

Student Employees ADP Time Clock Manual



August 2014

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Punching In and Out

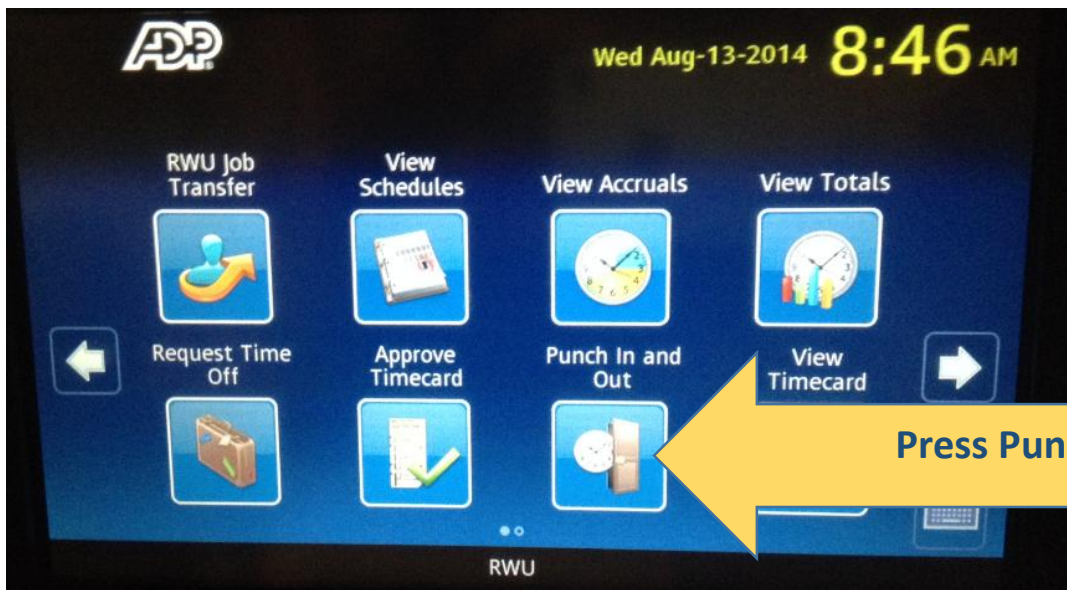
All employees should record accurate time worked each day; therefore, it is important to stamp your time when clocking into work and clock out when you leave. Once you have recorded your time, the application will refresh and no further action is needed. Your time will be posted immediately for your supervisor to view. You do not need to indicate if your punch is an in-punch or out-punch. The system determines this for you. If you need to make corrections to your time punch, contact your supervisor.

Punching In and Out (Single position)

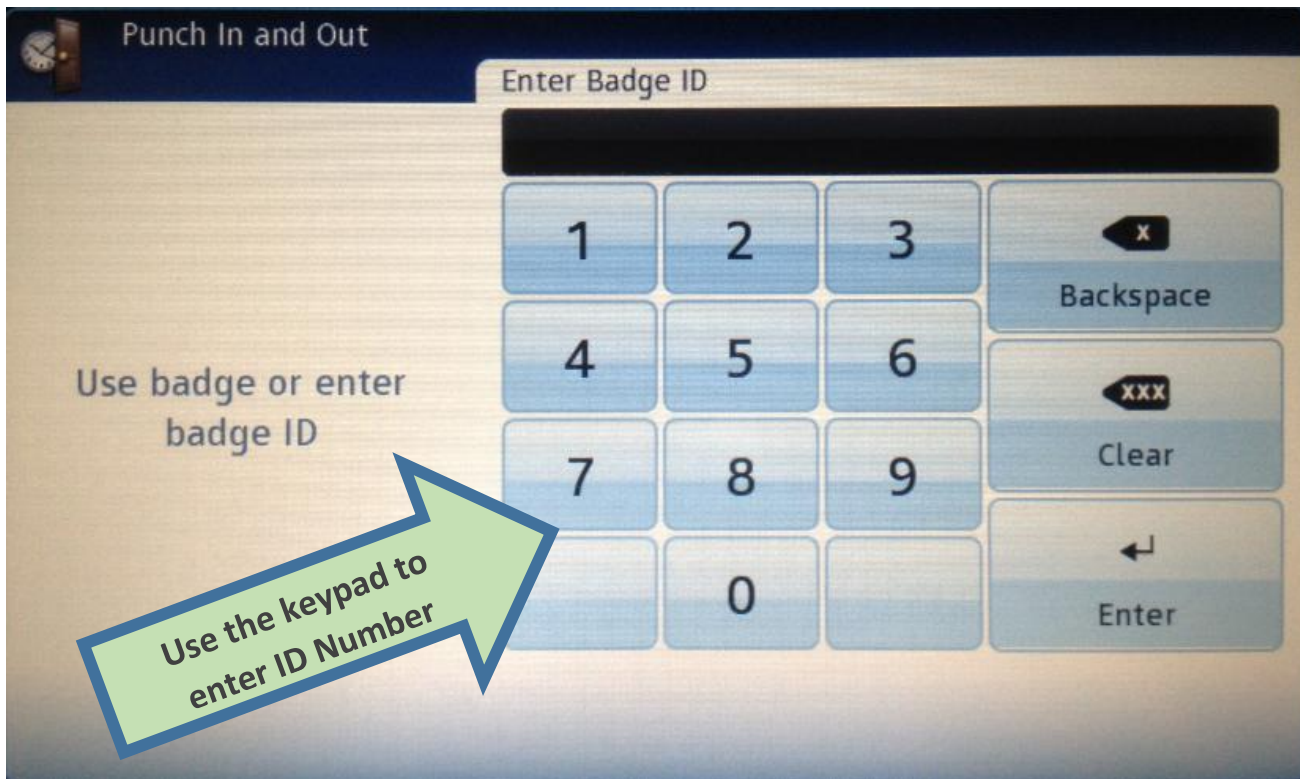
1. To Punch in or Punch out without a job transfer just swipe your badge, or



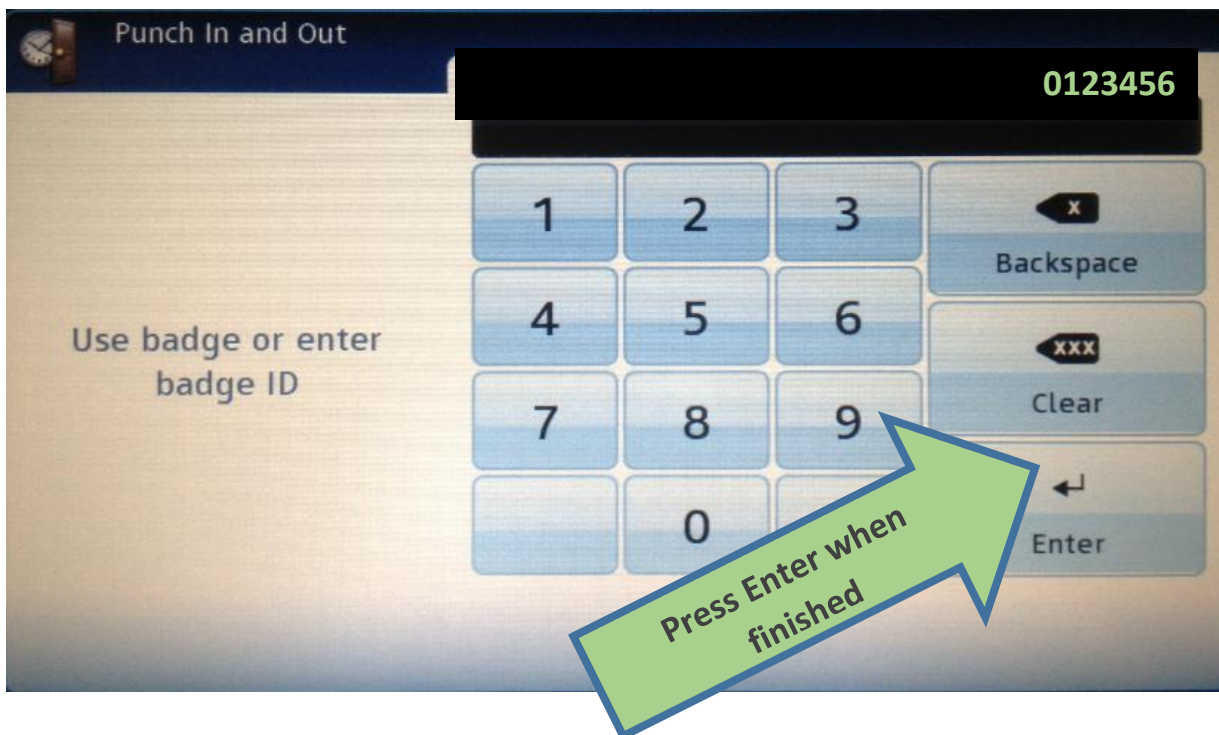
2. Press the punch In and Out button.



3. Then use the keypad to type in your ID Number



4. Then Press **Enter**



A green light will flash on letting you know the punch has been accepted.

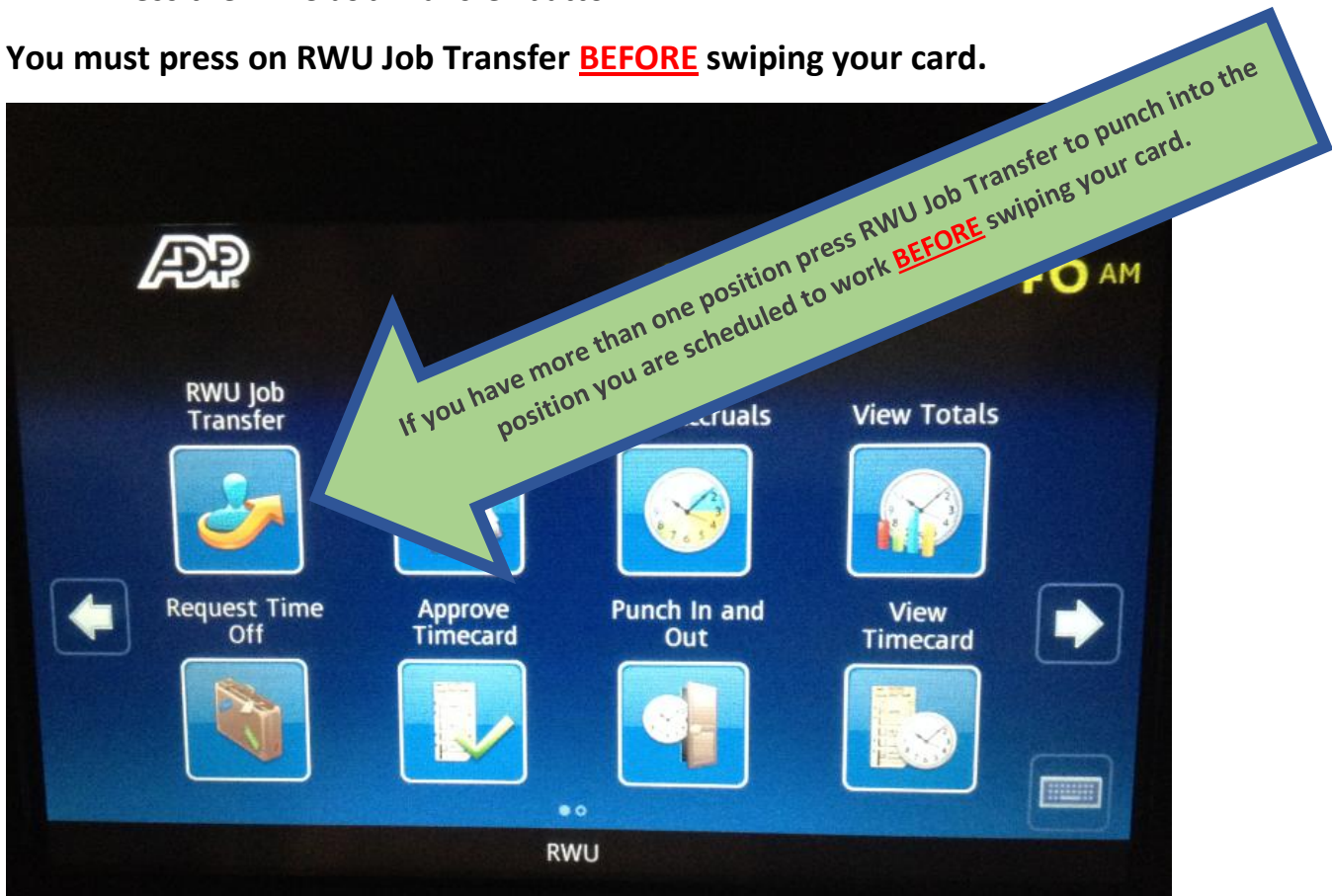
RWU Job Transfer - (Multiple Positions)

If you have **multiple positions** and need to select a job that is not your primary position please follow the instructions below.

Also, if you need to change jobs during the workday, (for example, you clock into position 1 at 9:00 a.m. and then transfer to position 2 at 11:00 a.m.) you will need to select position 2 from the dropdown menu. This will automatically log you out of position 1 and into position 2.

1. Press the RWU Job Transfer button.

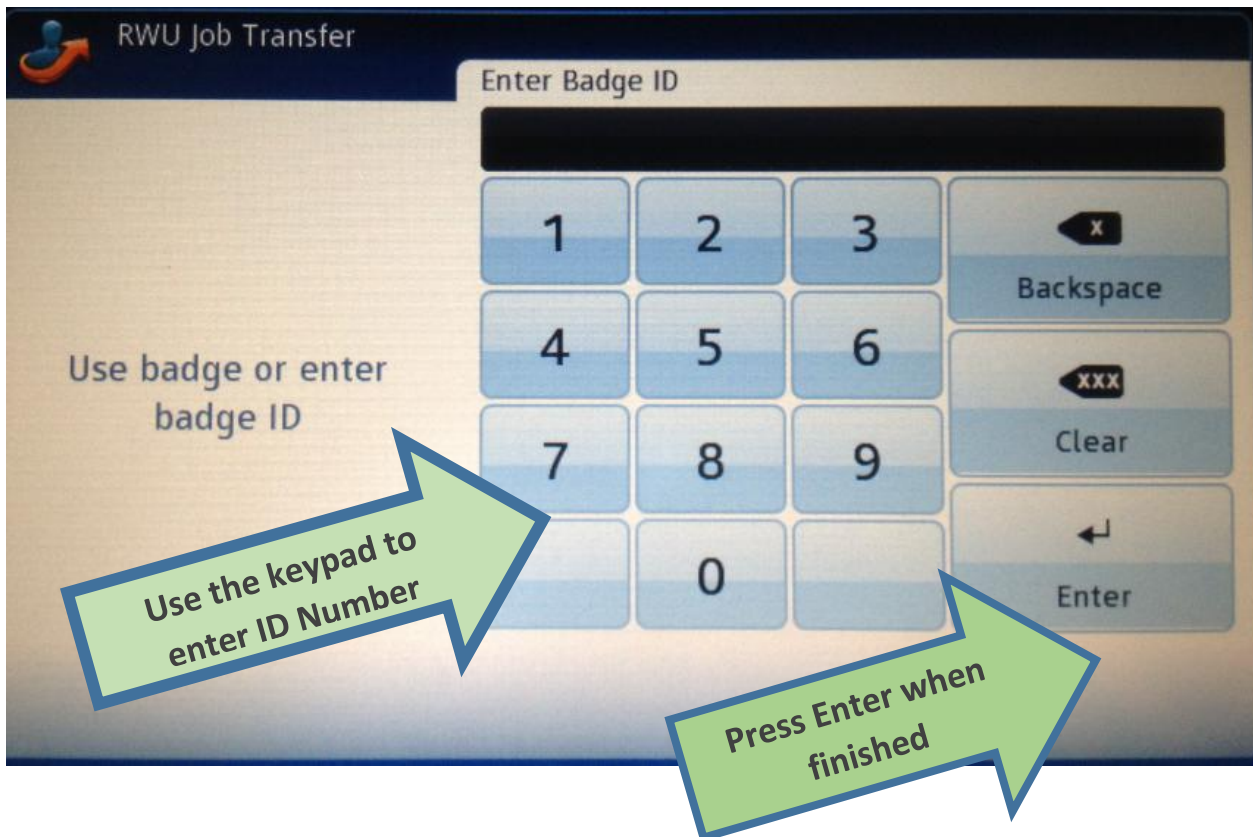
You must press on RWU Job Transfer **BEFORE** swiping your card.



