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Clocking In and Out in ADP® Time & Attendance

Clocking In and Out

Clock in and out to record your worked hours.

Transferring Departments

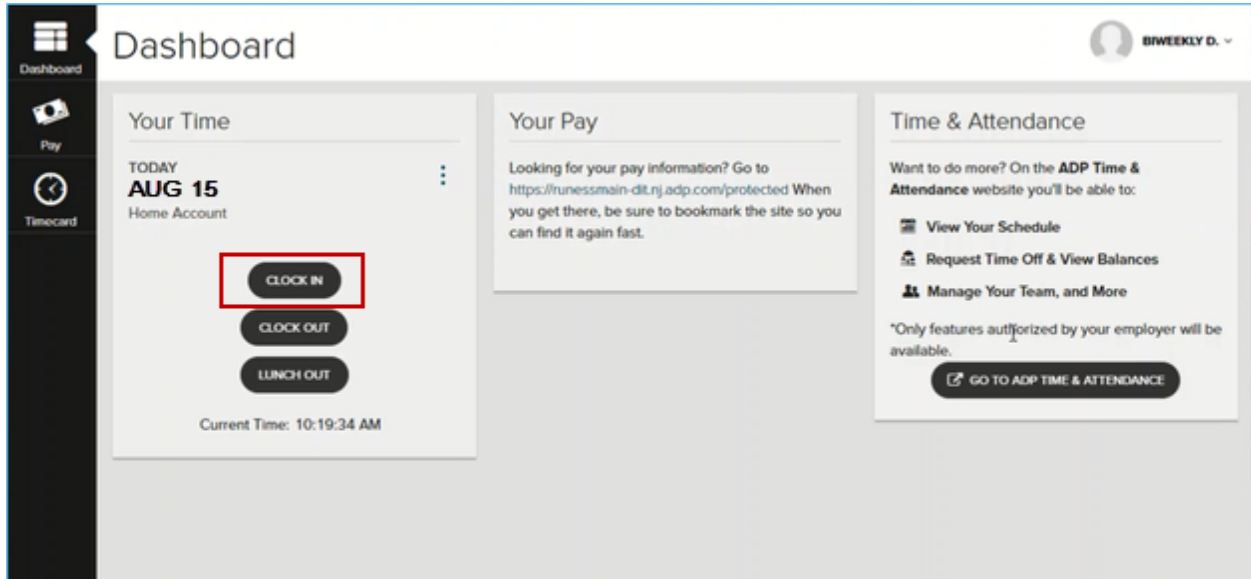
Transfer departments during your shift, if applicable.

Printing Your Timecard

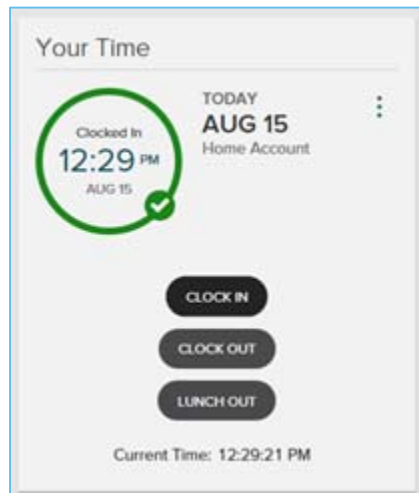
Print a hard copy of your timecard.

Clocking In and Out

1. On the Dashboard, in the **Your Time** tile, click the **Clock In** icon.



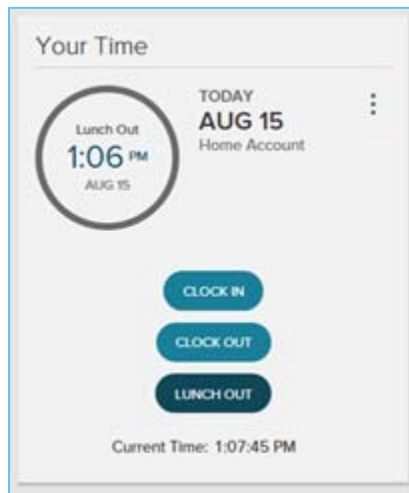
2. The tile displays the time and date that you clocked in.



