STUDENT ACTIVITIES ASSOCIATION, INC.
AN AFFILIATE OF JOHN JAY COLLEGE

A more human resource.℠

WORKFORCE NOW SUPERVISOR HOW TO GUIDE: TIME & ATTENDANCE

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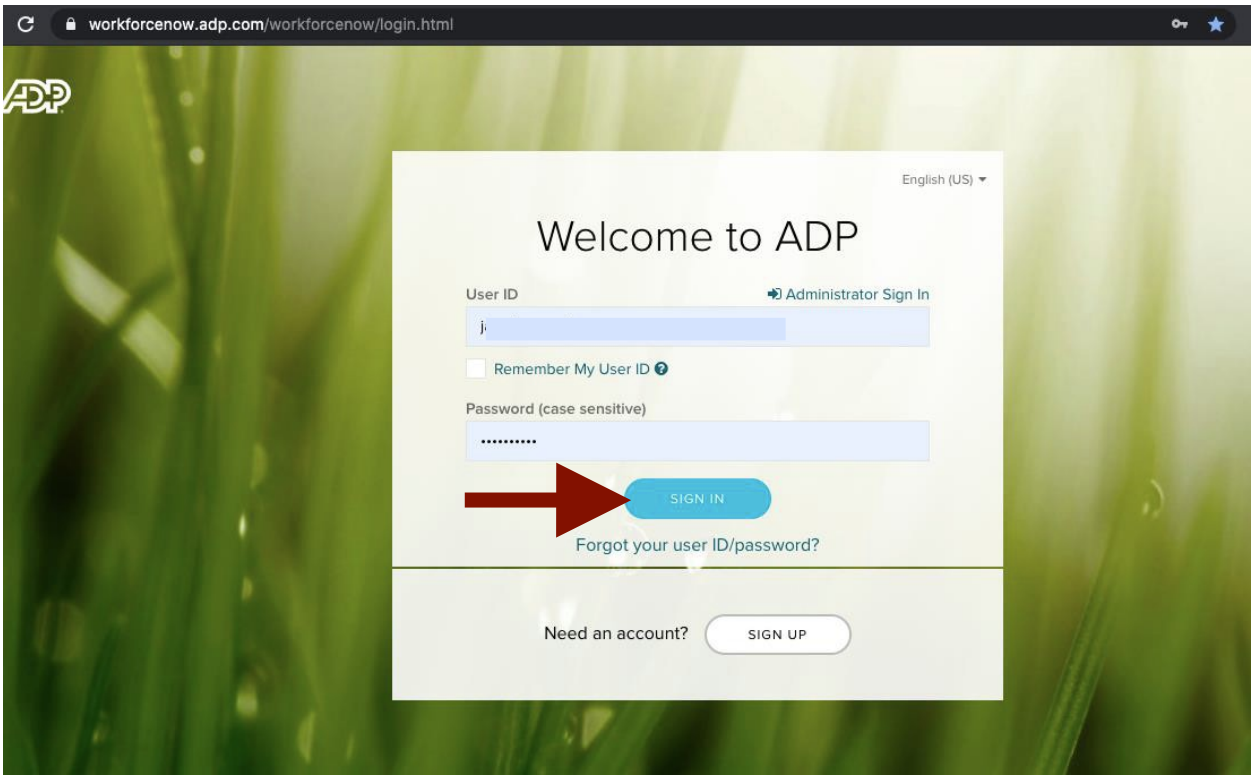
WORKFORCE NOW LOGIN

Log on to Workforce Now:

Workforcenow.adp.com/workforce now/login.html



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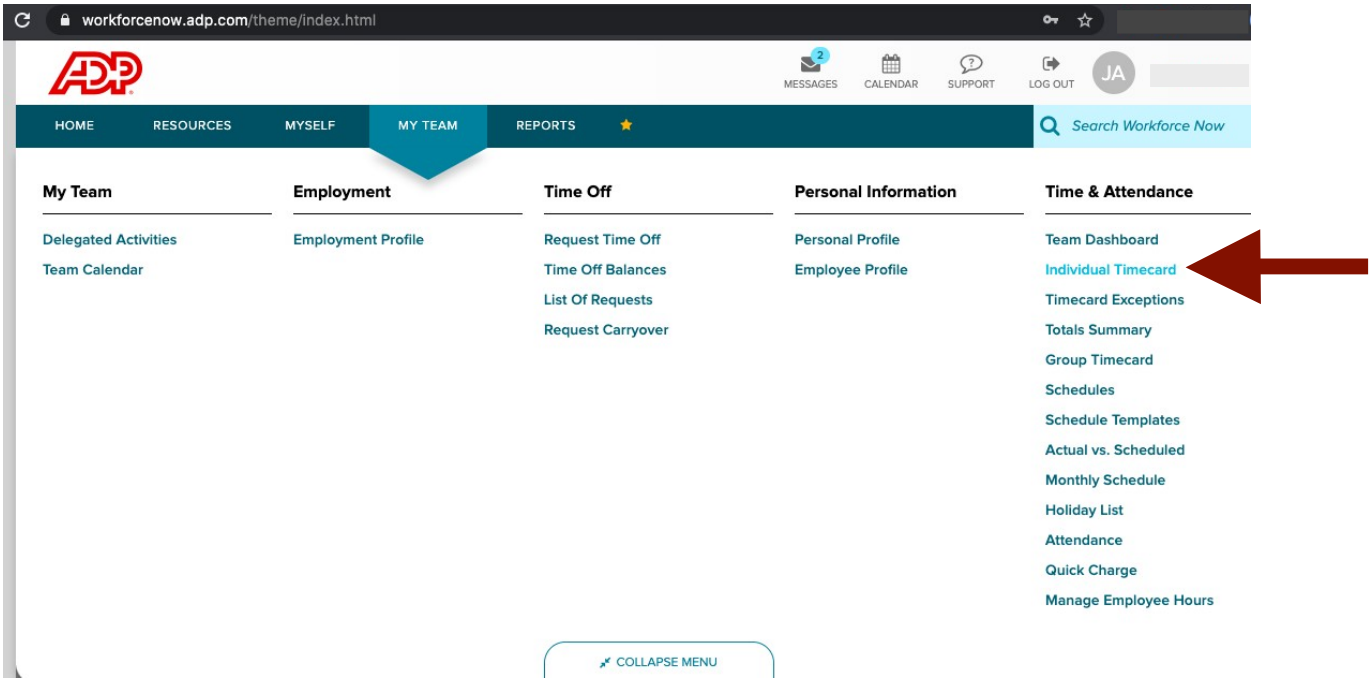
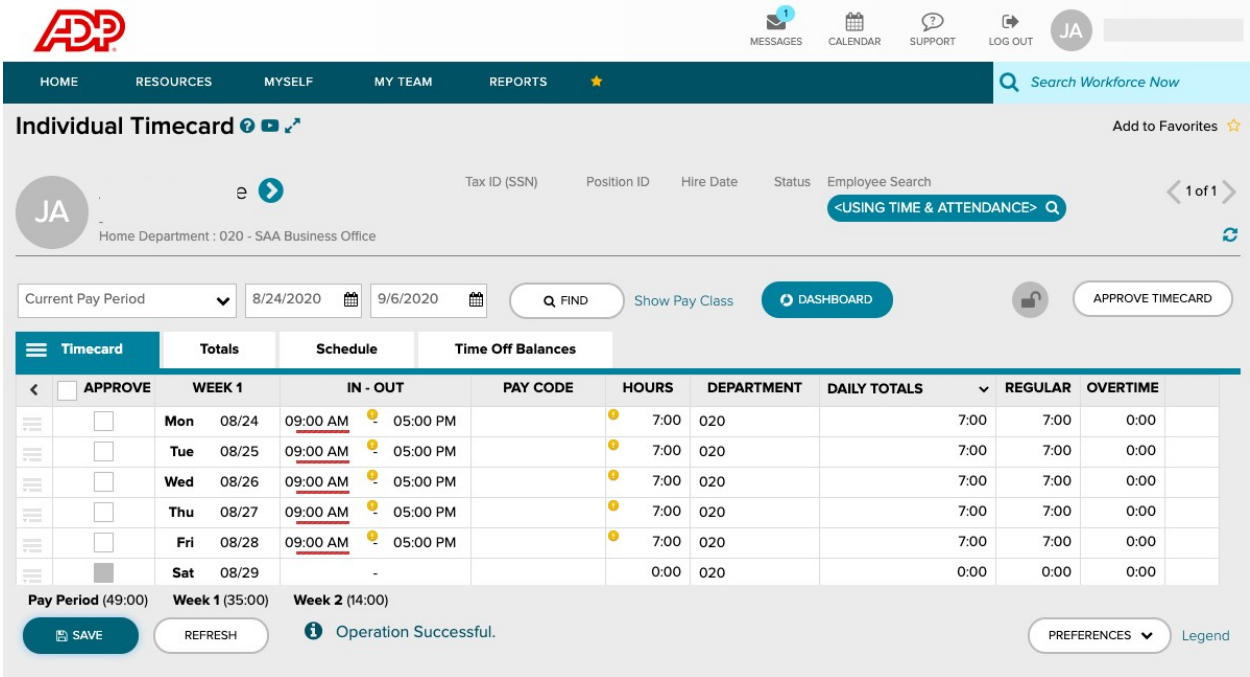
APPROVING EMPLOYEE TIMECARD

Click,
"My Team" →
"Time & Attendance" →
"Individual Timecard"



You will have access to all of your employees' saved timecards here.

The Employee's Timecard Will Look Like This:



Note: Timecards are submitted bi- weekly, so don't forget to scroll down! There will be time for two weeks on one timecard.

