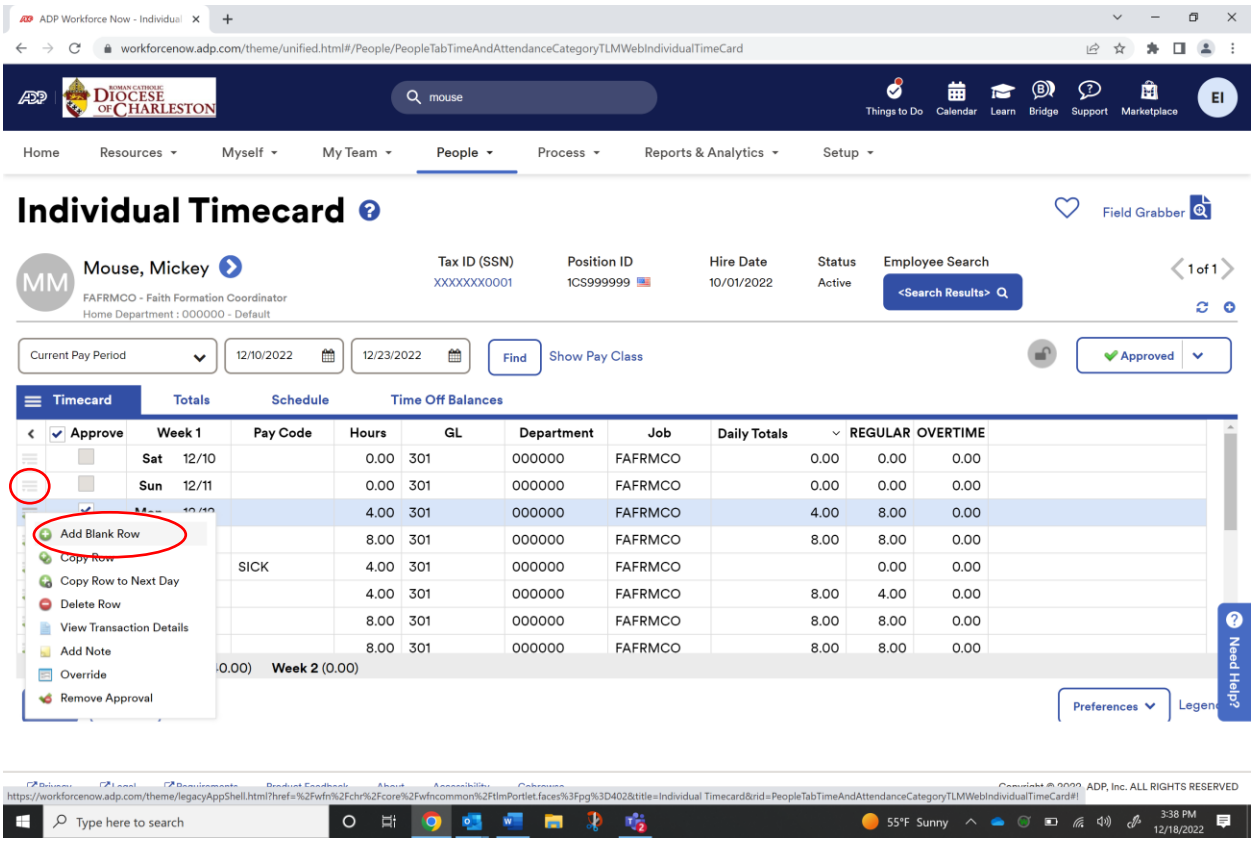
Recording Time for Multiple Jobs

The process is different depending on if you are recording time for multiple jobs **Within same Parish/School** **or** **at two different locations.** Please consider the situation you are in and find the appropriate heading below. Ask your local management if you have any questions.

