# ADP Workforce Manager User Guide

**BIWEEKLY EMPLOYEE TIME & ATTENDANCE SYSTEM**

Welcome to the Pepperdine University ADP Workforce Manager User Guide. This resource provides biweekly employees with step-by-step procedures for navigating the platform, logging hours, coordinating job transfers, recording specialized pay codes, and completing timecard approvals.

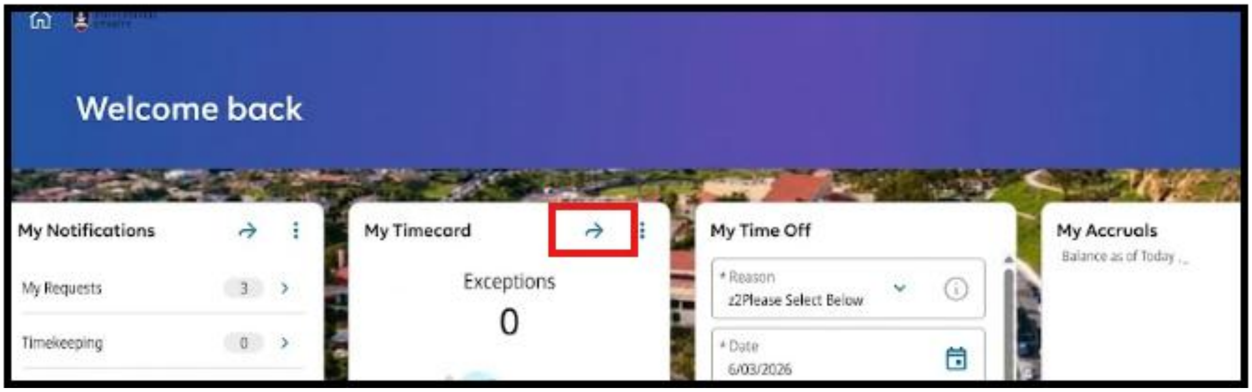
## 1. Accessing ADP Workforce Manager

Employees can securely access the ADP Workforce Manager system by using one of the following methods:

- **WaveNet Portal:** Sign into WaveNet and click the **Timesheet** link located in the top right-hand corner of the landing dashboard.


- **Direct URL:** Navigate to [https://mytime.pepperdine.edu](https://mytime.pepperdine.edu) in your web browser and sign in with your Pepperdine credentials.

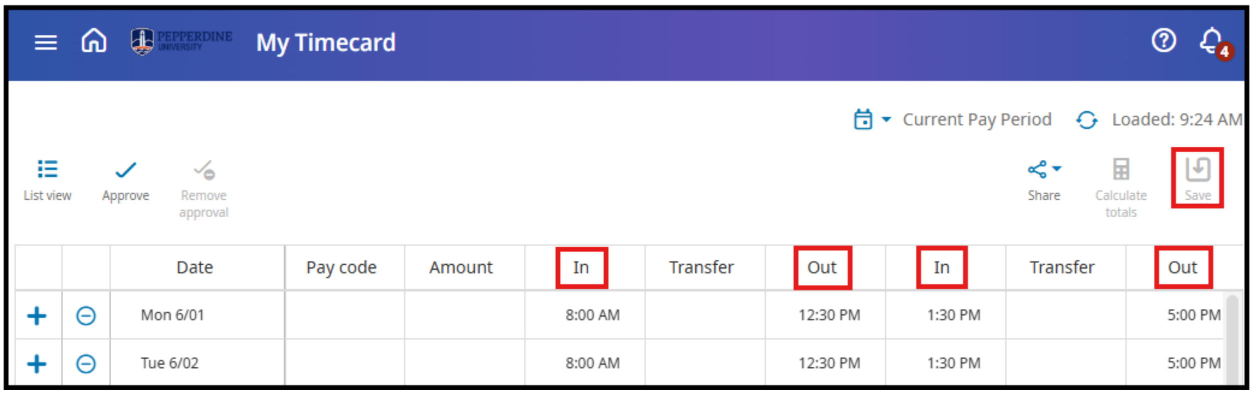
Upon successful authentication using either method, the system opens to the ADP Workforce Manager dashboard. Click the arrow located in the upper right side of the **My Timecard** tile, which automatically defaults to the current active pay period of your timecard.



