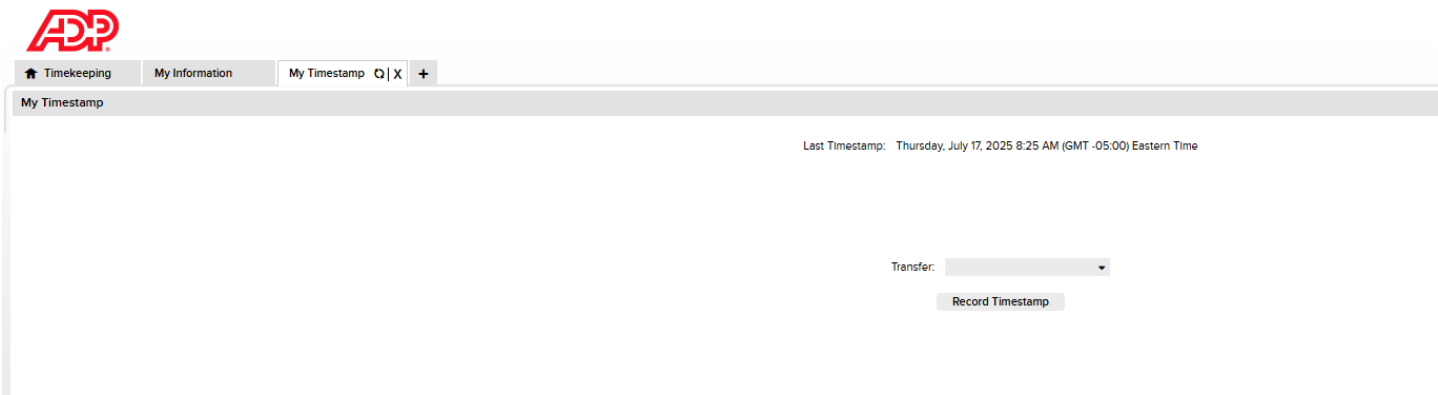


ADP Time & Attendance: Timestamp/Hourly-View Timecard

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

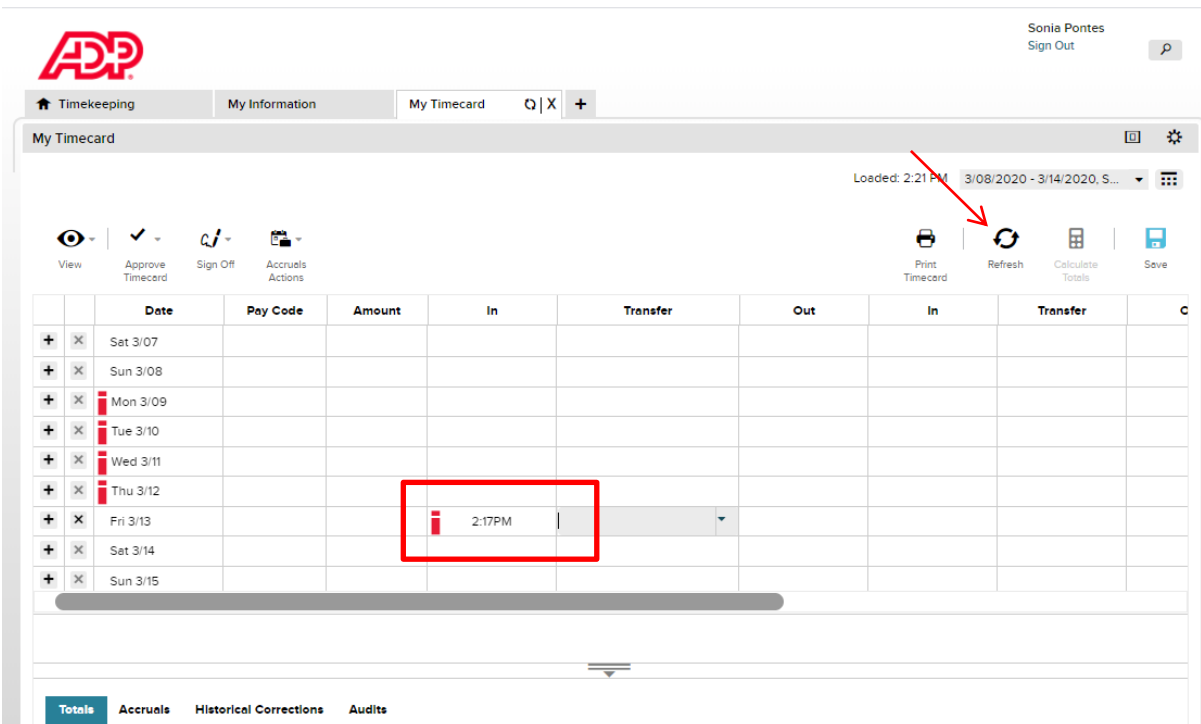


Enter Time

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	Click Record Timestamp to record your start and end times. Last Timestamp: Transfer: ☐ Cancel Deductions Record Timestamp Your recorded start time is displayed.  TimekeepingMy TimestampQ X+ My Timestamp Recorded Time: 2:17 PM (GMT -05:00) Eastern Time The in punch was accepted. Transfer: ☐ Cancel Deductions Record Timestamp

