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## **ADP Time & Attendance**

# **Manager Tasks Learning Bytes**



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<b>Interact With ADP Time &amp; Attendance</b>		
Find an Employee Using QuickFind	<a href="#">Learning Byte</a>	<a href="#">Job Aid</a>
Find an Employee Using Search	<a href="#">Learning Byte</a>	<a href="#">Job Aid</a>
Enter Time	<a href="#">Learning Byte</a>	<a href="#">Job Aid</a>
Access Online Help	<a href="#">Learning Byte</a>	<a href="#">Job Aid</a>
<b>Perform Daily Tasks</b>		
Resolve Exceptions	<a href="#">Learning Byte</a>	<a href="#">Job Aid</a>
Add a Pay Code Edit	<a href="#">Learning Byte</a>	<a href="#">Job Aid</a>
Cancel a Meal Deduction	<a href="#">Learning Byte</a>	<a href="#">Job Aid</a>
Perform a Labor Account Transfer	<a href="#">Learning Byte</a>	<a href="#">Job Aid</a>
Perform a Work Rule Transfer	<a href="#">Learning Byte</a>	<a href="#">Job Aid</a>
Approve a Time-Off Request	<a href="#">Learning Byte</a>	<a href="#">Job Aid</a>
Approve a Time-Off Request Cancellation	<a href="#">Learning Byte</a>	<a href="#">Job Aid</a>
Initiate or Delete Manager Delegation Requests	<a href="#">Learning Byte</a>	<a href="#">Job Aid</a>
Accept or Decline Manager Delegation Requests	<a href="#">Learning Byte</a>	<a href="#">Job Aid</a>
Cancel an Approved Manager Delegation Request	<a href="#">Learning Byte</a>	<a href="#">Job Aid</a>
<b>Finalize Timecards</b>		
Approve a Timecard and Remove an Approval from a Timecard	<a href="#">Learning Byte</a>	<a href="#">Job Aid</a>
<b>Run Reports</b>		
Run a Report	<a href="#">Learning Byte</a>	<a href="#">Job Aid</a>
<b>Maintain Schedules</b>		
Change a Schedule	<a href="#">Learning Byte</a>	<a href="#">Job Aid</a>
Create an Ad Hoc Shift	<a href="#">Learning Byte</a>	<a href="#">Job Aid</a>
Schedule a Pay Code	<a href="#">Learning Byte</a>	<a href="#">Job Aid</a>
View Schedule Audits	<a href="#">Learning Byte</a>	<a href="#">Job Aid</a>



We want to receive your feedback so that we can evaluate the effectiveness of our learning bytes and job aids. Click an option below to complete a brief survey.

Client  
Survey

ADP  
Associate  
Survey

