

ADP Time and Attendance

ADP Registration:

Before timecard entry can begin, each user must register for an ADP User ID and Password. Follow the steps below to register:

<https://workforcenow.adp.com/public/index.htm>

- Click “Sign Up”

English (US) ▼

Welcome to ADP

User ID [Administrator Sign In](#)

☐ Remember My User ID ?

Password (case sensitive)

SIGN IN

[Forgot your user ID/password?](#)

Need an account? SIGN UP

- Registration Code - Please contact the Payroll Department at kysu.payroll@kysu.edu for the registration code

Create your account

Registration code

NEXT

- Once the registration code is received, follow steps to complete

Timecard Entry:

To access a timecard in ADP go to Myself – Time & Attendance – My Timecard

[HOME](#)
[RESOURCES](#)
[MYSELF](#)
[MY TEAM](#)
[PEOPLE](#)
[PROCESS](#)
[REPORTS](#)
[SETUP](#)

Welcome!

Welcome to the new ADP system. You now have access to all your employee information in one place. The system is fully integrated with our HR system, such as Emergency Contact, Benefit Enrollment, and more. For more information, please contact your Employee Service Center or visit our website at [www.kysu.edu/hr](#).

[SWITCH TO EXPANDED MENU](#)


- Personal Information
- Pay
- Time & Attendance
- Time Off
- Benefits

- My Time Entry
- My Timecard
- Holiday List
- Attendance

Important Announcements

For the pay period of August 1 - August 15, please e-mail your supervisor any vacation or sick time requests along with the date requested and the number of hours used **instead of** entering directly into your ADP time card. Supervisors should e-mail these approved requests to Payroll (Alicia.Smith1@kysu.edu or Brittani.Parchment@kysu.edu) for entry into ADP. We are working to resolve the issue. Thank you for your patience as we continue our transition.

Quick Links



Thorobred Spotlight

Kentucky State University

Employee Donations!

Yes!! I will participate in the Employee Campaign & send a strong message that I believe in KSU's mission!

[Click here for form!](#)

Student employees are required to use a time in/time out system on their timecards. Below is a general example of time in and time out:

If students work more than four hours a day, they are required to take a lunch break. In this case, students will put time in, time out for lunch, then add a row to continue a time in after lunch, and time out at end of work day. Click the box on the far right hand side under the day of the week that needs a new row, add time. See example below:

Current Pay Period

8/1/2018

8/15/2018

Q FIND

Show Pay Class

APPROVE TIMECARD

Timecard

Totals

Schedule

Time Off Balances

<	APPROVE	WEEK 1	IN - OUT	PAY CODE	HOURS	DAILY TOTALS	REGULAR	OVERTIME
		Wed 08/01	08:00 AM - 12:00 PM		4.00	4.00	0.00	0.00
			08:00 AM - 12:00 PM		4.00	4.00	0.00	0.00
			08:00 AM - 12:00 PM		4.00	4.00	0.00	0.00
			-		0.00	0.00	0.00	0.00
			WEEK 1 TOTALS			12.00	0.00	0.00
<	APPROVE	WEEK 2	IN - OUT	PAY CODE	HOURS	DAILY TOTALS	REGULAR	OVERTIME
		Mon 08/06	-		0.00	0.00	0.00	0.00
		Tue 08/07	-		0.00	0.00	0.00	0.00
		Wed 08/08	-		0.00	0.00	0.00	0.00
		Thu 08/09	-		0.00	0.00	0.00	0.00
		Fri 08/10	-		0.00	0.00	0.00	0.00
		Sat 08/11	-		0.00	0.00	0.00	0.00
			WEEK 2 TOTALS			0.00	0.00	0.00
<	APPROVE	WEEK 3	IN - OUT	PAY CODE	HOURS	DAILY TOTALS	REGULAR	OVERTIME
		Sun 08/12	-		0.00	0.00	0.00	0.00
		Mon 08/13	-		0.00	0.00	0.00	0.00
		Tue 08/14	-		0.00	0.00	0.00	0.00
		Wed 08/15	-		0.00	0.00	0.00	0.00
			WEEK 3 TOTALS			0.00	0.00	0.00

Pay Period (0.00)

Week 1 (0.00)

Week 2 (0.00)

Week 3 (0.00)

SAVE

REFRESH

PREFERENCES

Legend

Add Blank Row

Copy Row

Copy Row to Next Day

Delete Row

View Transaction Details

Add Note

Override

Approve

Current Pay Period ▼ 8/1/2018 8/15/2018 Q FIND [Show Pay Class](#) APPROVE TIMECARD