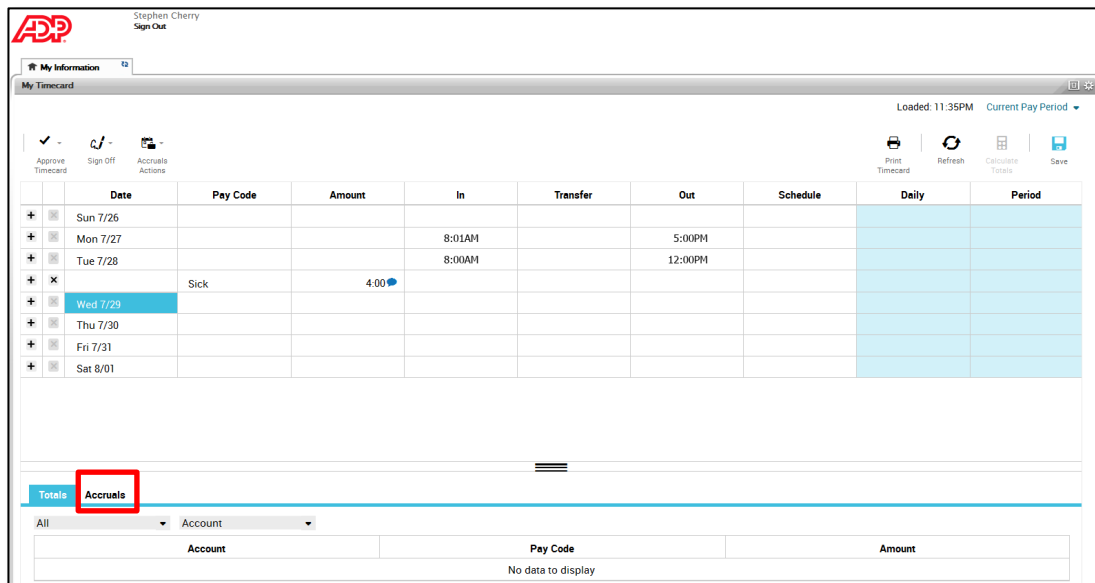
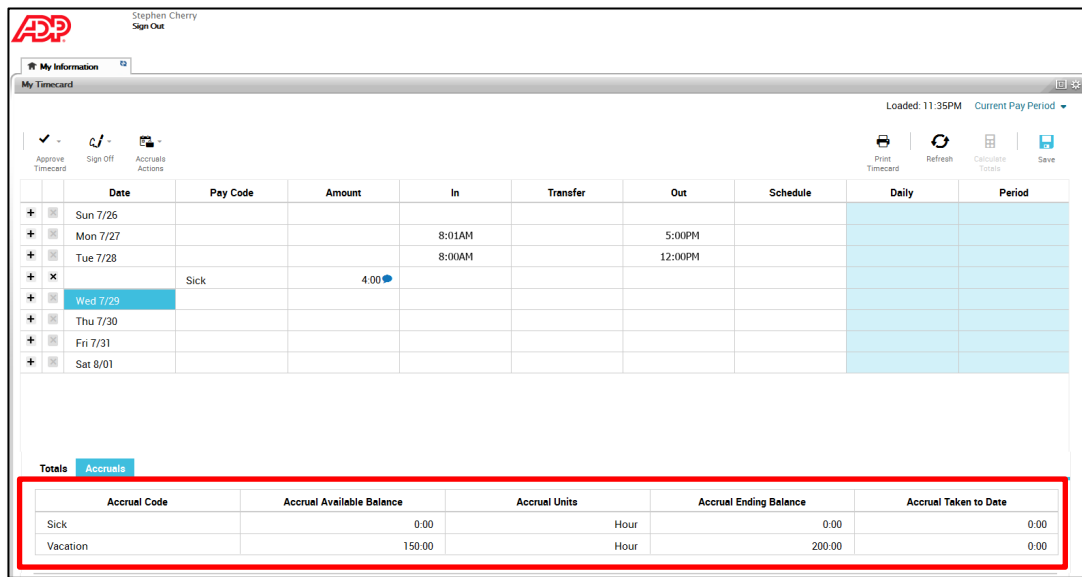
Step	Action
2	If you have access to your timecard, click Refresh to view recorded time within your timecard.  The screenshot shows the ADP My Timecard interface. At the top, there's a navigation bar with 'Timekeeping', 'My Information', and 'My Timecard'. Below this, there's a toolbar with icons for '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' column for Fri 3/13, showing a punch-in time of 2:17PM.

