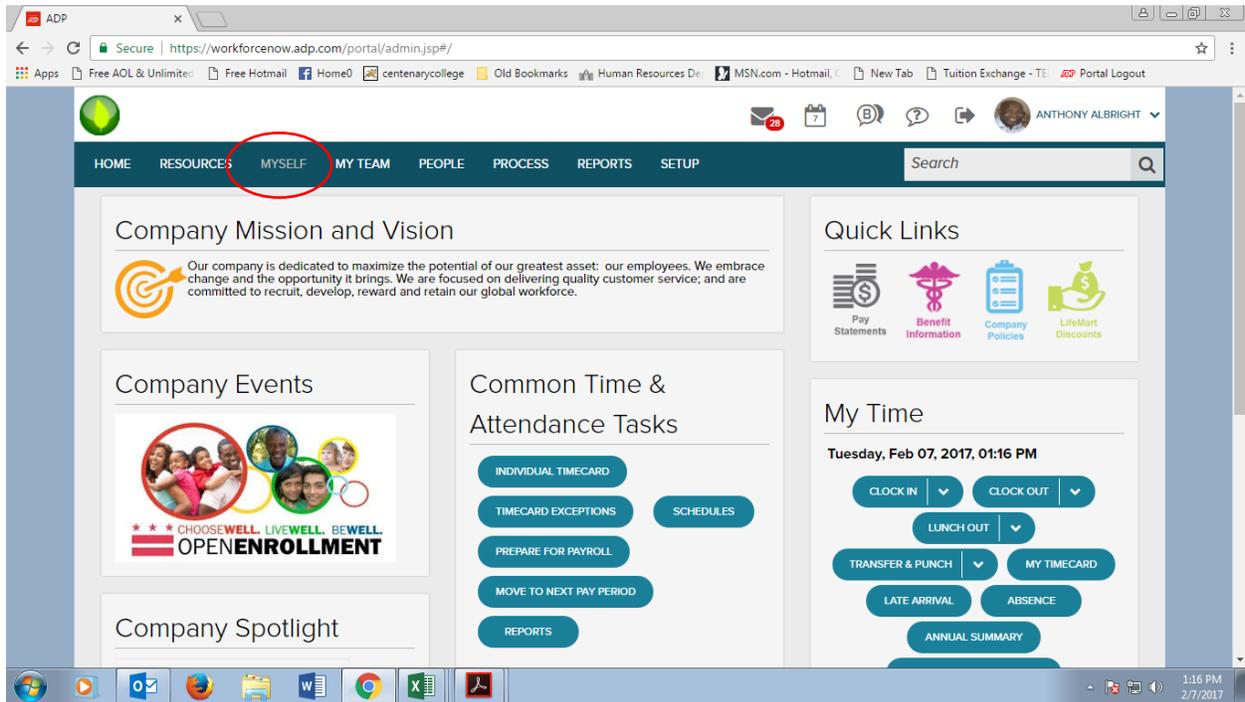


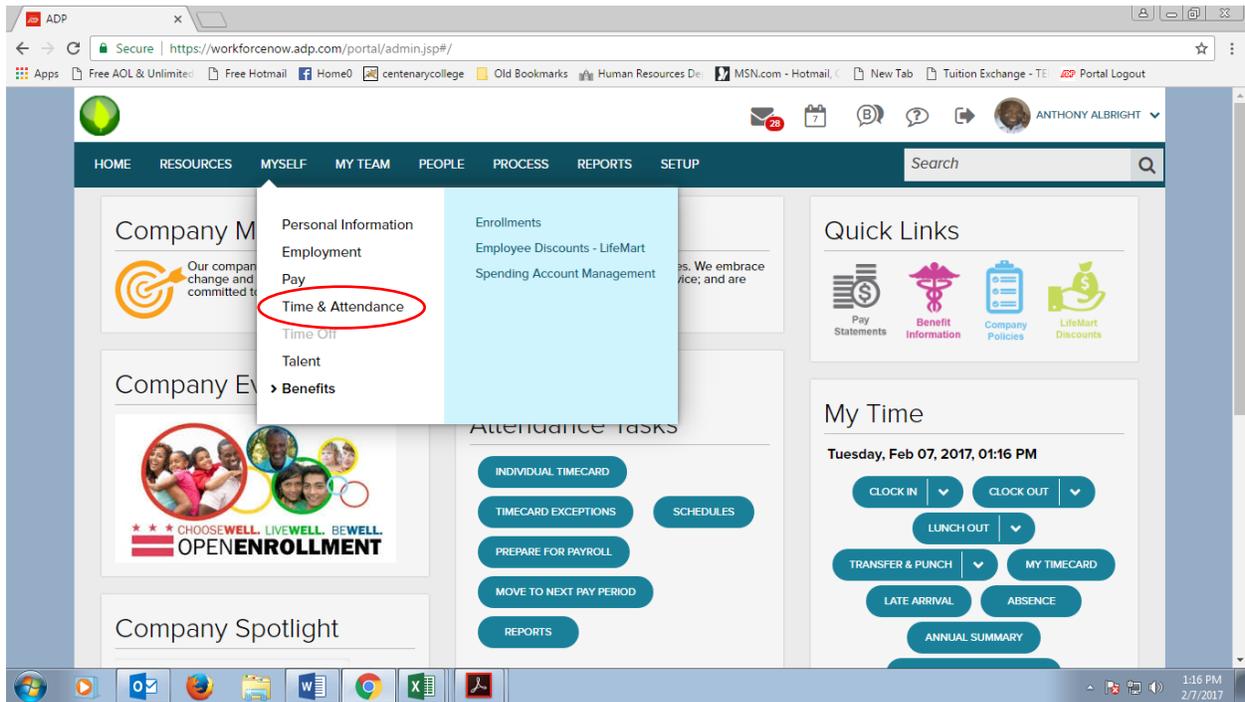
ENTERING YOUR WORK HOURS IN ADP WORKFORCE NOW

Log into ADP Workforce Now at <https://www.workforcenow.adp.com>

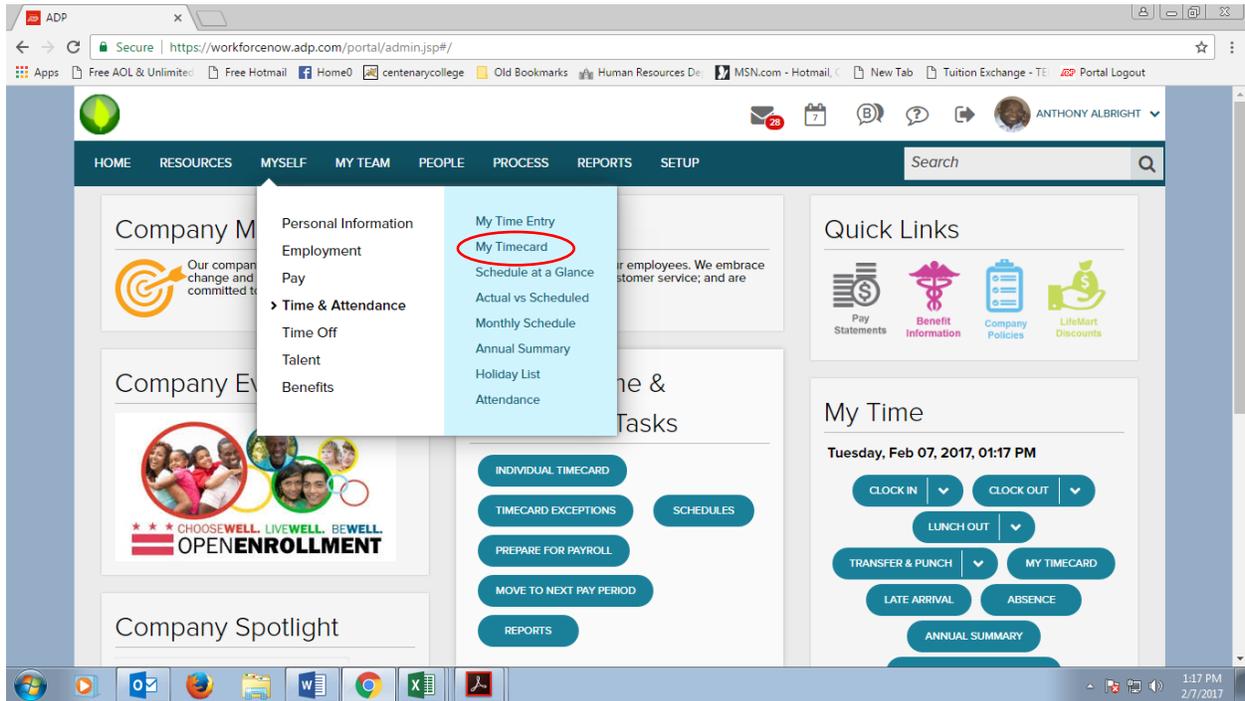
Click on the **Myself** tab:



Click on **Time & Attendance**:



Click on **My Timecard**:



Enter your work hours into the timesheet. Please note that you can click in the Pay Code column to choose your time off type (e.g., vacation day, sick day, etc.). You can also edit the Department column if you work in more than one department.

		Totals		Schedule		Supplemental Pay Codes		Time Off Balances													
	WEEK 1	IN	OUT	PAY CODE	HOURS	LOCATION	DEPARTMENT	DAILY TOTALS	REGULAR	OVERTIME	DOUB										
Mon	02/06	08:00 AM	04:00 PM	HOLIDAY	8.00	001	111000	8.00	0.00	0.00											
