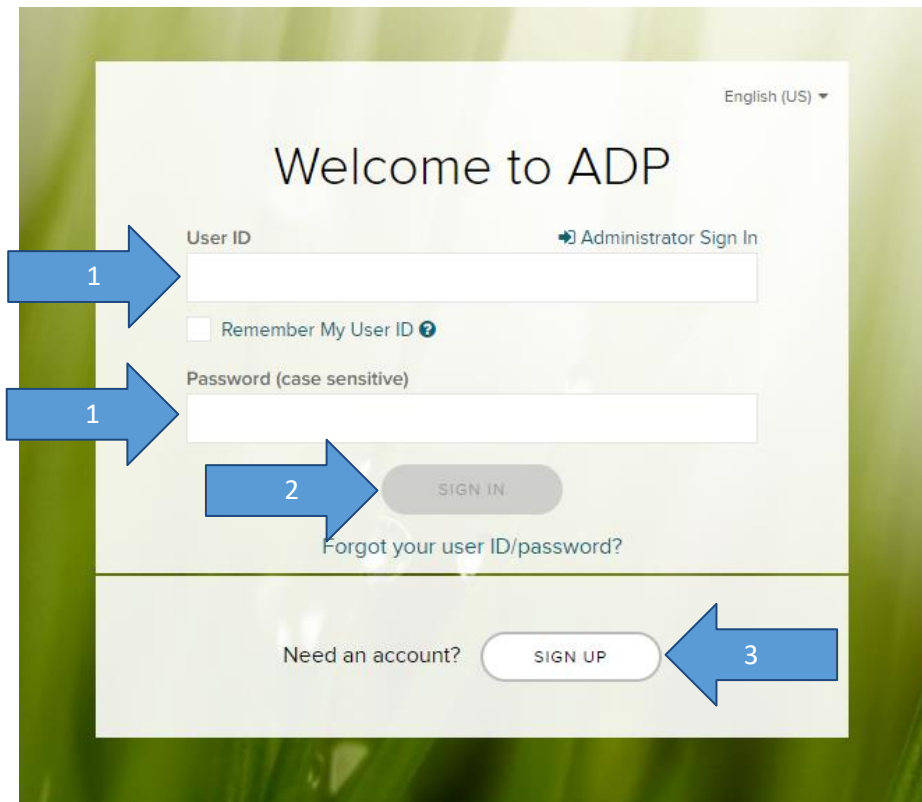


# Enrollee Timecard Instructions

Go to website <https://workforcenow.adp.com>

Follow log in steps below:

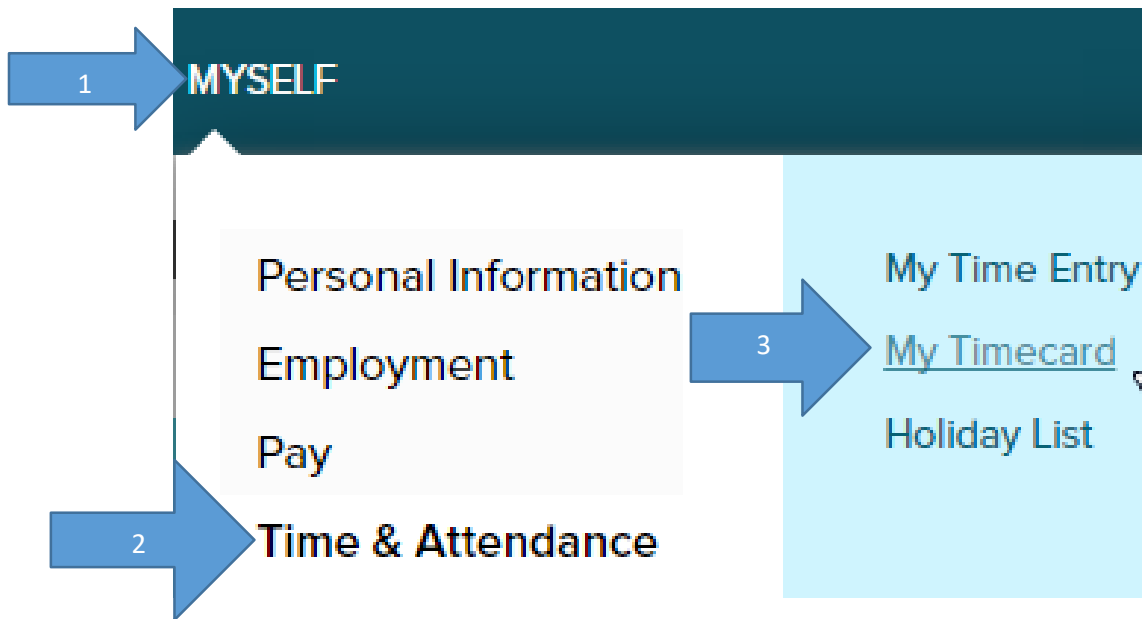
1. Enter your User ID and Password
2. Click on the **SIGN IN** button to access your account



3. First Time Users, click on **SIGN UP** and follow the instructions in the email sent by Payroll to create a User ID

# To Enter Your Hours

Go to: 1. **Myself** -> 2. **Time & Attendance** -> 3. **My Timecard**



Make sure you are entering hours for the correct pay period.