## 2. Record Time Entries

Once you are signed in you can quickly update your timecard using the following steps:

1. **Locate the Date:** Find the specific row that corresponds to the calendar date you need to record.
2. **Enter Your Hours:** Input your precise start and finish times into the appropriate **In** and **Out** columns.
3. **Save Your Progress:** Click the **Save** button on the top-right toolbar. The system will dynamically calculate and display your cumulative totals in the right-hand **Period** column.
4. **Double-Check:** Briefly review all entries prior to closing your session to ensure that everything is completely accurate.




> **Modifying Previous Entries**
> To change or correct a logged duration, click directly inside the specific grid cell requiring refinement. Delete the incorrect numbers, replace them with the correct entry, and select **Save**.

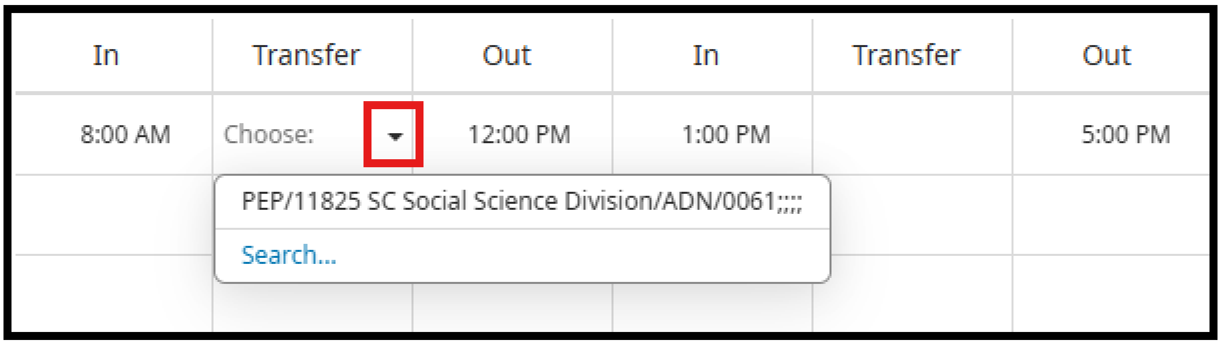
> **Important: Time Formatting Defaults**
> • ADP Workforce Manager defaults all typed numerical inputs to AM unless a specific modifier is applied.
> • Exception: Inputs within the range of 12:00 Noon to 12:59 are automatically interpreted as PM.
> • To designate afternoon or evening hours outside of the noon hour, you must specify them explicitly. For example, to log 5:00 PM, enter military time (1700) or type '5p' into the cell.

## 3. Select and Apply a Business Structure Transfer Code

Campus employees working in multiple roles on campus must use Business Structure Transfer Codes to ensure hours are allocated to the correct department and budget. If you hold more than one assignment, you must specify a transfer code for every shift worked using the following steps:

## Select a Pre-populated Transfer Code

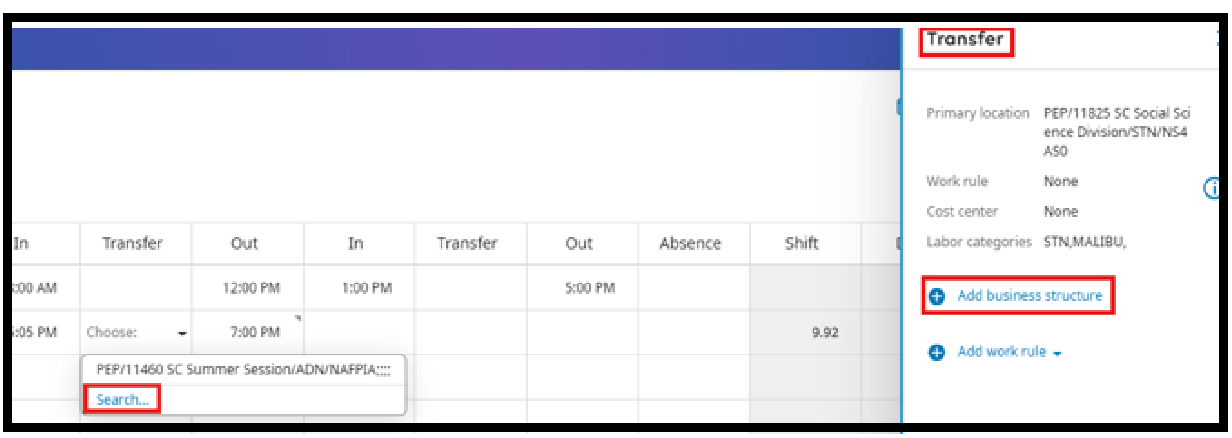
1. **Log Your Time:** Input your start time in the **In** column of the corresponding day.
2. **Open the Transfer Menu:** Click the drop-down selector arrow inside the adjacent **Transfer** column.
3. **Select Your Code:** Hover over or expand the listed options to view the full string, then select the appropriate code for that shift.
4. **Log the Shift Remainder:** Complete the rest of the shift entry by logging your end time and any subsequent time stamps for that day.

