

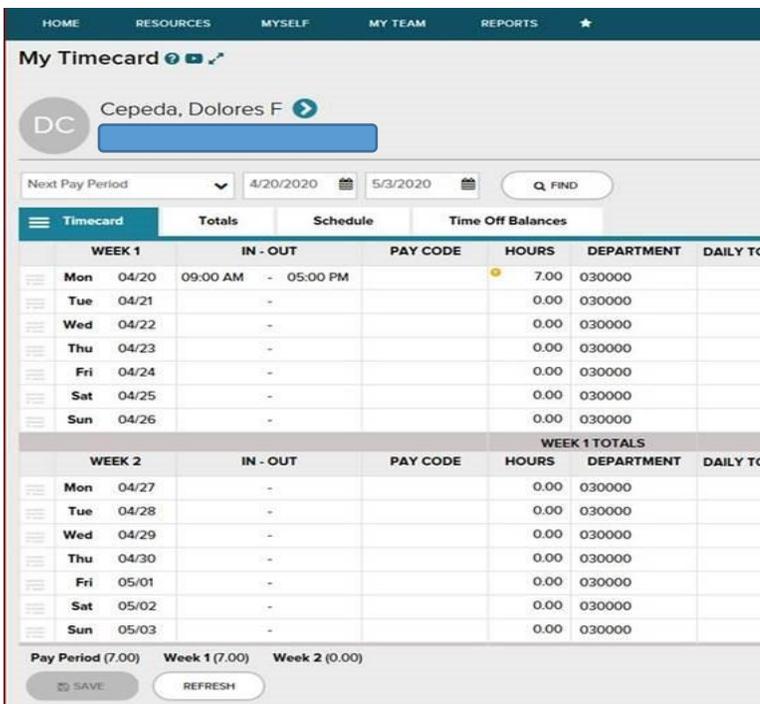
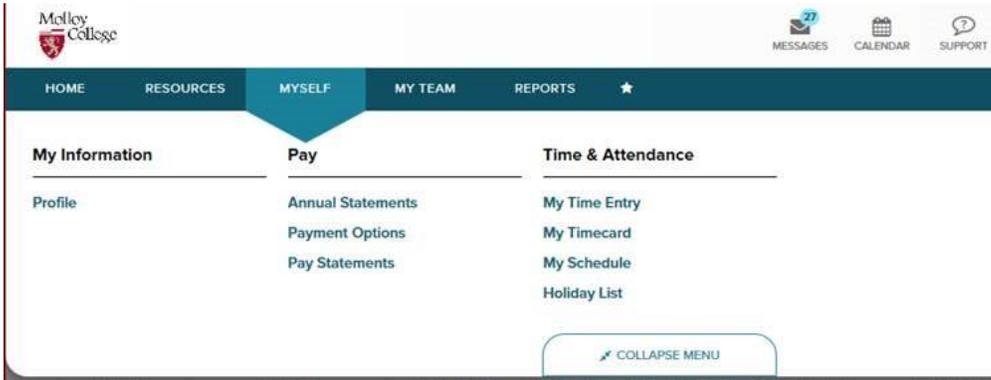
Entering time in ADP for Tutors:

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.



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 adpportaltech@molloy.edu

This is also a link on how to enter time <https://youtu.be/d0vAqJ0dzdY>