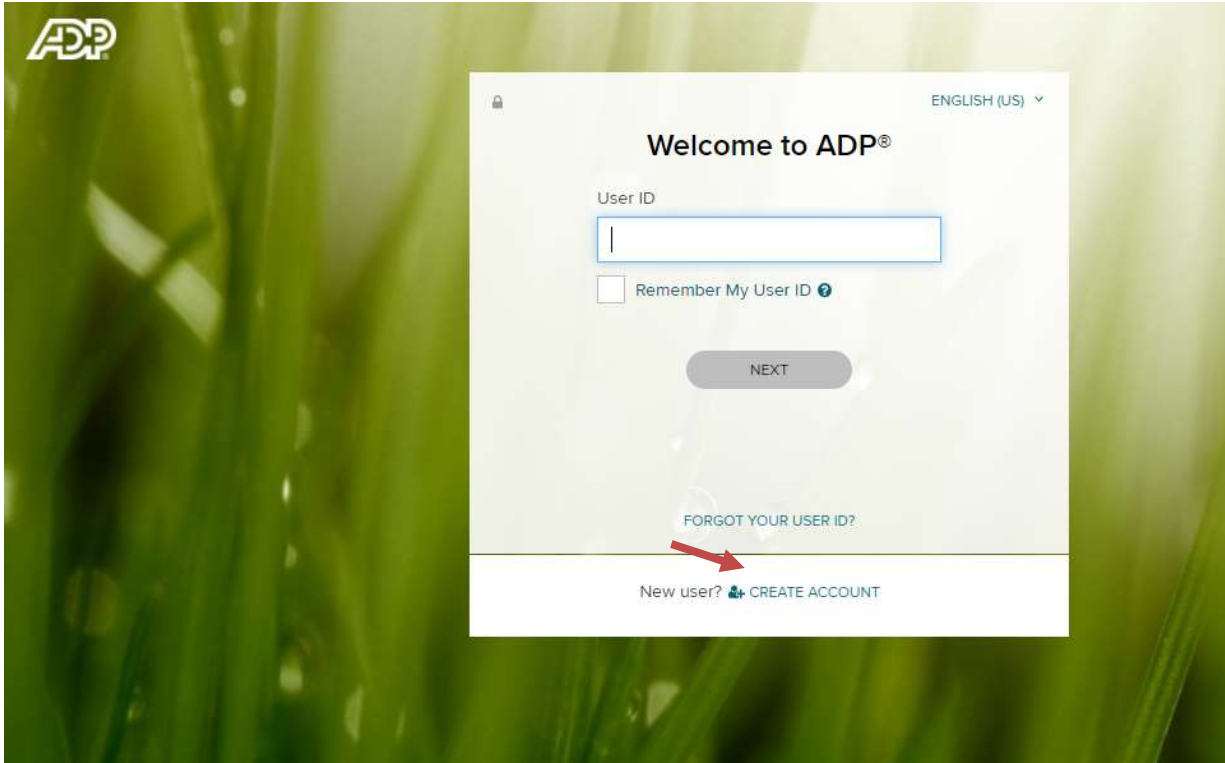


Using Time and Attendance

The Duluth Area Family YMCA uses ADP's Time and Attendance system to easily and accurately track your work hours. Please follow these instructions to access and use the system. If you have any questions or concerns, please contact Becca Jago at (218) 722-4745 x150 or rjago@duluthymca.org or Kenzie Langenfeld at x168 or mlangenfeld@duluthymca.org

These instructions can be performed on any computer or phone with Internet access.



Registering Your Account

***Please give HR a few days to log you into the system before registering**

Before you can use the system, you must register your account.

1. Go to <https://workforcenow.adp.com> from any web browser.
2. Click on "Create Account" toward the bottom of the square
3. Either select "Find Me" OR select "I Have a Registration Code" and enter the registration code that was emailed to you when your HR team entered you into the system. Then, enter the personal information it asks for.
4. Enter the verification code ADP send to your email or phone to verify who you are. You can also enter additional contact info in this section.
5. Next, you'll create your username and password. Typically, usernames are the first letter of your first name + your last name + @duluthymca. Example: James Smith = `jsmith@duluthymca`
6. You will receive an email confirmation from ADP once everything is entered.
Congratulations! Use your user ID and password to log in to your account and access your information on ADP service URL and ADP Mobile app. To stay connected with your information, download the ADP Mobile App and access your information on the go!

