



Client Implementation Learning Bytes

Navigation and Timecards

Please review the learning bytes with a check mark in the Required column. To access the learning bytes, click the **Enable All Features** button on the yellow banner at the top of the Reader window. You must use Adobe Reader version 9 or later to view the learning bytes.

Topic	Duration	Required	Link
ADP Time & Attendance Basics			
View the Employee Workspace	3 minutes		Learning Byte
View the Manager Workspace	5 minutes		Learning Byte
Find an Employee Using QuickFind	3 minutes		Learning Byte
Find Employee Data Using Search	2 minutes		Learning Byte
Observe the Time-Entry Methods	2 minutes		Learning Byte
Use the Inbox	2 minutes		Learning Byte
Access Online Help	2 minutes		Learning Byte
Understand Internal Training Security	11 minutes		Learning Byte
Observe the People Editor	9 minutes		Learning Byte
Project-View Employee Tasks			
Enter Time	2 minutes		Learning Byte
Add a Pay Code	3 minutes		Learning Byte
Add a Comment	3 minutes		Learning Byte



Client Implementation Learning Bytes

Topic	Duration	Required	Link
Transfer Time	3 minutes		Learning Byte
Resolve Exceptions	3 minutes		Learning Byte
Approve Your Timecard	1 minute		Learning Byte
Remove a Timecard Approval	1 minute		Learning Byte
View Totals	1 minute		Learning Byte
View Accrual Balances	1 minute		Learning Byte
Timestamp-View Employee Tasks			
Enter Time	2 minutes		Learning Byte
Transfer Time	3 minutes		Learning Byte
Cancel a Meal Deduction	2 minutes		Learning Byte
Hourly-View Employee Tasks			
Enter Time	2 minutes		Learning Byte
Add a Pay Code	3 minutes		Learning Byte
Add a Comment	3 minutes		Learning Byte
Transfer Time	3 minutes		Learning Byte
Cancel a Meal Deduction	2 minutes		Learning Byte
Resolve Exceptions	3 minutes		Learning Byte
Approve Your Timecard	1 minute		Learning Byte



Client Implementation Learning Bytes

Topic	Duration	Required	Link
Remove a Timecard Approval	1 minute		Learning Byte
View Totals	1 minute		Learning Byte
View Accrual Balances	1 minute		Learning Byte
Miscellaneous Employee Tasks			
Use the Inbox	3 minutes		Learning Byte
Access and Run Reports	3 minutes		Learning Byte
Manager Timecard Tasks			
Use the Daily Tasks Wizard	2 minutes		Learning Byte
Observe Timecard Editor Basics	3 minutes		Learning Byte
Enter Time	3 minutes		Learning Byte
Resolve Exceptions in a Timecard	2 minutes		Learning Byte
Resolve Exceptions in the Punch Exceptions Widget	2 minutes		Learning Byte
Perform a Pay Code Edit in a Timecard	2 minutes		Learning Byte
Perform a Pay Code Edit in the Punch Exceptions Widget	2 minutes		Learning Byte
Cancel an Automatic Meal Deduction	2 minutes		Learning Byte
Perform a Labor Account Transfer	2 minutes		Learning Byte
Perform a Work Rule Transfer	2 minutes		Learning Byte
View the Audits Widget	2 minutes		Learning Byte



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