

Creating a Schedule in ADP

Go to **My Team > Time & Attendance > Schedules**

The screenshot shows the ADP People page navigation menu. The 'Schedules' link under the 'Time & Attendance' section is highlighted with an orange arrow.

- Home**
- Resources**
- Myself**
- People**
 - Personal Information**
 - Personal Profile
 - Personal Registration Code (PRC)
 - Employee Profile Report
 - Employee Notes
 - Statutory Compliance
 - Talent Profile
 - Employment**
 - Employment Profile
 - Time Position Info
 - Employee Documents
 - Company Property
 - Talent**
 - Performance Goals
 - Performance Dashboard
 - Time Off**
 - Policy Assignments
 - Time Off Balances
 - List Of Requests
 - Request Time Off
 - Request Carryover
 - Stop/Restart Awards
- Process**
- Reports & Analytics**
- Setup**

Time & Attendance

- Individual Timecard
- Timecard Exceptions
- Totals Summary
- Group Timecard
- Schedules** (highlighted with orange arrow)
- Schedule Templates
- Actual vs. Scheduled
- Monthly Schedule
- Holiday List
- Attendance
- Quick Charge
- Accumulator Balances
- Reprocess Timecard
- Manage Employee Hours

Once you click on Schedules, you should see all your employees:

The screenshot shows the ADP Schedules page. The page displays a list of employees and a calendar grid for the week of 9/8/2024 to 9/14/2024. The 'Schedules' link is highlighted in the navigation menu.

Schedules

Store 201 - Active Manage My Lists Search Options

No Schedule filter sele... This Week 9/8/2024 9/14/2024 FIND TEMPLATE MORE Search By Name

Employee (20)	SUN 09/08	MON 09/09	TUE 09/10	WED 09/11	THU 09/12	FRI 09/13	SAT 09/14
Ackley, Amelia Eleanor Hours: 0.00							
Anderson, Joshua Ja... Hours: 0.00							
Bauer, Sierra R Hours: 0.00							
Collison, Linda R Hours: 0.00							
Douglas, Kathleen A Hours: 0.00							
Hakes, Sharlene L Hours: 0.00							
Hakes, Tiffany Jean Hours: 0.00							
Holland-Seczko, Jea... Hours: 0.00							
Honaker, Emily R Hours: 0.00							
Johns, Carla A Hours: 0.00							
Lampman, Kyle J Hours: 0.00							

To add your schedule for each employee, click on the day and the + (add) button. Once you click this, you will have the option to add the schedule for that day:

Schedules

Store 201 - Active Manage My Lists Search Options

No Schedule filter selected This Week 9/8/2024 9/14/2024

Add Shift

Start Time * 8:00 AM

End Time * 4:00 PM

Pay Code

Meal Plan

Department

Reason Code Enter Custom Note

Note

SAVE CANCEL CLEAR

Employee (20)	SUN 09/08	MON 09/09	TUE 09/10
Ackley, Amella Eleanor Hours: 0.00			
Anderson, Joshua Ja... Hours: 0.00			
Bauer, Sierra R Hours: 0.00			
Collison, Linda R Hours: 0.00			
Douglas, Kathleen A Hours: 0.00			
Hakes, Shariene L Hours: 0.00			
Hakes, Tiffany Jean Hours: 0.00			
Holland-Seczko, Jea... Hours: 0.00			
Honaker, Emily R Hours: 0.00			
Johns, Carla A Hours: 0.00			
Lampman, Kyle J Hours: 0.00			
Total Hours	0.00	0.00	0.00

Click Save to save the schedule for that day. You will repeat this for each day and continue to the next employee.

Home Resources Myself **People** Process Reports & Analytics Setup

Schedules

Manage My Lists Search Options

No Schedule filter selected This Week 9/8/2024 9/14/2024 FIND TEMPLATE MORE Search By Name

Employee (1)	SUN 09/08	MON 09/09	TUE 09/10	WED 09/11	THU 09/12	FRI 09/13	SAT 09/14
Sweatman, Vivian L Hours: 46.00		06:00 AM - 03:00 PM	06:00 AM - 03:00 PM	06:00 AM - 03:00 PM	06:00 AM - 04:00 PM	06:00 AM - 03:00 PM	
Total Hours 46.00	0.00	9.00	9.00	9.00	10.00	9.00	0.00

Show all employees