# Employee Guide - Clocking In and Out with ADP Mobile Solutions App

**Clocking In and Out**

Clock in and out to record your worked hours.

**Clocking Out for Meal Break**

Use Meal Out to record start of meal, if applicable

**Transferring Departments**

Transfer departments during your shift, if applicable

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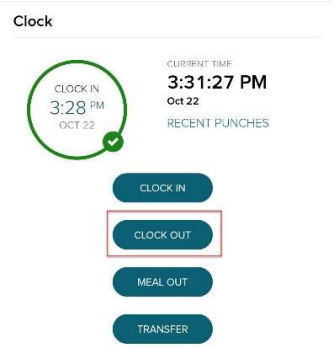
## Clocking In and Out

1. Log onto the ADP Mobile Solutions App
2. From the Mobile Dashboard, Tap the **Clock In** or **Clock Out** icon.

**-OR-**




A Successful Clock In appears as a Green Circle with a Check Mark and shows the words **CLOCK IN**.

A Successful Clock Out appears as a Grey Circle and shows the words **CLOCK OUT**.

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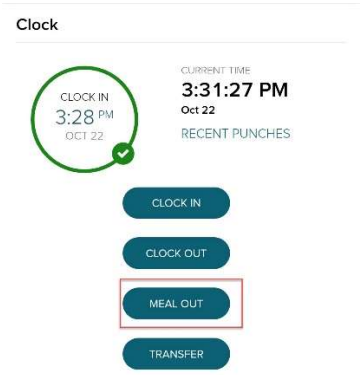
## Punching Out for Meal Break

1. From the Mobile Dashboard, Tap the **Meal Out** icon.




A Successful Meal Out appears as a Grey Circle and shows the words **LUNCHOUT**.

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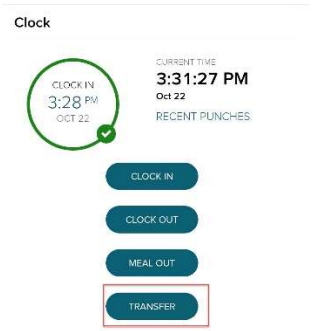
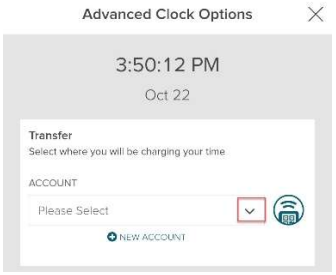
## Transferring Departments

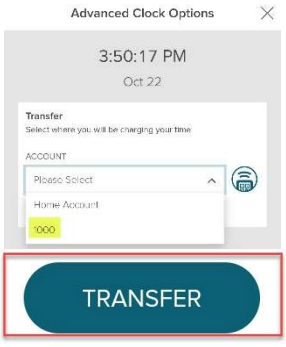
1. From the Mobile Dashboard, Tap the **Meal Out** icon.




2. From the Advanced Clock Options, Tap the **Select** icon.




3. Select appropriate department and Select **Transfer.**

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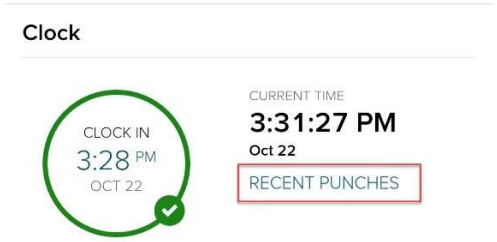
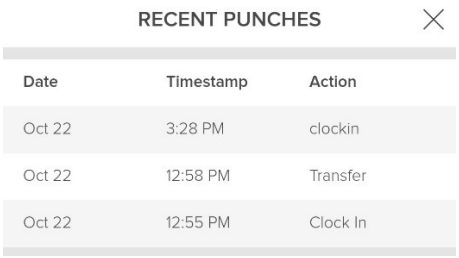
## Review Recent Punches

1. From the Mobile Dashboard, Tap the **Recent Punches** link.



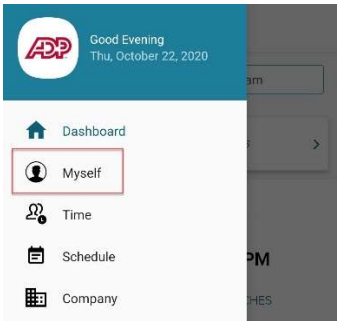

2. From the Recent Punches Screen there is a list of the most recent punches.




**-OR-**

## Review Timecard

3. From the Mobile Menu, tap **Myself**.

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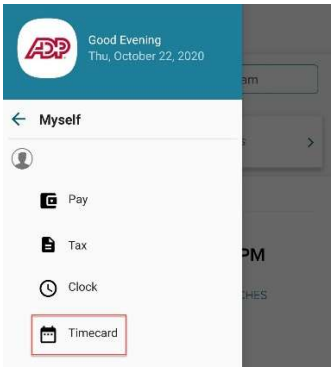
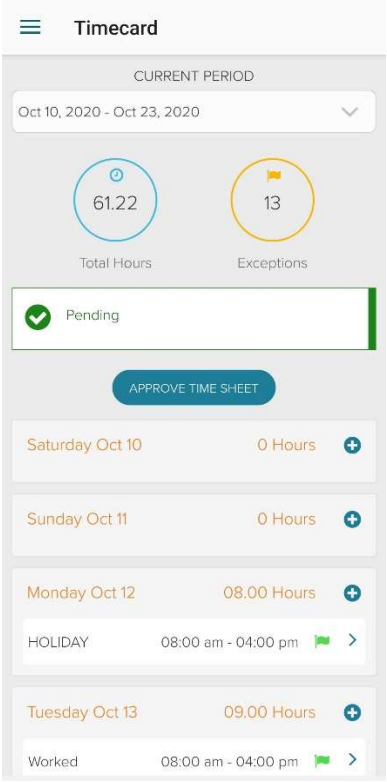
4. From the Mobile Menu, tap **Timecard**.




5. From the Timecard menu the previous, current, and next pay period timecards are accessible for viewing only by default.

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