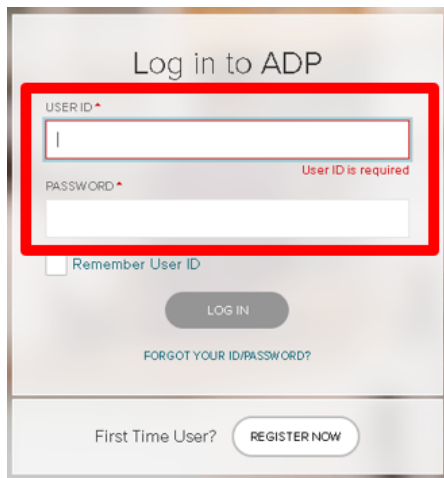


How to Enter Time in MyADP - ADP Vantage

SECTION 1: ENTERING ONLY STRAIGHT TIME (NO HOLIDAYS OR VACATION)

STEP 1

- Go to <https://adpvantage.adp.com/public/index.htm>.
- Enter your "USER ID" and "PASSWORD".
- Select "LOG IN".



Log in to ADP

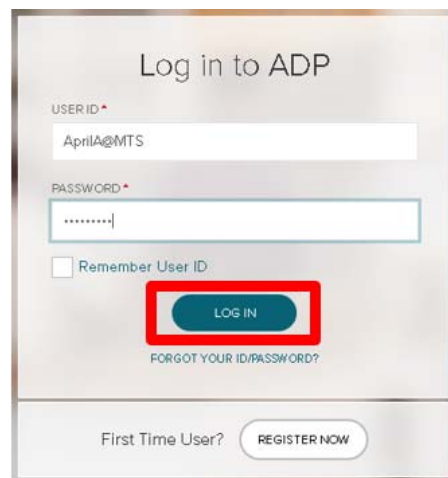
USER ID *
|
PASSWORD *
User ID is required

Remember User ID

LOG IN

FORGOT YOUR ID/PASSWORD?

First Time User? REGISTER NOW



Log in to ADP

USER ID *
AprilA@MTS

PASSWORD *
.....|

Remember User ID

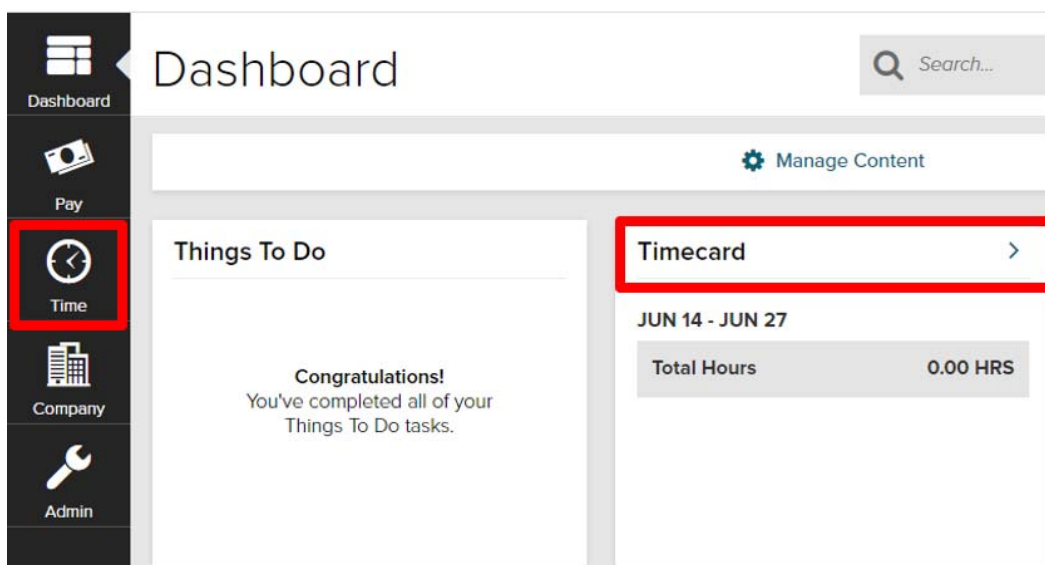
LOG IN

FORGOT YOUR ID/PASSWORD?

First Time User? REGISTER NOW

STEP 2

- Arrive at MyADP Dashboard. NOTE: If you don't see your Dashboard, click on "GO TO NEW DESIGN" to take you to your Dashboard.
- To enter your time from the Dashboard, you can select the "Time" icon on the left, or select the carat on the "Timecard" tile.



Dashboard

Search...

Manage Content

Things To Do

Congratulations!
You've completed all of your Things To Do tasks.

Timecard >

JUN 14 - JUN 27

Total Hours 0.00 HRS

Dashboard

Pay

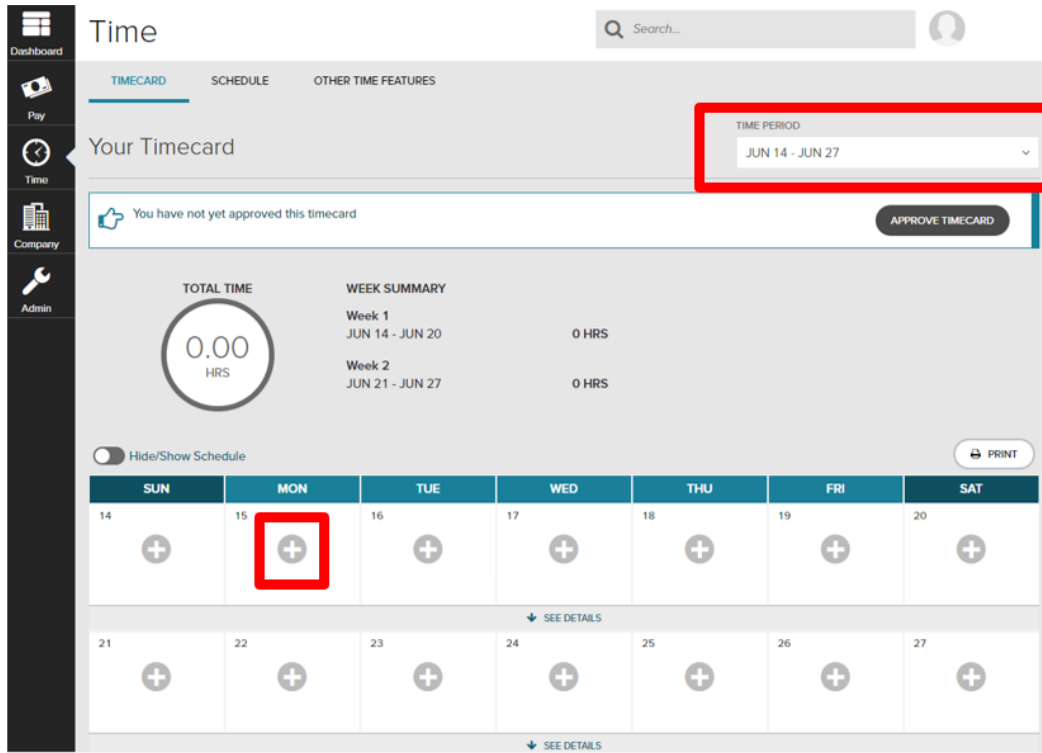
Time

Company

Admin

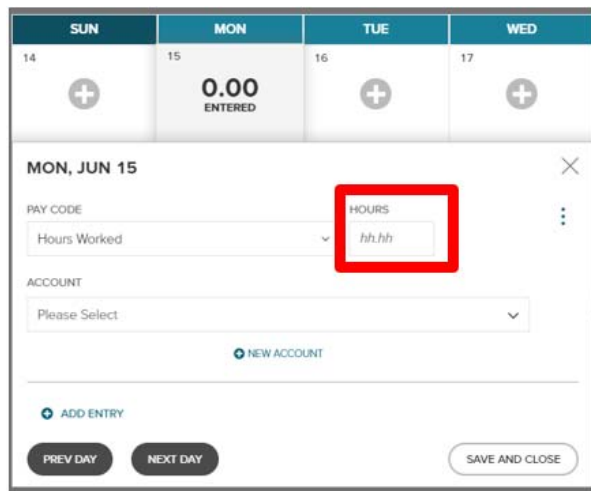
STEP 3

- The pay period is shown at the top right. If you need to change the pay period, click the dropdown menu.
- Click the “+” sign on the day you want to enter time for.



