ADP Workforce Manager User Guide

SUPERVISOR TIME & ATTENDANCE SYSTEM; A COMPREHENSIVE GUIDE

Welcome to the Pepperdine University ADP Workforce Manager User Guide. This resource provides supervisors with step-by-step procedures for navigating the platform, managing employee timecards, executing job transfers, recording leave, and completing the approval process.

1. Accessing ADP Workforce Manager

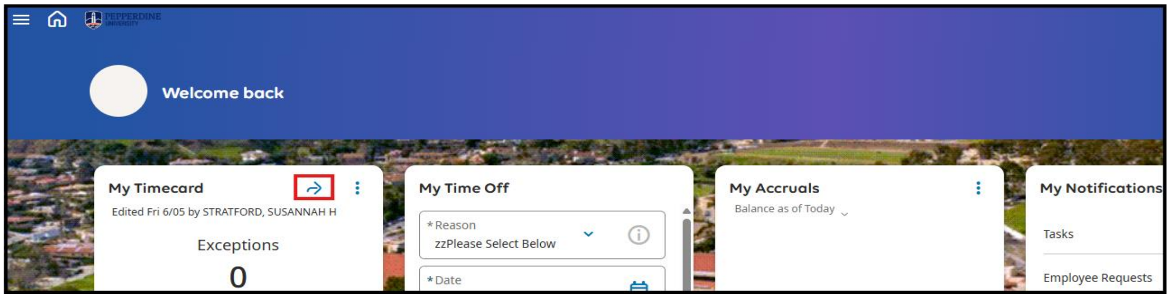
Supervisors can securely access ADP Workforce Manager using one of the following methods:

- **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 and log in with your Pepperdine credentials.

Managing Your Own Timecard

Upon successful authentication using either method, the system opens to your main dashboard. To edit your own timecard, click the arrow located in the upper right side of the **My Timecard** tile. The system automatically defaults to your current active pay period.



> **Note:** For specific instructions on editing your personal hours, please refer to the Monthly or Biweekly ADP Workforce Manager User Guide.

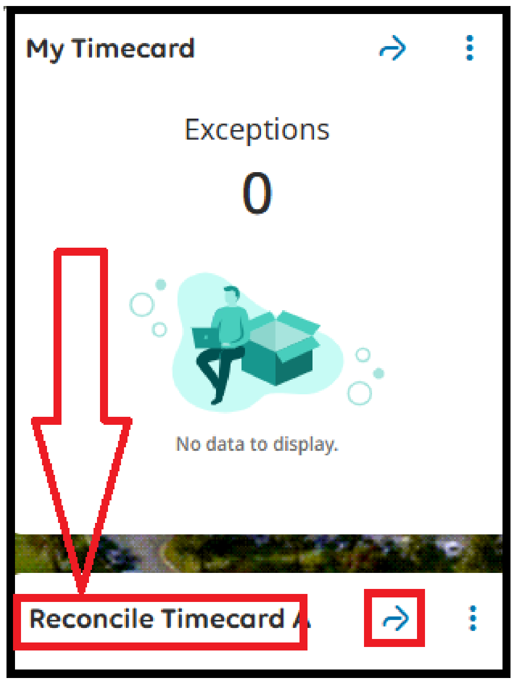
2. Daily & End of Pay Period Routines

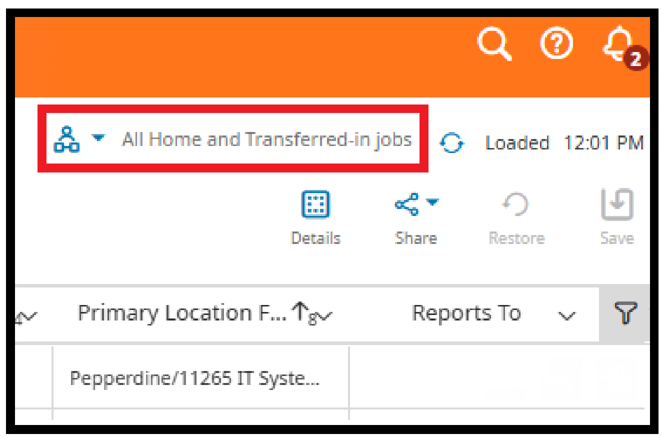
To ensure payroll accuracy and minimize errors, establish the following management habits:

- **Daily Review:** Log in at least once per day to review your employees' timecards for the prior day. This allows you to catch missing punches or errors immediately.
- **Pay Period End:** Access the system at the end of each pay period to review, correct, and officially approve all employee timecards.