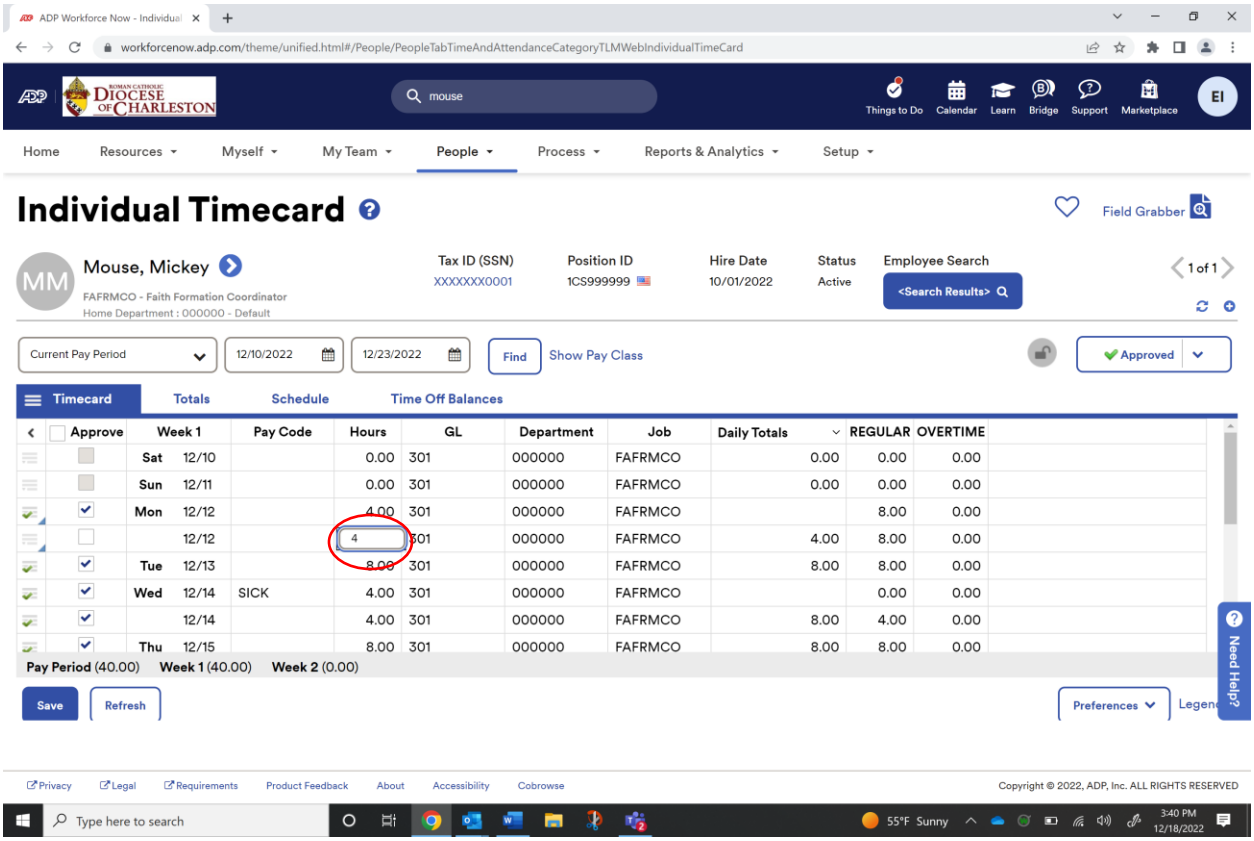
To record time for multiple positions **Within same Parish/School:**

Click on the icon to the left of the applicable day(s)

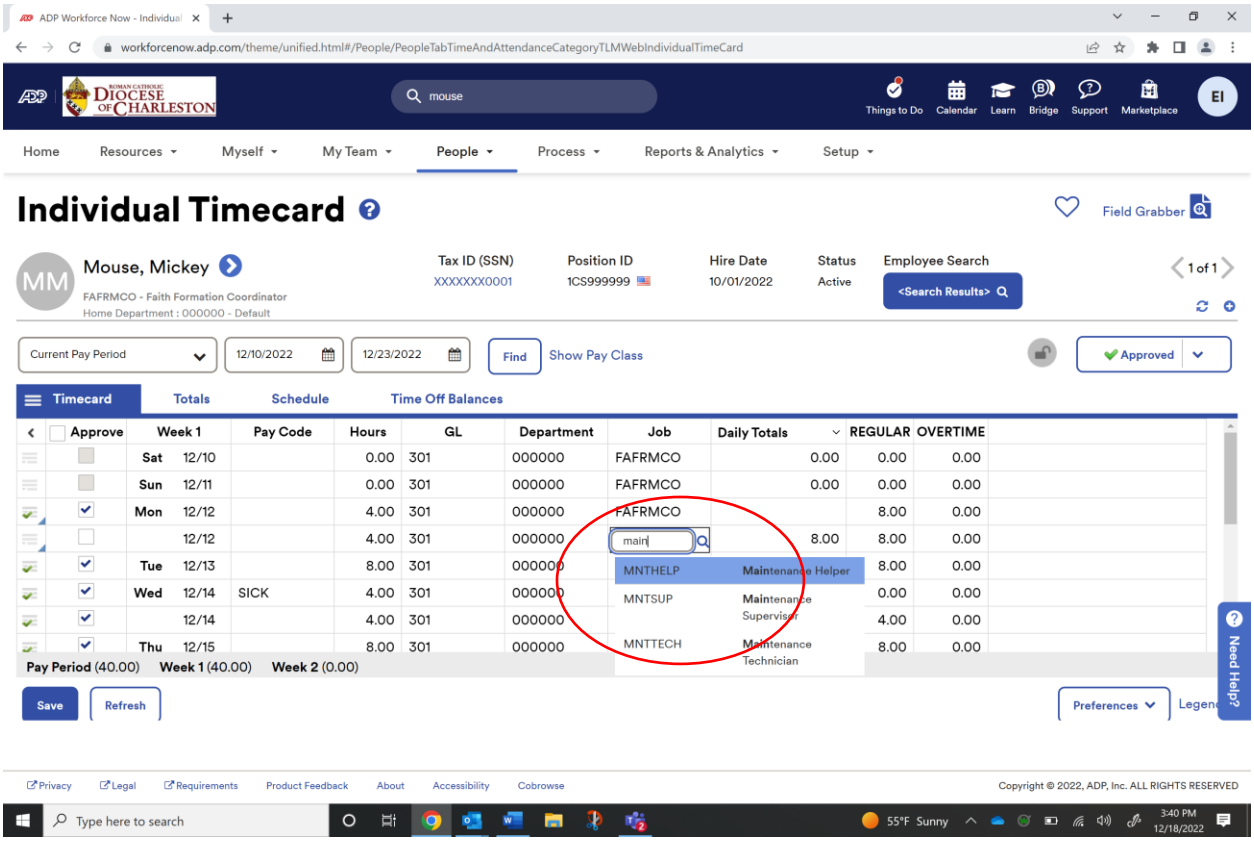
Choose 'Add Blank Row'



