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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

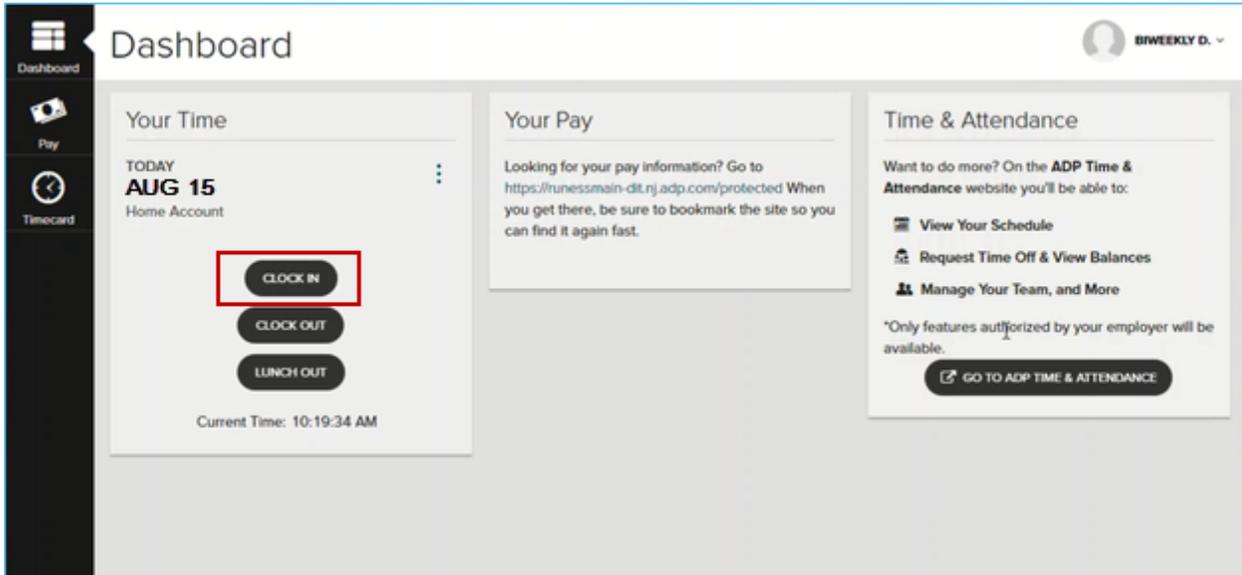
Print a hard copy of your timecard.



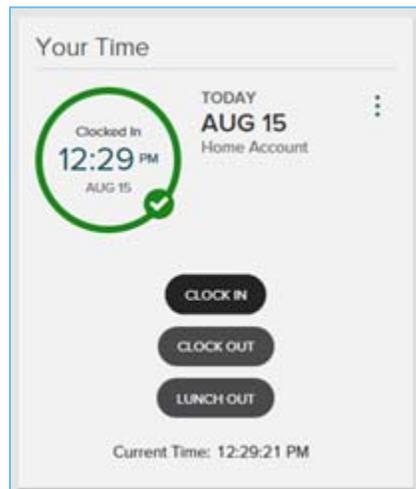
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Clocking In and Out

1. On the Dashboard, in the **Your Time** tile, click the **Clock In** icon.



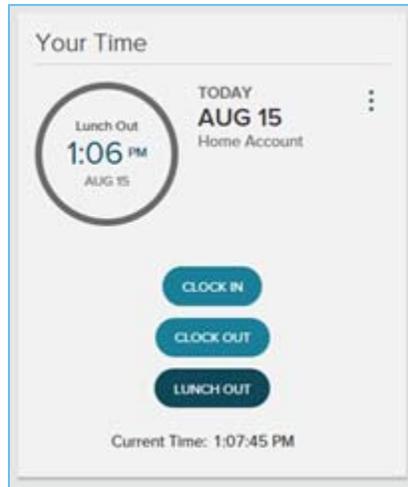
2. The tile displays the time and date that you clocked in.



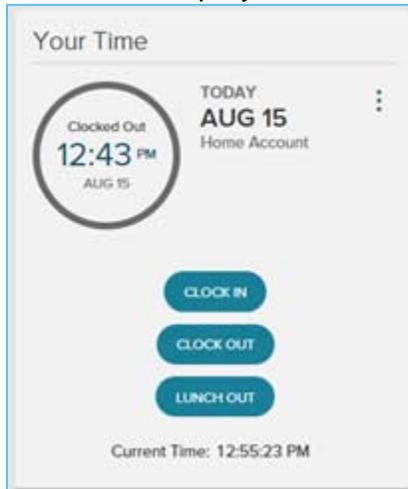


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3. To clock out for lunch, click **Lunch Out**. The tile displays the time that you lunched out.



