

How to approve employee hours in ADP

1. Log into ADP
 - a. www.workforcenow.adp.com
 - b. If you have not registered for ADP please contact Faith Gaile at arawson@sbc.edu or 434.381.6510
2. At the top click on “my team”
3. Scroll over “Time and Attendance”
4. Click on “Individual Timecard”
 - a. This will direct you to your employee timecards
5. Approve row by row
 - a. Click on the “approve” box on the left side of the timecard
6. Approve the whole timecard
 - a. Click “Approve Timecard” in the right corner
 - b. DO NOT do this if your employee has more than one position on campus

Tips:

- Approve your employee’s hours at the end of each day
- Reach out to employees with timecard errors before 5 pm Friday
- Keep track of employees with timecard errors, speak with those employees that have continuous errors
- Notify HR of any issues immediately, do not wait until payroll Monday

Notes:

- All student timecards must be entered and approved by the student before 11:59 pm on the Saturday before payroll runs
- All timecards must be approved by 10 am on payroll day
- Payroll deadlines can be found on the Human Resources page under employee payroll deadlines or student employee payroll deadlines. Download these to have them readily available for you and your employees.