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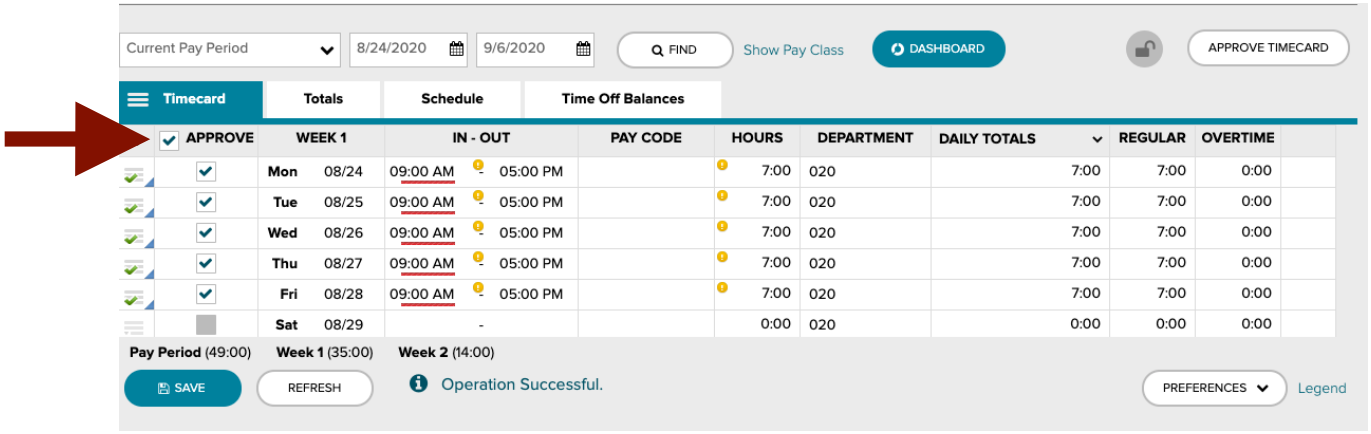
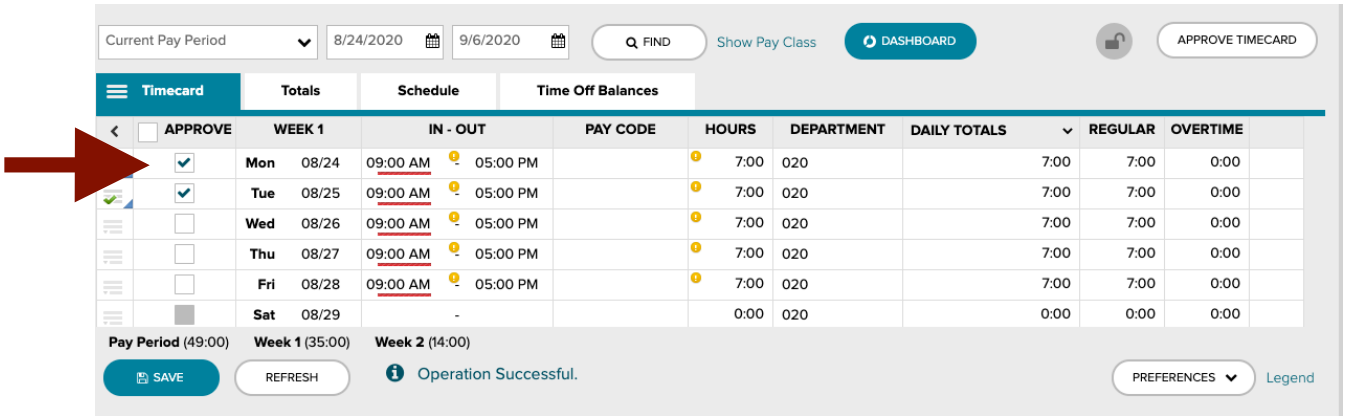
If you approve time for the entire week, click on the top box next tothe word "Approve."



Alternatively, you can approve time per day. Click on the white box under "Approve" next to each date.



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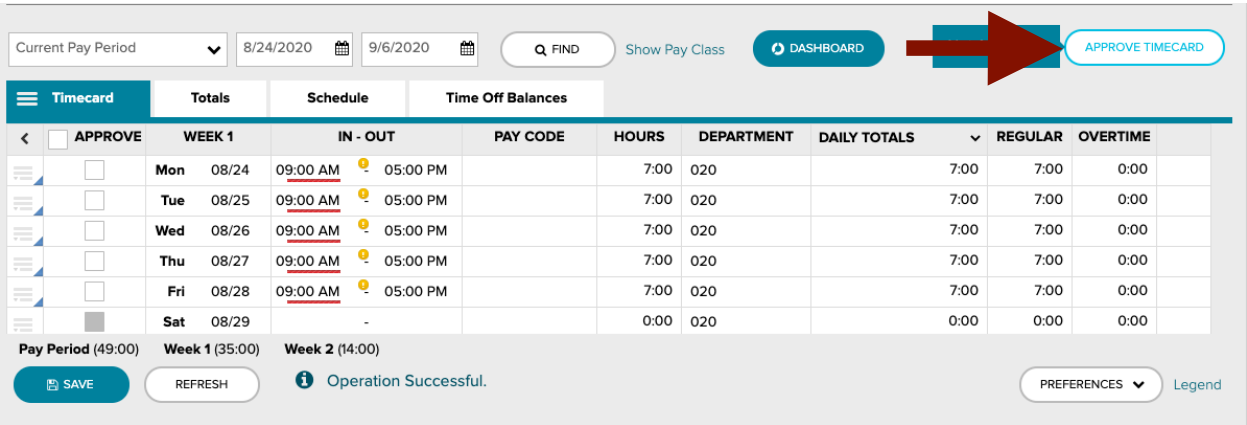
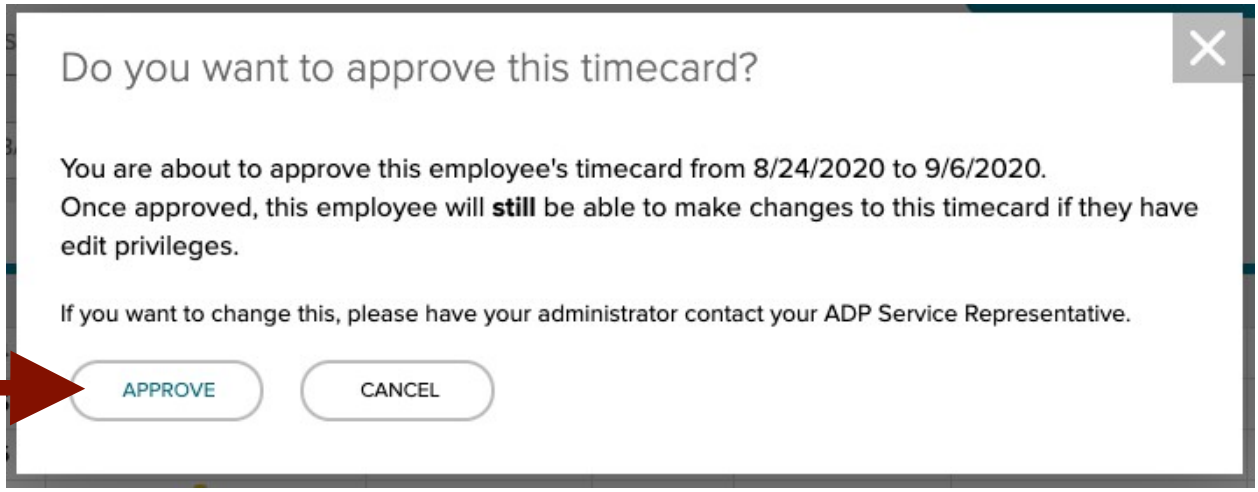
You can approve the entire timecard at once by clicking, "Approve Timecard" on the top right.