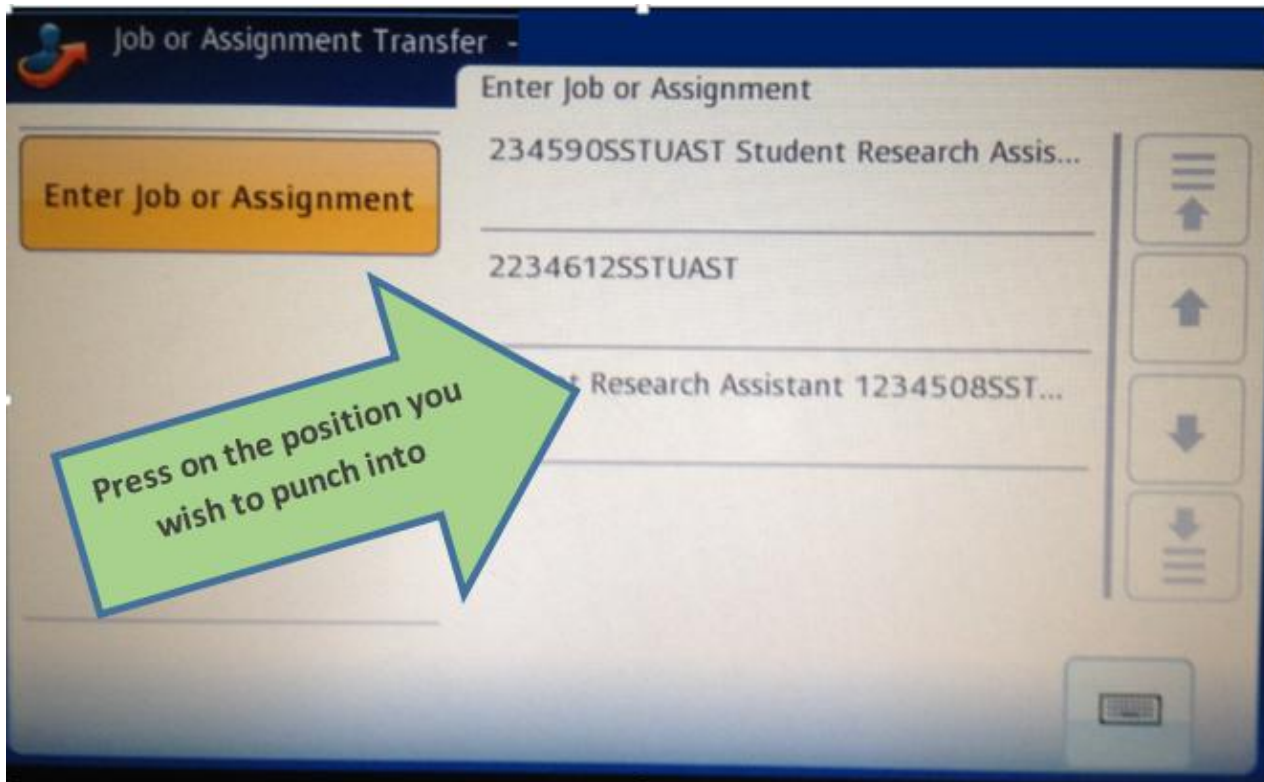
2. Then swipe your badge



Or Use the Keypad to manually enter your ID number and press Enter when finished.



3. Select the position you wish to punch into by pressing on it. A green light will then flash on letting you know it is accepted.



View Schedules

Use the View Schedules transaction to display your scheduled shifts for the next 14 days, including the current day.

1. Tap **View Schedules** to View your schedule.



2. Swipe Badge



3. Or enter your Badge ID using the keypad

View Schedules

Enter Badge ID

Use badge or enter badge ID

1 2 3

4 5 6

7 8 9

0

Backspace

Clear

Enter

Use the keypad to enter ID Number

Press Enter when finished

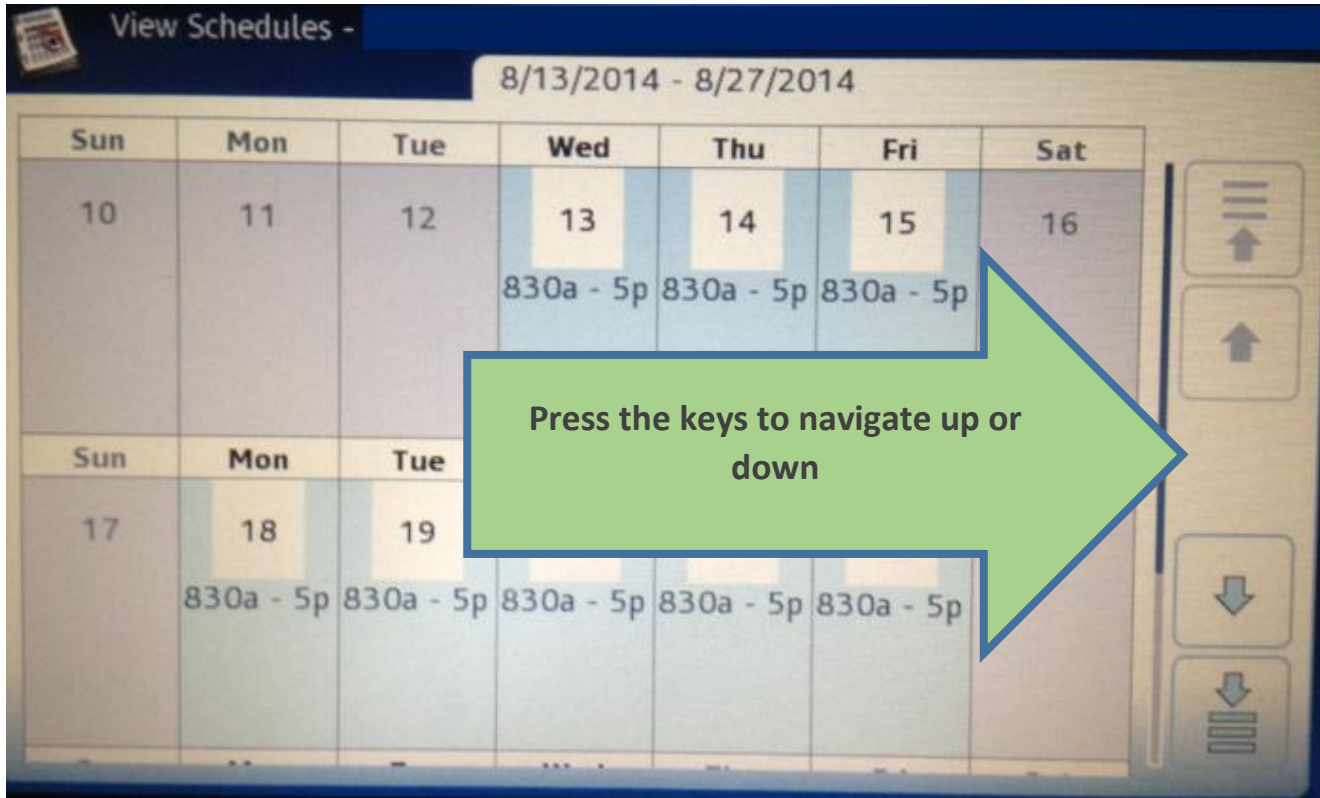
4. Your schedule will appear

View Schedules -

8/13/2014 - 8/27/2014

Sun	Mon	Tue	Wed	Thu	Fri	Sat
10	11	12	13	14	15	16
			830a - 5p	830a - 5p	830a - 5p	
Sun	Mon	Tue	Wed	Thu	Fri	Sat
17	18	19	20	21	22	23
	830a - 5p	830a - 5p	830a - 5p	830a - 5p	830a - 5p	

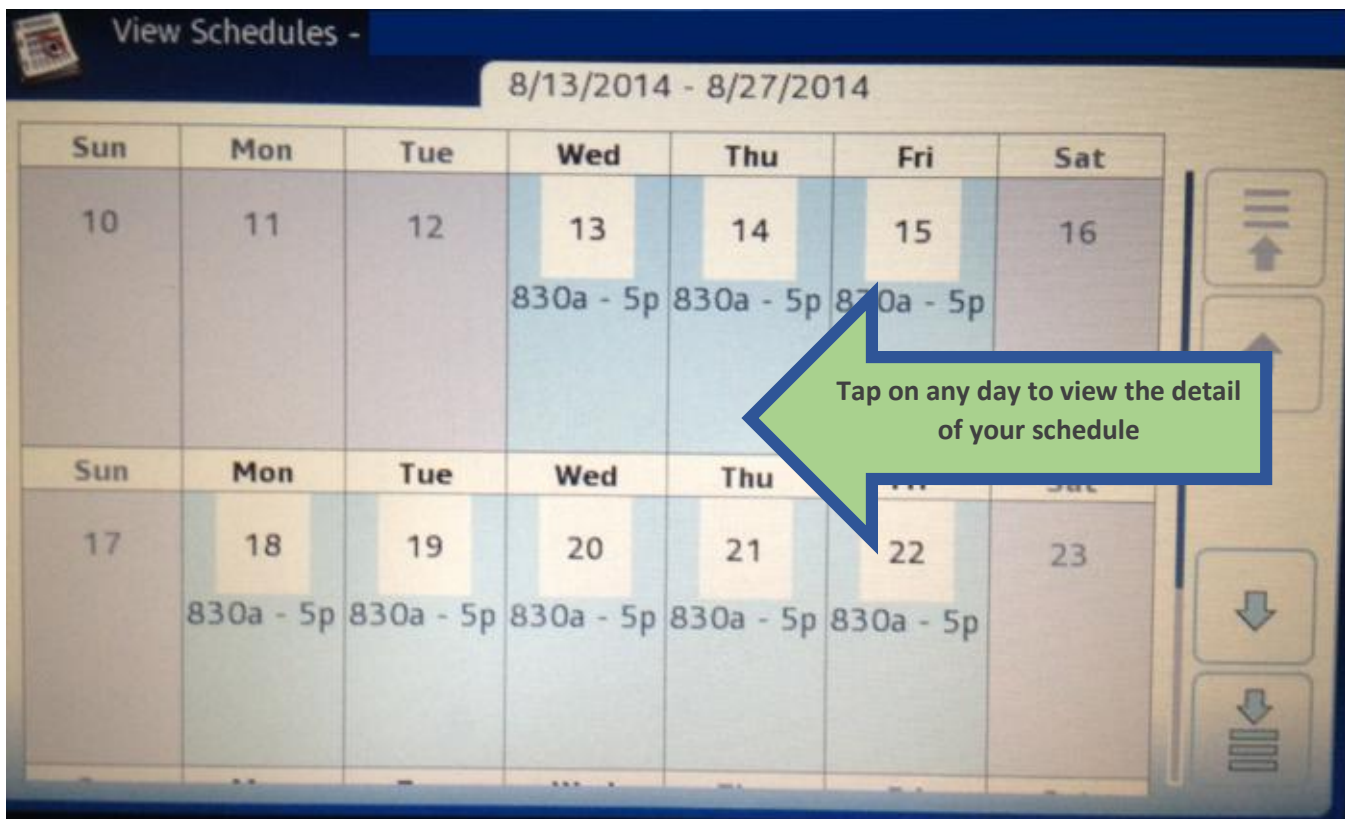
Note: If you don't see the day in the period that you are looking for you can scroll up or down using the keys on the right of the screen.



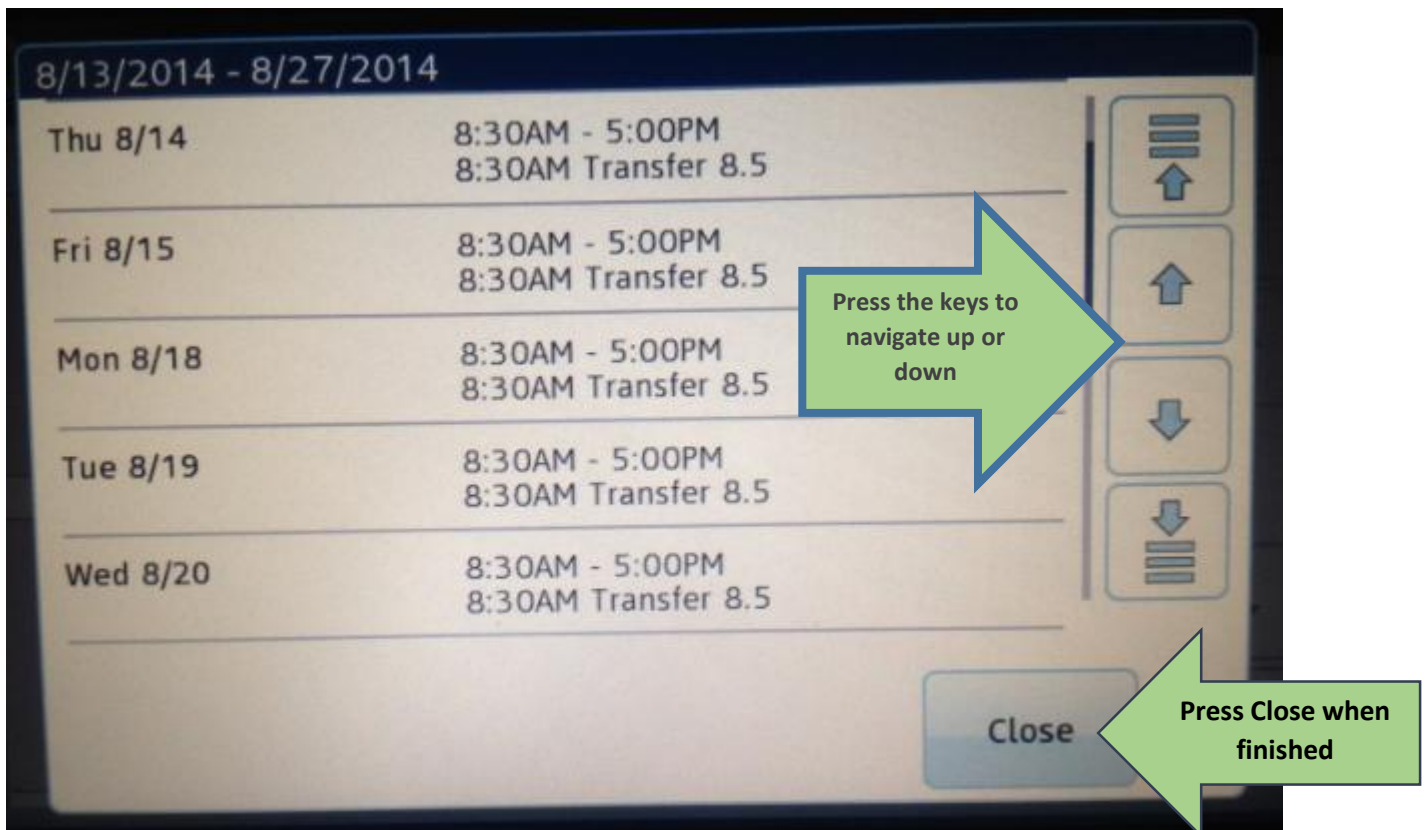
You will be able to then view more days.



Tap on any day to view the details of your schedule.



The details of each day will appear. When finished press closed.



View Totals

Use the View Totals transaction to view the total hours for various time frames, including the previous pay period as well as week-to-date. The totals are accurate as of the time that you perform the transaction.