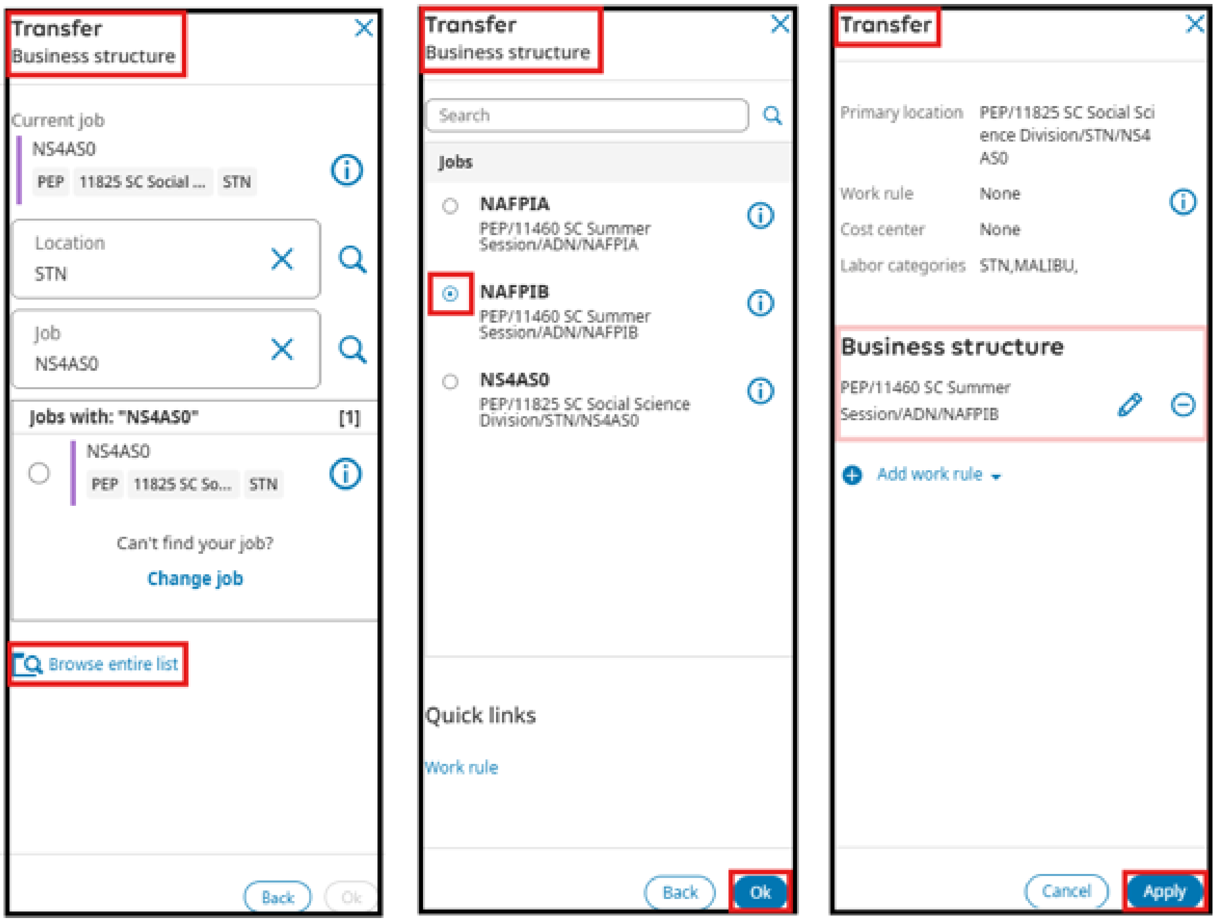



## Search For and Add a New Transfer Code

If your specific job code does not appear in the default drop-down menu, you can manually locate and apply it to your timecard using the following steps:

1. **Open the Search Window:** If your correct code is missing from the list, select **Search**.
2. **View Primary Job:** The system will display a **Transfer** window showing your primary job details.
3. **Browse the Entire List**: Click **Add business structure** to open the **Transfer Business Structure** window. Scroll to the bottom of this menu and click **Browse Entire List** to open a secondary window displaying all available campus positions.
4. **Select Your Job ID:** Find your specific job, click the radio button (circle) next to your **Job ID Number**, and click **OK**.
5. **Apply and Save the Code:** When the initial **Transfer** window reappears showing your chosen code, click **Apply** to load it into your timecard row. Once applied, this code will automatically appear in your shortcut list next time without requiring another search.



