Employee Guide - Start and End Work With Department Transfers

Start and End Work Through MyADP

1. Log into myaccess.adp.com

2. To begin your shift, navigate to the clock tile on the MyADP dashboard, and select **Start Work**.
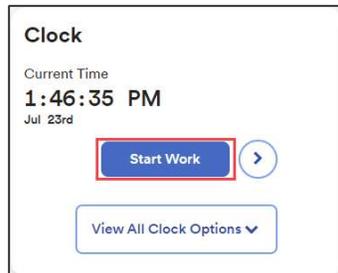
3. For employee to end their shift, navigate to the clock tile, and select the **End Work** icon.
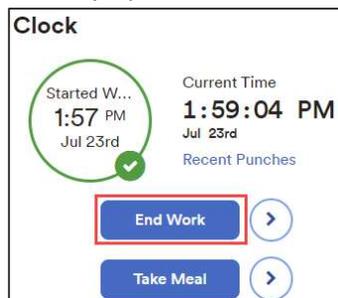
Punching Out for a Meal Break

1. From the MyADP Dashboard, navigate to the clock tile, and Select the **Take Meal** icon.
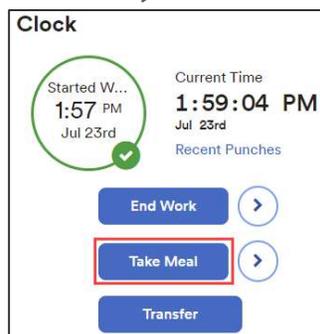
2. For employee to return from their meal, navigate to the clock tile, and Select the **Start Work** icon.
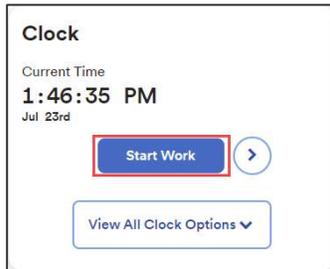
Transferring Departments

1. From the MyADP Dashboard, navigate to the clock tile, and select the **Transfer** icon.

Alternatively: Select **View all Clock Options** and choose **Transfer.**

-OR-

2. From the Transfer Menu, Tap the **Expansion Arrow** to choose the appropriate Department.
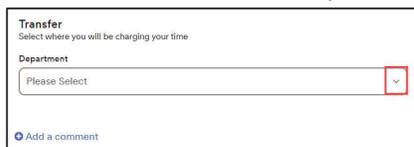
3. Hit **Transfer icon** to submit a department change.
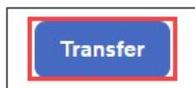
Review Recent Punches

1. From the MyADP Dashboard, navigate to the clock tile, and Select **Recent Punches**.

    transfer ⓘ
    4:28 PM
    Jun 8th
    ✓

    Current Time
    4:28:22 PM
    Jun 8th
    Recent Punches
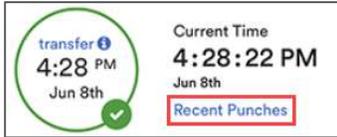
2. From the Recent Punches Screen there is a list of the most recent punches.

    ← Clock

    Recent Punches ✕

Date	Timestamp	Action
May 26th	10:23 PM	Start Work

-OR-

Review Timecard

From the MyADP Dashboard, navigate to the timecard tile, and select the **arrow** to open your timecard.

Timecard >

July 18, 2022 - July 31, 2022

Total Hours	0:04 HRS

🚩 There is 1 warning flagged

3. From the Timecard menu the current, and next pay period timecards are accessible for viewing only by default.   To view your exact punches, select the day you wish to review.

Monday	Tuesday	Wednesday	Thursday	Friday	Saturday	Sunday
18	19	20	21	22	23	24
7.50 HRS 🚩	8.00 HRS 🚩	7.50 HRS 🚩		7.50 HRS 🚩	4.50 HRS 🚩	

    The Time Entry window will show all punches for that day.

In Time	Out Time
08:00 AM	01:00 PM

    Total Hours
    4.50

    🚩 Supervisor Approval Required

Adding Employee Notes

Please check with your manager to determine if employee notes are active for your profile.

1. From the MyADP Dashboard, navigate to the clock tile, and prior to recording your punch select the arrow next to the punch type.