Enter hours in the **HOURS** column. If you are using paid leave or LWOP, select the applicable earnings type in the **PAY CODE** column.

The screenshot shows a timecard entry interface. At the top, there is a 'Current Pay Period' dropdown menu with a checkmark, followed by two date fields: '9/17/2016' and '9/30/2016', each with a calendar icon. To the right is a search bar with a magnifying glass icon and the text 'FIND'. Below this is a navigation bar with three tabs: 'Timecard' (selected), 'Totals', and 'Schedule'. The main area is a table with columns: 'WEEK 1', 'PAY CODE', 'HOURS', 'DEPARTMENT', and 'DAILY TOTALS'. The table is divided into two sections for 'WEEK 1' and 'WEEK 2'. Each section has rows for days of the week (Sat, Sun, Mon, Tue, Wed, Thu, Fri) with corresponding dates. The 'HOURS' column for all days is currently set to 0.00. At the bottom of the table, there are summary rows for 'WEEK 1 TOTALS' and 'WEEK 2 TOTALS', both showing 0.00. Below the table, there are three buttons: 'SAVE', 'REFRESH', and an information icon followed by the text 'Operation Successful.'.

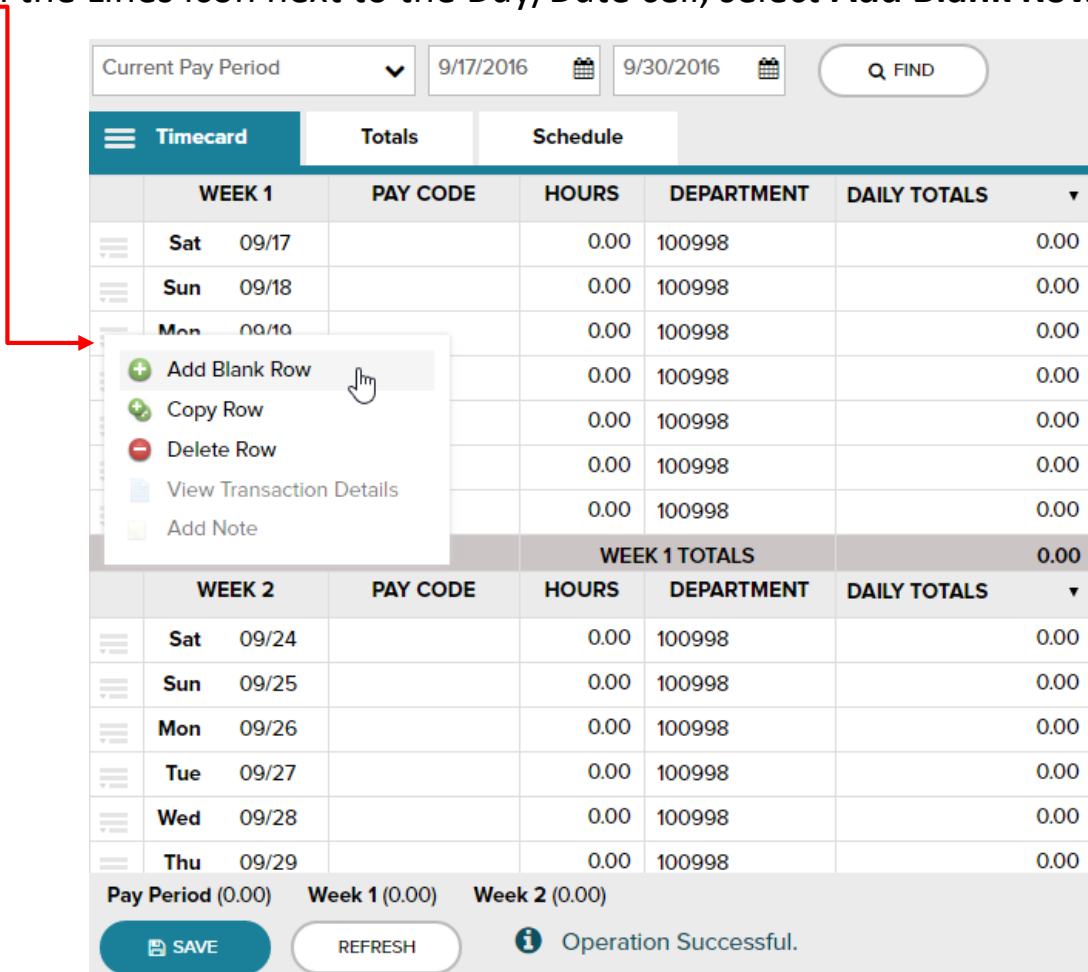
	WEEK 1	PAY CODE	HOURS	DEPARTMENT	DAILY TOTALS	
	Sat 09/17		0.00	100998		0.00
	Sun 09/18		0.00	100998		0.00
	Mon 09/19		0.00	100998		0.00
	Tue 09/20		0.00	100998		0.00
	Wed 09/21		0.00	100998		0.00
	Thu 09/22		0.00	100998		0.00
	Fri 09/23		0.00	100998		0.00
WEEK 1 TOTALS						0.00
	WEEK 2	PAY CODE	HOURS	DEPARTMENT	DAILY TOTALS	
	Sat 09/24		0.00	100998		0.00
	Sun 09/25		0.00	100998		0.00
	Mon 09/26		0.00	100998		0.00
	Tue 09/27		0.00	100998		0.00
	Wed 09/28		0.00	100998		0.00
	Thu 09/29		0.00	100998		0.00