4. To clock out, click **Clock Out**. The tile displays the time that you clocked out.

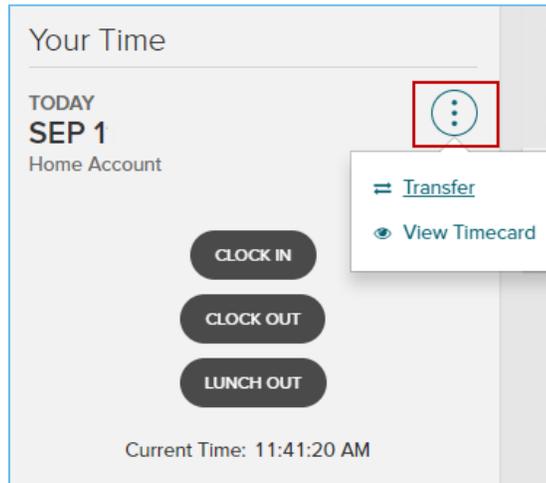




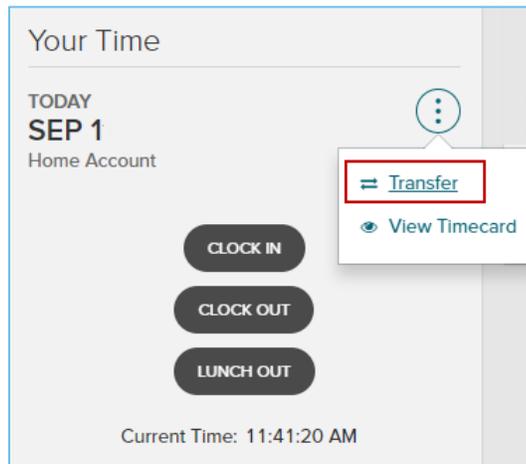
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Transferring Departments

1. In the **Your Time** tile, click the **Action** icon.



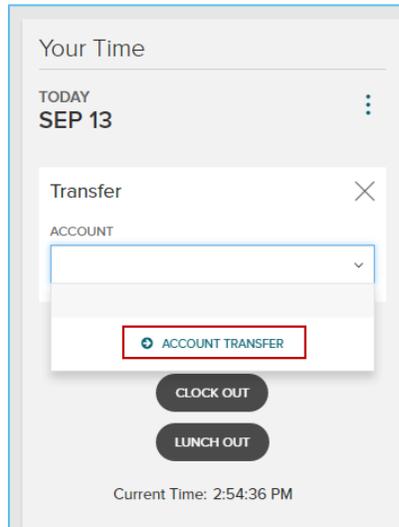
2. Click **Transfer**.



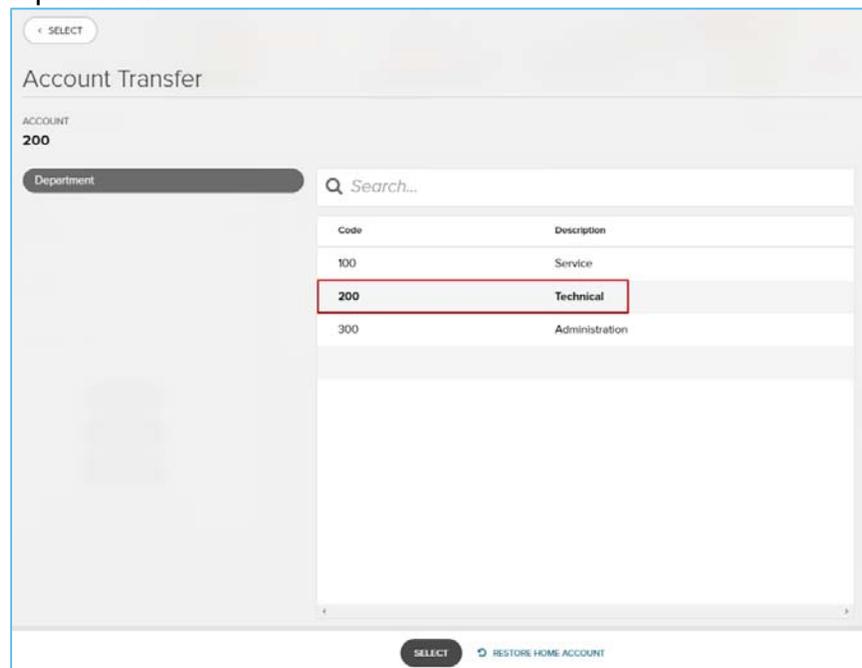


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3. In the **Account** field, click the down arrow and then click **Account Transfer**.