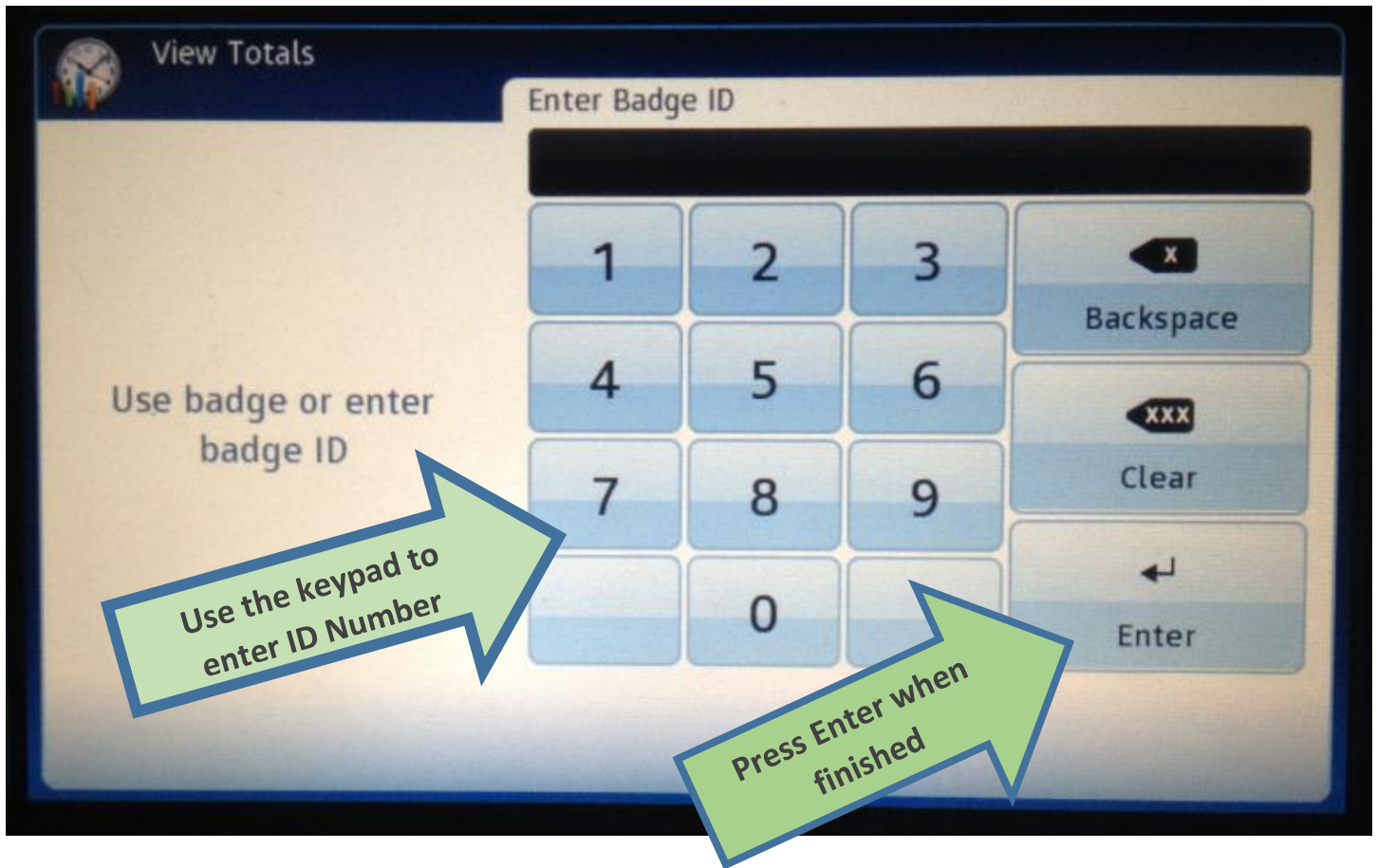
1. Press the View Totals button



2. Swipe your badge



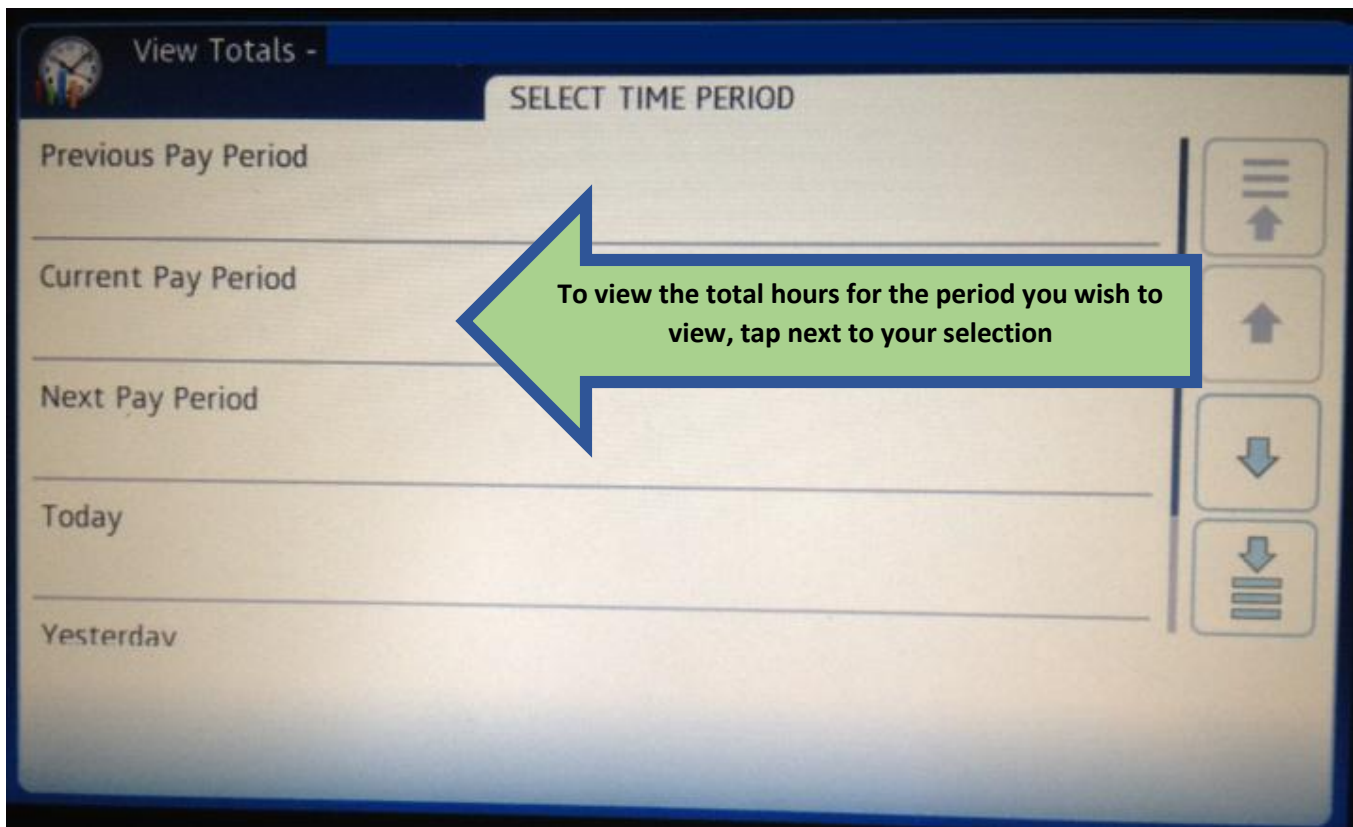
3. Or Enter your Badge ID using the keypad and press Enter



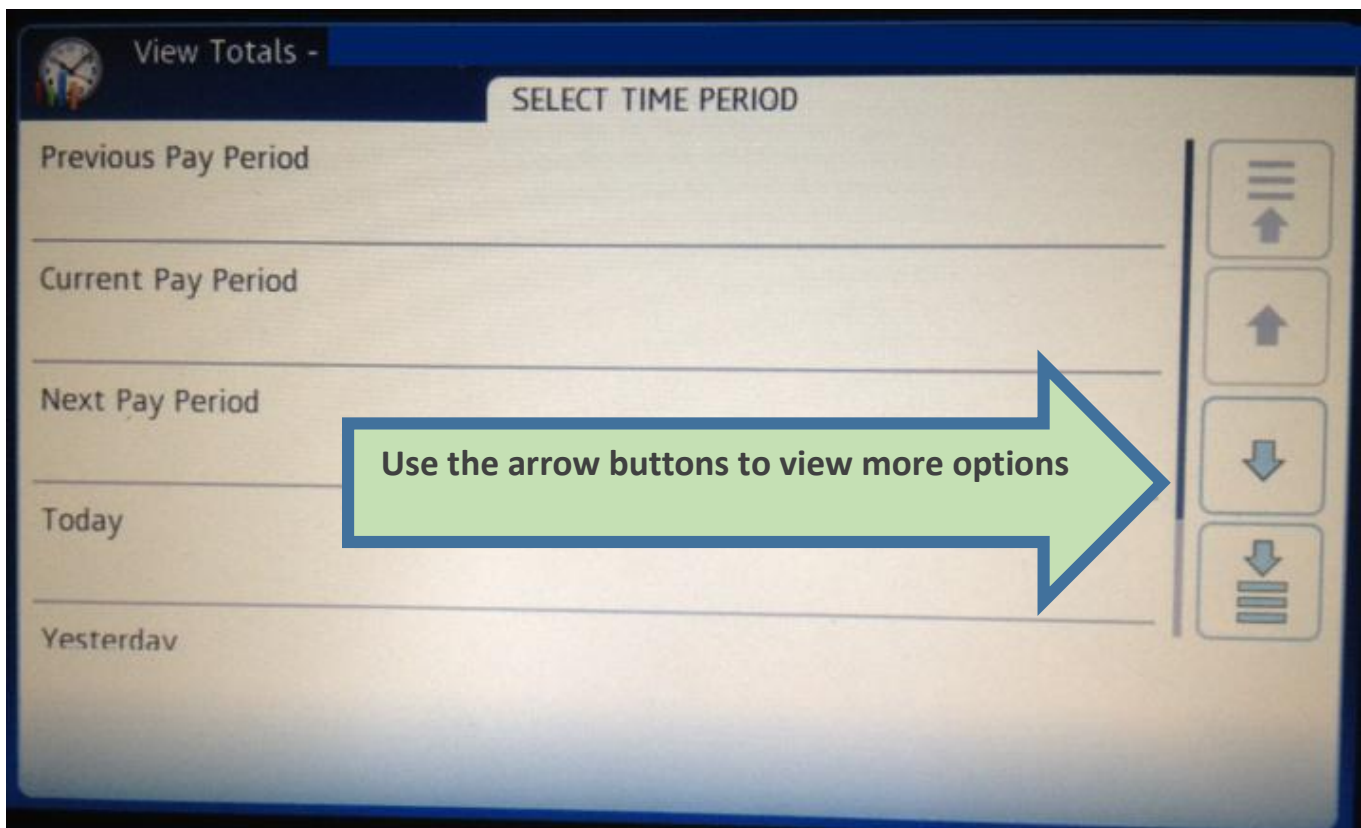
Note, once you have entered your ID number you will be able to view the totals for various time frames such as:

- Previous Pay Period
- Current Pay Period
- Next Pay Period
- Today
- Yesterday
- Week to Date
- Last Week

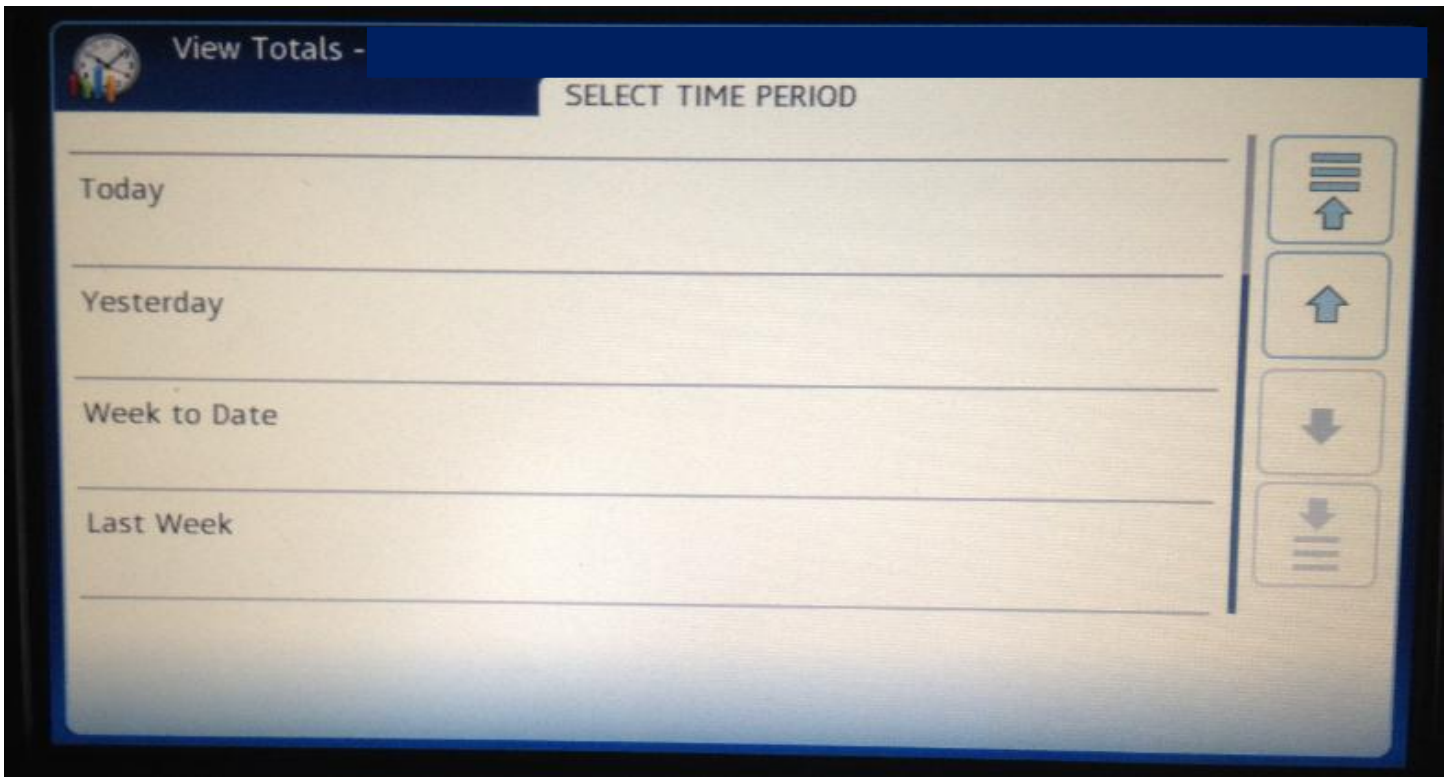
4. Tap on the period you wish to view.



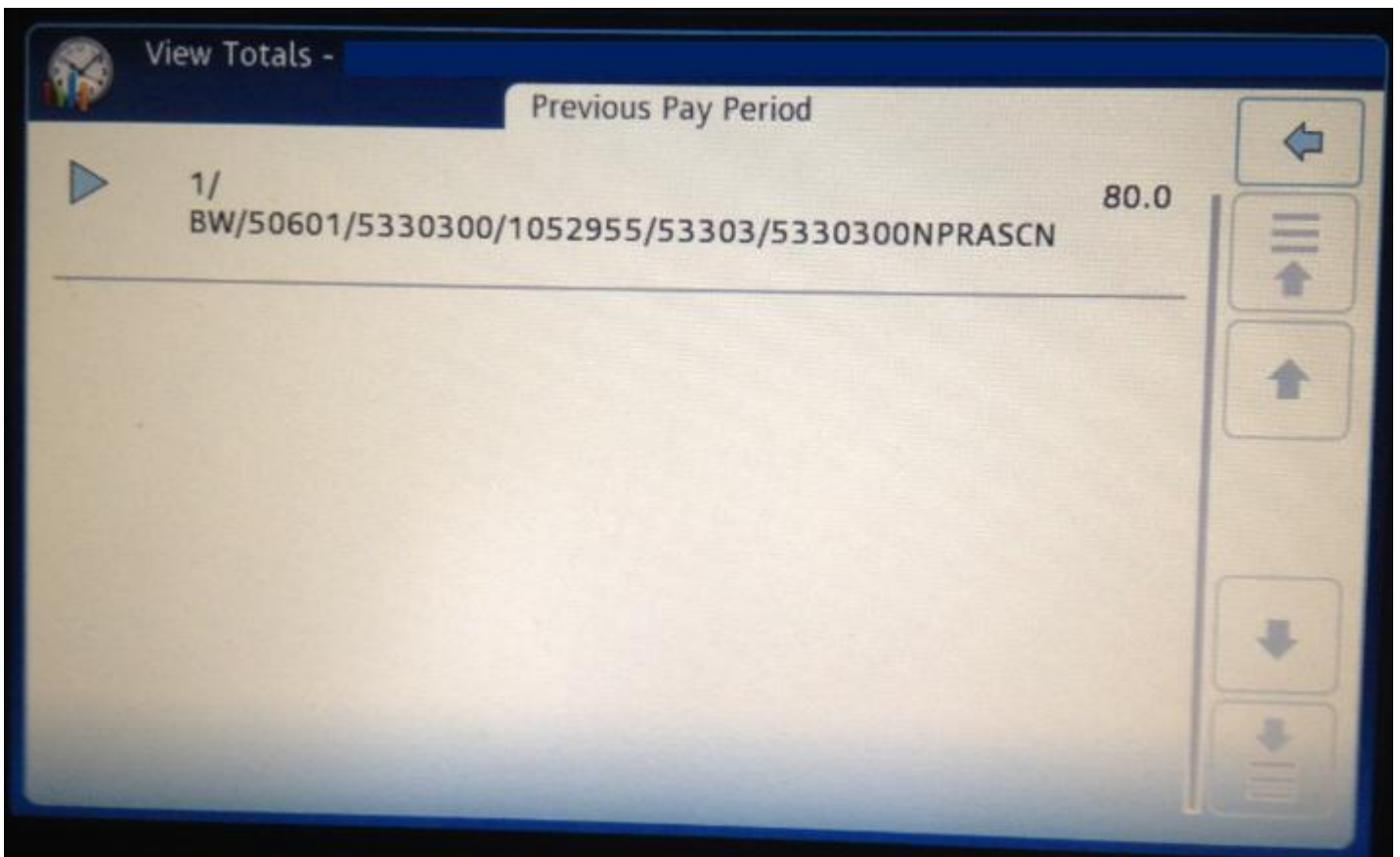
5. Use the Scroll keys to navigate up or down



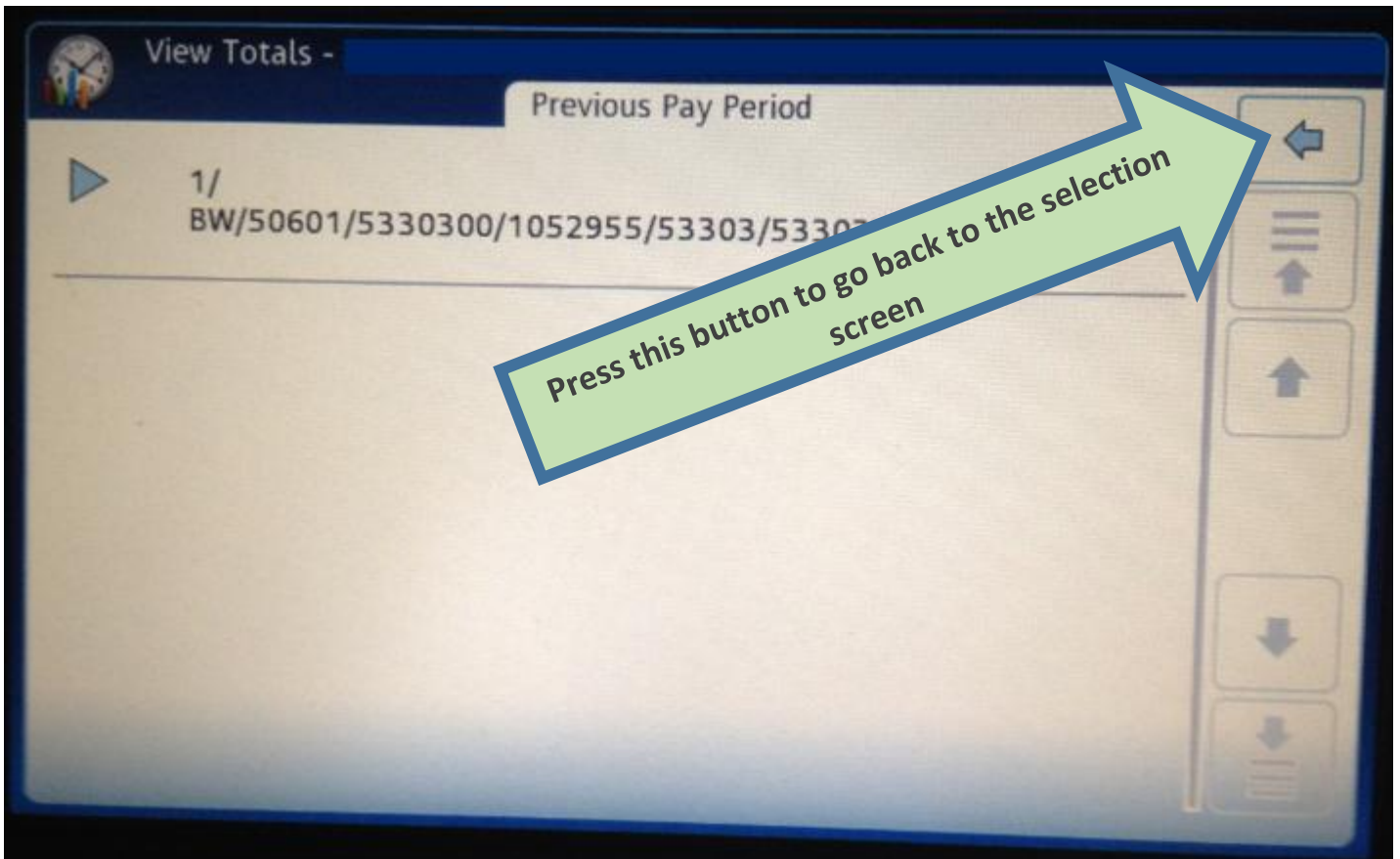
6. Select the time period.



