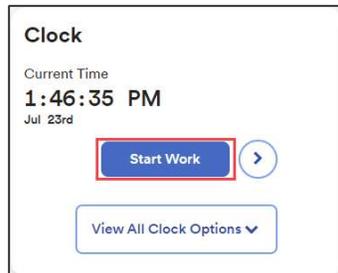


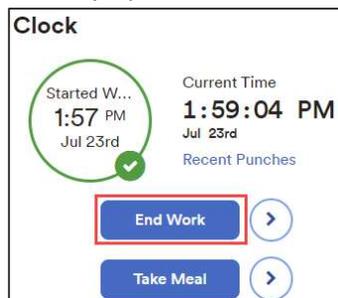
Employee Guide - Start and End Work With Department Transfers

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**.

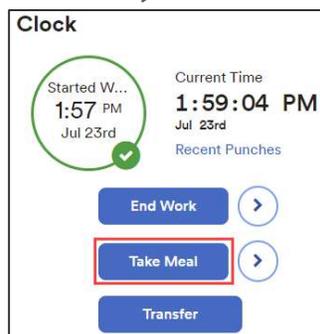


3. For employee to end their shift, navigate to the clock tile, and select the **End Work** icon.



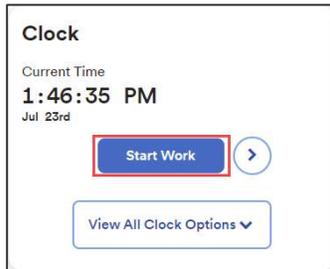
Punching Out for a Meal Break

1. From the MyADP Dashboard, navigate to the clock tile, and Select the **Take Meal** icon.



Employee Guide - Start and End Work With Department Transfers

2. For employee to return from their meal, navigate to the clock tile, and Select the **Start Work** icon.



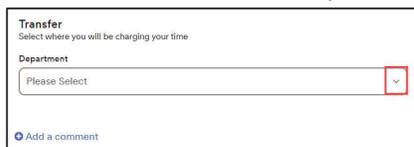
Transferring Departments

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

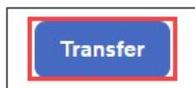
Alternatively: Select **View all Clock Options** and choose **Transfer**.



2. From the Transfer Menu, Tap the **Expansion Arrow** to choose the appropriate Department.



3. Hit **Transfer icon** to submit a department change.

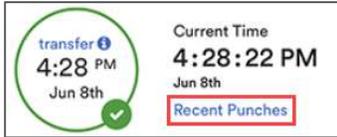




Employee Guide - Start and End Work With Department Transfers

Review Recent Punches

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



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



-OR-

Review Timecard

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



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.



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

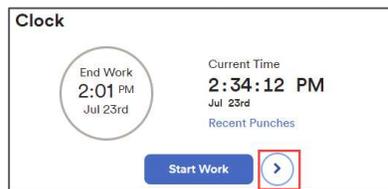


Employee Guide - Start and End Work With Department Transfers

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.



The screenshot shows the 'Clock' interface. On the left, a circular clock face displays 'End Work 2:01 PM Jul 23rd'. On the right, it shows 'Current Time 2:34:12 PM Jul 23rd' and 'Recent Punches'. At the bottom, there is a blue 'Start Work' button and a red-bordered square containing a right-pointing arrow.

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



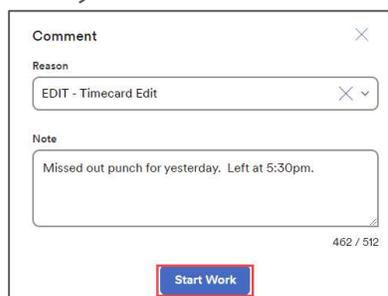
The screenshot shows a 'Comment' window with a close button (X) in the top right. Below the title is a 'Reason' dropdown menu with the text 'Please Select' and a red-bordered arrow icon on the right side.

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



The screenshot shows a list of reasons for a punch: 'EDIT - Timecard Edit', 'INEARLY - In Early at Timeclock', 'INLATE - In Late at Timeclock', 'OUTEARLY - Out Early at Timeclock', and 'OUTLATE - Out Late at Timeclock'.

