

Chapter 6

Appendixes

from Time Entries Modify TLM API Guide for ADP
Workforce Now Guide

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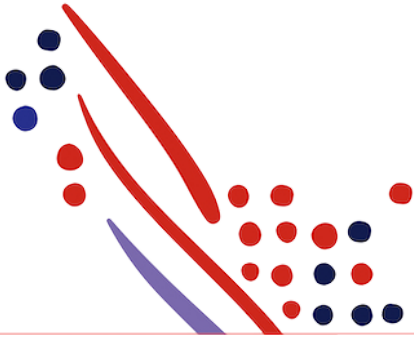
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Chapter Contents

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Timecards for Single and Multiple Employees

Appendixes

The following is covered in this section:

- Appendix A: Sample Responses
- Appendix B: Message Code Dictionary – userMessage.CodeValue
- Appendix C: How to Add TimeEntry through ADP Workforce Now

Appendix A: Sample Responses

Select the following to see the sample responses within GitHub:

- [Status Code 202](#)
- [Status Code 200](#)
- [Status Code 201](#)
- [Status Code 207](#)
- [Status Code 400](#)
- [Status Code 404](#)
- [Status Code 5xx](#)

Appendix B: Message Code Dictionary – userMessage.CodeValue

Message ID	Description
exp_NoMobilePositions Found	No position is associated with the Associate or Badge value provided.
err_BadgeReqForClock Emp	Badge value is missing and no AOID has been provided.
err_InvalidDateValue	Invalid date or unrecognized date format.
err_LcfEmpty	Expected LCF value is missing.
EZLM_ERR_ScheduleNotDefined	The expected schedule is not defined for the clocking employee.
exp_NoMobilePositions Found	No position is associated with the provided ASSOCIATEOID.
exp_EntryNotFound	No entries found for the valid employee.
info_IMP_TOTALCOUNT	Bulk Upload Statistic Import Statistics (total number of Employee Position Events found in the payload). Typically, only one message of this type occurs in the response.
info_IMP_FAILEDCOUNT	Bulk Upload Statistic Import Statistics (number of Employee Position Events failing to import—either completely or partially). Typically, only one message of this type occurs in the response.
info_IMP_INPROCESSCOUNT	Bulk Upload Statistic Import Statistics (number Employee Position Events still in process). Typically, only one message of this type occurs in the response.
err_ItemNotFound	The referenced entry item was not found.

Appendix C: How to Add TimeEntry in ADP Workforce Now

Timecards for Single and Multiple Employees

This includes the following:

- Time pairs Entry
- Hours Entry

Starting Point: People > Time & Attendance > Individual Timecards

1. Select the employee. You can also scroll through a list of employees using the arrow keys to the right of **Employee Search**.
2. If necessary, use the date selection tools to select an appropriate date range.
3. Enter the employee's working time or total hours by doing one of the following:
 - o Time-Based Employees (For employees who are required to record actual working times):
 1. Click on the + icon on the grid
 2. In the detail page enter start and end time and click on save
 - o Hours-Based Employees (For employees who are required only to record their total hours):
 1. Click on the + icon on the grid
 2. In the detail page hours and click on save
4. If you want to include any additional information about the new time pair **Add Note** and save.
5. Click **Save**.