

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.

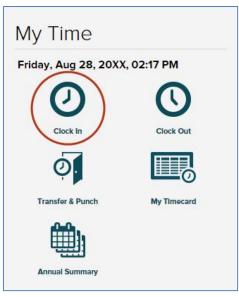
Printing Your Timecard Print a hard copy of your timecard.

1

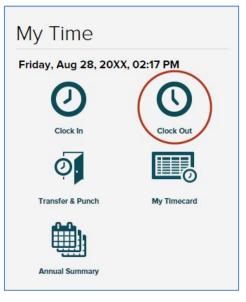


Clocking In and Out

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.



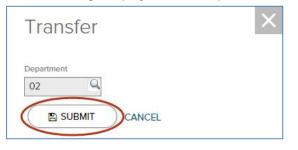
2. Click the Select icon.

| 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 | | | ~ | |

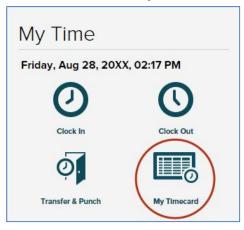
4. Click Submit. An "Operation Successful" message displays when complete.





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) | |

The ADP logo and ADP are registered trademarks of ADP, LLC. ADP provides this publication 'as is' without warranty of any kind, either express or implied, including, but not limited to, the implied warranties of merchantability or fitness for a particular purpose. ADP is not responsible for any technical inaccuracies or typographical errors which may be contained in this publication. Changes are periodically made to the information herein, and such changes will be incorporated in new editions of this publication. ADP may make improvements and/or changes in the product and/or the programs described in this publication at any time without notice.