

Employed timecard

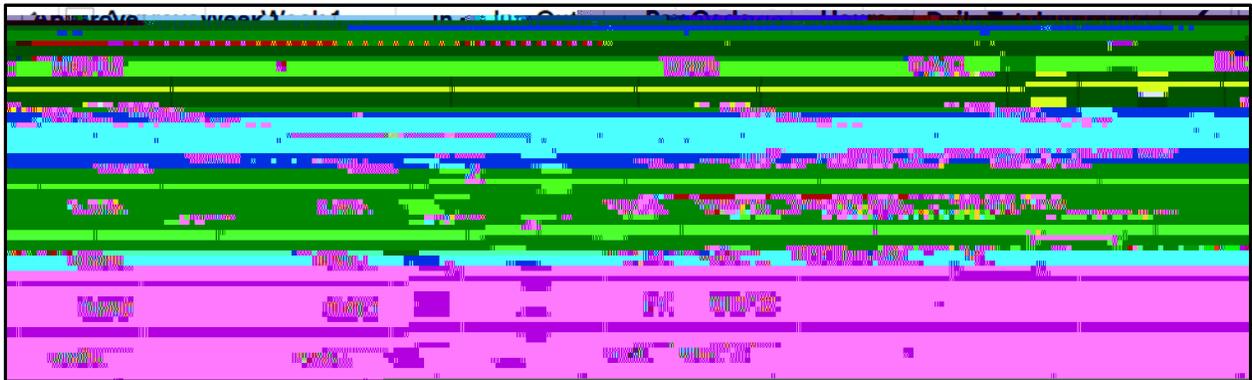
Your timecard can be found in ADP following this path:

Myself > Time & Attendance > My Timecard

Once your timecard is pulled up, verify you are using the Current Pay Period with the correct dates showing.



You may enter time by entering time in the In Out fields. This will calculate the total hours for each day, week, and pay period.



Notes: you should not choose anything in the Pay Code column. This will default correctly.

enter PM hours as military time 1 = 13, 2 = 14, 5 = 17, etc.

You may also enter total hours in the Hours column, but it will auto complete the In Out column starting at 8:00 AM

Submit/Approve your timecard at the end of the pay period and it will then need to be approved by your supervisor. Student timecards must be submitted for approval by 10 AM the Monday following the end of the submission. You will also need to compose the cost number associated with the work you are entering hours for. The drop down list for your jobs should be available in the Cost column.

Both supervisors will need to approve hours for their department.

