



## How to Enter On-Call Hours

**Objective:** Add On-Call Hours to ADP Time and Attendance

**User Security Access Requirements:** Practitioners and General Users with specific Pay Rule designations

**Beacon Role:** Home Managers, District Directors, Maintenance Department, Clinical/Medical Department, Payroll

**Timeline:** Every time an on-call shift is worked by the employee

**Motive:** To ensure additional hours for on-call hours and on-call hours worked are paid out appropriately to employees.

**How To:** Please see necessary steps below.

Go to <https://workforcenow.adp.com>

Enter your credentials then click "Sign In"

You are now at the ADP WorkForceNow Home Page.

A screenshot of the ADP WorkForceNow web application interface. The top navigation bar includes the BEACON logo, a search bar, and user information for KRISTEN HAAS. The main content area is divided into two columns. The left column, titled "Beacon Resources", lists "Enhanced Time Employee Resources" (Employee Registration Instructions, Employee ADP Mobile, Employee Time &amp; Attendance Project View, Employee Time &amp; Attendance Quick Reference Timestamp Hourly) and "Enhanced Time Manager Resources" (Manager Tasks Learning Bytes, Manager ADP Mobile, Time &amp; Attendance Common Manager Tasks, Time &amp; Attendance Exceptions Indicators Guide, Time &amp; Attendance Time Off Requests Learning Bytes). The right column, titled "Beacon News and Announcements", features a mobile app login screen for ADP with fields for User ID and a "Sign In" button.

Click on "Myself" then select "Time & Attendance" then select "Time"



BEACON Specialized Living

MESSAGES 107 CALENDAR SUPPORT LOG OUT KH KRISTEN HAAS

HOME RESOURCES MYSELF MY TEAM REPORTS

Search Workforce Now

**My Information**  
Profile  
Talent  
Performance Dashboard  
Performance Goals  
Career Center

**Personal Information**  
Personal Profile  
Dependents & Beneficiaries  
Talent Profile

**Employment**  
My Documents  
Benefits  
Enrollments  
Employee Discounts - LifeMart  
Documents

**Pay**  
Personal Accrued Time  
Annual Statements  
Calculators  
Payment Options  
Tax Withholdings  
Total Rewards  
Pay Statements

**Time & Attendance**  
Time

COLLAPSE MENU

You will now be in the Time and Attendance System with access to your Timecard.

My Timecard

Approve Timecard Sign Off Accruals Actions

		Date	Schedule	Pay Code	Amount	In	Transfer	Out
+	x	Mon 7/29						
+	x	Tue 7/30						
+	x	Wed 7/31						
+	x	Thu 8/01						
+	x	Fri 8/02						
+	x	Sat 8/03						
+	x	Sun 8/04						
+	x	Mon 8/05						
+	x	Tue 8/06						
+	x	Wed 8/07						
+	x	Thu 8/08						
+	x	Fri 8/09						
+	x	Sat 8/10						
+	x	Sun 8/11						

The Pay Code column should be used for entering all “bulk” on-call hours for Home Managers, District Directors, Clinical/Medical and Maintenance Departments.

Click the “Pay Code” box that represents the day you would like to enter your “bulk” on-call hours. Select the appropriate pay code. Click the “Amount” box and enter the total hours you were on-call.



Category: Field Ops  
TECH  
System: ADP Time and  
Attendance  
Date



## Transfer

Name	Abbott, Gilberto T		
Labor Account			
Work Rule			

Labor Account | **Work Rule** ←

**Add Labor Account** Clear All

Location:	<input type="text"/>	Procedure Co...	<input type="text"/>
Department:	<input type="text"/>	Reserved6:	<input type="text"/>
Job:	<input type="text"/>	Reports To:	<input type="text"/>
Client:	<input type="text"/>		

Click on "Work Rule". Then select the "Home Manager On Call Worked" rule and click "Apply"



## Transfer

Name	Abbott, Gilberto T
Labor Account	
Work Rule	

Labor Account | Work Rule

**Add Work Rule** Clear All

Search List

Home Manager On Call Worked



Cancel Apply

You "On-Call Worked" hours have been entered.

In	Transfer	Out
8:00AM	:Home Manager On Call Worked	9:00PM

**Option 2:** Home Managers can punch-in when they arrive to clock-in for duty, conduct a "Work



Rule” transfer and punch-out when they leave.

Click on the desktop icon labeled “ADP Time & Attendance”.

You will now be at the “Quick Time Stamp” screen.



Click on “Record Time Stamp with Transfer”. This will bring up the Transfer Selection Menu.



Click the drop-down menu under “Work Rule” and select “Home Manager On Call Worked”. Then click on “Record Time Stamp with Transfer”.

WORK RULE

Home Manager On Call Worked ▼

RECORD TIME STAMP WITH TRANSFER ←

CANCEL

Click on the desktop icon labeled “ADP Time & Attendance”, enter credentials and click “Record Time Stamp” to clock-out.

EXAMPLES FOR EVERY CATEGORY OF ON-CALL IS LISTED BELOW:

**HOME MANAGERS:**

Fri 6/28		On Call Home Manager	51.0			
Sat 6/29				8:00AM	Home Manager On Call Worked	8:00PM
Sun 6/30						

**CLINICAL:**

Fri 6/21		On Call Backup	10.0
Sat 6/22			
Sun 6/23			
Mon 6/24			
Tue 6/25			
Wed 6/26			
Thu 6/27		On Call Weekly	75.0
Fri 6/28		On Call Weekend	48.0

**MAINTENANCE:**

Fri 6/21		On Call Maintenance	120.0
Sat 6/22		On Call Maintenance W...	48.0

- **The PAYCODES and WORK RULES in place in the Time and Attendance System are what drives the hourly on-call rates.**
- **If the wrong codes are used, the wrong pay rate could be paid to an employee!!**