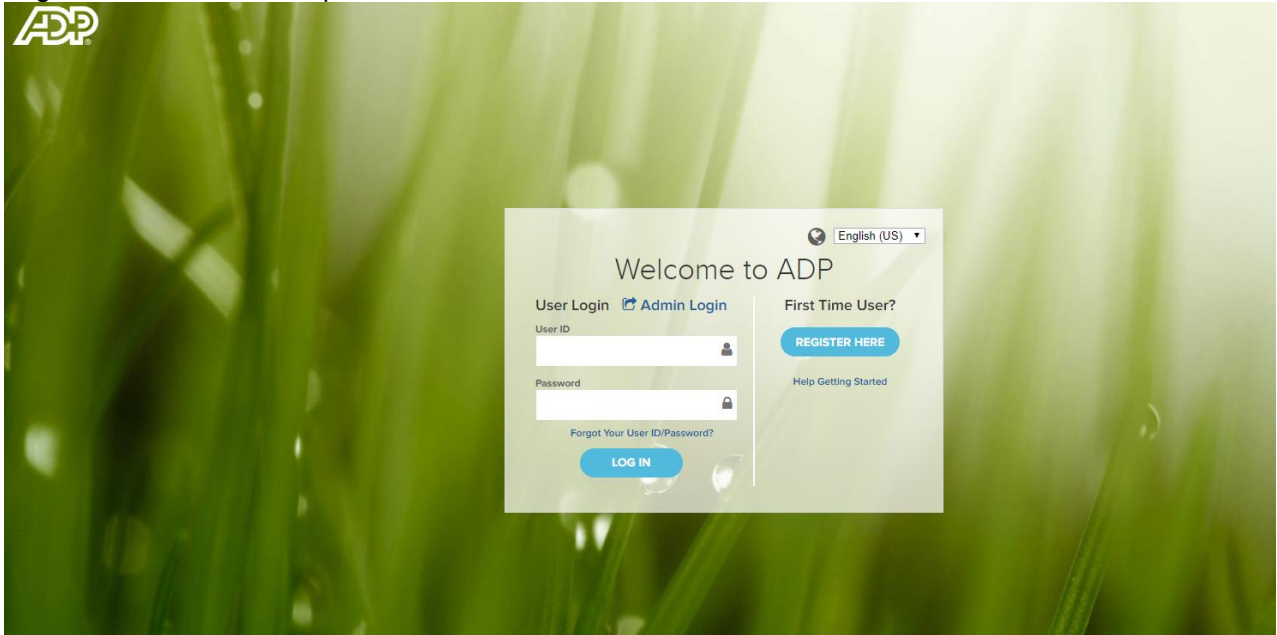


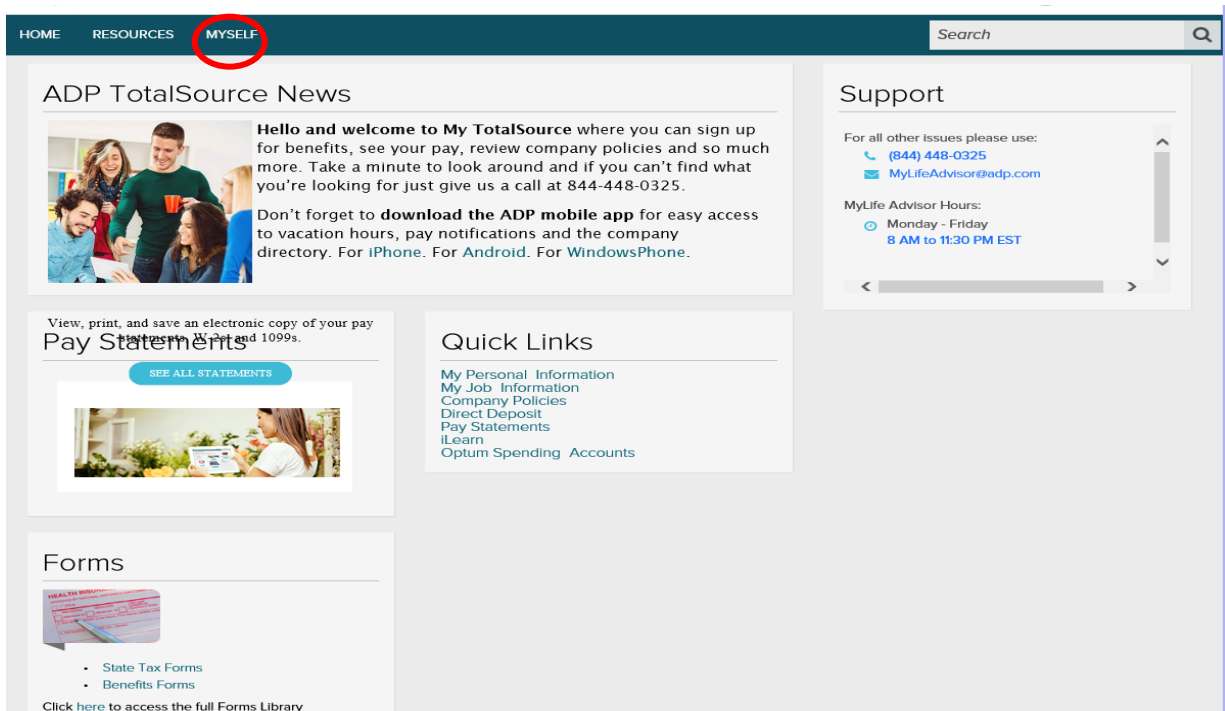
# Viewing Your Time Card and PTO in ADP

## Instructions for Hourly Staff

1. Log into [workforcenow.adp.com](http://workforcenow.adp.com)



2. Click on "Myself"



HOME RESOURCES **MYSELF** Search

### ADP TotalSource News

**Hello and welcome to My TotalSource** where you can sign up for benefits, see your pay, review company policies and so much more. Take a minute to look around and if you can't find what you're looking for just give us a call at 844-448-0325.

Don't forget to **download the ADP mobile app** for easy access to vacation hours, pay notifications and the company directory. For **iPhone**. For **Android**. For **WindowsPhone**.