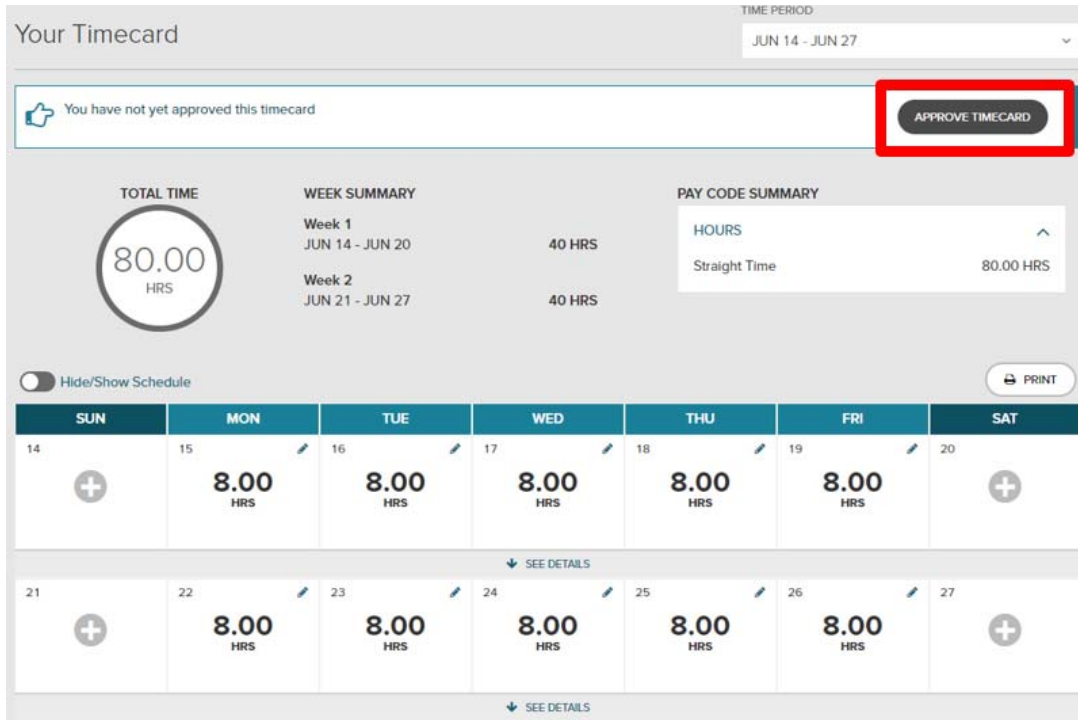
STEP 4

- To enter “Hours Worked” (straight time), enter the hours worked in the “HOURS” box.
- Note: the format is hh.mm, but if you enter “8”, Vantage will change it to “8.00”. The hours are entered in fractions of an hour. For example, if you worked seven and a half hours, enter 7.5 in the “HOURS” box.
- The “ACCOUNT” box will only have “Home Account” in the dropdown menu. Your “Home Account” is your department. There is no need to select this when charging time to your “Home Account”.
- Select “NEXT DAY” to enter hours for the following day. If you’re finished entering hours for that particular day and do not need to enter hours for another day at that time, select “SAVE AND CLOSE”.



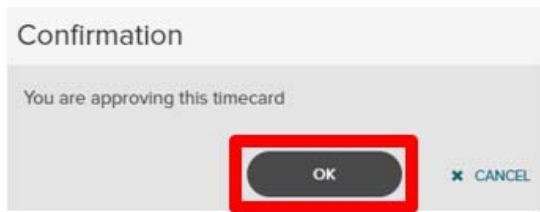
STEP 5

- Once you are finished entering your hours for the pay period, click “APPROVE TIMECARD”.
- NOTE: you need to approve your timecard no later than 9am on the Monday following the pay period.

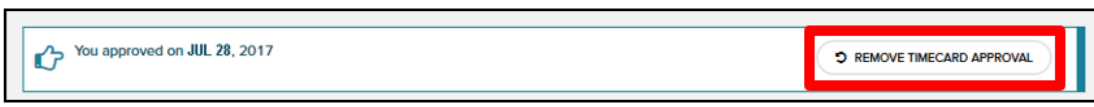


STEP 6

- Click “OK” to confirm that you are approving your timecard and you certify that all of your entries are accurate.
- After you click “OK”, your supervisor will receive an automated alert that your timecard is ready to be approved.



- The “APPROVE TIMECARD” button will now be replaced with “REMOVE TIMECARD APPROVAL”.
- If you need to make a change and edit your hours from the pay period that you just approved, click “REMOVE TIMECARD APPROVAL” and edit the hours as needed (please see the Editing Time in MyADP guide).
- NOTE: If your supervisor has already approved your timecard, you will not be able to edit your hours. If you need to edit your hours, please ask your supervisor to click the “REMOVE TIMECARD APPROVAL” button for your timecard so that you may edit your hours. Follow the steps above to approve your timecard once you are finished.



SECTION 2: ENTERING STRAIGHT TIME AND TIME OFF

STEP 1

- Follow the steps in SECTION 1 above to navigate to your electronic timecard in MyADP.
- To select something different than “Hours Worked” (straight time), click on the dropdown.
- **NOTE:** Currently there is an issue with accrual balances reflecting correctly on your paystub. We are actively working with ADP on this and expect a resolution in July. The available balance you see in MyADP is correct.
- Options to choose from:
 - Annual Leave CO: This stands for Annual Leave Cash Outs (CO) and is still capped at 80 hours per year.
 - Annual Leave Unscheduled: This should only be used if your time off was unscheduled (e.g., you called in sick).
 - To schedule time off using annual leave or a floating holiday, you must do this through the Requesting Time Off procedure in MyADP and, once approved, the hours will automatically be added to your electronic timecard (please see the Requesting Time Off in MyADP guide).
 - **NOTE:** Company holidays will automatically be added to your electronic timecard in MyADP.

