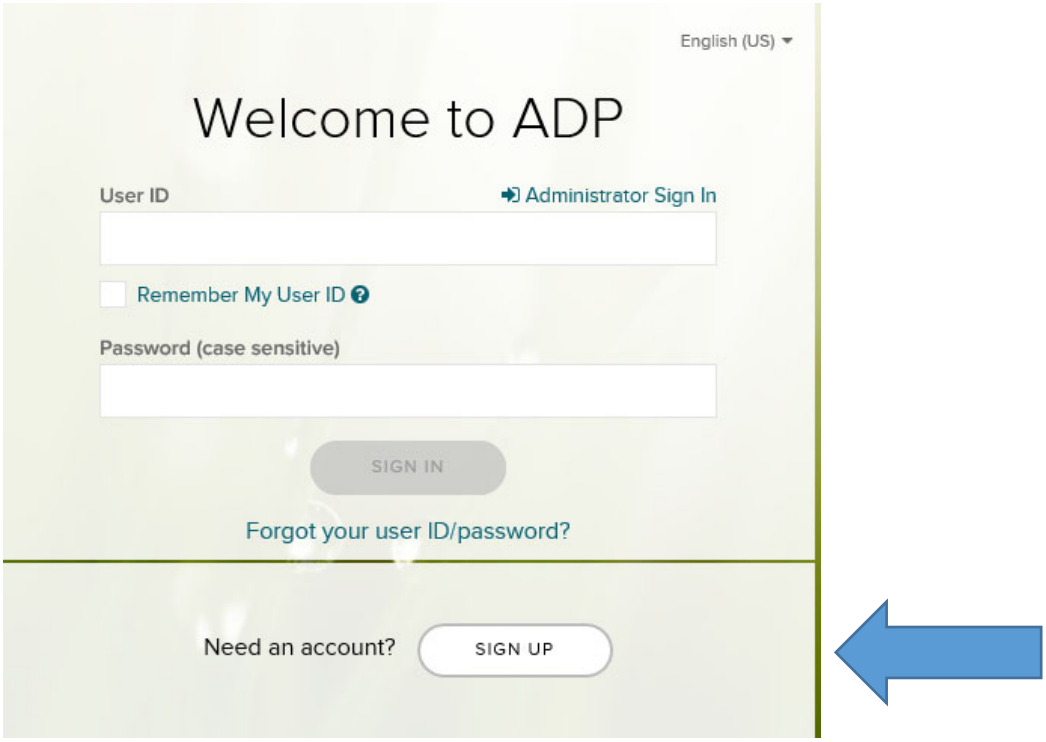
ADP Time and Attendance

ADP Registration:

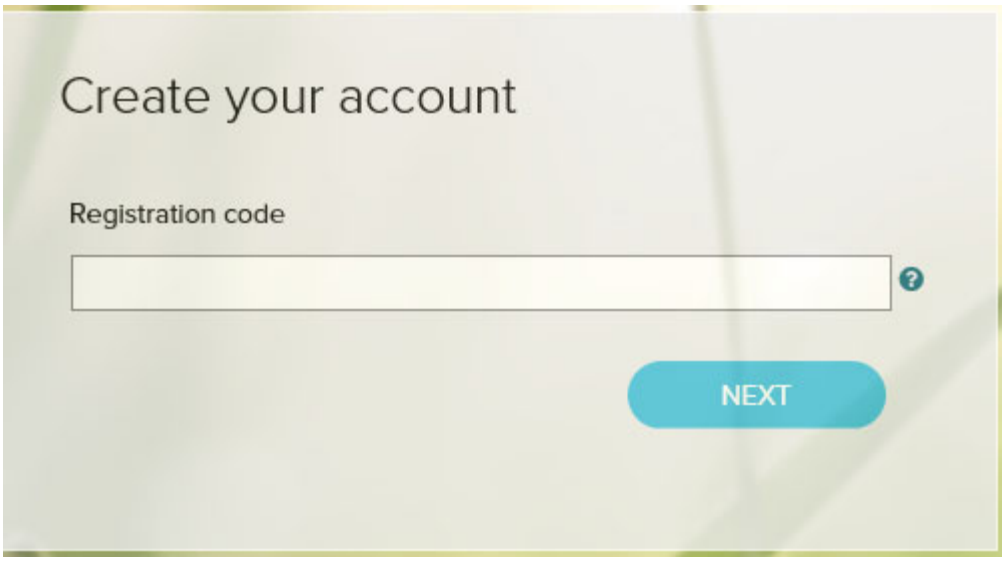
Before timecard entry can begin, each user must register for an ADP User ID and Password. Follow the steps below is register:

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

- Click “Sign Up”



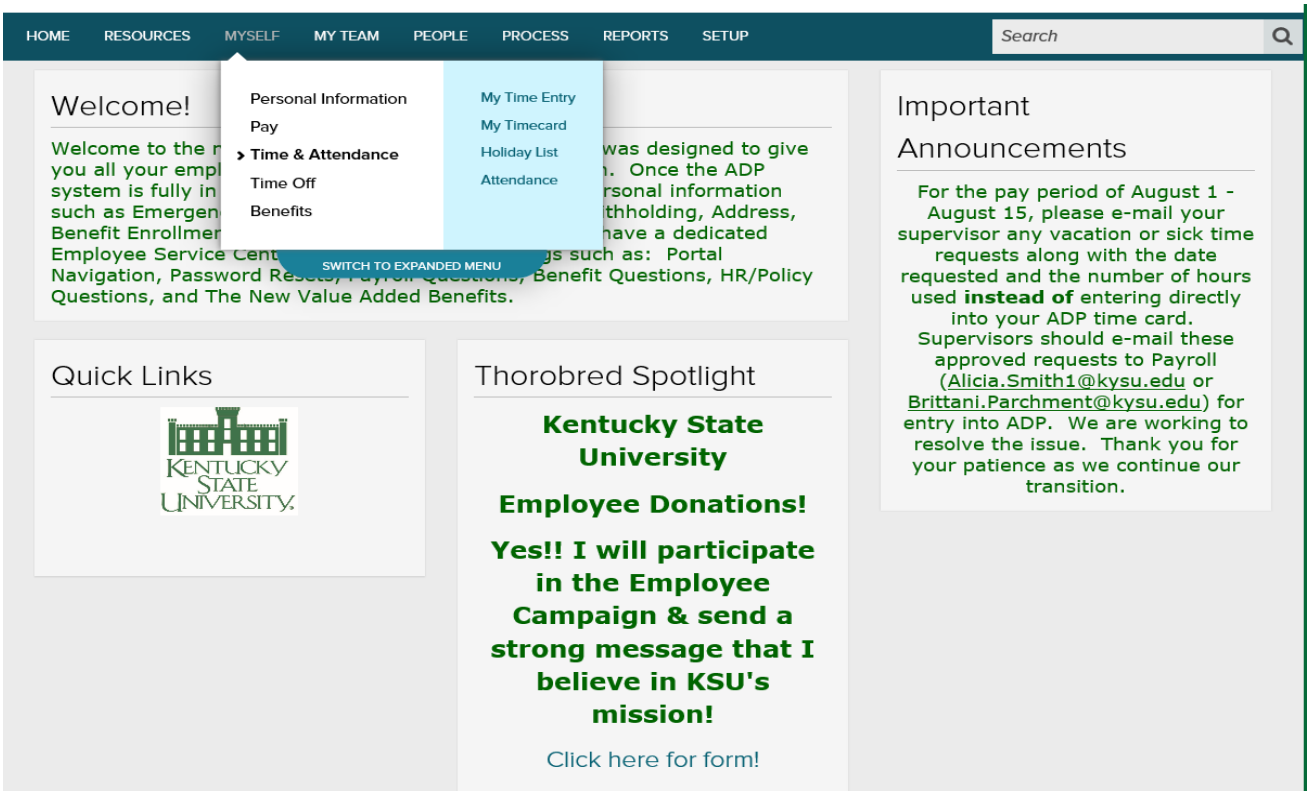
- Registration Code - Please contact the Payroll Department at kysu.payroll@kysu.edu for the registration code



