



In this Guide you will find the following instructions:

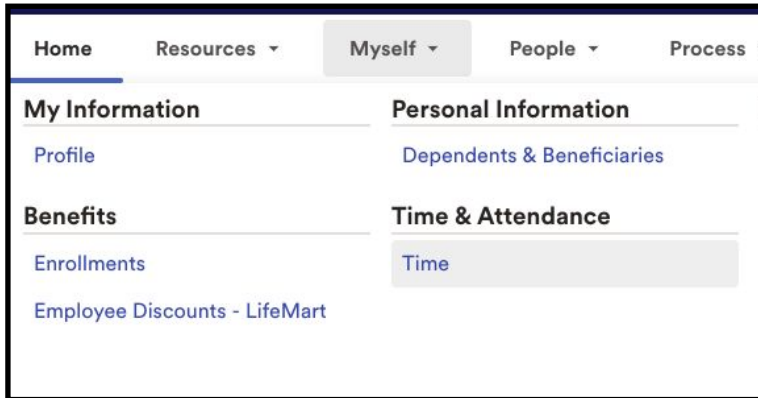
Employee Guide to ADP Enhanced Time Timecard Entry

Employee Guide to ADP Mobile Timecard Entry



Login to ADP Workforce Now

(1) Select Myself > Time & Attendance > Time



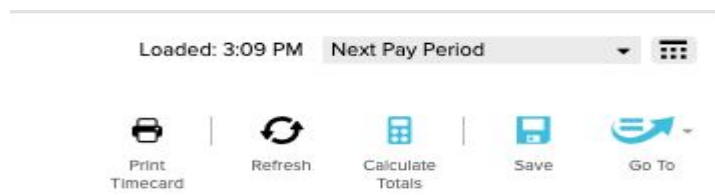
(2) Once in ADP Enhanced Time (E-Time). You will see My Timecard

The screenshot shows the 'My Timecard' interface. At the top, there are icons for View, Approve Timecard, Sign Off, and Accruals Actions. Below these is a table with the following columns: Date, Schedule, In, Transfer, and Out. The table contains data for dates from Saturday, December 16th to Sunday, December 24th. The 'In' column for Monday, December 18th, is highlighted in blue.

		Date	Schedule	In	Transfer	Out
+	x	Sat 12/16				
+	x	Sun 12/17				
+	x	Mon 12/18	9:00AM-5:00PM			
+	x	Tue 12/19	9:00AM-5:00PM			
+	x	Wed 12/20	9:00AM-5:00PM			
+	x	Thu 12/21	9:00AM-5:00PM			
+	x	Fri 12/22	9:00AM-5:00PM			
+	x	Sat 12/23				
+	x	Sun 12/24				

Select the correct date and enter the clock in time. Once shift is complete, complete steps 1-2 to enter your clock out time.

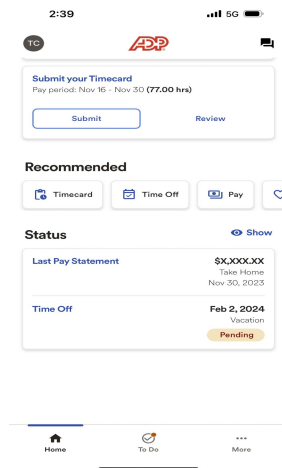
(3) Make sure to Save before Logging off



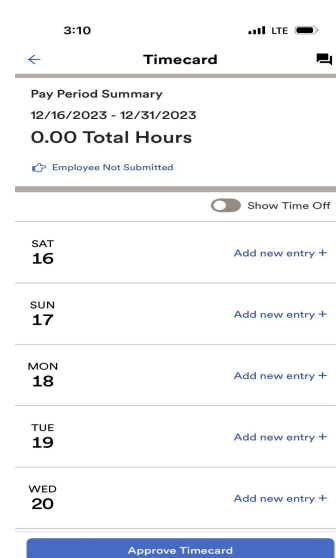


Login to ADP Mobile

(1) Select Timecard



(2) Click on Add time Entry on the day you would like to enter time for



Select the correct date and enter the clock in time. Once shift is complete, complete steps 1-2 to enter your clock out time.