You will receive this message. Click "Approve." Employees will not be able to make edits to previous pay periods.



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EDITING EMPLOYEE'S TIMECARD

Employees may make mistakes entering their time on their timecard.

Note: If your employee's pay rate is salary, their lunch break will be automatically generated. If your employee's pay rate is hourly, they must indicate their break. According to the U.S. Department of Labor, you are required to take a .5 (half) hour lunch break if you work 6 hours in one day. You are required to take a 1 (one) hour lunch break if you work 7 or more hours in one day. Please make sure this is indicated on their timecard, if applicable.

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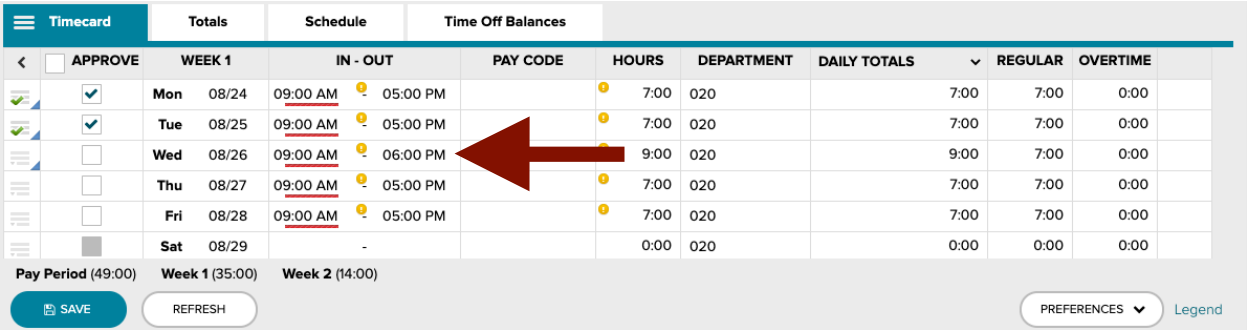
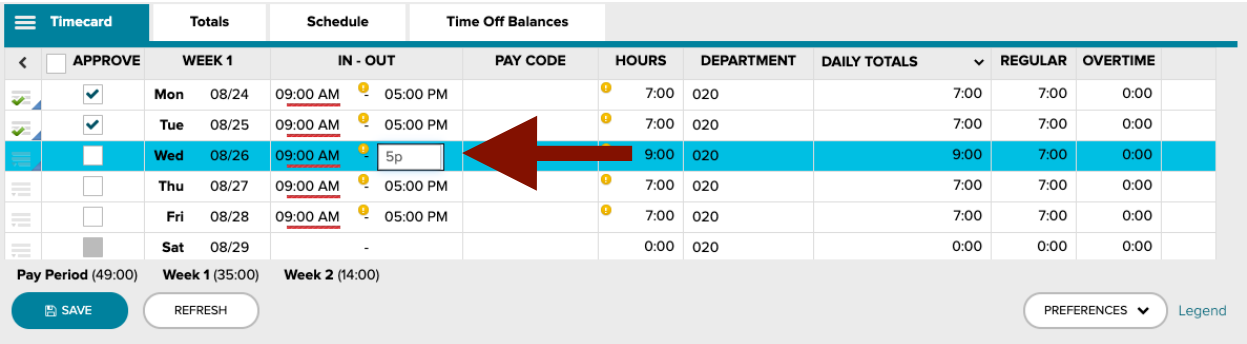
If you do see an error, you can fix the timecard yourself.

Ex: This employee wrote 9am-6pm instead of 9am-5pm for 8/26/2020.



Simply click on the time and make the edit.



Note: Type A instead of "AM" and "P" instead of "PM." Ex: "5P" will turn into "5:00 PM."

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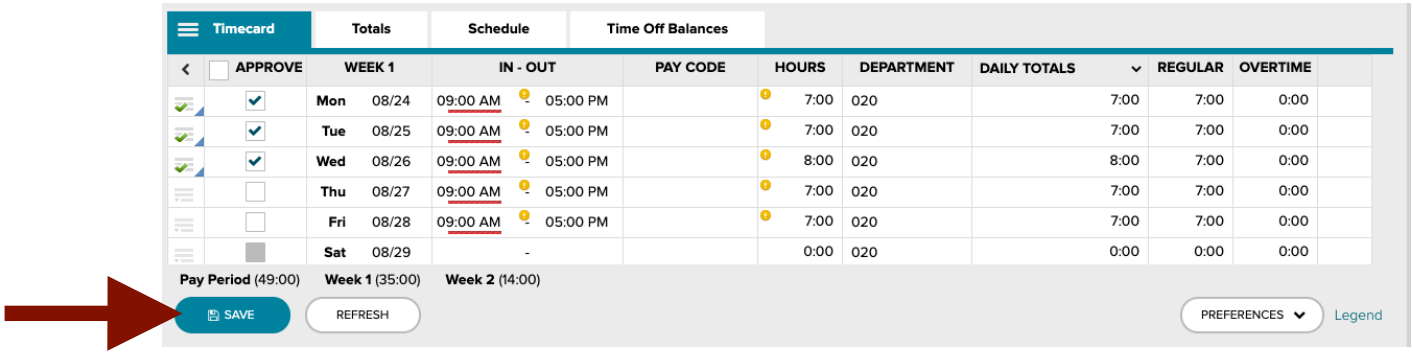
Click "Enter" on your keyboard for the full time to appear.