3. Review Employee Timecards

To access your team's records, click the arrow on the upper right of the **Reconcile Timecard** tile (located in the second row of tiles on your main dashboard). Once inside, ensure your HyperFind query is set to **All Home and Transferred-in jobs**. This allows you to see employees whose secondary jobs are in your department, though they will only appear if they have added the transfer.

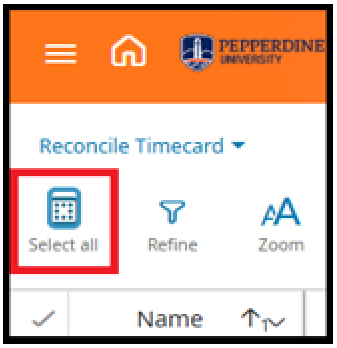


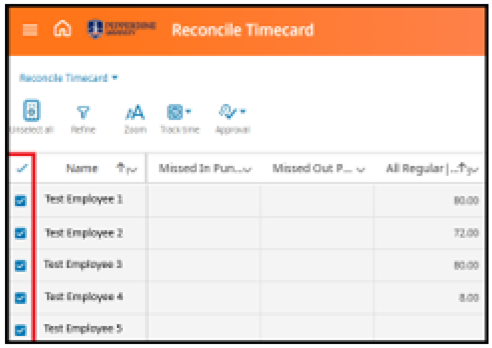


Access Individual Timecards

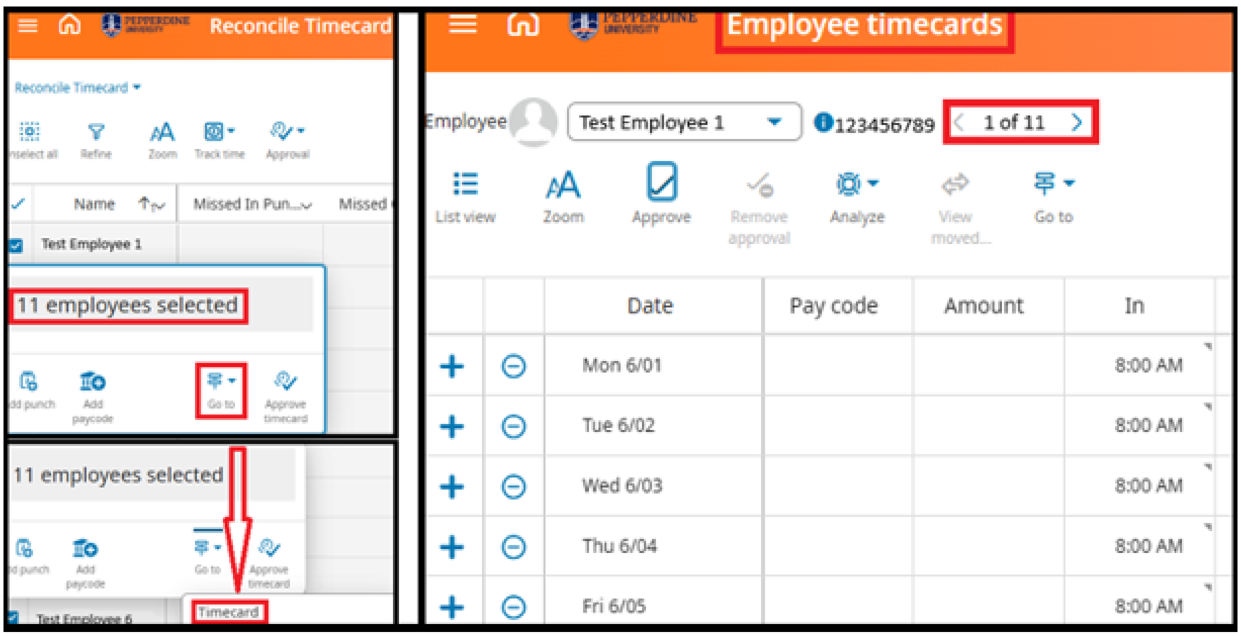
To access a group of individual timecards, follow these steps:

1. **Select All:** On the upper left side of the **Reconcile Timecard** screen, click **Select All** to highlight all names in your list.

