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# EMPLOYEE TIME & ATTENDANCE QUICK REFERENCE GUIDE

This quick reference guide will assist with some of the basic Time & Attendance tasks that you will complete when logging worked hours.



Essential Time and Attendance Basics

# Welcome to Grace Federal Solutions. We're glad to have you working with us!

Timekeeping is carried out through an online portal operated by ADP. The portal is designed to be very user friendly, but please let your Grace manager know if you have any difficulties.

Some things to keep in mind as you clock in and out:

1. Make sure you are entering your time for the correct assignment. More details are below.
2. All punches are "live." In other words, when you click the Clock In or Clock Out button, you are recording your actual time. You will not need to enter a time yourself.
3. The Grace work week runs from Monday through Sunday, and overtime is calculated based on this work week.
4. All overtime must be approved by your onsite manager in advance.
5. Your onsite manager will receive a copy of your punches on Mondays for approval.
6. You will be able to access prior time cards and other data about your work through the timekeeping portal. More details are below.

The following instructions will help you navigate the timekeeping portal. You may use the table of contents below to jump to a specific section of this guide. As always, if you have a question or concern, please contact your Grace manager.

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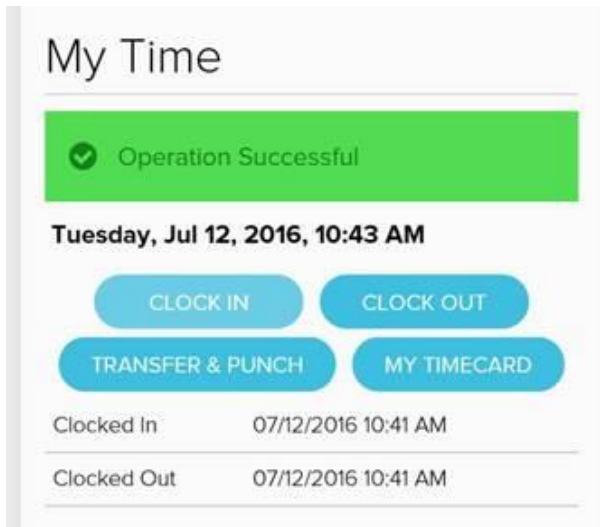
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Essential Time and Attendance Basics

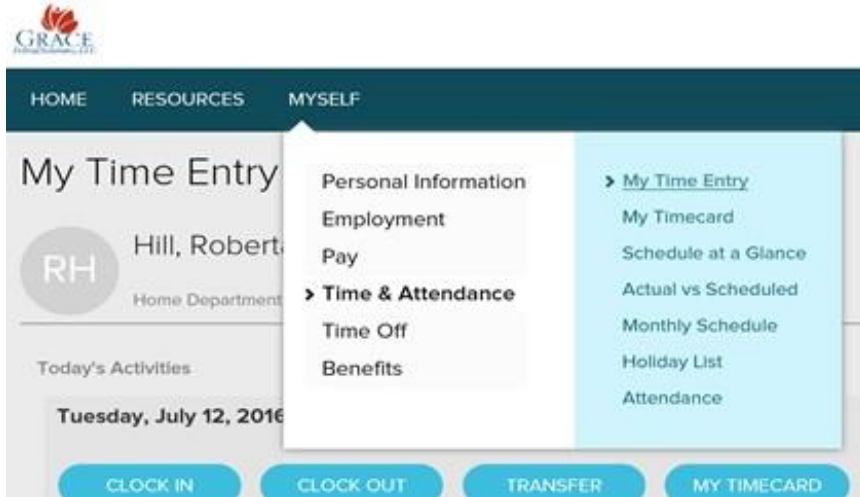
## Recording your Time & Attendance on the Home Page

1. Open a web browser and navigate to <https://workforcenow.adp.com/public/index.htm> and sign-in.
2. If the Home page did not appear, use the menu along the top of the page to select **HOME**.
3. Use the displayed clock in and clock out buttons to record your time-entry. An 'Operation Successful' message will display upon successfully clocking in, or clocking out.