4. Enter your comment in the box and select your punch type icon to submit.

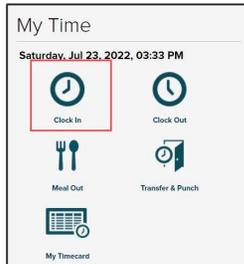


The screenshot shows the 'Comment' window with the 'Reason' dropdown set to 'EDIT - Timecard Edit'. Below it is a 'Note' text area containing the text 'Missed out punch for yesterday. Left at 5:30pm.' and a character count '462 / 512'. At the bottom is a blue 'Start Work' button with a red border.

Employee Guide - Start and End Work With Department Transfers

Start and end Work on ADP Time & Attendance

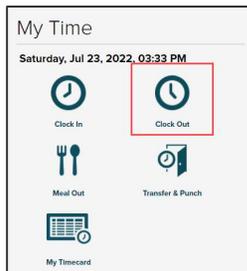
1. To begin your shift, start from the My Time Dashboard, and click the **Clock In** icon.



When punch is accepted, an "Operation Successful" Message displays.

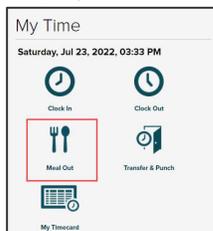


2. To end your shift, click the **Clock Out** icon.

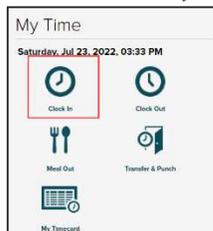


Punching Out for a Meal Break

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)



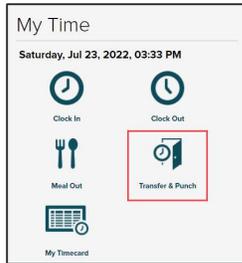
To return from your meal, select the **Clock In** icon.



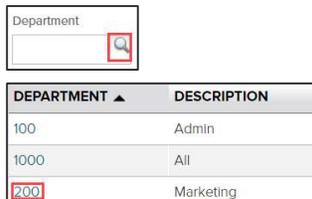
Employee Guide - Start and End Work With Department Transfers

Transferring Departments

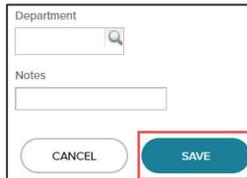
1. To start working in another department, start from the My Time Dashboard, and click the **Transfer & Punch** icon.



2. From the Transfer & Punch page, select the **department** from the drop-down box.

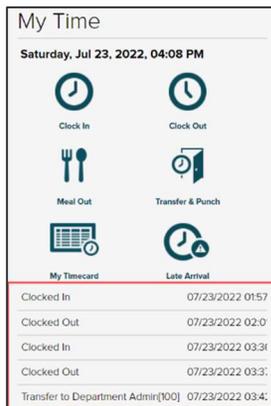


3. Click the **Save** Icon to complete your request.



Reviewing Your Recent Punches

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

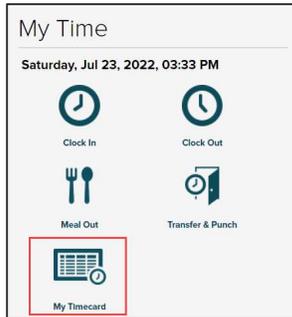


-OR-

Employee Guide - Start and End Work With Department Transfers

Reviewing Your Timecard

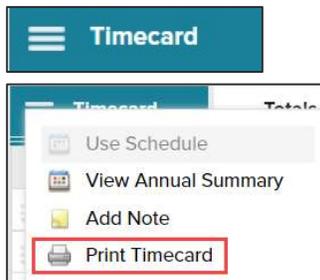
1. From the My Time Dashboard, select the **My Timecard** icon.



Timecards can be viewed for the Previous, Current, and next Pay Period.

Timecard		Totals	Schedule	Supplemental Pay Codes	A
WEEK 1		IN - OUT	PAY CODE	HOURS	DEPARTMENT
Mon	07/18	08:00 AM - 04:00 PM		7.50	
Tue	07/19	09:00 AM - 05:00 PM	VACATION	8.00	
Wed	07/20	08:00 AM - 04:00 PM		7.50	
Thu	07/21	-		0.00	
Fri	07/22	08:00 AM - 04:00 PM		7.50	
Sat	07/23	08:00 AM - 01:00 PM		4.50	
	07/23	03:36 PM - 03:42 PM		0.10	
	07/23	03:42 PM -		0.00	100
Sun	07/24	-		0.00	

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.