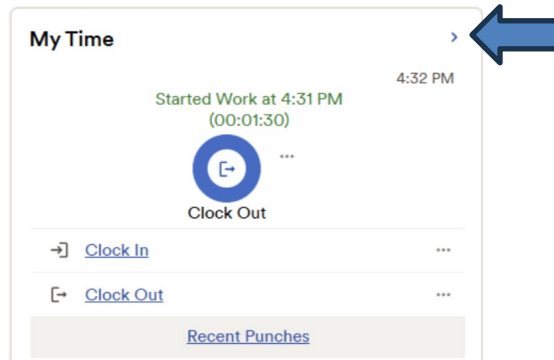
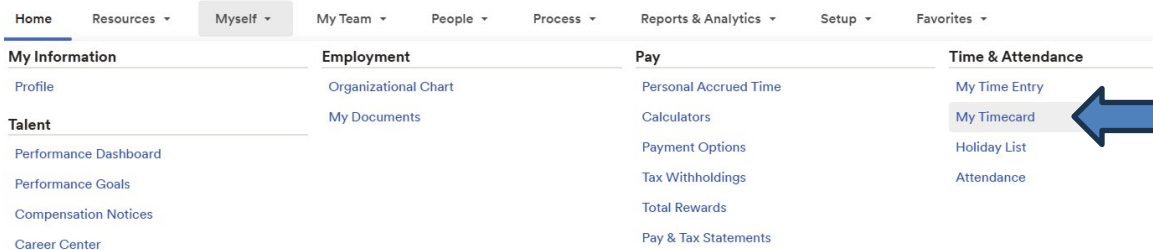


## How to Edit & Approve your Timecard in ADP

Go your Home Screen My Time tile and click on the carrot in the top right-hand corner OR



Go to Myself > Time & Attendance > My Timecard



If you have a missed punch or an error, you can click on the field with the missing or incorrect information and type in the corrected data.

Current Pay Period

9/21/2026

10/4/2026

Find

Show Pay Class

Timecard

Totals

Schedule

Time Off Balances

| <             | <input type="checkbox"/> Approve | Week 1    | In - Out                | Pay Code | Hours | Home Cost | Location | Daily Totals | Regular | Overtime |      |
|---------------|----------------------------------|-----------|-------------------------|----------|-------|-----------|----------|--------------|---------|----------|------|
|               | <input type="checkbox"/>         | Mon 09/21 | 07:52 AM - 01:58 PM     |          | 6.10  | 960       |          |              | 0.00    | 0.00     |      |
|               | <input type="checkbox"/>         | 09/21     | 02:39 PM - 05:05 PM     |          | 2.43  | 960       |          | 8.53         | 0.00    | 0.00     |      |
|               | <input type="checkbox"/>         | Tue 09/22 | 07:55 AM - 01:59 PM     |          | 6.07  | 960       |          |              | 0.00    | 0.00     |      |
|               | <input type="checkbox"/>         | 09/22     | 02:54 PM - 05:01 PM     |          | 2.12  | 960       |          | 8.18         | 0.00    | 0.00     |      |
|               | <input type="checkbox"/>         | Wed 09/23 | 07:46 AM - 02:47 PM     |          | 7.02  | 960       |          |              | 0.00    | 0.00     |      |
|               | <input type="checkbox"/>         | 09/23     | 03:15 PM - 05:02 PM     |          | 1.78  | 960       |          | 8.80         | 0.00    | 0.00     |      |
|               | <input type="checkbox"/>         | Thu 09/24 | 07:59 AM - 02:07 PM     |          | 6.13  | 960       |          |              | 0.00    | 0.00     |      |
|               | <input type="checkbox"/>         | 09/24     | 02:52 PM - 05:05 PM     |          | 2.22  | 960       |          | 8.35         | 0.00    | 0.00     |      |
|               | <input type="checkbox"/>         | Fri 09/25 | 07:50 AM - 01:52 PM     |          | 6.03  | 960       |          |              | 0.00    | 0.00     |      |
|               | <input type="checkbox"/>         | 09/25     | 02:22 PM - <div>Ⓢ</div> |          | 0.00  | 960       |          | 6.03         | 0.00    | 0.00     |      |
|               | <input type="checkbox"/>         | Sat 09/26 | -                       |          | 0.00  | 960       |          | 0.00         | 0.00    | 0.00     |      |
|               | <input type="checkbox"/>         | Sun 09/27 | -                       |          | 0.00  | 960       |          | 0.00         | 0.00    | 0.00     |      |
| Week 1 Totals |                                  |           |                         |          |       |           |          |              | 39.90   | 0.00     | 0.00 |

If you click on the hamburger icon next to the day you are editing, you can delete/add a row or add a note for your manager.