Once you made the edit, you can approve the timecard by checking the appropriate box. Always click "Save" on the bottom right!

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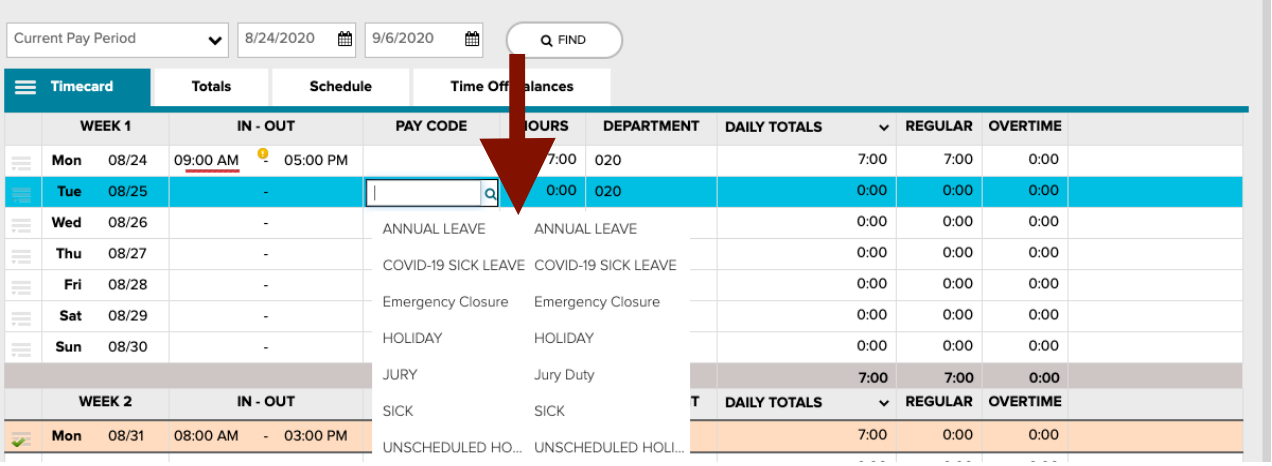
TIME OFF FOR ANNUAL, SICK, SCHEDULED HOLIDAYS, ETC.

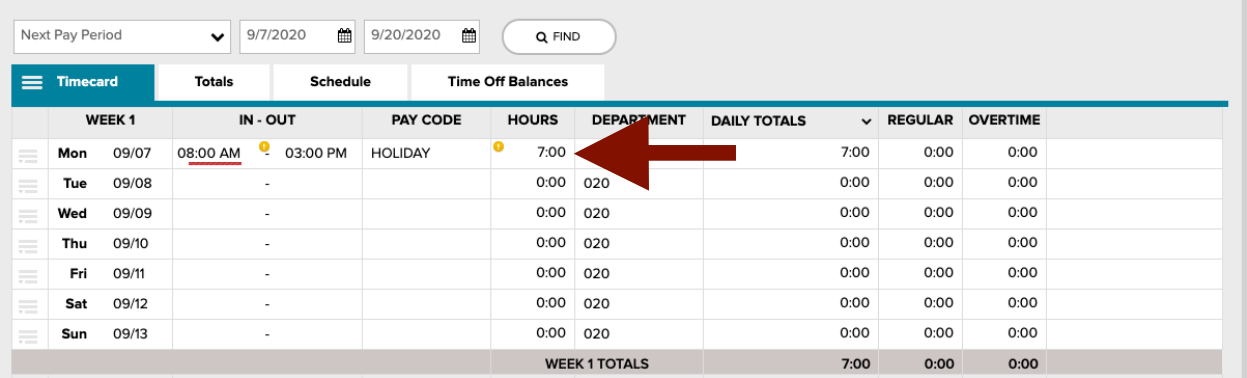
SALARY EMPLOYEES have access to the following Pay Codes:



Employees' Annual Leave, Sick Leave, and Unscheduled Holidays are stated on their contracts. You will also have access to seeing their remaining balances on your ADP Portal.

Note: "Holiday" is for scheduled days off for the college (Ex: Christmas.) If there is a holiday, you will automatically see the holiday next to the date on the employee's Time & Attendance card.

You will first be able to see this on September 7th, 2020 for Labor Day.

