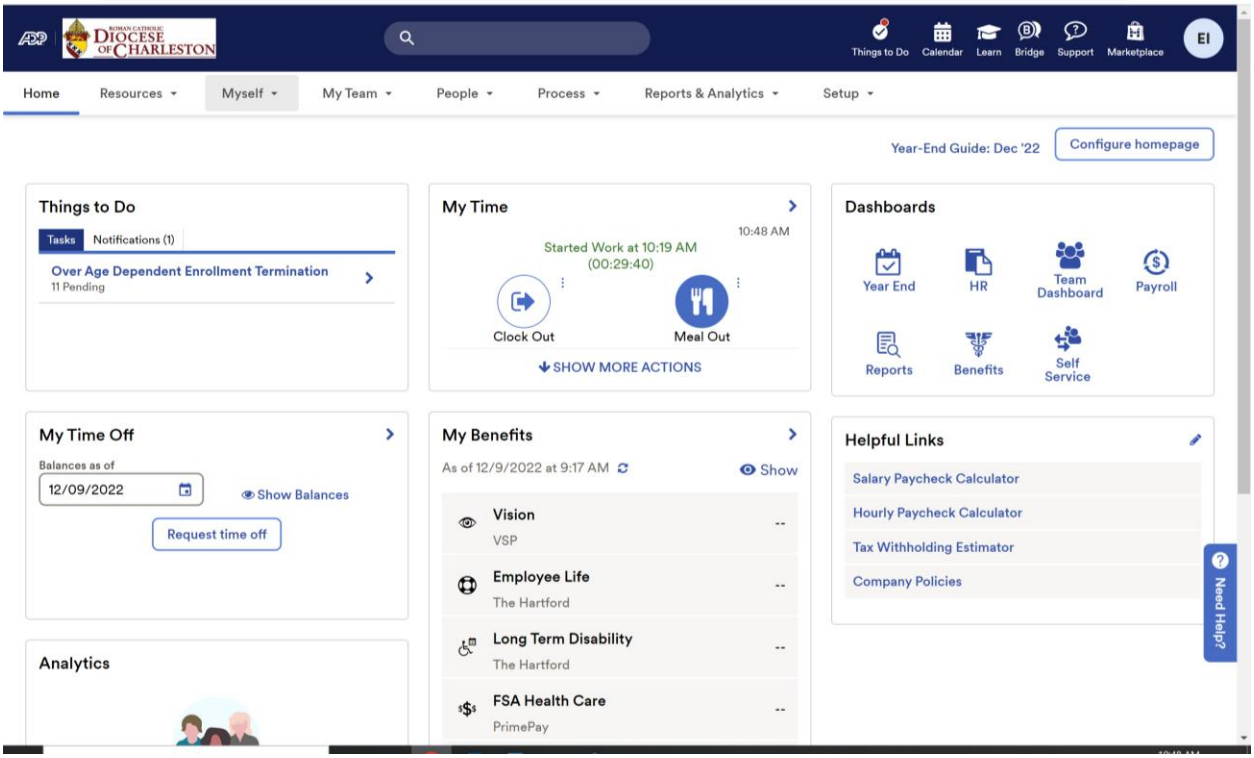
# Time Supervisor
# ADP Workforce Now

As a manager or time supervisor you are responsible for approving your employees' timecards every pay period.

**<u>Directions on how to access your employee's timecards</u>**

**Once you are logged in, you will see a home screen similar to the one below.**



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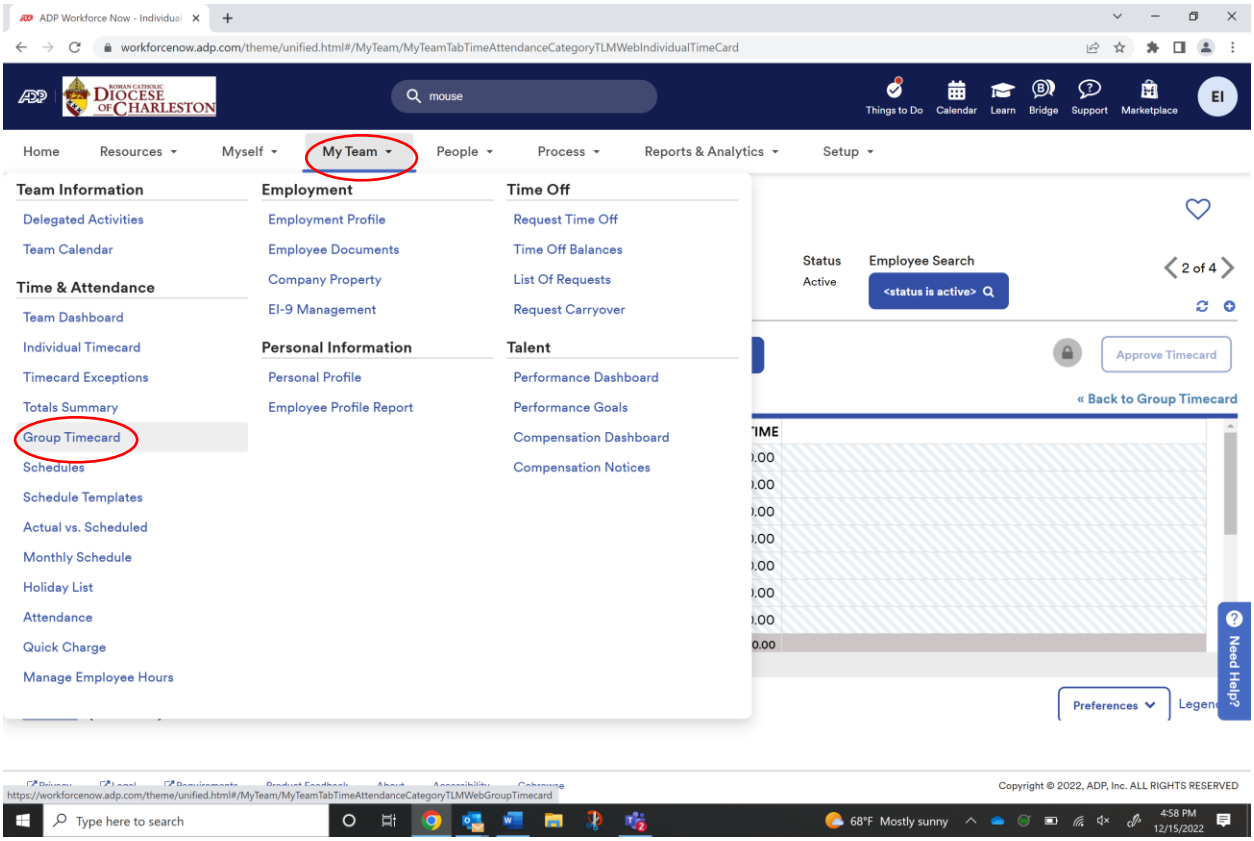
**To access your employee's timecards, click on 'My Team' and then 'Group Timecard' under Time & Attendance**