### Support

For all other issues please use:

- (844) 448-0325
- [MyLifeAdvisor@adp.com](mailto:MyLifeAdvisor@adp.com)

MyLife Advisor Hours:

- Monday - Friday
- 8 AM to 11:30 PM EST

### Pay Statements

View, print, and save an electronic copy of your pay statements. For 2013 and 1099s.

[SEE ALL STATEMENTS](#)

### Quick Links

- My Personal Information
- My Job Information
- Company Policies
- Direct Deposit
- Pay Statements
- iLearn
- Optum Spending Accounts

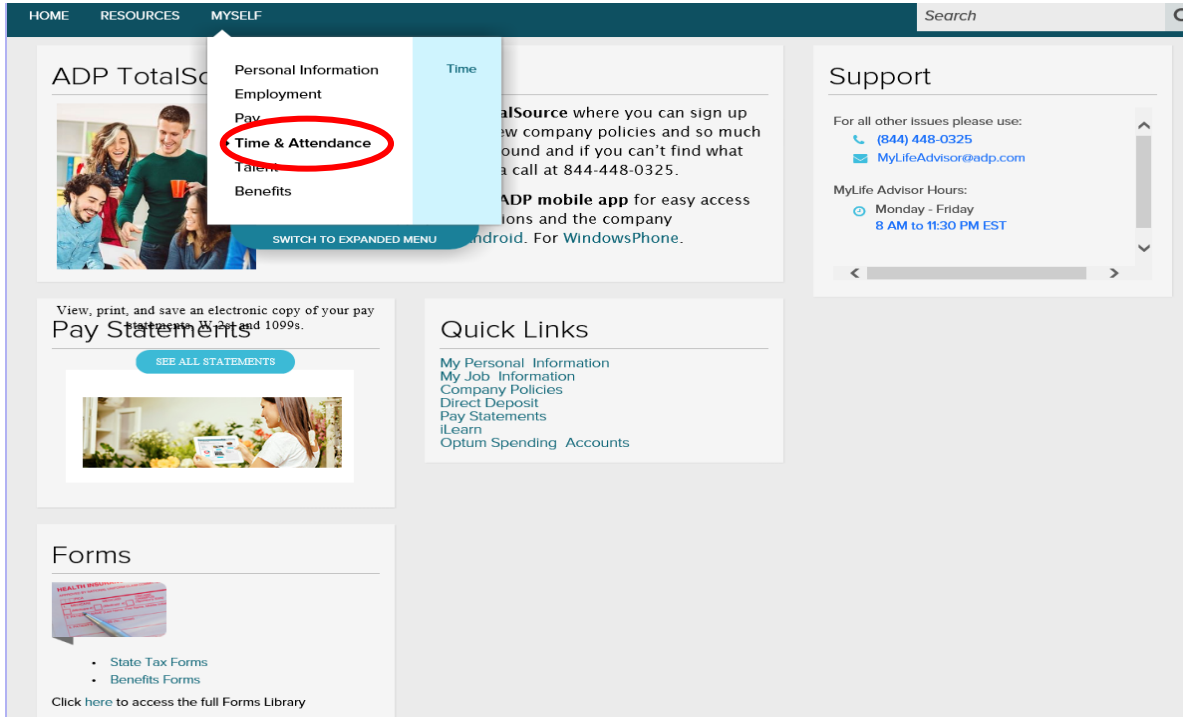
### Forms

- State Tax Forms
- Benefits Forms

[Click here to access the full Forms Library](#)