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

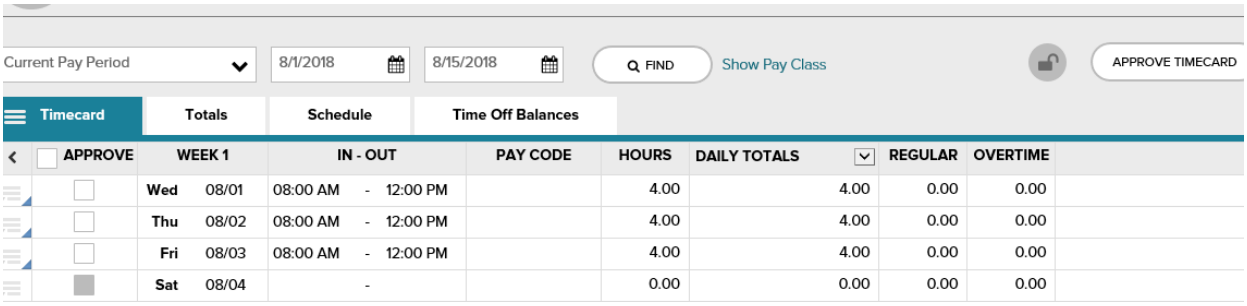
Timecard Entry:

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



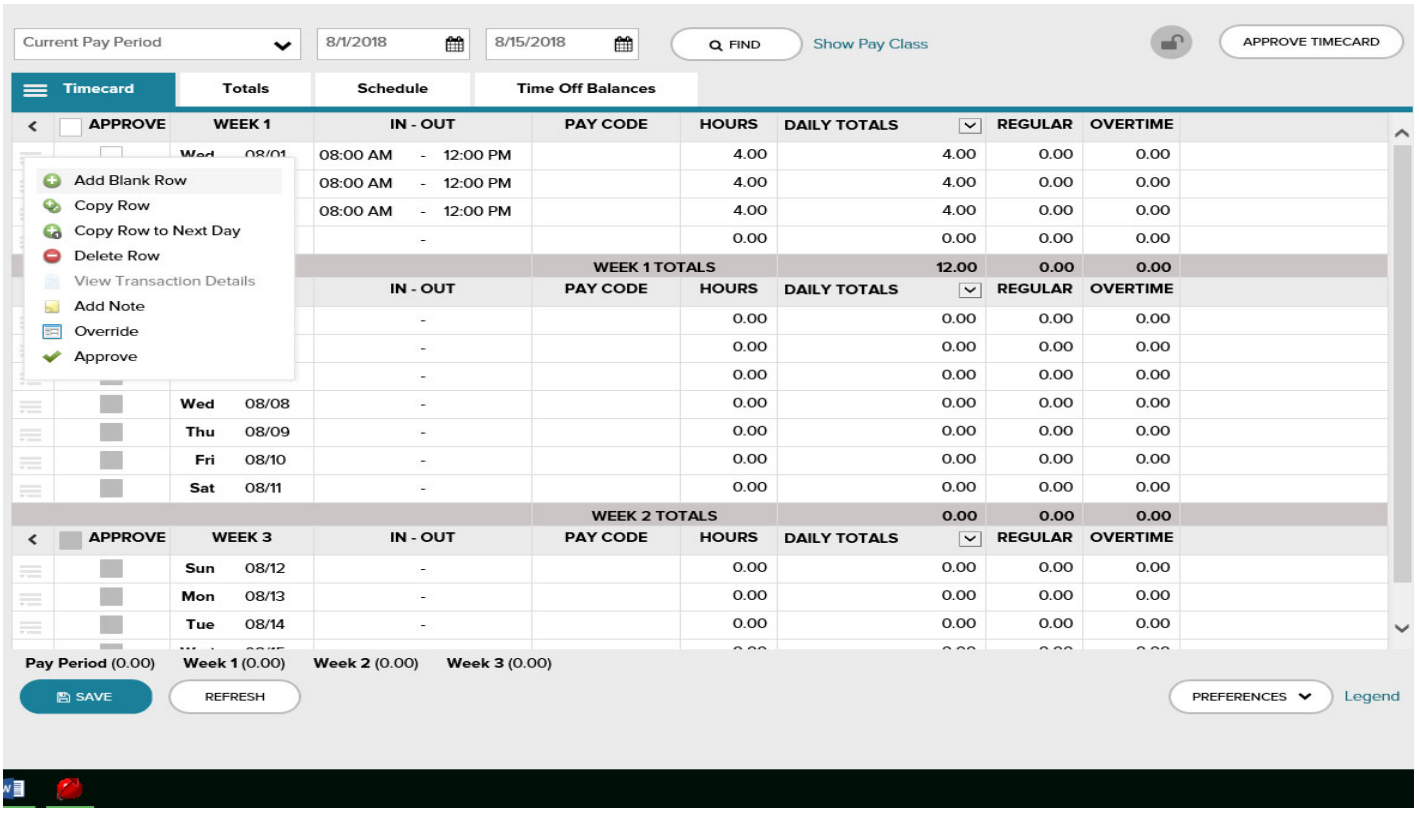
Entering Time:

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:

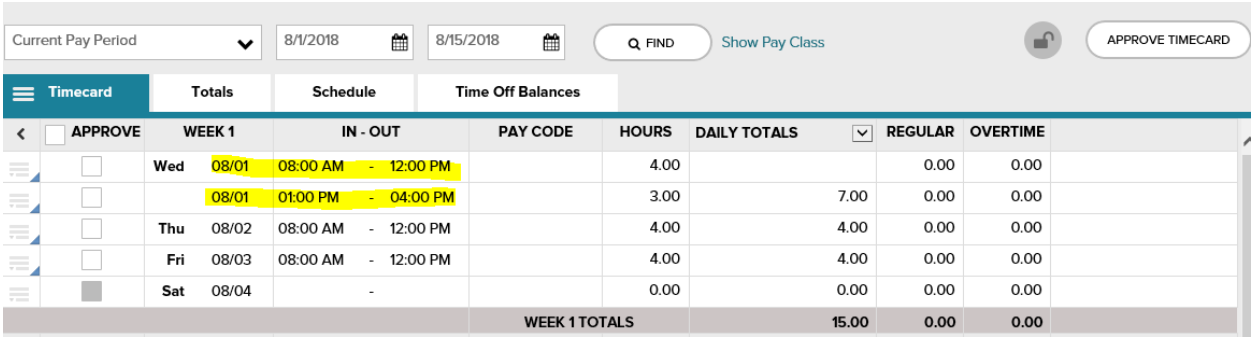


APPROVE	WEEK 1	IN - OUT	PAY CODE	HOURS	DAILY TOTALS	REGULAR	OVERTIME
	Wed 08/01	08:00 AM - 12:00 PM		4.00	4.00	0.00	0.00
	Thu 08/02	08:00 AM - 12:00 PM		4.00	4.00	0.00	0.00
	Fri 08/03	08:00 AM - 12:00 PM		4.00	4.00	0.00	0.00
	Sat 08/04	-		0.00	0.00	0.00	0.00

