

Administration: Managing Geo Location Restrictions

Objectives:

- Adding specific Geographical locations to Time and Attendance
- Assigning Geo locations either globally or on a per employee Basis
- Deactivating unused Geo locations

RUN Practitioners: Log into runpayroll.adp.com and click on Time  from the left navigation bar
TLM Practitioners: Log into Time and Attendance through <https://time.adp.com>

Geo Location Setup:

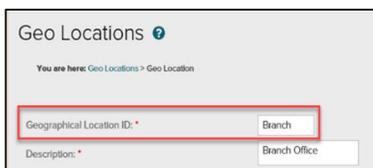
1. Select **Setup > Location Settings > Mobile Geo Locations**



2. Click **Add New**

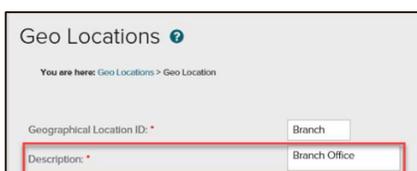


3. Enter the **Location ID**. (this is what shows when you look at reports, should be kept short)



The screenshot shows the 'Geo Locations' form. The 'Geographical Location ID: *' field is highlighted with a red box. Other fields include 'Branch', 'Description: *', and 'Branch Office'.

4. Enter the **Description**. (i.e., use full addresses or Austin Office)



The screenshot shows the 'Geo Locations' form. The 'Description: *' field is highlighted with a red box. Other fields include 'Geographical Location ID: *', 'Branch', and 'Branch Office'.

Administration: Managing Geo Location Restrictions

5. Enter the **Address**



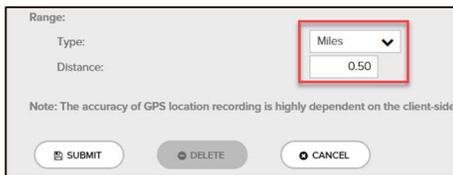
6. Once the Address has been entered click **Get Coordinates**



7. If the search results in multiple locations appearing, select the best address that represents your location. Hit **Select** to save address



8. Under the Range section enter **Miles** or **Meters** for the type and choose your radius around the created point. For best practice, distance is best at no less than **.5 miles**.



Companywide Location Restriction

1. Select **Setup > Location Settings > Mobile Access Locations**.



Administration: Managing Geo Location Restrictions

- To add a Geographical Location, click the **plus** icon.
To remove a Geographical Location, select the location and click the **minus** icon.



Geographical Locations:

Bypass all Geo Location Assignments and accept all transactions from anywhere

- In the dialogue box that appears **click the checkbox** next to each location you wish to **add**.

<input type="checkbox"/>	GEO LOCATION ID ▲	DESCRIPTION
<input checked="" type="checkbox"/>	Branch	Branch Office

- When you are finished click **Submit** to confirm your selection(s).

Employee Geo Location Activation:

- From the RUN home page select **People**  **People** from the left navigation bar.
- Navigate to the employee and select **Time Tracking**



Personal Information

Employee info

Employment info

Terminate Employee

Payroll

Tax info

Payroll info

Time Tracking

Personal info -

Basic info

First name *

Middle Initial

Last name *

- Switch the toggle for the question **“Is this employee limited from using mobile time tracking to a specific location(s)?”** to yes.



Is this employee limited from using mobile time tracking to specific locations?

YES

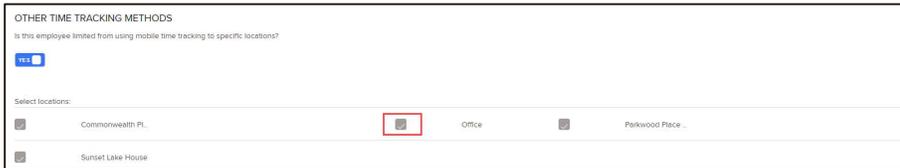
Administration: Managing Geo Location Restrictions

- Under Select Locations choose **Select All** to restrict employees to all locations assigned in ADP Time and Attendance.
Alternatively, **Individually select** each location.



The screenshot shows a horizontal selection bar with the title "Select locations:". It contains three items: a blue square with a white checkmark and the text "Select All", a blue square with a white checkmark and the text "New Jersey Office", and a blue square with a white checkmark and the text "Virginia Office".

- Unable to change location options? Access Time and Attendance to visit the **mobile access locations** section under Setup and Location Settings. Any location added to the geographical locations list is automatically assigned to all employees.



The screenshot shows a section titled "OTHER TIME TRACKING METHODS" with the question "Is this employee limited from using mobile time tracking to specific locations?". Below the question is a blue "YES" button. Underneath is a "Select locations:" section with a list of locations, each with a checkbox: "Commonwealth Pl.", "Office", "Parkwood Place", and "Sunset Lake House". The "Office" checkbox is highlighted with a red box.

- To **deactivate** the feature just toggle the "is this employee..." question back to **no**.