Entering time in ADP for Tutors:

Log in to ADP Workforce Now http://workforcenow.adp.com/

(You must register using the registration link)

Go to the "Myself" tab. Then click on "My Timecard". Do not use "My Time Entry" as that takes the current time stamp.

н	OME	RES	OURCES	MYSELF	MY TE/	AM REPOR	ts \star			
My	Inform	nation		Pay		ті	me & Attendan	ice		
Prof	file			Annual Paymer Pay Sta	Statements nt Options itements	M M Ho	Y Time Entry Y Timecard Y Schedule Diday List			
_						(X COLLAPS	E MENU		
но	OME	RESO	URCES	MYSELF	MY TEAM	REPORTS	÷			
ly '	Time	Card Ceped	a, Dolore	s F 🕥	 ■ 5/3/2020 		ND			
ly [•]	Time O C	Cepeda Iod	a, Dolore	s F ⊘ ₩20/2020 Sch		Time Off Balance	ND			
ly ' D(Time Pay Per Timeca	Cepeda lod	a, Dolore Totals	S F 🔊	edule PAY CO	Time Off Balance	ND 5 DEPARTMEN	T DAILY TO	0	
ly '	Time Pay Per Timeca Wi Mon	card Cepeda lod	a, Dolore Totals	S F S 4/20/2020 Schr 1-OUT - 05:00 P	s/3/2020 edule PAY CC	Time Off Balance DDE HOURS 0 7.00	ND 5 DEPARTMEN 030000	T DAILY T	0	
ly ·	Time Pay Per Timeca Win Mon Tue	iod Cepeda iod iod EEK 1 04/20 04/21	a, Dolore Totals	SF SF S	6 5/3/2020 edule PAY CC	Time Off Balance DE HOURS 9 7.00 0.00	ND 5 DEPARTMEN 0 030000 0 030000	T DAILY TO	0	
ly ·	Time Pay Per Timeca Win Mon Tue Wed	ecard (Cepeda Iod Iod Iod Iod Iod Iod Iod Iod Iod Iod	Totals	SF SF S 1/20/2020 Schu - 05:00 Pl -	edule PAY CC	Time Off Balance DE HOURS 9 7.00 0.00 0.00	ND 5 DEPARTMEN 0 030000 0 030000 0 030000	T DAILY TO	0	
ly ·	Timea Pay Per Timeca Wi Mon Tue Wed Thu	card (Cepeda lod cek 1 04/20 04/21 04/22 04/22	a, Dolore Totals	S F S 1/20/2020 Schu - 05:00 Pl - - -	edule PAY CC	Time Off Balance DE HOURS 0.00 0.00 0.00	ND 5 DEPARTMEN 0 030000 0 030000 0 030000 0 030000 0 030000	T DAILY T	0	
ly ·	Times Pay Per Times Mon Tue Wed Thu Fri	ecard (Cepeda lod eck 1 04/20 04/21 04/22 04/23 04/24	a, Dolore	SF Sch 1/20/2020 Sch 1-OUT - - - - - -	edule PAY CC		ND 5 DEPARTMEN 0 030000 0 030000 0 030000 0 030000 0 030000 0 030000	T DAILY T	0	
ly ·	Times Pay Per Times Mon Tue Wed Thu Fri Sat	ecard (Ceped) Iod Iod Iod Iod Iod Iod Iod Iod Iod Iod	a, Dolore	 S F S 4/20/2020 Schu - OUT - 05:00 Pl - -	edule PAY CC	Contraction Contracti	ND DEPARTMEN 0 030000 0 030000 0 030000 0 030000 0 030000 0 030000 0 030000 0 030000 0 030000	T DAILY TO	0	
ly ·	Times Pay Per Times Wi Mon Tue Wed Thu Fri Sat Sun	cered Cepeda Iod Iod Ceck 1 04/20 04/21 04/22 04/23 04/24 04/25 04/26	a, Dolore	SF Schull 1/20/2020 Schull - 05:00 Pl - - - - - - - - - - - - -	edule PAY CC		ND DEPARTMEN 0 030000 0 030000 0 030000 0 030000 0 030000 0 030000 0 030000 0 030000 0 030000 0 030000 0 030000	T DAILY T	0	
	Times Pay Per Timesa Wi Mon Tue Wed Thu Fri Sat Sun	ecard (Cepeda Iod Iod EEK 1 04/20 04/21 04/22 04/23 04/24 04/25 04/26 EEK 2	a, Dolore Totals	SF Schull 1/20/2020 Schull - 05:00 Pl - - - - - - - - - - - - -	edule PAY CC		ND s DEPARTMEN 0 030000 0 030000 0 030000 0 030000 0 030000 0 030000 0 030000 0 030000 0 030000 0 030000 0 030000 EEK 1 TOTALS DEPARTMEN	T DAILY T	0	
