

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. 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.







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.







Transferring Departments

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

Your Time	
TODAY SEP 1	
Home Account	≓ <u>Transfer</u>
	View Timecard
CLOCK OUT	
LUNCH OUT	
Current Time: 11:41:20 A	AM

2. Click Transfer.

Your Time	
TODAY SEP 1	:
Home Account	≓ <u>Transfer</u>
	View Timecard
CLOCK OUT	
LUNCH OUT	
Current Time: 11:41:20) AM





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

Your Time	
TODAY SEP 13	:
Transfer	\times
ACCOUNT	_
	~
ACCOUNT TRANSFER	
CLOCK OUT	
LUNCH OUT	
Current Time: 2:54:36 PM	

4. Click the department.

(stutet			
Account Transfer			
ACCOUNT 200			
Department	Q Search		
	Code	Description	
	100	Service	
	200	Technical	
	300	Administration	
	4		
	SILLET D R	ESTORE HOME ACCOUNT	





5. Click Select.

< SELECT		
Account Transfer		
ACCOUNT 200		
Department	Q Search	
	Code	Description
	100	Service
	200	Technical
	300	Administration
	4	*
	SELECT C RESTORE	HOME ACCOUNT

6. The Your Time tile displays the department assignment.





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.







3. Click the Timecard Menu icon.

\bigcirc	Timeca	ard	Totals							
	w	EEK 1	IN - 0	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.

Tatala							
View Annual Summary Add Note	OUT	PAY CODE	HOURS	DEPARTMENT	DAILY TOTALS	REGULAR	OVERTIME
Print Timecard	-		0.00		0.0	0.00	0.00
	- 05:00 PM		8.00		8.0	0.8	0.00
Tue 08/25	170		0.00		0.0	0.00	0.00

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