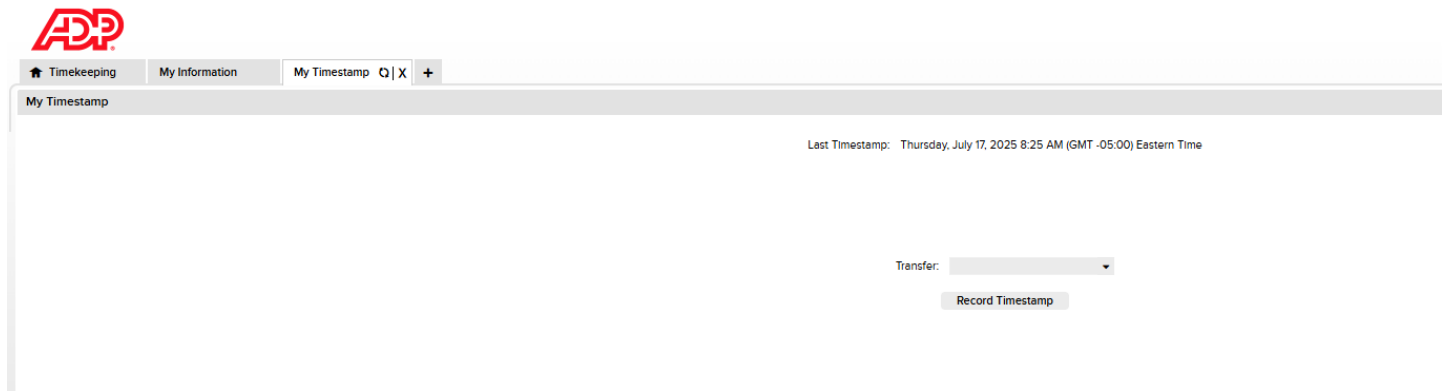


## ADP Time & Attendance: Timestamp/Hourly-View Timecard

If you are a timestamp employee, your time-entry method will look like the following example. This is on [www.portal.adp.com](http://www.portal.adp.com)




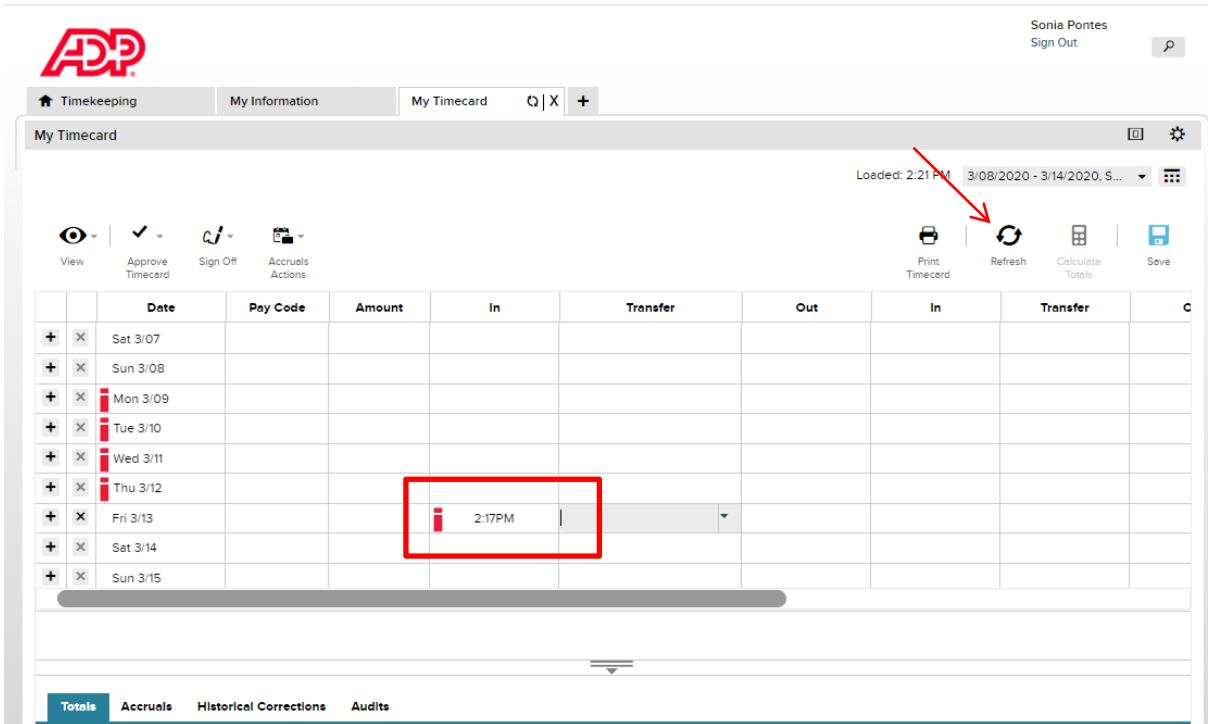
The screenshot displays the ADP Timekeeping portal interface. At the top left is the ADP logo. Below it is a navigation bar with tabs: 'Timekeeping' (selected), 'My Information', and 'My Timestamp'. The 'My Timestamp' tab is active, showing a sub-header 'My Timestamp' and a 'Last Timestamp' entry: 'Thursday, July 17, 2025 8:25 AM (GMT -05:00) Eastern Time'. Below this, 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 <b>Record Timestamp</b> to record your in and out punches</p><div><p>Last Timestamp:</p><p>Transfer: <span></span></p><p><input type="checkbox"/> Cancel Deductions</p><p><b>Record Timestamp</b></p></div><p>Your recorded start time is displayed.</p><div><div></div><div><div><span>Timekeeping</span><span>My Timestamp</span></div><div><div><div>My Timestamp</div><div><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><p>Transfer: <span></span></p><p><input type="checkbox"/> Cancel Deductions</p><p>Record Timestamp</p></div></div></div></div></div></div></div></div>