7. The total hours for your selection will display.



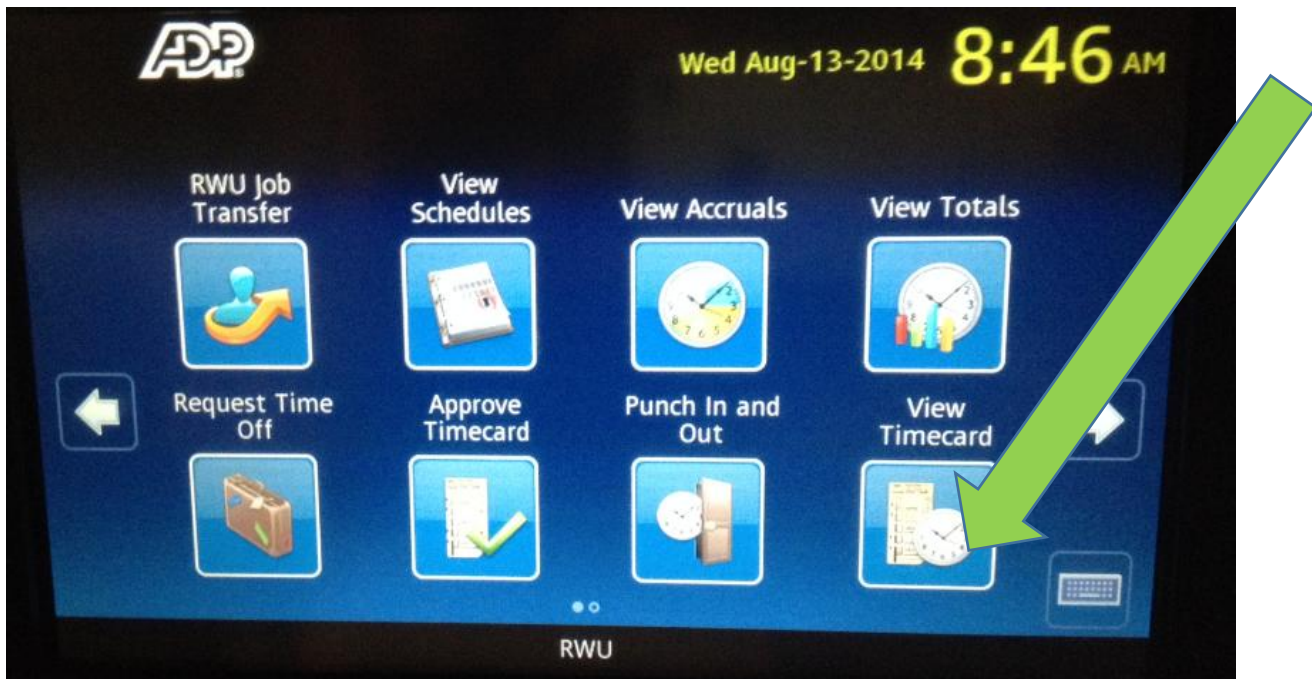
8. To navigate back to the period selection page press the back arrow.



View Timecard

The View Timecard transaction displays a timecard in an hourly view (start time, end time, and shift totals) for each day in the selected pay period. Only employees whose assigned time entry method is hourly can perform this transaction.

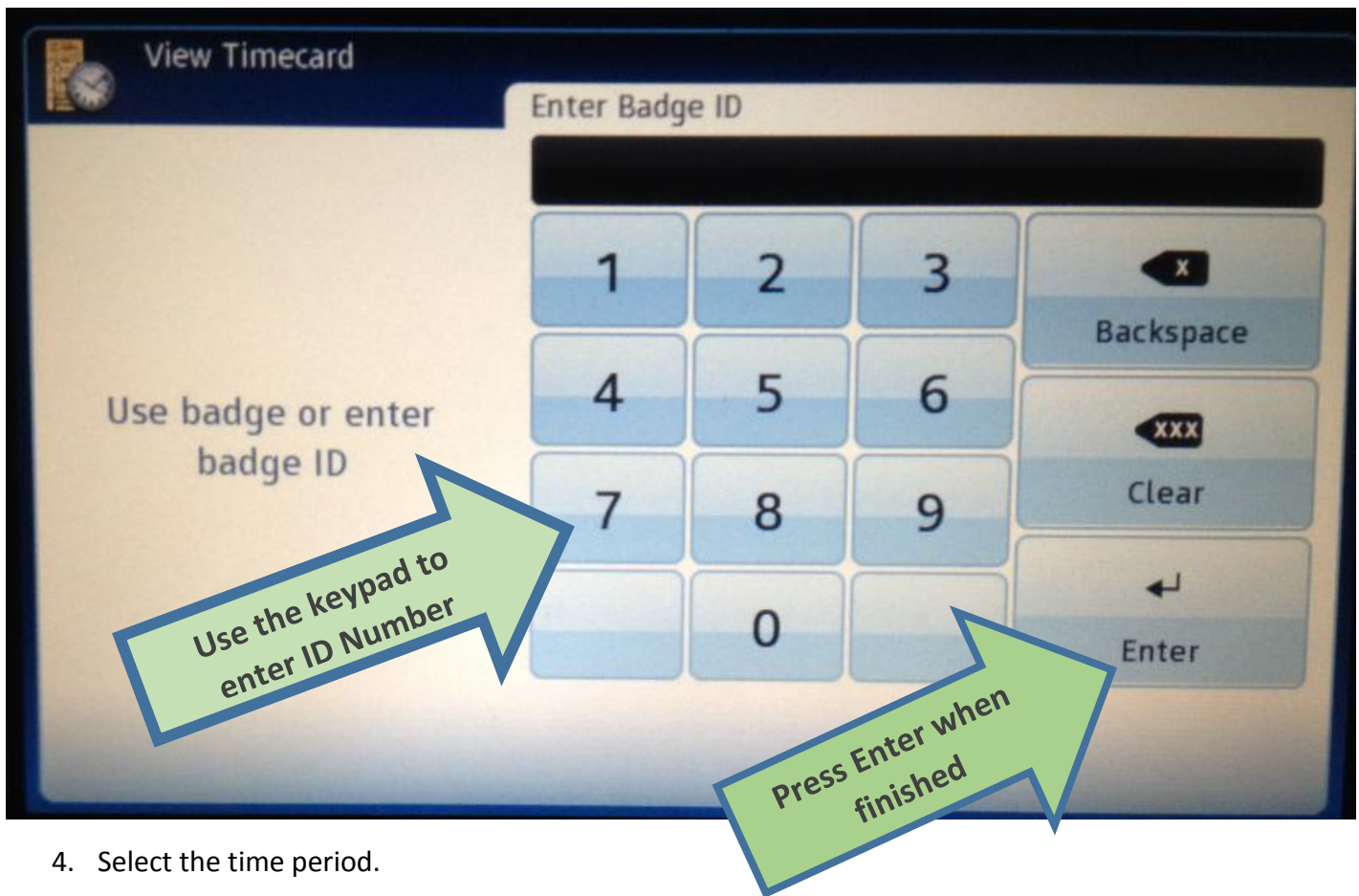
1. Tap View Timecard



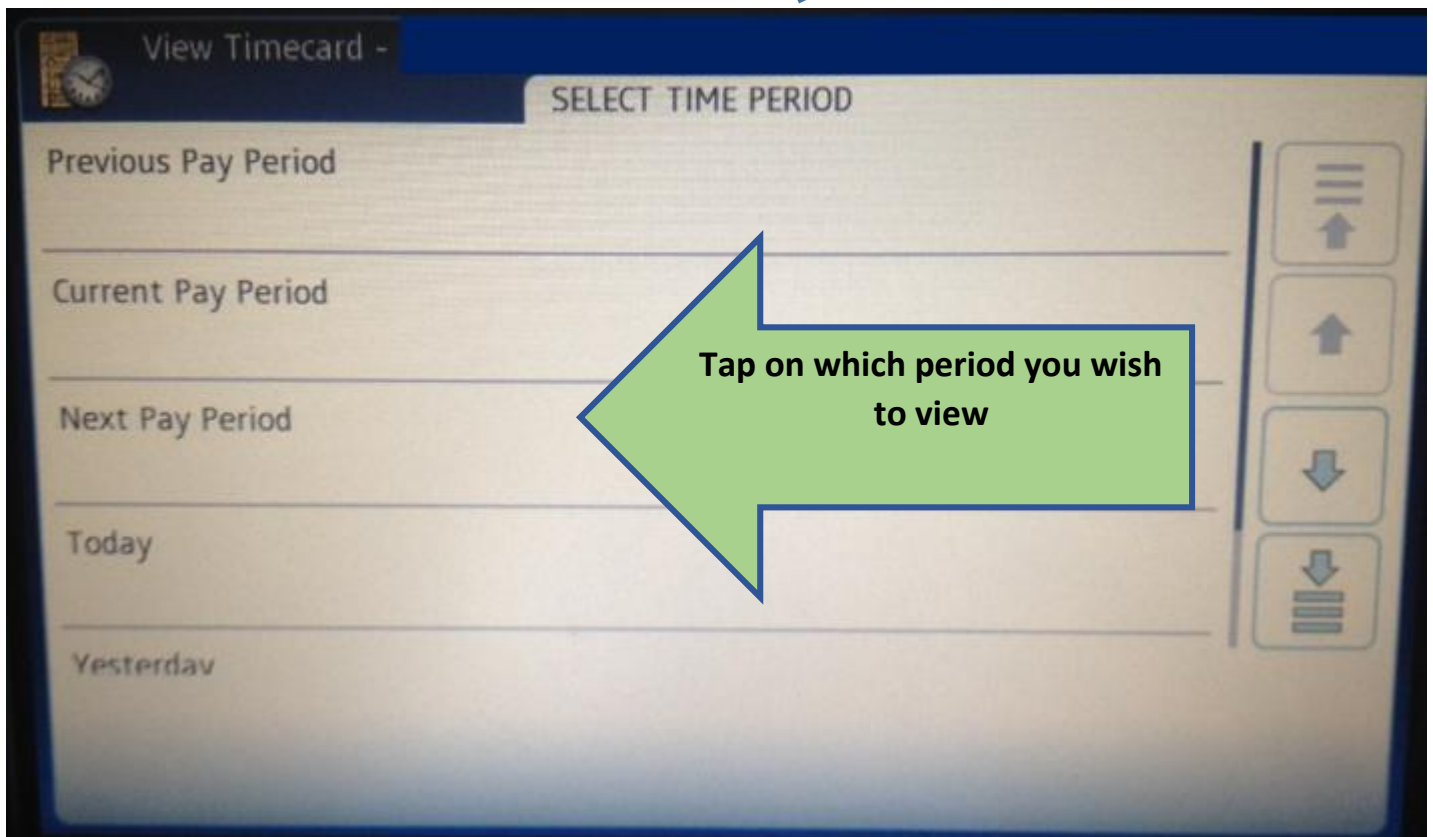
2. Swipe your badge



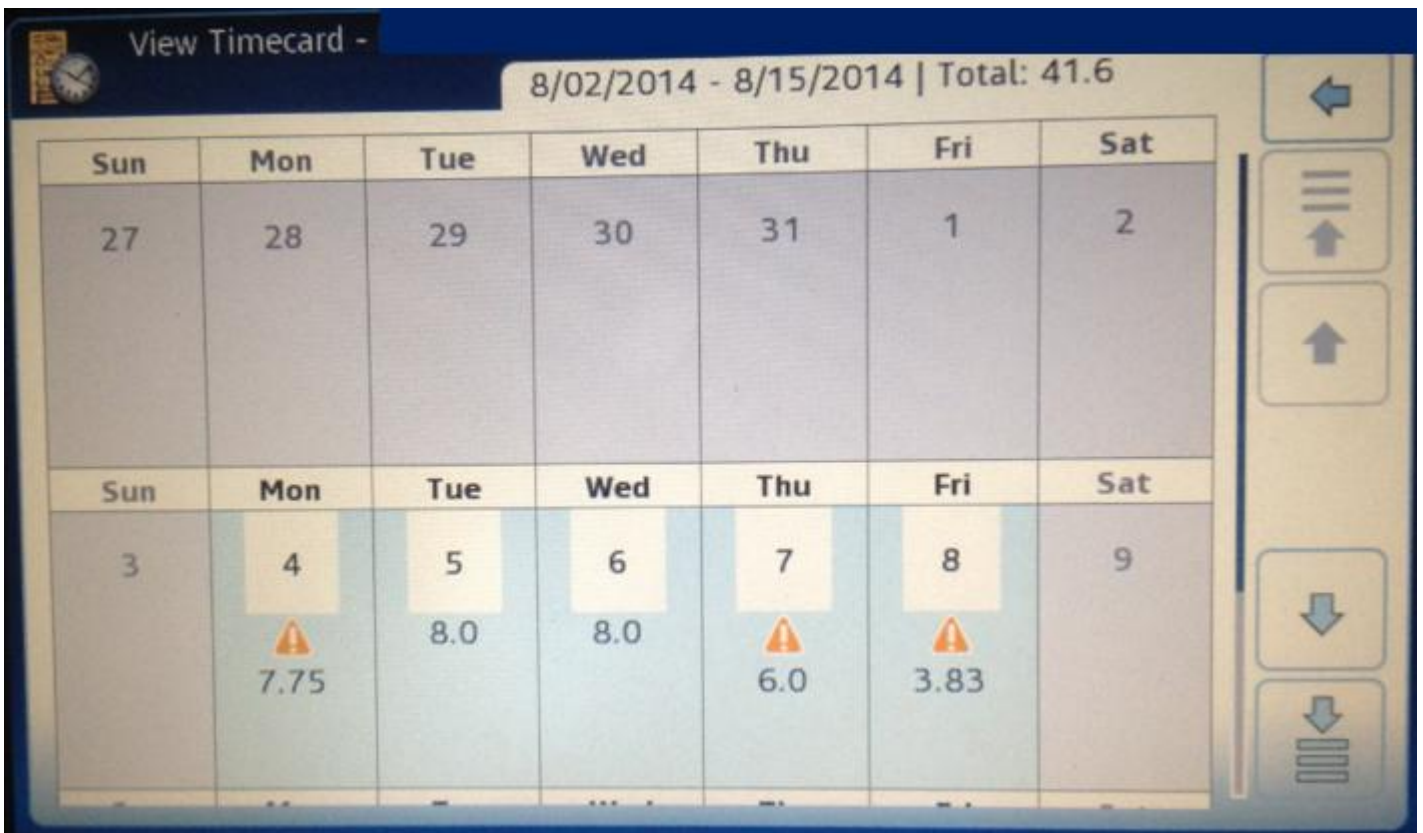
3. Or enter your ID Number manually by using the key pad



4. Select the time period.



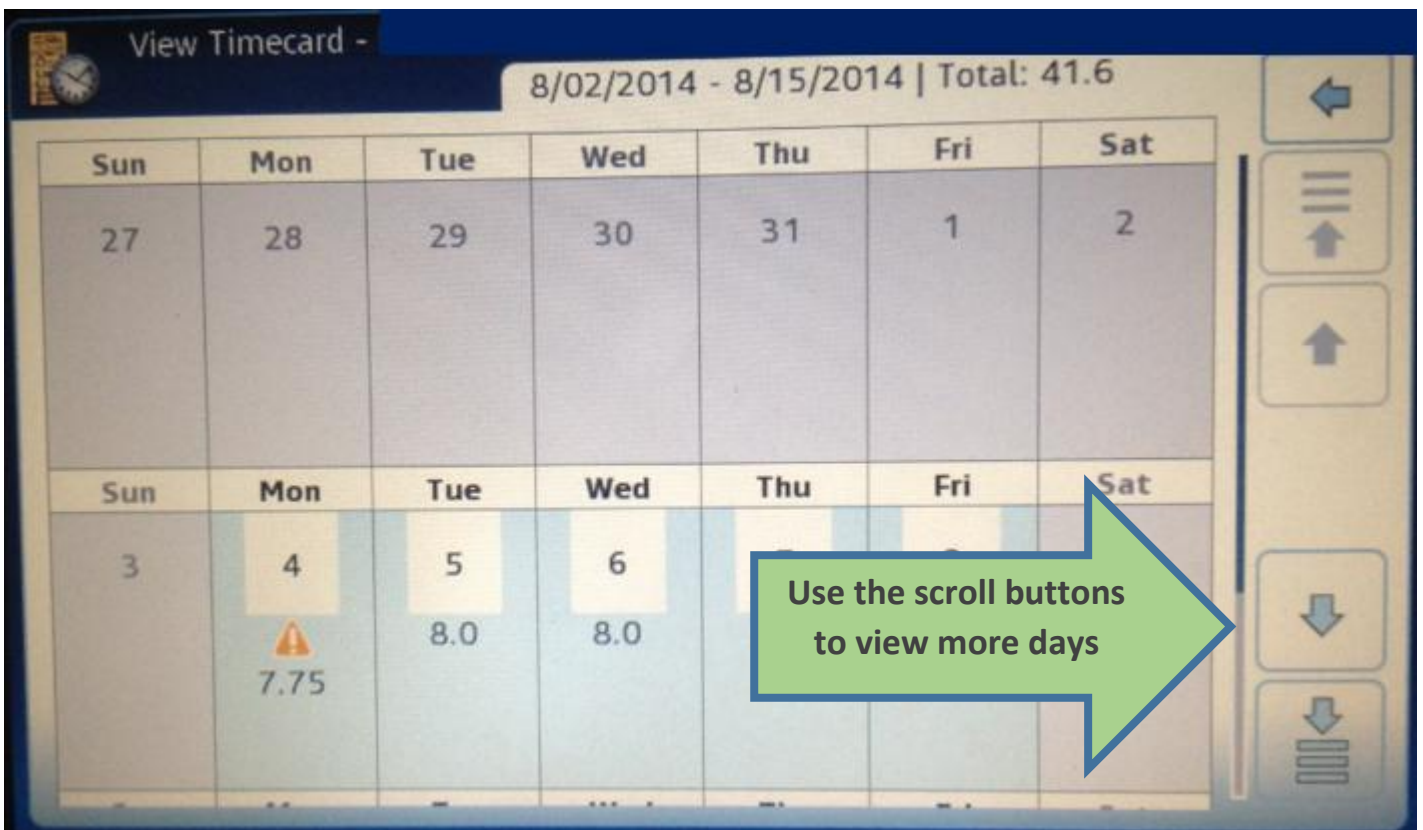
5. Each day in the period selected will appear with the total for each day.