Next	Time Pay Per Timeca Wi Mon Tue Wed Thu Fri Sat Sun Wi Won	Ceped. Ceped. Iod Iod Iod Iod Iod Iod Iod Iod	a, Dolore Totals	SF Schuller 1/20/2020 Schuller - 05:00 Pl - - - - - - - - - - - - -	edule PAY CO M		ND s DEPARTMEN 0	T DAILY T	0	
Next	Time Pay Per Timeca Wi Mon Tue Wed Thu Fri Sat Sun Wite Mon Tue	Ceped: Ceped: Iod Iod Iod Iod Iod Iod Iod Iod	a, Dolore Totals	SF Schultzer Sch	Edule PAY CO M	Image: Control of the second	ND s DEPARTMEN 0 030000 0 030000 0 030000 0 030000 0 030000 0 030000 0 030000 0 030000 0 030000 0 030000 0 030000 0 030000 0 030000	T DAILY T	0	
	Times Pay Per Timesa Wi Mon Tue Wed Sun Wi Mon Tue Wi Wi Wi Wi	Ceped: Ceped: Iod Trd 04/20 04/21 04/23 04/24 04/25 04/25 04/26 Trd 04/28 04/27 04/28 04/29	a, Dolore Totals	SF SF S	Bay co	Image: Constraint of the second sec	ND s DEPARTMEN 0 030000 0 030000 0 030000 0 030000 0 030000 0 030000 0 030000 0 030000 EEK 1 TOTALS DEPARTMEN 0 030000 0 030000 0 030000	T DAILY T		
	Time Pay Per Timece Wi Mon Tue Wi Sun Sun Wi Mon Tue Wi Mon Tue Wi Mon Tue	Ceped Ceped od EK 1 04/20 04/21 04/22 04/23 04/24 04/25 04/26 EK 2 04/26 EK 2 04/27 04/28 04/29 04/30	a, Dolore Totals	S F Schuller - 05:00 Pl 	E 5/3/2020 edule PAY CC		ND s DEPARTMEN 0 030000 0 030000 0 030000 0 030000 0 030000 0 030000 0 030000 0 030000 EEK 1 TOTALS DEPARTMEN 0 030000 0 030000 0 030000 0 030000 0 030000	T DAILY T	0	
	Time Pay Per Timec Wi Mon Tue Wed Thu Fri Sun Wi Mon Tue Wed Sun Tue Fri Fri Fri	Ceped Ceped Ted Ted Ceped Ted Ceped C	a, Dolore	S F School Schoo	edule PAY CC	Image Q, F Time Off Balance DDE HOURS Image 7,00 Image 0,00	ND 5 DEPARTMEN 0 030000 0 030000 0 030000 0 030000 0 030000 0 030000 0 030000 0 030000 0 030000 0 030000 0 030000 0 030000 0 030000 0 030000 0 030000 0 030000	T DAILY TO	0	
	Times Pay Per Times Wi Mon Tue Wed Thu Fri Sun Wi Mon Tue Wed Thu Fri Sat	Ceped. Ceped. Iod Iod Iod Iod Iod Iod Iod Iod	a, Dolore	SF Sch 1-0UT - - - - - - - - - - - - -	edule PAY CC	Image: Control of the second	ND 5 DEPARTMEN 0 030000 0 030000 0 030000 0 030000 0 030000 0 030000 0 030000 0 030000 0 030000 EEK 1 TOTALS DEPARTMEN 0 030000 0 030000 0 030000 0 030000 0 030000 0 030000 0 030000 0 030000 0 030000	T DAILY T		

Make sure the timecard is for the right pay period and that you are on the timecard tab.

Enter your "in and out" times using (AM or PM) or use military time for it to calculate properly. Separate the hours worked for individual and group tutoring. In the pay code column select either "Individual T" or "Group T". You can add a line for the same day by left clicking the 3 lines all the way to the left of the row and selecting "Add Blank Row".

Once you save at the bottom, it will calculate properly.

If you do not have access to ADP please contact <u>adpportaltech@molloy.edu</u> This is also a link on how to enter time <u>https://youtu.be/d0vAqJ0dzdY</u>