eTimecard

A guide to help you set up and use eTimecard
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Setting Up eTimecard

Once the eTimecard feature has been activated for your company, the **Complete Timecard Setup** task is displayed in the **Tasks** section on the Payroll Home page. The Timecard Setup must be completed before you and your employees can use this feature.

**How to Complete the Timecard Setup Wizard**

On the Payroll Home page, click the **Complete Timecard Setup** link located in the **Tasks** section.

1. The first of three pages, **Timecard Set-up**, is displayed. **Tip.** Optionally, you can select an employee that is not a payroll contact who will be allowed to edit all employees’ timecards using Employee Access. This person is also known as the Timecard Editor. The Editor has to be a registered Employee Access user to edit timecards and will need to be logged into Employee Access to edit timecards. Payroll contacts that can process payroll will be able to edit timecards directly from the RUN Payroll Homepage.

2. Select any Weekly, Daily or 7th Day Overtime Rules that apply to your employees’ worked time, if applicable.

3. Click **Next**.

![](image)

The Editor has access to edit all timecards when logged in to Employee **Access**. An Editor must be listed on the payroll and registered for Employee Access in order to view and edit employee timecards. (See chapter 3, **Updating Timecard Details**, for more information about the editor.)
2. After clicking Next, the **Employee Selection** page is displayed.

3. Select each of the employees who will use the eTimecard feature. Please note that hourly employees are selected automatically, but can be deselected.

4. Select a Time Entry Method for each employee. The Time Entry method allows an employee to enter time in and time out at any point in the pay period and to add paid Time-Off (for example, Vacation and Sick). The Punch method records the actual time of each individual punch and does not allow the employee to add paid Time-Off to their timecard. Each employee can have a different time entry method.

5. Select the time zone where the employee works. The default time zone is your company’s time zone.

6. After clicking Finish, a registration email is sent to each employee.

In addition, employees can now go directly to [MyAccess.adp.com](http://MyAccess.adp.com) and simply enter their name, social security number and birthdate to register for Employee Access without the need of the email.
Reviewing and Editing Timecard Details as a Payroll Admin

As a Payroll Administrator (someone authorized to run payroll and access RUN Powered by ADP®), you can also review and edit employee timecards in RUN. After the Timecard Setup has been completed, a new tile called Review Timecards is displayed on the Payroll Home page.

Access the Review Timecards tile when you want to review and edit timecards for the current or next pay period, for missed punches, or to add paid time-off or notes. In addition, this tile provides access to all employees’ timecard history. Any user who can process a payroll in RUN can review and edit timecard details.

How to Review and Edit Current or Next Pay Periods

1. On the Payroll Home page, click the Review Timecards tile to go to the Edit Timecards page.

2. The Edit Timecard page defaults to the current pay period. You can make updates for the next pay period by selecting it in the Pay Period drop-down menu. Updates cannot be made to prior pay periods, which have become historical records after the payroll for that period has been run.

3. To update the timecard details for a specific employee, choose the employee’s name from the Employee drop-down menu.

4. Enter your updates in the In-Out or Time-Off Hours (for Time Entry employees) and click Save.

5. If there are errors on the timecard, like missed punches, an Error banner is displayed with a description of the error.
Reviewing Historical Timecard Details

How to Review and Edit Timecard Details

1. On the Payroll Home page, click the Review Timecards tile to go to the Edit Timecards page.
2. Click on the View History button on the bottom of the Edit Timecards page to go to the Timecards Details page.
3. On Timecard Details page, the following selections can be made:
   - Select to Show All Employees, Show Active Employees, Show Leave of Absence Employees, or Show Terminated Employees
   - Select a specific employee to review that employee's timecard details
   - Select the time period for which you want to review timecard details. You can select up to a 31 day period at a time.
4. The timesheet data that the employee entered on the timesheet is displayed. Any notes that were entered on the timecard, by the employee or by the editor, are displayed in the Notes column.

When reviewing the employee’s timecard, an Error icon 🚨 is displayed if there are errors. For a description of the error, click the Error icon. Tip: Only employees who use the timecard entry method can edit their timecard details in Employee Access. Punch employees’ timecards can only be edited by the assigned Editor in Employee Access or a Payroll contact in RUN.

Review Timecard details daily to catch errors as they happen so that updates and corrections can be made in a timely fashion. Waiting to correct errors on the day that the payroll is to be processed can cause a delay.
Reviewing and Editing Timecards Details as an Editor

In addition to payroll administrators having access to eTimecard, one employee with the timecard time entry method can be selected as the Editor (on the Timecards Setup page), to update timecard details (for example, enter or change time, add paid Time-Off, and add notes) using Employee Access. Editors have access to the current and next payroll periods only.

How to Review and Edit Timecard Details

1. Log into Employee Access and click the Timecard tile in the My Shortcuts section of the Employee Access home page. **Tip:** The Editor can access their own timecard, as well as timecards for all employees who were selected to use eTimecard. Employees with the timecard entry method can access only their own timecard.

2. The Timecard page defaults to the current pay period. You can make updates for the next pay period by selecting it in the Pay Period drop-down menu. Updates cannot be made to prior pay periods.

3. **Editors only:** To update the timecard details for a specific employee, choose the employee’s name from the Employee drop-down menu.