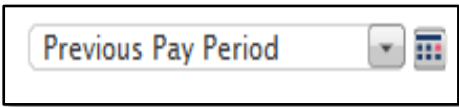
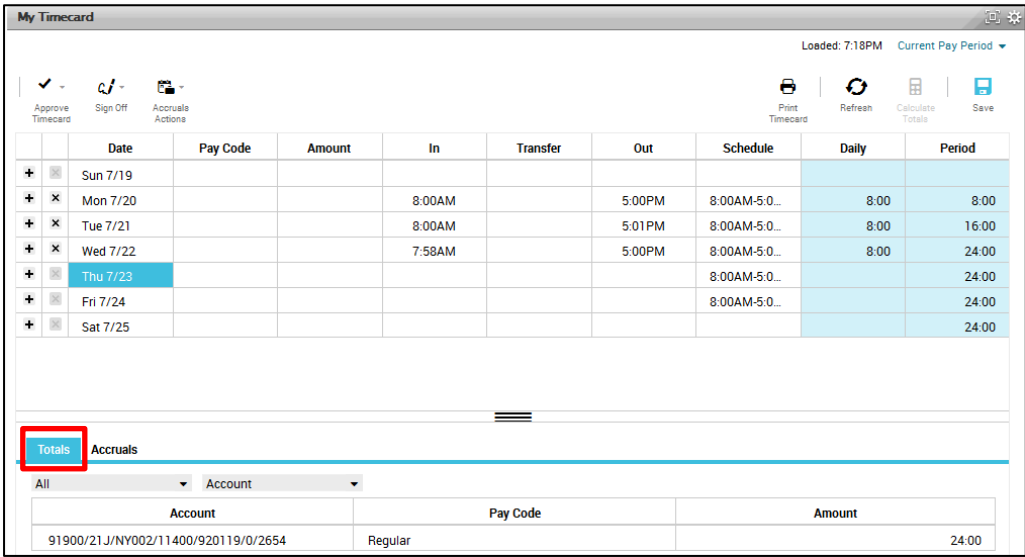
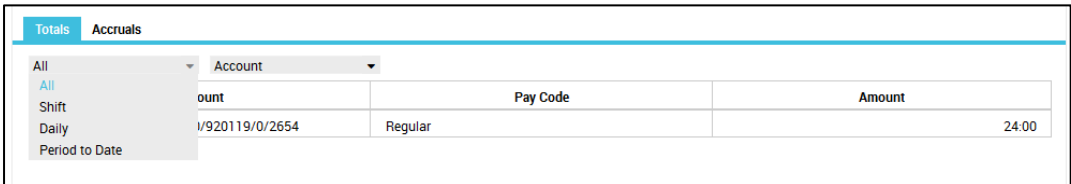
Step	Action
2	<p>If you have access to your timecard, click <b>Refresh</b> to view recorded time within your timecard.</p> 

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

## 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 <b>Totals</b> 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><b>Note:</b> 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>

Adding a Transfer

When you have multiple positions, you will need to transfer when you clock in

Starting Point: My Information > My Timestamp

Step	Action
1	<div><p>Select the position you are punching into in the <b>Transfer</b> dropdown Click <b>Record Timestamp</b> to record your in Punch</p><div><p>Last Timestamp:</p><p>Transfer: <span></span></p><p><input type="checkbox"/> Cancel Deductions</p><p><b>Record Timestamp</b></p></div><p>Your recorded start time is displayed.</p><div><div></div><div><div><div>Timekeeping</div><div>My Timestamp</div><div>X</div><div>+</div></div><div><div>My Timestamp</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: <span></span></div><div><input type="checkbox"/> Cancel Deductions</div><div>Record Timestamp</div></div></div></div></div></div></div>