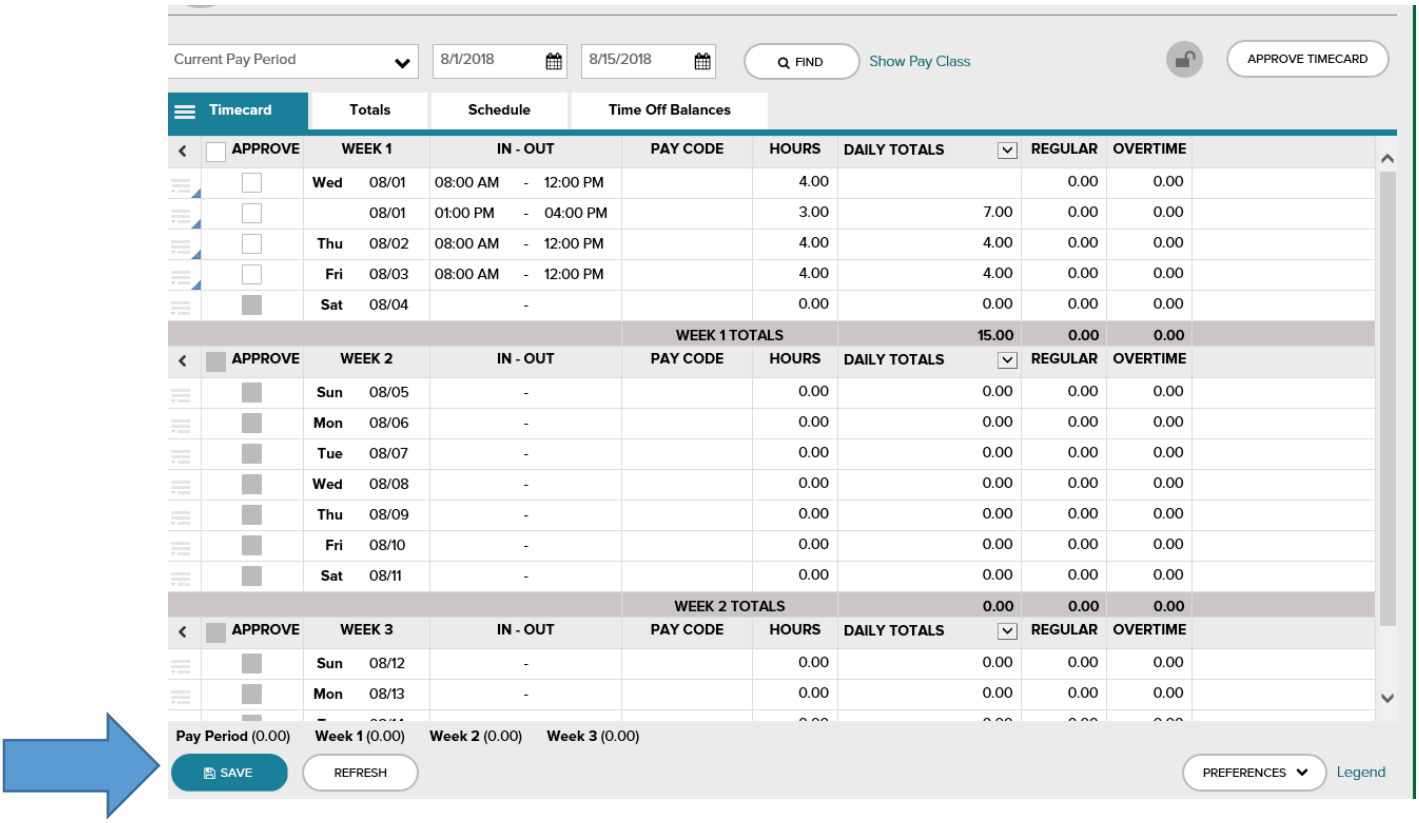
If students work more than four hours a day, they are required to take a lunch break. In this case, students will put time in, time out for lunch, then add a row to continue a time in after lunch, and time out at end of work day. Click the box on the far right hand side under the day of the week that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



APPROVE	WEEK 1	IN - OUT	PAY CODE	HOURS	DAILY TOTALS	REGULAR	OVERTIME
		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
		IN - OUT	PAY CODE	HOURS	DAILY TOTALS	REGULAR	OVERTIME
		-		0.00	0.00	0.00	0.00
		-		0.00	0.00	0.00	0.00
		-		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



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:

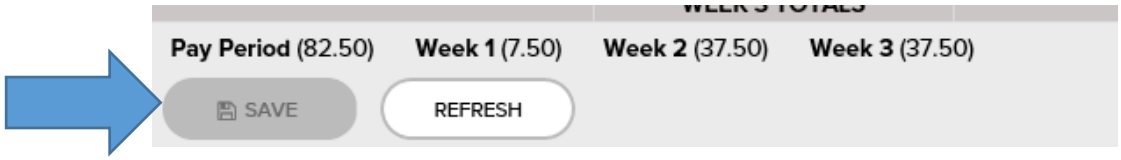


Hourly Staff Employees

- 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.