Logging Into Work Force Now

1. Go to <https://workforcenow.adp.com> to enter your time worked. Make sure you are under the **User Login** tab and not the Admin Tab when you log in.
2. Your username and password will be the same as before. It is your first initial and last name @duluthymca Ex: **jsmith@duluthymca** Remember there is **NO** ".org" in your username and you cannot log in using your email address.
3. If you are unable to log in, please attempt to reset your password by clicking on "Forgot Your Password" and follow the steps. If you believe that your User ID is incorrect, click on "Forgot Your User ID" to confirm it.

Recording Your Time

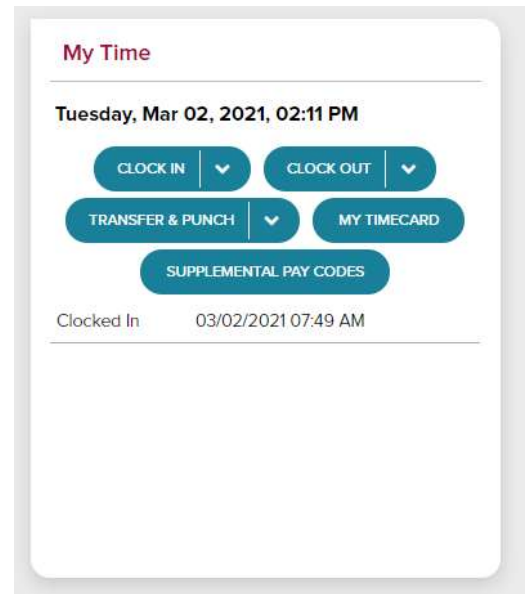
For Employees Who Clock In and Out

Desktop Version:

Click on one of the buttons under "My Time" (Clock In, Clock Out, Transfer & Punch, or My Timecard)

ADP App Version:

Click on one of the buttons on your "Dashboard" (Start Work, End Work, or Transfer)



Changing Positions

If you work in more than one area of the Y or have multiple positions in the same department, make sure that you are performing the time-related activities for the correct position.

Example: Lifeguard and Swim Instructor, Member Service Desk and Climbing Wall

1. Instead of clicking "Clock in," click "Transfer & Punch." A screen will pop up with a search bar to look for the position you should be clocking in for. You can either type in the position title, location, or code to find the position. This way, you will get paid correctly and the correct department will be added.

Submission of Your Hours

Your hours will be automatically sent to your supervisor for approval. Your supervisor must complete any changes that need to be made. Let your supervisor know immediately if you have any issues with logging your time to make corrections.

Pay Periods

The Y has two pay periods for each month:

- 1st to 15th of the month (paycheck on the last day of the month)
- 16th to the last day of the month (paycheck on the 15th of the next month)

Pay days are on the 15th and last day of the month. If this date lands on a Saturday or Sunday, then the pay day will be the Friday prior to that date.

Viewing Pay Stubs

To view your pay stubs, go to your ADP home page and click your "Myself" tab, hover over "Pay", and click "Pay Statements". Here you can view your pay stubs and print them if necessary.

Requesting Paid Time Off (PTO)

To view your PTO balances, go to your ADP home page and click your "Myself" tab, hover over "Time Off", and click "Time Off Balances". If you'd like to request time off, follow the same instructions but click "Request Time Off" instead. You'll see a calendar with our pay dates on it and it will also show any requests you have made. To request time off, click the button at the top left of the screen and fill out the information it asks for. The request will get sent to your supervisor and they will have to approve or decline the request.

The screenshot displays the ADP "Request Time Off" interface. At the top, there are navigation tabs for "HOME", "RESOURCES", and "MYSELF". Below the navigation, the title "Request Time Off" is visible. A red arrow points to a blue button labeled "REQUEST TIME OFF". To the right of the button is a calendar for November 2019, showing days from Sunday to Wednesday. The 27th of the month is highlighted in red and labeled "Pending". On the left side of the interface, there are sections for "Balances As Of" (10/24/2019) and "Time Off Policy" (PTO 2019, BEREAV, JURY) with a balance of 43.28 hours.