

Logging Into TimeSaver – Time Stamp for Hourly Employees

To log into TimeSaver, navigate to this URL using your web browser: <https://timesaver.adp.com/i20/hh0s/TS/login.php>

Employee Username & Password

Your **Username** is your two character abbreviated Site Code followed by your Employee ID.

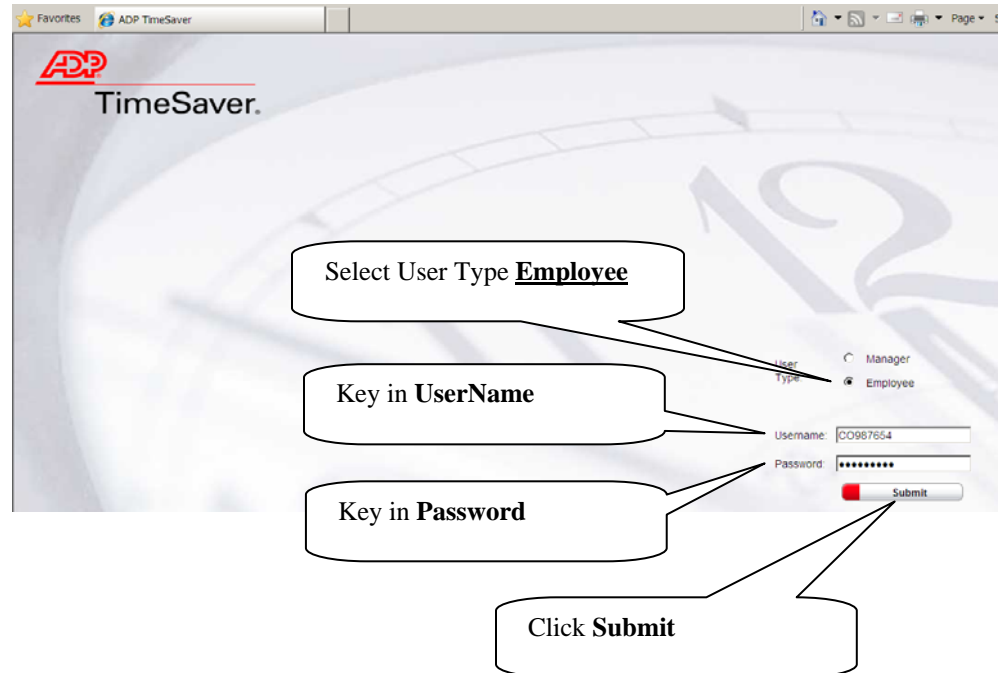
Site Codes are as follows:

Site	Two Character Abbreviation
System Office	SO
Manchester CC	MN
Great Bay CC	GB
NHTI, Concord's CC	CO
White Mountains CC	WM
Lakes Region CC	LR
River Valley CC	RV
Nashua CC	NA

Example: Employee John Clocker, Site NHTI, Employee ID 987654, Username = CO987654

Your **Password** is your First Name (UPPER CASE) followed by 9. The password must be at least 8 characters long, therefore if the first name followed by 9 is less than 8 characters, zeros will be added to the end to make it 8.

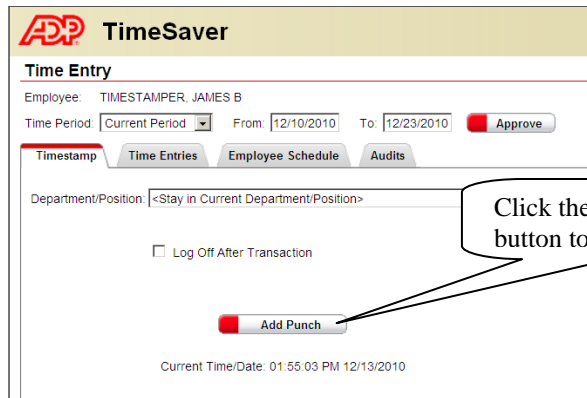
Example: Employee John Clocker, password = JOHN9000, Employee Matilda Manager, password = MATILDA9, etc.