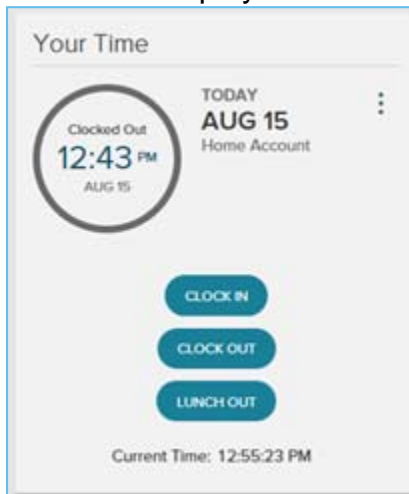


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3. To clock out for lunch, click **Lunch Out**. The tile displays the time that you lunched out.

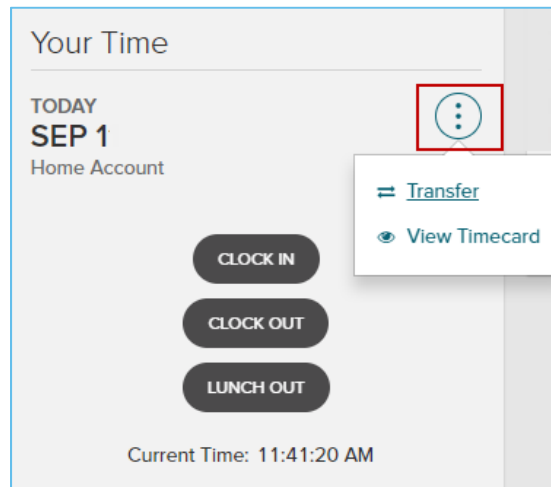


4. To clock out, click **Clock Out**. The tile displays the time that you clocked out.

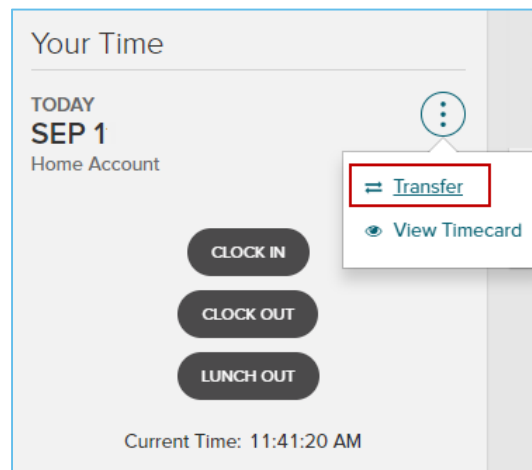


Transferring Departments

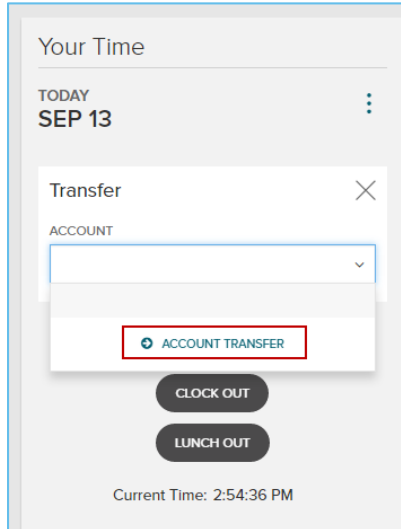
1. In the **Your Time** tile, click the **Action** icon.