Pay Period (0.00)    Week 1 (0.00)    Week 2 (0.00)

[SAVE](#)    [REFRESH](#)    **i** Operation Successful.

## To Add a Row:

Click on the Lines icon next to the Day/Date cell, select **Add Blank Row**



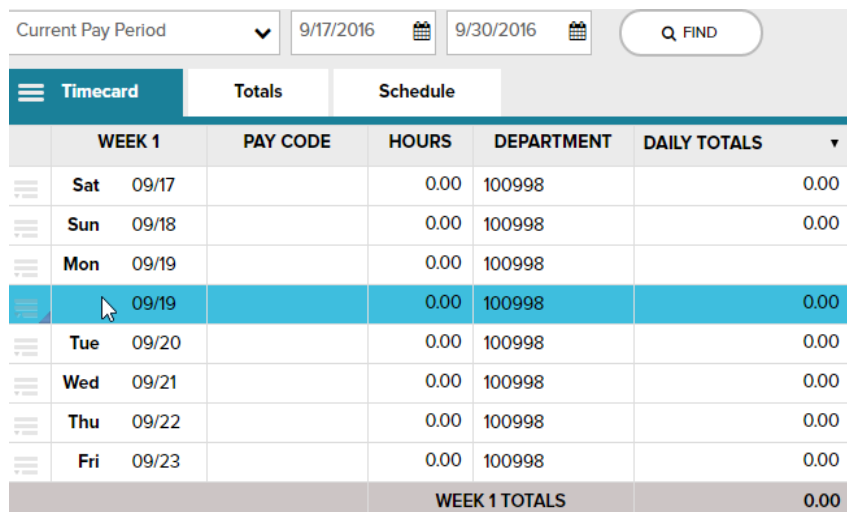
The screenshot shows a timecard interface with a table of entries for two weeks. A red arrow points to the 'Lines' icon (three horizontal lines) next to the date '09/19' in the first column of the table. A context menu is open over this icon, with the 'Add Blank Row' option highlighted by a mouse cursor. The menu also includes 'Copy Row', 'Delete Row', 'View Transaction Details', and 'Add Note'. The table has columns for 'WEEK 1', 'PAY CODE', 'HOURS', 'DEPARTMENT', and 'DAILY TOTALS'. The current pay period is 9/17/2016 to 9/30/2016. The interface includes a 'SAVE' button, a 'REFRESH' button, and a message 'Operation Successful.'.

	WEEK 1	PAY CODE	HOURS	DEPARTMENT	DAILY TOTALS
☰	Sat 09/17		0.00	100998	0.00
☰	Sun 09/18		0.00	100998	0.00
☰	Mon 09/19		0.00	100998	0.00
☰	Tue 09/20		0.00	100998	0.00
☰	Wed 09/21		0.00	100998	0.00
☰	Thu 09/22		0.00	100998	0.00
☰	Fri 09/23		0.00	100998	0.00
WEEK 1 TOTALS					0.00
	WEEK 2	PAY CODE	HOURS	DEPARTMENT	DAILY TOTALS
☰	Sat 09/24		0.00	100998	0.00
☰	Sun 09/25		0.00	100998	0.00
☰	Mon 09/26		0.00	100998	0.00
☰	Tue 09/27		0.00	100998	0.00
☰	Wed 09/28		0.00	100998	0.00
☰	Thu 09/29		0.00	100998	0.00

Pay Period (0.00) Week 1 (0.00) Week 2 (0.00)

**SAVE** REFRESH *i* Operation Successful.

A new row will be displayed



The screenshot shows the same timecard interface as above, but now a new row has been added to the table. The new row is highlighted in blue and corresponds to the date '09/19' in the first column. The mouse cursor is now over the 'Lines' icon next to this date. The rest of the table and interface elements are the same as in the previous screenshot.