Timecard		Totals	Schedule	Time Off Balances				
<	APPROVE	WEEK 1	IN - OUT	PAY CODE	HOURS	DAILY TOTALS	REGULAR	OVERTIME
	<input type="checkbox"/>	Wed 08/01	08:00 AM - 12:00 PM		4.00		0.00	0.00
	<input type="checkbox"/>	08/01	01:00 PM - 04:00 PM		3.00	7.00	0.00	0.00
	<input type="checkbox"/>	Thu 08/02	08:00 AM - 12:00 PM		4.00	4.00	0.00	0.00
	<input type="checkbox"/>	Fri 08/03	08:00 AM - 12:00 PM		4.00	4.00	0.00	0.00
	<input type="checkbox"/>	Sat 08/04	-		0.00	0.00	0.00	0.00
WEEK 1 TOTALS						15.00	0.00	0.00

Once time is entered after each day, be sure to click the “Save” button on the bottom right hand side of the timecard, this saves your time entry and allows the supervisor to review and approve the timecard:

Current Pay Period ▼ 8/1/2018 8/15/2018 Q FIND [Show Pay Class](#) APPROVE TIMECARD

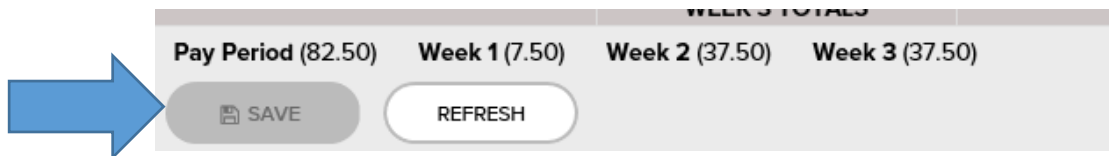
Timecard		Totals	Schedule	Time Off Balances				
<	APPROVE	WEEK 1	IN - OUT	PAY CODE	HOURS	DAILY TOTALS	REGULAR	OVERTIME
	<input type="checkbox"/>	Wed 08/01	08:00 AM - 12:00 PM		4.00		0.00	0.00
	<input type="checkbox"/>	08/01	01:00 PM - 04:00 PM		3.00	7.00	0.00	0.00
	<input type="checkbox"/>	Thu 08/02	08:00 AM - 12:00 PM		4.00	4.00	0.00	0.00
	<input type="checkbox"/>	Fri 08/03	08:00 AM - 12:00 PM		4.00	4.00	0.00	0.00
	<input type="checkbox"/>	Sat 08/04	-		0.00	0.00	0.00	0.00
WEEK 1 TOTALS						15.00	0.00	0.00
<	APPROVE	WEEK 2	IN - OUT	PAY CODE	HOURS	DAILY TOTALS	REGULAR	OVERTIME
	<input type="checkbox"/>	Sun 08/05	-		0.00	0.00	0.00	0.00
	<input type="checkbox"/>	Mon 08/06	-		0.00	0.00	0.00	0.00
	<input type="checkbox"/>	Tue 08/07	-		0.00	0.00	0.00	0.00
	<input type="checkbox"/>	Wed 08/08	-		0.00	0.00	0.00	0.00
	<input type="checkbox"/>	Thu 08/09	-		0.00	0.00	0.00	0.00
	<input type="checkbox"/>	Fri 08/10	-		0.00	0.00	0.00	0.00
	<input type="checkbox"/>	Sat 08/11	-		0.00	0.00	0.00	0.00
WEEK 2 TOTALS						0.00	0.00	0.00
<	APPROVE	WEEK 3	IN - OUT	PAY CODE	HOURS	DAILY TOTALS	REGULAR	OVERTIME
	<input type="checkbox"/>	Sun 08/12	-		0.00	0.00	0.00	0.00
	<input type="checkbox"/>	Mon 08/13	-		0.00	0.00	0.00	0.00
WEEK 3 TOTALS						0.00	0.00	0.00
Pay Period (0.00)		Week 1 (0.00)	Week 2 (0.00)	Week 3 (0.00)				
SAVE		REFRESH		PREFERENCES Legend				

Hourly Staff Employees

- Hourly staff employees are required to record a full day of work on the time card and do NOT include lunch time in the total hours worked.

