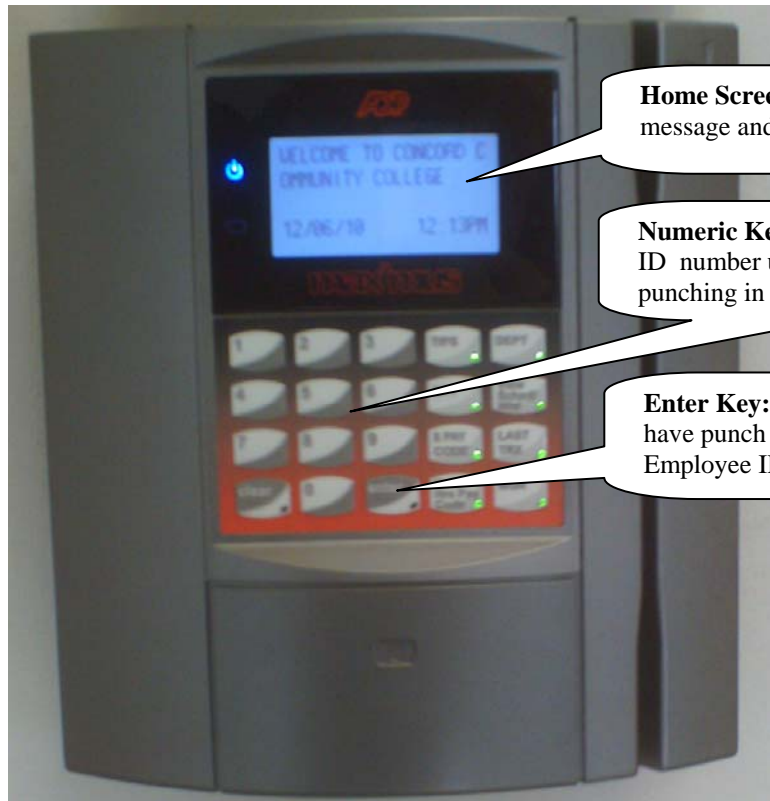COMMUNITY COLLEGE
system of New Hampshire

TimeSaver - Time Clock Overview, Punching In & Out

Home Screen: Displays a welcome message and the current date & time.

Numeric Keys: Employees' key Employee ID number using numeric keys when punching in & out

Enter Key: Employee must press enter to have punch accepted after keying in Employee ID number using numeric keys

Clock Employee Timekeeping Procedure:
- Enter Employee ID number using numeric keys then press enter 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 are not at a site with a time clock 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.

Logging Into TimeSaver – View Time Records

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

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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
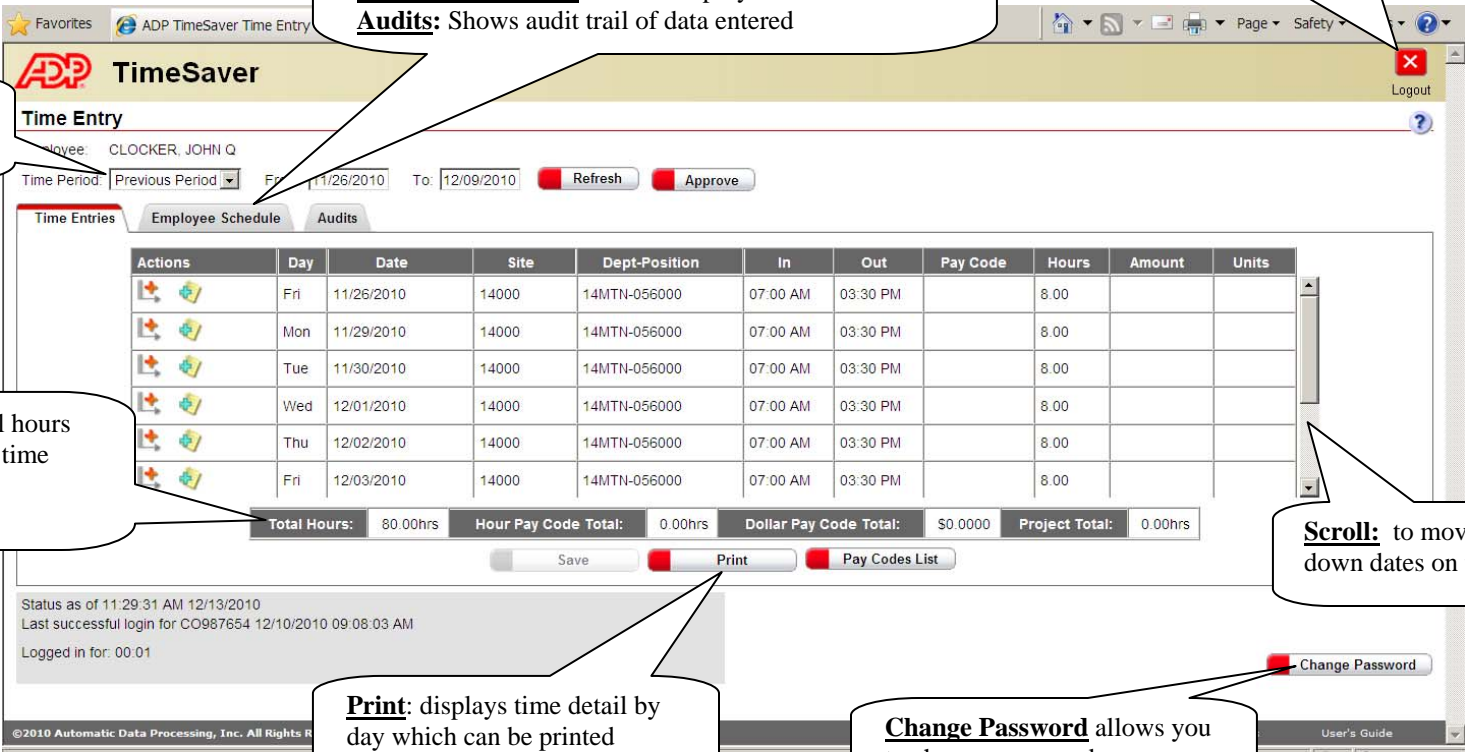
_____