## Recording your Time & Attendance on the Time Entry Page

1. Use the main menu to select **MYSELF -> TIME & ATTENDANCE -> MY TIME ENTRY**

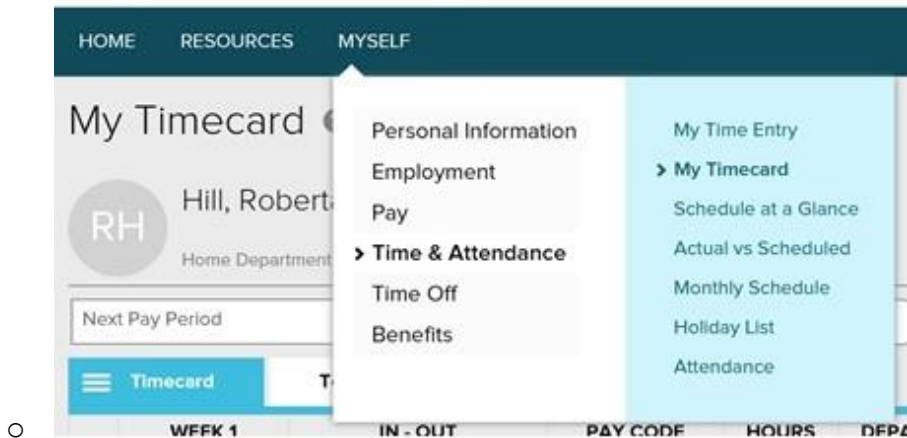


2. Select the appropriate button to Clock in or Clock out, then select OK on the pop up confirmation window.

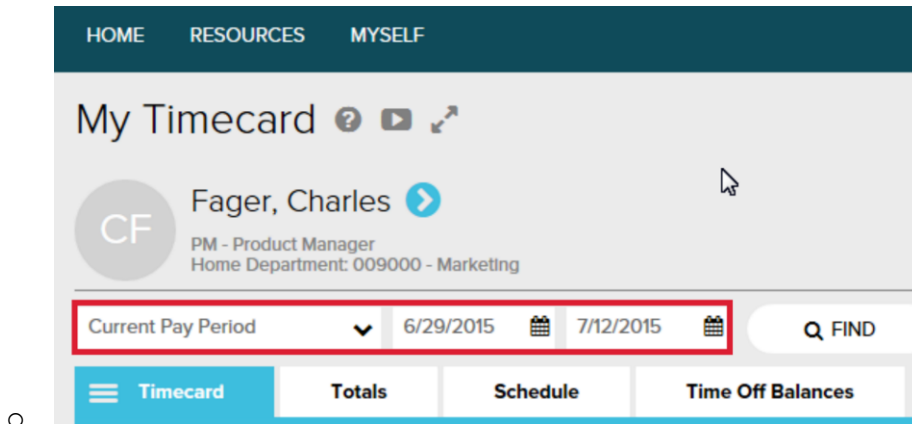
## Viewing and Printing your Timecard

You can view a video demonstration on how to print your Timecard [here](#). You will need to sign in using your sign-in credentials.

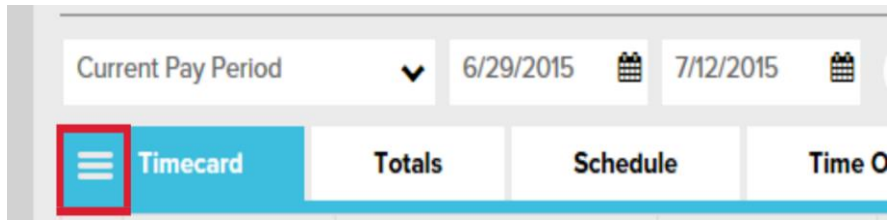
1. Open a web browser and navigate to <https://workforcenow.adp.com/public/index.htm> and then sign-in.
2. Select **MYSELF -> TIME & ATTENDANCE -> MY TIMECARD**