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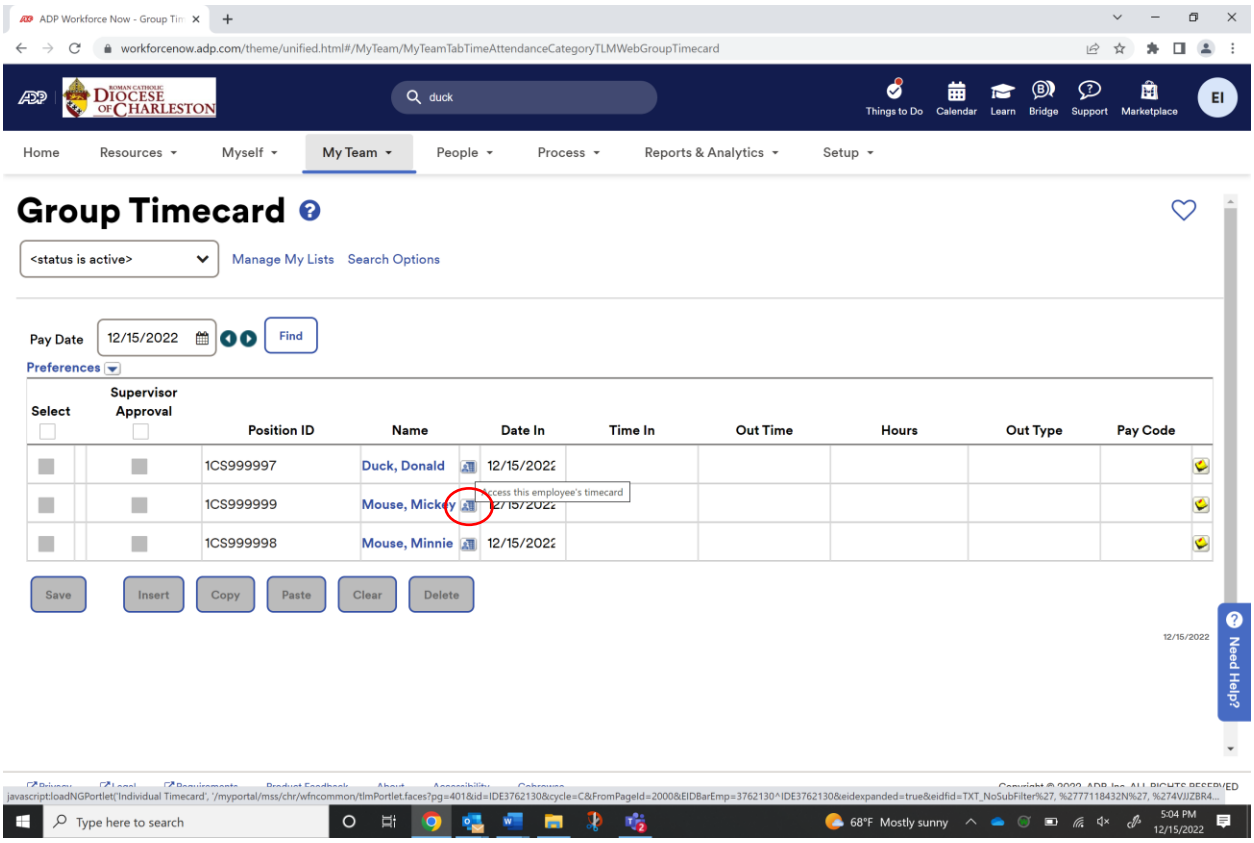
**Your direct reports will appear on the next screen. If they don't, your parish/school's payroll person will need to assign them to you. To see their individual timecards, click on the icon next to their names.**



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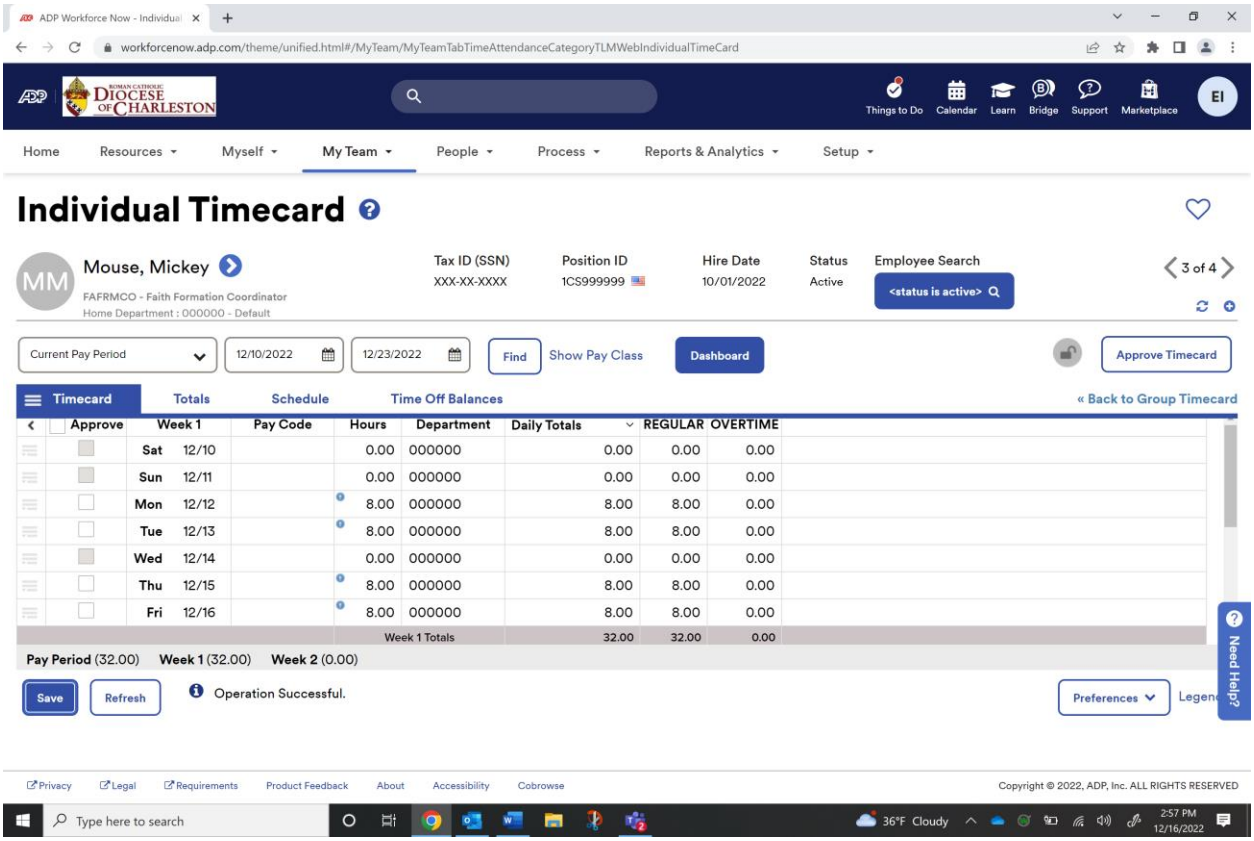
**The employee's timecard will appear**



