Using Time and Attendance at Wesley College

Wesley College uses ADP for its payroll system and included is a module called "Time and Attendance". This module can be used by nonexempt/hourly employees to record their time in and out each day. Using the module will eliminate the need for paper timesheets. Hourly employees will record their time each day they work and at the end of the pay cycle (either the 15th or last working day of the month), the supervisor will review the timesheet electronically for approval. The supervisor of the hourly employee will access the Time and Attendance module to review the entered time for accuracy. If all time is entered accurately, the supervisor will approve the time card within two days of the pay cycle ending.

The Employee's Role

The employee is responsible for the following:

- Clocks in and out his/her own time each day he/she works
- Reviews the entered information for accuracy
- Meets the payroll deadline

The Supervisor's Role

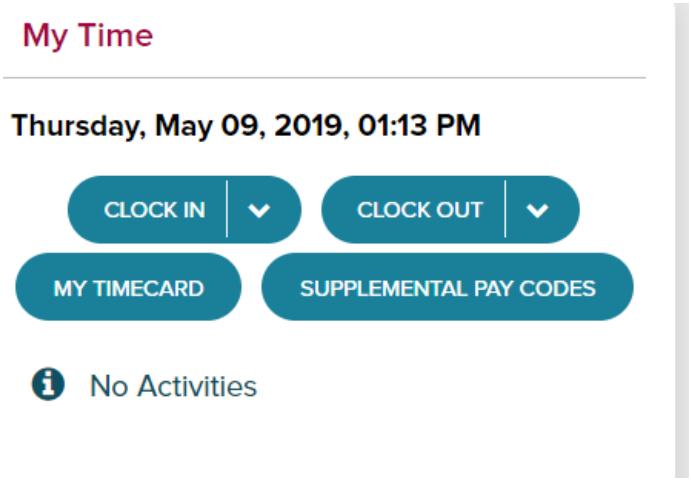
The Supervisor is responsible for the following:

- Corrects employee timecards
- Approves employee timecards according to the payroll deadline

Hourly Employee Process

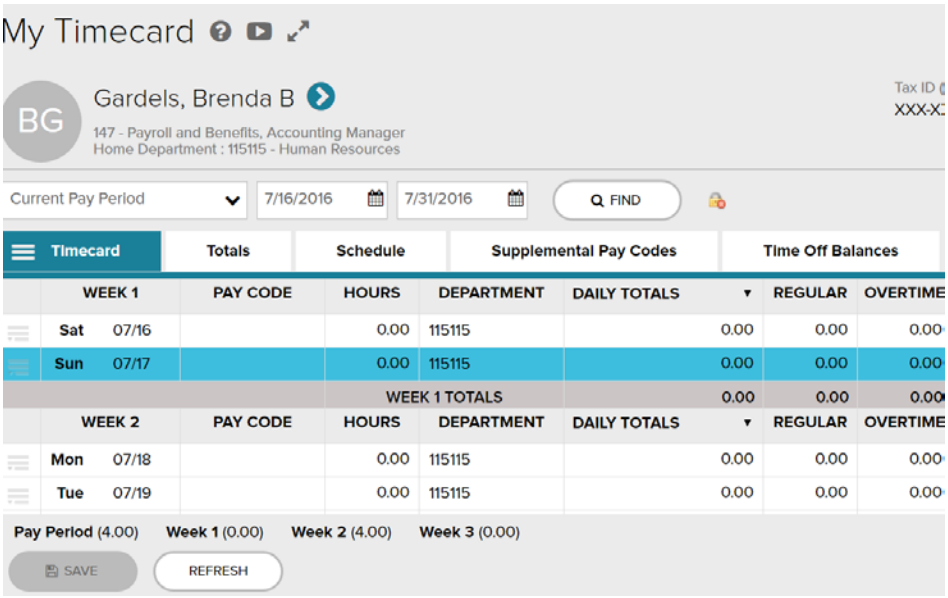
To begin the process of entering time, log into ADP.

On the home screen, you will see the following:

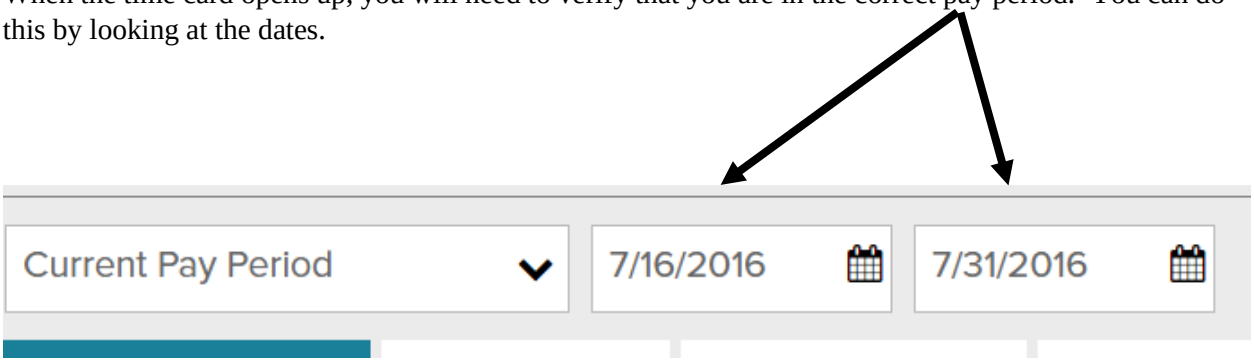


The employee needs to clock in when they arrive for work and clock out when they are leaving – whether they are leaving work at the end of the day or their lunch break. This function can be performed on the ADP mobile app. If you forget to log in and log out, please contact your supervisor immediately so that they can put in the correct time of when you arrived or when you left work.

If the employee wants to review their time card to make sure all time has been recorded, the starting point: Myself > Time and Attendance > My Time Entry > My Time Card.



When the time card opens up, you will need to verify that you are in the correct pay period. You can do this by looking at the dates.



If you are in the correct pay period, you can then view your time entries to see that they are all correct. If not correct, please discuss the issue with your supervisor. Students will have the pay code of ST. It should populate when the student records their time.

Once all time is entered, your supervisor will be able to view, edit and approve your timecard.

Any questions related to entering time should first be directed to your supervisor or to Brenda Gardels, Payroll & Benefits Manager at (302) 736-2305 or you can email your question to payroll@wesley.edu .