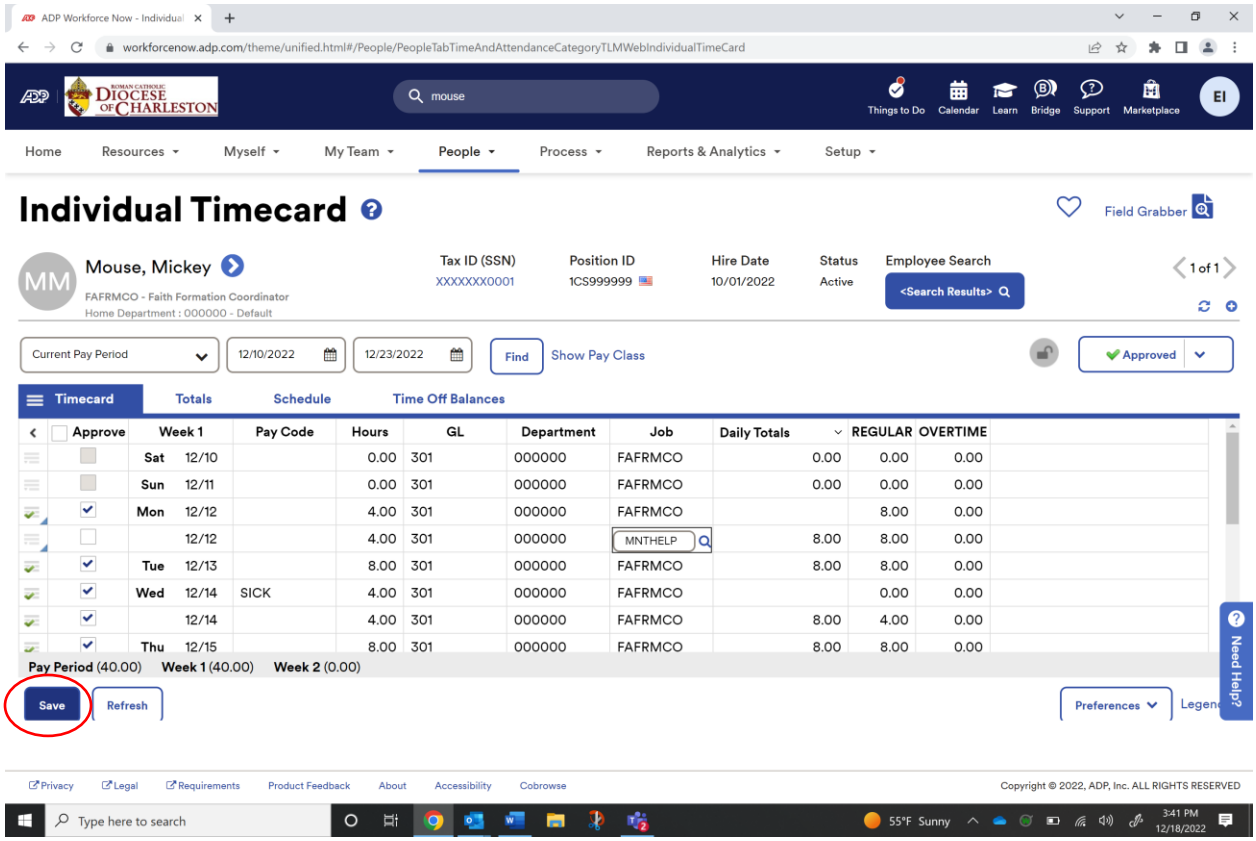
Click and add time worked in Hours column



