Entering Time

Entering Time in the New ADP Time Keeping System requires that first you be registered in the system. (Please see GPC’s ADP System Registration Instructions Version 1.5)

If you are registered in the system follow the directions below for your employee type.

There are three (3) Employee Types.

**Employee Types:**

- **Hourly – Time Stamp:** Students, part-time staff, Plant Services, Public Safety Officers, or others that uses time clocks. Employee logs-in, to e-time, stamps in the system as necessary: Including shift start and end, lunch breaks or other starts and stops during the day. Electronically approves time period

- **Hourly – Daily Hours Worked:** Other Full time Staff and Public Safety Supervisors. Employee logs-in, enters total hours for the day at the end of each day in the system. Electronically approves time period!

- **Monthly Pay:** Full-Time Faculty, Full Time Monthly. Employee logs-in, enters exceptions for each day per pay period. Verifies system generated entries. Electronically approves time period!

All employees begin entering time by logging onto the ADP System. You will need your **ADP User ID** and **Your Password** to log on. Both your ADP User ID and Password are created during the required registration process.

1. From the World Wide Web Enter [www.portal.adp.com](http://www.portal.adp.com)
2. The first screen is the ADP Home Screen
3. Click on “**User Login**” located at the top of the screen
4. Next enter your **ADP User ID and your Password**
5. Click **OK** in the bottom left corner of the dialog box
6. Click on “**Time**” from the application tabs (The “Time” Tab is located on the upper left side)
7. **Click on** the other employee click “**Here**” link

*Please continue on the reverse side with the appropriate employee type …*
Hourly – Time Stamp

8. Once you have logged in, you will be able to clock in using the Record Time Stamp.
9. Click on “Record Time Stamp” on the left red tab. This will record your time.
10. All employees should record accurate time worked each day; therefore, it is important to stamp your time when clocking into work and clock out when leaving.
11. Once you have punched the time stamp, the application will refresh and no further action is needed.
   *(kiosk Stations are designated for Hourly-Time Stamping Only. All other functions must be completed at a computer workstation.)*

Hourly – Daily Hours Worked

8. From your main screen select the “Time Card” link.
9. Next a view of your two (2) week time card will appear
10. Hours are entered manually
11. Click the cell in the column for the appropriate date and enter the total time worked.
12. The Daily Hours Worked timecard records the total number of hours worked for each day per pay period, along with the pay code associated with those hours.
13. Click on the “Save” link on the left of the screen
14. At the end of the pay period approve your time card electronically at a computer workstation as described in the following steps 15-17.
15. Once you have logged in, click on “Approvals” from the application links
16. Now click on “Approve” from the drop down menu
17. Next click “Save” the first red tap on the left

Monthly Pay

8. From your main screen select the “Time Card” link.
9. Next a view of your monthly time sheet will appear
10. Exceptions are entered manually
11. If Exception Time (vacation, sick) needs to be recorded for a full day, insert a row by clicking the icon on the left side of the screen for the desired row. A new row will appear below the hours worked.
12. If the whole day was used for Exception Time 0:00 hours must be entered in the Hours Worked row.
13. On the new row from the drop down menu on the left in the Pay Code column, select the Pay Code that applies to the Exception Time (vacation, sick, etc.)
14. On the new row for time exception enter the hours which were used for the Pay Code.
15. At the end of the pay period approve your time card electronically at a computer workstation as described in the following steps 16-18.
16. Once you have logged in, click on “Approvals” from the application links
17. Now click on “Approve” from the drop down menu
18. Next click “Save” the first red tap on the left