

## Work Instruction Reviewing and Approving Timecards (ADP)

### 1. Audience

All supervisors with timecard review and correction responsibilities.

### 2. Objective:

Auditing and correcting employee timecards in ADP to ensure proper payroll time and payment

### 3. Revision and Approval

Rev.	Date	Nature of Changes	Approved By
N	02/10/2021	Original issue.	Glawe
001	10/28/2022	Converted to ADP. Updated Dept to 95.	Glawe
002	02/29/2024	Updated New HR Department #	Glawe

### 4. Scope

This work instruction supports the payroll process with correct time.

### 5. Prerequisites

Supervisors must have assigned employees in ADP and be able to log into ADP.

### 6. Records

Describe the specific records to be maintained and where they will be maintained, if any. If the records are electronic, not that here.

### 7. Associated Documents

- Employee timecards (electronic)

### 8. Evaluative Factors

None

### 9. Responsibility

Human Resources is responsible for maintaining this work instruction.

### 10. Instructions

## Approve and Remove Timecard Approval

You can approve the timecard in these steps.

**Starting point: My Timecard tile > My Timecard.**

Step	Action
1	Click the Timeframe icon and select <b>Previous Pay Period</b> .
2	Click <b>Approve</b> .  <b>Note:</b> A confirmation panel is displayed. Select <b>Approve</b> and then click <b>Submit</b> to confirm the approval. A yellow background is displayed on the timecard.

Before you can edit your timecard, you must remove the timecard approval. You can remove the timecard approval by using these steps.

**Starting point: My Timecard tile > My Timecard.**

Step	Action
1	Click the Timeframe icon and select <b>Previous Pay Period</b> .
2	Click <b>Remove Approval</b>  <b>Note:</b> You will receive the message that you have successfully removed the timecard approval. You can make the edit to your timecard, save the changes, and then approve your timecard again.
3	Click the date of the timecard grid you want to edit.
4	Enter the hours and press Enter.
5	Click <b>Save</b> to save the timecard.  <b>Note:</b> You will find the hours of the week are updated. You are ready to approve your timecard again.

## Hourly Employees

### Enter or Edit a punch

The way that you add a punch differs depending on whether you are using the table view or the list view.

#### Note:

In both list view and table view, if your manager needs to approve your edits before they are recorded, your edits do not appear in the timecard after you click Save and the following message appears:

**Information: Your changes have been submitted but will not display until they are approved.**

Dates in the timecard that have pending changes appear with the **Pending changes** indicator (unless there are multiple items for the date, such as pending changes and overtime, then the **Action Required** indicator appears). Click **View Pending** from the action bar. The Pending Changes panel opens and lists all your pending changes. You cannot change the status here, but you can review the status of your edits in the Control Center.

When your manager acts on your edits, you receive a notification.

- If your manager approves the edits, your edits are visible in your timecard.
- If your manager rejects or changes your edits, your edits are not visible in your timecard.

### Table View

#### Enter My Timecard

To edit the timecard, you can follow these steps.

**Starting point: My Timecard tile > My Timecard.**

Step	Action
1	<p>Enter the data in the <b>In</b> column and <b>Out</b> column.</p> <p><b>Note:</b> When you edit your timecard, the best practice is to always add a comment and/or note. If the edits to your timecard generate a late in and late out exception, the comment or note will assist your manager in approving these exceptions.</p>
2	Click <b>Save</b> to save the timecard.

### Add Comments and Notes

To add comments and notes, you can follow these steps.

**Starting point: My Timecard tile > My Timecard.**

Step	Action
1	Right-click a cell in the <b>In</b> or <b>Out</b> column. The <b>Punch Action</b> glance opens.
2	Click <b>Comments</b> .
3	In the <b>Select a Comment</b> field, select the proper comment category.
4	Leave the note in the <b>Type a Note</b> field and then click <b>Add</b> .
5	Click <b>Apply</b> . <b>Note:</b> A comment indicator will appear in the date cell. You can click it and check the comment and note.
6	Click <b>Save</b> to save the timecard.

### Add or Edit a Punch

To edit a punch, you can follow these steps.

