



ADP® Timekeeping Plus Scheduling Support Center Guide

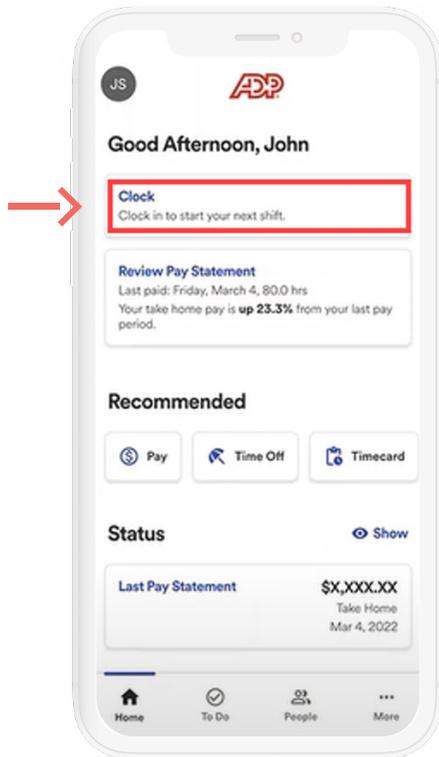
Clocking in and out (mobile)



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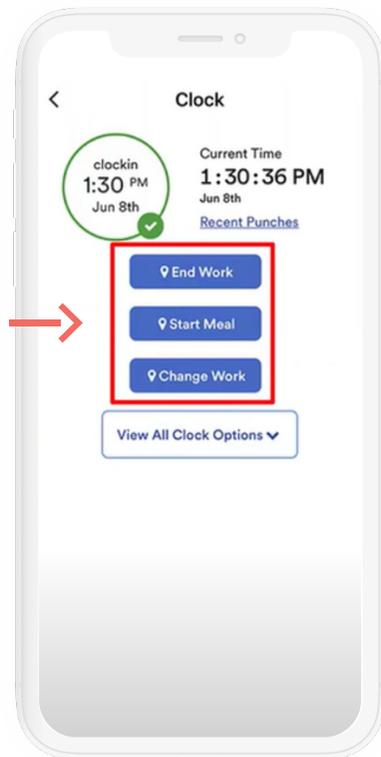
- 1 On the ADP Mobile Solutions app, to clock in and out tap on this **Clock** tile at the top.



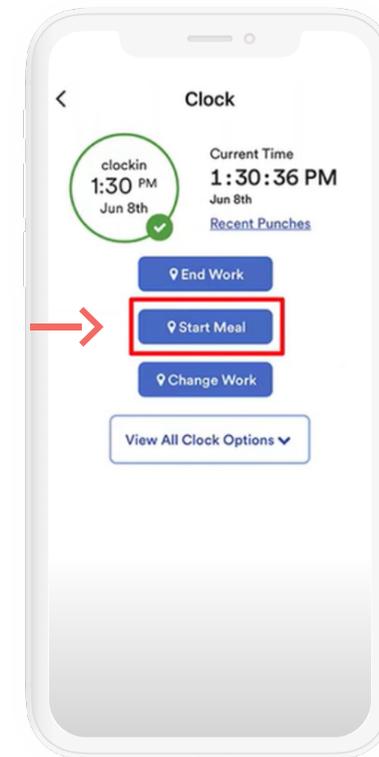
- 2 This will open a new screen with your clocking options. You can tap the **Start Work** button.



3 Once you've clocked in, the screen will now display your clocking information and provide you with updated options.



4 If you are required to take a meal break during the day, make sure you're tapping on the **Start Meal** button when you leave for your break. Then, clock back in by tapping the **Start Work** button when your break is finished.



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