- 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

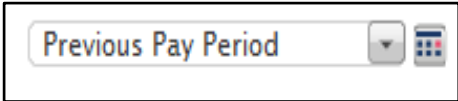
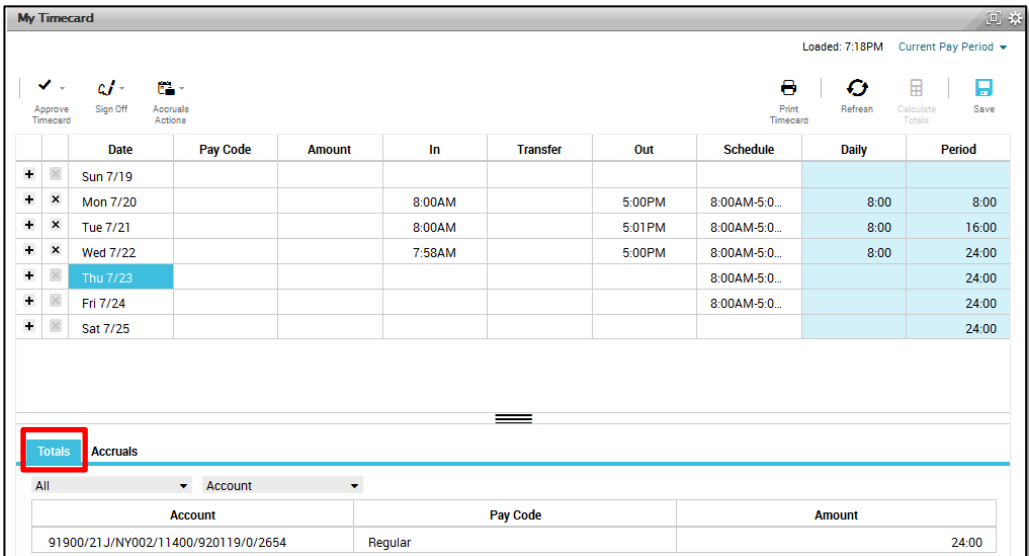
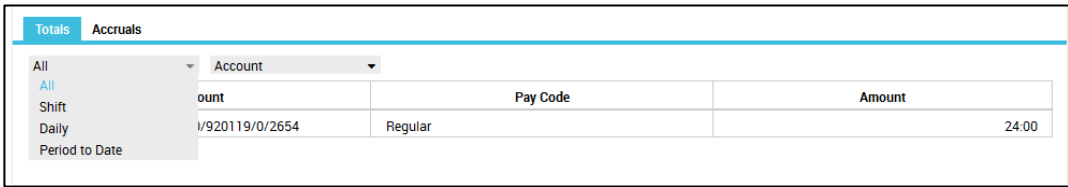
Step	Action															
1	Select the appropriate date in the timecard to view the accruals as of a particular date.															
2	Click the Accruals tab.  The screenshot shows the ADP My Timecard interface. At the top, there's a navigation bar with 'My Information' and 'My Timecard'. Below 'My Timecard', there's a table with columns: Date, Pay Code, Amount, In, Transfer, Out, Schedule, Daily, and Period. The table shows data for dates from Sun 7/26 to Sat 8/01. On Tue 7/28, there's a 'Sick' pay code with an amount of 4.00. At the bottom, there's a 'Totals' section with a red box highlighting the 'Accruals' tab.															
3	View your accrual balances.  The screenshot shows the ADP My Timecard interface with the 'Accruals' tab selected. Below the main table, there's a summary table with columns: Accrual Code, Accrual Available Balance, Accrual Units, Accrual Ending Balance, and Accrual Taken to Date. The table shows data for 'Sick' and 'Vacation' accruals. <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>	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	Select the appropriate pay period. 
2	If necessary, click the Totals tab at the bottom of the timecard. This tab is available by default. 
3	View your timecard totals for the selected pay period.  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.