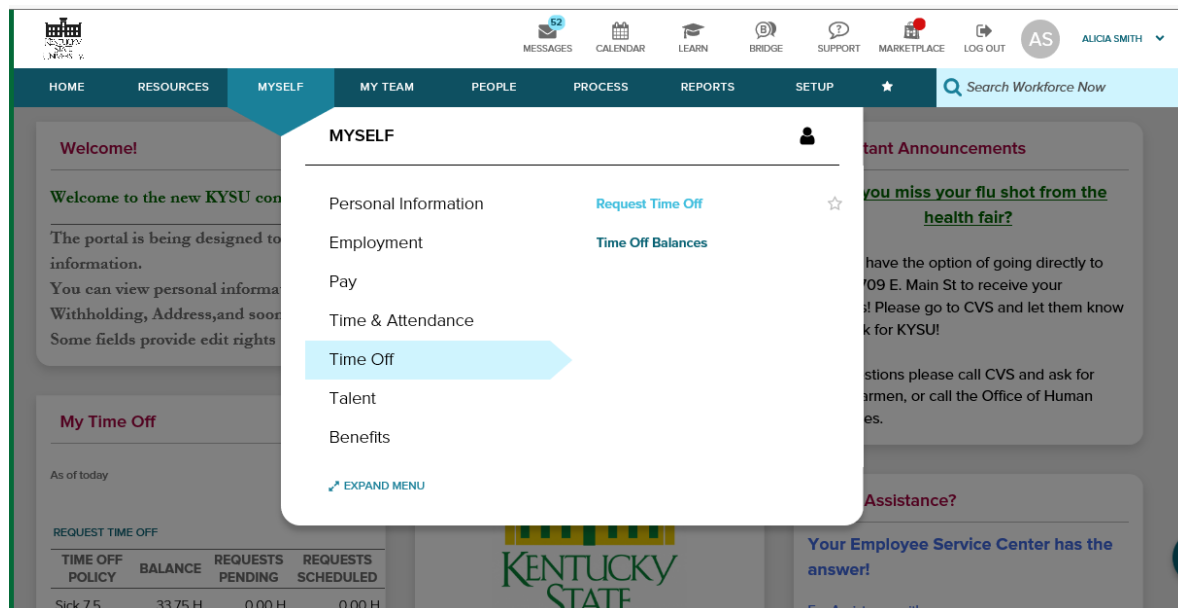
APPROVE	WEEK 3	PAY CODE	HOURS	DAILY TOTALS	REGULAR	OVERTIME
<input type="checkbox"/>	Sun 11/25		0.00	0.00	0.00	0.00
<input type="checkbox"/>	Mon 11/26		7.50	7.50	7.50	0.00
<input type="checkbox"/>	Tue 11/27		7.50	7.50	7.50	0.00
<input type="checkbox"/>	Wed 11/28		7.50	7.50	7.50	0.00
<input type="checkbox"/>	Thu 11/29		7.50	7.50	7.50	0.00
<input type="checkbox"/>	Fri 11/30		7.50	7.50	7.50	0.00
WEEK 3 TOTALS				37.50	37.50	0.00

Once time is entered be sure to select “save” at the bottom of the timecard so the supervisor can see time to approve.



Requesting Time Off

To request time off follow the path Myself – Time Off – Request Time Off



Next select the Request Time Off button

Request Time Off ?

Select the request dates on the calendar and click the button below.

REQUEST TIME OFF

Balances As Of:

12/2/2018



Time Off Policy	Balance
Sick 7.5	33.75 hours
Vacation Admin 7.5	37.52 hours
Voting Leave 7.5 Hrs	8.00 hours
Bereavement	—
FMLA	—
Jury Duty	—
Official Leave	—

Next select day(s) off using the calendars, then select correct leave policy, number of hours requested off and start time of time off. Select “submit”.

Request Time Off

1 Enter a Date Range

Start Day: 12/3/2018 To End Day: 12/3/2018

2 Enter Request Details

DATE	TIME OFF POLICY	AMOUNT	START TIME
Mon, Dec 03, 2018	Sick 7.5 - Sick	0.50	4:00 PM

Total: Includes 1 day

Comments:

Time Off Policy

Time Off Policy	Balance
Sick 7.5	33.75 hours
Vacation Admin 7.5	37.52 hours
Voting Leave 7.5 Hrs	8.00 hours
Bereavement	—
FMLA	—
Jury Duty	—
Official Leave	—

Dropdown Menu:

- Bereavement - BEREAV
- FMLA - FMLA
- Jury Duty - JURY
- Official Leave - OFCLV
- Sick 7.5 - SICK
- Sick 7.5 - FMLASICK
- Vacation Admin 7.5 - VAC
- Vacation Admin 7.5 - FMLAVAC
- Voting Leave 7.5 Hrs - Voting Leave 7.5

SUBMIT

Once the time is submitted, the supervisor will receive a request to approve or deny. If time off is approved it will populate to the time card.

Reviewing Paycheck Information:

- Paychecks will be available for review 24 hours prior to pay day. This information can be accessed in ADP at Myself – Pay – Pay Statements

ADP Myself Portal - Alicia Smith

Navigation: HOME, RESOURCES, MYSELF, MY TEAM, PEOPLE, PROCESS, REPORTS, SETUP

Menu: Personal Information, Pay, Time & Attendance, Time Off, Benefits, Annual Statements, Pay Statements

Welcome! Welcome to the ADP system. Once the ADP system is fully in place, you will be able to view your pay statements, time card, and other information. The ADP system is designed to give you all your employment information in one place. Once the ADP system is fully in place, you will be able to view your pay statements, time card, and other information. The ADP system is designed to give you all your employment information in one place.

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Select Notification Options

View your available pay statements. Click the check image to display the information on the back of the check. Click Show Check to view the individual pay statement. You can view your pay statements as check images (default) or in a table format. Click View as Check Images or View as Table. To view any available adjustments, click Pay Adjustments, then click a pay date to view adjustment details. A pay date may contain one or more adjustments.

☒ Pay Statements ☐ Pay Adjustments

[VIEW AS TABLE](#)

08/15/2018

Gross \$

View Check