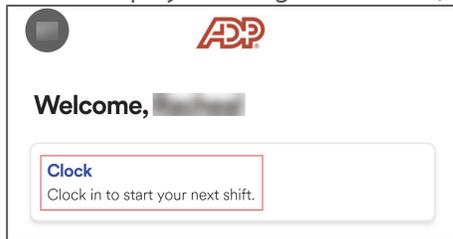


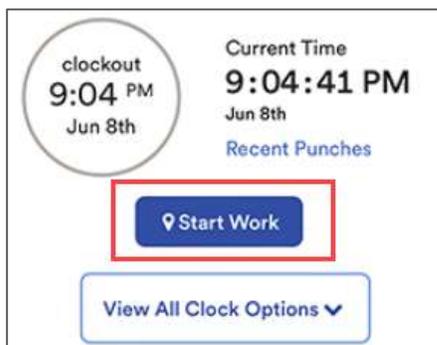
Mobile Guide- Start and End Work with Department Transfers

Start and End Work with Mobile App

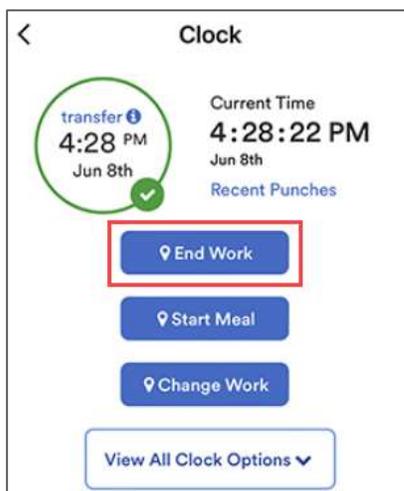
1. Log onto the **ADP Mobile Solutions App**.
2. For the employee to begin their shift, Tap on **Clock**.



3. Tap on the **Start Work** icon.



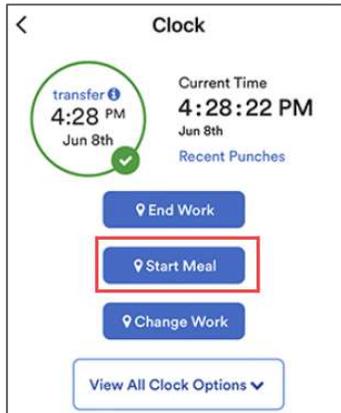
4. For employee to end their shift, Tap on Clock, and select the **End Work** icon.



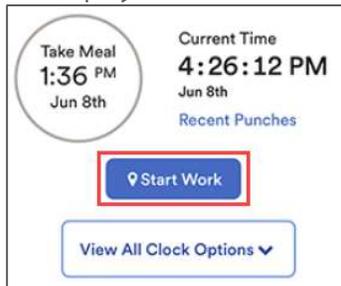
Mobile Guide- Start and End Work with Department Transfers

Punching Out for Meal Break

1. From the Mobile Dashboard, Tap on Clock, and Select the **Start Meal** icon.

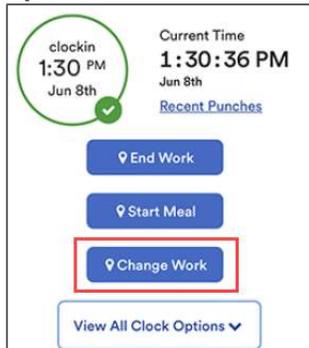


2. For employee to return from their meal, Tap on Clock, and Select the **Start Work** icon.

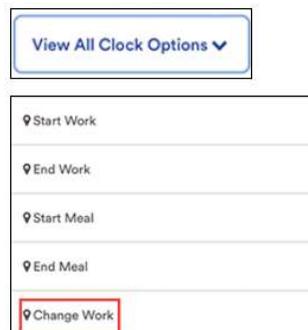


Transferring Departments

1. From the Mobile Dashboard, Tap on Clock, and the **Change Work (Transfer)** or **View all Clock Options** and choose **Change Work**.



-OR-

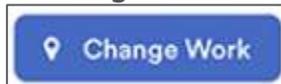


Mobile Guide- Start and End Work with Department Transfers

- From the Change Work Menu, Tap the **Expansion Arrow** to choose the appropriate Department.

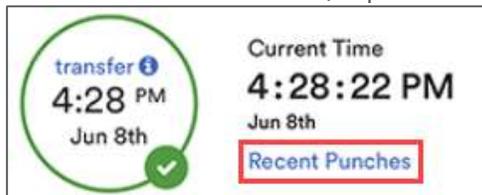


- Hit **Change Work** to submit department change.

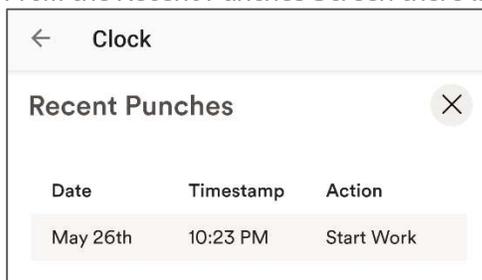


Review Recent Punches

- From the Mobile Dashboard, Tap on Clock, and Select **Recent Punches**.



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

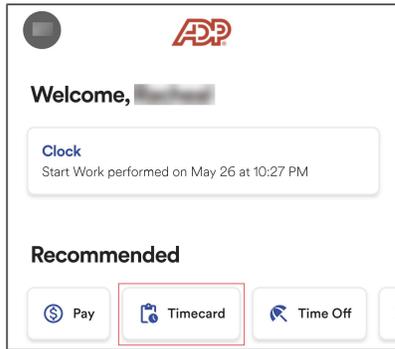


-OR-

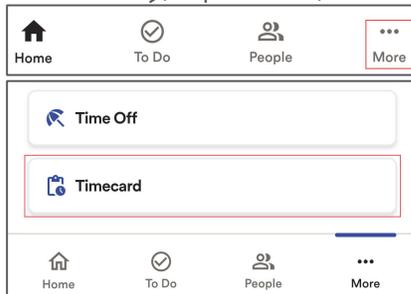
Mobile Guide- Start and End Work with Department Transfers

Review Timecard

- From the Mobile Dashboard, Select **Timecard** under Recommended.



Alternatively, Tap on More, and Select **Timecard**



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

