ACCESSING ADP (KRONOS) – JOB AID FOR ENTERING TIME AND OTHER PROCESSES

Accessing the log in page		In your selected browser (Firefox, Safari, Internet Explorer, or Google Chrome), enter the following web address or you may click on the link provided on the payroll website: **https://workforceno w.adp.com/workforc enow/login.html**
The login page		After entering the web address, you should be directed to the login screen. In the login page, you will enter the login credentials provided to you by ADP. Click sign in to enter your employee portal.
Accessing the time clock feature		Once you have logged into the employee portal, at the top of the screen in the dark blue menu bar, click on **MYSELF** then go to **Time & Attendance** and then click on **Time** or you may click expand menu and click on Time under Time and Attendance.
ADP TIME		After clicking on **Time**, another tab in your browser will open your timecard. Your time card view should look as shown.
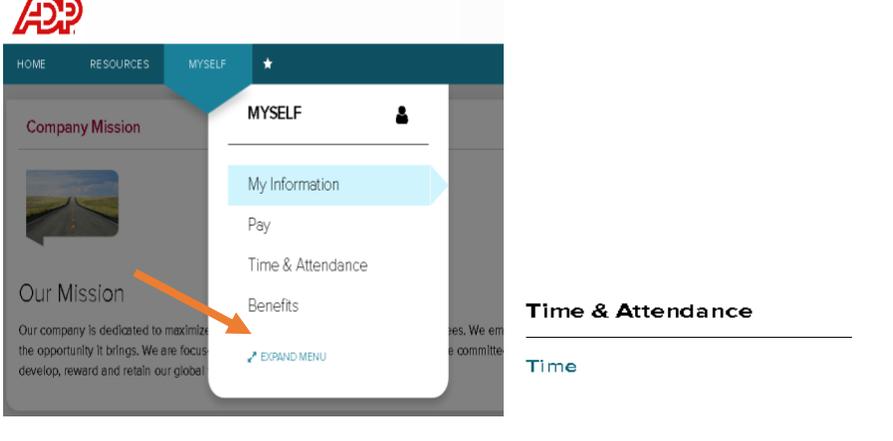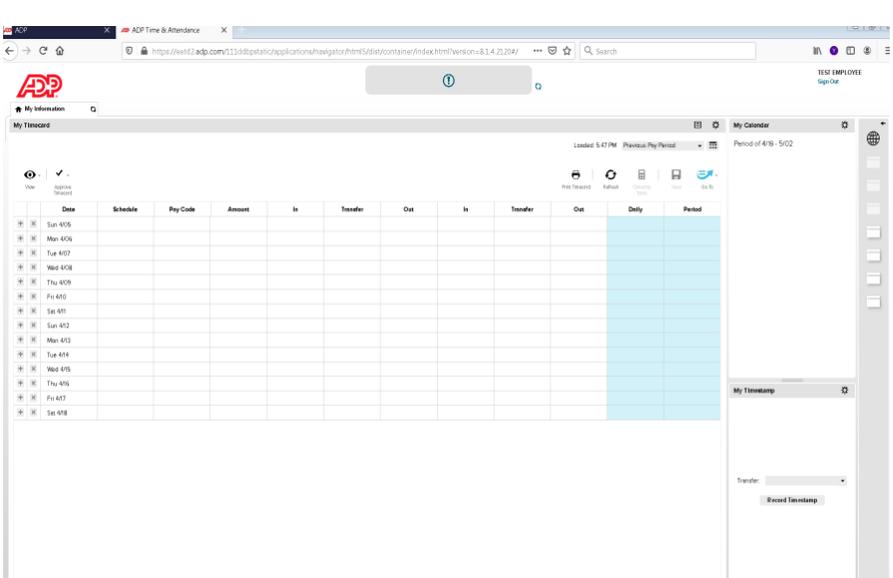
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Recording Time	**My Timestamp** ☼ Transfer: ▼ **Record Timestamp**	To record in and out punches, in the time card view, go the **My Timestamp** widget and click **Record Timestamp**. After Record Timestamp is clicked you will see the time of the punch immediately appear. and you may need to refresh your timecard to see the punch appear in the time card.
	ADP 🏠 My Information ↻ My Timecard 👁 ▾ ✔ ▾ View Approve Timecard 	You may need to refresh your timecard to see the punch appear in the timecard.
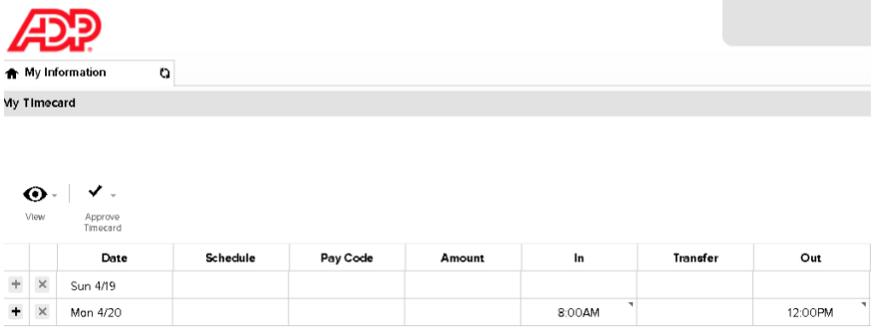
	Date	Schedule	Pay Code	Amount	In	Transfer	Out
+ ✕	Sun 4/19						
+ ✕	Mon 4/20				8:00AM		12:00PM