MON, JUN 15

PAY CODE HOURS

Hours Worked hh.hh

Annual Leave CO

Annual Leave Unscheduled

Bereavement

Floating Holiday

IT Dept Call Back

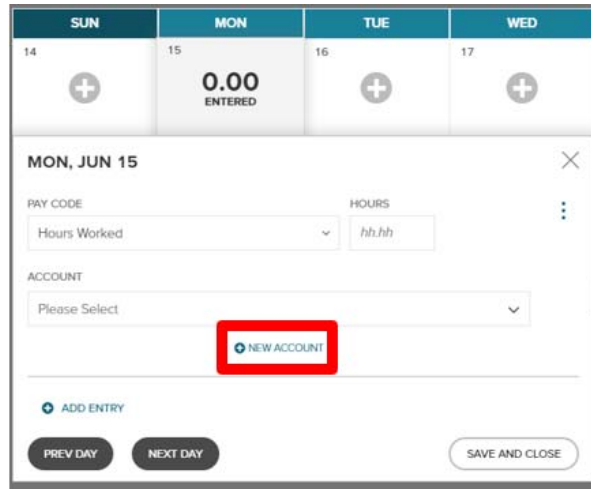
Jury Duty

SAVE AND CLOSE

SECTION 3: CHARGING HOURS TO ANOTHER DEPARTMENT OR PROJECT

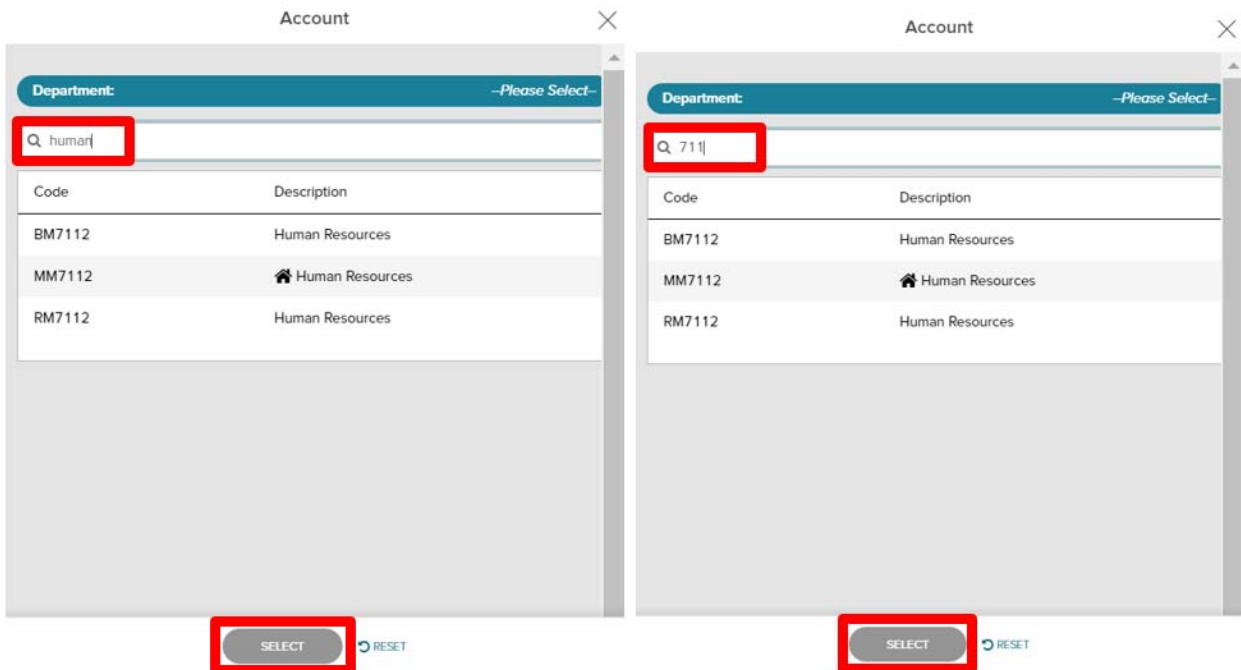
STEP 1

- To charge your hours to a certain project or a department other than your home department, click “NEW ACCOUNT”.



The screenshot shows a time entry interface with a calendar view for Monday, June 15. The 'NEW ACCOUNT' button is highlighted with a red box.

- In the search box, enter part of the department or department number you are looking for, and hit enter.
- Click on the department you wish to charge your hours to and click “SELECT”.
- Note: Your most recent five departments will populate in the dropdown menu so you can avoid this step in the future.



The image shows two side-by-side screenshots of the 'Account' selection dialog. The left screenshot shows a search for 'human' and the right screenshot shows a search for '711'. Both screenshots have the 'SELECT' button highlighted with a red box.

Code	Description
BM7112	Human Resources
MM7112	Human Resources
RM7112	Human Resources