View Timecard - 8/02/2014 - 8/15/2014 | Total: 41.6

Sun	Mon	Tue	Wed	Thu	Fri	Sat
27	28	29	30	31	1	2
3	4	5	6	7	8	9
	7.75	8.0	8.0	6.0	3.83	

6. Use the scroll buttons to view more days

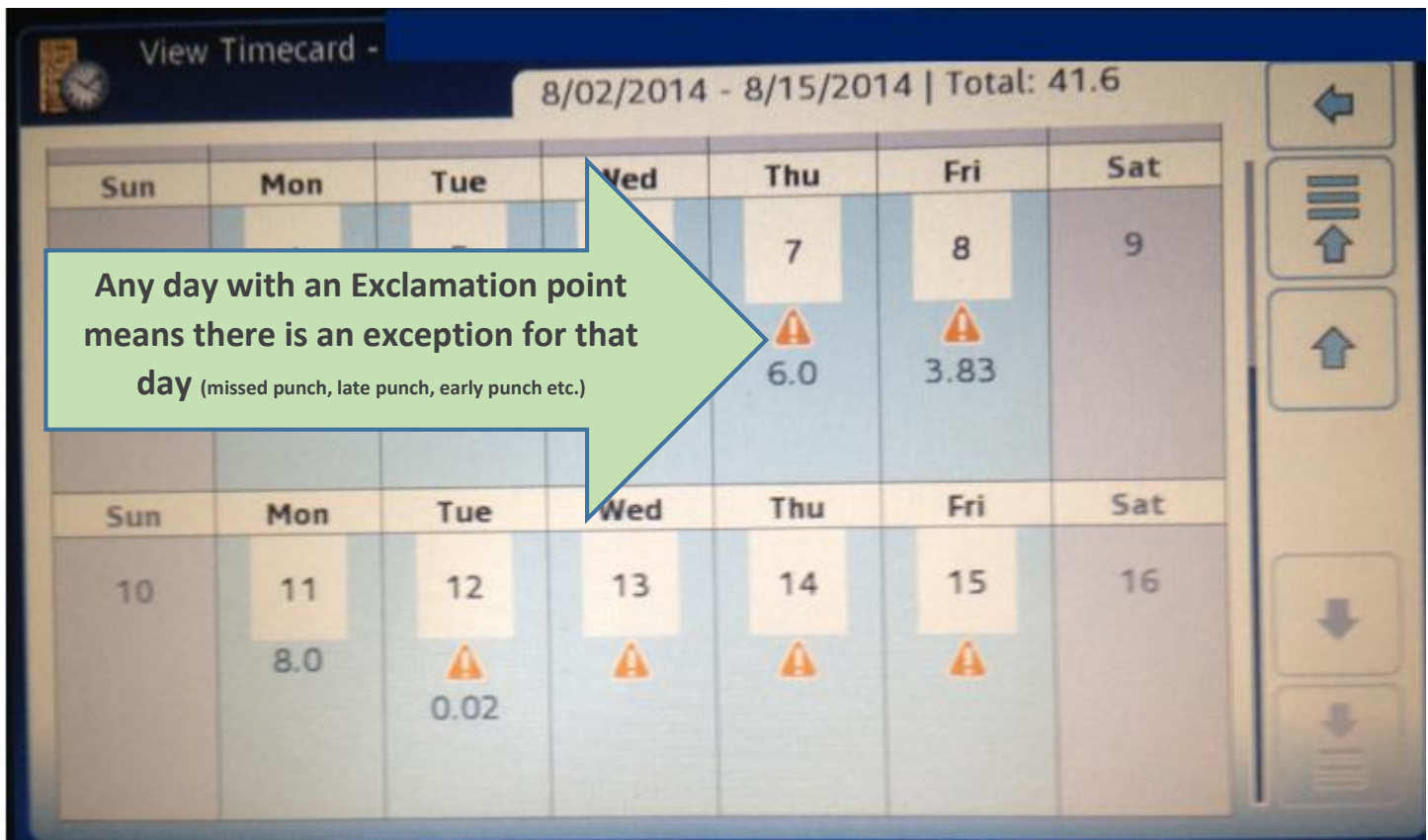


View Timecard - 8/02/2014 - 8/15/2014 | Total: 41.6

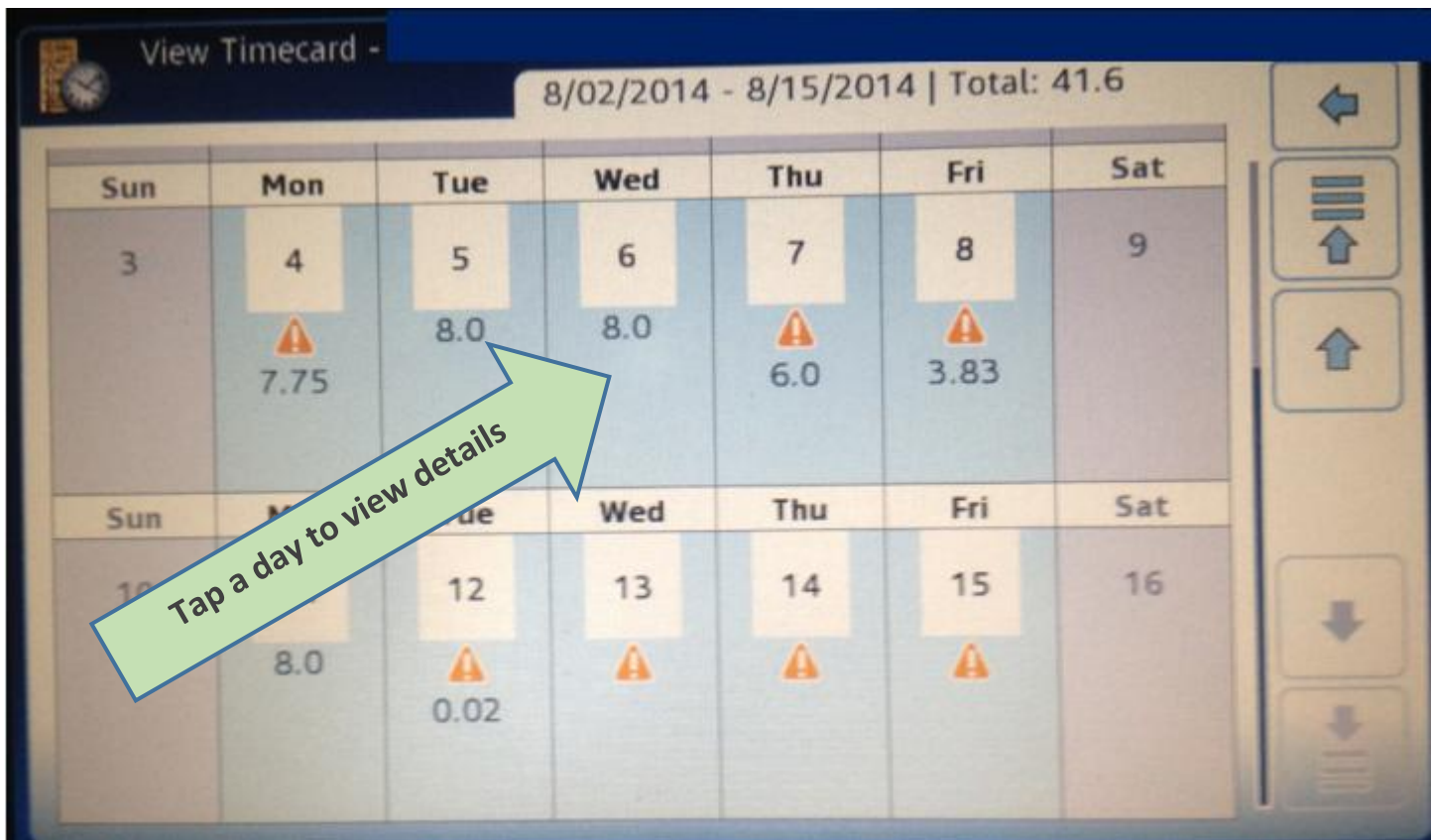
Sun	Mon	Tue	Wed	Thu	Fri	Sat
27	28	29	30	31	1	2
3	4	5	6	7	8	9
	7.75	8.0	8.0	6.0	3.83	

Use the scroll buttons to view more days

7. An explanation point means that there is an exception for that day.



8. Tap on the day to view the details.



You will be able to view the details of each day.

8/02/2014 - 8/15/2014 | Total: 41.6

Wed 8/06	8:30AM 5:00PM Transfer ;;Non-Union 30 Shift Total: 8.0
	Daily Total: 8.0
Thu 8/07	8:30AM 3:00PM Transfer ;;Non-Union 30 E Early Out Shift Total: 6.0
	Daily Total: 6.0
Fri 8/08	1:10PM 5:00PM Transfer ;;Non-Union 30

Close

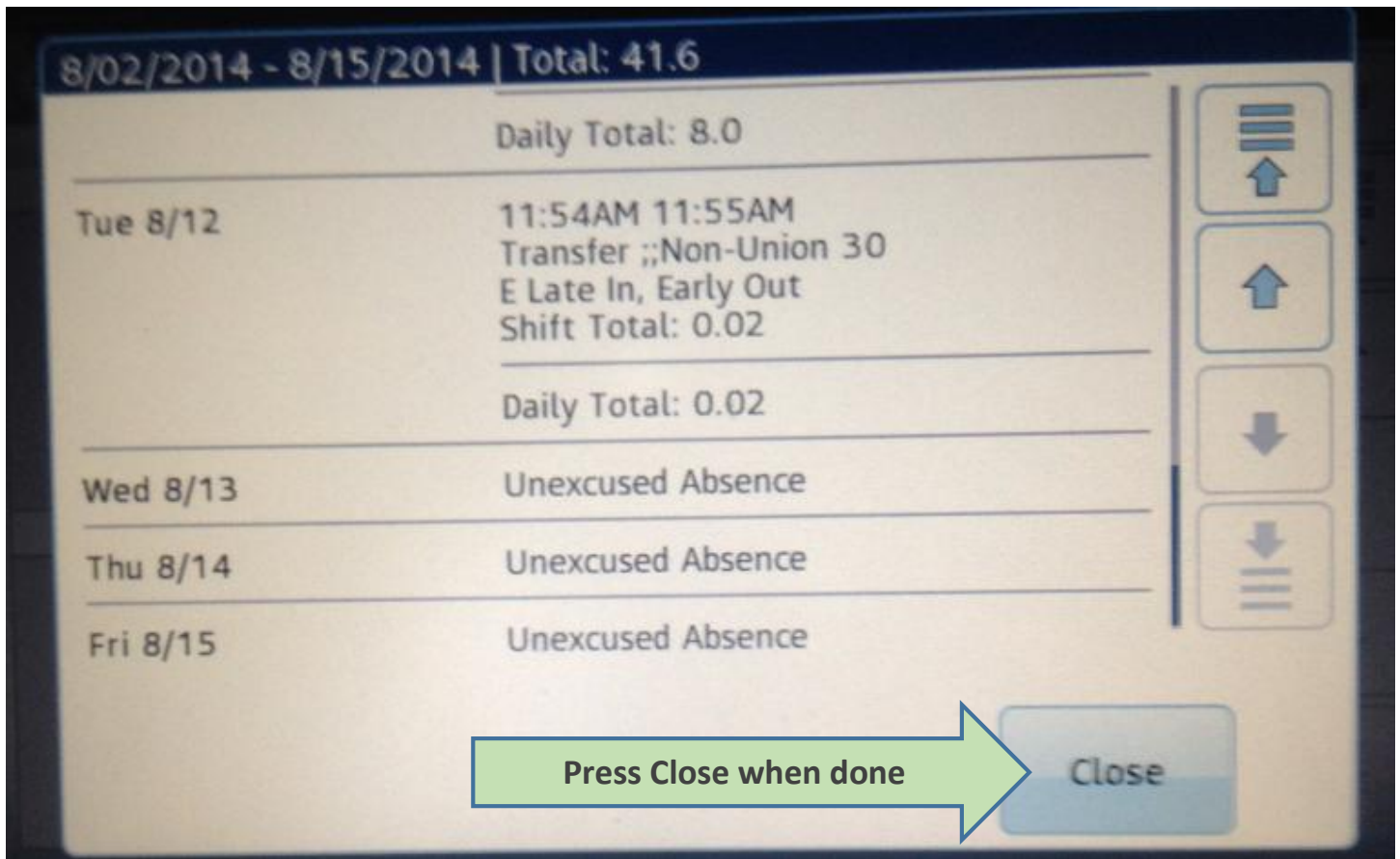
You can use the scroll keys to view other dates within the period.

8/02/2014 - 8/15/2014 | Total: 41.6

Wed 8/06	8:30AM 5:00PM Transfer ;;Non-Union 30 Shift Total: 8.0
	Daily Total: 8.0
Thu 8/07	8:30AM 3:00PM Transfer ;;Non-Union 30 E Early Out Shift Total: 6.0
	Daily Total: 6.0
Fri 8/08	1:10PM 5:00PM Transfer ;;Non-Union 30

Close

Use the scroll keys to view more days in the period



Missed Punches

What is a missed punch?

A missed punch is when an employee enters the time they started working but does not enter time when they leave or vice versa. On the "Timecard" the employee will see an exclamation point indicating that there is a missed punch for that day. If the employee misses the punch in, the employee should still record a normal punch out. **It is important to note that in either of these situations, the system does not know the amount of time worked and therefore will not pay the employee for the entire pay period.**

How can I fix a missed punch?

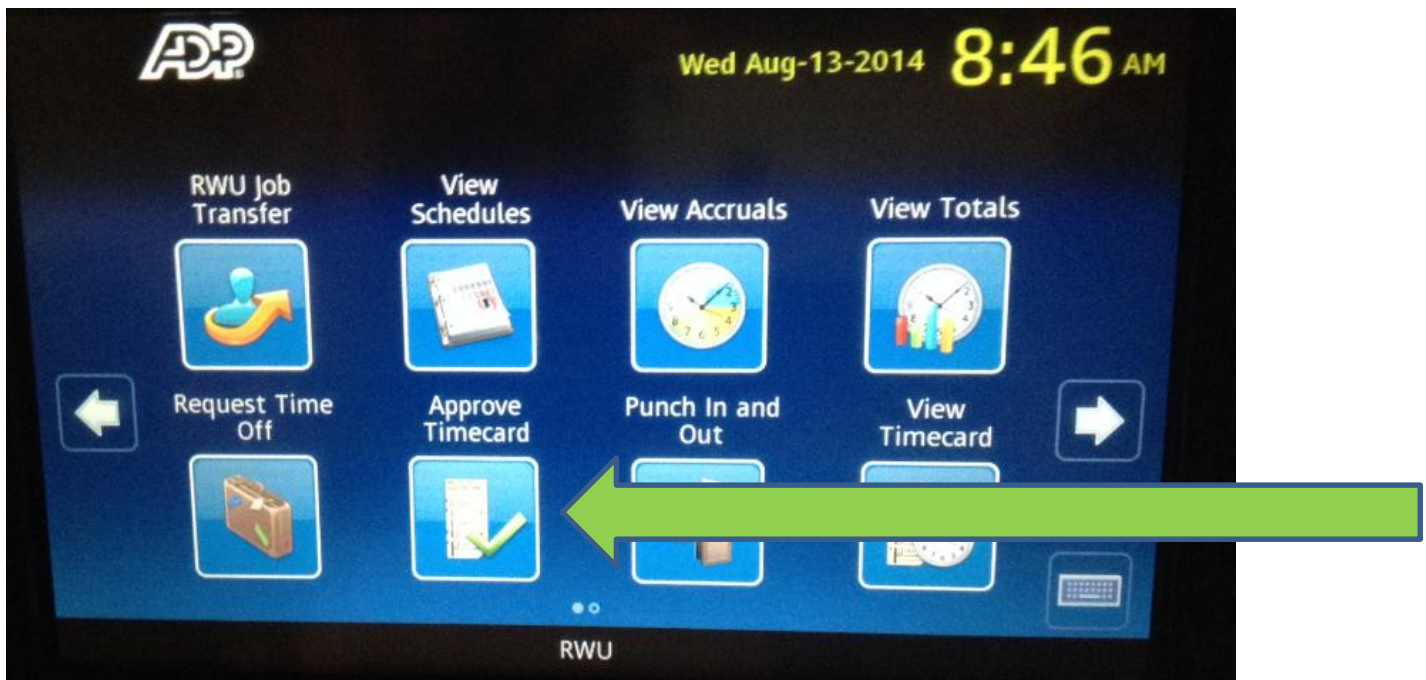
For both Time Clock and Time Stamp employees only a supervisor has the ability to fix missed punches. An e-mail notification alert will be sent to both the supervisor and the employee informing them of the missed punch and that further action is required.