	WEEK 1	PAY CODE	HOURS	DEPARTMENT	DAILY TOTALS
☰	Sat 09/17		0.00	100998	0.00
☰	Sun 09/18		0.00	100998	0.00
☰	Mon 09/19		0.00	100998	0.00
☰	Tue 09/20		0.00	100998	0.00
☰	Wed 09/21		0.00	100998	0.00
☰	Thu 09/22		0.00	100998	0.00
☰	Fri 09/23		0.00	100998	0.00
WEEK 1 TOTALS					0.00

## To Delete a Row:

Click on the Lines icon next to the Day/Date cell, select **Delete Row**

The screenshot shows a timecard interface with a table of data. A red arrow points to the 'Lines' icon (three horizontal lines) next to the 'Mon 09/19' entry. A context menu is open, listing several actions: 'Add Blank Row', 'Copy Row', 'Delete Row', 'View Transaction Details', and 'Add Note'. The 'Delete Row' option is highlighted with a mouse cursor. The table has columns for 'WEEK 1', 'PAY CODE', 'HOURS', 'DEPARTMENT', and 'DAILY TOTALS'. The 'Mon 09/19' row is highlighted in blue. Below the table, there are buttons for 'SAVE', 'REFRESH', and a message 'Operation Successful.'.

WEEK 1		PAY CODE	HOURS	DEPARTMENT	DAILY TOTALS
Sat	09/17		0.00	100998	0.00
Sun	09/18		0.00	100998	0.00
Mon	09/19		0.00	100998	0.00
Tue	09/20		0.00	100998	0.00
Wed	09/21		0.00	100998	0.00
Thu	09/22		0.00	100998	0.00
Fri	09/23		0.00	100998	0.00
WEEK 1 TOTALS					0.00
WEEK 2		PAY CODE	HOURS	DEPARTMENT	DAILY TOTALS
Sat	09/24		0.00	100998	0.00
Sun	09/25		0.00	100998	0.00
Mon	09/26		0.00	100998	0.00
Tue	09/27		0.00	100998	0.00
Wed	09/28		0.00	100998	0.00
Thu	09/29		0.00	100998	0.00

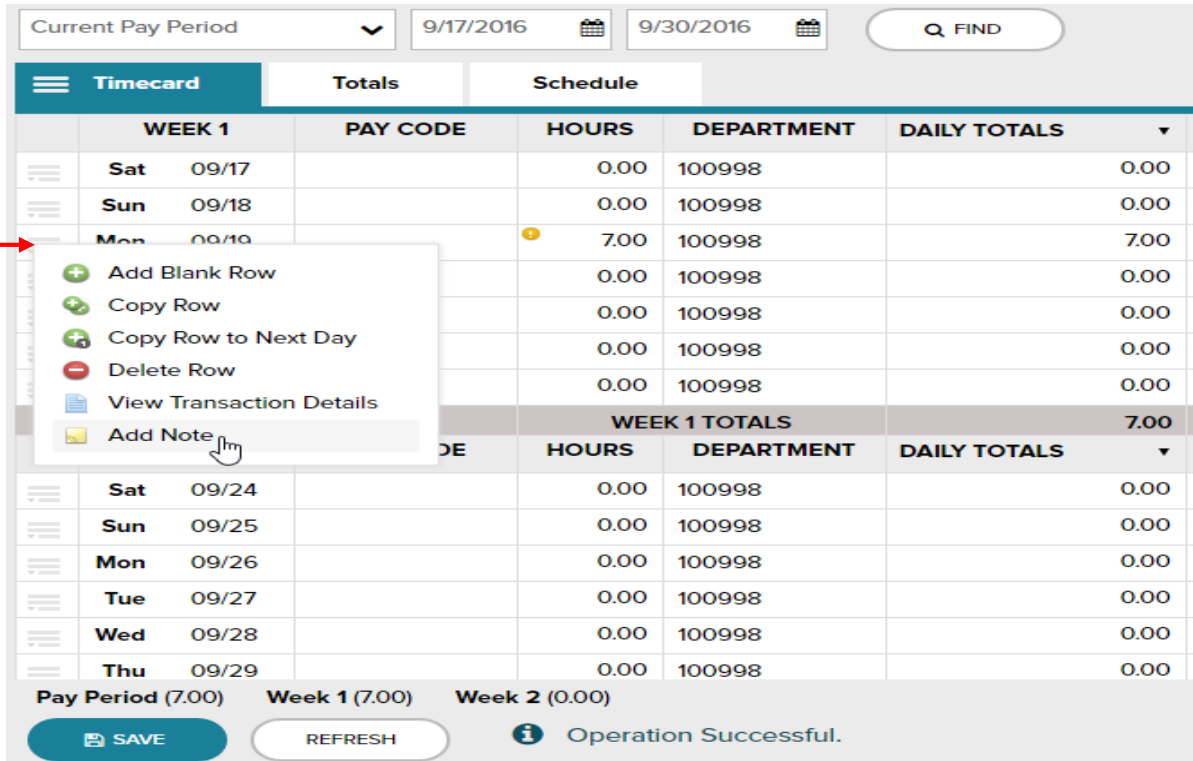
The selected row will be deleted from the timecard.