Tue	02/07	08:00 AM	04:30 PM		8.50	001	111000	8.50	8.00	0.50											
	02/07	11:24 AM	-		0.00	001	111000	8.50	0.00	0.00											
Wed	02/08	09:48 AM	04:30 PM		6.75	001	111000	6.75	6.75	0.00											
	02/08	02:26 PM	-		0.00	001	111000	6.75	0.00	0.00											
Thu	02/09	08:00 AM	04:30 PM		8.00	001	111000	8.00	8.00	0.00											
Fri	02/10	08:00 AM	04:30 PM		8.00	001	111000	8.00	8.00	0.00											
Sat	02/11	07:30 AM	-		0.00	001	111000	0.00	0.00	0.00											
	02/11	07:30 AM	11:00 AM		3.50	001	111000	10.00	1.25	2.25											
	02/11	11:30 AM	06:00 PM		6.50	001	111000	10.00	0.00	6.50											
Sun	02/12	-	-		0.00	001	111000	0.00	0.00	0.00											
WEEK 1 TOTALS								49.25	32.00	9.25											
		WEEK 2		IN - OUT		PAY CODE		HOURS		LOCATION		DEPARTMENT		DAILY TOTALS		REGULAR		OVERTIME		DOUB	

Hit **Save** at the bottom of the screen.