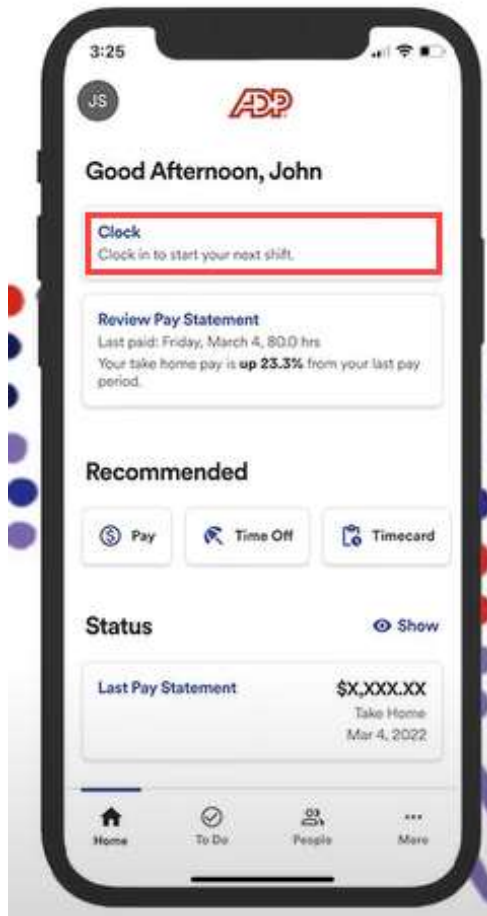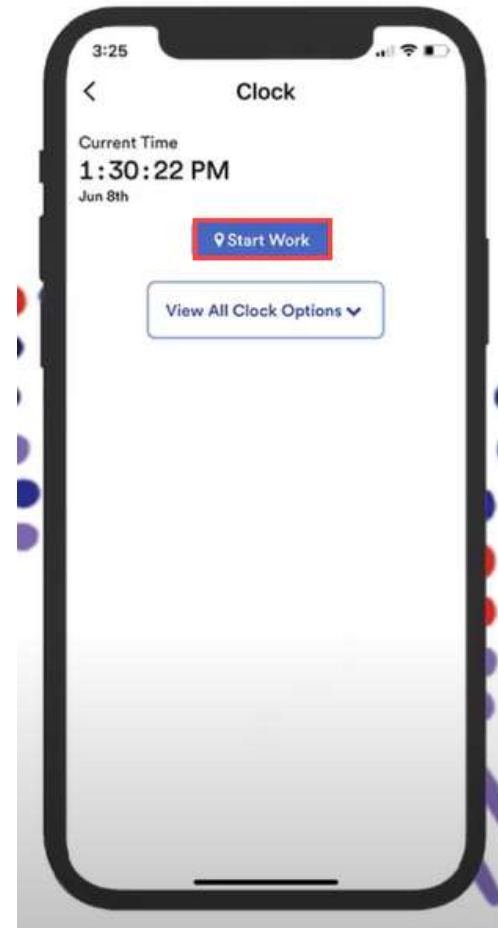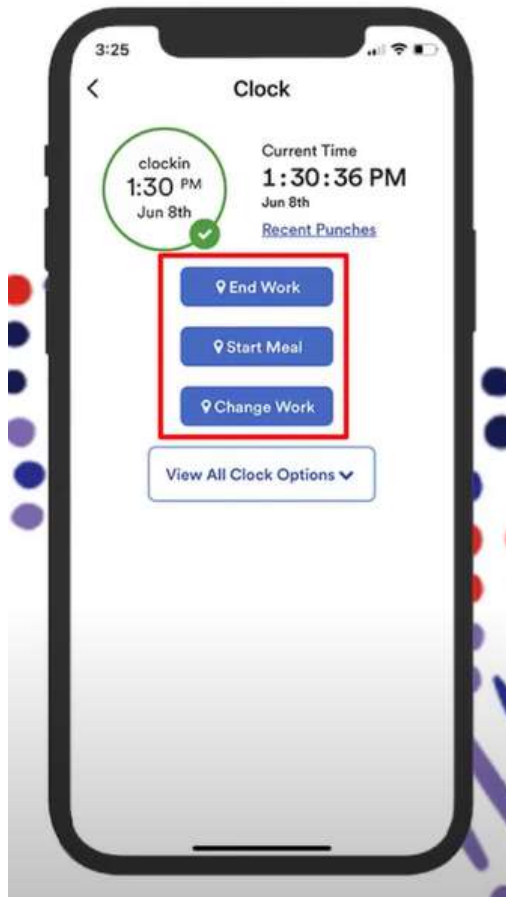**1** On the ADP Mobile Solutions app, to clock in and out tap on this **clock tile** at the top.
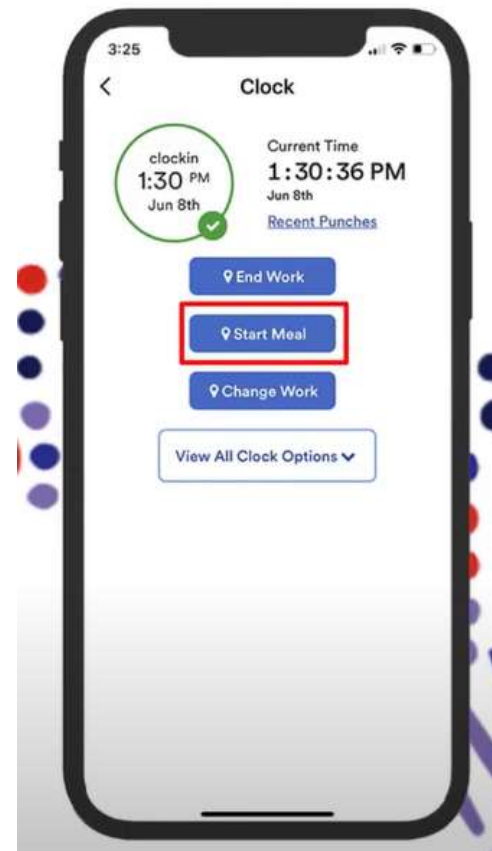

2 This will open a new screen with your clocking options. You can tap on **Start Work** button.

3 Once you've clocked in the screen will now display your clocking information and provide you with updated options.

4 If you are required to take a meal break during the day, make sure you're tapping on the **start meal** break button when you leave for your break. Then clock back in by tapping the **start work** button when your break is finished.

5 If you need to do something that is not showing on the screen, tap on "**View All Clock Options**" This will display all your clocking options, including the ability to change work if you need to swap to a different department.