

Enrollee Timecard Instructions

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

Follow log in steps below:

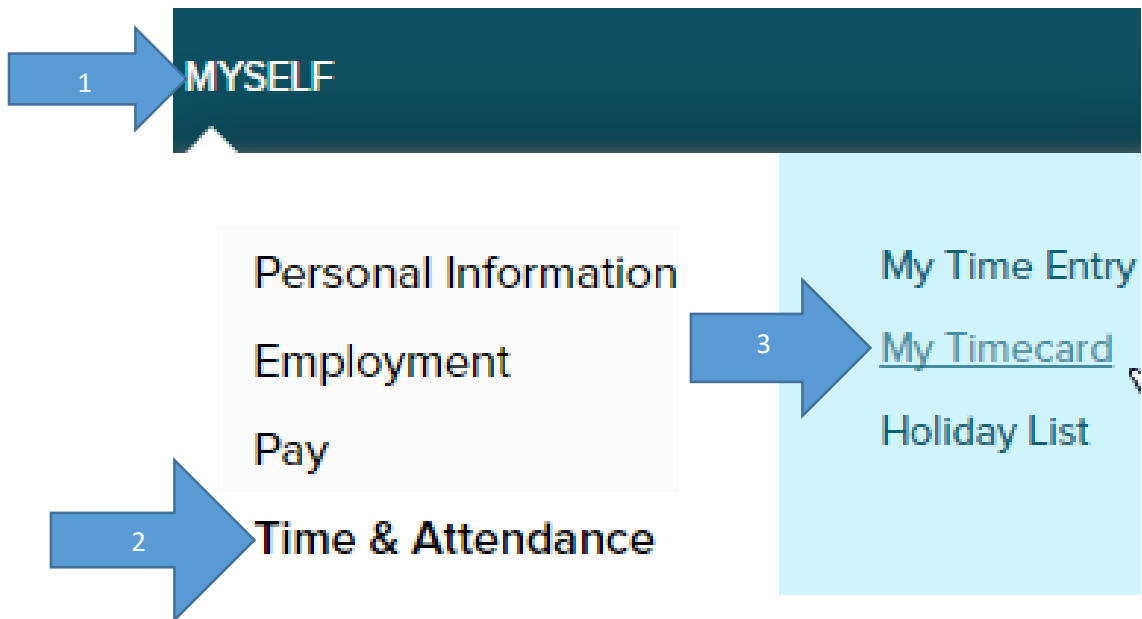
1. Enter your existing User ID and password
2. Click on the **LOG IN** button to access your account



3. First Time Users, click on **REGISTER HERE** and follow steps to create an account

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 downward arrow, currently showing '9/17/2016' and a calendar icon. To its right is another date field showing '9/30/2016' with a calendar icon, and a 'FIND' button with a magnifying glass icon. 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 row represents a day of the week with a date. The 'HOURS' column contains '0.00' for all days. The 'DEPARTMENT' column contains '100998'. The 'DAILY TOTALS' column contains '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)

 ⓘ 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 weekly data. A red arrow points to a 'Lines' icon (three horizontal lines) next to the date '09/19' in the 'WEEK 1' section. A context menu is open, listing several actions: 'Add Blank Row' (highlighted with a mouse cursor), 'Copy Row', 'Delete Row', 'View Transaction Details', and 'Add Note'. The table below shows two weeks of data with columns for Day, Date, Pay Code, Hours, Department, and Daily Totals. A 'WEEK 1 TOTALS' row is also present.

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
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 Operation Successful.

A new row will be displayed

The screenshot shows the same timecard interface as before, but now a new row has been added to the 'WEEK 1' section. The row for 'Mon 09/19' is highlighted in blue, and a mouse cursor is pointing at it. The table structure and other data remain the same.