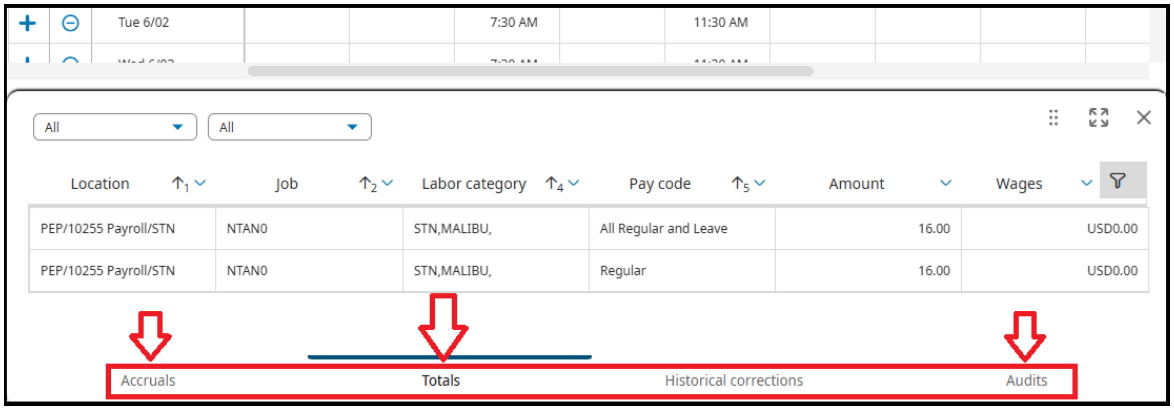




2. **Navigate to Timecards:** Right click on the first name to bring up a secondary menu showing the number of names selected. Click **Go-to** at the bottom of this new menu and then click **Timecard** on the pop-up menu to open the individual timecard view.



3. **Verify Hours and Roles:** Click on the **Totals** tab at the very bottom of the timecard screen to expand the summary window. If an employee has multiple jobs, use this window to verify that the correct hours are allocated to the correct positions.



> **Tip:** you can also click the **Accruals** and **Audit** tabs in this bottom window to review leave balances and historical edits.

Modify Timecard Entries

To change or correct a logged duration:

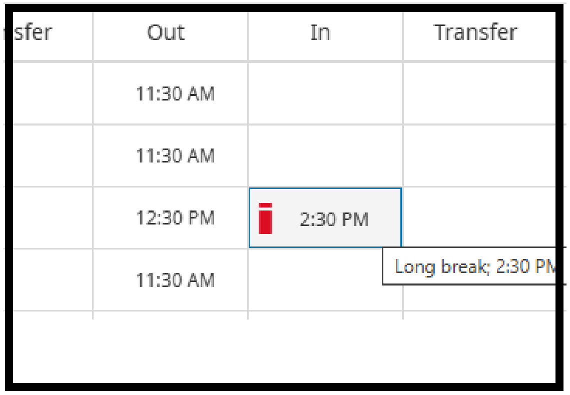
1. Click directly inside the specific grid cell requiring refinement.
2. Delete the incorrect numbers and type the correct entry.
3. Click **Save**.

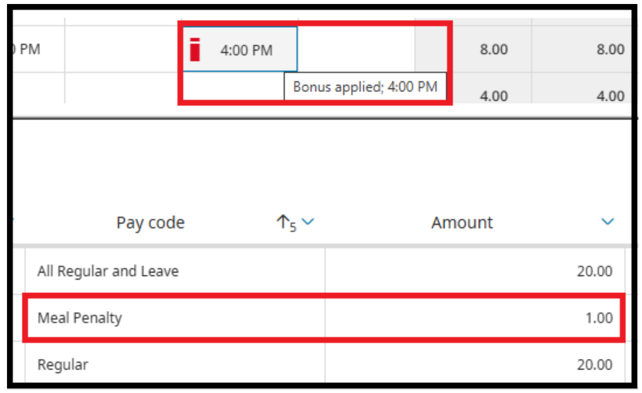
> **Important: Time Formatting Defaults**
> • ADP Workforce Manager defaults all typed numerical inputs to AM unless a specific modifier is applied.
> • Exception: Inputs within the range of 12:00 Noon to 12:59 are automatically interpreted as PM.
> • To designate afternoon or evening hours outside of 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.

