



ADP® Timekeeping Plus Scheduling Support Center Guide

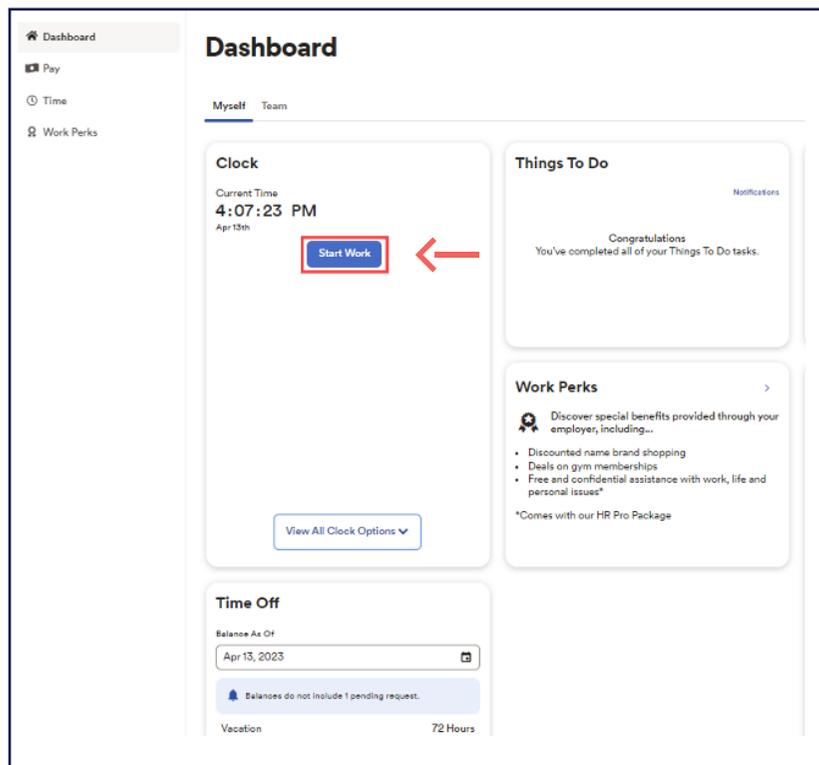
Clocking in and out (web)



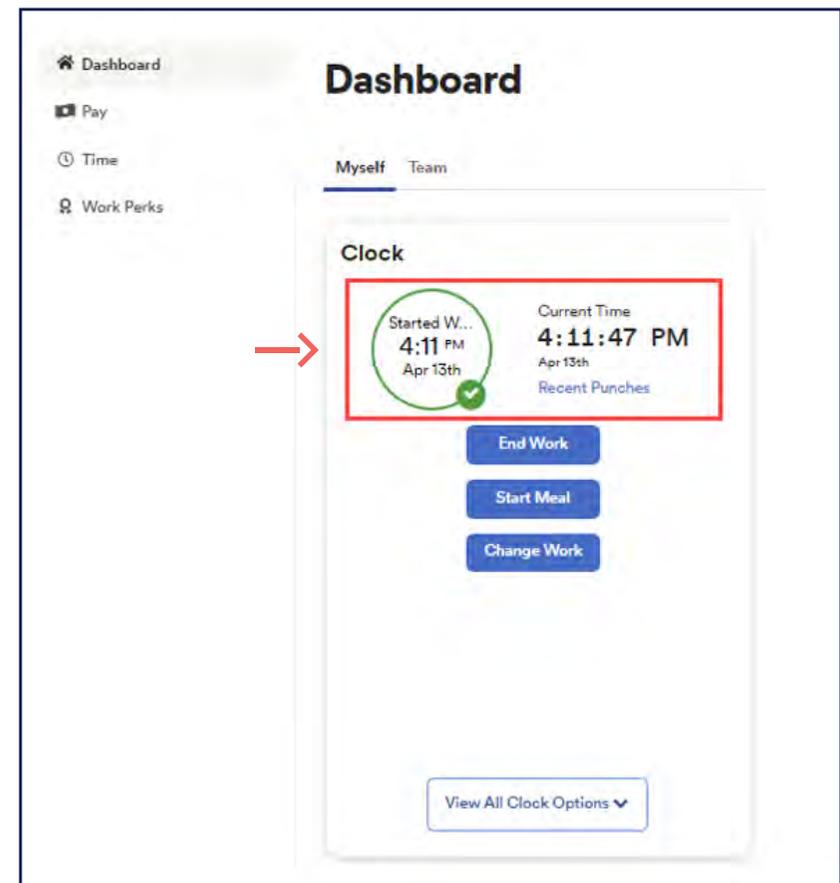
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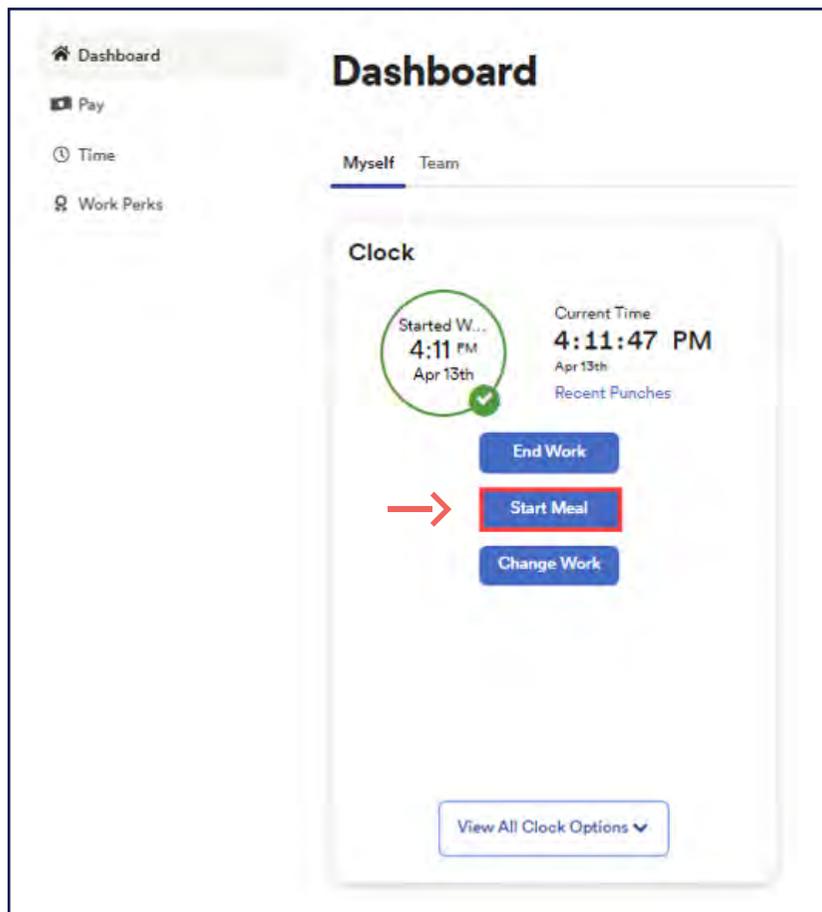
1 On the Dashboard, you will see a **Start Work** button. You can click on that to clock in.