The screenshot shows the same timecard interface as above, but the 'Mon 09/19' row has been removed. The table now shows 'Sat 09/17' through 'Fri 09/23' for Week 1, followed by 'WEEK 1 TOTALS' (0.00), and then 'Sat 09/24' through 'Thu 09/29' for Week 2. The 'Delete Row' option is no longer visible in the context menu. The 'SAVE' button is highlighted, and the message 'Operation Successful.' is displayed.

WEEK 1		PAY CODE	HOURS	DEPARTMENT	DAILY TOTALS
Sat	09/17		0.00	100998	0.00
Sun	09/18		0.00	100998	0.00
Mon	09/19		0.00	100998	0.00
Tue	09/20		0.00	100998	0.00
Wed	09/21		0.00	100998	0.00
Thu	09/22		0.00	100998	0.00
Fri	09/23		0.00	100998	0.00
WEEK 1 TOTALS					0.00
WEEK 2		PAY CODE	HOURS	DEPARTMENT	DAILY TOTALS
Sat	09/24		0.00	100998	0.00
Sun	09/25		0.00	100998	0.00
Mon	09/26		0.00	100998	0.00
Tue	09/27		0.00	100998	0.00
Wed	09/28		0.00	100998	0.00
Thu	09/29		0.00	100998	0.00

## To Enter a Note:

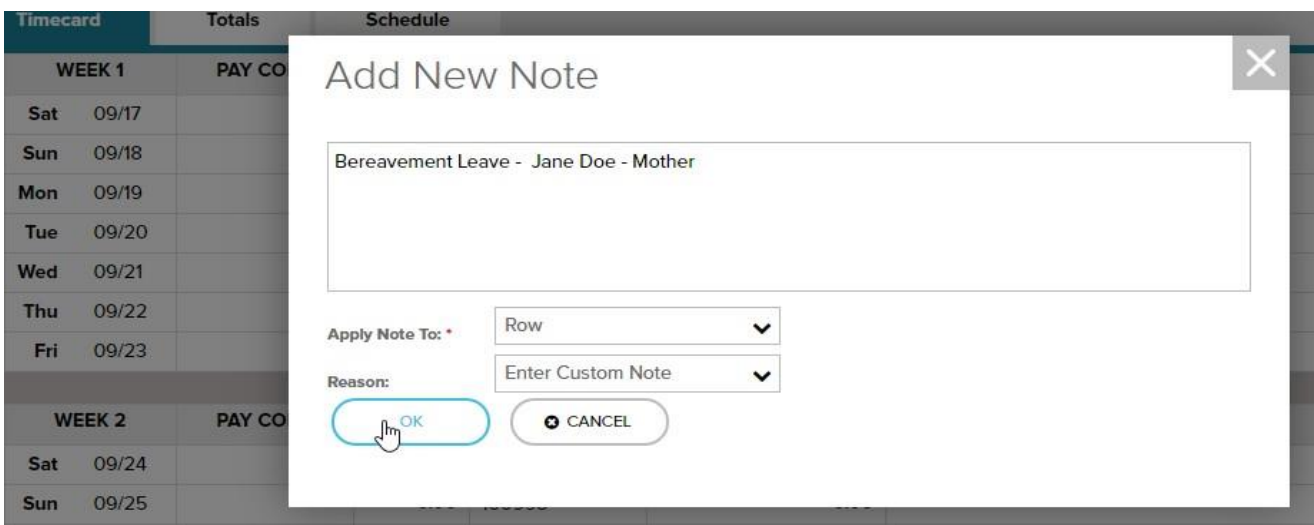
Hours must be entered and saved on the timecard before a note can be added. Click on the Lines icon next to the Day/Date cell, select **Add Note**.