Time Period: Current Pay Period Start Date: 9/21/2026 End Date: 10/4/2026 Find Show Pay Class

| Timecard      |                                  | Totals    | Schedule            | Time Off Balances |       |           |          |              |         |          |
|---------------|----------------------------------|-----------|---------------------|-------------------|-------|-----------|----------|--------------|---------|----------|
| <             | <input type="checkbox"/> Approve | Week 1    | In - Out            | Pay Code          | Hours | Home Cost | Location | Daily Totals | Regular | Overtime |
|               | <input type="checkbox"/>         | Mon 09/21 | 08:15 AM - 11:30 AM |                   | 3.25  | 319       |          |              | 0.00    | 0.00     |
|               | <input type="checkbox"/>         | 09/21     | 12:00 PM - 04:45 PM |                   | 4.75  | 319       |          | 8.00         | 0.00    | 0.00     |
|               | <input type="checkbox"/>         | 2         | 07:15 AM - 08:15 AM |                   | 1.00  | 319       |          |              | 0.00    | 0.00     |
|               | <input type="checkbox"/>         | 2         | 08:45 AM - 11:45 AM |                   | 3.00  | 319       |          |              | 0.00    | 0.00     |
|               | <input type="checkbox"/>         | 2         | 12:00 PM - 04:00 PM |                   | 4.00  | 319       |          | 8.00         | 0.00    | 0.00     |
|               | <input type="checkbox"/>         | 3         | 07:15 AM - 08:15 AM |                   | 1.00  | 319       |          |              | 0.00    | 0.00     |
|               | <input type="checkbox"/>         | 3         | 08:45 AM - 11:45 AM |                   | 3.00  | 319       |          |              | 0.00    | 0.00     |
|               | <input type="checkbox"/>         | 3         | 12:00 PM - 04:00 PM |                   | 4.00  | 319       |          | 8.00         | 0.00    | 0.00     |
|               | <input type="checkbox"/>         | 4         | 07:00 AM - 08:15 AM |                   | 1.25  | 319       |          |              | 0.00    | 0.00     |
|               | <input type="checkbox"/>         | 09/24     | 08:45 AM -          |                   | 0.00  | 319       |          | 1.25         | 0.00    | 0.00     |
|               | <input type="checkbox"/>         | Fri 09/25 | -                   |                   | 0.00  | 319       |          | 0.00         | 0.00    | 0.00     |
|               | <input type="checkbox"/>         | Sat 09/26 | -                   |                   | 0.00  | 319       |          | 0.00         | 0.00    | 0.00     |
|               | <input type="checkbox"/>         | Sun 09/27 | -                   |                   | 0.00  | 319       |          | 0.00         | 0.00    | 0.00     |
| Week 1 Totals |                                  |           |                     |                   |       |           |          | 25.25        | 0.00    | 0.00     |

Once you've adjusted your timecard, click Save.

Pay Period (79.90) Week 1 (39.90) Week 2 (40.00)

 Save Refresh

Once your timecard is correct, you can approve it.

Time Period: Current Pay Period Start Date: 9/21/2026 End Date: 10/4/2026 Find Show Pay Class

Timecard Totals Schedule Time Off Balances

Approve Timecard

## Do you want to approve this timecard?



You are about to approve your timecard from 9/21/2026 to 10/4/2026.

By clicking approve, you are verifying that your hours are correct and do not require any adjustments. Do you want to continue?

 Approve Cancel

All timecards must be approved by 10am on Monday prior to payroll. Once you approve your timecard, you may not make additional changes.