Click in the Job column and locate alternate job title



Click Save


ADP Workforce Now - Individual
workforcenow.adp.com/theme/unified.html#/People/PeopleTabTimeAndAttendanceCategoryTLMWebIndividualTimeCard
DIOCESE OF CHARLESTON
mouse
Things to Do
Calendar
Learn
Bridge
Support
Marketplace
EI
Home
Resources
Myself
My Team
People
Process
Reports & Analytics
Setup
Individual Timecard
Field Grabber
MM
Mouse, Mickey
FAFRMCO - Faith Formation Coordinator
Home Department : 000000 - Default
Tax ID (SSN)
XXXXXXX0001
Position ID
1CS999999
Hire Date
10/01/2022
Status
Active
Employee Search
<Search Results>
1 of 1
Current Pay Period
12/10/2022
12/23/2022
Find
Show Pay Class
Approved
Timecard
Totals
Schedule
Time Off Balances
Approve
Week 1
Pay Code
Hours
GL
Department
Job
Daily Totals
REGULAR
OVERTIME
Sat 12/10 0.00 301 000000 FAFRMCO 0.00 0.00 0.00
Sun 12/11 0.00 301 000000 FAFRMCO 0.00 0.00 0.00
Mon 12/12 4.00 301 000000 FAFRMCO 8.00 0.00
12/12 4.00 301 000000 MNTHELP 8.00 8.00 0.00
Tue 12/13 8.00 301 000000 FAFRMCO 8.00 8.00 0.00
Wed 12/14 SICK 4.00 301 000000 FAFRMCO 0.00 0.00
12/14 4.00 301 000000 FAFRMCO 8.00 4.00 0.00
Thu 12/15 8.00 301 000000 FAFRMCO 8.00 8.00 0.00
Pay Period (40.00) Week 1 (40.00) Week 2 (0.00)
Save
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Privacy
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Requirements
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55°F Sunny
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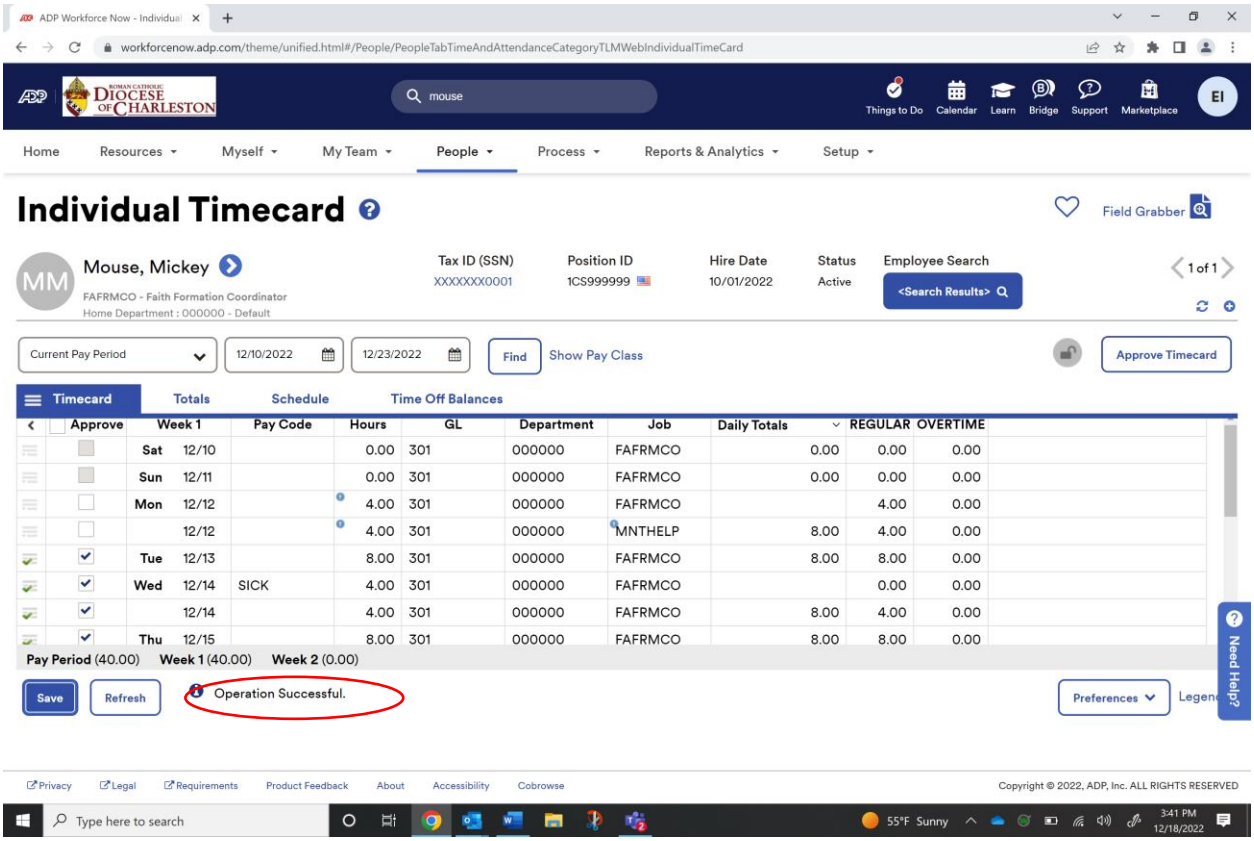
12/18/2022