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.

Select User Type **Employee**

Key in **UserName**

Key in **Password**

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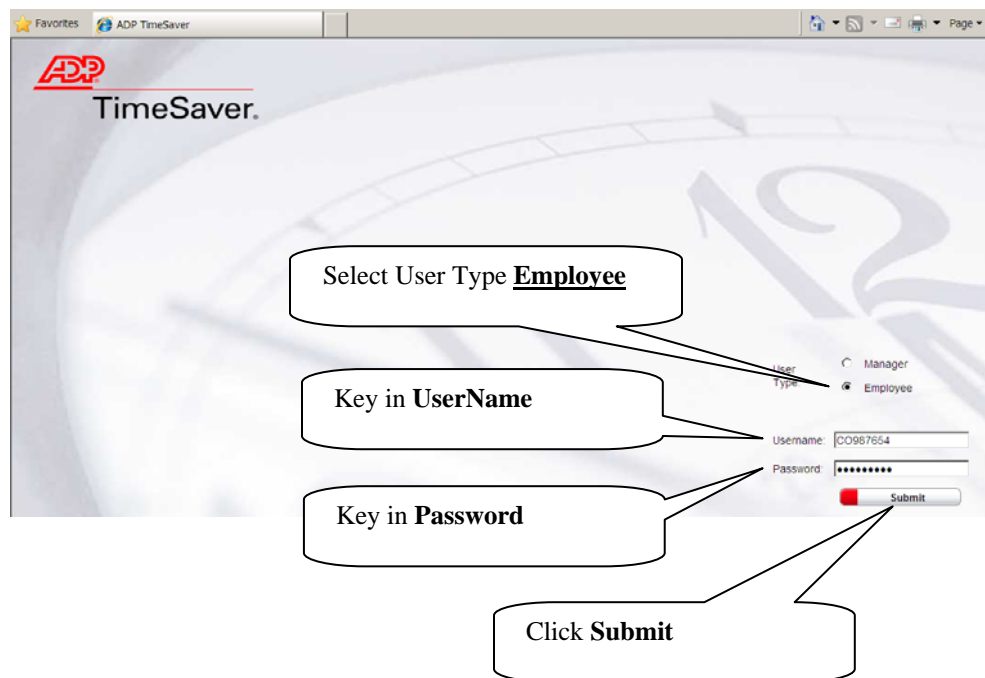
Note: After successfully logging in for the first time, you will be prompted to change your password. Write down your new password to reference when logging in going forward.

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

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

ADP TimeSaver — Time Entry Screen

TimeSaver

Time Entry

Employee: CLOCKER, JOHN Q

Time Period: Previous Period   From: 11/26/2010   To: 12/09/2010   Refresh   Approve

Tabs: Time Entries | Employee Schedule | Audits

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

Save   Print   Pay Codes List

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

Change Password

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