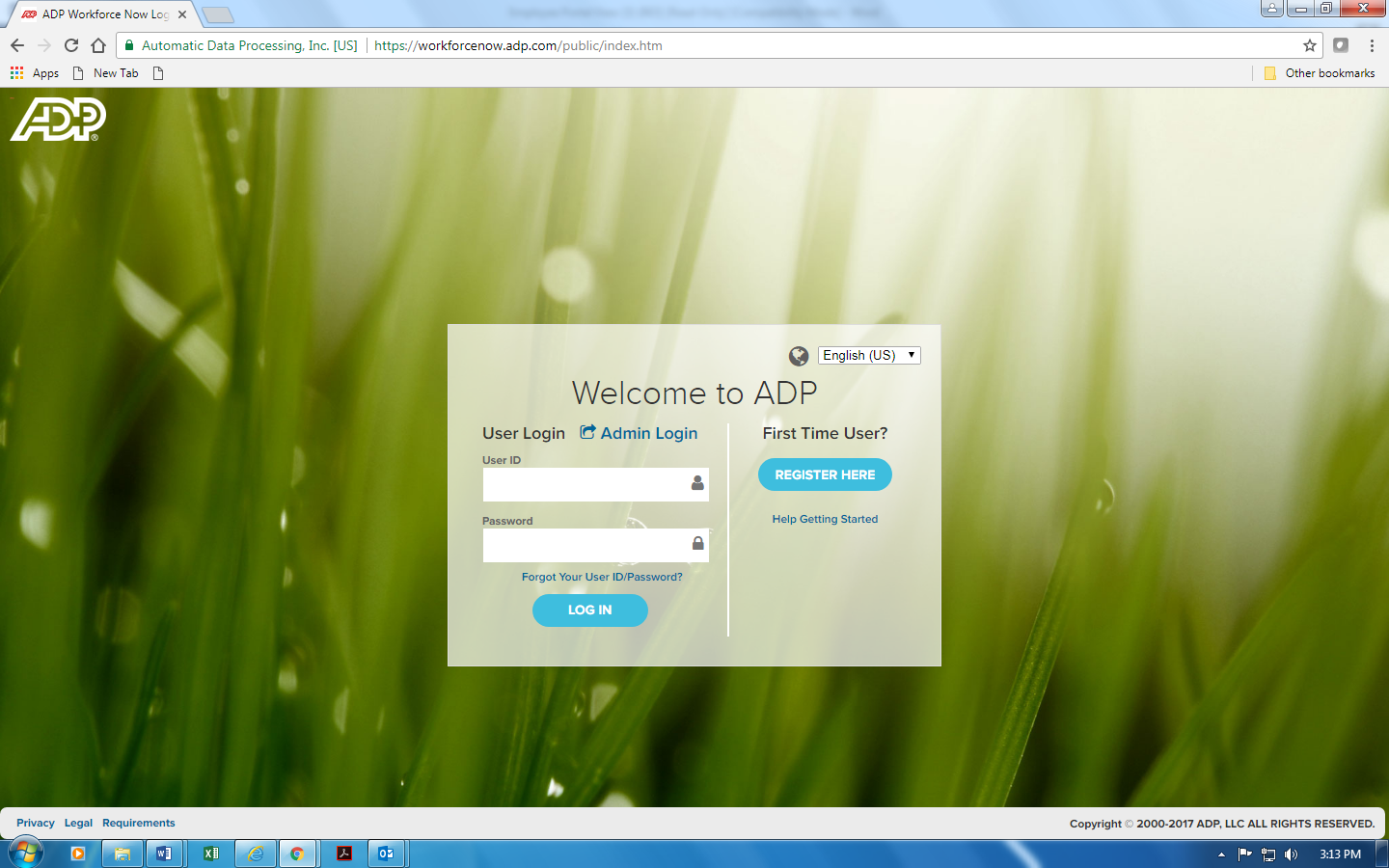
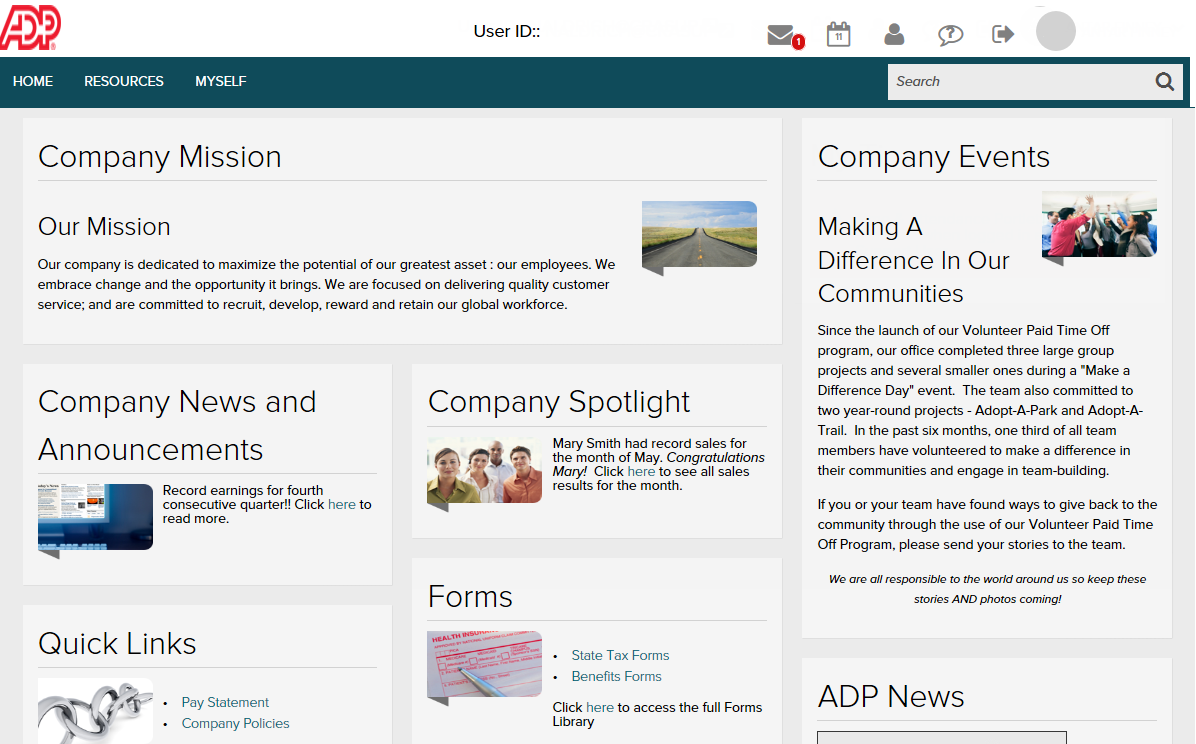
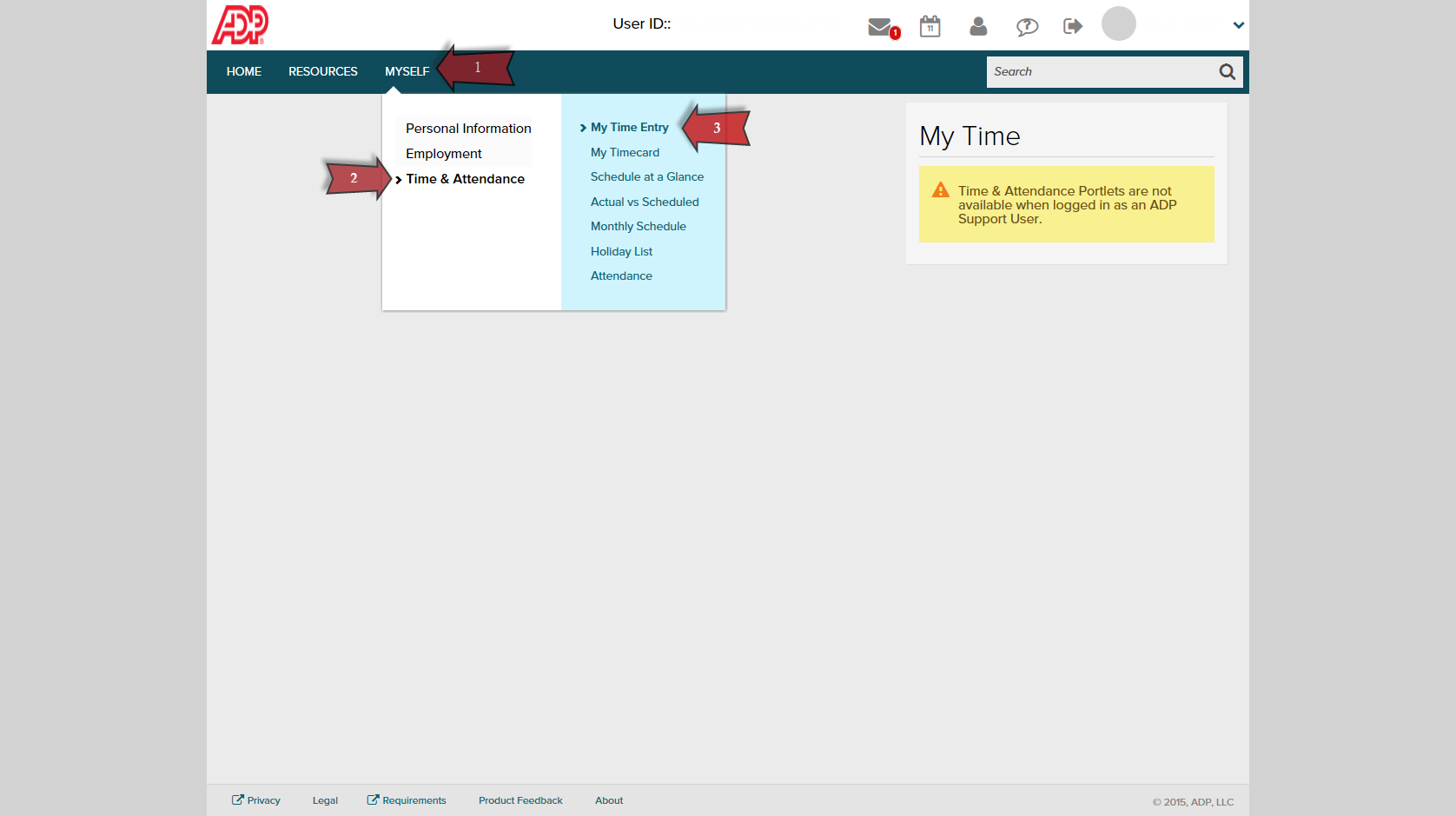
**Time and Attendance Employees’ “First Day” Guide**

1. **Go to** [**https://workforcenow.adp.com**](https://workforcenow.adp.com)
2. **Click on User Login and enter your current User ID/Password, then click Login**

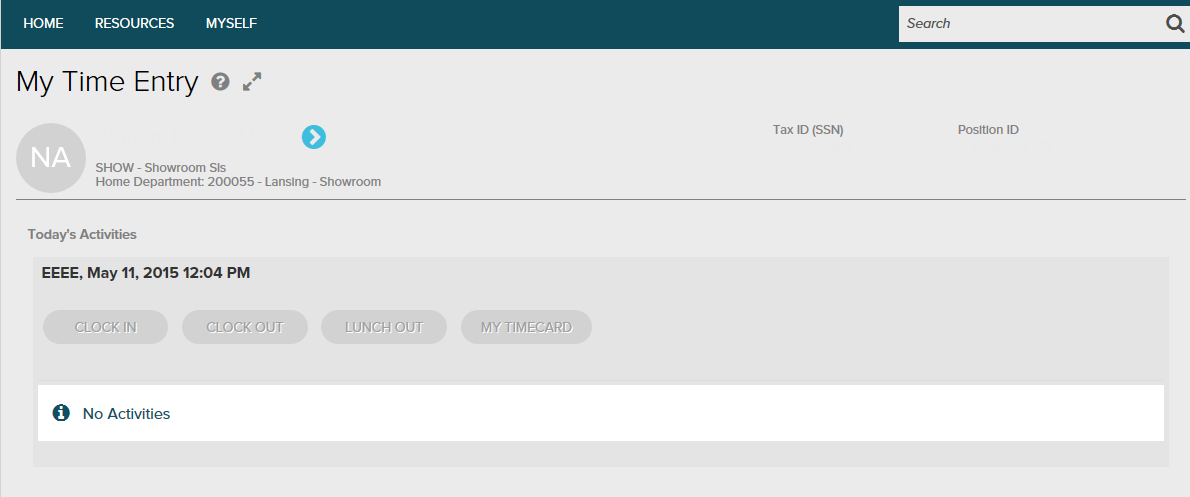
You will be brought to your company’s Home screen. *(Screen may look different due to your company’s preferences)*



1. Click on (1) Tab-(2)**Time and Attendance**-(3)**My Time Entry**



1. Select **Clock In, Clock Out, or My Timecard** to log in your time. *(This screen may vary based on Employees’ position)*



**Timecard View example**

