



ADP® Timekeeping Plus Scheduling Support Center Guide

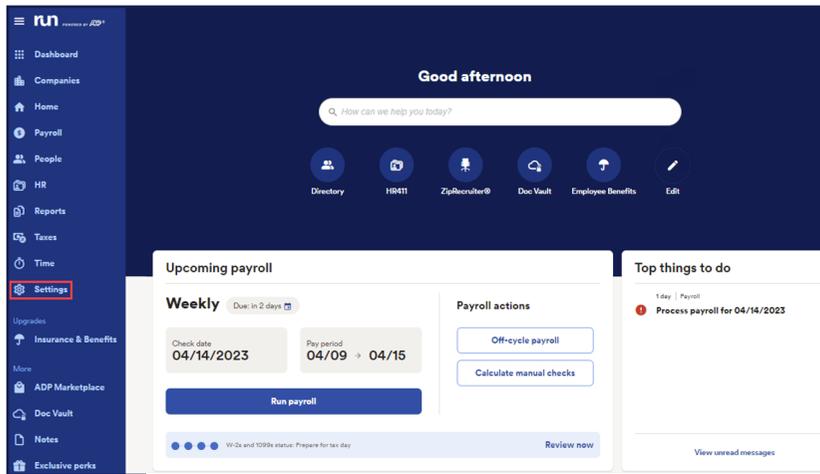
Employee settings



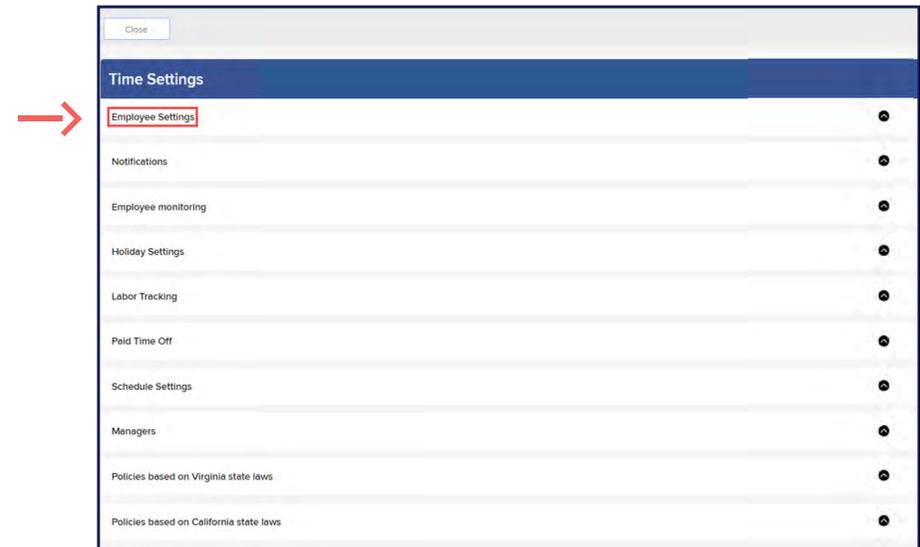
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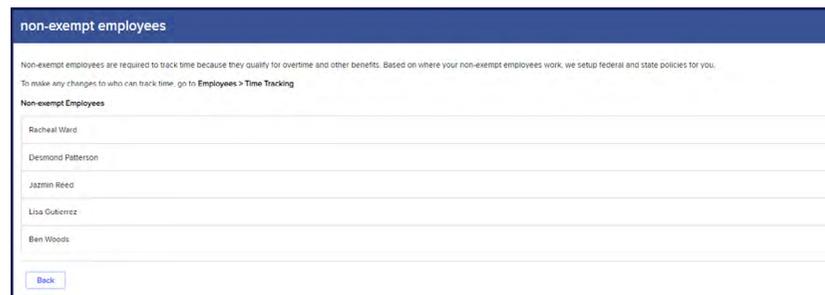
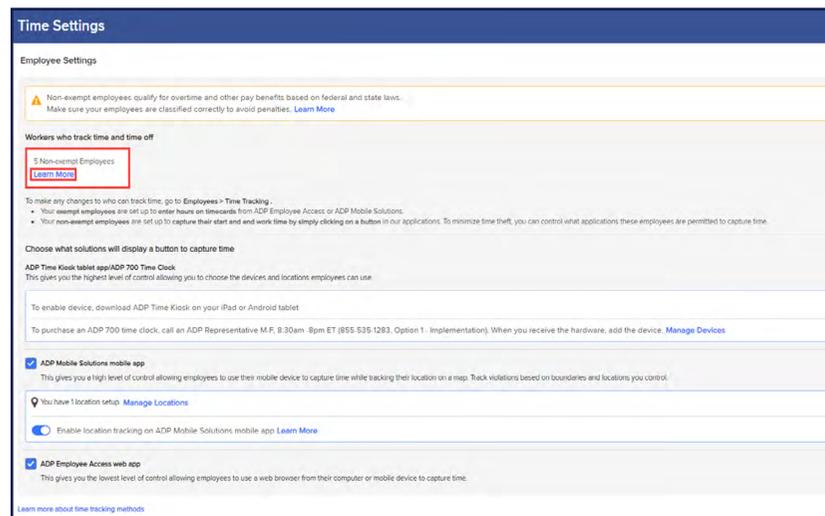
1 From RUN, navigate to the **Settings** menu and choose **Time settings**.



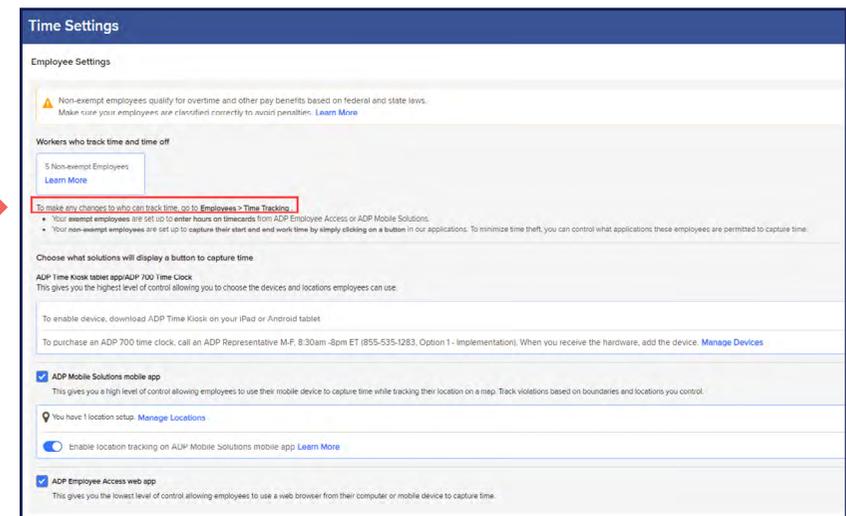
2 From here, click on **Employee Settings**. This will show you administrative options for Timekeeping Plus Scheduling that relate to the employees.



3 At the top, you will see how many employees are using Timekeeping Plus Scheduling. By clicking **Learn More**, you can see the list of employees that have time tracking enabled.



4 If you need to disable or enable time tracking for an employee, you will find that in their **Employee Profile**.



- 5 Further down, you will find the option to enable or disable time tracking for specific devices such as: **ADP Time Kiosk, ADP 700 Time Clock, ADP Mobile Solutions App, and ADP Employee Access Web App.**

