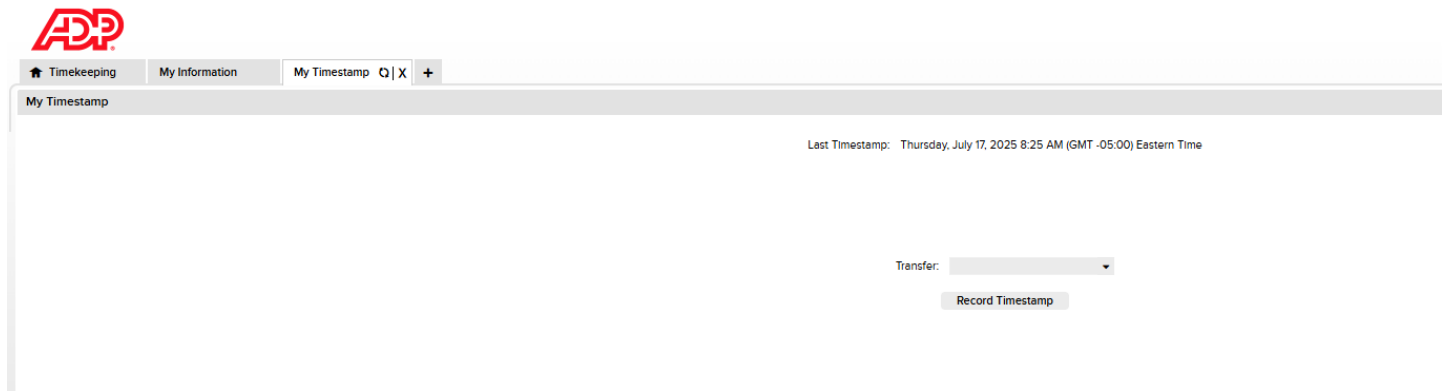


ADP Time & Attendance: Timestamp/Hourly-View Timecard

If you are a timestamp employee, your time-entry method will look like the following example. This is on www.portal.adp.com



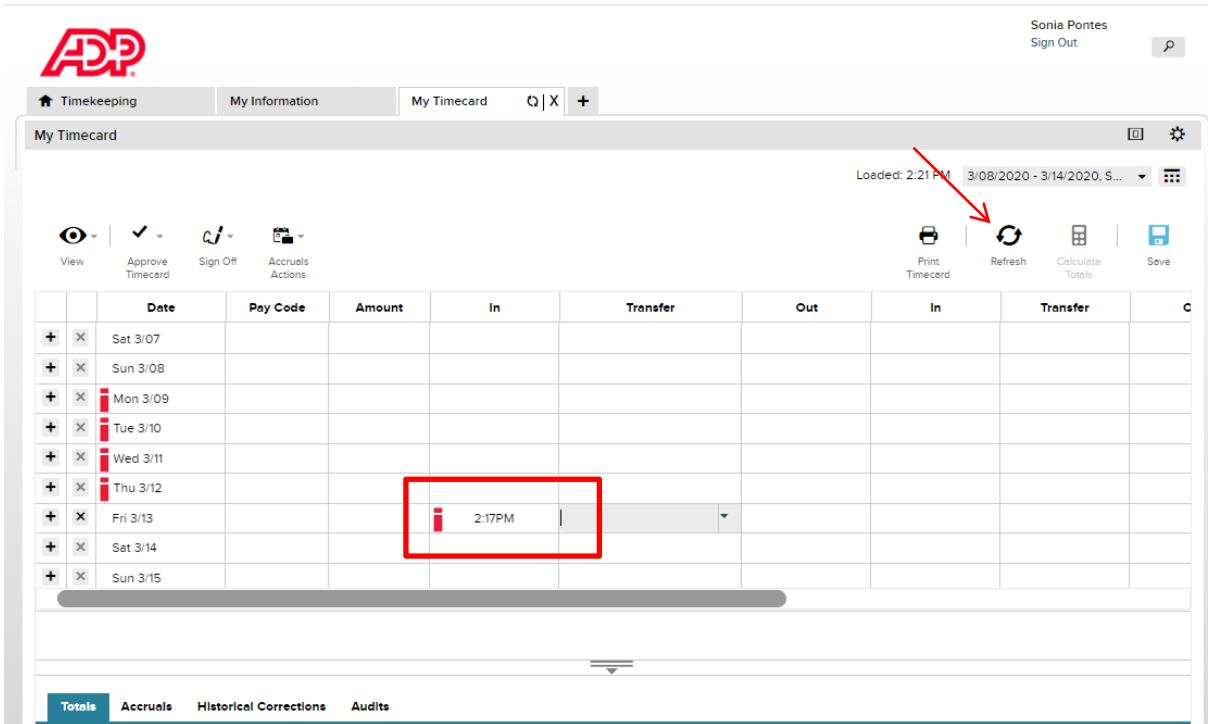
The screenshot displays the ADP Timekeeping portal interface. At the top left is the ADP logo. Below it is a navigation bar with tabs: 'Timekeeping' (selected), 'My Information', and 'My Timestamp'. The 'My Timestamp' tab is active, showing a sub-header 'My Timestamp' and a 'Last Timestamp' of 'Thursday, July 17, 2025 8:25 AM (GMT -05:00) Eastern Time'. On the right side, there is a 'Transfer:' dropdown menu and a 'Record Timestamp' button.

