



State Intermediate Educational Unit – 146 State House Station, Augusta, ME 04333
Telephone (207) 624-6660 – Fax (207) 624-6661 – TTY 1-888-877-6690

ADP Workforce Now Acknowledgement of Time Sheet Process

I, _____, have been given a copy of the Time and Attendance 1st Login Guide and Employee Quick Reference Card and understand that the **User ID and Password assigned to me to access my personal information and timesheet may not be shared with anyone.** I will be entering **my own time** and will complete my time sheet by clicking on the ‘Approve’ button (see Employee Quick Reference Card) for each week. I understand that checking the “***Approve***” box acts as my signature for my time sheet. If I am not able to access the Time and Attendance web site, I will work out arrangements with the Site Director to submit my time in writing by the established due date.

I understand that I can enter my time from home, work or anyplace that has an internet connection. I understand that I can enter my time early as may be needed when I am planning time off for vacation.

I understand that time is recorded in hours by whole numbers and partial hours are recorded in tenths of an hour (6 minute increments). For example:

- 6 minutes should be recorded as .10
- 12 minutes is .20
- 18 minutes is .30
- 24 minutes is .40
- 30 minutes is .50
- 36 minutes is .60
- 42 minutes is .70
- 48 minutes is .80
- 54 minutes is .90

I understand that if I do not complete the above process as requested, I may not be paid until the following pay period (2 weeks later than usual). I understand that I will be paid bi-weekly.

Signature _____ Date ____/____/____

Witnessed _____ Date ____/____/____