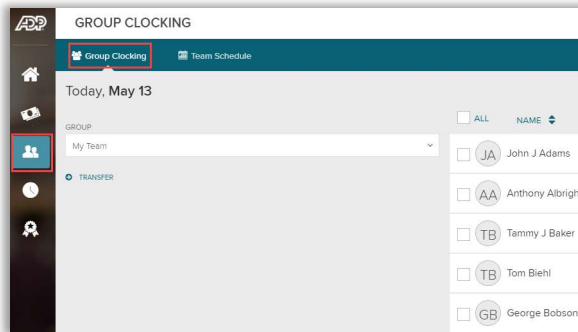# Supervisor Guide – Group Clocking Through MyADP & ADP Mobile Solutions App

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 MyADP

1. Log onto myaccess.adp.com.

2. From the MyADP Dashboard navigate to **My Team > Group Clocking.**

3. To clock and employee in or out from the Group Clocking page, **check** the box next to each employee's name.
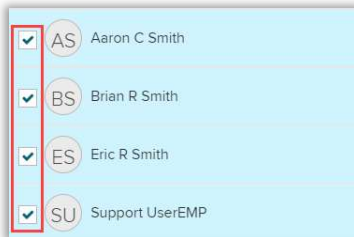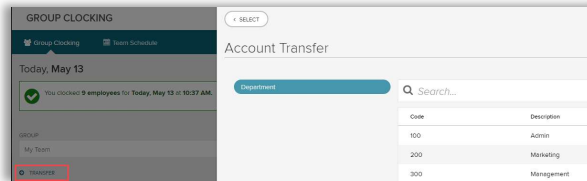

4. Hit **Clock** to finalize.

A confirmation message will appear at the top indicating how many employees, date, and time the punches were accepted.
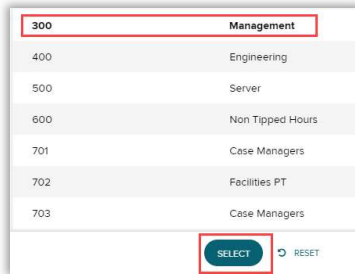
Supervisor Guide – Group Clocking Through MyADP & ADP Mobile Solutions App

Transferring Departments with Group Clocking through MyADP

1. From the Group Clocking page, click **Transfer.** The Account Transfer pop up window will appear with a list of your departments.
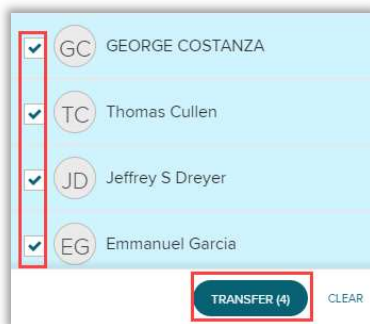
2. Tap the **Department** number, click **Select**.

300	Management
400	Engineering
500	Server
600	Non Tipped Hours
701	Case Managers
702	Facilities PT
703	Case Managers

SELECT   ↺ RESET

3. Select the employees to transfer into that department, Click **Transfer**.
   Reminder: Transfers count as an in punch and should not be used if clocking out.
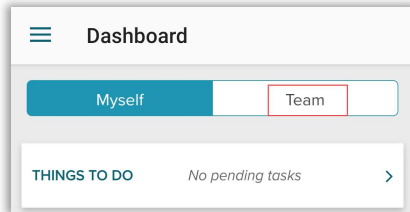
A confirmation message will appear at the top indicating how many employees, date, and time the transfers were accepted.
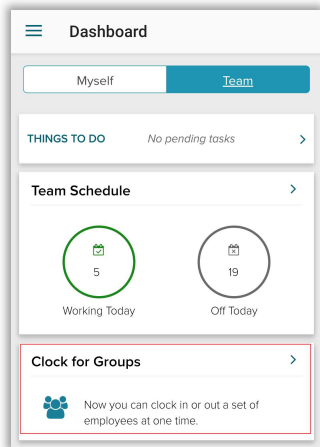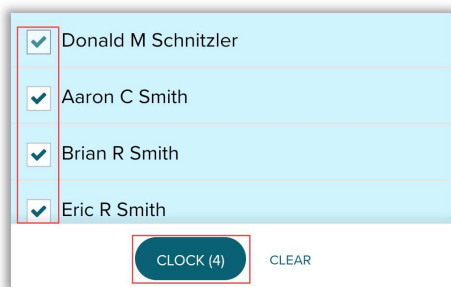
Group Clocking through ADP Mobile Solutions App

1. Log onto ADP Mobile Solutions App.

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

	Dashboard
Myself	Team

THINGS TO DO	*No pending tasks*	>

3. Tap **Clock for Groups**.

	Dashboard
Myself	**Team**

THINGS TO DO	*No pending tasks*	>

    Team Schedule >

    5 — Working Today   19 — Off Today

    Clock for Groups >
    Now you can clock in or out a set of employees at one time.

4. To clock and employee in or out from the Group Clocking page, **check** the box next to each employee's name and Tap **Clock**.
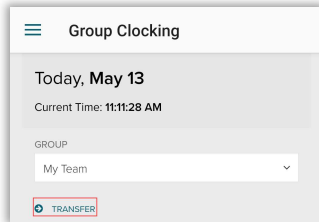
    - ✔ Donald M Schnitzler
    - ✔ Aaron C Smith
    - ✔ Brian R Smith
    - ✔ Eric R Smith

    CLOCK (4)   CLEAR

    A confirmation message will appear at the top indicating how many employees, date, and time the punches were accepted.
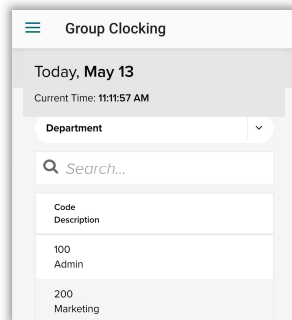
    ✅ You clocked **4 employees** for **Today, May 13** at **11:11 AM.**

Transferring Departments with Group Clocking through ADP Mobile Solutions App

1. From the Group Clocking page, click **Transfer.**

   ☰ Group Clocking

   Today, **May 13**
   Current Time: **11:11:28 AM**

   GROUP

   My Team ⌄

   ⊕ TRANSFER

2. The Account Transfer pop up window will appear with a list of your departments.

   ☰ Group Clocking

   Today, **May 13**
   Current Time: **11:11:57 AM**

   Department ⌄

   🔍 *Search...*

   Code
   Description

   100
   Admin

   200
   Marketing

3. Tap the **Department** number, click **Select**.

   500
   Server

   600
   Non Tipped Hours

   701
   Case Managers

   SELECT ↻ RESET

4. Select the employees to transfer into that department, Click **Transfer**.
   Reminder: Transfers count as an in punch and should not be used if clocking out.

   ✔ Anthony Albright

   ✔ Tammy J Baker

   ✔ Tom Biehl

   ✔ George Bobson

   ✔ Edward Carroll

   TRANSFER (5) CLEAR

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

   ✅ You clocked **5 employees** for **Today,**
   May 13 at **11:12 AM.**