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 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		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

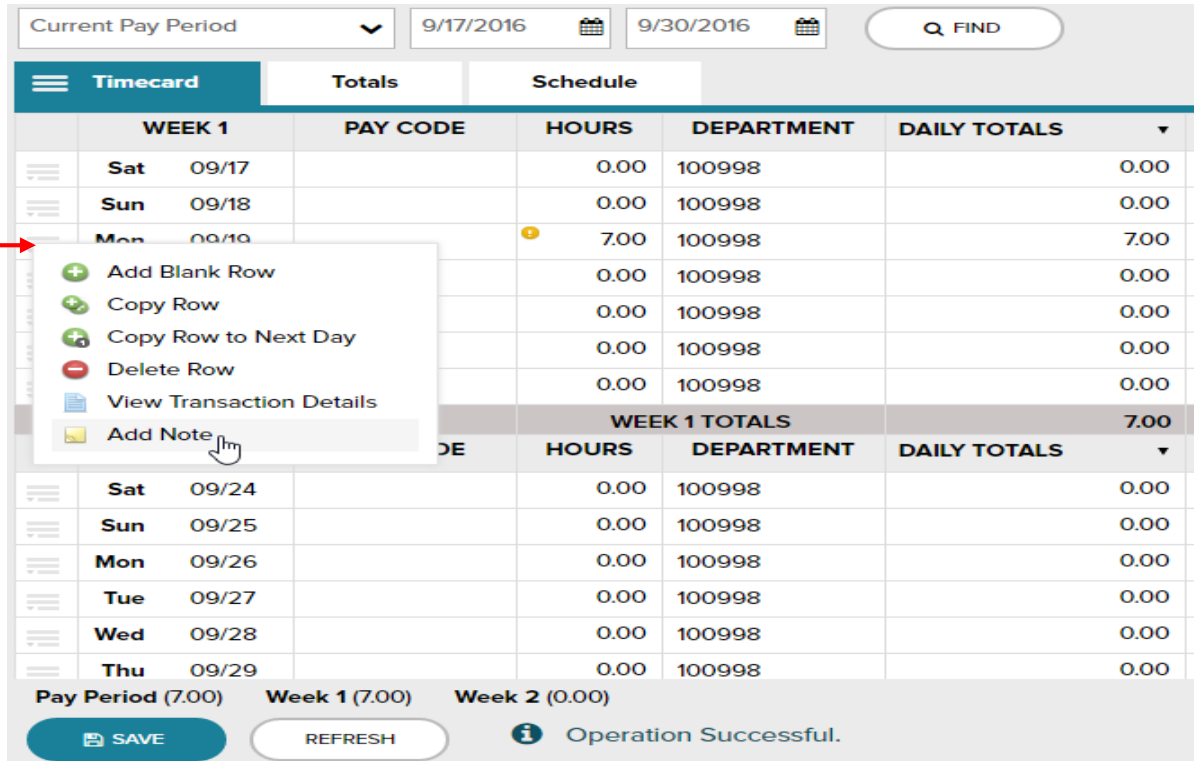
The selected row will be deleted from the timecard.

The screenshot shows the same timecard interface as above, but the 'Mon 09/19' row has been removed. The 'WEEK 1 TOTALS' row now shows a total of 0.00. The 'WEEK 2' section remains the same. The 'SAVE' button is highlighted, and the status 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**.