‘Operation Successful’ will appear at the bottom of the timecard

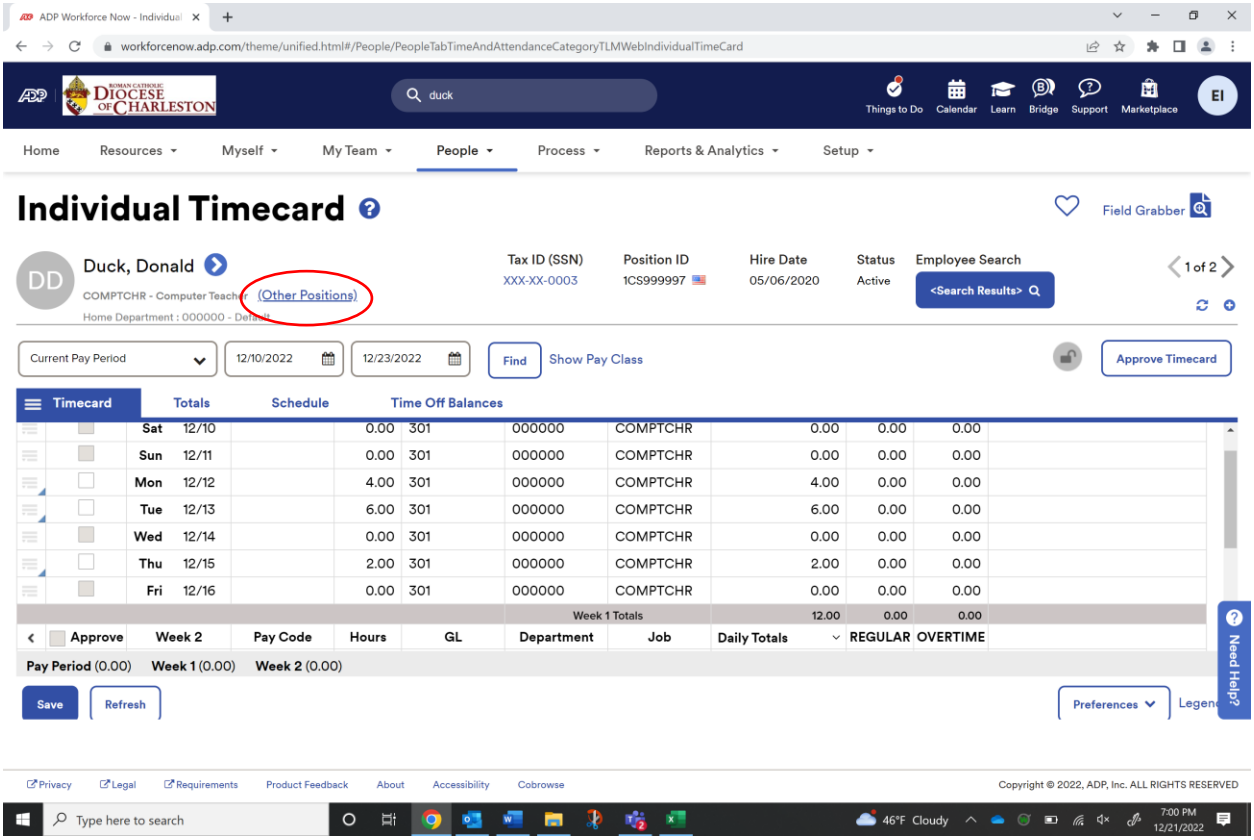


To record time for multiple positions **at two different locations (such as if you work at a parish and school, or do work for multiple separate parishes in your area:**

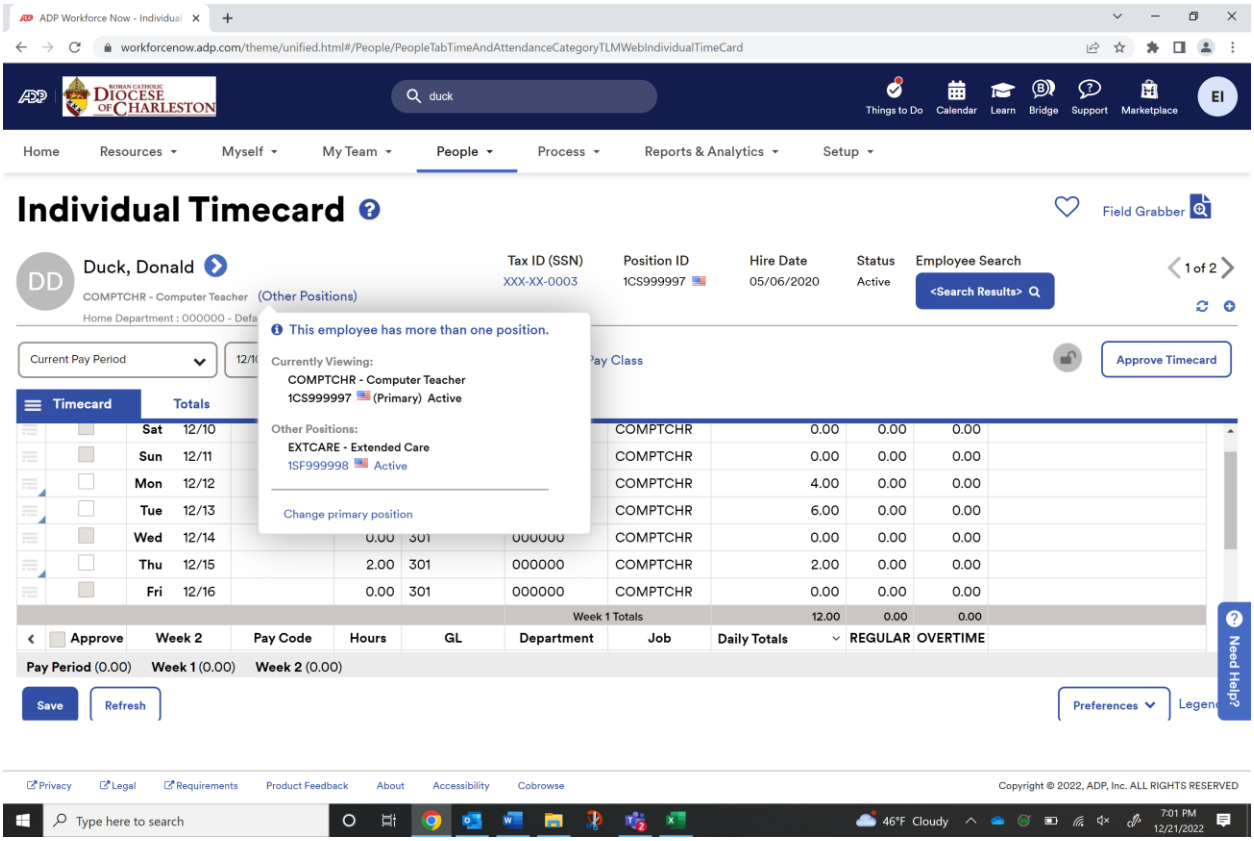
In this situation, You DO NOT NEED to add a line to the timecard as specified in the above instructions:

You will actually have a different timecard entirely for each LOCATION that you can switch between.