Enter Time

When you log in to ADP Time & Attendance, you see your default workspace, which includes the My Timestamp widget.

Starting Point: My Information > My Timestamp

Step	Action
1	<div><p>Click Record Timestamp to record your start and end times.</p><div><div>Last Timestamp:</div><div>Transfer: <div></div></div><div><input type="checkbox"/> Cancel Deductions</div><div>Record Timestamp</div></div><p>Your recorded start time is displayed.</p><div><div><div><div>ADP</div></div><div><div>Timekeeping</div><div>My Timestamp</div><div></div><div></div></div></div><div><div>My Timestamp</div><div><div><div><div>✓</div><div>Recorded Time: 2:17 PM (GMT -05:00) Eastern Time</div><div>The in punch was accepted.</div></div></div><div><div>Transfer: <div></div></div><div><input type="checkbox"/> Cancel Deductions</div><div>Record Timestamp</div></div></div></div></div></div>

Step	Action
2	<p>If you have access to your timecard, click Refresh to view recorded time within your timecard.</p>  <p>The screenshot shows the ADP My Timecard interface. At the top, there's a navigation bar with 'Timekeeping', 'My Information', and 'My Timecard'. Below this, there's a toolbar with icons for 'View', 'Approve Timecard', 'Sign Off', 'Accruals Actions', 'Print Timecard', 'Refresh', 'Calculate Totals', and 'Save'. The 'Refresh' button is highlighted with a red arrow. The main area displays a table with columns: Date, Pay Code, Amount, In, Transfer, Out, In, Transfer, and C. The table shows data for dates from Sat 3/07 to Sun 3/15. A red box highlights the 'In' time field for Friday, 3/13, which shows '2:17PM'.</p>

- Any missed punches will need to be added in by your supervisor

View Accrual Balances

When you want to see how much time off you have accrued, you can access the balances from your timecard.