4. Enter your updates in the In-Out or Time-Off–Hours (for Time Entry employees) and click Save.

5. If there are errors on the timecard like a missed punch, the Error icon is displayed. Click the icon for a description of the error. **Tip:** The Editor will have access to edit all timecards when logged in to Employee Access. An Editor has to be listed on the payroll and be registered for Employee Access, in order to view and edit employee timecards. (See **Updating Timecard Details** for more information about the editor). The Editor is not able to view pay rates or salary amounts, only time from timecards.
Processing a Payroll

When you process a payroll, the timecard data for all employees is updated automatically on the Timecard Review page, before being included in the Payroll Worksheet. The Timecard Review page is a summary of the time captured for each employee for the pay period. To view the detail of the employee’s time, click the employee’s name and make any edits as needed.

Any errors on the employee’s timecard may prevent hours from being included in the Payroll Worksheet.

How to Process a Payroll with eTimecard

1. On the Payroll Home page, click the Run Payroll tile. If your company has multiple pay frequencies, select the pay frequency for the payroll you are processing currently. After selecting the pay frequency, if applicable, the Timecard Review page is displayed.

2. The Timecard Review page displays the period totals of the time calculated (such as Regular, Overtime, Double-time Time-Off entered) and any notes entered for each employees using eTimecard. To see the daily detail of an employee’s time, click the employee’s name. Tip: Time displayed in Timecard Review and Timecard Details has been converted from minutes to hundredths. For example, 8 hours and 30 minutes of time will display as 8:30 on an employee timecard, but 8.50 in Timecard Review and Timecard Details.

4. If there are errors for an employee’s timecard, the Error icon ❌ is displayed to the left of the employee’s name.

5. Click the icon for a description of the error.

6. After any corrections have been to the timecards, click the Run Payroll tile on the Payroll Home page to continue processing the payroll.
8. On the Timecard Review page, verify that the corrections have been made. Any changes to hours in the Payroll Worksheet and not in the timecard will not be reflected back to the historical timecard.

9. When you are finished reviewing timecard details and have made any corrections, click Next to go to the Enter Payroll page.

10. Continue the next steps of the payroll wizard: Preview Payroll and Payroll Summary to complete the payroll. **Tip:** Once the payroll has been submitted to ADP, the timecard detail information for the current pay period is archived in history and a new timecard for the next pay period is available for employees in Employee Access.
Setting Up an eTimecard for Existing Employees

How to Set Up an eTimecard for Existing Employees

1. In RUN, select Employee > Employee Directory.
2. Click the employee’s name, and then click Payroll Info in the menu on the left.
3. In the Use Timecard for Payroll Entry field, select Yes.
4. Select a Time Entry Method for the employee.
5. Select the Time Zone of the Employee for Time Entry (defaults to company location).
6. Click Save.

![Payroll Info - Joey Ramone](image)
If the employee is already active for eTimecard, the timecard input method will display on the Employee Directory.

If the employee is already registered for Employee Access, a user name will appear on the Employee Access home page.
Setting Up eTimecard and Employee Access for a New Hire

New employees who will be using eTimecard must be set up for both eTimecard and Employee Access. eTimecard is set up on the Payroll Info page and Employee Access is set up on the Employee Access page.

How to Set Up an eTimecard for a New Hire

1. On the Payroll Info page, select Yes in the Use Timecard for Payroll Entry field.
2. Select the Time Entry Method.
3. Select the Time Zone of the Employee for Time Entry (defaults to company location).
4. Click Next.
How to Set Up Employee Access for a New Hire

1. On the Employee Access page, check the **Allow Access to Employee Access** box.
2. Enter the employee’s email address.
3. Enter the employee’s phone number.
4. Click **Next**. A registration email is sent to each employee with information on how to register. Once registered, employees can access their timecard and pay statements on the Employee Access home page.
Troubleshooting & FAQs

Troubleshooting

If an employee can’t see his timecard:
- Verify that the employee is set up for eTimecard on the Payroll Info page
- Verify that the employee is set up and registered for Employee Access

If an employee forgot her Employee Access password and answers to security questions:
- You can reset an employee’s Employee Access password and security questions on the Employees - Employee Access page in RUN

Frequently Asked Questions

How do I edit a timecard if an employee forgets to punch out?
All payroll contacts that can process payroll can review and edit timecards in RUN. An assigned Editor that is not a payroll contact must be a registered Employee Access user and logged into Employee Access to edit timecards. Select the employee to edit from the drop-down.

Can I review the timecards at any time during the pay period?
Yes. The Timecard Editor can review timecards in Employee Access at any time. An authorized user in RUN can review timecards at any time using the Timecard Details Tile on the RUN Payroll Home page.

Can the assigned Editor see pay rates?
No. Only Authorized Payroll Users can see pay rates.

Can my salary employees use eTimecard?
Yes. Salaried employees can use eTimecard. Overtime and double-time are not calculated for salaried employees.

How does the timecard information get included in my payroll?
When you click the Run Payroll icon on the Payroll Home page, any available timecard data is displayed on the Timecard Details page for you to review before processing your payroll.

How do I change the Timecard Editor, who can view and edit timecards?
You can select only one employee to be the Timecard Editor, however if you need to change the Editor permanently, or temporarily due to vacation, you can change the Editor on the Timecard Setup page located in the Company menu.
**Does the Timecard Editor have to be a paid employee?**

No. If the person that you want as an Editor is not set up as an employee in RUN, you can add that person as a 1099 Contractor. The Editor must be set up for Employee Access, and registered. Once registered, the Editor will be able to view and edit all employee timecards using the Timecard tile on the Employee Access home page, by using the employee drop-down.