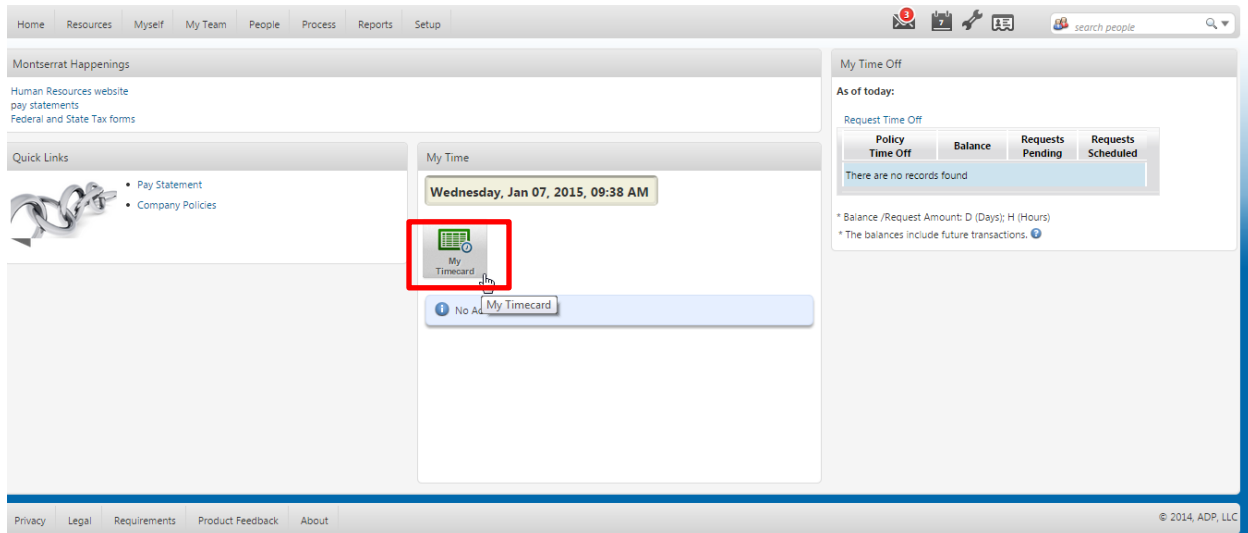


Submitting a Timecard

Reminder: Time Sheet approvals are due at 10 am every other Monday, please refer to the payroll schedule on the Montserrat website.

Log-in to ADP through workforcenow.adp.com

From your home screen, select the **My Timecard** icon



Home Resources Myself My Team People Process Reports Setup

Montserrat Happenings
Human Resources website
pay statements
Federal and State Tax forms

Quick Links
• Pay Statement
• Company Policies

My Time
Wednesday, Jan 07, 2015, 09:38 AM

My Timecard

No ADP My Timecard

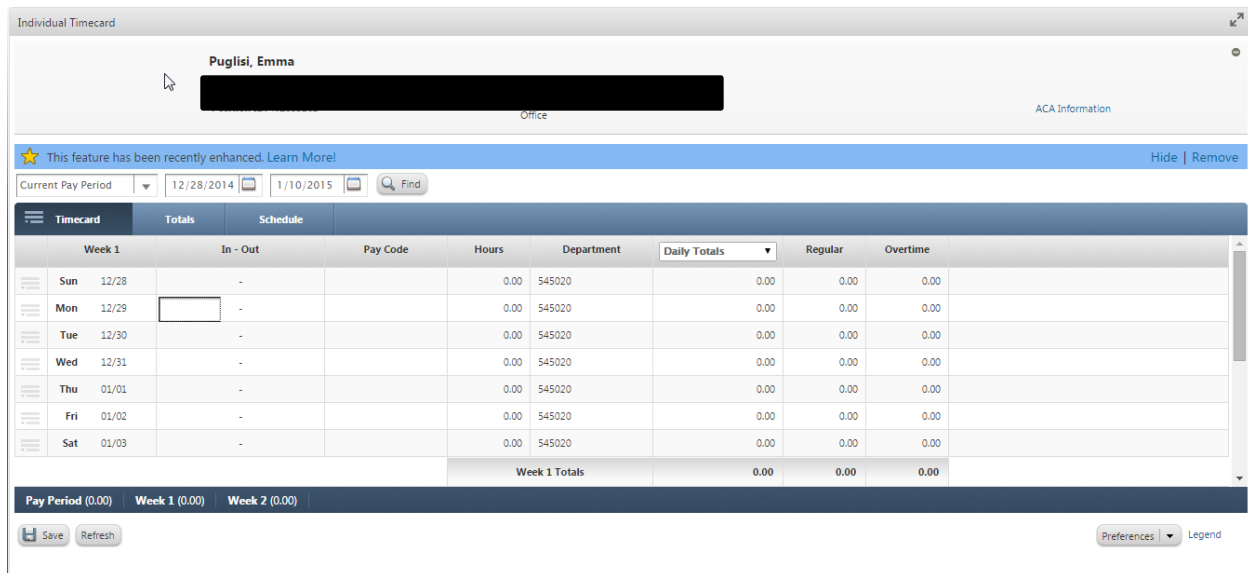
My Time Off
As of today:
Request Time Off

Policy	Balance	Requests Pending	Requests Scheduled
There are no records found			

* Balance /Request Amount: D (Days); H (Hours)
* The balances include future transactions.