2. From the comment window, expand Reason by selecting the arrow.

3. Choose the edit reason that best represents your note category.

4. Enter your comment in the box and select your punch type icon to submit.
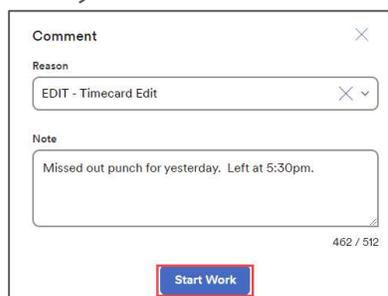
Start and end Work on ADP Time & Attendance

1. To begin your shift, start from the My Time Dashboard, and click the **Clock In** icon.
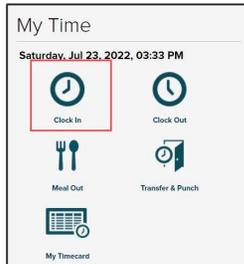
When punch is accepted, an "Operation Successful" Message displays.

2. To end your shift, click the **Clock Out** icon.
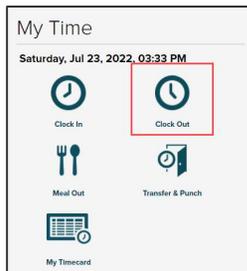
Punching Out for a Meal Break

1. To start your meal, begin at the My Time Dashboard, and click the **Meal Out** icon. (Note: Not all Employers will use this feature)
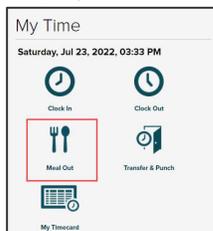
To return from your meal, select the **Clock In** icon.
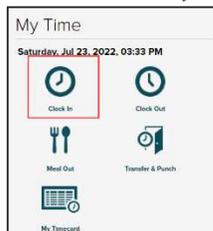
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Transferring Departments

1. To start working in another department, start from the My Time Dashboard, and click the **Transfer & Punch** icon.
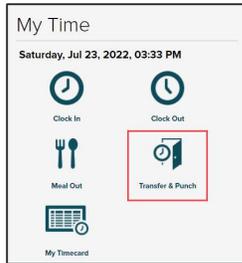
2. From the Transfer & Punch page, select the **department** from the drop-down box.
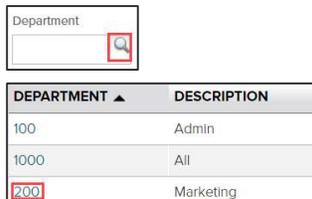
3. Click the **Save** Icon to complete your request.
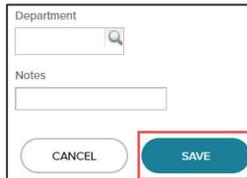
Reviewing Your Recent Punches

1. From the My Time Dashboard, review the most recent punches at the bottom of the tile.

-OR-
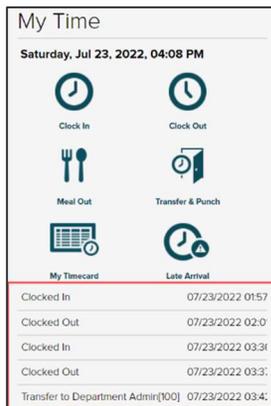
Reviewing Your Timecard

1. From the My Time Dashboard, select the **My Timecard** icon.
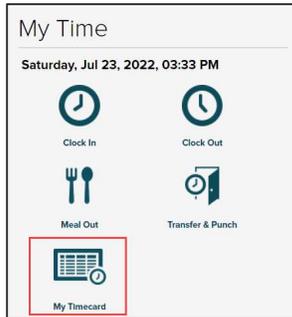
Timecards can be viewed for the Previous, Current, and next Pay Period.

2. On the Timecard page, select the 3-line menu icon on the Tab, and select **Print Timecard**.
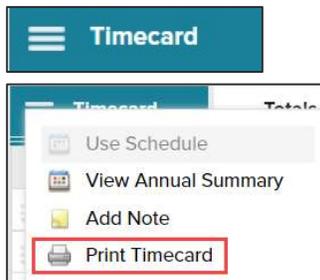
Have any questions about your timecards? Please see your manager.