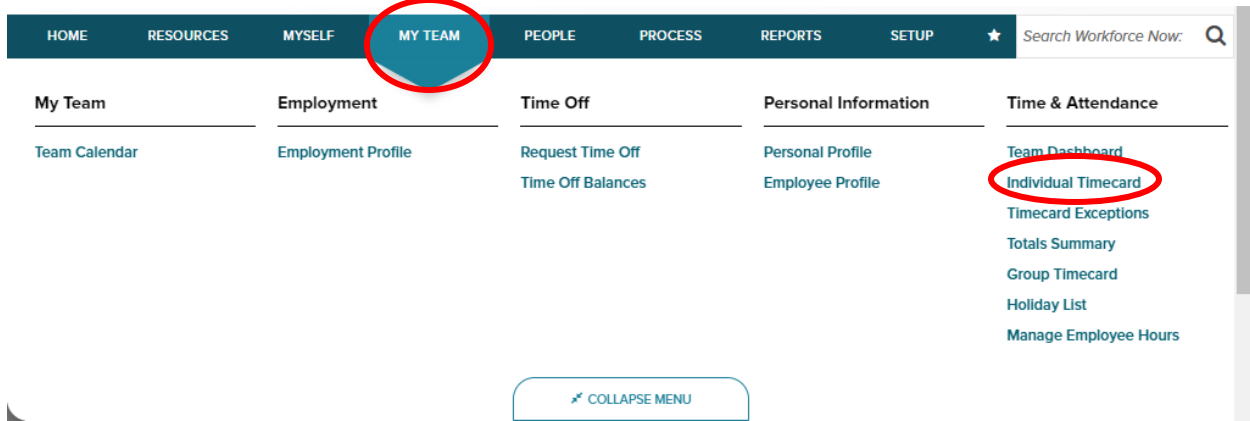


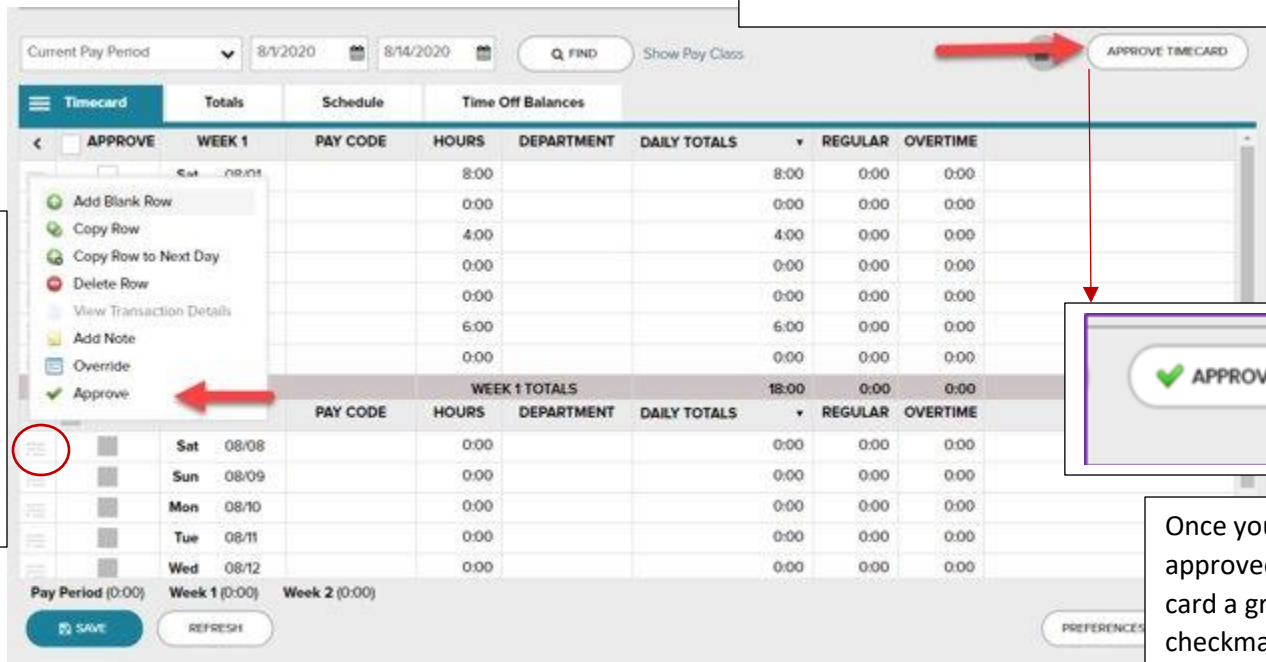
Approving Enrollee Time

After using you User ID and password to log into ADP:

Click on My Team then Individual Timecard.



Monitors can click on APPROVE TIMECARD to approve their enrollee's time.



Click on the three line to get a drop-down menu that will provide more options.

Once you have approved the time card a green checkmark will appear letting you know the timecard has been approved.