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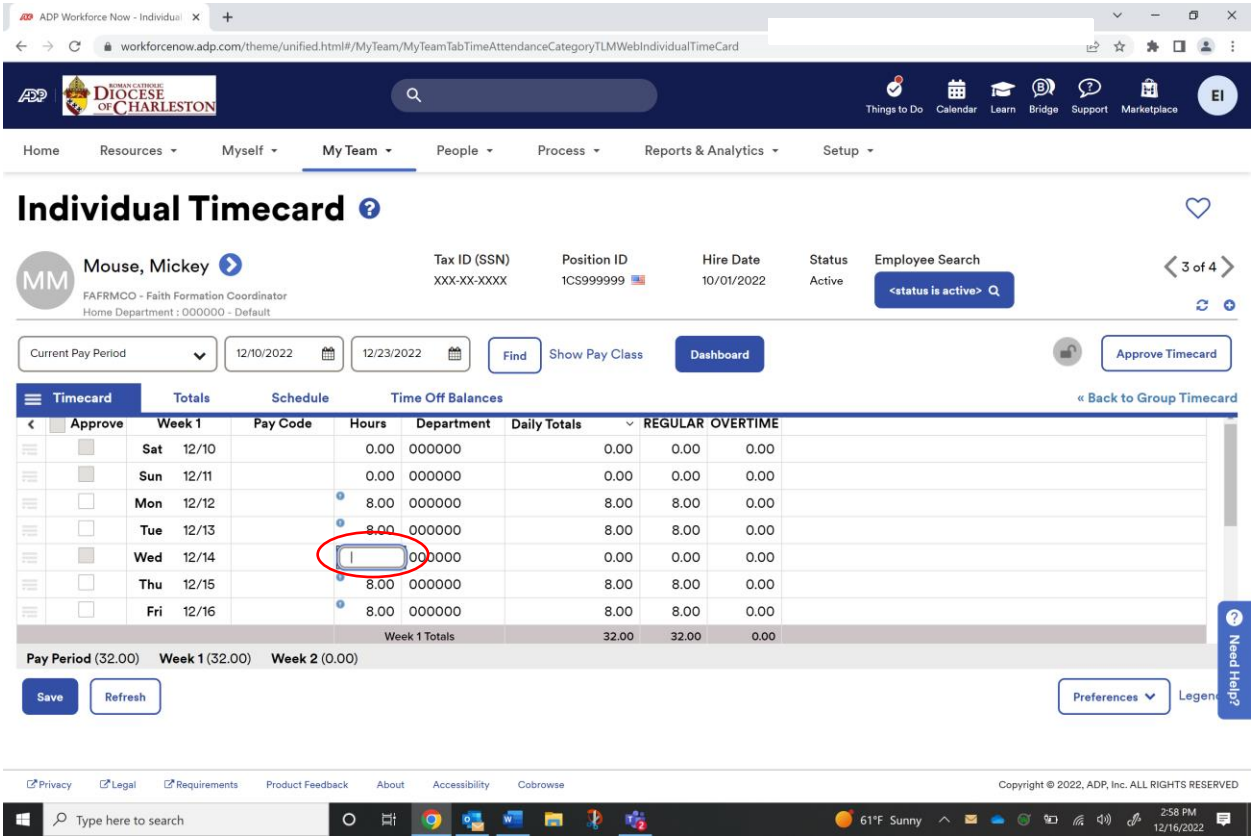
**If you need to add entries for hours worked to their timecardv(for example, in the rare occasion that your employee did not complete their timecard, and you are unable to reach them before the payroll deadline), click in the 'Hours' column for the applicable day and type the number of hours worked.**



