



Garrett

ADDING A NOTE TO YOUR TIMECARD: CLOCKING IN OR OUT AND CLOCKING INTO THE WRONG DEPARTMENT

- Log in to ADP
- From the top menu bar select MYSELF/Time and Attendance/My Timecard
- When you see the screen below, you want to select the button with three lines on it (circled in red below) on the date that your time has not clocked in or out correctly.

Sun	02/16	-		0.00	700640		0.00	0.00	0.00
WEEK 4							35.00	28.00	0.00
		IN - OUT	PAY CODE	HOURS	DEPARTMENT	DAILY TOTALS	REGULAR	OVERTIME	
Mon	02/17	08:30 AM - 04:30 PM		7.00	700640	7.00	7.00	0.00	
Tue	02/18	08:30 AM - 04:30 PM		7.00	700640	7.00	7.00	0.00	
Wed	02/19	08:30 AM - 04:30 PM		7.00	700640	7.00	7.00	0.00	
Thu	02/20	08:30 AM - 04:30 PM		7.00	700640	7.00	7.00	0.00	
Fri	02/21	08:30 AM - 04:30 PM		7.00	700640	7.00	7.00	0.00	
Sat	02/22	-		0.00	700640	0.00	0.00	0.00	
Sun	02/23	-		0.00	700640	0.00	0.00	0.00	
WEEK 4 TOTALS							35.00	28.00	0.00

- Select the option to Add a Note and the screen below will appear.
 - **If the clock in is incorrect or missing**, in the large text box type the time you clocked in with AM or PM. Where it says "Apply Note To:" Select "In" from the drop down. Where it says "Reason," select "Edit-Time Card Edit." Select "OK."
 - **If the clock out is missing or incorrect**, in the large text box type the time you clocked out with AM or PM. Where it says "Apply Note To:" Select "Out" from the drop down. Where it says "Reason," select "Edit-Time Card Edit." Select "OK."
 - **If you work for more than one department and clock into the wrong department**, then you can add the correct department name or code in the large text box. Where it says "Apply Note To:" Select "Department" from the drop down. Where it says "Reason," select "Edit-Time Card Edit." Select "OK."

Add New Note

Apply Note To: *

Row

Reason:

Enter Custom Note

OK

CANCEL

- You will know the note is on your timecard because a little blue box will appear on your timecard as I have circled in red below. If you click on the blue box or your supervisor clicks on it, they will see the note with the exact time you clocked in or out or the department change needed. Your supervisor can then make this edit as they review and approve your timecard.

WEEK 4							35.00	28.00	0.00
		IN - OUT	PAY CODE	HOURS	DEPARTMENT	DAILY TOTALS	REGULAR	OVERTIME	
Mon	02/17	08:30 AM - 04:30 PM		7.00	700640	7.00	7.00	0.00	
Tue	02/18	08:30 AM - 04:30 PM		7.00	700640	7.00	7.00	0.00	
Wed	02/19	08:30 AM - 04:30 PM		7.00	700640	7.00	7.00	0.00	
Thu	02/20	08:30 AM - 04:30 PM		7.00	700640	7.00	7.00	0.00	
Fri	02/21	08:30 AM - 04:30 PM		7.00	700640	7.00	7.00	0.00	
Sat	02/22	-		0.00	700640	0.00	0.00	0.00	
Sun	02/23	-		0.00	700640	0.00	0.00	0.00	