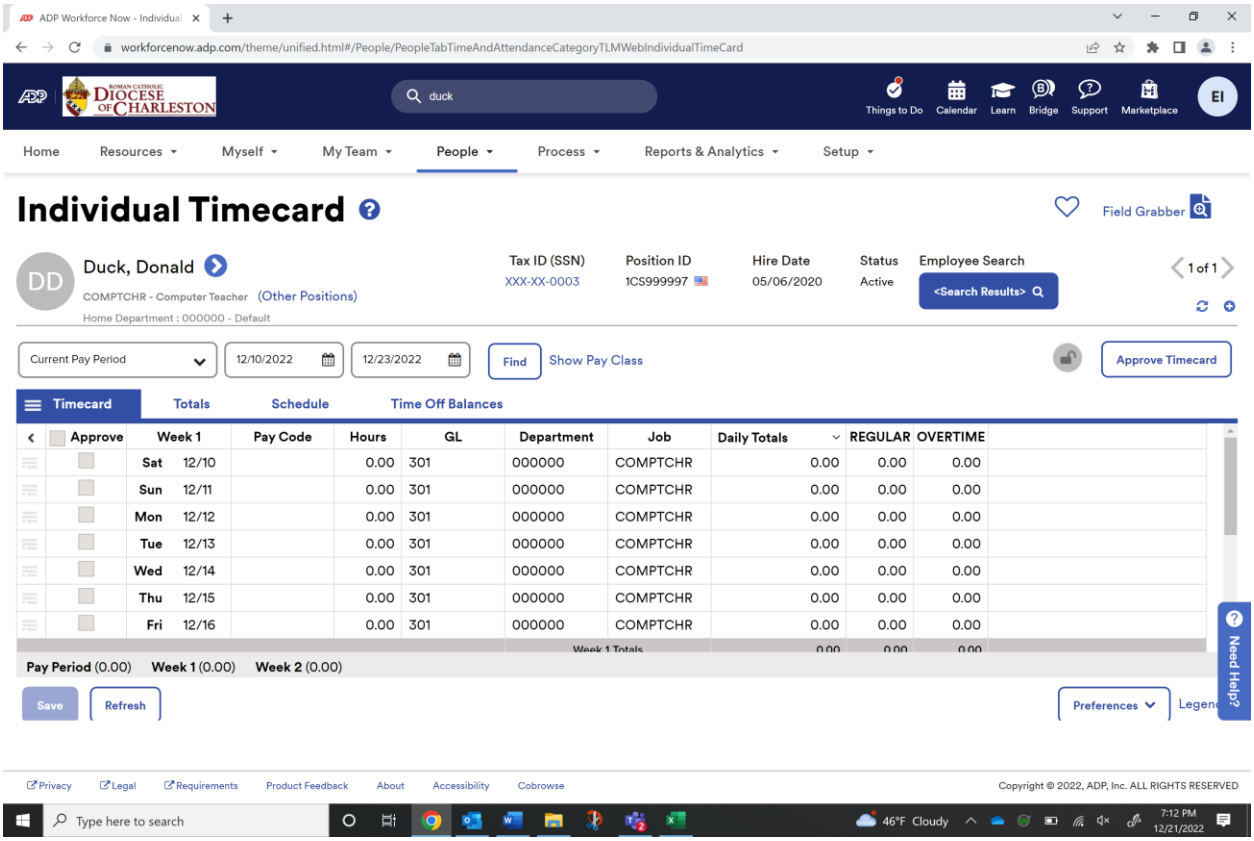
On the timecard screen, click “Other positions”.



