



## ADP Workforce Manager – Employee Responsibilities

All CCSNH employees are responsible for completing, reviewing, and approving their timecards for each pay period.

### During each pay week:

Review your timecard daily upon the completion of your shift so that all time worked has been recorded correctly

- If you notice a problem with your recorded time, alert your supervisor immediately
- Make sure to have your supervisor complete any edits/changes to your timecard as soon as possible, and review these changes to confirm they are correct

If you are a full-time employee and wish to take earned time off, make sure to request your leave through the system to your supervisor for approval

- This must be done **prior** to using your earned time (with the exception of sick time, in which the leave slip can be completed upon your return to work)

### At the completion of each pay period: (days indicated with **purple** on the NCC pay calendar)

Review your timecard to verify and confirm your hours worked for that pay period. (This should be done on the Thursday evening at the end of your shift, prior to each Friday that is a payday).

Once confirmed, “approve” your timecard; this is your electronic signature verifying all time entered is correct.

- **You should not be approving your timecard if there are any errors or omissions on it.**
- Ask your supervisor to make any edits/changes *before* you approve your timecard, as this approval will close and lock your timecard.

For full time hourly employees, confirm that you have a total of 37.5 hours (or 40 for Maintenance and Security staff) worked for **each individual pay week** (Friday to Thursday). If your hours do not total this amount, you will need to request paid time off to cover the missing time.

**Sign off on your timecards should occur on Thursdays at the completion of your shift, as your Department Manager has to complete payroll signoffs by 12pm on each Friday that it is a payday.** (days indicated with **green** on the NCC pay calendar)

Please do not hesitate to contact HR with any questions at [NCCHR@ccsnh.edu](mailto:NCCHR@ccsnh.edu).