The screenshot shows a timecard interface with a table of entries for two weeks. A red arrow points to the 'Lines' icon (three horizontal lines) next to the date '09/19' in the 'Mon' row. A context menu is open, listing several actions: 'Add Blank Row', 'Copy Row', 'Copy Row to Next Day', 'Delete Row', 'View Transaction Details', and 'Add Note'. The 'Add Note' option is highlighted with a mouse cursor. The table columns are 'WEEK 1', 'PAY CODE', 'HOURS', 'DEPARTMENT', and 'DAILY TOTALS'. The 'HOURS' column for '09/19' shows '7.00'. At the bottom, there are buttons for 'SAVE', 'REFRESH', and a status message 'Operation Successful.'

WEEK 1	PAY CODE	HOURS	DEPARTMENT	DAILY TOTALS
Sat 09/17		0.00	100998	0.00
Sun 09/18		0.00	100998	0.00
Mon 09/19		7.00	100998	7.00
Tue 09/20		0.00	100998	0.00
Wed 09/21		0.00	100998	0.00
Thu 09/22		0.00	100998	0.00
Fri 09/23		0.00	100998	0.00
WEEK 1 TOTALS				7.00
WEEK 2	PAY CODE	HOURS	DEPARTMENT	DAILY TOTALS
Sat 09/24		0.00	100998	0.00
Sun 09/25		0.00	100998	0.00
Mon 09/26		0.00	100998	0.00
Tue 09/27		0.00	100998	0.00
Wed 09/28		0.00	100998	0.00
Thu 09/29		0.00	100998	0.00

A text box will be displayed. Enter note in the text box field and click **OK**.



The screenshot shows a dialog box titled 'Add New Note' overlaid on the timecard interface. The dialog has a text input field containing the text 'Bereavement Leave - Jane Doe - Mother'. Below the text field are two dropdown menus: 'Apply Note To:' with 'Row' selected, and 'Reason:' with 'Enter Custom Note' selected. At the bottom of the dialog are two buttons: 'OK' and 'CANCEL'. A mouse cursor is pointing at the 'OK' button. The background shows the timecard table with 'WEEK 1' and 'WEEK 2' sections.

A note icon will be displayed next to the date

The screenshot shows a timecard interface for the current pay period from 9/17/2016 to 9/30/2016. The interface is divided into two tabs: 'Timecard' and 'Totals'. The 'Timecard' tab is active, displaying a table with columns for 'WEEK 1', 'PAY CODE', 'HOURS', 'DEPARTMENT', and 'DAILY TOTALS'. The table shows data for Monday, 09/19, where the hours are 7.00 and the department is 100998. A note icon is visible next to the date. A 'Notes' popup is displayed over the note icon, showing the name 'Woods, Ursula G' and the note text 'Note: Bereavement Leave - Jane Doe - Mother'. The 'Totals' tab shows 'WEEK 1 TOTALS' with 7.00 hours and 'WEEK 2 TOTALS' with 0.00 hours.

WEEK 1	PAY CODE	HOURS	DEPARTMENT	DAILY TOTALS
Sat 09/17		0.00	100998	0.00
Sun 09/18		0.00	100998	0.00
Mon 09/19		7.00	100998	7.00
Tue 09/20		0.00	100998	0.00
Wed 09/21		0.00	100998	0.00
Thu 09/22		0.00	100998	0.00
Fri 09/23		0.00	100998	0.00
WEEK 1 TOTALS				7.00
WEEK 2	PAY CODE	HOURS	DEPARTMENT	DAILY TOTALS
Sat 09/24		0.00	100998	0.00

### To Submit Your Timecard:

Click on the **SAVE** button. You should receive an **OPERATION SUCCESSFUL** confirmation message displayed at the bottom of the timecard.

The screenshot shows the same timecard interface as above, but with the 'SAVE' button clicked. A red arrow points from the 'SAVE' button to a confirmation message at the bottom of the interface that reads 'Operation Successful.'. The 'Totals' tab is now active, showing 'WEEK 1 TOTALS' with 7.00 hours and 'WEEK 2 TOTALS' with 0.00 hours. The 'Pay Period (7.00)' is also displayed.