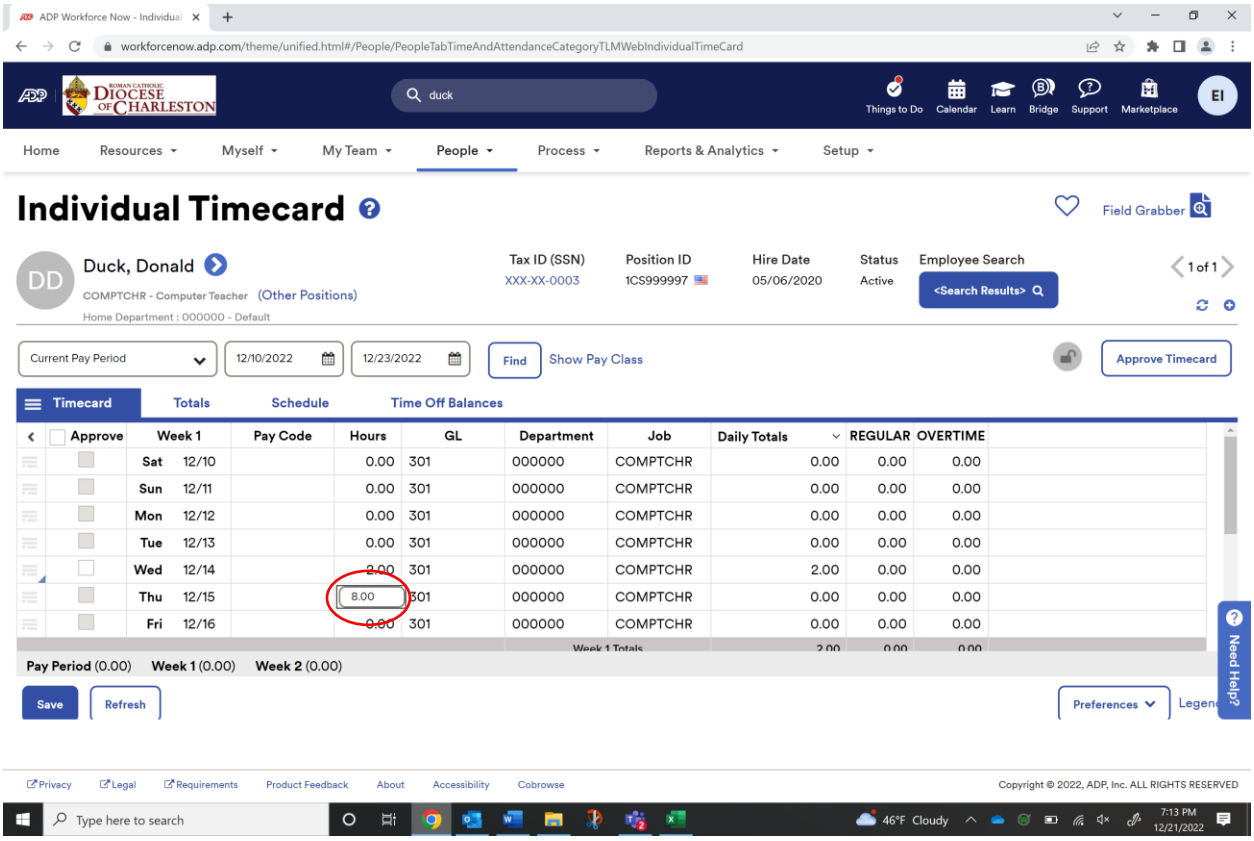
This will show a dropdown list of all the positions you hold.



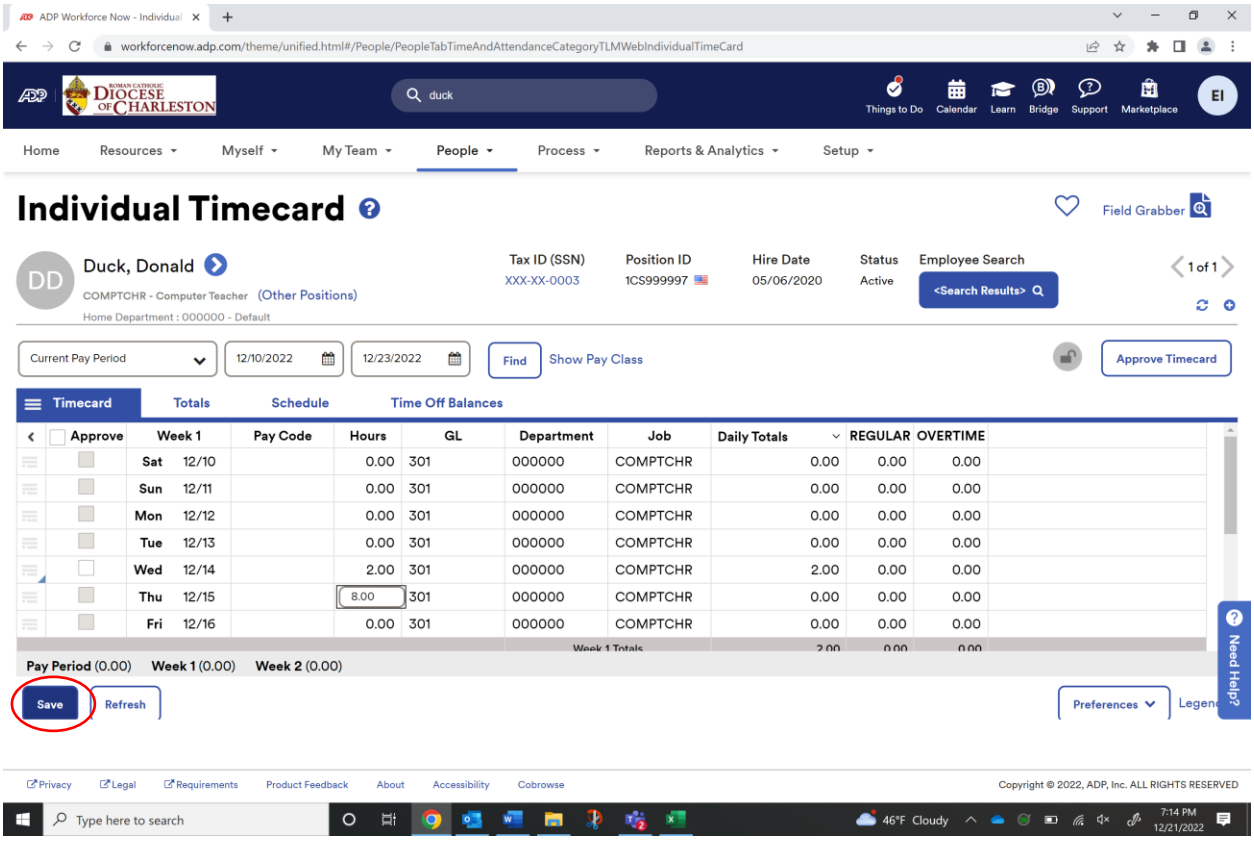
Click on another position to access the timecard for that location