Note: After successfully logging in for the first time, you will be prompted to change your password. Write down your new password to reference when logging in going forward.

Punching In & Out – Time Stamp

After logging in, you will be defaulted to the Timestamp tab of the Time Entry Screen.



ADP TimeSaver

Time Entry

Employee: TIMESTAMPER, JAMES B

Time Period: Current Period From: 12/10/2010 To: 12/23/2010 Approve

Timestamp Time Entries Employee Schedule Audits

Department/Position: <Stay in Current Department/Position>

Log Off After Transaction

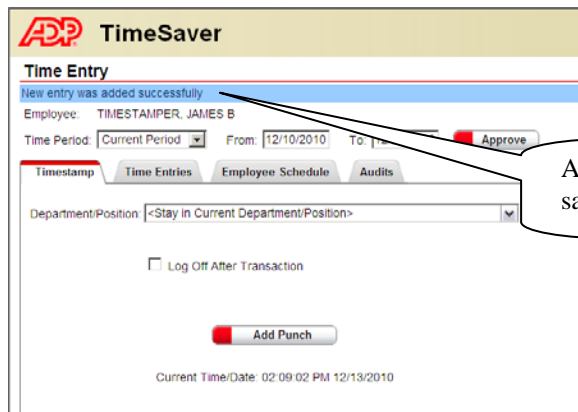
Add Punch

Current Time/Date: 01:55:03 PM 12/13/2010

Click the **Add Punch** button to punch in or out

Timestamp Employee Timekeeping Procedure:

- Click Add Punch button on Timestamp tab of Time Entry screen to punch in and out
- Punch in when you begin working each shift
- Punch out when you stop working each shift
- Lunch break will be automatically deducted each day for those with a lunch deduction, so there is no need to punch in and out for lunch. If you work through lunch notify your supervisor, who will manually override the lunch deduction.
- If you are leaving work for personal reasons and will be returning to work later that shift, punch out when you leave and back in upon returning.
- If you do not have access to a computer with TimeSaver access when you begin or end your shift, have difficulty punching in or out or forget to punch, notify your supervisor, who will manually key your punch into the system.
- **APPROVE** your own timecard after your last punch for the pay period has been recorded and you agree with the time reflected on the timecard to be paid.