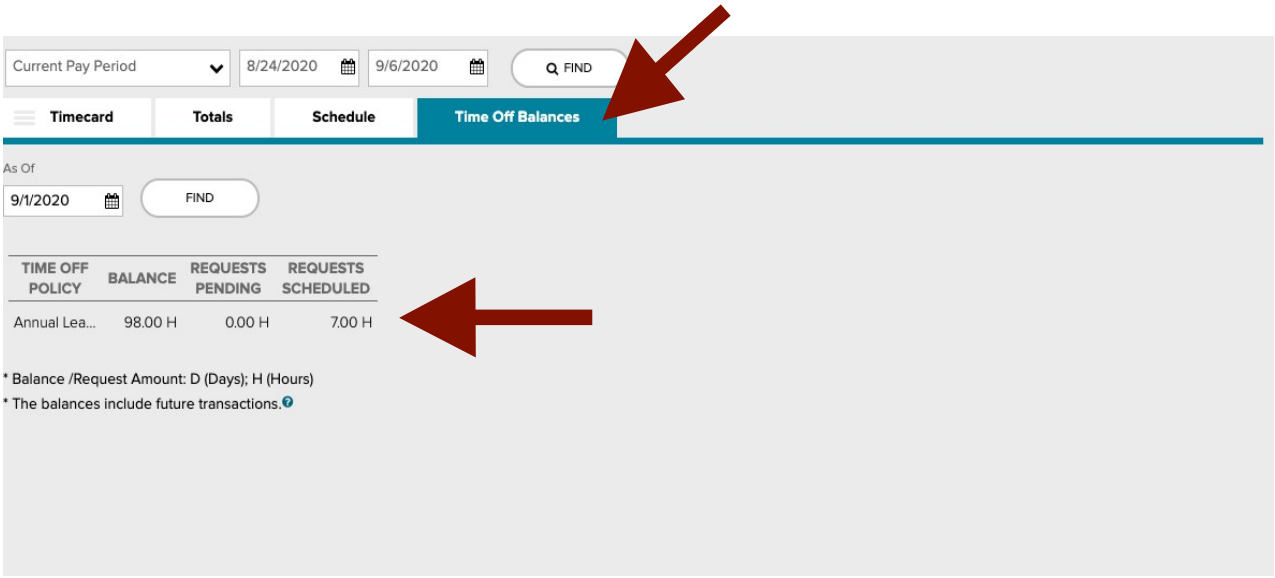


WEEK 1	IN - OUT	PAY CODE	HOURS	DEPARTMENT	DAILY TOTALS	REGULAR	OVERTIME
Mon 09/07	08:00 AM - 03:00 PM	HOLIDAY	7:00		7:00	0:00	0:00
Tue 09/08	-		0:00	020	0:00	0:00	0:00
Wed 09/09	-		0:00	020	0:00	0:00	0:00
Thu 09/10	-		0:00	020	0:00	0:00	0:00
Fri 09/11	-		0:00	020	0:00	0:00	0:00
Sat 09/12	-		0:00	020	0:00	0:00	0:00
Sun 09/13	-		0:00	020	0:00	0:00	0:00
			WEEK 1 TOTALS		7:00	0:00	0:00

The "IN-OUT" will automatically populate for 7 hours on these days. The time does not matter.

TIME OFF BALANCES

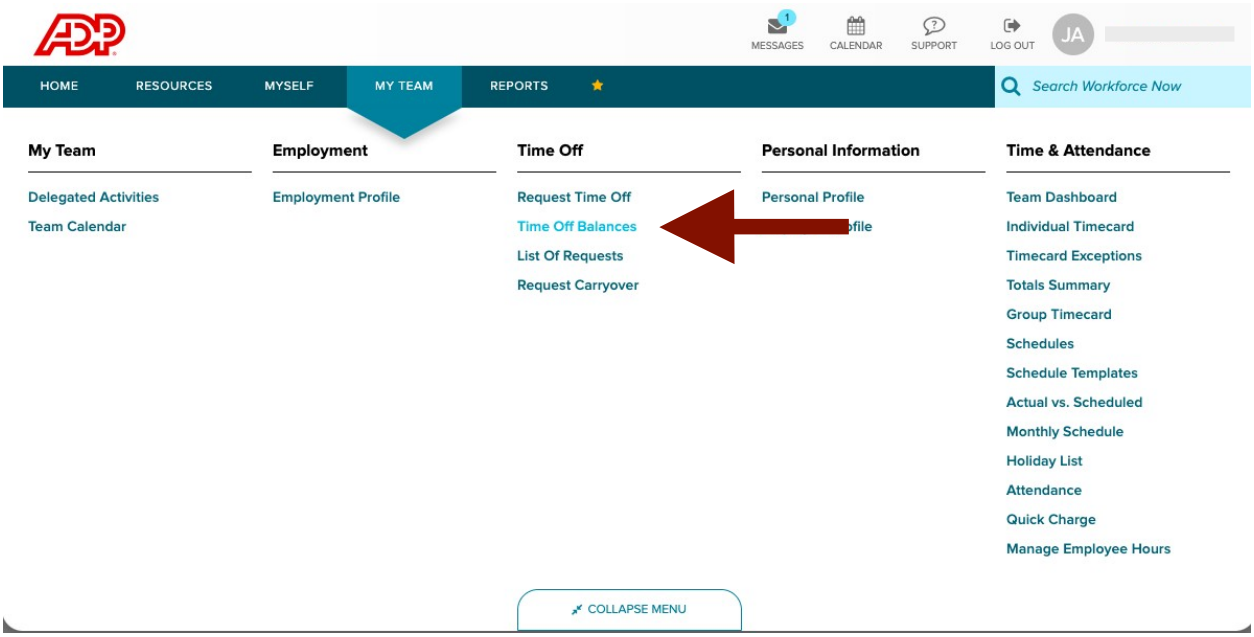
In order to see your employees' balances for annual, sick, and unscheduled holidays, they will appear under the "Time off Balances" tab.



Note: These balances will appear in hours, rather than days. If your employee takes time off, the hours will decrease.