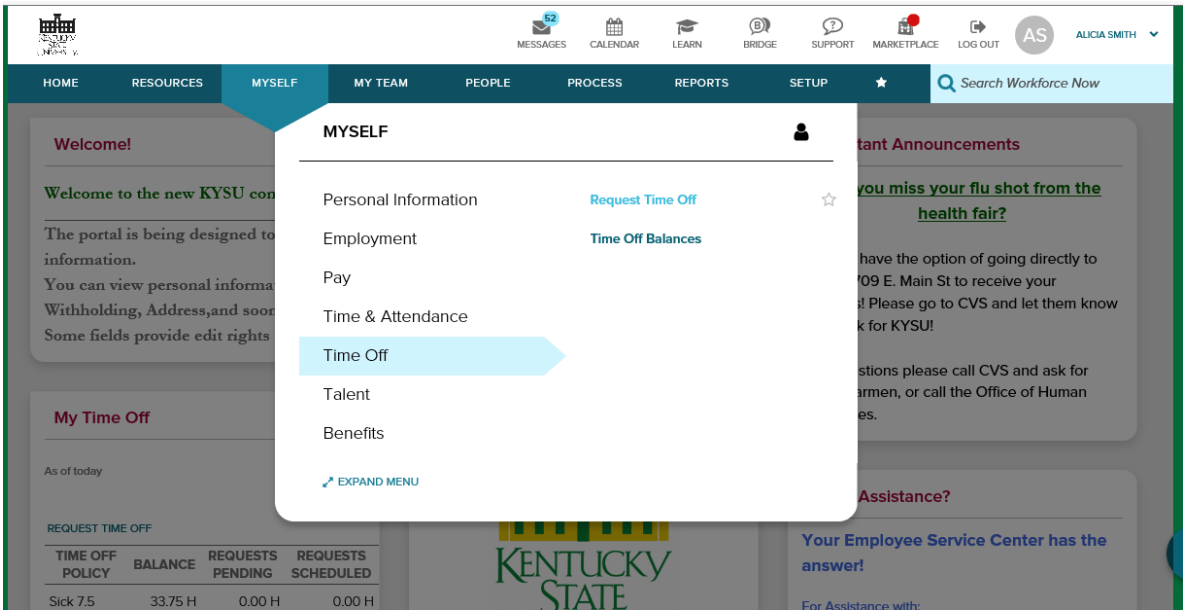
APPROVE	WEEK 3		PAY CODE	HOURS	DAILY TOTALS	REGULAR	OVERTIME
☐	Sun	11/25		0.00	0.00	0.00	0.00
☐	Mon	11/26		7.50	7.50	7.50	0.00
☐	Tue	11/27		7.50	7.50	7.50	0.00
☐	Wed	11/28		7.50	7.50	7.50	0.00
☐	Thu	11/29		7.50	7.50	7.50	0.00
☐	Fri	11/30		7.50	7.50	7.50	0.00
			WEEK 3 TOTALS		37.50	37.50	0.00