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This will bring you to your Timecard



Individual Timecard

Puglisi, Emma

Office

ACA Information

This feature has been recently enhanced. [Learn More!](#) [Hide](#) | [Remove](#)

Current Pay Period: 12/28/2014 to 1/10/2015

Timecard	Totals	Schedule							
Week 1	In - Out	Pay Code	Hours	Department	Daily Totals	Regular	Overtime		
Sun 12/28	-		0.00	545020	0.00	0.00	0.00		
Mon 12/29			0.00	545020	0.00	0.00	0.00		
Tue 12/30	-		0.00	545020	0.00	0.00	0.00		
Wed 12/31	-		0.00	545020	0.00	0.00	0.00		
Thu 01/01	-		0.00	545020	0.00	0.00	0.00		
Fri 01/02	-		0.00	545020	0.00	0.00	0.00		
Sat 01/03	-		0.00	545020	0.00	0.00	0.00		
Week 1 Totals					0.00	0.00	0.00		

Pay Period (0.00) Week 1 (0.00) Week 2 (0.00)

Save Refresh Preferences Legend

Click into the respective in-out fields to enter your work time being mindful of AM and PM

To enter a second shift on a day select the three lines to the left of the day and from the dropdown menu select **add row**

★ This feature has been recently enhanced. [Learn More!](#)

Current Pay Period: 12/28/2014 - 1/10/2015

Timecard		Totals	Schedule		Hours	Department	Daily Totals	Regular	Overtime
Week 1	In - Out	Pay Code							
Sun 12/28	-				0.00	545020	0.00	0.00	0.00
Mon 12/29	09:00 AM - 05:00 PM				8.00	545020	8.00	0.00	0.00
Tue 12/30	-				0.00	545020	0.00	0.00	0.00
Wed 12/31	-				0.00	545020	0.00	0.00	0.00
Thu 01/01	-				0.00	545020	0.00	0.00	0.00
Fri 01/02	-				0.00	545020	0.00	0.00	0.00
Sat 01/03	-				0.00	545020	0.00	0.00	0.00
Week 1 Totals							8.00	0.00	0.00

Pay Period (0.00) | Week 1 (0.00) | Week 2 (0.00)

★ This feature has been recently enhanced. [Learn More!](#)

Current Pay Period: 12/28/2014 - 1/10/2015

Timecard		Totals	Schedule		Hours	Department	Daily Totals	Regular	Overtime
Week 1	In - Out	Pay Code							
Sun 12/28	-				0.00	545020	0.00	0.00	0.00
Mon 12/29	09:00 AM - 05:00 PM				8.00	545020	8.00	0.00	0.00
Tue 12/30	-				0.00	545020	0.00	0.00	0.00
Wed 12/31	-				0.00	545020	0.00	0.00	0.00
Thu 01/01	-				0.00	545020	0.00	0.00	0.00
Fri 01/02	-				0.00	545020	0.00	0.00	0.00
Sat 01/03	-				0.00	545020	0.00	0.00	0.00
Week 1 Totals							8.00	0.00	0.00

Pay Period (0.00) | Week 1 (0.00) | Week 2 (0.00)



To allocate your time to another department select the department listed and then click the magnifying glass

★ This feature has been recently enhanced. [Learn More!](#)

Current Pay Period: 12/28/2014 - 1/10/2015 Find

Timecard		Totals		Schedule							
	Week 1	In - Out		Pay Code	Hours	Department	Daily Totals	Regular	Overtime		
Sun	12/28	-			0.00	545020	0.00	0.00	0.00		
Mon	12/29	09:00 AM	05:00 PM		8.00	545020	8.00	0.00	0.00		
Tue	12/30	-			0.00	545020	0.00	0.00	0.00		
Wed	12/31	-			0.00	545020	0.00	0.00	0.00		
Thu	01/01	-			0.00	545020	0.00	0.00	0.00		
Fri	01/02	-			0.00	545020	0.00	0.00	0.00		
Sat	01/03	-			0.00	545020	0.00	0.00	0.00		
Week 1 Totals							8.00	0.00	0.00		
Pay Period (0.00)		Week 1 (0.00)		Week 2 (0.00)							

Once your timecard is complete- make sure to click save on the bottom left of the screen.