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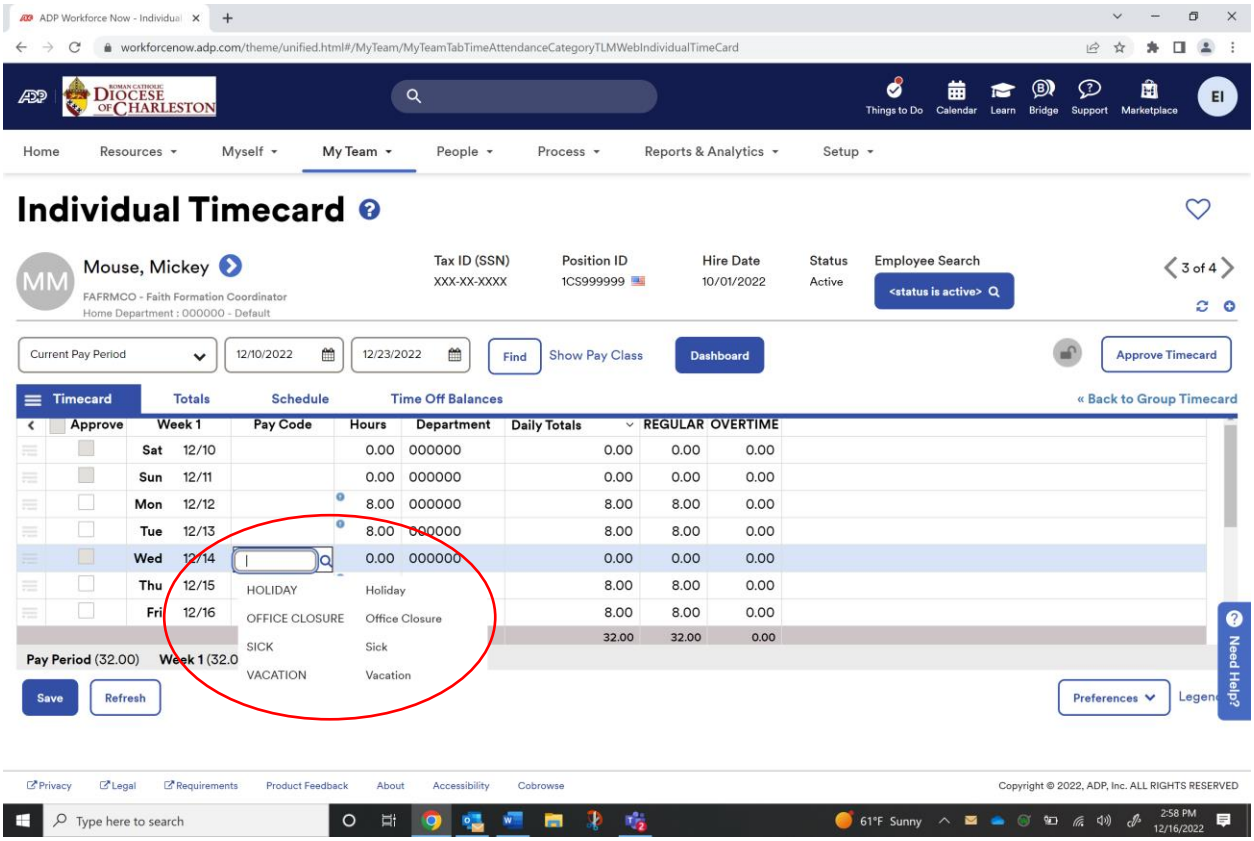
**To make entries for Holiday, Vacation, Sick or PTO, etc. click on the 'Pay Code' column and a drop down list of options will appear. Choose the correct option and then enter the number of hours in the 'Hours' column.**



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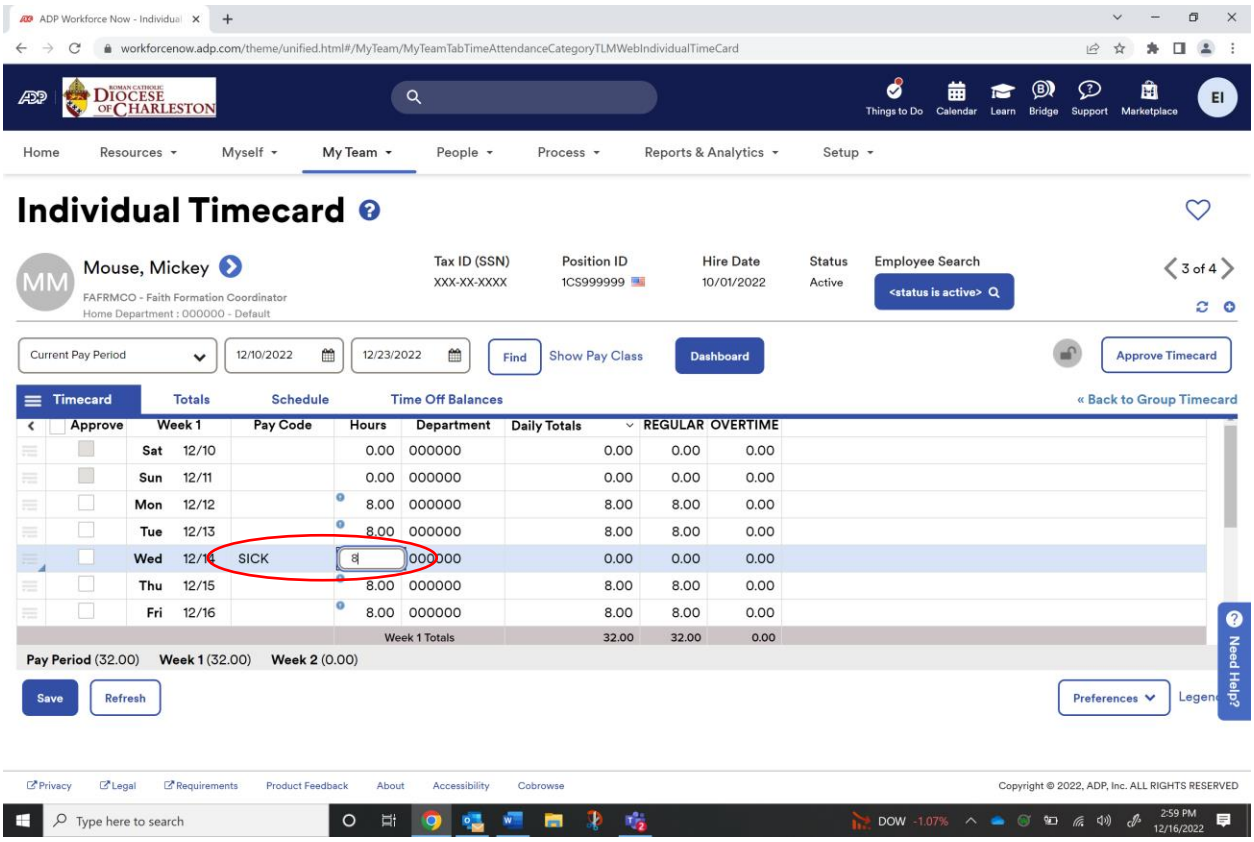




