖	Fri 5/10								
+	⊖	Sat 5/11								
+	⊖	Sun 5/12								
+	⊖	Mon 5/13			9:00 AM		10:30 AM	1:00 PM		2:
+	⊖	Tue 5/14			9:00 AM		1:30 PM	2:00 PM		4:
+	⊖	Wed 5/15			9:00 AM		11:00 AM			
+	⊖	Thu 5/16			8:30 AM		11:00 AM			
+	⊖	Fri 5/17								

Punch

Date
5/08/2021

Time*

Rounded Time
12:00 AM

Transfer

Override
In Punch

Time Zone

Cancel Deduction

Exceptions
Missed Punch

Employee Timecards

20708 < 3 of 6 >

Current Pay Pe

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

Repeat the same process to enter the correct punch-out time.

		Date	Schedule	Absence	In	Transfer	Out	In	Transfer	Out
+	⊖	Sun 5/05								
+	⊖	Mon 5/06								
+	⊖	Tue 5/07								
+	⊖	Wed 5/08					8:00 AM			
+	⊖	Thu 5/09								
+	⊖	Fri 5/10								
+	⊖	Sat 5/11								
+	⊖	Sun 5/12								
+	⊖	Mon 5/13			9:00 AM		10:30 AM	1:00 PM		2:00 PM
+	⊖	Tue 5/14			9:00 AM		1:30 PM	2:00 PM		4:00 PM
+	⊖	Wed 5/15			9:00 AM		11:00 AM			
+	⊖	Thu 5/16			8:30 AM		11:00 AM			
+	⊖	Fri 5/17								

Punch

Date
5/08/2024

Time*

Rounded Time
12:00 AM

Transfer

Override
In Punch

Time Zone

Cancel Deduction

Exceptions
Missed Punch

Employee Timecards

18967 < 96 of 606 >

Current Pay Period Ad Hoc Loaded: 12:06 PM

- 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													
+	-	Mon 5/06			8:31 AM		12:30 PM	1:00 PM		6:15 PM			9:14	9:14	9:14
+	-	Tue 5/07			7:09 AM		12:25 PM	12:55 PM		4:59 PM			9:20	9:20	18:34
+	-	Wed 5/08			8:40 AM		12:30 PM	1:00 PM		6:36 PM			9:26	9:26	28:00
+	-	Thu 5/09													28:00
+	-	Fri 5/10													28:00

Review Meal Penalties and Overtime. If a mistake was made, you will need to work with HR or Payroll to resolve it.

Location	↑ ₁	Job	↑ ₂	Pay Code	↑ ₅	Amount	Wages	Rate
NCC/ANPI11/Administrative Staff		Administrative Asst Conference		CA Meal Penalty 1		2:00		
NCC/ANPI11/Administrative Staff		Administrative Asst Conference		CA Meal Penalty 2		1:00		
NCC/ANPI11/Administrative Staff		Administrative Asst Conference		Overtime		0:21		
NCC/ANPI11/Administrative Staff		Administrative Asst Conference		Regular		61:46		

Employee Timecards

18967 < 96 of 606 >

Current Pay Period Ad Hoc Loaded: 12:06 PM

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

- Share
- View Pending
- Calculate Totals
- Save

Information Timecard Approved by WAREHAM, JENELL 5/16/2024 12:09 PM

		Date	Schedule	Absence	In	Transfer	Out	In	Transfer	Out	Pay Code	Amount	Shift	Daily	Period
+	-	Sun 5/05													
+	-	Mon 5/06			8:31 AM		12:30 PM	1:00 PM		6:15 PM			9:14	9:14	9:14
+	-	Tue 5/07			7:09 AM		12:25 PM	12:55 PM		4:59 PM			9:20	9:20	18:34
+	-	Wed 5/08			8:40 AM		12:30 PM	1:00 PM		6:36 PM			9:26	9:26	28:00
+	-	Thu 5/09													28:00
+	-	Fri 5/10													28:00
+	-	Sat 5/11													28:00
+	-	Sun 5/12													28:00
+	-	Mon 5/13			7:30 AM		12:00 PM	12:30 PM		5:34 PM			9:34	9:34	37:34
+	-	Tue 5/14			7:04 AM		12:04 PM	12:34 PM		5:09 PM			9:35	9:35	47:09
+	-	Wed 5/15			7:31 AM		1:20 PM	1:51 PM		6:23 PM			10:21	10:21	57:30
+	-	Thu 5/16			7:23 AM		12:00 PM						4:37	4:37	62:07
+	-	Fri 5/17													62:07
+	-	Sat 5/18													62:07

Approve all timecards before the payroll processing date, which happens every other Monday before 11 AM.

Preparing for payroll processing

All timecards need to be approved without issues at the end of the pay period. This means every other Monday before 10 AM. If you are unsure, refer to the NCC Payroll Calendar.

Once a supervisor approves a timecard, it's important to note that the employee cannot change it. This underscores the need for accuracy and attention to detail in the initial submission.

Once the timecard is processed for payroll, it cannot be modified. If an urgent issue arises, the supervisor must work with HR and Payroll to resolve it.