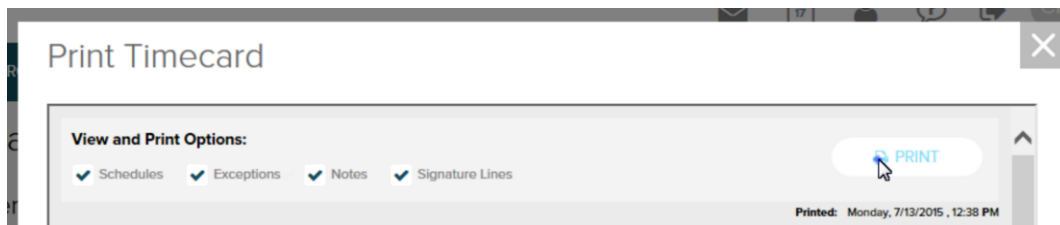
3. Select the Pay Date Range fields associated with the time period you want to view, then click Find. The Timecard associated with the period selected will be displayed.



4. Print the Timecard by selecting the Timecard menu button, then select Print Timecard.



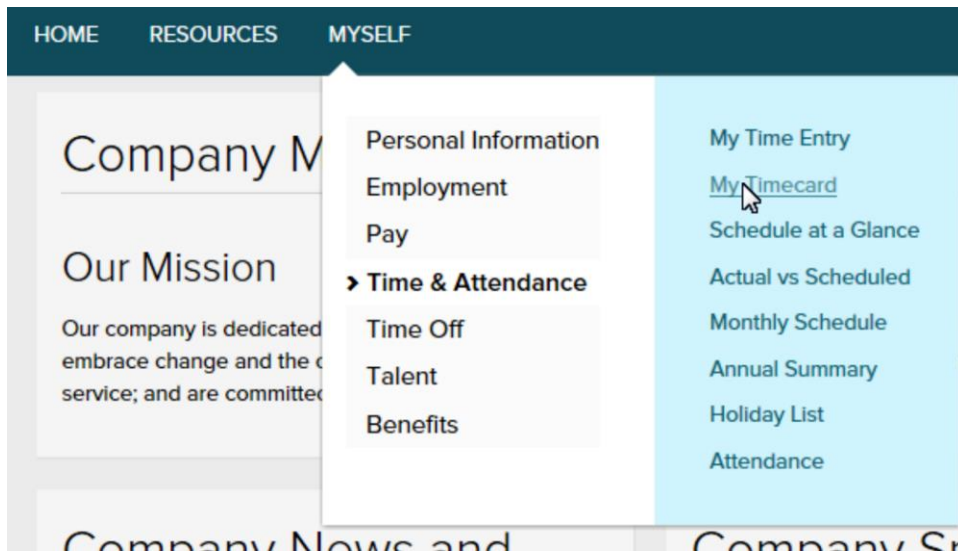
5. The Timecard will be displayed in a pop up window. Select the Print Options you would like and review the information. Once you have ensured your selected options are correct, press the PRINT button.