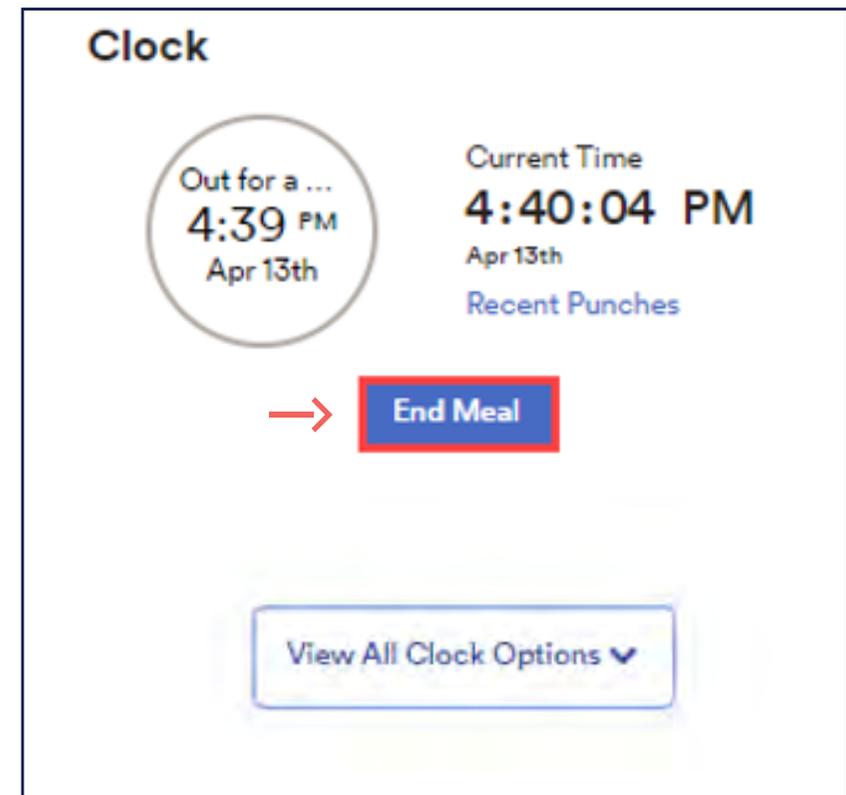
2 Now this will display your clocking information and provide you with updated options.



- 3 If you want to start your lunch during the day, make sure you're clicking **Start Meal** when you leave for your break.



- 4 Then, click **End Meal** when your break is finished.



- 5 If you need to do something that is not showing on the tile, click **View All Clock Options**. This will display all clocking options, including the ability to **Change Work** if you need to swap to a different department.

