

# ADP Workforce Manager User Guide

## MONTHLY (EXEMPT) EMPLOYEE LEAVE REPORTING SYSTEM

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

### 1. Accessing ADP Workforce Manager

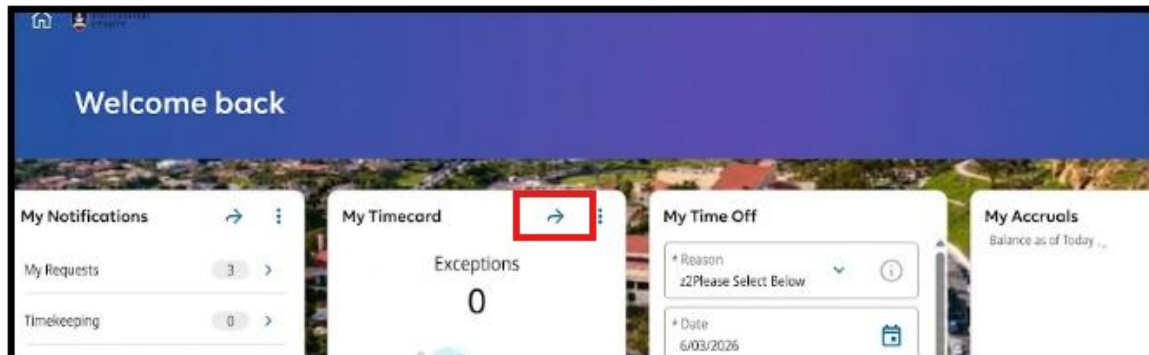
Employees can securely access the ADP Workforce Manager system by using one of the following methods:

- **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> 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. Apply Pay Codes

Pay codes are used to record non-worked hours, such as vacation, sick leave, or floating holidays. Exempt employees do not track daily hours; however, full-day absences must be recorded. 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 (this should always be 8 hours for full-time employees).
4. **Save Your Changes:** Click **Save** to register the entries on your timecard.

Date	Pay code	Amount	In
Thu 6/04			
Fri 6/05	Sick <input type="text" value="v"/>	<input type="text" value="8.00"/>	
Sat 6/06	Admin Leave Unpaid		
Sun 6/07	Emerg Make Up Unpaid		
Mon 6/08	Emerg Pay		
Tue 6/09	Exception Holiday		
Wed 6/10	Float Holiday		
Thu 6/11	Funeral-Bereavement		
	Furlough Leave Unpaid		
	Jury Duty		
	Personal Busn Unpaid		
	Sick		

### 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), add a secondary row to that date, then input the specific **Pay code** and corresponding **Amount** in each distinct line.

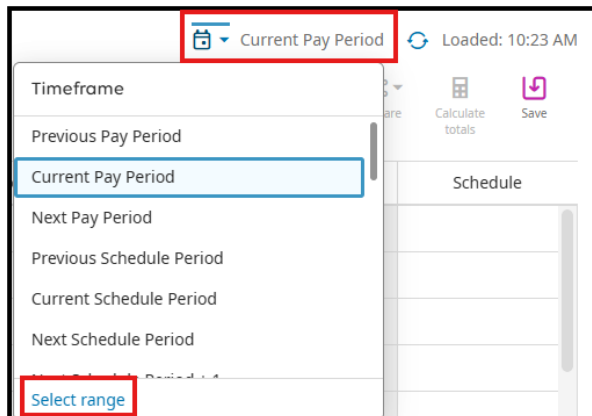
### Check Accrual Balances

You can check your accrual balances by viewing the **My Accruals** tile that is located on the ADP Workforce Manager dashboard.

## 4. 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:

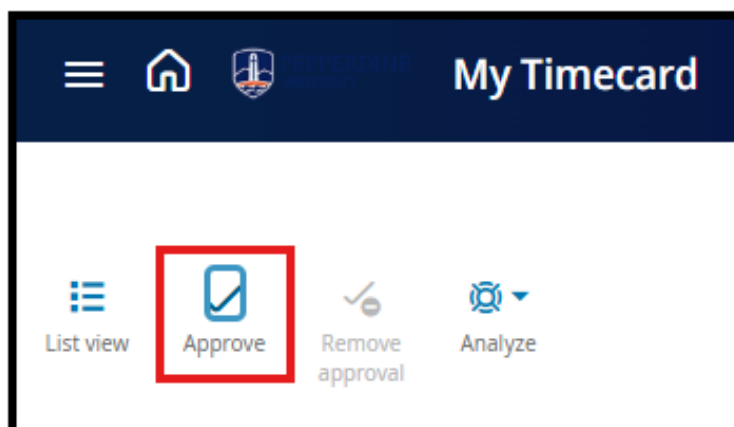
- **Switch to Fixed Periods:** Click the drop-down menu directly next to the calendar icon at the top right to toggle between standard timeframes (such as **Current Pay Period** or **Previous Pay Period**).
- **Set a Custom Date Range:** Click **Select range** at the bottom of the pop-up window to input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



## 5. Verify 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:

1. **Check the Pay Period:** Verify that your active dashboard view is set to the correct pay period requiring approval.
2. **Confirm Saved Changes:** Double-check that all adjustments have been saved successfully.
3. **Submit Approval:** Click the **Approve** button located in the **top-left** of the toolbar.





## Approval Submission Deadline

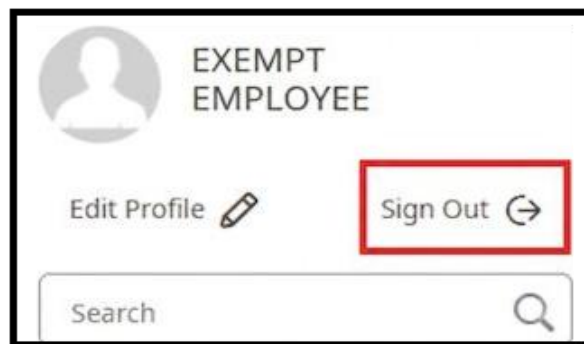
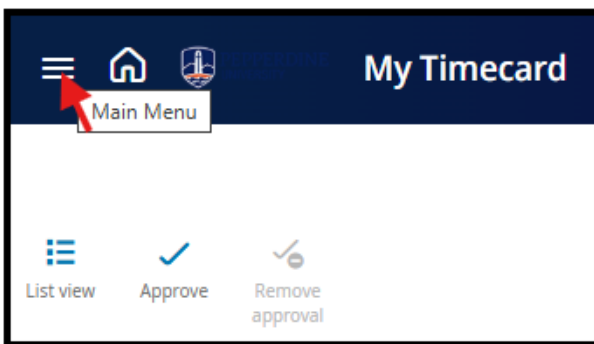
All monthly employee timecards must be fully approved by the 17<sup>th</sup> calendar day of the month. If you approve on the 17<sup>th</sup>, you will need to select **Previous Pay Period** from the pay period drop-down menu.

### 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.

## 6. 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:  
<http://community.pepperdine.edu/finance/payroll>

Payroll Office:  
Phone: 310-506-4636