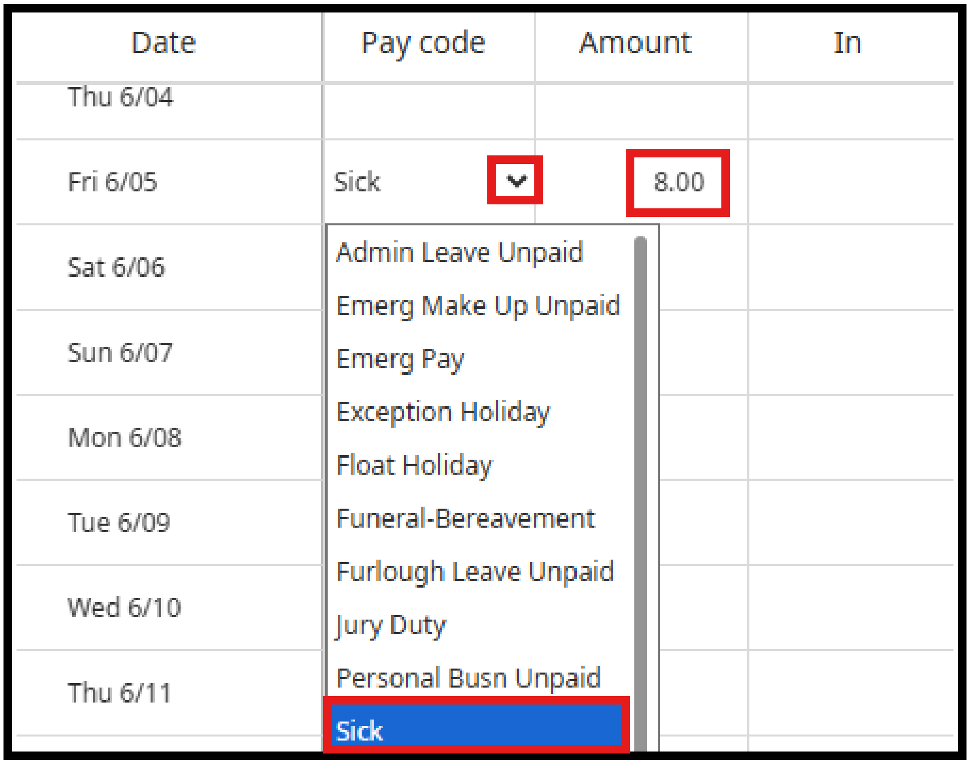



> **System Transfer Logic**
> • Once a transfer code is successfully applied, it is saved directly to your quick-access drop-down menu for future cycles.
> • If you currently have only one role, you will only see that role in the transfer information and the business structure is automatic, so no transfer code is necessary.

## 4. Apply Pay Codes

Pay codes are used to record non-worked hours, such as vacation, sick leave, or floating holidays. To ensure your paid time off is logged correctly, apply the appropriate code to your timecard using the following steps:

1. **Open the Pay Code Menu:** Navigate to the desired date and click the drop-down selector inside the **Pay code** column.
2. **Choose the Leave Type:** Select the applicable pay code (such as sick or vacation) from the list.
3. **Enter the Number of Hours**: Move to the right-hand **Amount** column and enter the precise number of hours requested.
4. **Save Your Changes:** Click **Save** to register the entries on your timecard.



