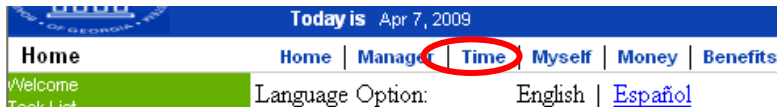


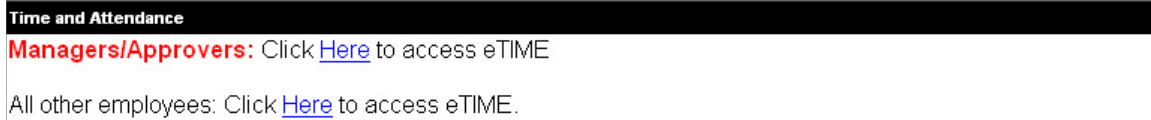
Entering Furlough Time on a Monthly Timecard

Log into the ADP portal at: <http://www.portal.adp.com/>

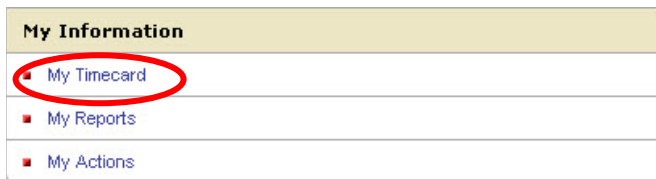
Click on the Time Application link.



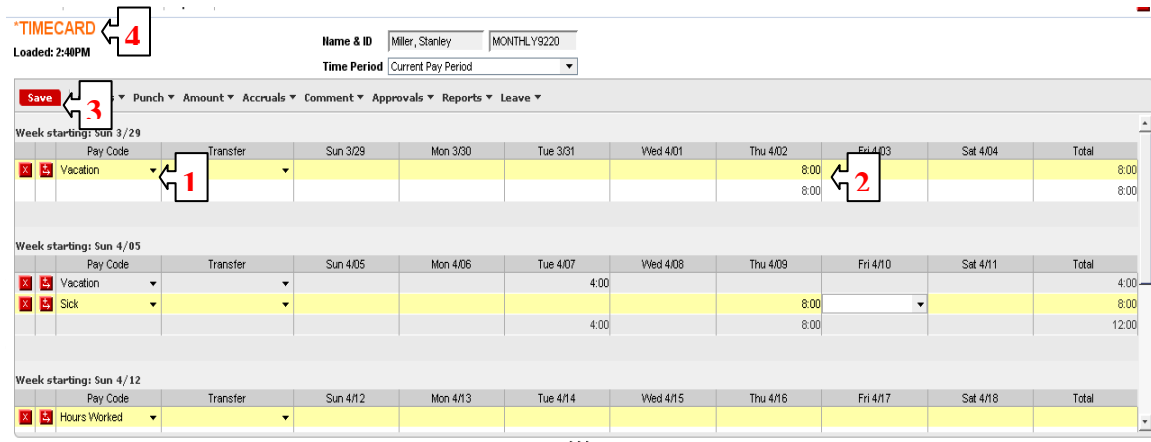
Click the “Here” link that applies to you.



Click on “My Timecard”.



Once you have pulled up your timecard for the current month follow the instructions below.



1. Click the drop down box in the Pay Code Column and choose “Furlough”.
2. Enter the actual number of Hours on the day that you are taking Furlough. Per our SPSU furlough policy, this must be either a full day or ½ day.
3. Click on “Save”.
4. If the entry is saved successfully, the word “TIMECARD” will change from Orange to Black