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

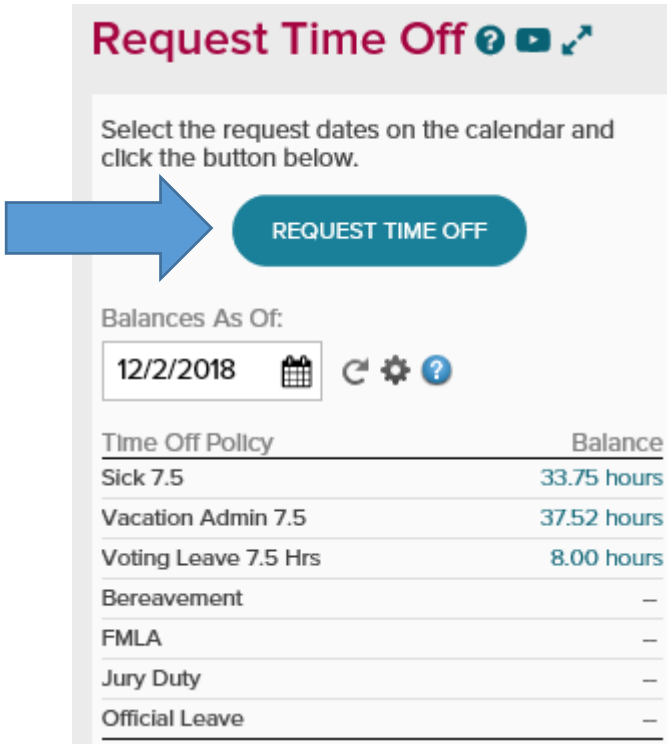


Requesting Time Off

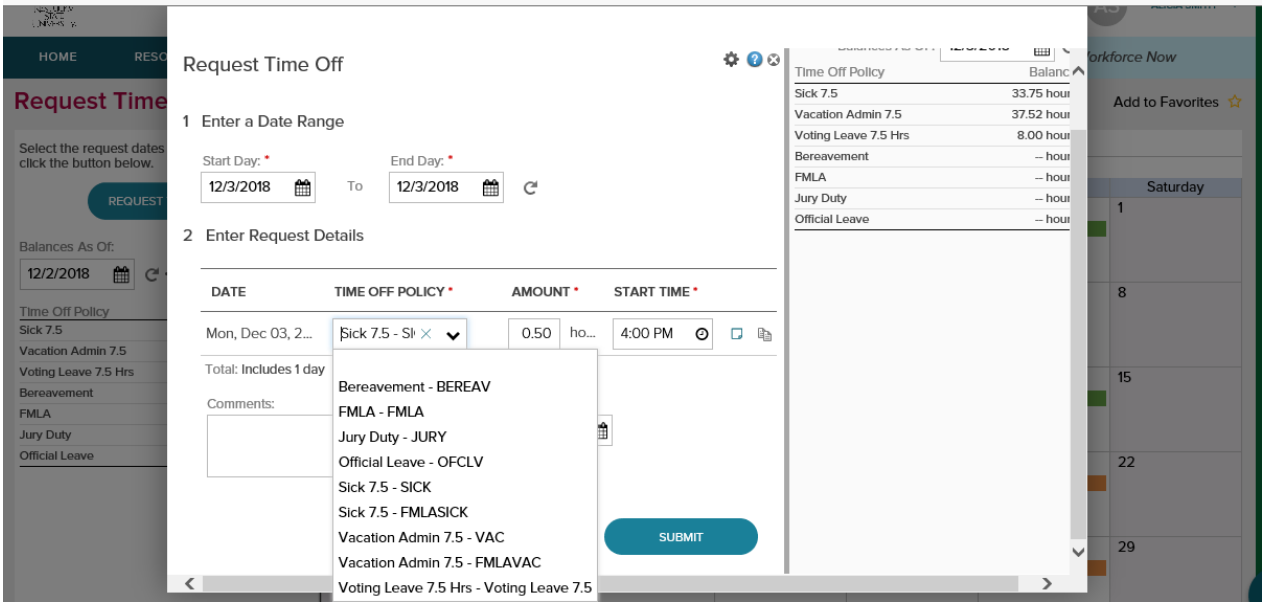
To request time off follow the path Myself – Time Off – Request Time Off