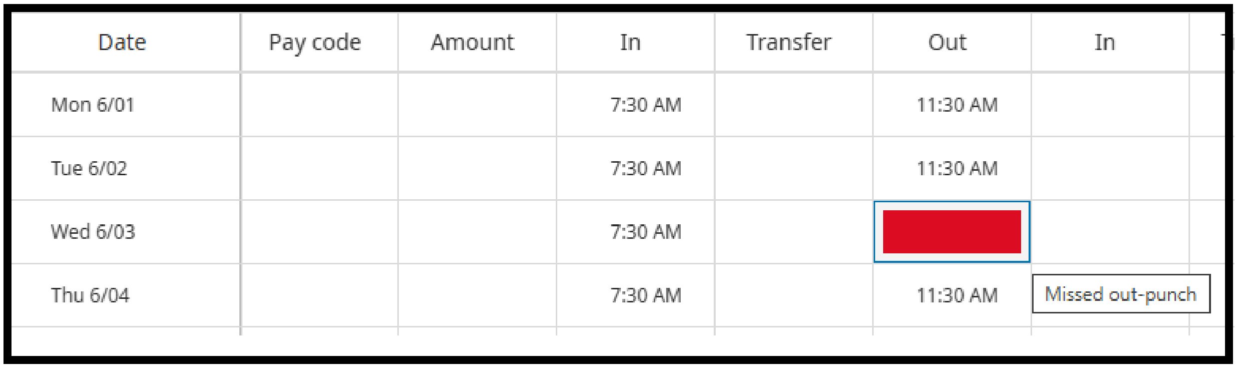
Handling Timecard Exceptions ("Red Flags")

System exceptions appear as visual alerts when an entry is inconsistent with an employee's typical workday.

- **Visual alerts:** Hover your mouse over any highlighted cell to read the specific exception (e.g., Long Break). These are just for your awareness and do not require correction.
- **Meal Penalties:** When a meal penalty occurs, the alert will display as **Bonus Applied**. This means that a meal premium is being paid to the employee.
- **Critical Exceptions (Solid Red Box)**: These are severe errors—such as a **Missed Punch** where an employee forgot to clock out**. You must fix solid red box exceptions before you can approve the timesheet.** Consult with the employee to verify their actual hours, and manually input the missing time to clear the error.







4. Manage Business Structure Transfer Codes

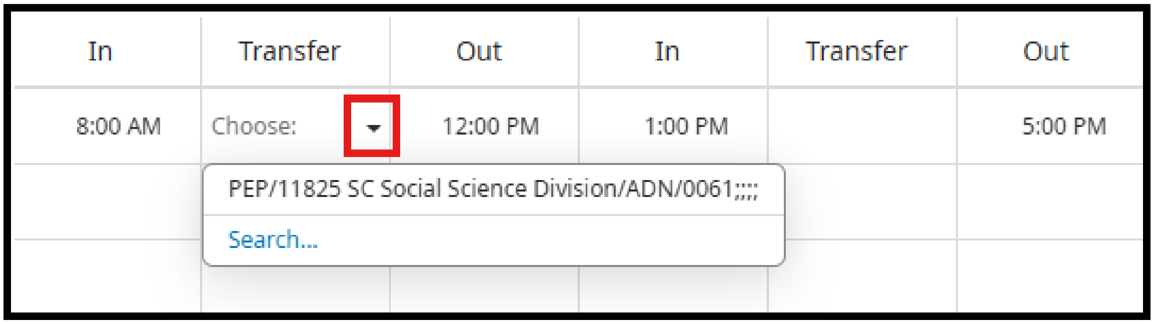
Campus employees working in multiple roles must use Business Structure Transfer Codes to ensure their hours are charged to the correct department and budget.

System Transfer Logic:

- If an employee holds only one role, the system applies their business structure automatically; no transfer code is necessary.
- Once a transfer code is successfully searched and applied, it saves to the quick-access drop-down menu for future pay periods.