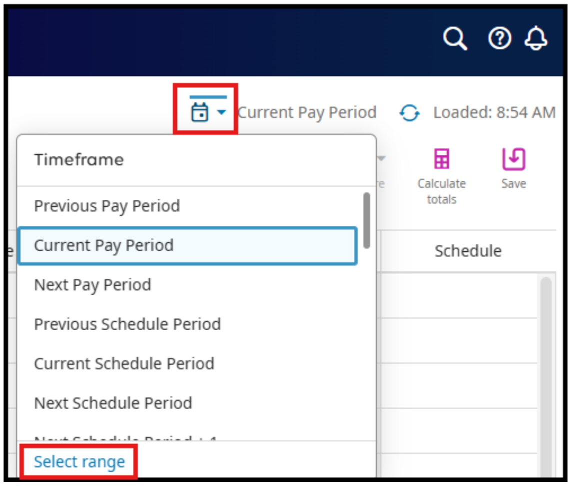

> **Entering Multiple Pay Codes for One Date**
> If you need to distribute leave time between multiple codes on the same day (e.g., logging 4 hours of vacation and 4 hours of sick leave), add a secondary row to that date, then input the specific **Pay code** and corresponding **Amount** in each distinct line.

> **Check Accrual Balances**
> You can easily review your accrued time off balances right from your main dashboard or directly within your active timecard:
>
> • **From the Dashboard:** View the **My Accruals** tile located on the main ADP Workforce Manager home screen.
>
> • **From your Timecard:** Open the **Accruals** window by clicking the tab at the very bottom of your timecard screen to expand your real-time balance details.

## 6. View and Customize Your Pay Period Display

You can easily adjust the active window on your timecard dashboard to review historical periods or view future timeframes. To switch from your current pay period to a historical or custom timeframe, use the following options:

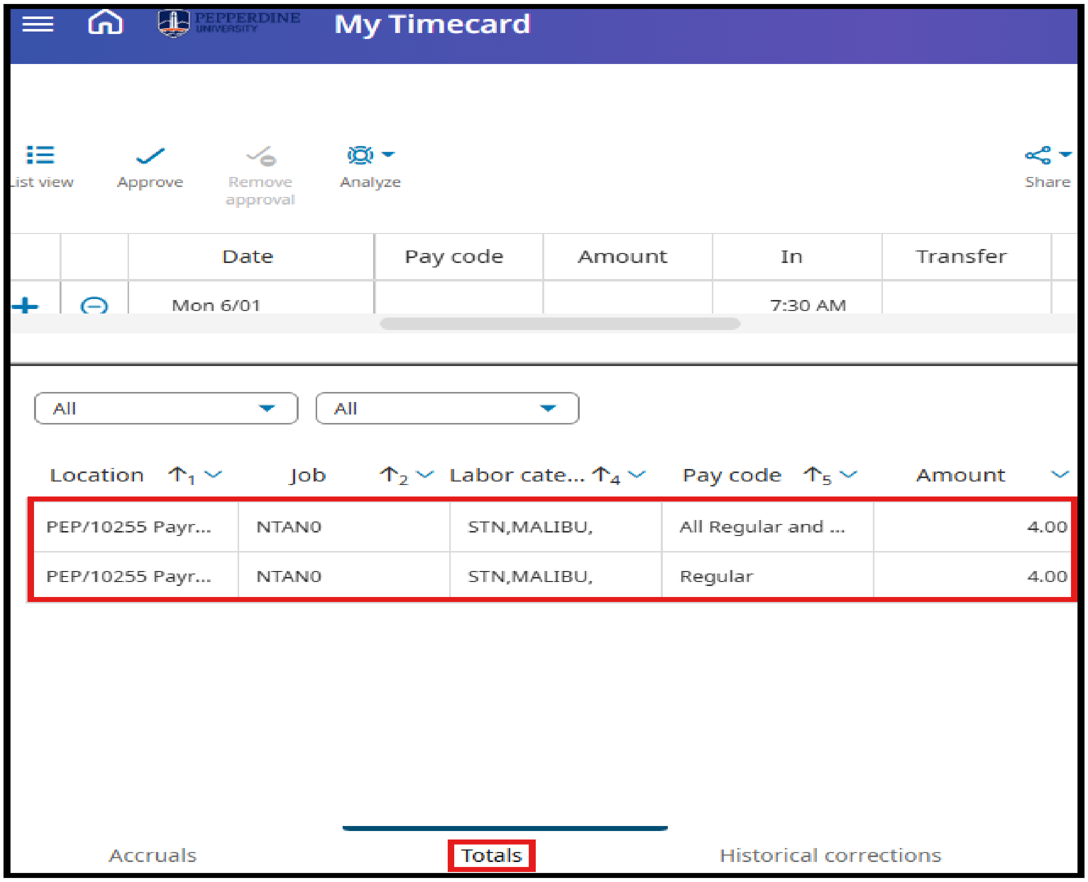
- **Switch to Fixed Periods:** Click the drop-down menu directly next to the calendar icon at the top right to toggle between standard timeframes (such as **Current Pay Period** or **Previous Pay Period**).
- **Set a Custom Date Range:** Click **Select range** at the bottom of the pop-up window to input a completely customized set of dates.

