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.

   ![My Time](image1)

2. Click the **Clock Out** icon. When complete, an “Operation Successful” message displays.

   ![My Time](image2)
Transferring Departments

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

   ![Transfer & Punch Icon](image)

   - Click the **Select** icon.

   ![Select Department](image)

   - Click the **Department**.

   ![Department Lookup](image)

   - Click **Submit**. An "Operation Successful" message displays when complete.

   ![Submit Transfer](image)
Reviewing Your Timecard

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

   ![My Timecard Icon]

   - Click the My Timecard icon.
   - Click the Timecard Menu icon.
   - Click Print Timecard.

   ![Timecard Menu]

   - Click Print.

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

   ![Print Timecard Options]

2. Click Print Timecard.