You can also access these balances by clicking:

"My Team" →
"Time Off" →
"Time Off Balances"



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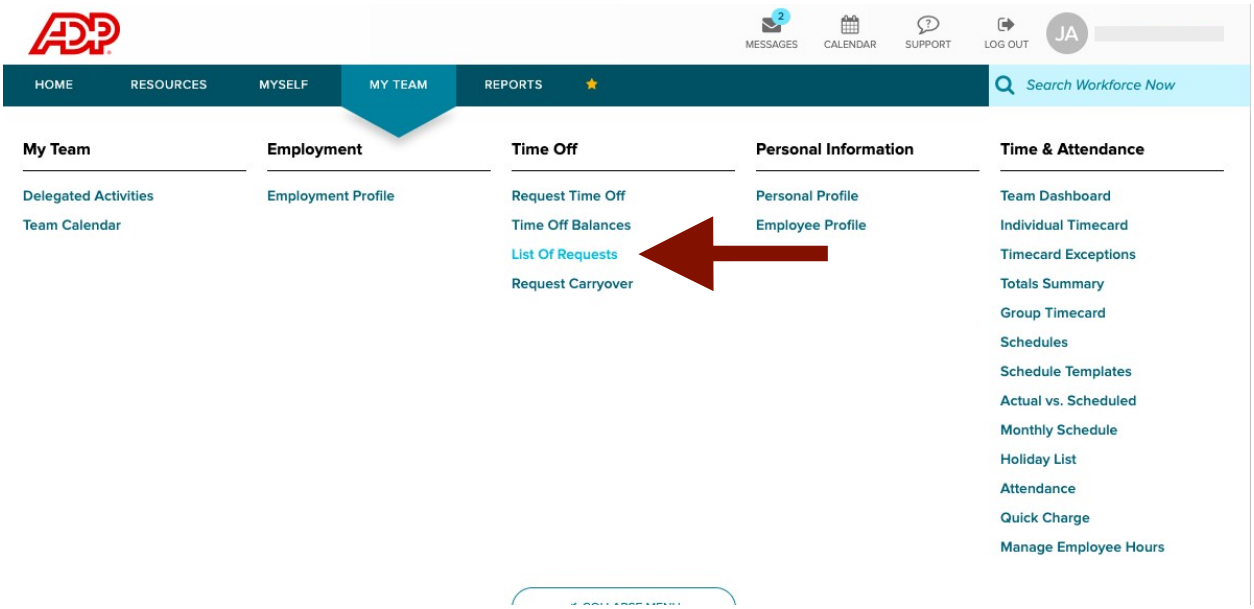
APPROVING TIME OFF

Your employee may request time off through their portal that will need your approval.

"My Team" →
"Time Off" →
"List of Requests"



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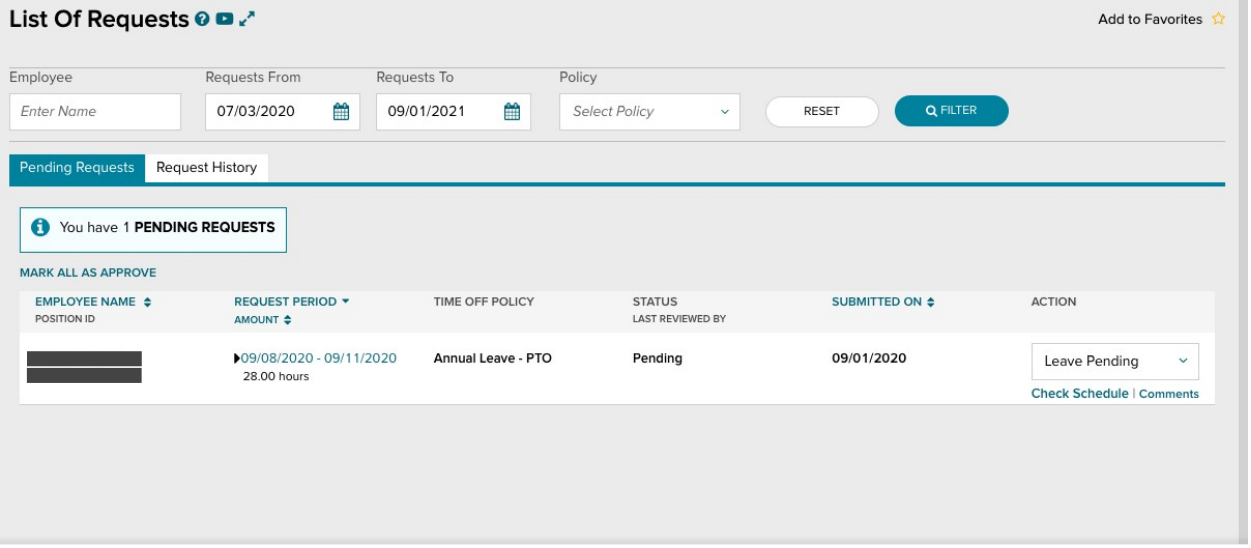
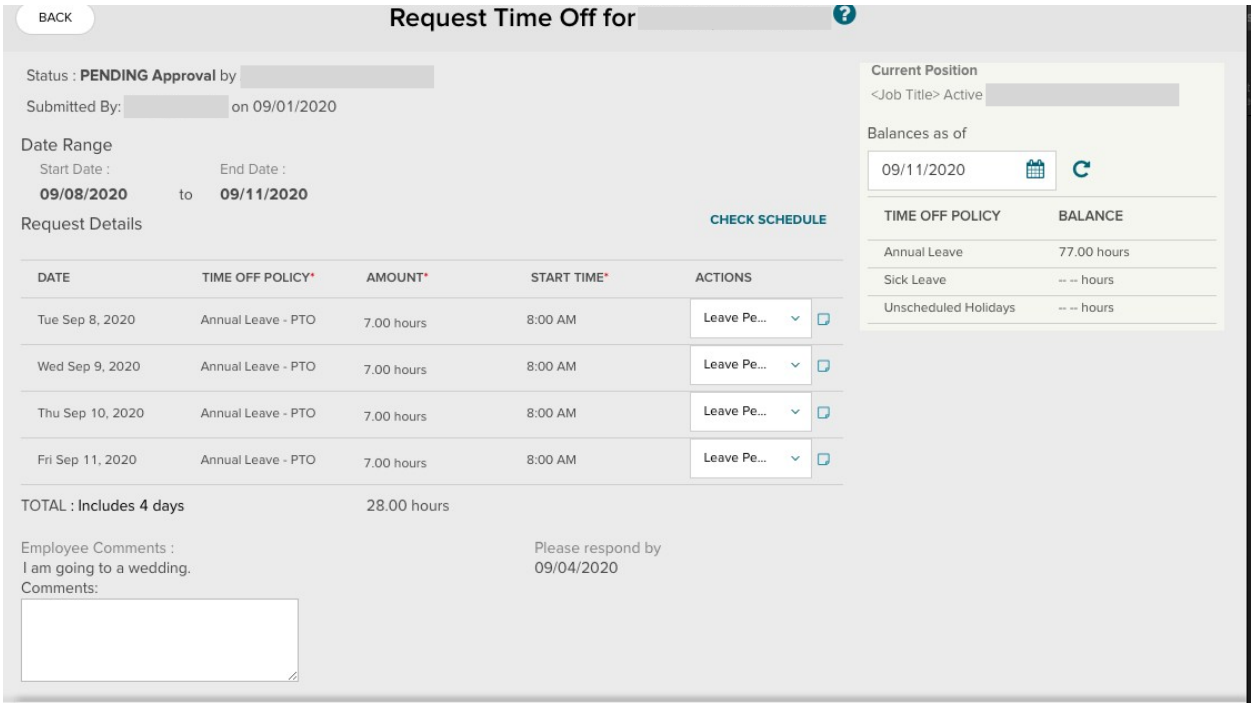
Any pending requests will be listed here:



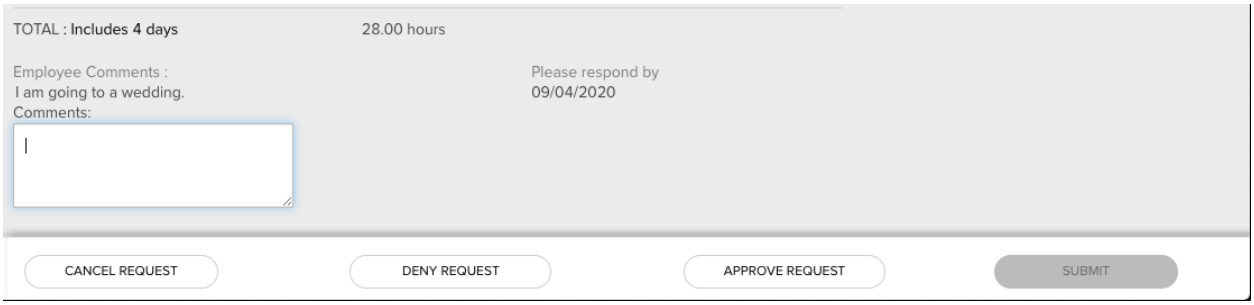
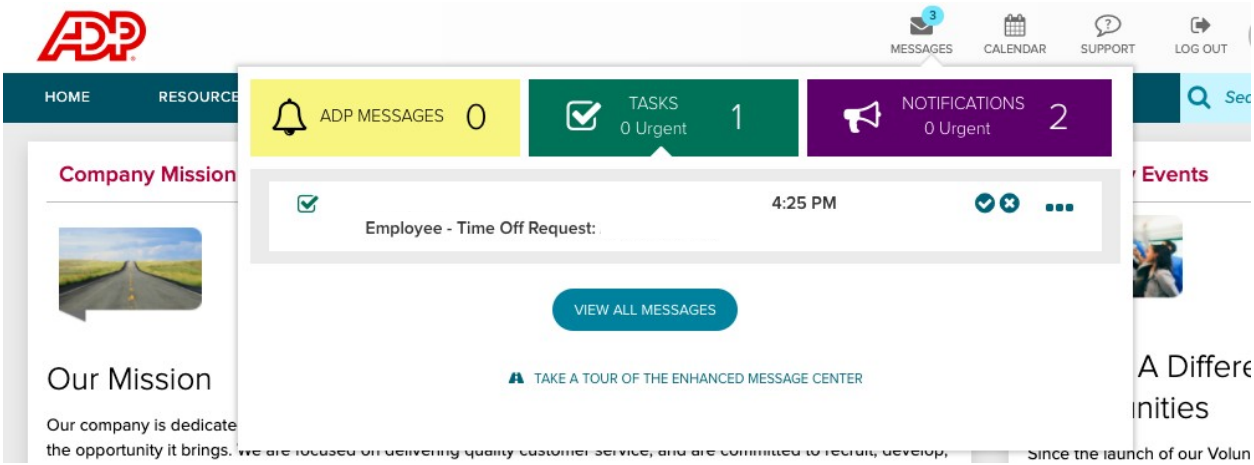
Click on the dates under the "Request Period" tab for full information.

Now you will be able to see full information such as what type of leave they are requesting, for how long, their balances, and any comments.



Note: The employee can request a response by a certain date.

On the bottom of the request, you can either cancel, deny, or approve the request. You can also add comments, if necessary.



Note: Your employee should notify you when they submit a request for time off. However, you can also see any requests in your message center.