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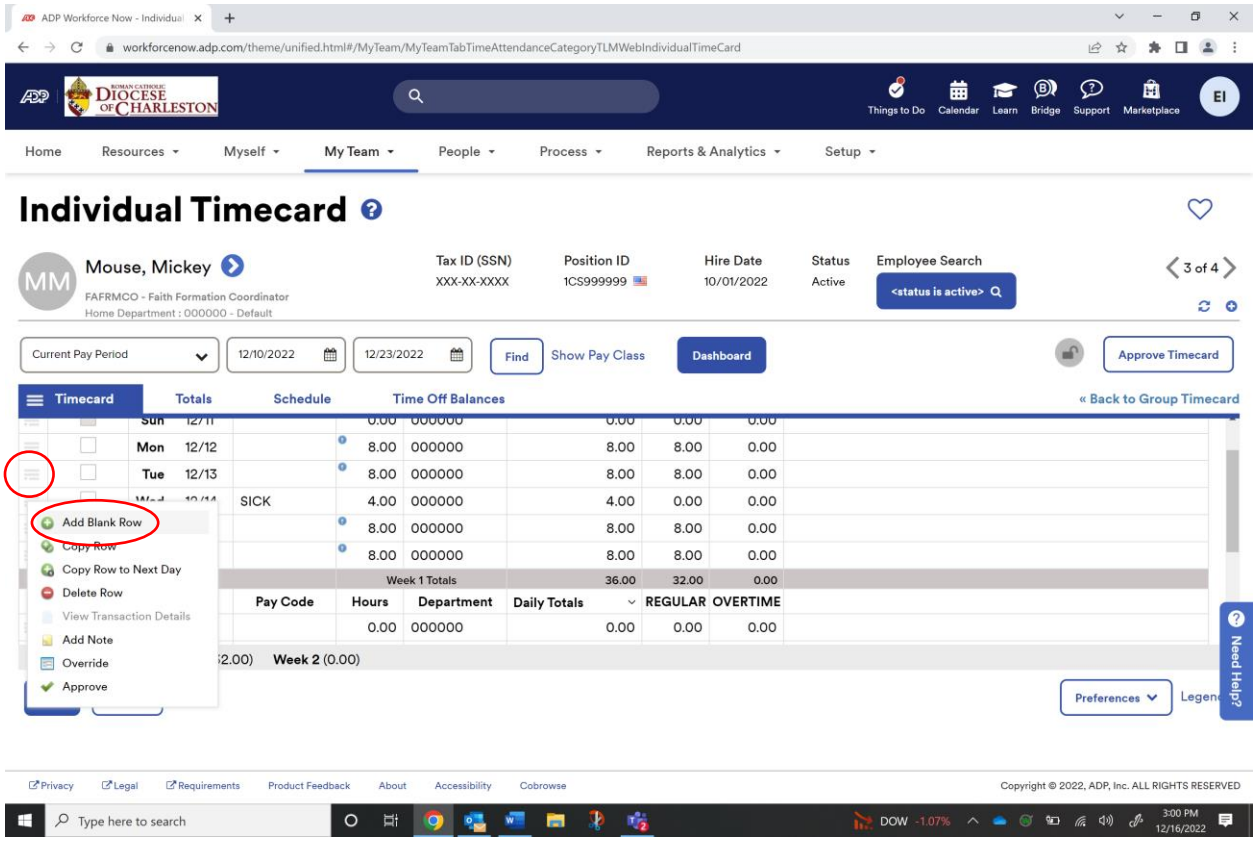
**You must add a second row for a given day if you would like to record a mix of sick/vacation hours and hours worked - one row for the sick/vac hours and one row for the worked hours. To do so, click the lined icon the left of the applicable day and choose 'Add Blank Row'.**



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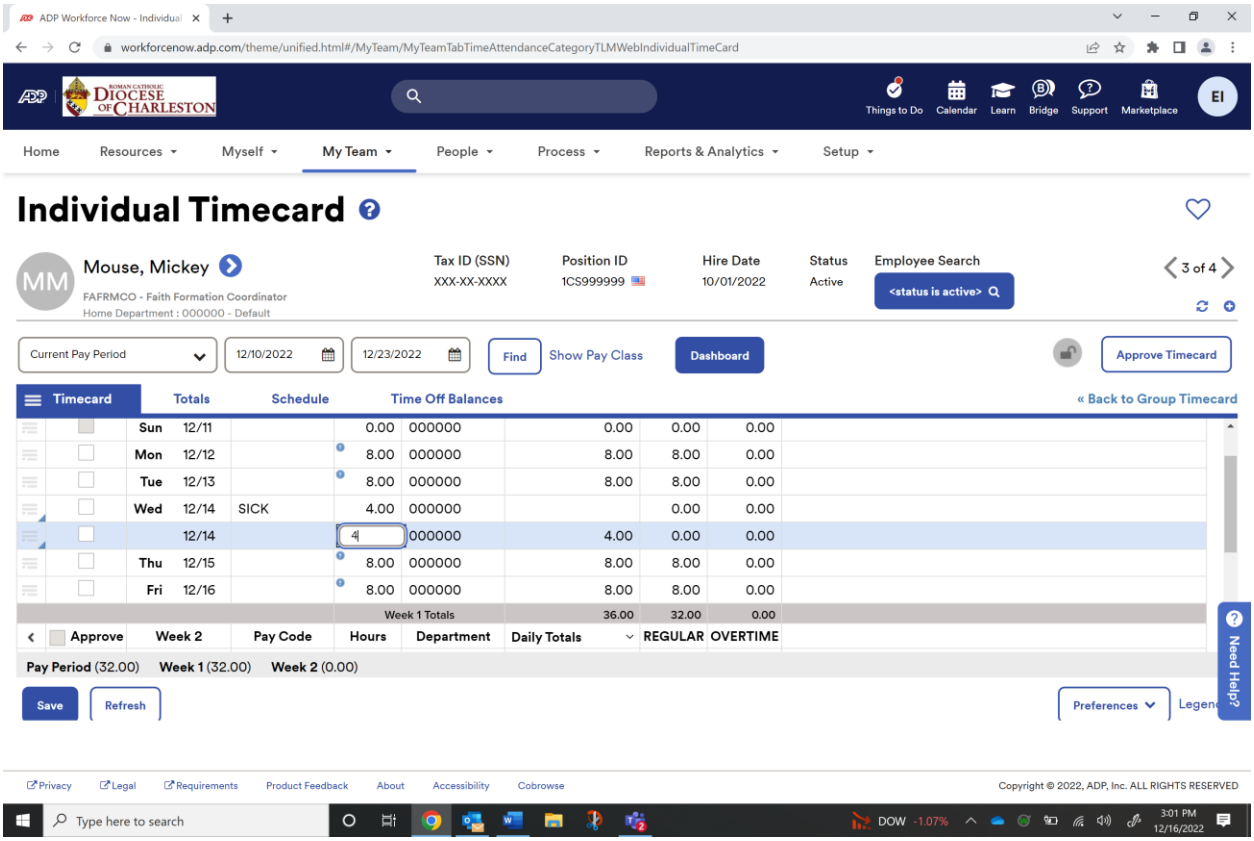
**A new row appears. Then enter the additional hours as shown below.**