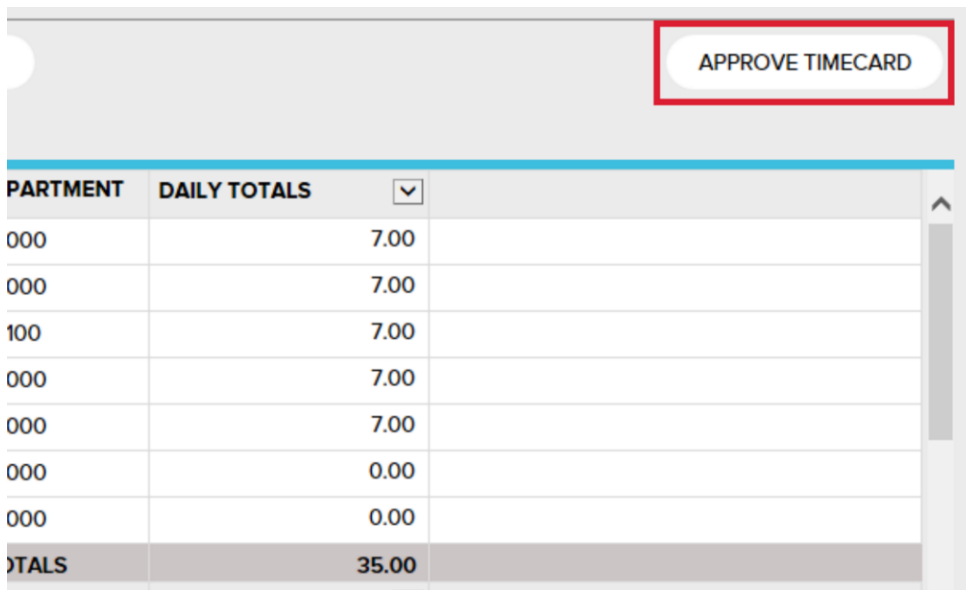
## Approving a Timecard

You can view a video demonstration on how to approve a Timecard [here](#). You will need to sign in using your sign-in credentials.

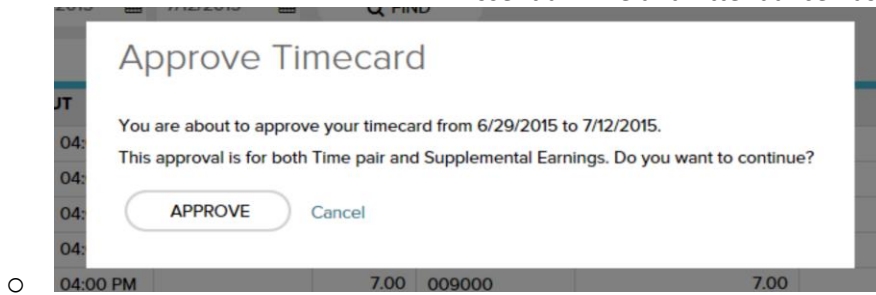
1. Open a web browser and navigate to <https://workforcenow.adp.com/public/index.htm> and sign-in.
2. Select **MYSELF -> TIME & ATTENDANCE -> MY TIMECARD**



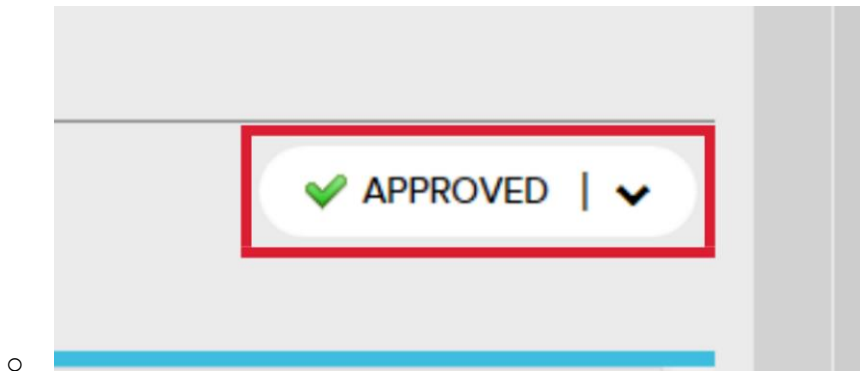
3. Review your Timecard and confirm there are no additional changes or updates that need to be made, then click on the **APPROVE TIMECARD** button.



