In this Guide you will find the following instructions:
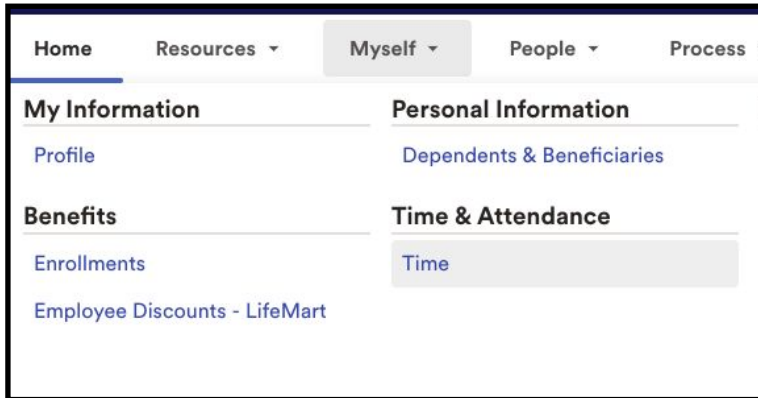
Employee Guide to ADP Enhanced Time Timecard Entry

Employee Guide to ADP Mobile Timecard Entry

Login to ADP Workforce Now
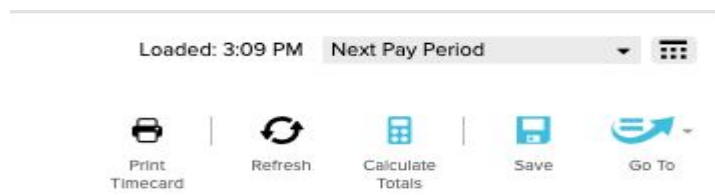
(1) Select Myself > Time & Attendance > Time

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

Select the correct date and enter the clock in time. Once shift is complete, complete steps 1-2 to enter your clock out time.
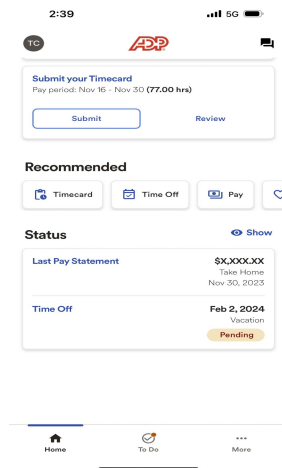
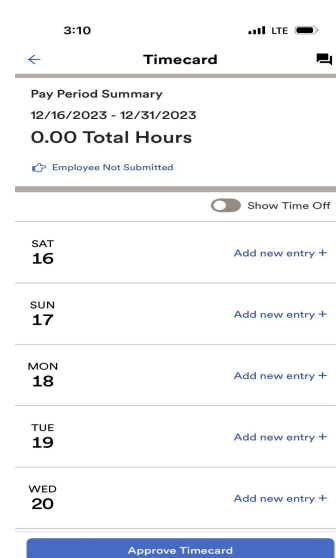(3) Make sure to Save before Logging off

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.