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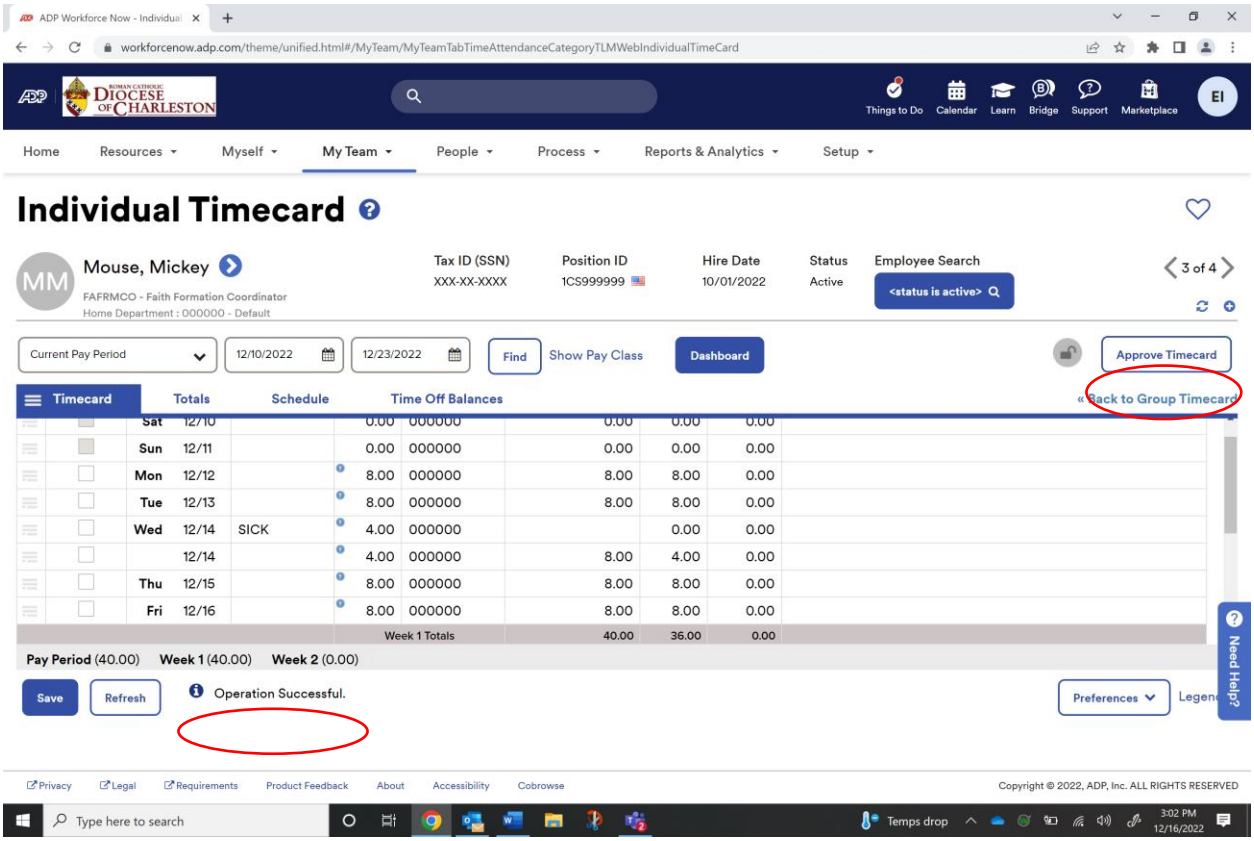
**When entries are complete, click Save. 'Operation successful' will appear.**

**To approve the timecard, click 'Approve Timecard'**



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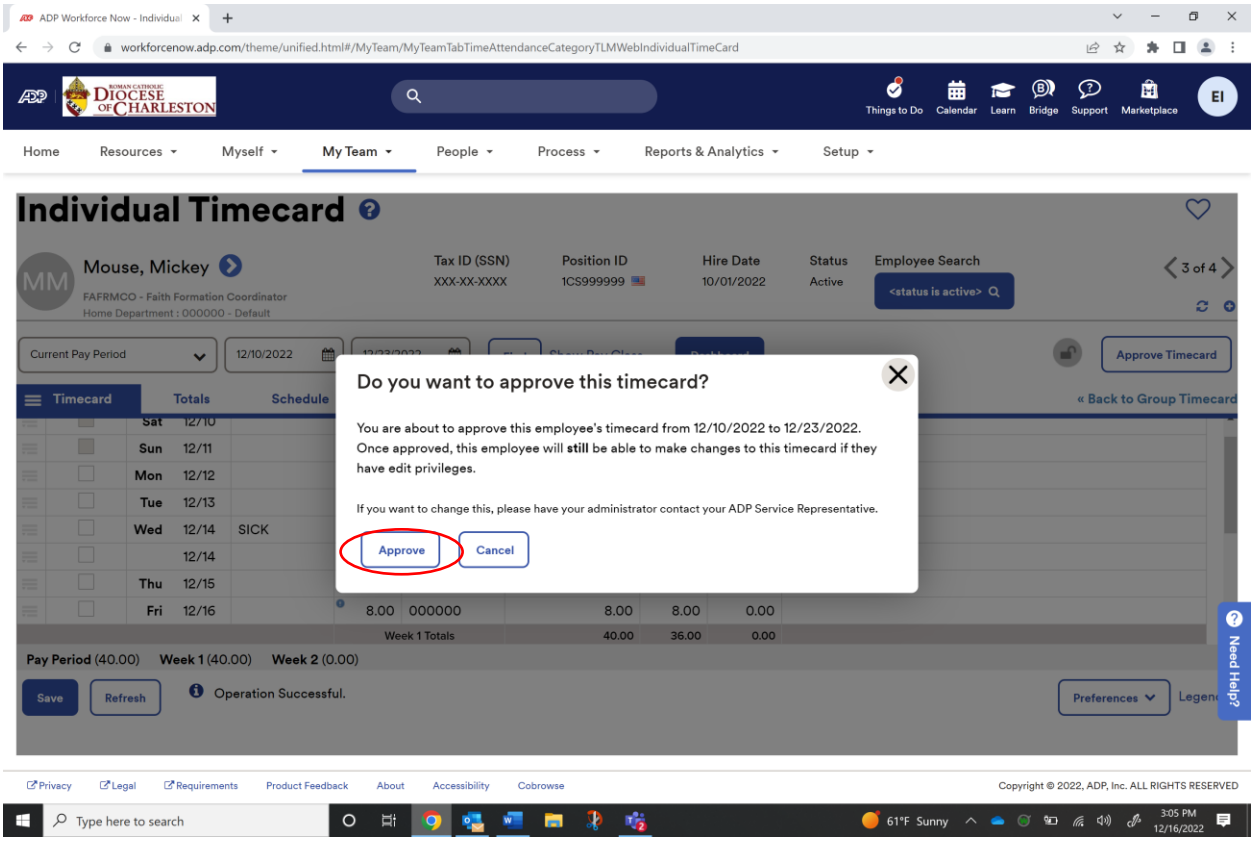
**Once you've clicked 'Approve Timecard', the following confirmation will appear:**



