

Timecard Instructions for Nonexempt and Hourly Employees

Clocking in

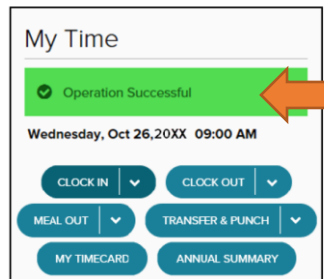
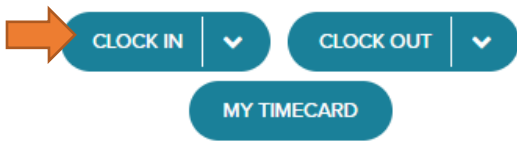
Log into <https://workforcenow.adp.com>

- Go to the Home Tab and scroll to the bottom.
- Before the workday begins, click on Clock In.
- You should get a confirmation “operation successful”.

My Time

Result: A success message and the In or Out time are displayed.

Thursday, Nov 14, 2019, 11:14 AM



Recording Your Time

- Select Myself/Time and Attendance/My timecard.
- Enter in and out times. Don't enter a colon between hours/minutes. If you enter a or p it will automatically enter AM or PM.

For each work day you will need to enter:

- the time you start work
- the time you leave for lunch (meal period)
- the time you return from lunch (meal period)
- the time you leave work
- Each day will require 2 lines. To insert a line, click on the 3 parallel lines to the left of the week day. Select “Add Blank Row”.
- Do not select a pay code for your meal period or any overtime worked.

Current Pay Period		11/1/2019	11/15/2019	Q FIND	APPROVE TIMECARD						
Timecard		Totals	Schedule	Time Off Balances							
	WEEK 1	IN - OUT	PAY CODE	HOURS	DEPARTMENT	DAILY TOTALS	REGULAR	OVERTIME	DOUBLETIME		
	Fri 11/01	06:34 AM - 10:30 AM		3.93	500001		0.00	0.00	0.00		
	11/01	11:00 AM - 03:04 PM		4.07	500001	8.00	0.00	0.00	0.00		
	Sat 11/02	-		0.00	500001	0.00	0.00	0.00	0.00		
	Sun 11/03	-		0.00	500001	0.00	0.00	0.00	0.00		
	WEEK 1 TOTALS					8.00	0.00	0.00	0.00		

- If you work over 8 hours in a day, the timecard will reflect the overtime hours in the overtime column so that you will be paid accordingly for overtime.
- However, all overtime must be pre-approved by your immediate supervisor.
- The expectation is that you clock in and out on time.

Meal Periods and Meal Period Penalty

- The meal period must begin no later than the end of the fifth hour of work. (For example, if you begin work at 8am, your meal period must begin before 1pm). If you work 10-12 hours on any given day (overtime must be

pre-approved), you must take a second 30-minute meal period to begin no later than the end of the tenth hour of work. Managers are responsible for monitoring and enforcing this.

- If you begin a meal period after the end of their fifth hour worked, the Timecard will automatically record Penalty Pay. The company will pay you your hourly rate for Penalty Pay during the same pay period. At the end of each pay period, HR will review the Payroll Report for any Penalty Pay paid to employees. HR will send the employee a written warning for each violation occurrence. Three occurrences of Penalty Pay may result in the employee's termination.

Make up Time

- If you leave work early one day and make up the work another day during the same week, you will "add a line" under the day you work the makeup time and select the pay code "Makeup" for any time over 8 hours. By doing so, the Timecard will pay the makeup hours at the regular hourly rate instead of the overtime rate.

Requesting Time Off

- To request time off such as a vacation day, go to Myself/Time Off/Request Time Off.
- You will be able to see your time off balance before you click "Request Time Off".
- Use the drop down arrow to select the appropriate Time Off Policy.
- There is a comment and "please respond by X date" section where you can send a message to your manager to respond by a certain date (for example, you are purchasing air fare and are requesting a response by X date). However, the time at which your manager will respond is at their discretion.

The screenshot displays the 'Request Time Off' interface. On the left sidebar, there is a 'REQUEST TIME OFF' button and a 'Balances As Of: 11/14/2019' section. Below this is a table showing 'Time Off Policy' and 'Balance':

Time Off Policy	Balance
Sick Time	61.00 hours
Unpaid Time Off	--
Vacation	10.25 days

The main form area is titled 'Request Time Off' and is divided into two steps:

Step 1: Enter a Date Range

Start Date: 12/01/2019 to End Date: 12/01/2019

Step 2: Enter Request Details

DATE	TIME OFF POLICY*	AMOUNT*	START TIME*	ACTIONS
Sun Dec 1, 2019	Vacation - Vacation	1 day	8:00 AM	

TOTAL: Includes 1 day, 1.00 days

Comments: [Text area with an orange arrow pointing to it]

Please respond by: MM/DD/YYYY [Calendar icon with an orange arrow pointing to it]

Approve Timecard

- After you have entered your time worked in the timecard, click "Save". After you have entered time worked for the entire pay period, click "Approve Timecard".
- Employees and managers will need to approve their teams timecards on the 1st and 16th each month.