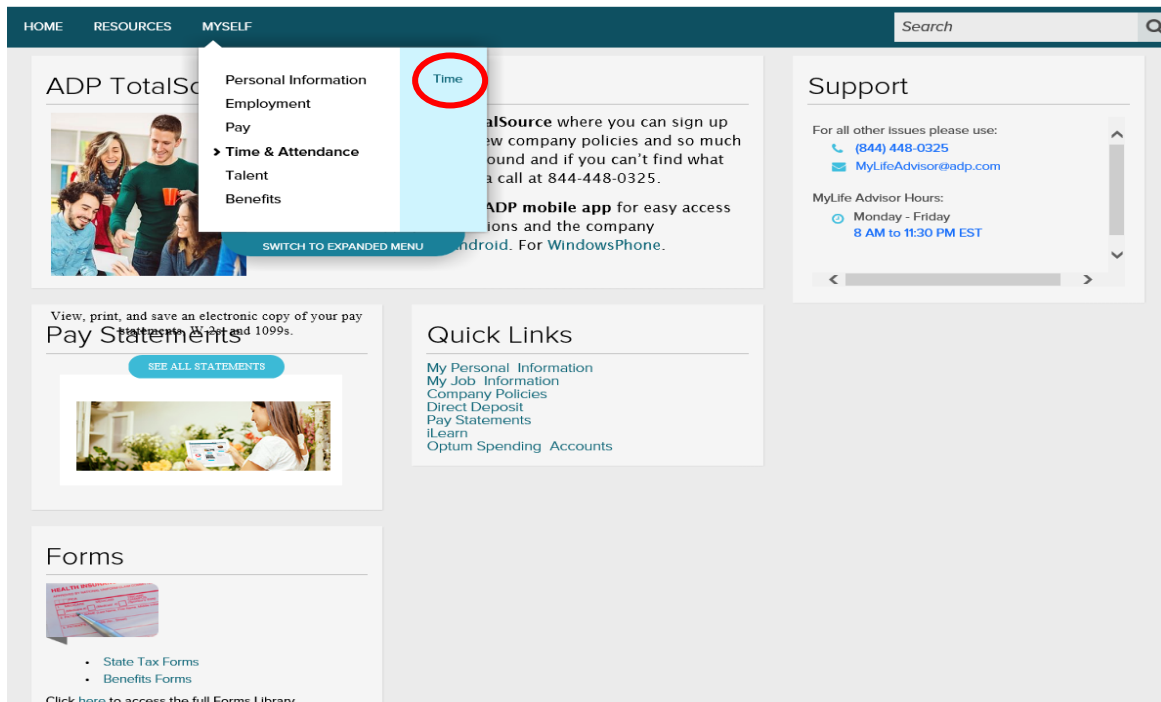
# Viewing Your Time Card and PTO in ADP

3. Click on “time and attendance”



The screenshot shows the ADP TotalSource dashboard. The navigation menu is open, and the 'Time & Attendance' option is highlighted with a red circle. The dashboard includes sections for 'ADP TotalSource', 'Pay Statements', 'Forms', and 'Quick Links'. The 'Support' section is also visible on the right side.

4. Click on “time” to view your time card.



The screenshot shows the ADP TotalSource dashboard with the 'Time' option in the navigation menu highlighted by a red circle. The dashboard layout is consistent with the previous screenshot, showing sections for 'ADP TotalSource', 'Pay Statements', 'Forms', and 'Quick Links'.



# Viewing Your Time Card and PTO in ADP

Your Health. Our Passion.

5. On your time card, click on “accrual available balance” to see your current PTO balance.

The screenshot displays the ADP My Timecard interface. The main area is a table with columns for Date, Schedule, Pay Code, Amount, In, Transfer, Out, In, Transfer, Out, Daily, and Period. The dates range from Sun 2/04 to Sat 2/17. The right sidebar contains several sections: 'My Calendar' for January 2018, 'My Accrual Balances' showing 'As of 1/22/2018' with a circled 'Accrual Available' field, and 'My Timestamp' with a 'Record Timestamp' button.

Date	Schedule	Pay Code	Amount	In	Transfer	Out	In	Transfer	Out	Daily	Period
Sun 2/04											
Mon 2/05											
Tue 2/06											
Wed 2/07											
Thu 2/08											
Fri 2/09											
Sat 2/10											
Sun 2/11											
Mon 2/12											
Tue 2/13											
Wed 2/14											
Thu 2/15											
Fri 2/16											
Sat 2/17											

**My Accrual Balances**  
As of 1/22/2018  
Accrual Code 1-4 **Accrual Available**  
GF Income Protec... 0.0  
GF PTO 52.55  
GF Sick Bank 0.0  
PTO 7.08