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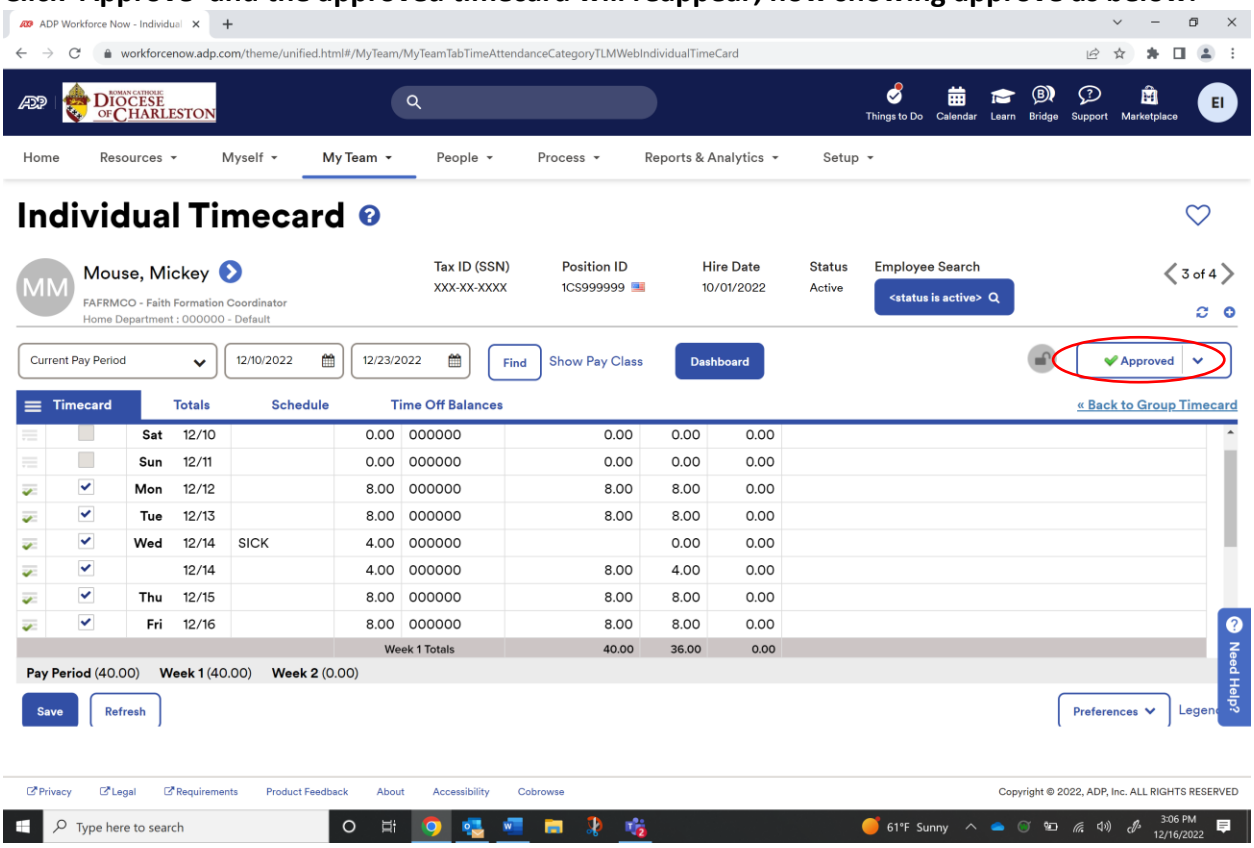
**Click 'Approve' and the approved timecard will reappear, now showing approve as below.**