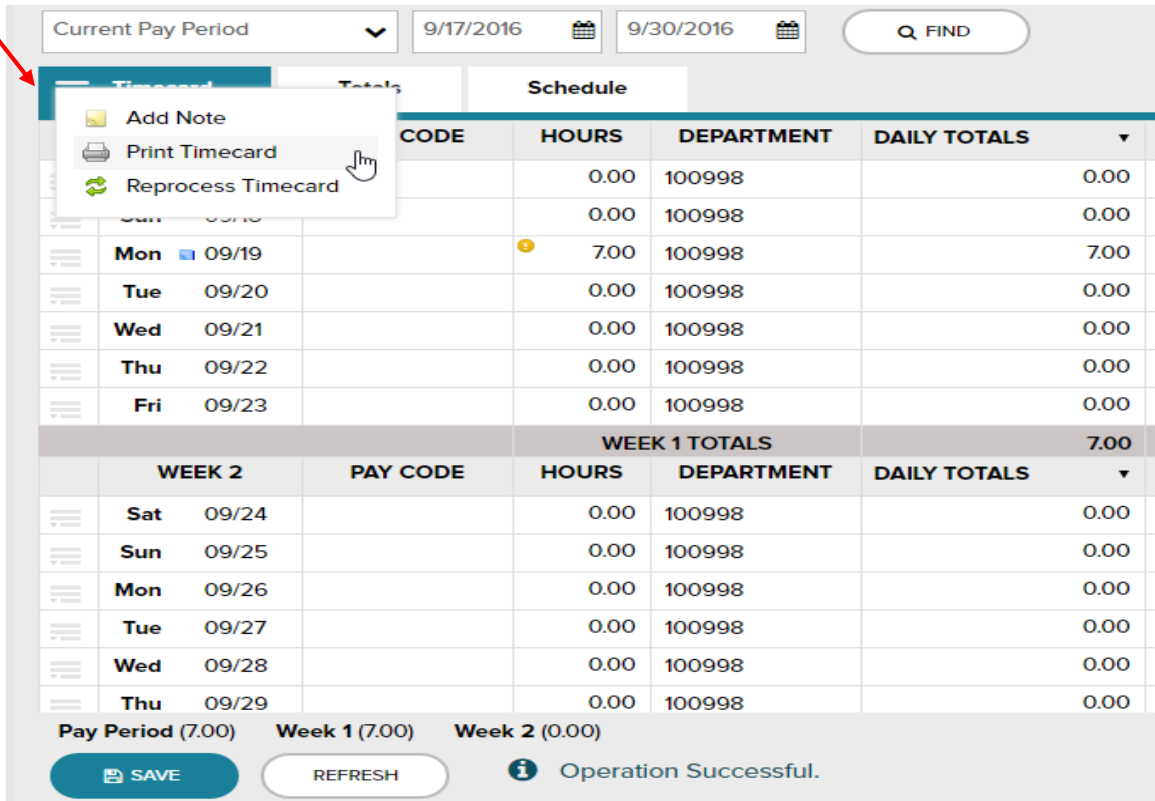
WEEK 1	PAY CODE	HOURS	DEPARTMENT	DAILY TOTALS
Sun 09/18		0.00	100998	0.00
Mon 09/19		7.00	100998	7.00
Tue 09/20		0.00	100998	0.00
Wed 09/21		0.00	100998	0.00
Thu 09/22		0.00	100998	0.00
Fri 09/23		0.00	100998	0.00
WEEK 1 TOTALS				7.00
WEEK 2	PAY CODE	HOURS	DEPARTMENT	DAILY TOTALS
Sat 09/24		0.00	100998	0.00
Sun 09/25		0.00	100998	0.00
Mon 09/26		0.00	100998	0.00
Tue 09/27		0.00	100998	0.00
Wed 09/28		0.00	100998	0.00
Thu 09/29		0.00	100998	0.00
Fri 09/30		0.00	100998	0.00
WEEK 2 TOTALS				0.00

Pay Period (7.00) Week 1 (7.00) Week 2 (0.00)

**SAVE** **REFRESH** **Operation Successful.**

# To Print Timecard

Click on the lines icon next to TIMECARD and select **PRINT TIMECARD**



The screenshot shows a timecard interface with a dropdown menu open. A red arrow points to the 'lines icon' next to 'TIMECARD'. The dropdown menu contains three options: 'Add Note', 'Print Timecard', and 'Reprocess Timecard'. The 'Print Timecard' option is highlighted with a mouse cursor. The interface also displays a table with columns for CODE, HOURS, DEPARTMENT, and DAILY TOTALS. The table shows data for Week 1 and Week 2, with Week 1 totaling 7.00 hours and Week 2 totaling 0.00 hours. At the bottom, there are buttons for 'SAVE', 'REFRESH', and a status message 'Operation Successful'.

