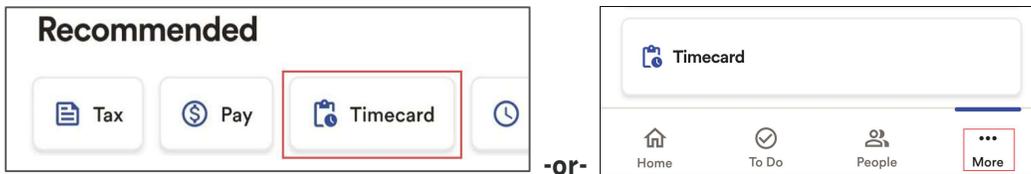


Mobile Guide - Recording In and Out Times

Recording In and Out Times

1. Log into the **ADP Mobile Solutions App**.
2. Select the **Timecard** option from the Recommended options.

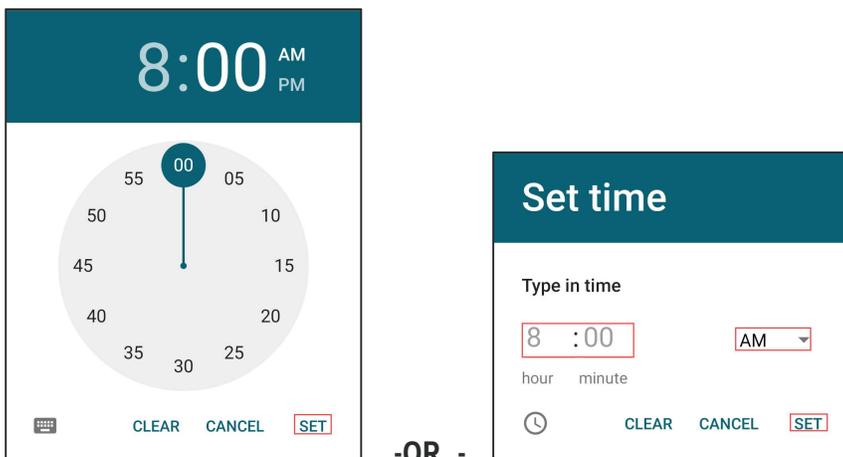
Alternatively, navigate to **More** and select **Timecard**



3. To record in and out times to the timecard, select the **plus icon** on the day worked.

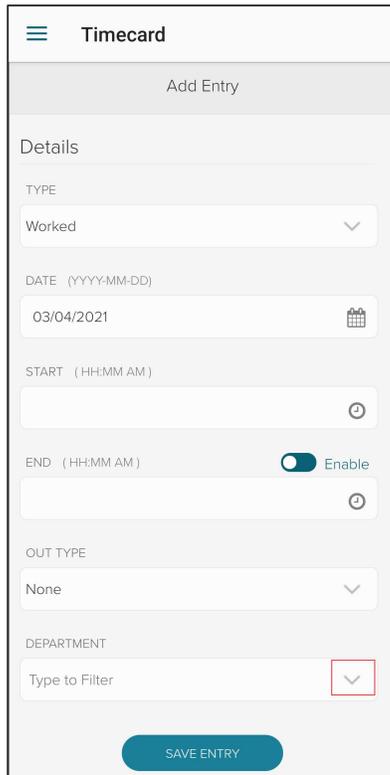


4. On the Add Entry screen, tap the Hours field, enter time using the Clock or pressing the Keyboard icon  in the bottom left-hand corner. Tap **SET** to save time.



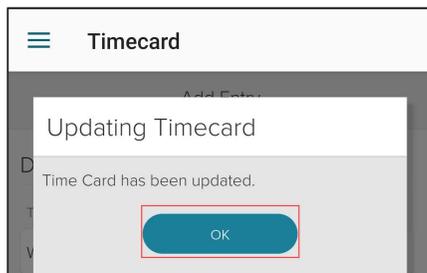
Mobile Guide - Recording In and Out Times

5. Verify **Pay code, Start and End Time, Meal Punch, and Department**. Tap **Save Entry**.



The screenshot shows the 'Timecard' app interface. At the top, there is a menu icon and the title 'Timecard'. Below this is a header 'Add Entry'. The main section is titled 'Details' and contains several input fields: 'TYPE' with a dropdown menu set to 'Worked'; 'DATE (YYYY-MM-DD)' with a text field containing '03/04/2021' and a calendar icon; 'START (HH:MM AM)' with a time picker icon; 'END (HH:MM AM)' with a toggle switch labeled 'Enable' and a time picker icon; 'OUT TYPE' with a dropdown menu set to 'None'; and 'DEPARTMENT' with a text field containing 'Type to Filter' and a dropdown arrow. At the bottom of the form is a blue button labeled 'SAVE ENTRY'.

6. On the Updating Timecard pop-up, Tap **OK** to save entry.

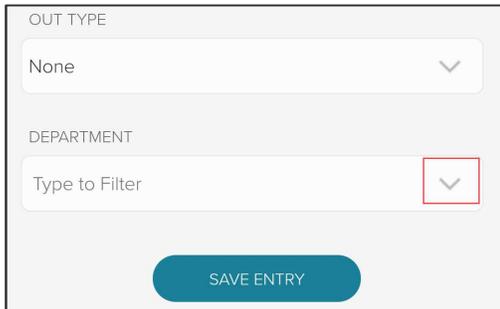


The screenshot shows a pop-up dialog titled 'Updating Timecard'. The dialog has a white background and a grey border. It contains the text 'Time Card has been updated.' and a blue button labeled 'OK' at the bottom. The background of the app is dimmed and partially visible.

Mobile Guide - Recording In and Out Times

Transferring Departments

1. From the Add Entry screen, **expand** the drop-down box for the **Department** field.

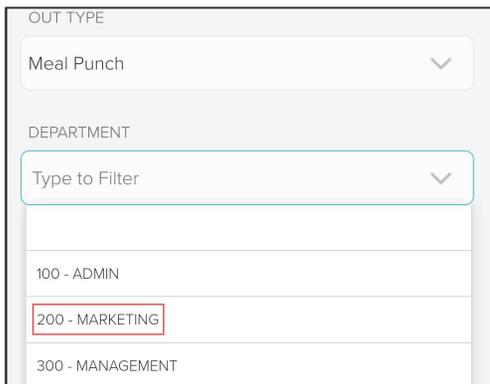


OUT TYPE
None

DEPARTMENT
Type to Filter

SAVE ENTRY

2. From the Transfer drop-down menu, Tap the Department associated with your time.



OUT TYPE
Meal Punch

DEPARTMENT
Type to Filter

100 - ADMIN

200 - MARKETING

300 - MANAGEMENT

3. Hit **Save Entry** to submit department.



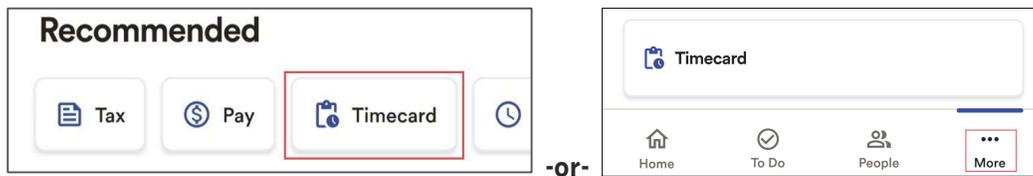
SAVE ENTRY

Mobile Guide - Recording In and Out Times

Review Timecard

1. Select the **Timecard** option from the Recommended options.

Alternatively, navigate to **More** and select **Timecard**



2. From the Timecard menu the previous, current, and next pay period timecards are accessible for viewing only by default.

