Mobile Guide – Group Clocking with the ADP Mobile Solutions App

Objective:

- Using Group Clocking to clock multiple employees in and out for the day.
- Using Group Clocking to transfer multiple employees to another department for the day.

Group Clocking through ADP Mobile Solutions App

1. Log onto ADP Mobile Solutions App.

2. From the Dashboard navigate to **More**.

3. Tap **Group Clocking**.
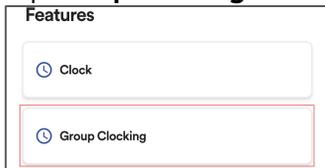
4. To clock an employee in or out from the Group Clocking page, **check** the box next to each employee's name and Tap **Punch**.
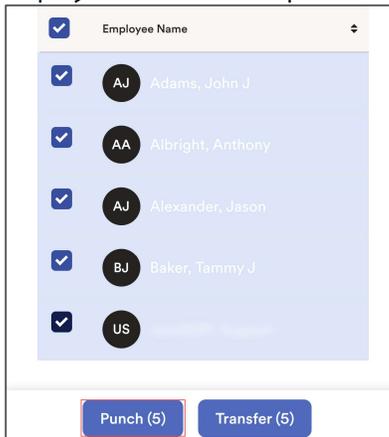
A confirmation message will appear at the top indicating how many employees, date, and time the punches were accepted.

You clocked 5 employees for Today, June 16th at 9:35:23 AM.

Transferring Departments with Group Clocking

1. From the Group Clocking page, select employees and click **Transfer.**
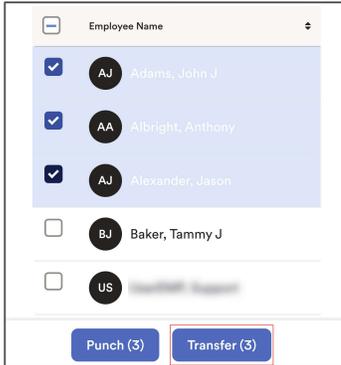
2. The Account Transfer pop up window will appear with a list of your departments.
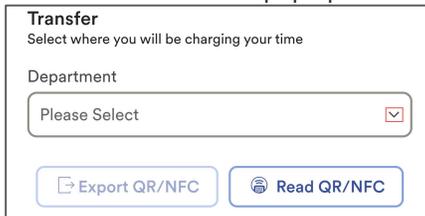
3. Tap the **Department** number, click **Select**.
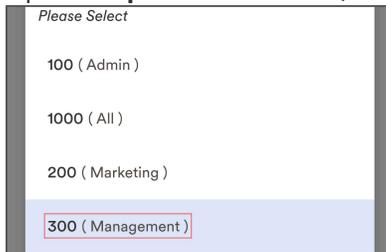
4. Click **Transfer** to finalize

   Reminder: Transfers count as an in punch and should not be used if clocking out.

A confirmation message will appear at the top indicating how many employees, date, and time the transfers were accepted.