ADP Workforce Now®
Essential Time

Time, attendance and schedule tracking, for more accurate payroll and improved productivity

Your people are your biggest asset – and your biggest expense. Don't leave the accuracy and reliability of your company payroll to chance. Get a complete "punch-to-paycheck" experience that delivers fast, easy time tracking, scheduling and attendance management. With ADP Workforce Now® Essential Time, you get access to technology that transforms the way people work, along with ADP experts to help get your solution up and running with minimal disruption to your business.
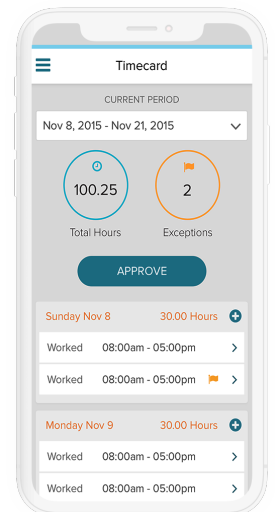
Essential Time is an easy-to-use, all-in-one solution for time tracking, scheduling and attendance management.

Improved payroll accuracy

With Essential Time, eliminate tedious data entry and manual calculations helping reduce keying errors and payroll costs. Instantly calculate hourly totals based on your payroll policies, including overtime, and track changes to hours data, which can help you manage compliance with wage and hour regulations. Essential Time will also allow you to proactively spot trends and address attendance issues before they negatively impact your work environment.
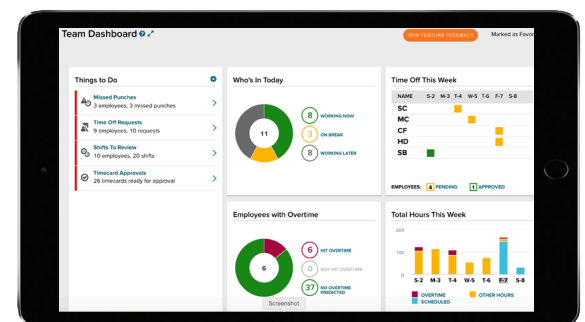
Increased productivity

Designed with self-service options to help transform the way people work, you can enable authorized employees, managers and supervisors to perform time-sensitive tasks quickly and easily from a timeclock, browser or mobile device, based on configuration and preference. Flexible access to information helps remove obstacles and creates a seamless experience while improving the overall engagement of your workforce.

Enhanced labor insight and decision making

Dashboards, analytics and reports put essential time tracking, scheduling and attendance data at your fingertips. It's now even easier to monitor hours and exceptions, spot trends and outliers, check that employees are entering all hours worked in line with schedules. With access to consolidated, timely labor insights, you can manage labor costs and address potential issues before they become problems.

Team Dashboard: Get instant visibility into who is working, who has or will hit overtime, missed punches, abnormal shifts and timecard approvals, and any other actions required.
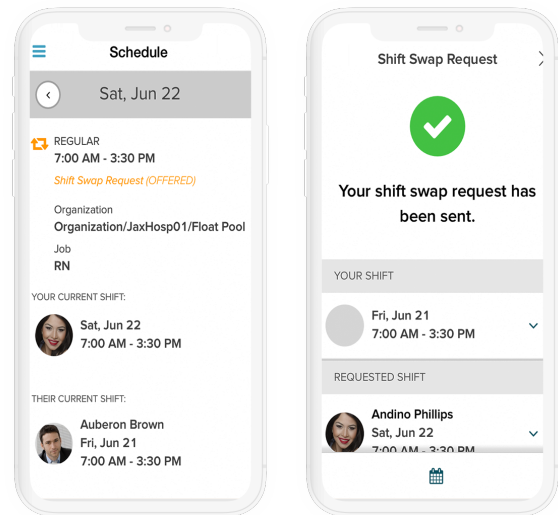
Always Designing for People™

Flexible time tracking

Designed to make work more open and flexible, you have powerful tools that capture hours from the source, and processes time worked and time off based on your company rules and policies.

Employees can:

• Enter hours via a web timesheet, a smart timeclock, a clocking app on your POS or tablet device, or via their own mobile device.

• Identify themselves by swiping an ID badge, entering a PIN, or scanning their finger on a biometric timeclock; eliminating "buddy-punching" – no more punching in or out for others to deceive the system.

Mobile crew clocking, geo-fencing and offline punching help increase the accuracy and efficiency of timekeeping for employees who work at remote job sites. Plus, having employees attest to the accuracy of timecards, meals and breaks adds another level of data integrity.
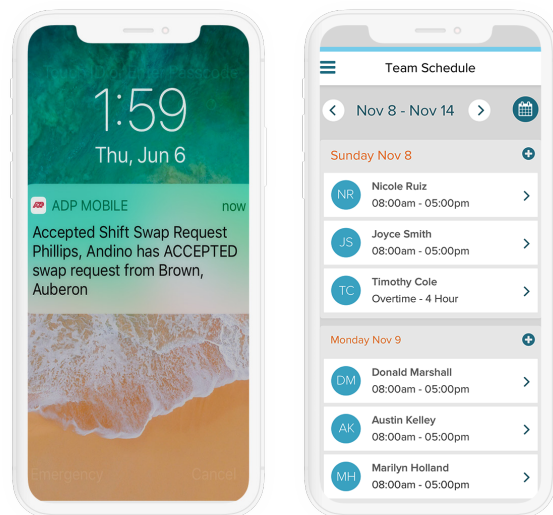

Essential Time is designed to be more open and flexible, giving employees multiple ways to perform time-sensitive tasks.

Easy scheduling and attendance tracking

Manage employee schedules leveraging simple, yet powerful, filtering, assignment and editing capabilities. Ensure proper coverage using daily shifts, assigning rotations or scheduling by department, job or location, so you can easily identify and correct potential gaps in coverage. Real-time access to employee time-off balances provides the insight needed for immediate decision-making when performing scheduling tasks.

When work/life conflicts arise, allow employees to swap shifts based on company policies without manager intervention. Employees can view time-off balances and submit time-off requests on a web or mobile device, while managers can use calendar views and reports to spot trends and document issues for HR purposes.

Create, modify and display schedules with ease to ensure adequate staffing coverage and budget alignment.

About ADP

Designing better ways to work through cutting-edge products, premium services and exceptional experiences that enable people to reach their full potential. HR, Talent, Benefits, Payroll, Time and Compliance informed by data and designed for people. Learn more at ADP.com.

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