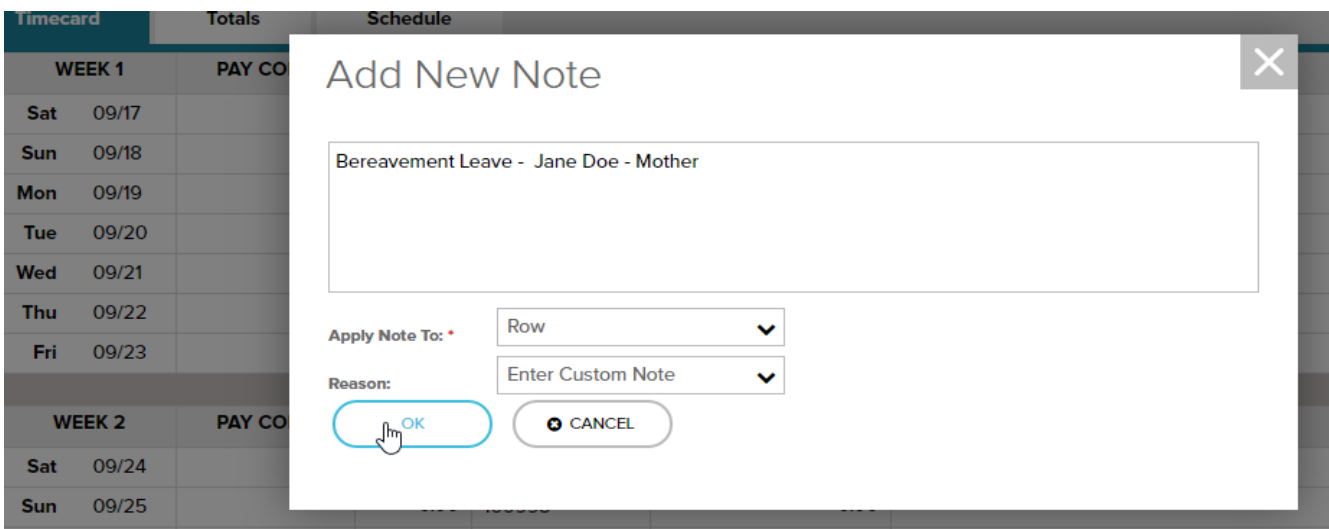


The screenshot shows a timecard interface with a table of dates and hours. A red arrow points to the 'Lines' icon next to the date 'Mon 09/19'. A context menu is open, listing several options: 'Add Blank Row', 'Copy Row', 'Copy Row to Next Day', 'Delete Row', 'View Transaction Details', and 'Add Note'. The 'Add Note' option is highlighted with a mouse cursor. The table below shows the following data:

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
WEEK 1 TOTALS				7.00

At the bottom of the interface, there are buttons for 'SAVE', 'REFRESH', and a status message 'Operation Successful.'.

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' with a close button (X) in the top right corner. The dialog contains a text input field with 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.

A note icon will be displayed next to the date

The screenshot shows a timecard interface with a 'Notes' popup for Monday, 09/19. The popup contains the name 'Woods, Ursula G' and the note text 'Note: Bereavement Leave - Jane Doe - Mother'. The table below shows the timecard data for Week 1 and Week 2.

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 timecard interface after submission. A red arrow points to a confirmation message 'Operation Successful.' at the bottom. The table below shows the timecard data for Week 1 and Week 2.

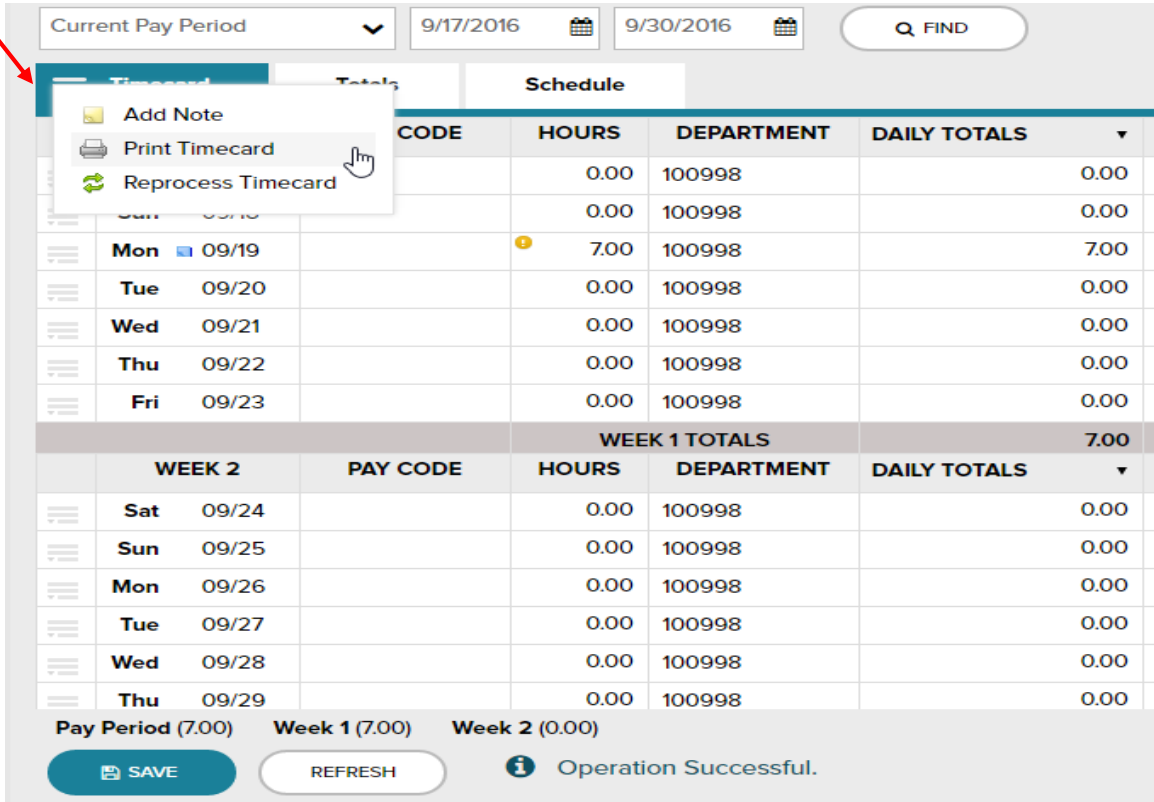
WEEK 1		PAY CODE	HOURS	DEPARTMENT	DAILY TOTALS
Sun	09/18		0.00	100998	0.00
Mon	09/19		7.00	100998	7.00
Tue	09/20		0.00	100998	0.00
Wed	09/21		0.00	100998	0.00
Thu	09/22		0.00	100998	0.00
Fri	09/23		0.00	100998	0.00
WEEK 1 TOTALS					7.00
WEEK 2		PAY CODE	HOURS	DEPARTMENT	DAILY TOTALS
Sat	09/24		0.00	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 the 'Timecard' interface. At the top, there are date pickers for 'Current Pay Period' (9/17/2016 to 9/30/2016) and a 'FIND' button. Below this is a table with columns: CODE, HOURS, DEPARTMENT, and DAILY TOTALS. The table is divided into 'WEEK 1 TOTALS' and 'WEEK 2'. A dropdown menu is open over the table, showing options: 'Add Note', 'Print Timecard' (highlighted with a mouse cursor), and 'Reprocess Timecard'. At the bottom, there are buttons for 'SAVE', 'REFRESH', and a status message 'Operation Successful.'