Apply a Pre-Populated Transfer Code

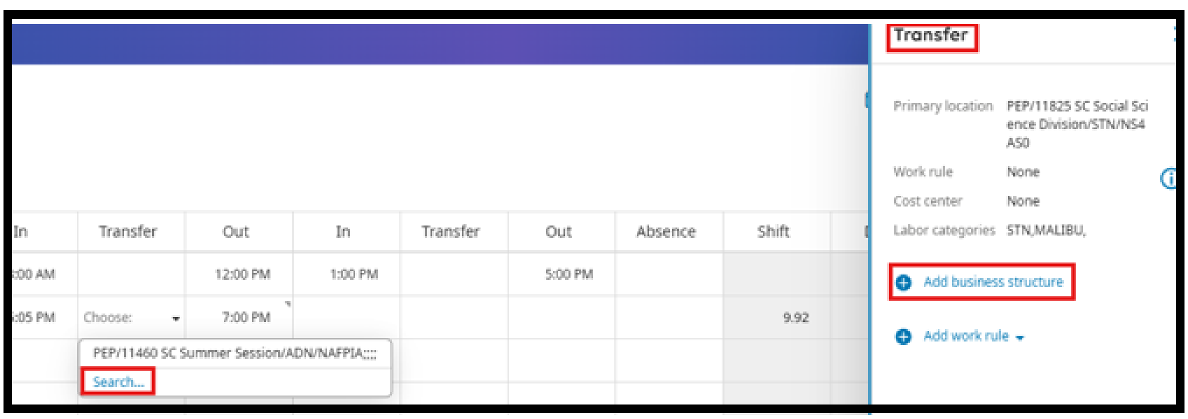
1. **Log the Time:** Input the start time in the **In** column of the corresponding day.
2. **Open the Transfer Menu:** Click the drop-down selector arrow inside the adjacent **Transfer** column.
3. **Select the Code:** Hover over or expand the options to view the full string, then select the appropriate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

