

Employee Guide to Clocking In and Out in ADP® Time & Attendance

Clocking In and Out Clock in and out to record your worked hours.

Transferring Departments Transfer departments during your shift, if applicable.

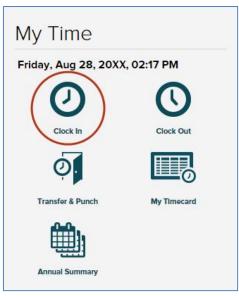
Printing Your Timecard Print a hard copy of your timecard.

1

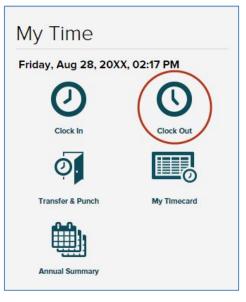


Clocking In and Out

1. From the Home page of ADP Time & Attendance, click the Clock In icon. When complete, an "Operation Successful" message displays.



2. Click the Clock Out icon. When complete, an "Operation Successful" message displays.





Transferring Departments

1. From the Home page of ADP Time & Attendance, click the Transfer & Punch icon.



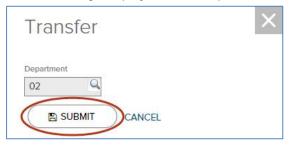
2. Click the Select icon.

Transfer	\times
Department	

3. Click the Department.

Department	Lookup				
Active Only I Ef	ffective Only				
5. 				2 Found	
	DESCRIPTION	START	END	ACTIVE	
01	Office			~	
02	Shop			~	

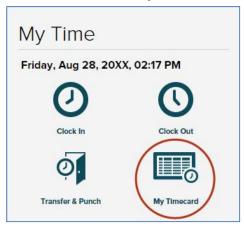
4. Click Submit. An "Operation Successful" message displays when complete.





Reviewing Your Timecard

1. From the Home page of ADP Time & Attendance, click the My Timecard icon.



1. Click the Timecard Menu icon.

w	EEK 1	IN - OUT	PAY CODE	HOURS	DEPARTMENT	DAILY TOTALS •	REGULAR	OVERTIME
Sun	08/23			0.00		0.00	0.00	0.00
Mon	08/24	09:00 AM - 05:00 PM		8.00		8.00	8.00	0.00
Tue	08/25	-		0.00		0.00	0.00	0.00

2. Click Print Timecard.

Take Take							
 Wiew Annual Summar Add Note 	OUT	PAY CODE	HOURS	DEPARTMENT	DAILY TOTALS +	REGULAR	OVERTIME
Print Timecard	-1		0.00		0.00	0.00	0.00
	- 05:00 PM		8.00		8.00	8.00	0.00
Tue 08/25	1751		0.00		0.00	0.00	0.00

3. Click Print.

Note: In the View and Print Options section, you can select additional information to display.

View and Print	Options:	D DDIAT
Schedules	Exceptions Notes Signature Lines	
		Printed: Monday, 8/31/2015 , 02:59 PM
Timecard	8/23/20XX - 9/5/20XX (Current Pay Period)	

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