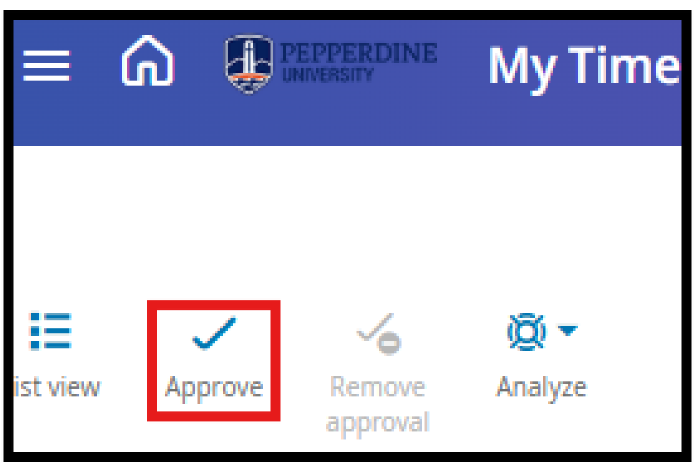



## 7. Review Totals and Electronically Approve Your Timecard

Submitting your timecard approval is a mandatory step at the close of every pay cycle. Your digital approval serves as an electronic signature, certifying that the recorded hours are true, accurate, and legally binding. Complete this final step using the following process:

- **Check the Pay Period:** Verify that your active dashboard view is set to the correct pay period requiring approval.
- **Open the Totals Window:** Click on the **Totals** tab located at the very bottom of your timecard screen to expand the summary window and view your cumulative hours. If you have multiple jobs, use this window to verify that the correct totals have been applied to the correct jobs.
- **Confirm Saved Changes:** Double-check that all hours, pay codes, and adjustments have been saved successfully.
- **Submit Approval:** Click the **Approve** button located in the top-left of the toolbar.



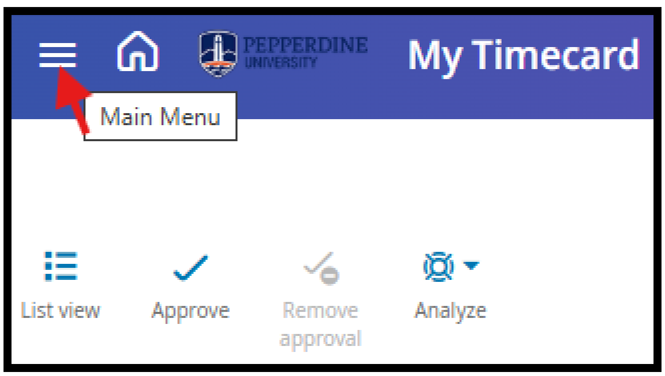

## Approval Submission Deadline

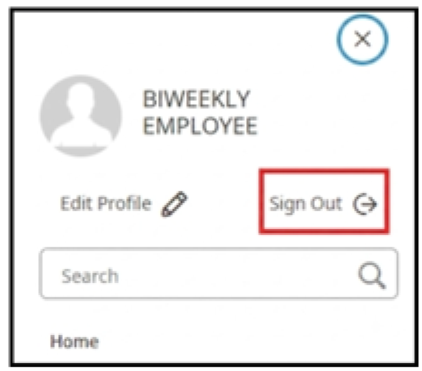
All biweekly employee timecards must be fully approved no later than Monday at 10:00 AM immediately following the end of the pay period.

**Unlocking Approved Cards**
Once approved, a timecard is temporarily locked from edits. If a correction is required before the administrative processing deadline, click **Remove Approval** to unlock the record, implement your updates, click **Save**, and then re-apply your approval. If your timecard has been approved by a supervisor, they will need to remove their approval first.

## 8. Security & Session Closure

To preserve your personal identity safety and protect confidential payroll data, always end your sessions securely. Click the **Main Menu** icon in the upper-left region of the platform that will bring up a secondary menu window. Click on **Sign Out** and fully exit your active browser application.




## Need Additional Support?

| | |
|---|---|
| Payroll Website:<br>[http://community.pepperdine.edu/finance/payroll](http://community.pepperdine.edu/finance/payroll) | Payroll Department:<br>Phone: 310-506-4636 |