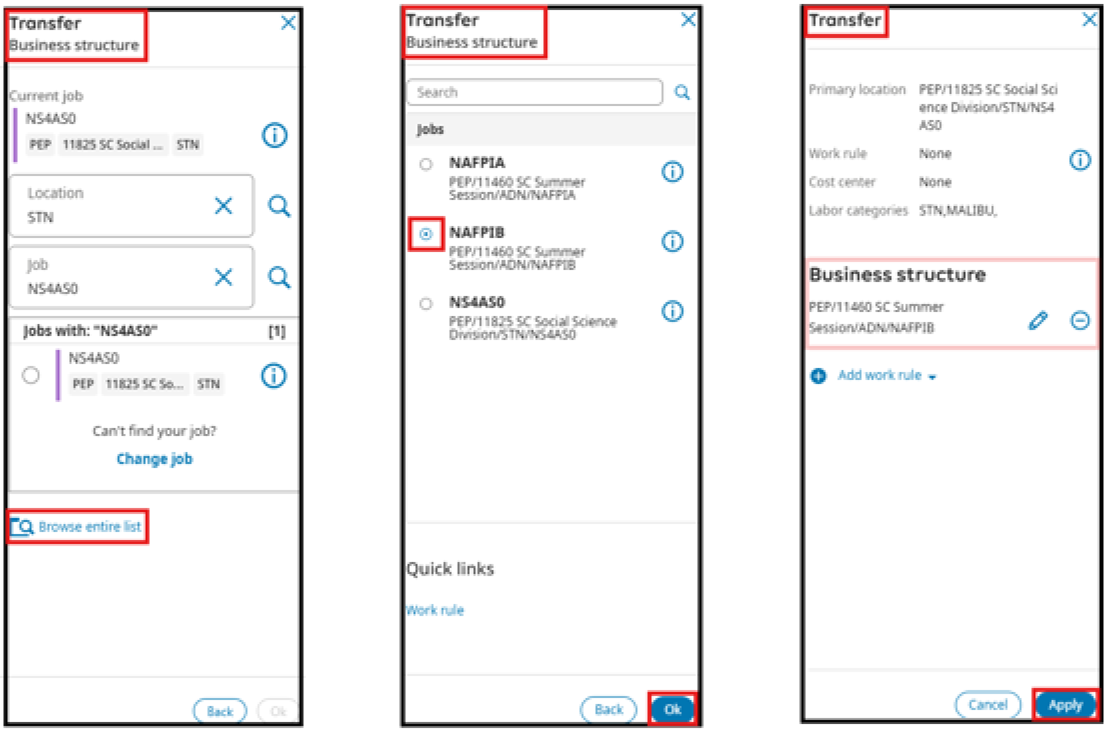


Search For and Add a New Transfer Code

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

1. **Open the Search Window:** If the correct code is missing from the list, select **Search**.
2. **View Primary Job:** The system will display a **Transfer** window showing the 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 the Job ID:** Find the specific job, click the radio button (circle) next to the **Job ID Number**, and click **OK**.
5. **Apply and Save the Code:** When the initial **Transfer** window reappears showing the chosen code, click **Apply** to load it into the timecard row. Once applied, this code will automatically appear in the shortcut list next time without requiring another search.

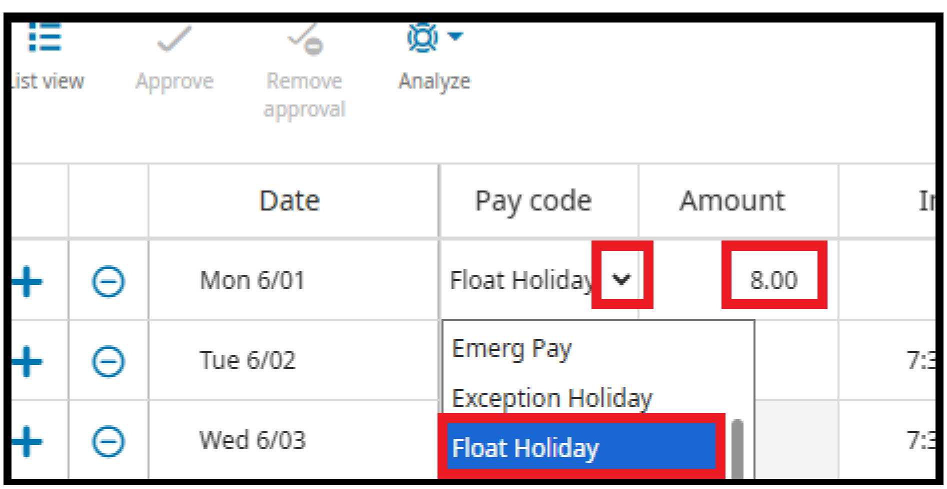




4. Enter and Edit Pay Codes (Leave Time)

Pay codes are used to record non-worked hours, such as vacation, sick leave, or floating holidays.

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

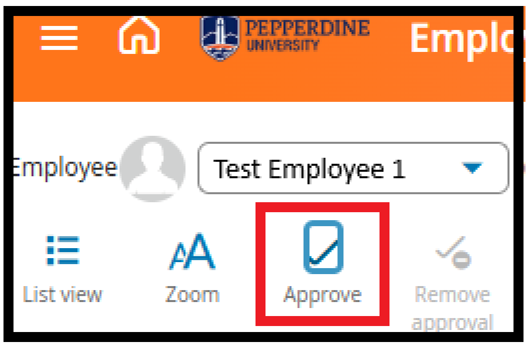


> **Tip: Enter Multiple Pay Codes for One Date**
> If an employee needs to distribute leave time between multiple pay codes on the same day (e.g., logging 4 hours of vacation and 4 hours of sick leave), add a secondary row to that date, then input the specific **Pay code** and corresponding **Amount**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

6. Approve Timecards

Once you have verified that all hours, transfers, and pay codes are accurate for the pay period:

1. Ensure you are viewing the correct, completed time period.
2. Click the **Approve** button located on the top left of each individual timecard screen.



> **Tip: Unlock Approved Cards for Corrections**
> Approving a timecard temporarily locks it from further edits. If you discover an error that needs correction before the final payroll processing deadline:
>
> 1. Click **Remove Approval** to unlock the record.
>
> 2. Implement your updates and click **Save**.
>
> 3. Re-apply your **Approve** status.
>
> **Note:** If a higher-level supervisor has already approved the timecard after you, they must remove their approval before you can unlock it.

