

ADP Online Timesheets

Once you have completed the First Time Users Registration this document will serve as a guide to help you learn your way around the system.

Step 1: Logging In

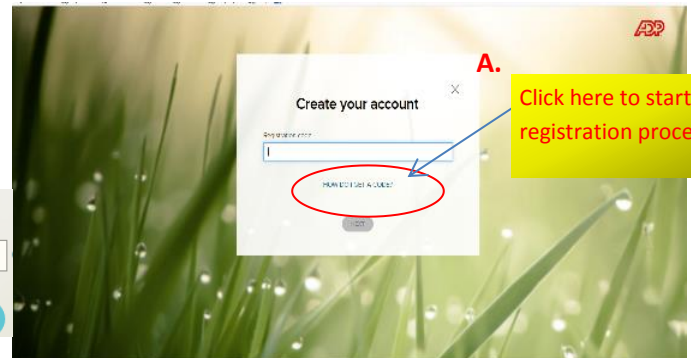
Website: <https://workforcenow.adp.com>

B.

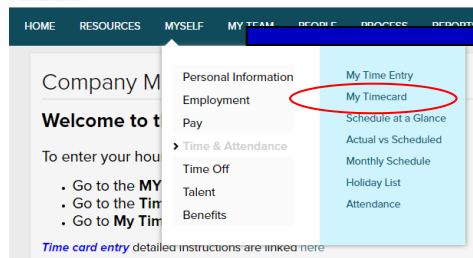
Let's get you started

Registration code **Enter—> CSUMB-1111**

NEXT



Step 2: Punching Time: Myself→Time & Attendance→My Timecard



WEEK 1		IN - OUT	PAY CODE	HOURS	DEPARTMENT	DAILY TOTALS
Mon	06/29	08:00 AM - 04:00 PM		7.00	009000	7.00
Tue	06/30	08:00 AM - 04:00 PM		7.00	009000	7.00
Wed	07/01	-		0.00	009000	0.00
Thu	07/02	-		0.00	009000	0.00
Fri	07/03	-		0.00	009000	0.00

- Click on My Timecard
- Be sure to use AM and PM or 24 hour/military time (the system default is AM)
- **Log your time DAILY!!**
- Your time **MUST** be entered by the end of each pay period (the 1st-15th and the 16th - last day of every month)
- Please view [timesheet tutorial](#) to access your timesheet and record time.
- Your supervisor will review and approve your time on the 16th and the 1st of the month.
- Click [here](#) for more short tutorials
 - Enter your Time In and Time Out for the start and end of your work time
 - Once you have clicked the Save button, you can check that there are no errors by looking at the icons to the left of the date
 - You can delete a whole line by checking the box on the left of the line and selecting delete from the options below, then saving
 - To speed up processing, click the Find (refresh) button
 - You will notice a set of default codes already filled in on your timesheet
 - Please pay close attention to the project number:

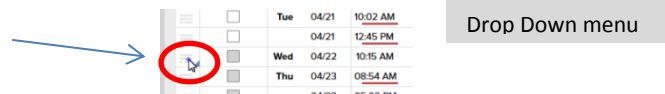
FUND	DEPARTMENT	PROGRAM	PROJECT	CLASS	DAILY TOTALS
50462	001169	INTL	5046201B	00000	0.00
50462	001169	INTL	5046201B	00000	0.00

- If you have a Fund 5xxxx it **MUST** match the first 5 digits of the Project #
- Funds other than 5xxxx may or may not have a Project number

- Program is the project supervisor
- **If you are working on more than one project**, please be sure to change the Fund, Department, Program and Project accordingly (you will receive specific instructions for this)
- Please do not change the Earnings Code unless you are a benefitted employee. **Please DO NOT select Regular or Overtime as an Earnings Code**, the system calculates this for us
- There is no final approval or submission button, just use the Save button as you enter

Entering a meal break

- An employee working more than 5 hours per day is entitled to at least a **half (1/2) hour meal break** "no later than the end of the employee's fifth hour of work".
- To enter the meal break, add an additional row with the same date by clicking the button located to the left of the date.



- This is an unpaid break and is not to be done while working.
- Clocking out for meal break must be recorded on your time sheet. If your work period is no more than six (6) hours, the meal period may be waived if both you and supervisor agree. **"No Lunch"** written in note section.

Timecard		Totals	Schedule	Time Off Balances					
APPROVE	WEEK 2	IN - OUT	PAY CODE	HOURS	ACCOUNT	FUND	DEPARTMENT	PROGRAM	
<input type="checkbox"/>	Mon 04/18	-		0.00	601000	72183	001027	UROC1	
<input type="checkbox"/>	Tue 04/19	-		0.00	601000	72183	001027	UROC1	

If you have any questions or concerns...

Maddison Burton
831-582-4498
mburton@csumb.edu

David Sternerson
831-582-4445
dsternerson@csumb.edu

Ingrid Zarate
izarate@csumb.edu