CODE	HOURS	DEPARTMENT	DAILY TOTALS	
	0.00	100998	0.00	
	0.00	100998	0.00	
Mon 09/19	7.00	100998	7.00	
Tue 09/20	0.00	100998	0.00	
Wed 09/21	0.00	100998	0.00	
Thu 09/22	0.00	100998	0.00	
Fri 09/23	0.00	100998	0.00	
WEEK 1 TOTALS			7.00	
WEEK 2	PAY CODE	HOURS	DEPARTMENT	DAILY TOTALS
Sat 09/24		0.00	100998	0.00
Sun 09/25		0.00	100998	0.00
Mon 09/26		0.00	100998	0.00
Tue 09/27		0.00	100998	0.00
Wed 09/28		0.00	100998	0.00
Thu 09/29		0.00	100998	0.00

Pay Period (7.00) Week 1 (7.00) Week 2 (0.00)

SAVE REFRESH Operation Successful.

Click **PRINT** button.

## Print Timecard



The screenshot shows the 'Print Timecard' dialog box. It has a section titled 'View and Print Options:' with three checkboxes: 'Exceptions' (unchecked), 'Notes' (checked), and 'Signature Lines' (unchecked). A large blue arrow points to a 'PRINT' button. Below the button, it says 'Printed: Wednesday, 9/28/2016, 12:36 PM'. At the bottom, it displays 'Timecard 9/17/2016 - 9/30/2016 (Current Pay Period)'.

View and Print Options:

Exceptions  Notes  Signature Lines

PRINT

Printed: Wednesday, 9/28/2016, 12:36 PM

Timecard 9/17/2016 - 9/30/2016 (Current Pay Period)

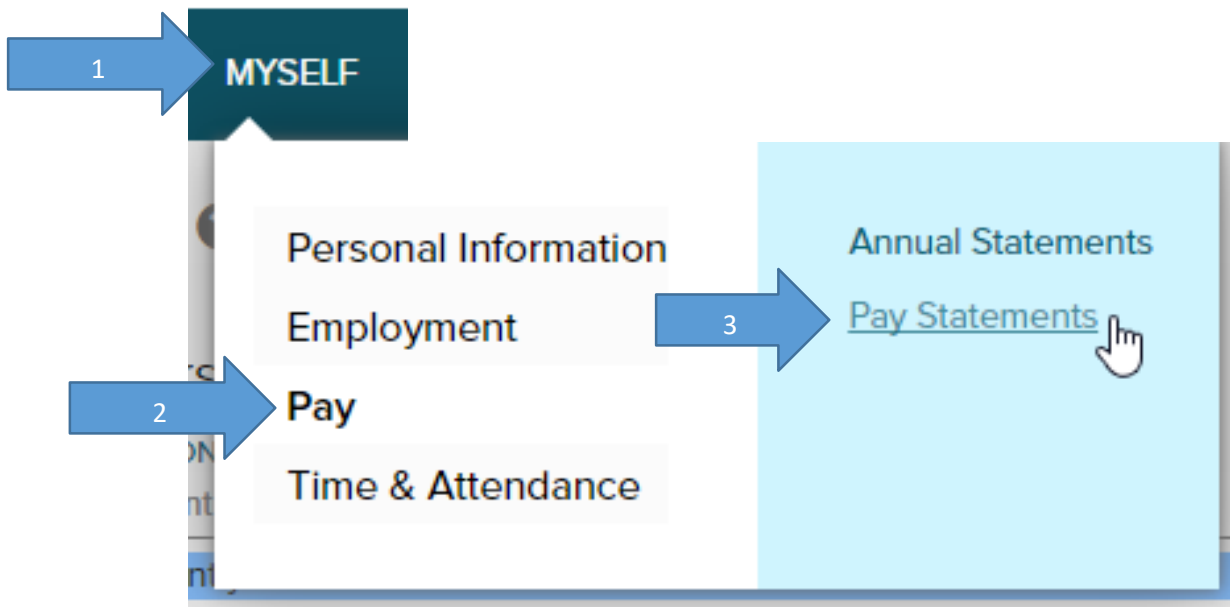


# To View Leave Balances

Leave balances can be viewed on your pay statements. The most current pay statement will show your available balances. Leave balances shown are as of pay date selected.

To access your pay statement in the Portal, go to

1. Myself ->
2. Pay ->
3. Pay Statements



Click on desired check date to view leave balances.

Click on **VIEW CHECK** button located under the desired check date to view leave balances.



# To View Pay Statements

To access your pay statement in the Portal, go to

**1. Myself -> 2. Pay -> 3. Pay Statements**



Click on **VIEW CHECK** button located under the desired check date to view pay details