4. Click on the confirmation pop up **APPROVE** button to finalize the approval process.



5. You will now be able to view a Green Checkmark on the Approve Timecard button.

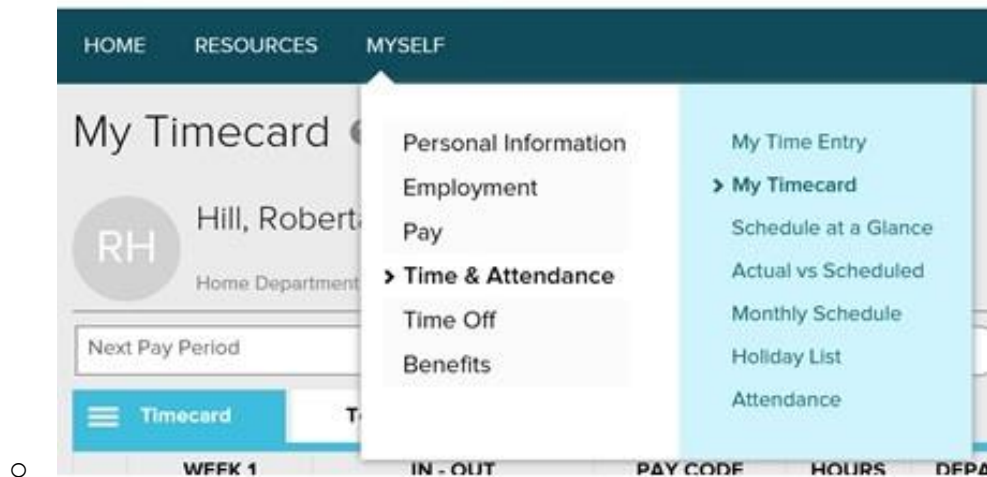




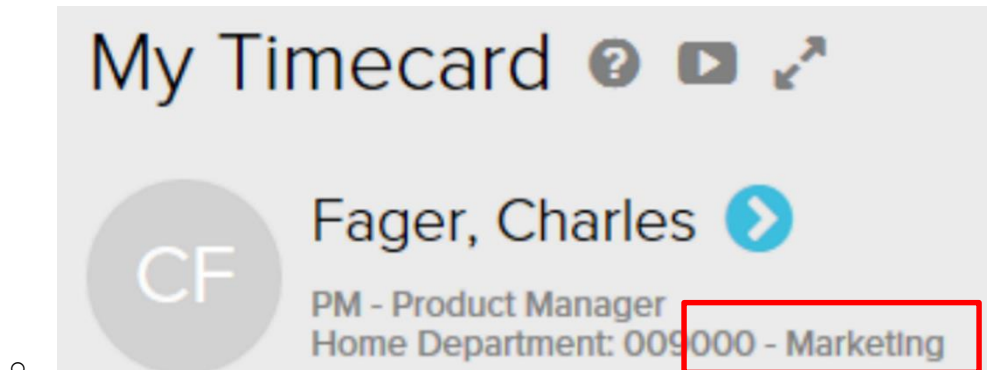
## Selecting the correct position

If you hold more than one position, make sure that you are performing the time-related activities for the correct position.

1. Open a web browser and navigate to <https://workforcenow.adp.com/public/index.htm> and sign-in.
2. In the menu on the main page, select **MYSELF -> TIME & ATTENDANCE -> MY TIMECARD**



3. Confirm that the correct position is displayed

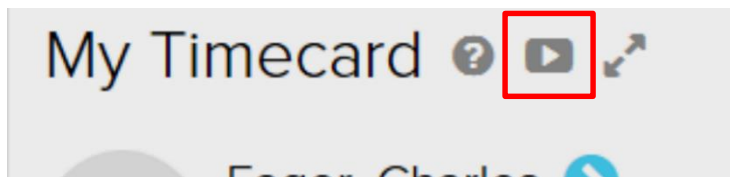


## [Additional Help and assistance](#)

Video Demonstrations have been uploaded to assist with specific activities. These online videos can be accessed at any time you are viewing your Timecard.

To access these video demonstrations;

1. Select **MYSELF -> TIME & ATTENDANCE -> MY TIMECARD**
2. While viewing your Timecard, select the video icon displayed to the right of your name.



3. Select the My Timecard Learning Bytes(s) link to access the video demonstrations library

