



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

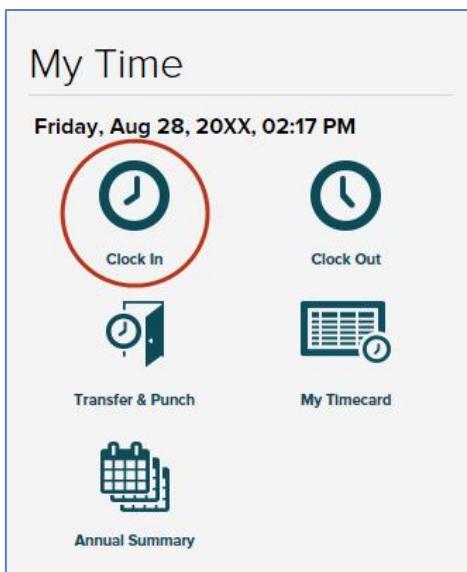
Transfer departments during your shift, if applicable.

Printing Your Timecard

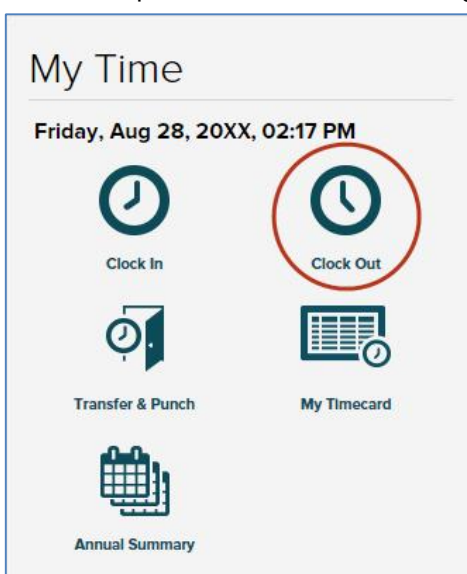
Print a hard copy of your timecard.

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.

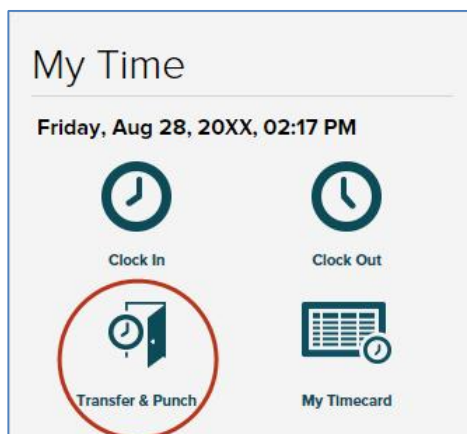


2. Click the Clock Out icon. When complete, an "Operation Successful" message displays.

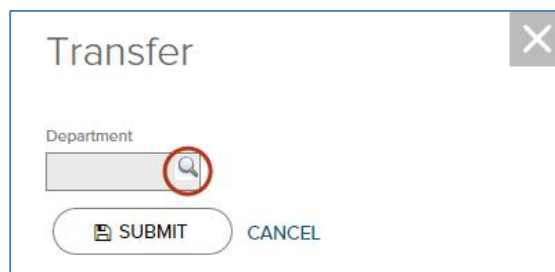


Transferring Departments

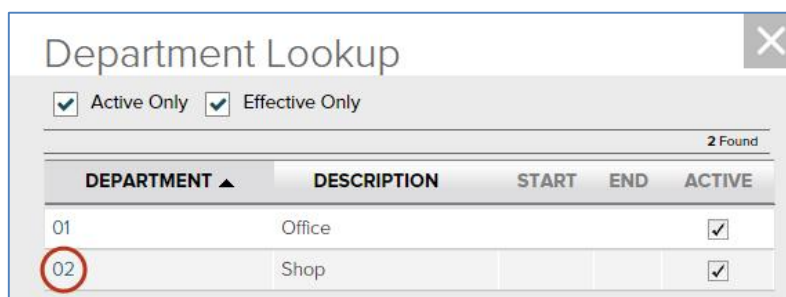
1. From the Home page of ADP Time & Attendance, click the Transfer & Punch icon.



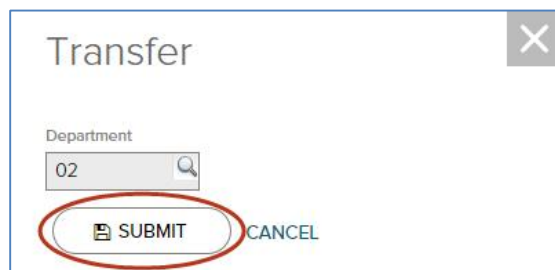
2. Click the Select icon.



3. Click the Department.

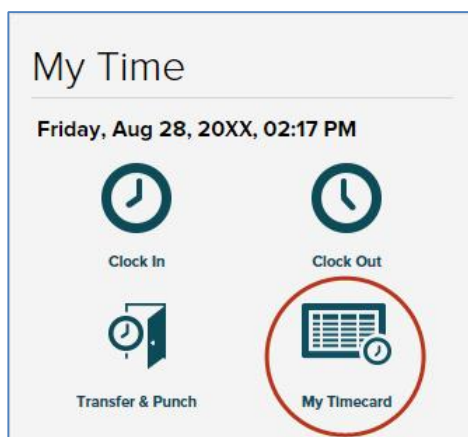


4. Click Submit. An "Operation Successful" message displays when complete.



Reviewing Your Timecard

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



- Click the Timecard Menu icon.

WEEK 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

- Click Print Timecard.

WEEK 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

- Click Print.

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

