## ENTERING YOUR WORK HOURS IN ADP WORKFORCE NOW

Log into ADP Workforce Now at https://www.workforcenow.adp.com

Click on the *Myself* tab:

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## Click on Time & Attendance:



Click on *My Timecard*:



*Enter your work hours into the timesheet.* Please note that you can click in the Pay Code column to choose your time off type (e.g., vacation day, sick day, etc.). You can also edit the Department column if you work in more than one department.

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Hit Save at the bottom of the screen.