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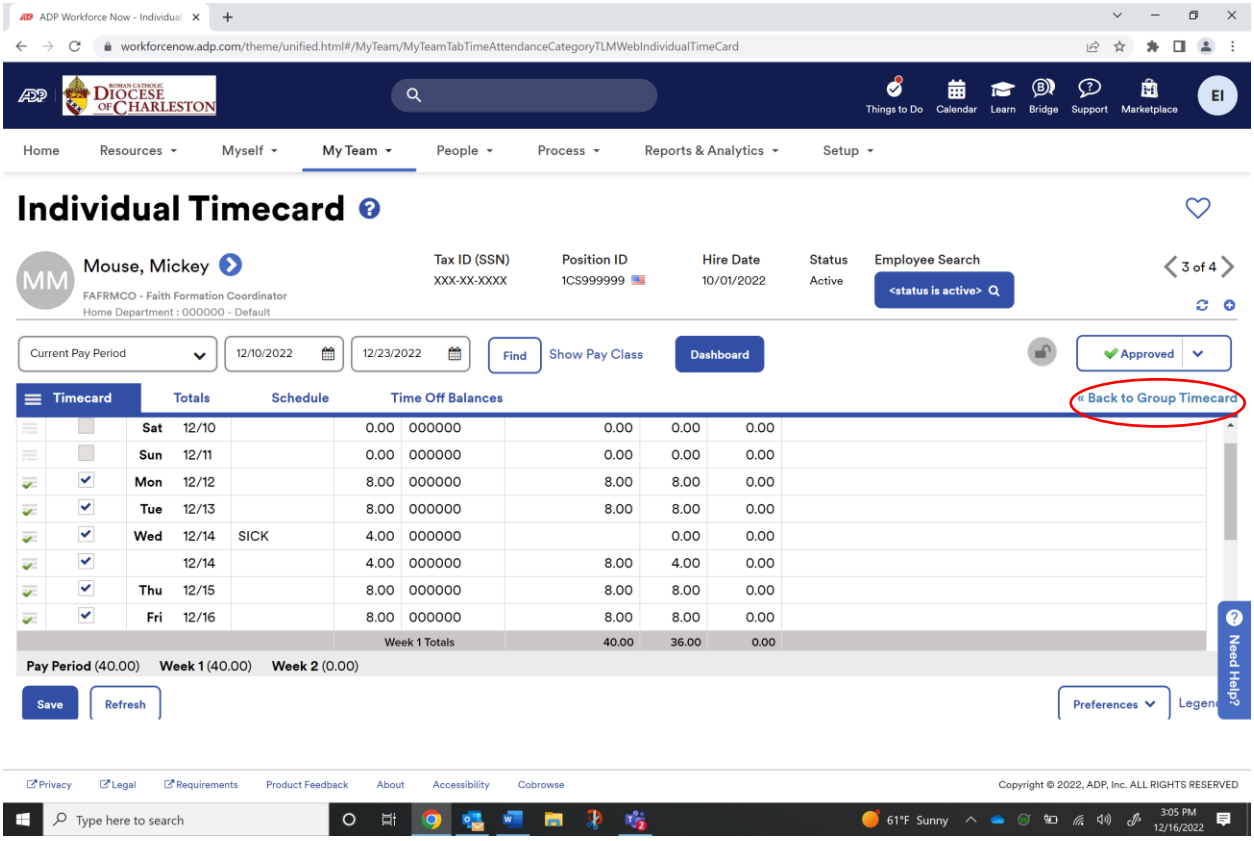
**To go back to your Group Timecards to continue reviewing your other employees' timecards, click 'Back to Group Timecard'**



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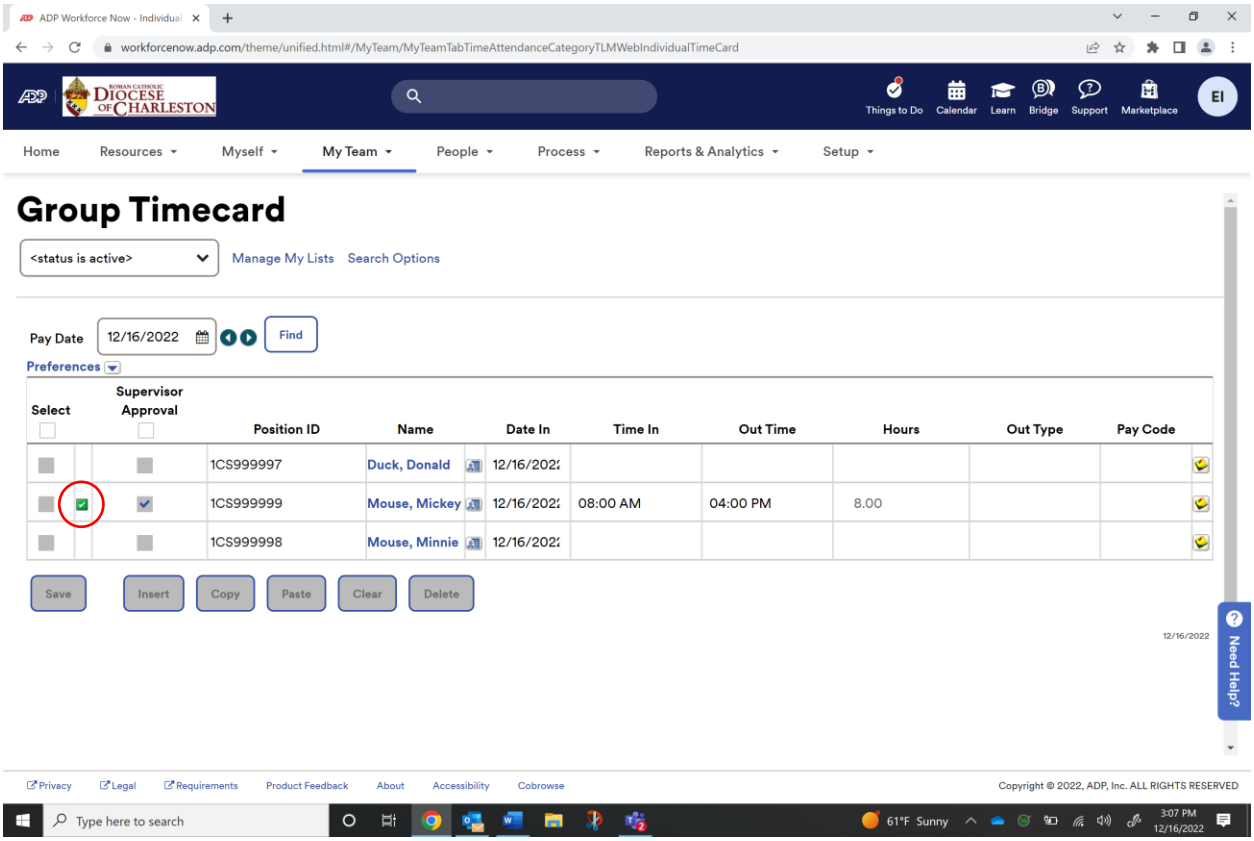
**Approved, completed Timecards are marked with a green checkmark on the group timecard.**

**Once this icon shows for every employee, you are done with your Time Supervisor duties for this pay period.**