Approve a Timecard

To ensure that your timecard accurately reflects the hours you worked as well as any exception time (i.e. vacation, sick, etc.) please review and approve your timecard on the last day worked in the bi-weekly pay period. Note, submitting a fraudulent timesheet is subject to disciplinary action including termination of employment.

At the time clocks you can only perform this function if you are an hourly employee and punch in and out. You can also remove the approval from a time card prior to the pay period being closed by payroll for processing.

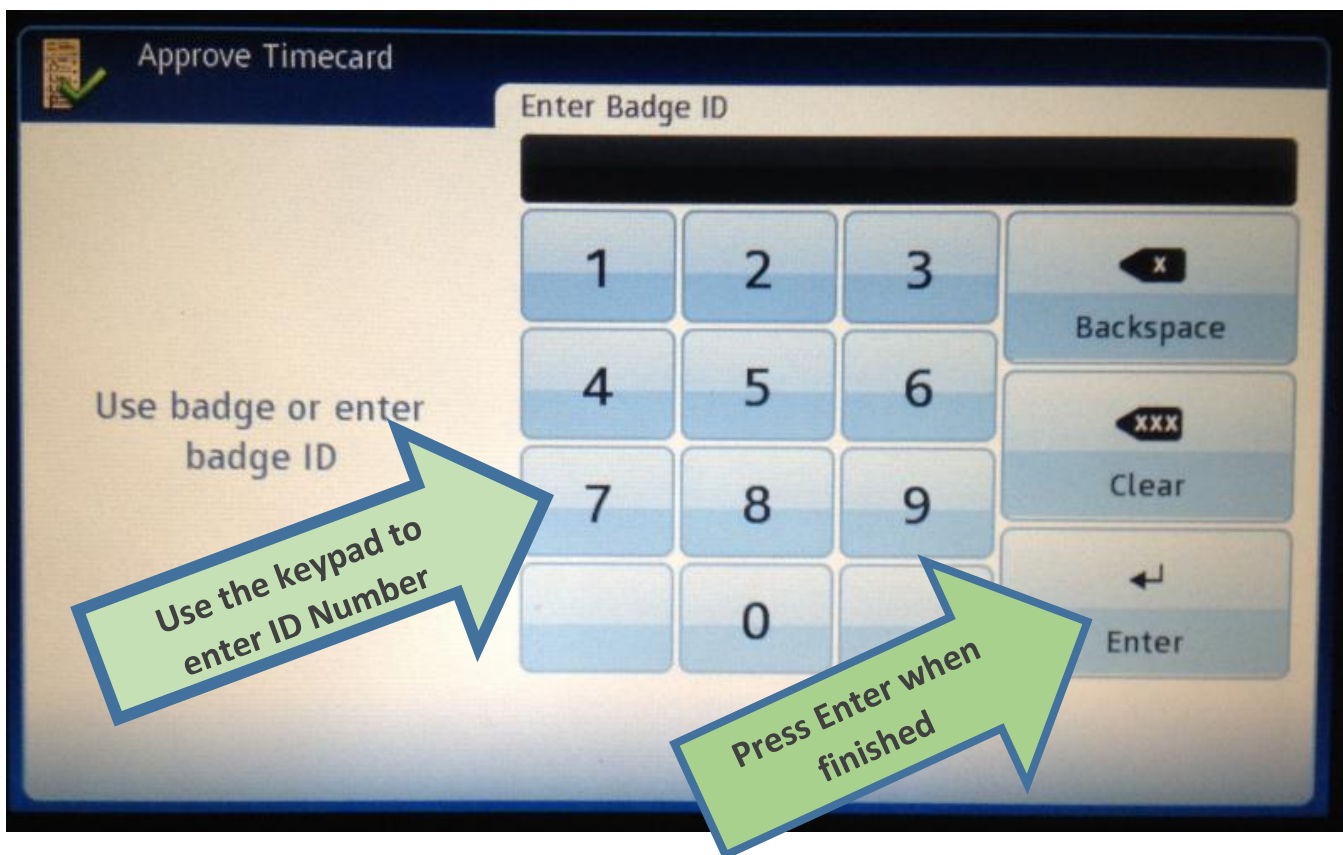
1. Tap approve Timecard



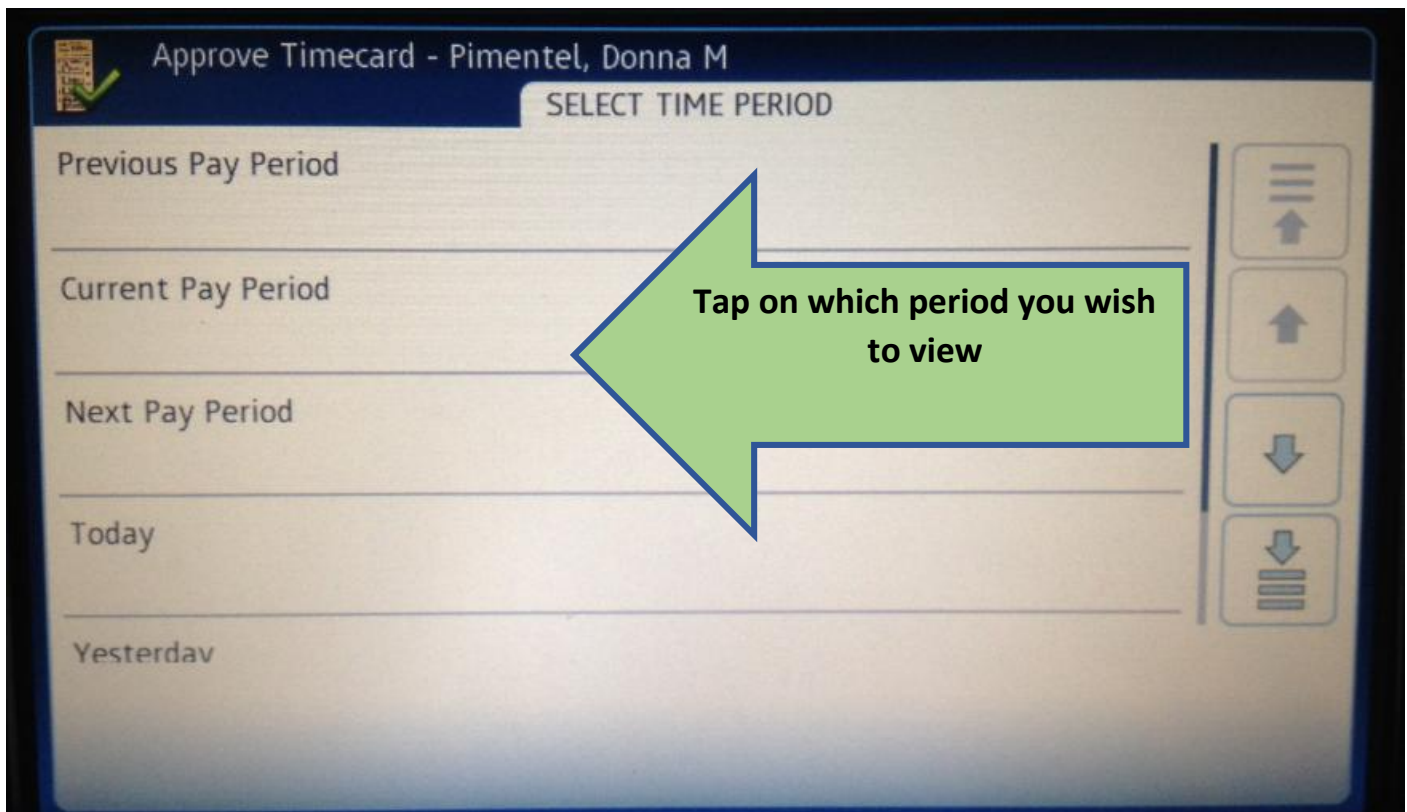
2. Swipe your badge



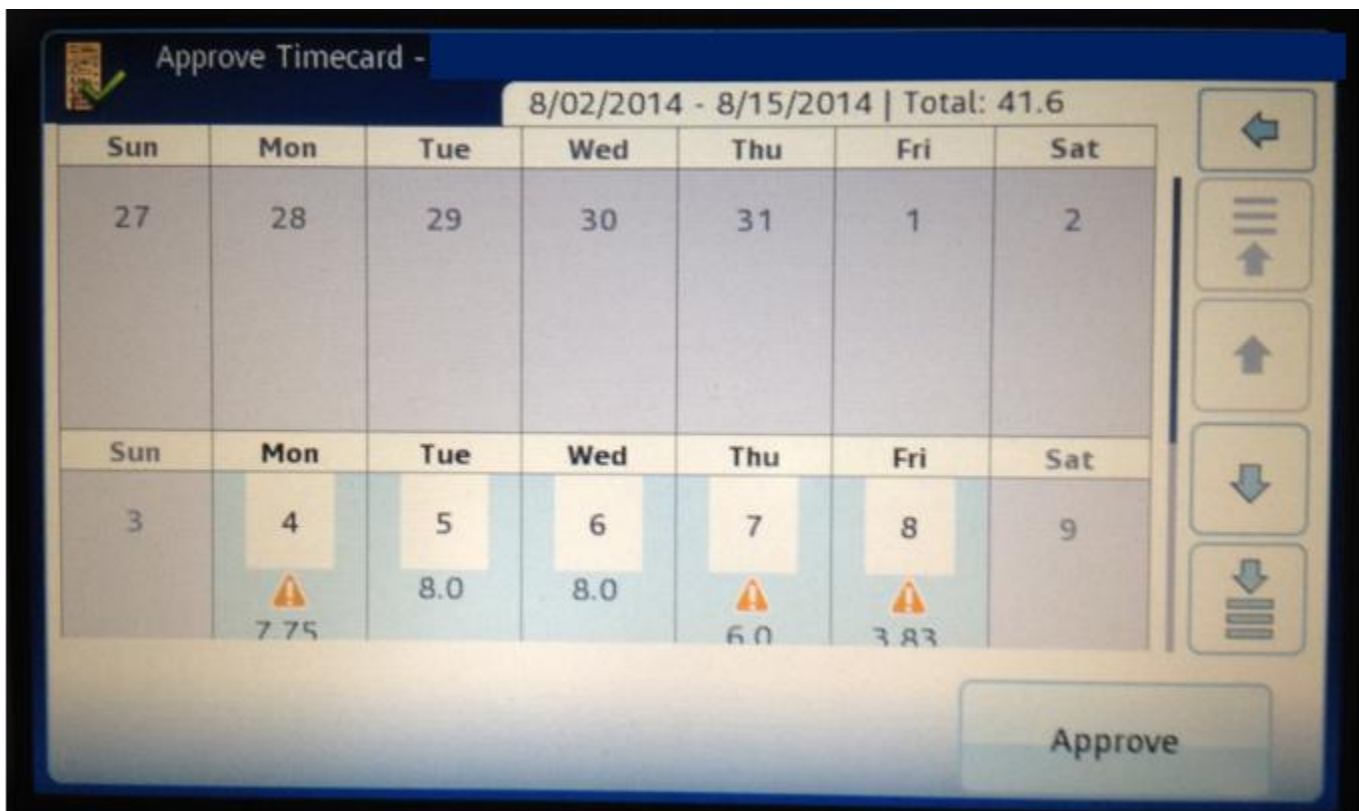
3. Or enter you badge ID manually using the key pad.



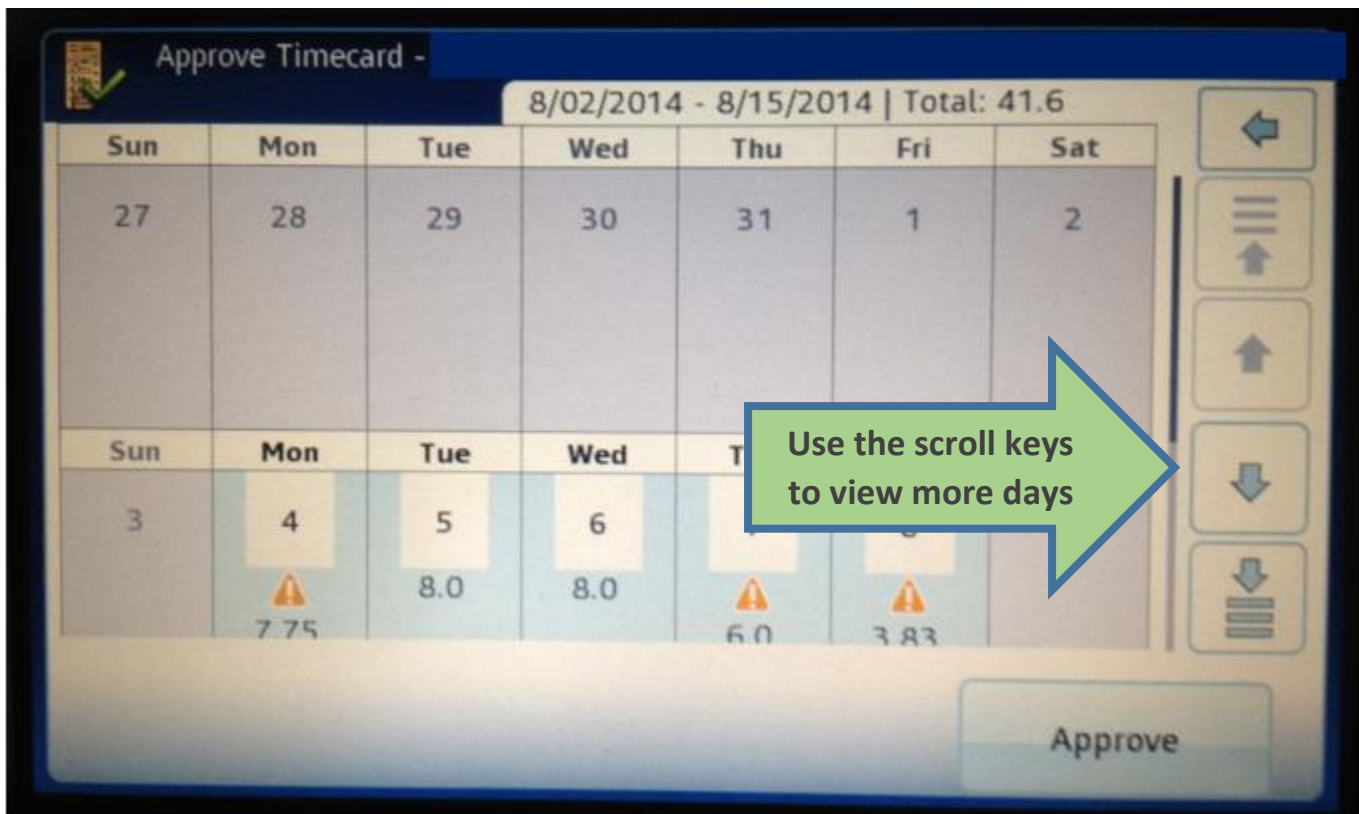
4. Select the appropriate time period by tapping on it.



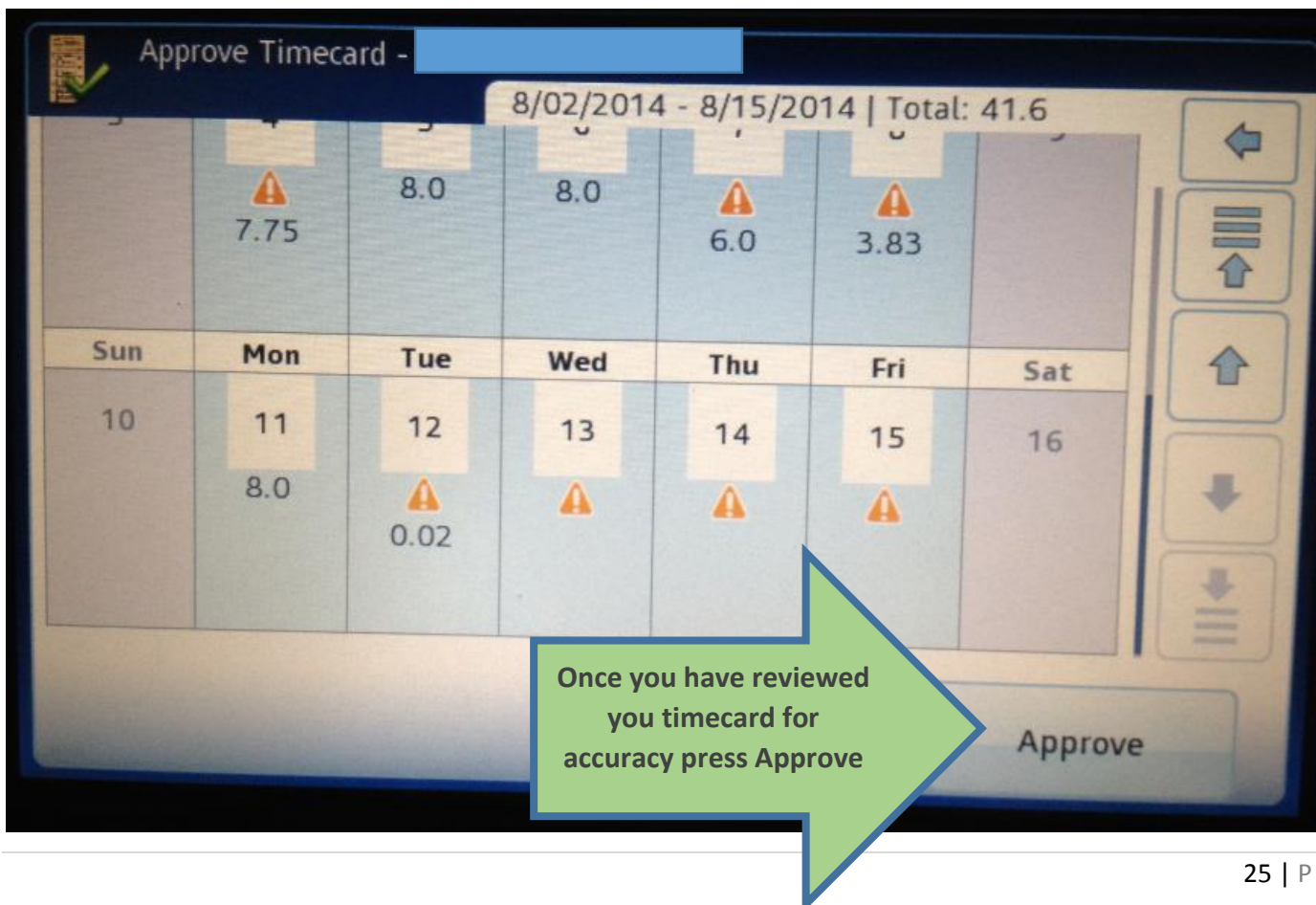
5. The hours worked in the period will show on the calendar.