2. Click **Transfer**.



3. In the **Account** field, click the down arrow and then click **Account Transfer**.



Your Time

TODAY
SEP 13

Transfer

ACCOUNT

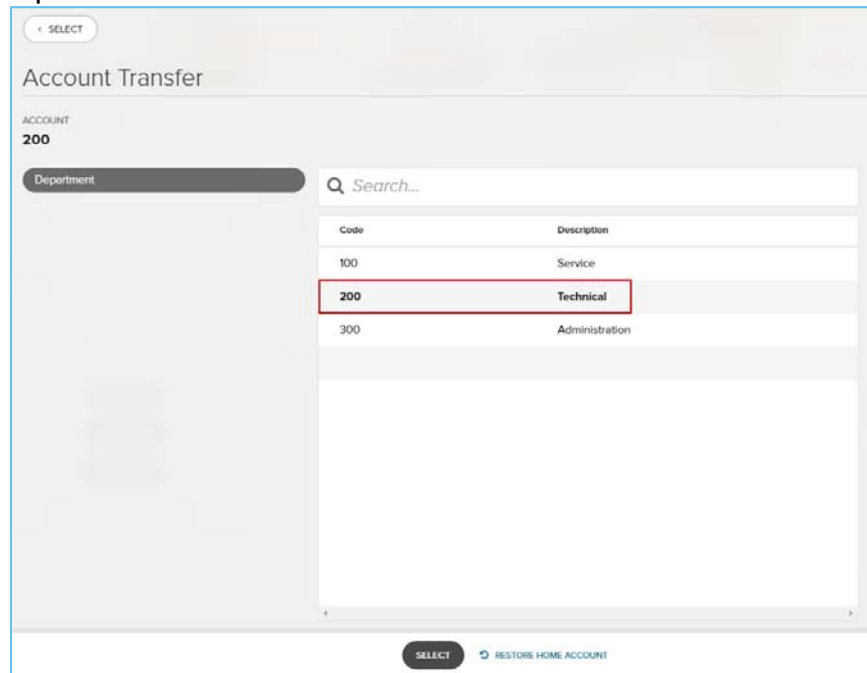
ACCOUNT TRANSFER

CLOCK OUT

LUNCH OUT

Current Time: 2:54:36 PM

4. Click the department.



Account Transfer

ACCOUNT
200

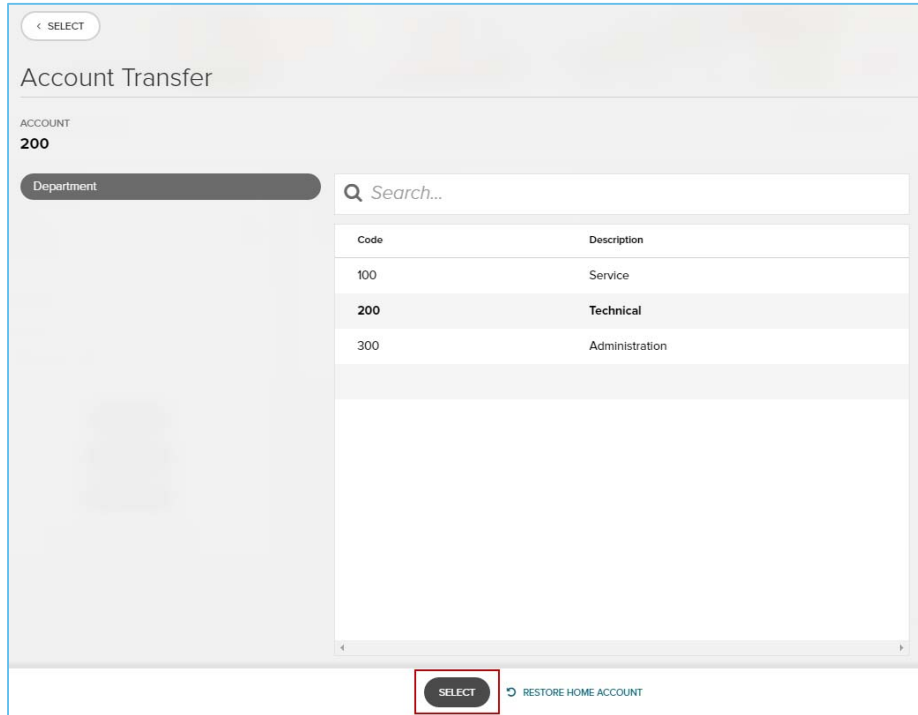
Department

Search...

Code	Description
100	Service
200	Technical
300	Administration

SELECT RESTORE HOME ACCOUNT

5. Click **Select**.



< SELECT

Account Transfer

ACCOUNT
200

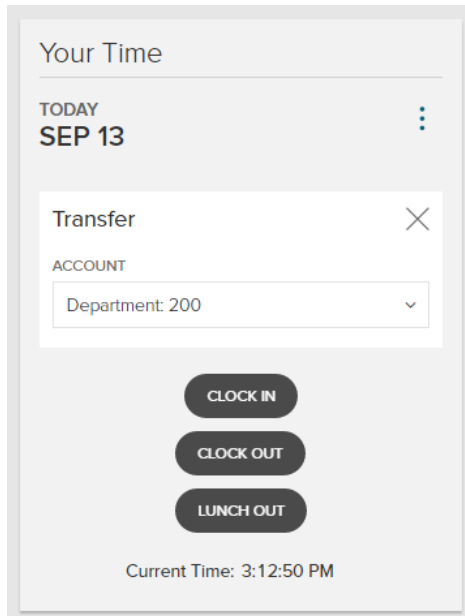
Department

Q Search...

