

ADP EMPLOYEE INSTRUCTIONS

TLM is our time keeping system. The link is found on our website www.health-research.org, in the top right hand corner is Employees, click.

Look for TLM log in. If this is your first time logging you will see, you must type HealthResearchAssoc if you don't type it exactly it will say client not found. You have to keep trying until it goes through. Periodically ADP resets this so anytime you see this enter that name. This is also on the website.

Client Name or ID

[Submit](#)

The next screen is your log in; I will give you your ID and password. On the first log in it will ask you to change your password, the only criteria is minimum 4 digits. Your ID won't change.

User ID

Password

Note: If you forget your password I will have to reset it.

[Login](#)

TIMESHEET

On the main screen click on Time Sheet, when time sheet pops up, first make sure the period dates are correct.

Pay Date Range: - -

Enter your hours, make sure and **TAB between fields** or an error may occur. If the error "being modified by someone else" comes up then you have to log out and log back in because you can't save. If you are full time and absent make sure to enter your normal daily hours in the Hours column then choose an earnings code.

Select		Date In	Time In	Time Out	Hours	Out Type	Earnings Code	Department
<input type="checkbox"/>		Tue	01/16/2007	08:00 AM	12:00 PM	4.00		
<input type="checkbox"/>		Tue	01/16/2007	12:30 PM	04:30 PM	4.00		400335
<input type="checkbox"/>		Wed	01/17/2007	12:00 AM	08:00 AM	8.00	SICK	

Once you have enter your information you must click the submit button at the bottom. This is only saving your entries. Make sure that if you are split between projects you choose what project number the hours belong to. This is under department. If you are not sure the project, ask your supervisor.

Once you are completely done with your time sheet click on the approval link [Employee Approval Required](#) to approve your time sheet this tells your supervisor you are done. After approving your time sheet **you must** go back to the timesheet and make sure no stop signs popped up. If so then correct them.

NO time sheet can be processed with stop signs. To delete a line with an error click on the select box then scroll down and click the delete button then submit. You can delete multiple lines at once.

REMEMBER what ever hours are on your time sheet when process is what you will get paid. If hours are missed contact payroll on how to submit those missed hours.

If you have any questions call Amy 323 223-4091

