Non-Exempt Employees
ADP Time Clock Manual

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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.

Press Punch In and Out
3. Then use the keypad to type in your ID Number

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

4. Then Press Enter
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

4. Your schedule will appear
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 Accruals

Use the View Accruals button to view current totals of accrued time, such as vacation and sick time. The totals are accurate as of the time that you perform the transaction. You may also view projected accrual totals as of a specific future date.

1. Tap View Accruals

2. Swipe your badge
3. Or Enter your Badge ID Number manually using the keypad, then press Enter.

4. Press on the day you wish to view your accruals.
5. The accrual balances as of the day you selected will appear.

6. Use the arrow keys to scroll up or down.
Note, if you wish to view a different date, press the back arrow to go back to the calendar.

You can also change the month by using the arrow keys at the top of the screen.
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.

Press this button to go back to the selection screen
Requesting Time Off – Full/Half Days

From the time clock you are able to put in a request for time off such as a vacation or sick day. You have the option of requesting your time off in days, half days or in hours.

New Request

1. Tap Request Time Off

Press the Request Time off button to put in a request for time off.

2. Swipe your badge
3. Or enter your Badge ID number using the keypad then press Enter

4. To begin your request press Scheduled Time Off.
5. Press Submit Request

6. Press the day you wish your request to start
Note, if the day you wish to request is in a different month you can use the arrow keys to scroll to the correct month.

7. Select the End Date

Press the day you want it to end
8. Tap on the proper pay code.

9. If you do not see the proper pay code use the arrow to scroll down for my choices.
10. Select the pay code.

11. Requests can be made in full days, half days or hours. Select your choice by pressing on it.
12. The next screen shows you a snap shot of your current request. **The 0 is not the number of days but the Full Day selection code. 1 is Half Day and 2 is Hours.**

13. Review your request and hit Add Another if you wish to request more time off or press Submit.
Requesting Time Off - In Hours

If you do not need a full day off you may make a request in hours. You must make your requests in half hour increments. Example: You have a doctor’s appointment and you will be late for work. You can request a half an hour, an hour or an hour and a half but you cannot request an hour and 45 minutes. To put in a half hour you must put in 30 not 50. Example: An hour and a half would be put in as 1:30 not 1:50.

1. Press Request Time Off

![Image of ADP system with Request Time Off highlighted]

Press the Request Time off button to put in a request for time off.

Swipe your badge

![Image of badge being swiped]
Or enter your Badge ID number using the keypad then press Enter.

To begin your request press Scheduled Time Off.
Press Submit Request

Press the day you wish your request to start

Press the day you want the request to
Press the end date.

Tap the proper pay code to continue the request.
Select **Hours**

Press **Hours**

Review and click **Continue**

Press **Continue**
The Start Time defaults to the time you are putting the request in. Use the key pad to enter the start time of your time off request.

Enter the time you wish your request to start, making sure to enter AM or PM.
Once you have entered the correct time of your request, press Enter.

The Length screen will appear. It defaults to 1:00 (1 hour).
To request more than an hour use the key pad to enter the appropriate length of time.

IMPORTANT NOTE
WHEN ENTERING HALF-HOUR INCREMENTS YOU MUST USE :30 NOT :50. EXAMPLE AN HOUR AND A HALF WOULD BE ENTERED 1:30 NOT 1:50
When you have finished push Enter.

Review your request and push Add Another or Submit.
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.

6. Use the scroll buttons to view more days
7. An explanation point means that there is an exception for that day.

Any day with an Exclamation point means there is an exception for that day (missed punch, late punch, early punch etc.)

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

You can use the scroll keys to view other dates within 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 your badge ID manually using the key pad.
4. Select the appropriate time period by tapping on it.

Tap on which period you wish to view

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

Push the arrow to 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

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