Once you have registered in ADP, you can begin the training process.

1) In time and attendance, click on “My Timecard” to access your timecard. Also, this is where you access the training link. I have highlighted the training link in the below screenshot.

2) Click on “Web-Based Training”. The other option “Printable Resources” contains some helpful printouts that will help you going forward as well.
3) For Managers that approve time, there are these options:

**Manager Basics and Beyond** is web-based training that walks you through the basic essentials of ADP Time and Attendance.

**Time and Attendance Manager Basics Virtual Class** allows you to sign up for a virtual class with an actual instructor that will be able to answer your questions and will go over more detailed features of the Time and Attendance Model. We strongly recommend that you enroll in this course as it is very informative.

*You can disregard the Viewing the Employee Calendar Job Aid as we will not be using this feature.*

For Employees that enter time, go to Time & Attendance…- Hours Based Employee for information on to enter your time: