



IN THE BUSINESS OF YOUR SUCCESS®

ADP® TIME & ATTENDANCE

ADP Attestation Tool Kit

Failure to comply with government wage and hour regulations and collective bargaining agreements can lead to serious financial consequences and other repercussions:

- Noncompliance lawsuits
- Increased audits by the Department of Labor and other agencies
- Reputation damages
- Employee-relations problems

The ADP Attestation Tool Kit gives organizations tools to make it easier to comply with state, local, union, and organization policies. It is available for ADP Time & Attendance v7.0 and higher.

ENHANCE EMPLOYEE PRODUCTIVITY

Providing employees with the ability to access, review, and approve or reject their timecards helps to support your organization's compliance initiatives.

The QuickGlance feature includes a Timecard Confirmation tool that allows employees to view and attest to the accuracy of all time changes and totals as presented on the timesheets before the actual approvals are accepted. Employees can see this information from the ADP timeclock or the web.

An added benefit is an increase in workforce productivity because employee self-service allows workers to approve timecard edits as well as access time-off balances, schedules, and more without having to ask a manager for help.

Tasks include:

- **Missed Punch Entry** – Employees can enter missed punch information here for selected dates in the current pay period.
- **Daily Timecard Edit Approval** – Employees can review and approve or reject any changes made by their managers during the current pay period. This feature will display a configured attestation message.
- **Pay Period Approval** – Employees can review and approve or reject their timecards for previous pay periods. This feature also displays a configured attestation message.

Employees can access all of these features on the ADP timeclock or the web.

IMPROVE MEAL TRACKING

Included in the tool kit is a special set of QuickGlances and web forms that allow employees to designate whether or not they took their lunch. If an employee registers his or her punch with the "No Lunch" flag, the auto lunch deduct is canceled for the day and the supervisor is notified. This allows employees to "opt in" for their automatic meal deduction and eliminates the question of whether the meal was taken.

The flexible, intelligent time-stamp feature can also be used as an important part of your company's meal and rest break policy enforcement, helping to mitigate potential meal penalty premiums. The solution can also track when meal periods have been waived by mutual consent of both the employer and employee or as otherwise allowed by applicable law and company practice.

ACCESS DATA MORE EASILY

Quick access to real-time time and attendance data helps your managers enforce your organization's compliance policies. The ADP Attestation Tool Kit gives managers access to this data through compliance reports accessed from the web or by using the QuickGlance feature to view them from timeclocks.

- **Daily Approval and Pay Period Compliance Report** – See at a glance which employees have approved, rejected, or not taken action on days or a pay period in a specific time frame.
- **Meal Compliance Report** – See at a glance how employees have answered the meal question and calculates the percentage of missing meals.
- **Missed Punch QuickGlance** – See a list of employees who did not punch in for their scheduled shifts. Employees are displayed based on the manager's employee group.
- **Break Status QuickGlance** – See a list of employees who either missed a break or who have upcoming scheduled breaks for the current day.
- **Overtime Status QuickGlance** – See a list of employees who are working overtime hours.