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.

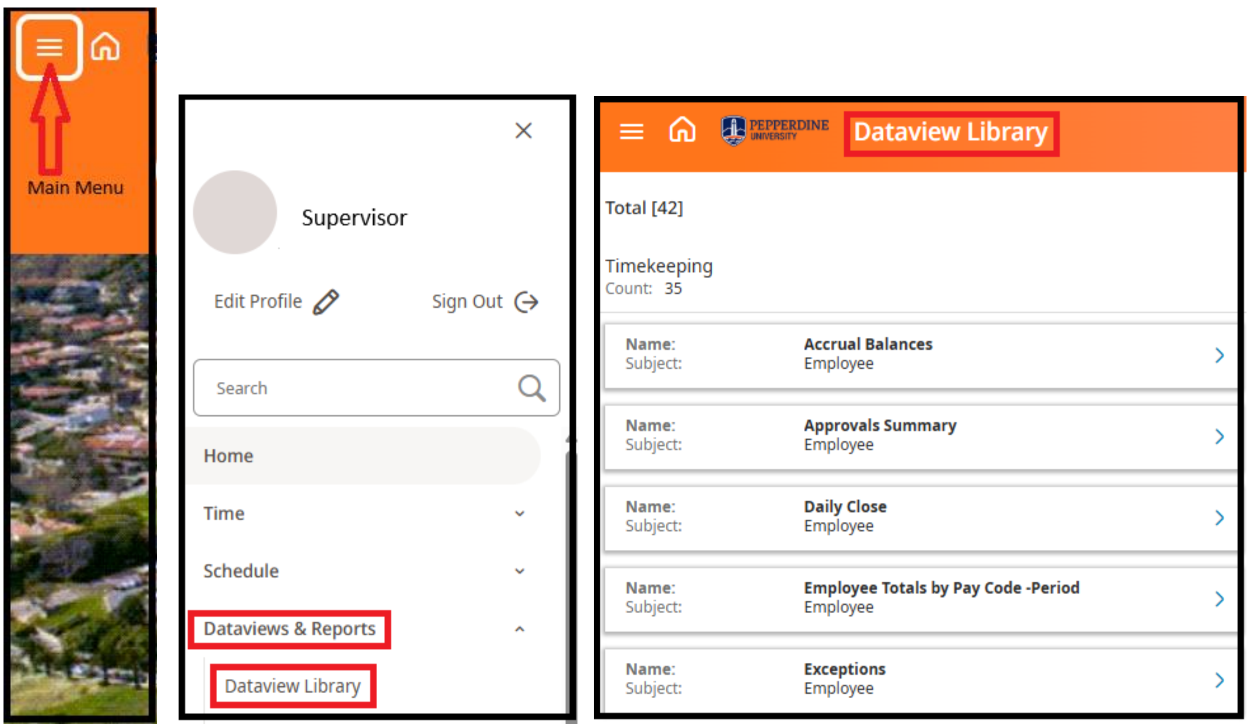
7. Accessing and Using Dataviews

Dataviews are interactive, screen-based tools that allow supervisors to sort, group, and analyze real-time employee data using tables or charts. They act as flexible operational dashboards that can be filtered dynamically and exported into spreadsheets for offline reporting.

How to Access Dataviews

Follow these steps to locate your available analytics:

1. **Open the Menu:** Navigate to the main menu icon on your home screen.
2. **Access Dataviews & Reports:** Click on **Dataviews & Reports** and then **Dataview Library** to open the library and see your list of available views.
3. **Launch the View:** Click directly on the name of the Dataview you want to open. The system will automatically generate and display the workforce data.