ADP TimeSaver

Time Entry

New entry was added successfully

Employee: TIMESTAMPER, JAMES B

Time Period: Current Period From: 12/10/2010 To: Approve

Timestamp Time Entries Employee Schedule Audits

Department/Position: <Stay in Current Department/Position>

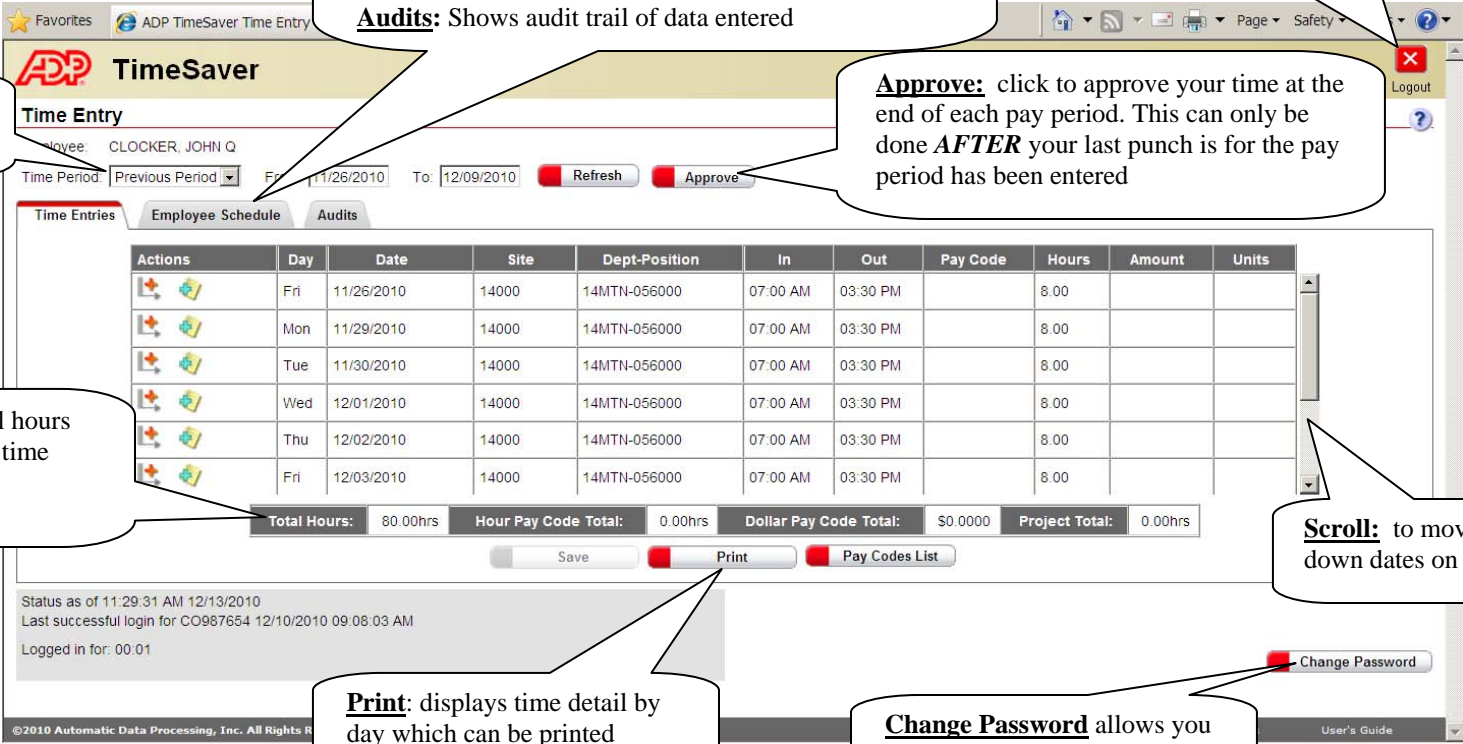
Log Off After Transaction

Add Punch

Current Time/Date: 02:09:02 PM 12/13/2010

After punching in you will see a message saying “New entry was added successfully”

Navigating the Time Entry Screen



TABS: show employee data for selected time period

Time Entries: Shows punches and pay code edits

Employee Schedule: Shows employee's schedule

Audits: Shows audit trail of data entered

Logout: click to log out of the system

Select **Time Period** to be displayed

Approve: click to approve your time at the end of each pay period. This can only be done **AFTER** your last punch is for the pay period has been entered

Total Hours: shows total hours reflected in time card for time period selected

Scroll: to move up and down dates on time card

Print: displays time detail by day which can be printed

Change Password allows you to change password

Actions	Day	Date	Site	Dept-Position	In	Out	Pay Code	Hours	Amount	Units
	Fri	11/26/2010	14000	14MTN-056000	07:00 AM	03:30 PM		8.00		
	Mon	11/29/2010	14000	14MTN-056000	07:00 AM	03:30 PM		8.00		
	Tue	11/30/2010	14000	14MTN-056000	07:00 AM	03:30 PM		8.00		
	Wed	12/01/2010	14000	14MTN-056000	07:00 AM	03:30 PM		8.00		
	Thu	12/02/2010	14000	14MTN-056000	07:00 AM	03:30 PM		8.00		
	Fri	12/03/2010	14000	14MTN-056000	07:00 AM	03:30 PM		8.00		

Total Hours: 80.00hrs Hour Pay Code Total: 0.00hrs Dollar Pay Code Total: \$0.0000 Project Total: 0.00hrs

Buttons: Save, Print, Pay Codes List, Change Password

Status as of 11:29:31 AM 12/13/2010
Last successful login for CO987654 12/10/2010 09:08:03 AM
Logged in for: 00:01

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