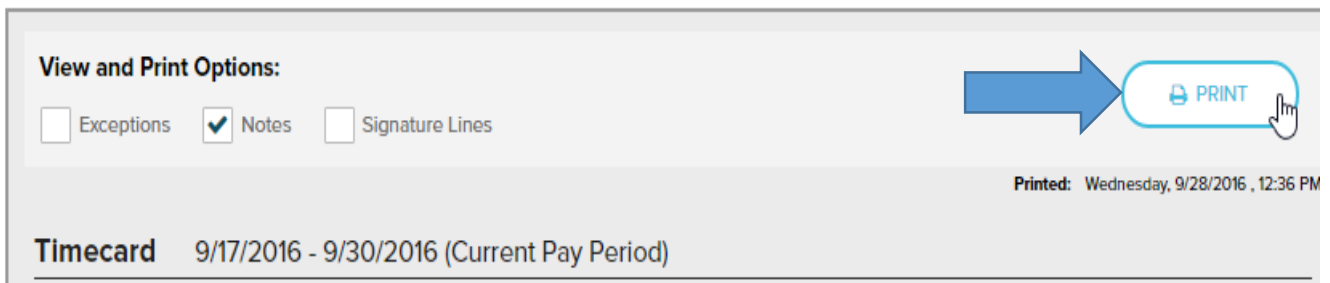
CODE	HOURS	DEPARTMENT	DAILY TOTALS	
	0.00	100998	0.00	
	0.00	100998	0.00	
Mon 09/19	7.00	100998	7.00	
Tue 09/20	0.00	100998	0.00	
Wed 09/21	0.00	100998	0.00	
Thu 09/22	0.00	100998	0.00	
Fri 09/23	0.00	100998	0.00	
WEEK 1 TOTALS			7.00	
WEEK 2	PAY CODE	HOURS	DEPARTMENT	DAILY TOTALS
Sat 09/24		0.00	100998	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 'View and Print Options' section. It includes three checkboxes: 'Exceptions' (unchecked), 'Notes' (checked), and 'Signature Lines' (unchecked). A large blue arrow points to the 'PRINT' button. Below the options, it says 'Printed: Wednesday, 9/28/2016, 12:36 PM'. At the bottom, it says '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 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