6. Use the scroll keys to view more days.



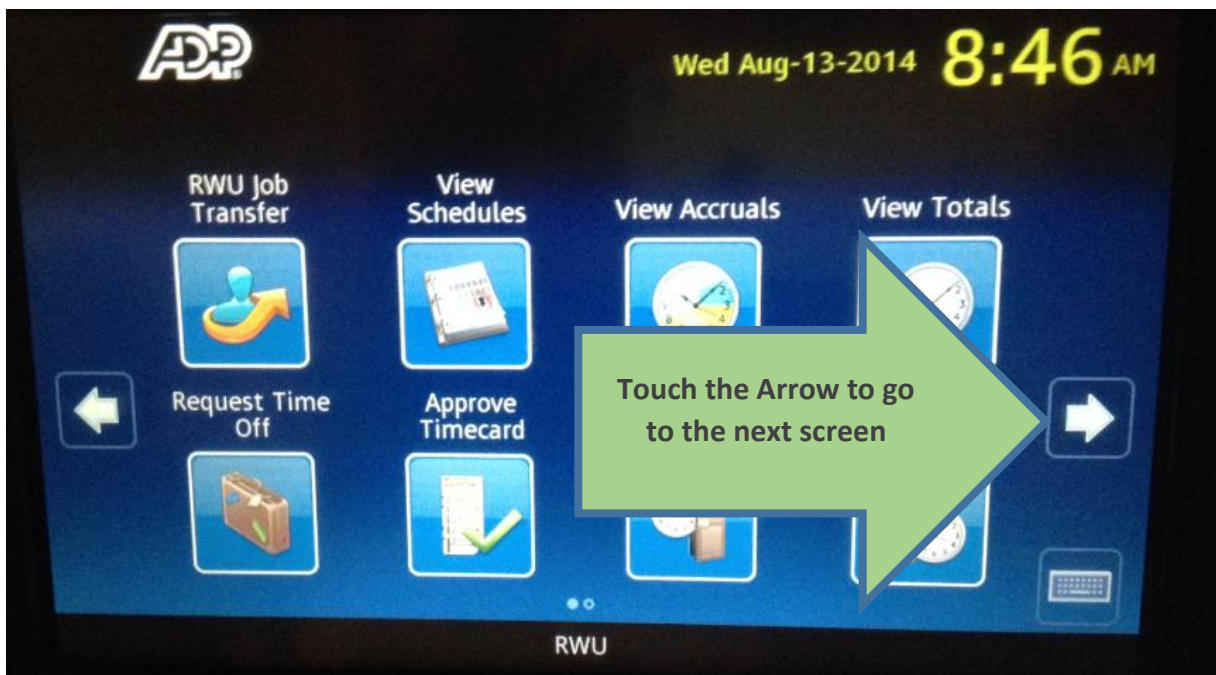
7. Once you have reviewed your timecard for accuracy and are satisfied with it press Approve.



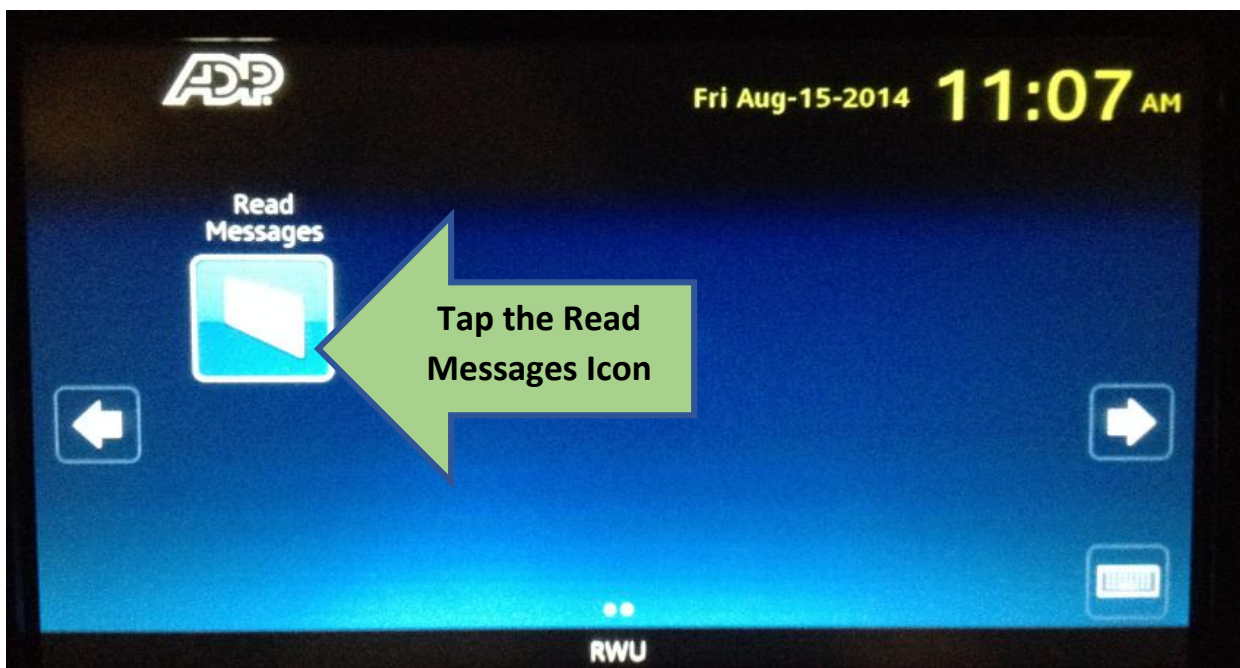
How to Read Messages

You do not need access to a computer to read your e-Time messages. Messages sent by your manager or system generated notices, including notifications for meeting announcements, missed punches and time off requests can be read at the clock.

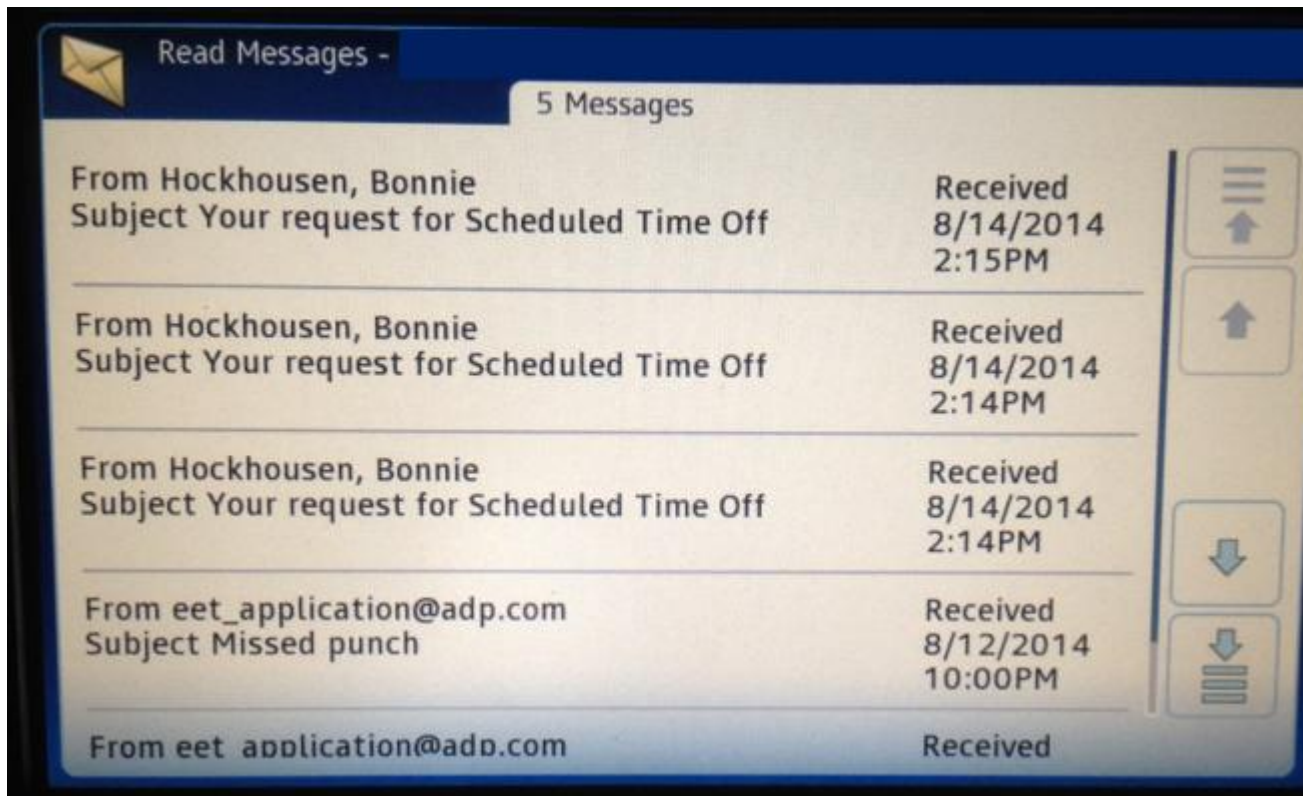
1. To access your messages hit the arrow key to scroll to the next page.



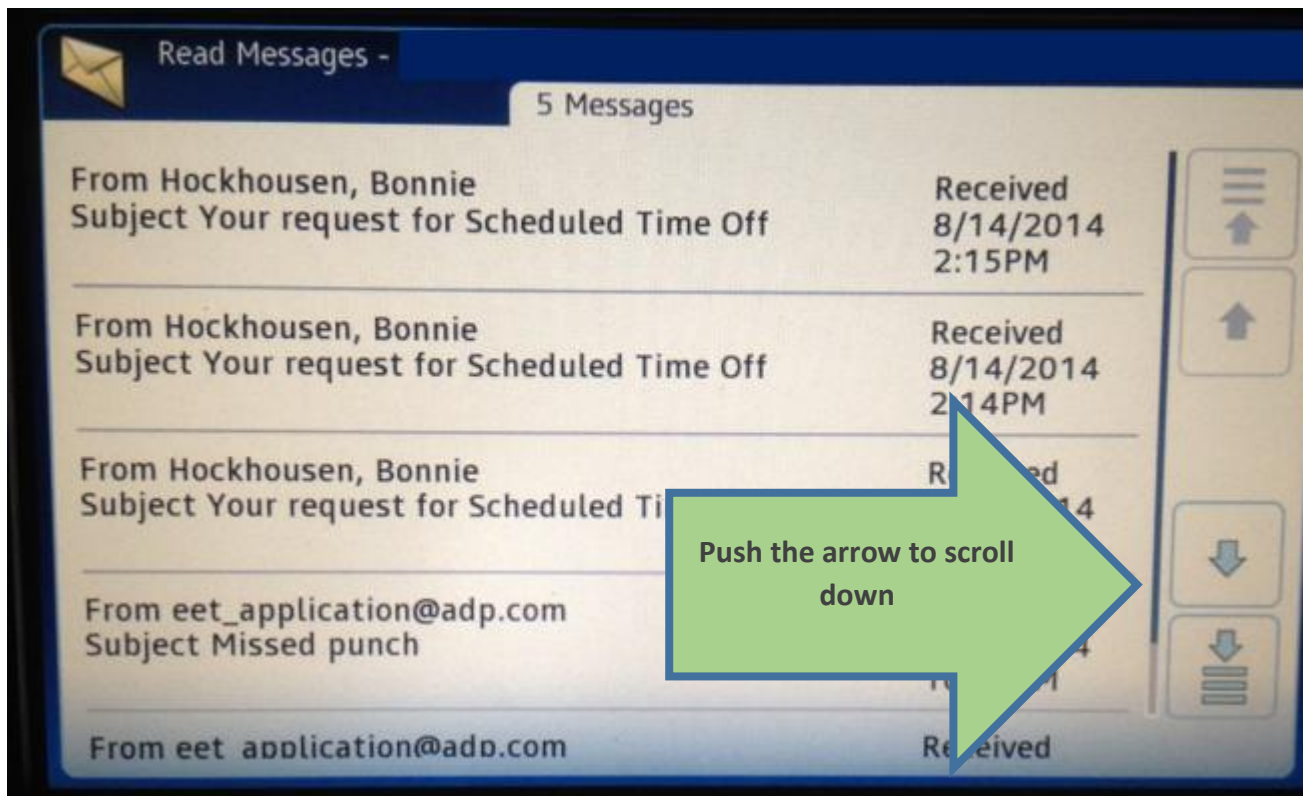
2. Tap the Read Messages icon.



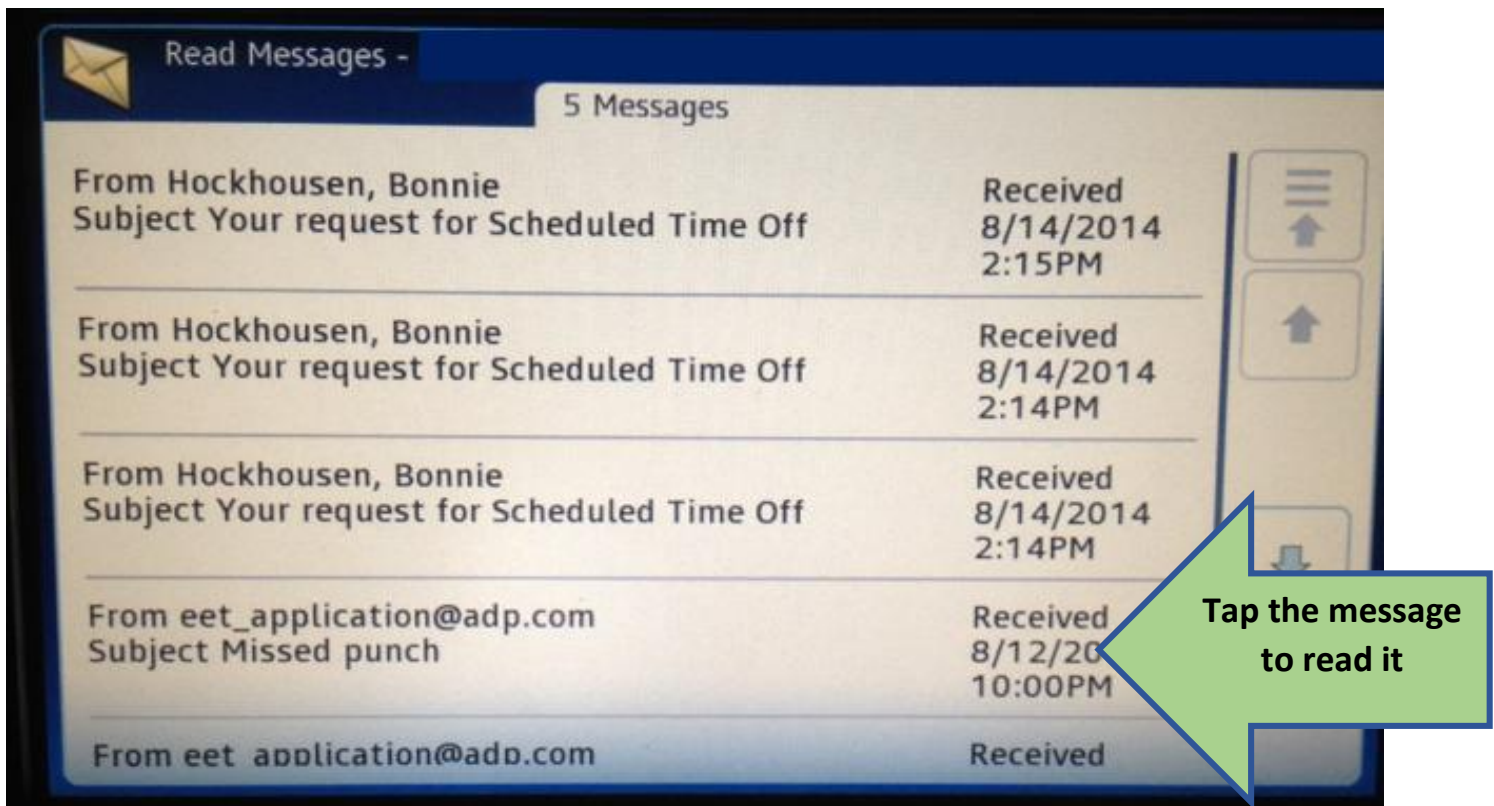
3. Your messages will appear. Note the messages are displayed newest to oldest.