4. Click the department.





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5. Click **Select**.

Account Transfer

ACCOUNT
200

Department

Q Search...

Code	Description
100	Service
200	Technical
300	Administration

SELECT RESTORE HOME ACCOUNT

6. The **Your Time** tile displays the department assignment.

Your Time

TODAY
SEP 13

Transfer

ACCOUNT

Department: 200

CLOCK IN

CLOCK OUT

LUNCH OUT

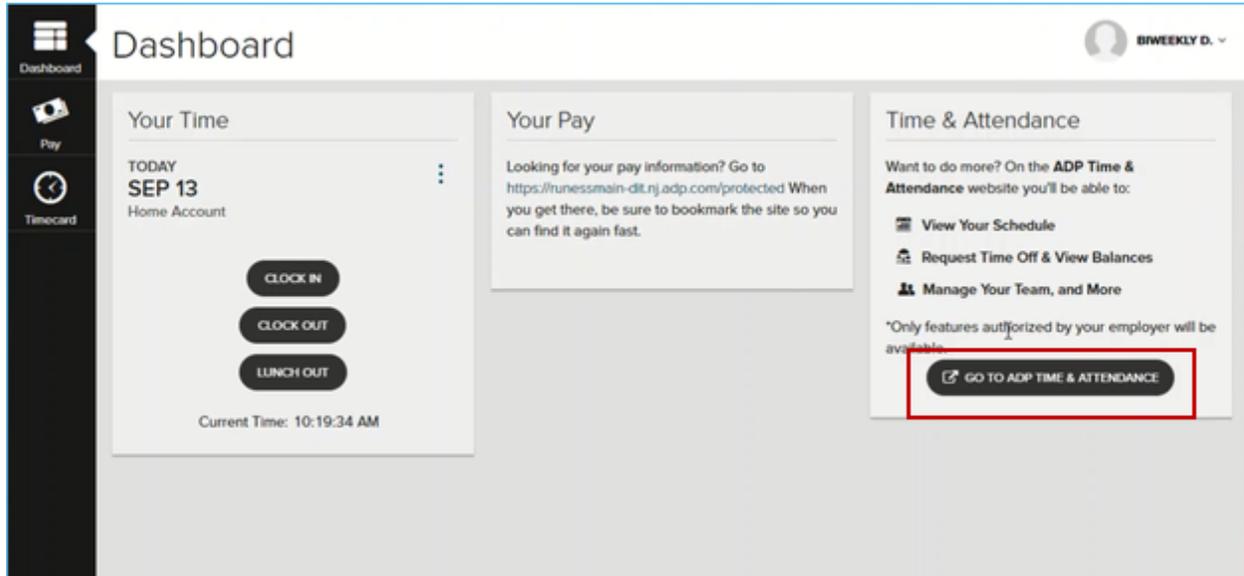
Current Time: 3:12:50 PM



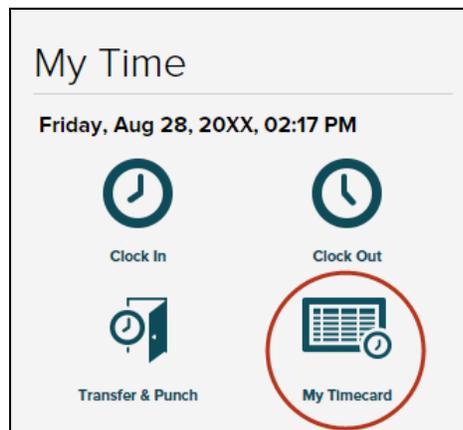
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Printing Your Timecard

1. In the **Time & Attendance** tile, click **Go to ADP Time & Attendance**.



2. On the Home page of ADP Time & Attendance, click the **My Timecard** icon.





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3. Click the **Timecard Menu** icon.

Timecard		Totals							
	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	

4. Click **Print Timecard**.

Timecard		Totals							
	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	

☰ View Annual Summary

☰ Add Note

☰ **Print Timecard**