Entering Pay codes and Amounts	**ADP** 🏠 My Information ↻ My Timecard 👁 ▾ ✔ ▾ View Approve Timecard 	To enter **Pay Codes**, click in the cell of the day that you are adding the Pay Code, the available Pay Codes will drop down. Scroll through the available pay codes or type the first letter of the pay code that you need to select the pay code. Click on the pay code and then enter the amount in the **Amount** cell. Please remember to **Save** your entries.
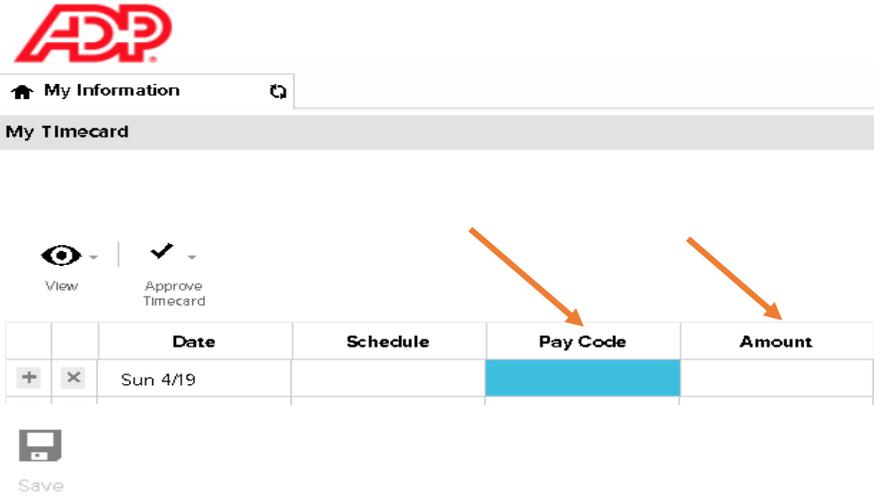
	Date	Schedule	Pay Code	Amount
+ ✕	Sun 4/19			

💾
Save
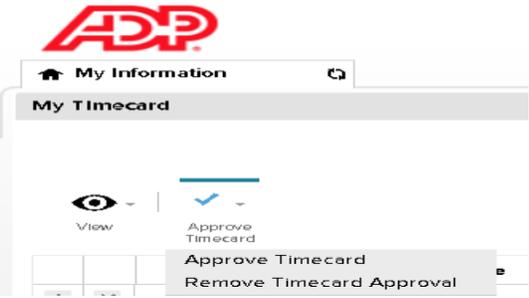
Approve Time Card	**ADP** 🏠 My Information ↻ My Timecard 👁 ▾ ✔ ▾ View Approve Timecard Approve Timecard Remove Timecard Approval	To approve, your time card, locate the **Approve Timecard** menu option above your timecard. Click there and you should see the two options shown in the illustration. Click **Approve Timecard**.
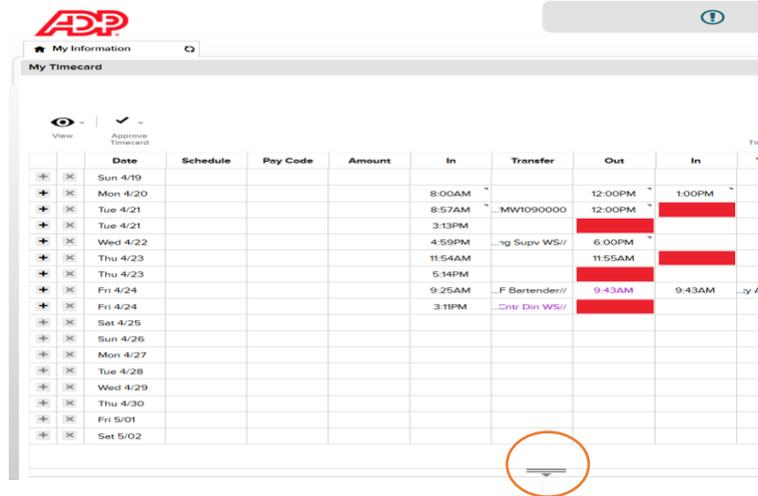
View Time Card Totals		To view time card totals, click on the image circled in the illustration.
		After clicking on the double line, some tabs should appear including the Totals. (All tabs shown here may not be visible). The Accruals tab will show you your time off balances. To minimize the tabs, just click on the double lines again and the tabs will be out of view.