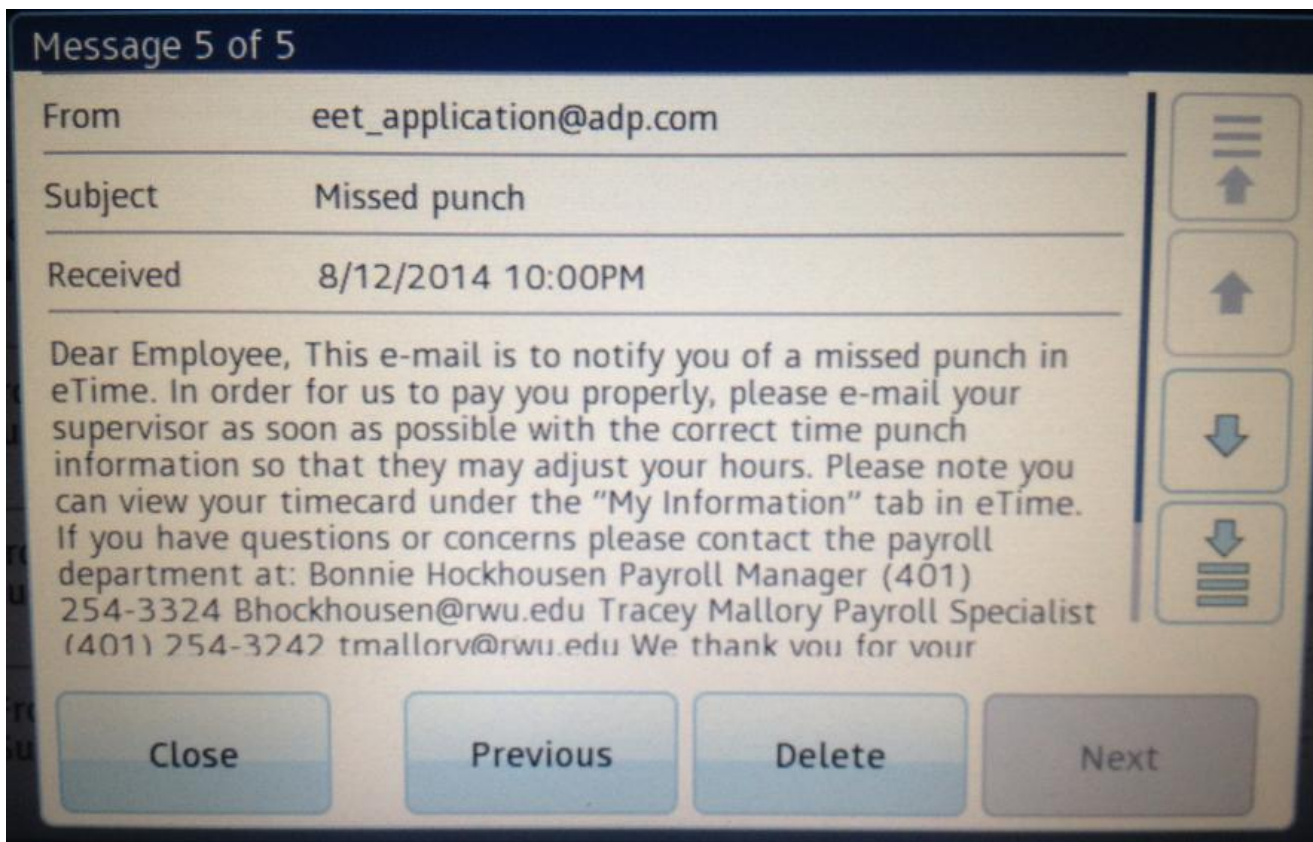
4. If you wish to view more scroll down



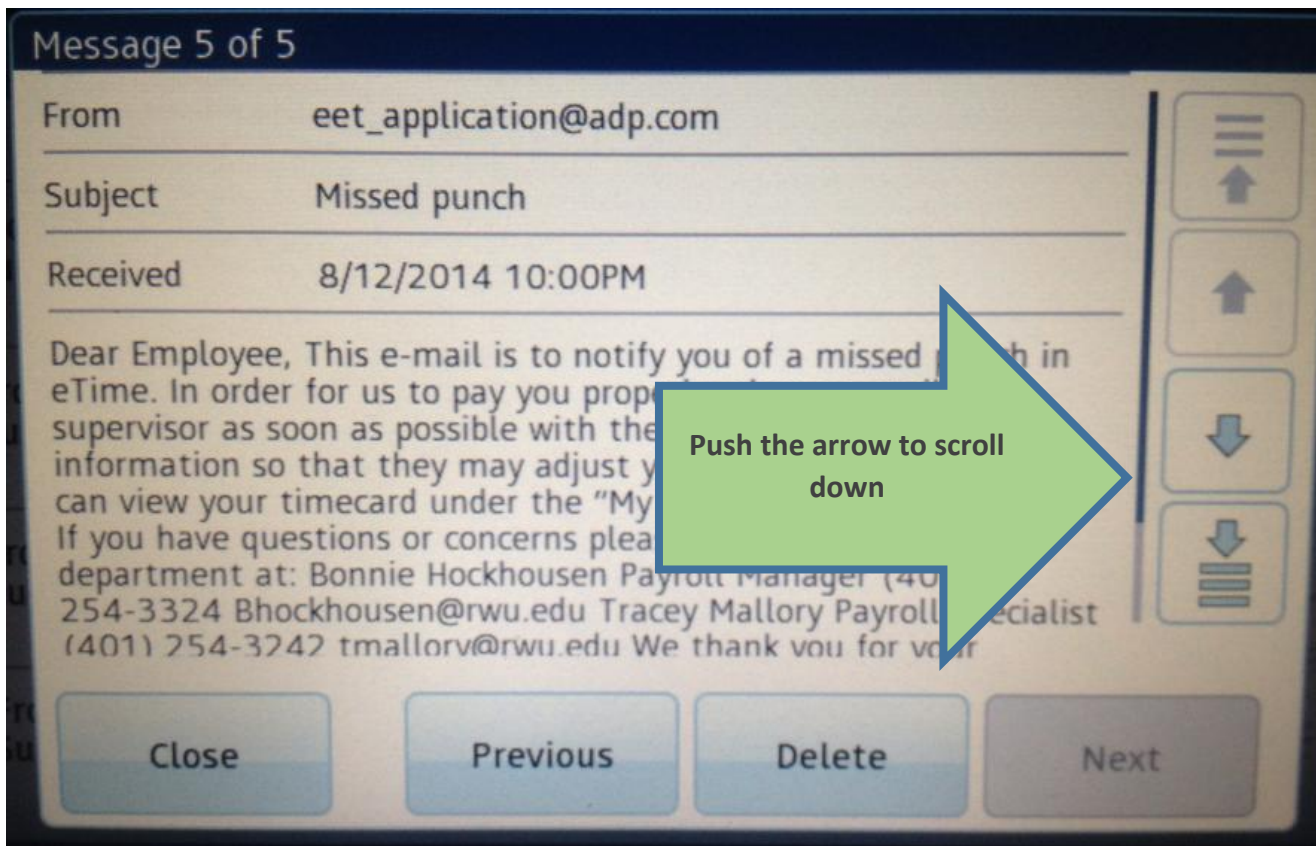
5. To Read a message tap on it.



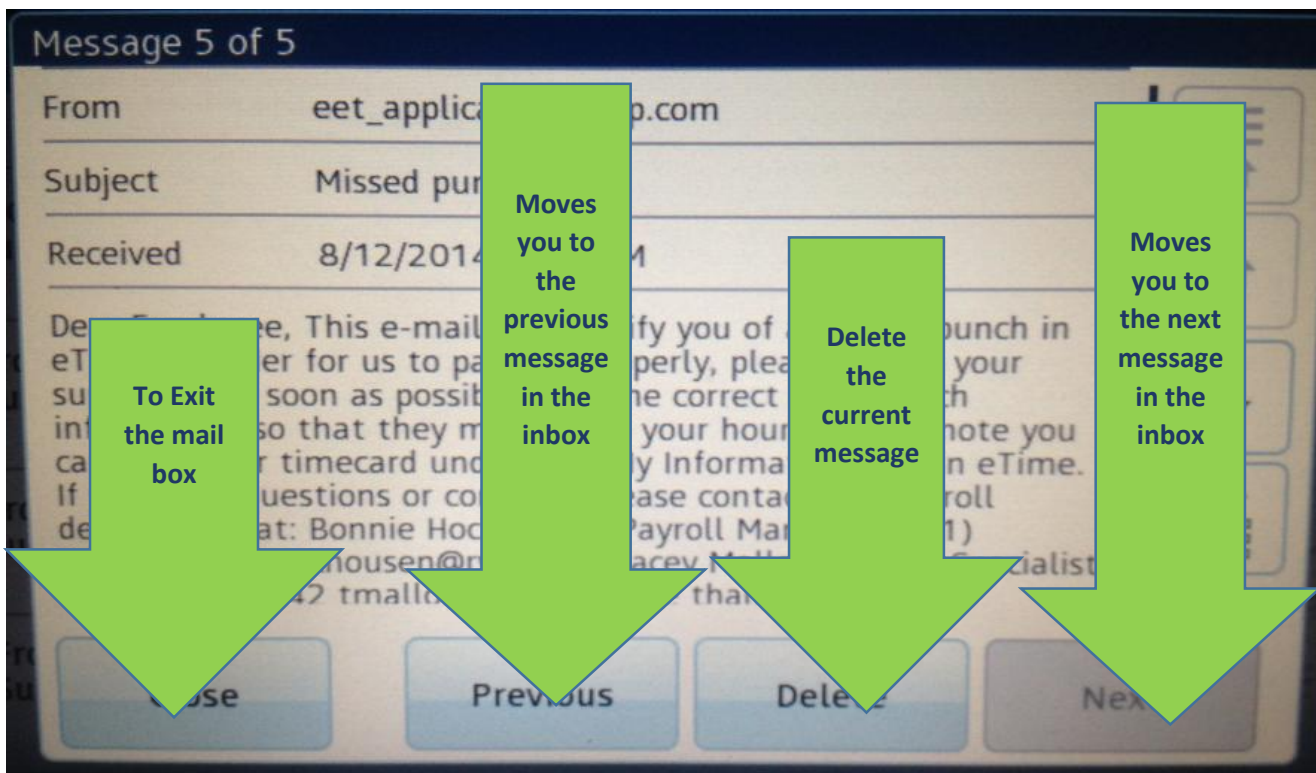
6. The message in its entirety will appear.



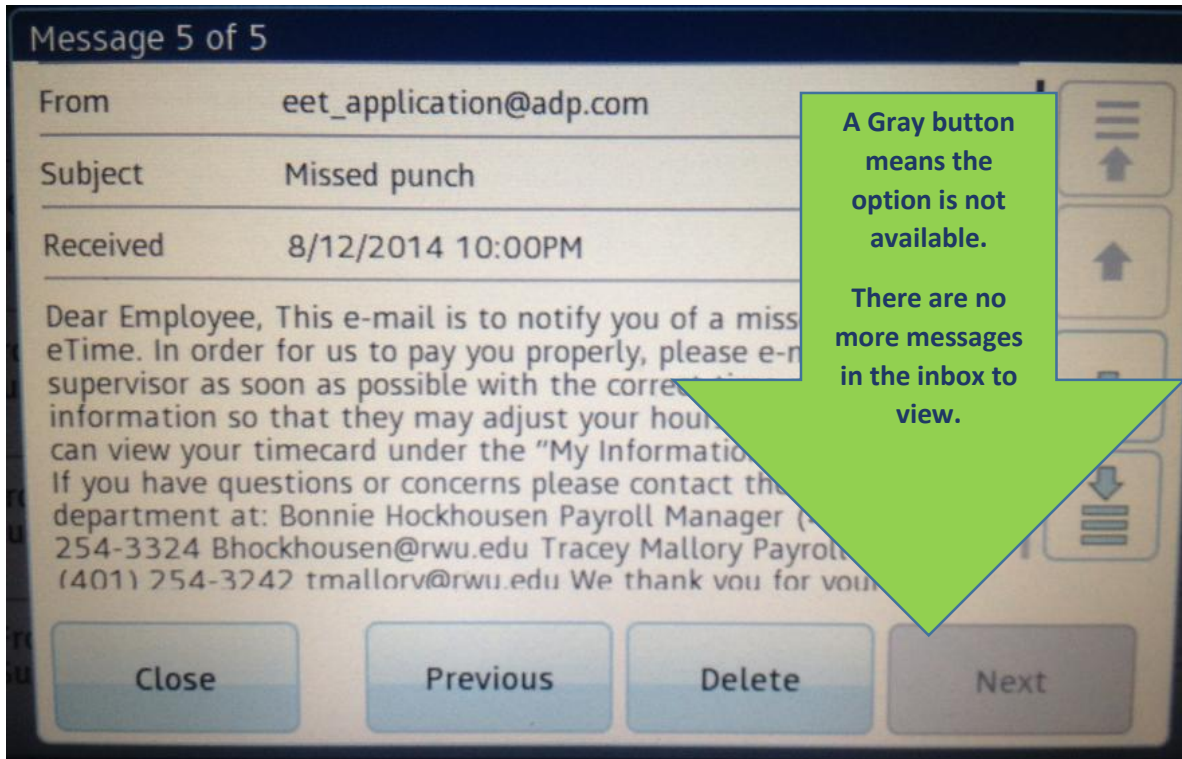
7. Use the Scroll keys to view more of the message.



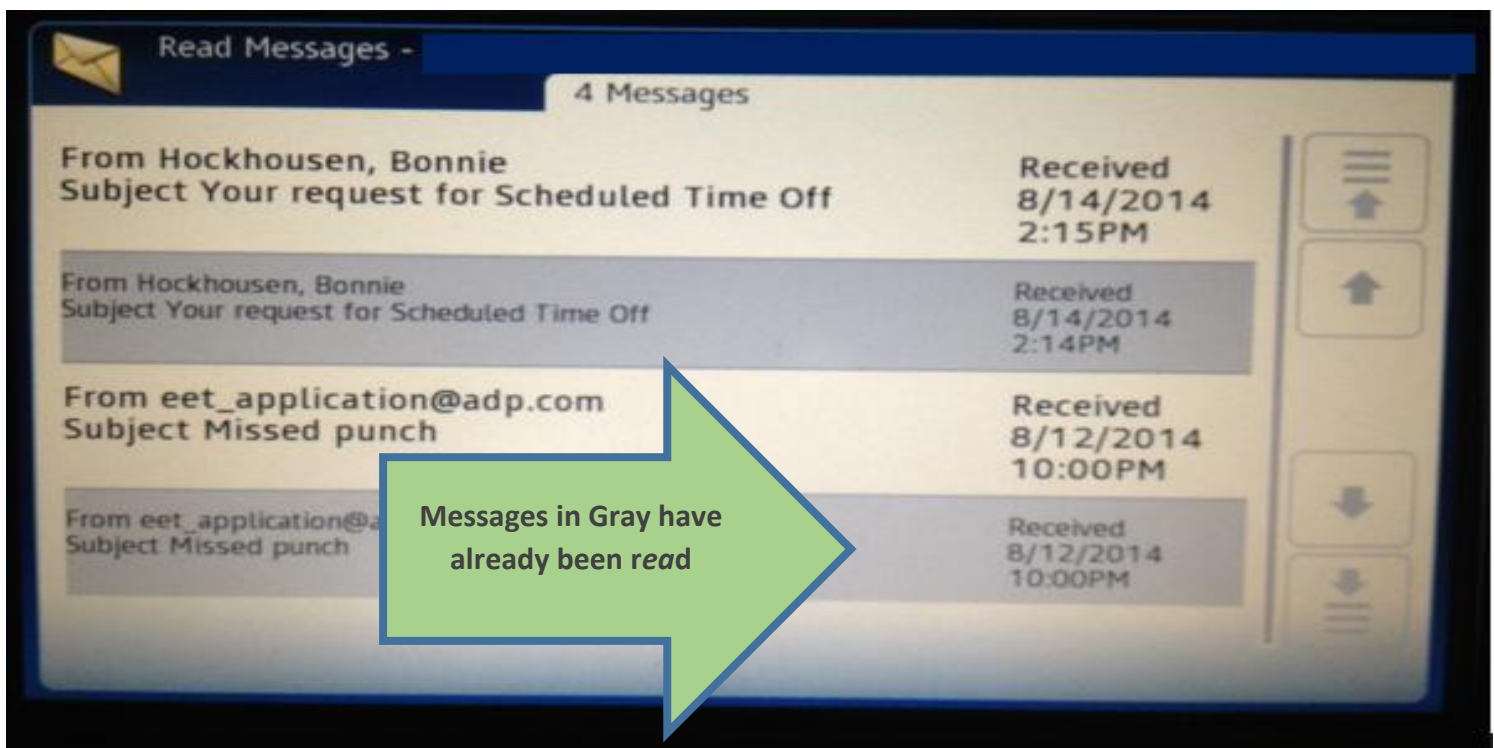
8. Once you have finished reading the message you can close out of your messages, read the previous message, delete the current message or move to the next message by pressing your option at the bottom.



8. A button that appears in Gray is not available. The Next button is grayed out here because this is the last one in the mailbox.



9. Once a message has been read it will appear in Gray.



Time Clock Basics

Swipe
Badge
Here

Touch Screen

From any
screen you
can return
to the
main
screen by
pressing
this button