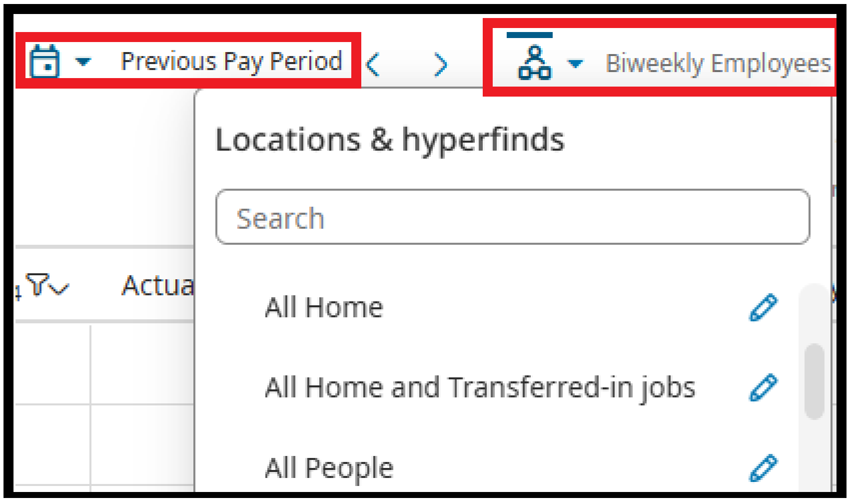


Filtering Your Data

Once the data loads, use the filter bar at the top of the screen to isolate the exact information you need:

1. **Time Period:** Click the timeframe dropdown to filter by specific dates, such as the current pay period, previous pay period, or a custom range.

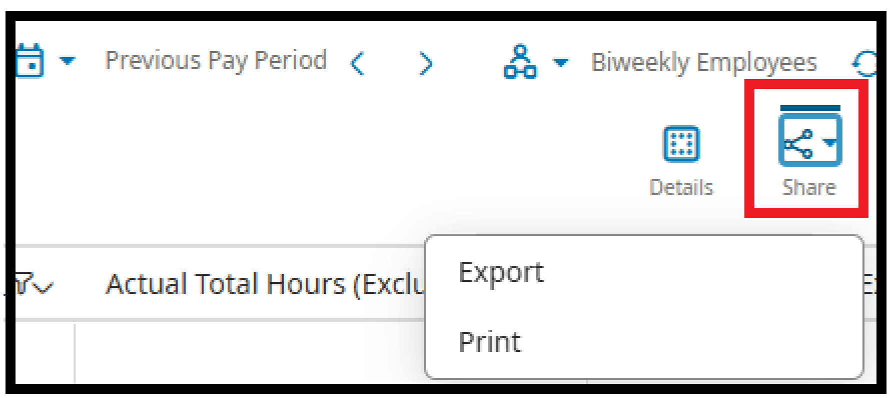
- **Hyperfind:** Click the **Hyperfind** dropdown to filter by specific employee groups, departments, or locations.



Printing and Exporting

To save or share your filtered data:

1. Locate the **Share** icon in the **top right-hand corner** of the screen.
2. Click the icon to print the data directly or export it into a spreadsheet.



Key Dataviews for Supervisors

While the Dataview Library contains numerous options, please prioritize the following views for daily workforce management:

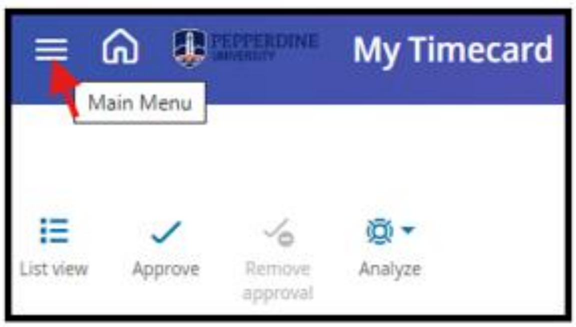
- **Reconcile Timecard:** This is your primary Dataview. Use it daily to review, audit, and sign off on employee hours, missed punches, and exceptions.
- **Employee's Accrual Totals:** Displays real-time vacation, sick, and personal time balances for your team.

- **Meal Penalties Audit:** Identifies missed, short, or late meal breaks that trigger penalty payouts.
- **Sick Time Audit:** Tracks and monitors employee sick leave usage and patterns.
- **Vacation Time Audit:** Tracks and monitors employee vacation leave usage and patterns.

8. Security & Session Closure

To protect confidential payroll data and protect your identity, always close your sessions securely:

1. Click the **Main Menu** icon in the upper-left region of the platform.
2. Click **Sign Out** from the secondary menu.
3. Fully close your active browser window or application.



Need Additional Support?

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