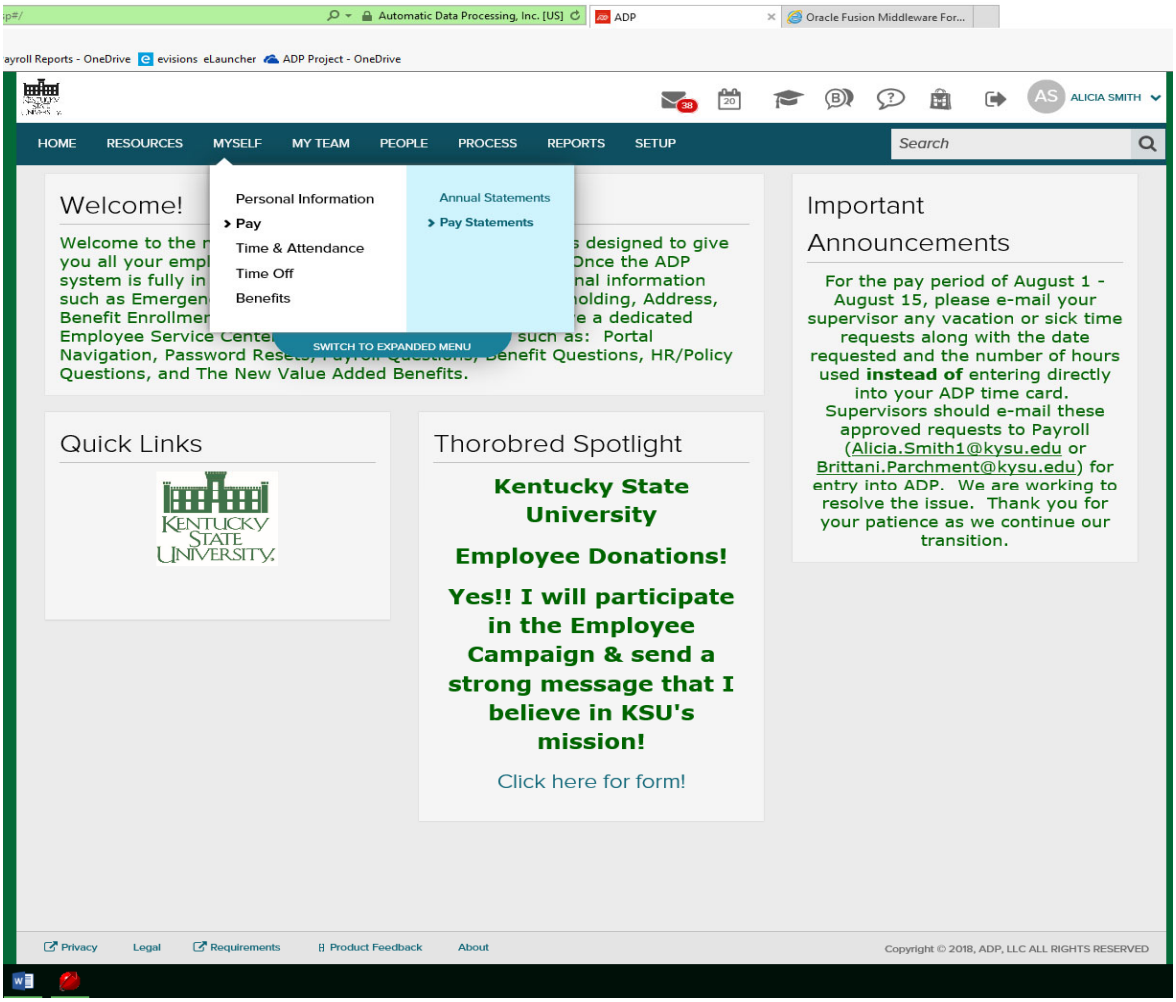
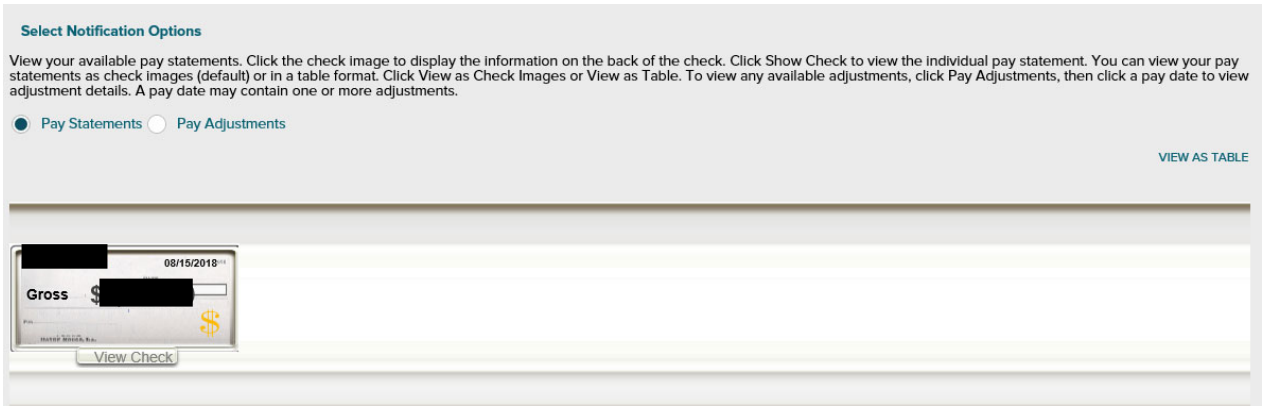
Next select the Request Time Off button



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”.



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