**Starting point: My Timecard tile > My Timecard.**

Step	Action
1	Right-click a cell in the <b>In</b> or <b>Out</b> column. The <b>Punch Action</b> glance opens.
2	Click <b>Edit</b> .
3	In the <b>Punch</b> panel, enter the new time in the <b>Time</b> field. <b>Note:</b> You cannot leave this field blank.
4	In the <b>Punch</b> panel, select applicable <b>Override</b> , <b>Time Zone</b> , and/or <b>Cancel Deduction</b> . Click the arrow next to the <b>Transfer</b> field to open the <b>Transfer</b> panel. You can select the business structure, work rule, or cost center for the transfer.
5	Click <b>Apply</b> . <b>Note:</b> Punches that cross the day divide display in black, along with system-generated midnight day-divide punches regardless of the fixed rule. The totals still display on the days defined by the fixed rule configuration.

### Add a Pay Code

To add a pay code, you can follow these steps.

Starting point: My Timecard tile > My Timecard.

Step	Action
1	Click the Add icon to add a new row.  <b>Note:</b> On an hourly timecard, you cannot enter a pay code in the same row as a punch. You must add a new row.
2	Click and select the pay code from the <b>Pay Code</b> field.
3	Click and select the amount from the <b>Amount</b> field.
4	Click <b>Save</b> to save the timecard.

## Delete a Punch

In the table view, select the punch, then click Delete on your keyboard. After pressing Delete, you must press TAB or Enter to activate the Save option. You must also save this action.

## List View

### Add or Edit a Punch

In the list view, to add or edit a punch, you can follow these steps.

Step	Action
1	Select the appropriate day.
2	In the time detail panel, add or edit a punch: <ul style="list-style-type: none"><li>• To add a punch, click <b>Add Punch</b>.</li><li>• To edit an existing punch, select <b>Punch In</b> or <b>Punch Out</b> and click <b>Edit</b>.</li></ul>
3	In the <b>Punch</b> panel, enter the new time in the <b>Time</b> field.  <b>Note:</b> You cannot leave this field blank.
4	In the <b>Punch</b> panel, select applicable <b>Override</b> , <b>Time Zone</b> , and/or <b>Cancel Deduction</b> . Click the arrow next to the <b>Transfer</b> field to open the <b>Transfer</b> panel. You can select the business structure, work rule, or cost center for the transfer.
5	Click <b>Apply</b> and then click <b>Save</b> .

## Add Comments and Notes

You can follow these steps to add comments and notes.

Step	Action
1	Select the appropriate day.
2	In the time detail panel, identify a punch or exception and click <b>More Information</b> .
3	Click <b>Add Comment</b> .
4	In the <b>Comments</b> panel, select the proper comment category from the <b>Select a Comment</b> field.
5	Leave the note in the <b>Type a Note</b> field and then click <b>Add</b> . Click <b>Add Another Note</b> to add more information.
6	When finished, click <b>Apply</b> .
7	Click <b>Save</b> to save the timecard. <b>Note:</b> You can change your note after you save it.

## Delete a Punch

In the list view, select a punch from the day detail panel and then click Delete on your keyboard. After pressing Delete, you must press TAB or Enter to activate the Save option. You must also save this action.

## Resolve Timecard Exception

If you make a mistake in your timecard, such as forgetting to punch out or enter a break that is too long, an exception is generated.

### Table View

In the table view, you can resolve the timecard exception in these steps.

Step	Action
1	Right-click the cell that contains the exception. The Punch Action glance open.
2	Click <b>Edit</b> . In the <b>Punch</b> panel, you can change the time of the punch, override the type of punch or the time zone.
3	Click <b>Apply</b> .

	<b>Note:</b> The best practice is to always add a comment and/or note. The comment or note will assist your manager in approving these exceptions.
4	Click <b>Save</b> to save the timecard.

### List View

In the list view, you can resolve the timecard exception in the following steps. When a day includes an exception, the warning indicator displays .

Step	Action
1	Click the appropriate day.
2	In the day detail panel, identify the exception and click the More Information icon  . In the Punch panel, you can change the time of the punch, override the type of punch or the time zone.
3	Click <b>Apply</b> .  <b>Note:</b> The best practice is to always add a comment and/or note. The comment or note will assist your manager in approving these exceptions.
4	Click <b>Save</b> to save the timecard.