Code	Description
100	Service
200	Technical
300	Administration

SELECT RESTORE HOME ACCOUNT

6. The **Your Time** tile displays the department assignment.



Your Time

TODAY
SEP 13

Transfer

ACCOUNT
Department: 200

CLOCK IN

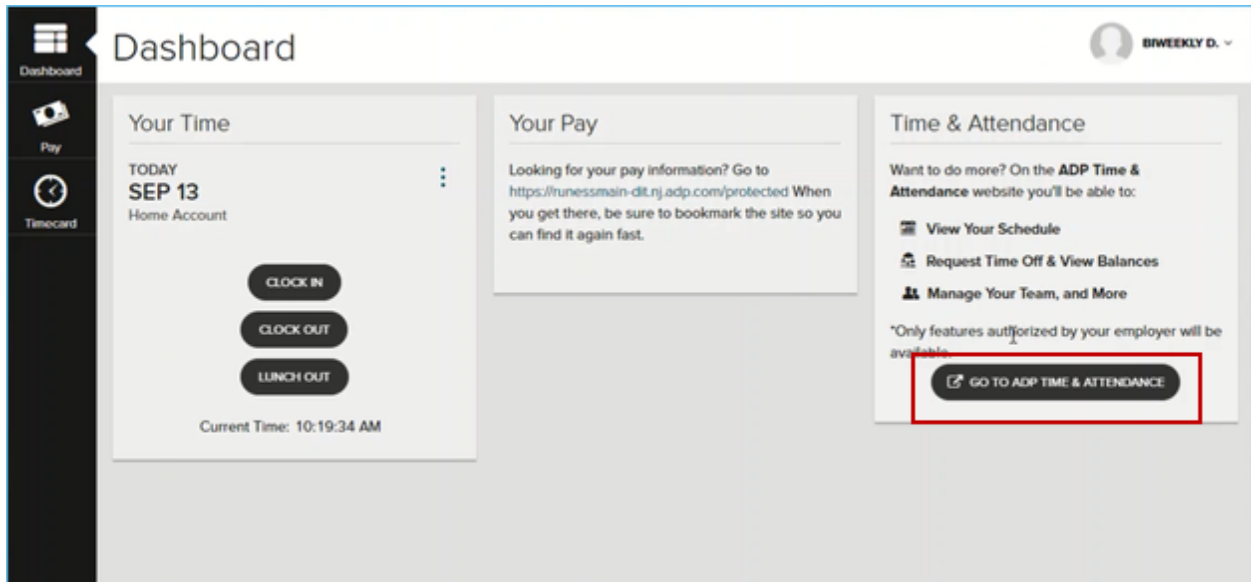
CLOCK OUT

LUNCH OUT

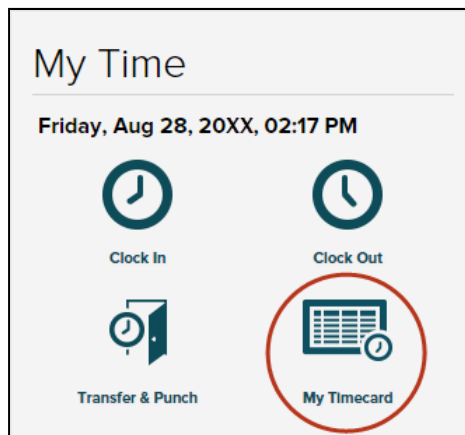
Current Time: 3:12:50 PM

Printing Your Timecard

1. In the **Time & Attendance** tile, click **Go to ADP Time & Attendance**.



2. On the Home page of ADP Time & Attendance, click the **My Timecard** icon.





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3. Click the **Timecard Menu** icon.

Timecard		Totals							
	WEEK 1	IN - OUT	PAY CODE	HOURS	DEPARTMENT	DAILY TOTALS	▼	REGULAR	OVERTIME
	Sun 08/23	-		0.00		0.00		0.00	0.00
	Mon 08/24	09:00 AM - 05:00 PM		8.00		8.00		8.00	0.00
	Tue 08/25	-		0.00		0.00		0.00	0.00

4. Click **Print Timecard**.

Timecard		Totals							
View Annual Summary		OUT	PAY CODE	HOURS	DEPARTMENT	DAILY TOTALS	▼	REGULAR	OVERTIME
Add Note		-		0.00		0.00		0.00	0.00
Print Timecard		- 05:00 PM		8.00		8.00		8.00	0.00
	Tue 08/25	-		0.00		0.00		0.00	0.00