# Employee Guide – General Clocking In & Out

## To Record Your Time Using the Clocking Icons

1. Navigate to **ezlm.adp.com**, Enter Client Database name, if necessary, Enter User ID and Password to log in.
2. From My Home, click the appropriate icon:
   - **Clock In:** Use any time you are starting or resuming work.
   - **Clock Out**: Use when you are ending work.
   - **Lunch Out:** Your company may require you to use this icon when stopping work for lunch.
   - **Transfer:** Use in place of Clock In if you need to record a different department

**Note:** Some companies require employees to use the Lunch Out icon when clocking out for lunch, while others require employees to use the Clock Out icon. If you are not sure which icon to use, contact your supervisor.

3. A "Successful" message will appear once time has been recorded.

## To Transfer into a Different Department:

1. From My Home, click the **Transfer** icon:

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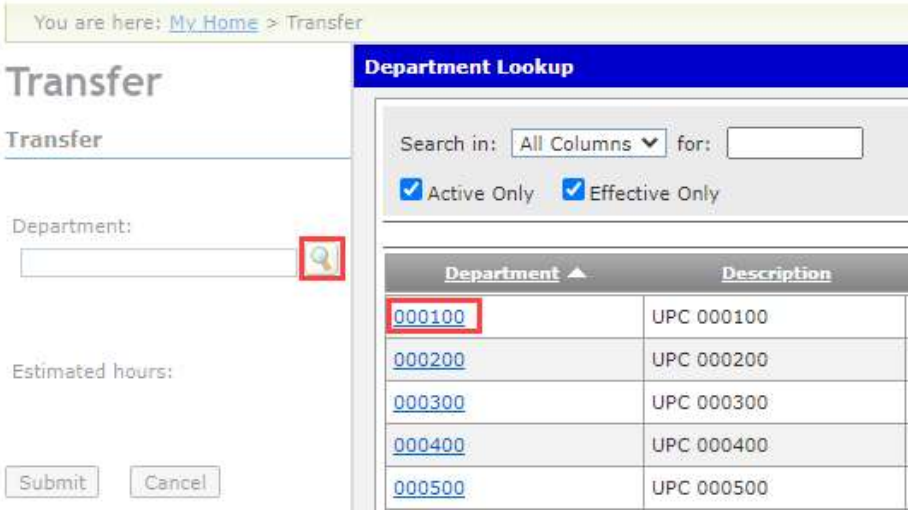
# Employee Guide – General
# Clocking In & Out

2. From the Transfer page, choose the magnifying glass and select the number that corresponds to the department you are transferring to. Hit Submit



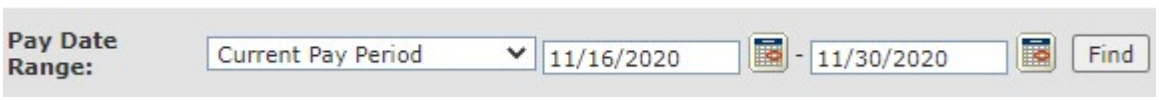

3. Hit submit again to finalize transfer.

## To View Your Timecard on the Timecard

1. From My Home, click **My Timecard** from the left navigation bar or the **My Timecard** icon.

**Note:** As a clocking employee, you can view your timecard but you cannot make any changes to it.

2. From the Pay Date Range menu on the My Timecard page, select the time frame for which you want to view your time.

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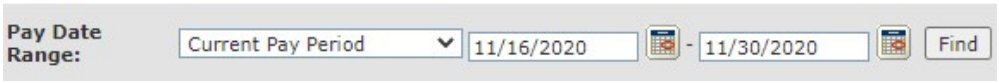
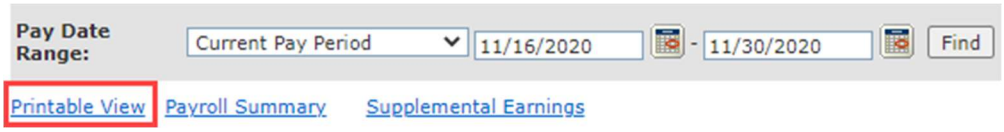
## To Print Your Timecard

1. From My Home, click **My Timecard** from the left navigation bar or the **My Timecard** icon.

2. From the Pay Date Range menu on the My Timecard page, select the time frame for which you want to view your time.

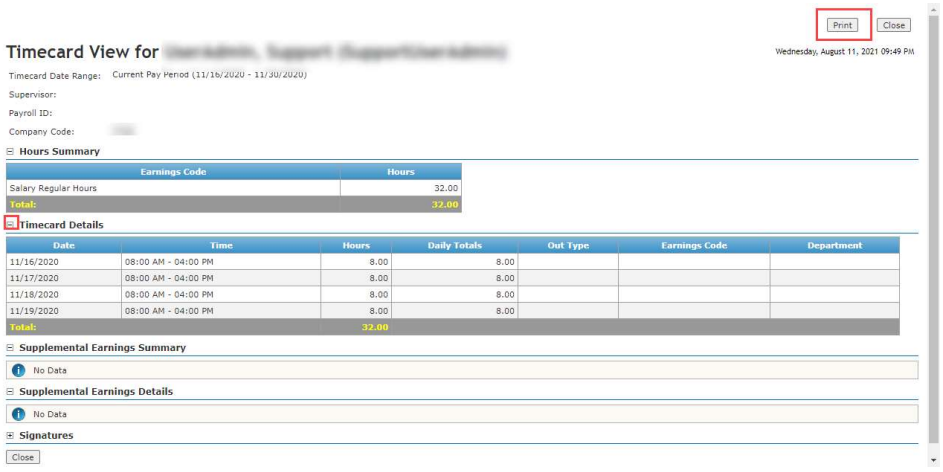



3. Click Printable View.




4. In the Printable View window, expand or collapse the categories as desired. Only expanded categories will be printed.

5. Click Print

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