Enter time worked in that role by clicking in the ‘hours’ column and typing in the time



Click Save


ADP Workforce Now - Individual
workforcenow.adp.com/theme/unified.html#/People/PeopleTabTimeAndAttendanceCategoryTLMWebIndividualTimeCard
DIOCESE OF CHARLESTON
duck
Things to Do
Calendar
Learn
Bridge
Support
Marketplace
EI
Home
Resources
Myself
My Team
People
Process
Reports & Analytics
Setup
Individual Timecard
Field Grabber
DD
Duck, Donald
COMPTCHR - Computer Teacher (Other Positions)
Home Department : 000000 - Default
Tax ID (SSN)
XXX-XX-0003
Position ID
1CS999997
Hire Date
05/06/2020
Status
Active
Employee Search
<Search Results>
1 of 1
Current Pay Period
12/10/2022
12/23/2022
Find
Show Pay Class
Approve Timecard
Timecard
Totals
Schedule
Time Off Balances
Approve
Week 1
Pay Code
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Job
Daily Totals
REGULAR
OVERTIME
Sat 12/10 0.00 301 000000 COMPTCHR 0.00 0.00 0.00
Sun 12/11 0.00 301 000000 COMPTCHR 0.00 0.00 0.00
Mon 12/12 0.00 301 000000 COMPTCHR 0.00 0.00 0.00
Tue 12/13 0.00 301 000000 COMPTCHR 0.00 0.00 0.00
Wed 12/14 2.00 301 000000 COMPTCHR 2.00 0.00 0.00
Thu 12/15 8.00 301 000000 COMPTCHR 0.00 0.00 0.00
Fri 12/16 0.00 301 000000 COMPTCHR 0.00 0.00 0.00
Week 1 Totals 2.00 0.00 0.00
Pay Period (0.00) Week 1 (0.00) Week 2 (0.00)
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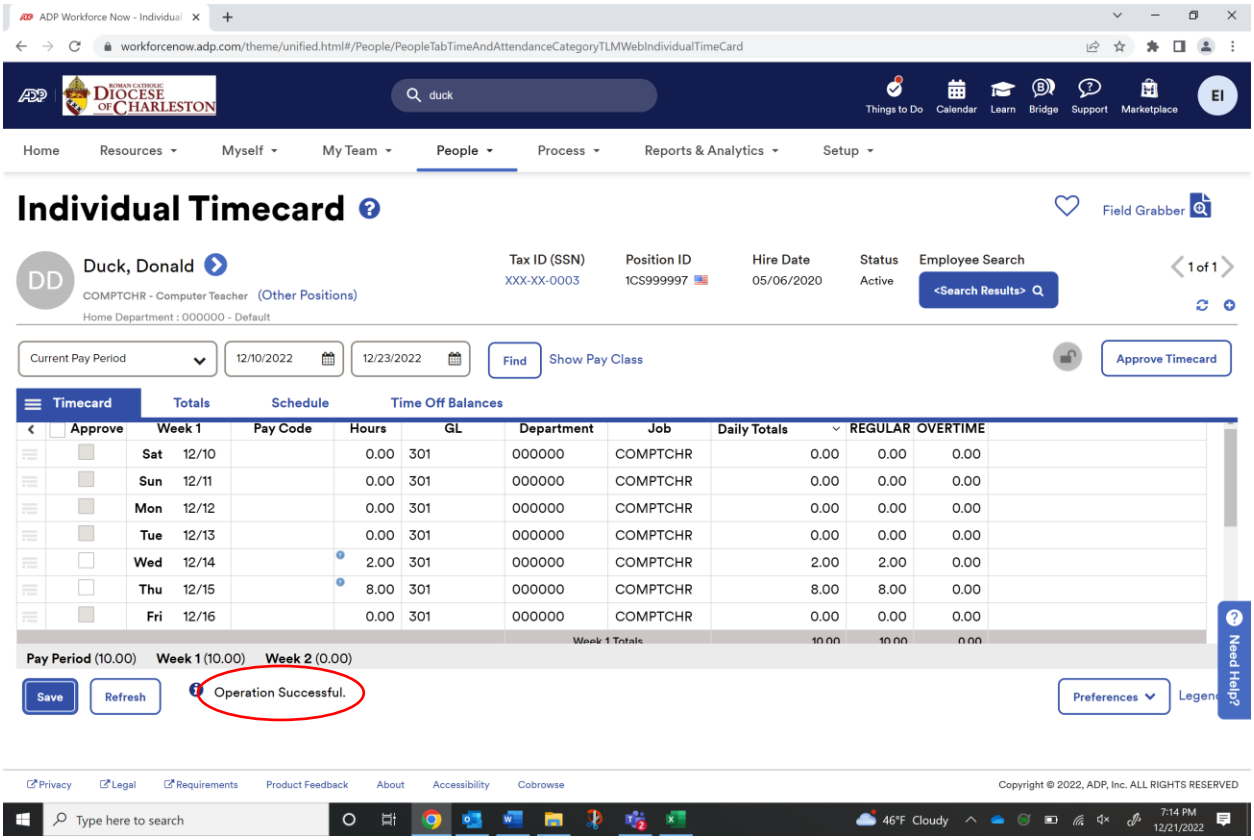
12/21/2022

'Operation Successful' will appear; you're finished!



This ensures that your time is kept separate, since you are effectively working on two unrelated payrolls.