Starting Point: My Information > My Timecard

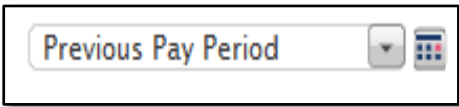
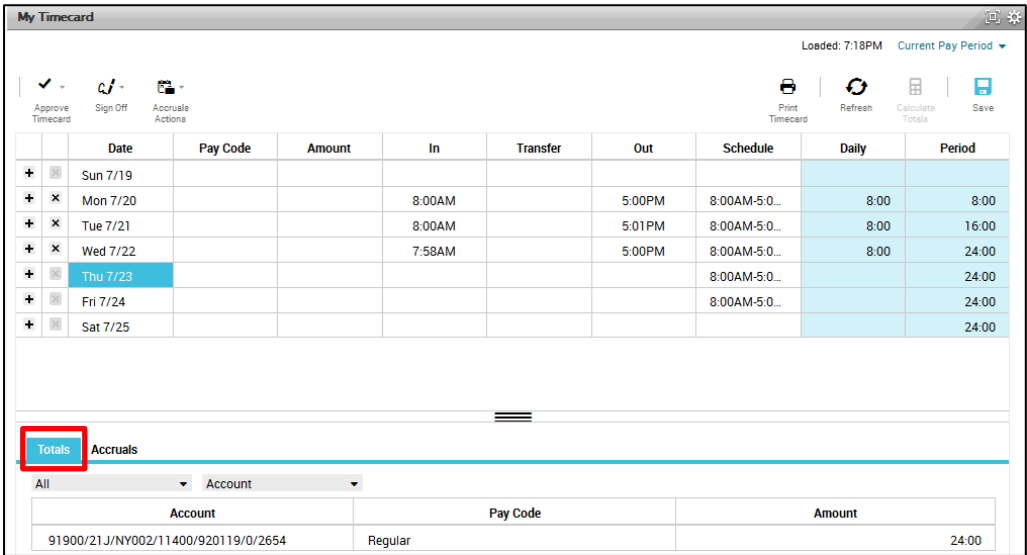
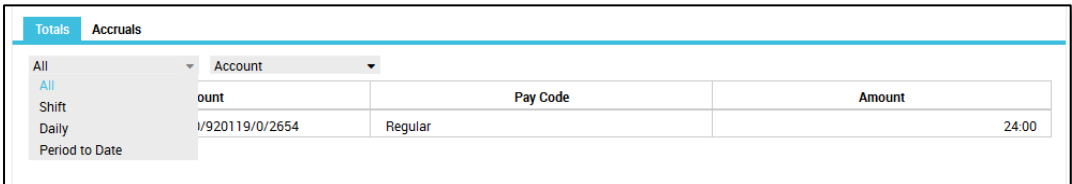
Step	Action															
1	Select the appropriate date in the timecard to view the accruals as of a particular date.															
2	Click the Accruals tab. <div><p>The screenshot shows the ADP My Timecard interface. The 'Accruals' tab is highlighted in the bottom navigation bar. The main table displays timecard data for the week of 7/26 to 8/1. The 'Accruals' tab is selected, and the 'Totals' section is visible below the table.</p></div>															
3	View your accrual balances. <div><p>The screenshot shows the ADP My Timecard interface with the 'Accruals' tab selected. A red box highlights the 'Accruals' section, which displays a table of accrual balances.</p><table><thead><tr><th>Accrual Code</th><th>Accrual Available Balance</th><th>Accrual Units</th><th>Accrual Ending Balance</th><th>Accrual Taken to Date</th></tr></thead><tbody><tr><td>Sick</td><td>0.00</td><td>Hour</td><td>0.00</td><td>0.00</td></tr><tr><td>Vacation</td><td>150.00</td><td>Hour</td><td>200.00</td><td>0.00</td></tr></tbody></table></div>	Accrual Code	Accrual Available Balance	Accrual Units	Accrual Ending Balance	Accrual Taken to Date	Sick	0.00	Hour	0.00	0.00	Vacation	150.00	Hour	200.00	0.00
Accrual Code	Accrual Available Balance	Accrual Units	Accrual Ending Balance	Accrual Taken to Date												
Sick	0.00	Hour	0.00	0.00												
Vacation	150.00	Hour	200.00	0.00												

Note: Your accrual balances may vary based on the date you select on your timecard.

View Totals

You can view the total hours you have worked from your timecard.

Starting Point: My Information > My Timecard

Step	Action
1	<p>Select the appropriate pay period.</p> 
2	<p>If necessary, click the Totals tab at the bottom of the timecard. This tab is available by default.</p> 
3	<p>View your timecard totals for the selected pay period.</p>  <p>Note: You can view the totals by account or by pay code. You can also filter the totals by a range of time, such as daily, period to date, or shift.</p>