## Employee Settings

**1** From RUN, navigate to the **Settings** Menu and choose **Time Settings**.

		Good afternoon		
		Q. How can we help you t	today?	
				1
		Directory HR411	ZipRecruiter® Doc Vault Employee Ben	efits Edit
	Upcoming payroll			Top things to de
	Weekly		Provell extinue	Tulay Payroll
	Due: in 2 days (g		Payron actions	Process payroll f
5	Check date 04/14/2023	Pay period 04/09 → 04/15	Off-cycle payroll	
	0471472020	04/05	Calculate manual checks	
	Run p	ayroll		
	O     O     W-2x and 1099x status	Prepare for tax day	Review now	View un

Time	
Ō Time settings	>
Paid time off	>

2 From here, click on **Employee Settings**. This will show you administrative options for Timekeeping Plus that relate to the employees.

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Time Settings	
Employee Settings	۵
Notifications	۵
Employee monitoring	۵
Holdey Settings	۰
Labor Tracking	٥
Paid Time Off	٥
Schedule Settings	٥
Managers	۰
Policies based on Virginia state laws	۹
Policies based on California state laws	۵

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**3** At the top, you will see how many employees are using timekeeping plus. By clicking on **Learn More**, you can see the list of employees that have time tracking enabled.

Time Settings
Employee Settings
Non-exempt employees qualify for overtime and other pay banefit based on federal and table laws.     Maia store your employees are classified correctly to avoid penalties. Lawn More
Workers who tack time and time off           Statusments Engingers           Learn Mond           Do add pay registers to this can be begingers > Thes Tacking           - Nor Adverger registers to this can be to term have an interaced and these by steps dading on a batter in or application. To minimize time thet, you on control what applications these employees are permitted to codure time.
Choose what solutions will display a button to capture time Add® time took table apploP 70 Dire Cloic Tip gray sup ite Tipped and of control above the divices and bootens engloyees can use.
To enable device, download ADP Time Klosk on your IPad or Android tablet.
To purchase an ADP 700 time clock, call an ADP Representative M-F, 8:30am -8pm ET (855-535-1283, Option 1 - Implementation). When you receive the hardware, add the device. Manage Devices
2 ADP Mode Southers models expe This gives you a high level of control allowing employees to use their mobile device to capture time while tracking their location on a map. Thick violations based on boundaries and locations you control.
Vou have 1 location setup. Manage Locations
C Enable location tracking on ADP Mobile Solutions mobile app Learn More
ADP Engingewe Access web exp  This gives you the lowest level of control allowing engloyees to use a web browser from their computer or mobile device to capture time.
Laum more about time tracking methods

4 If you need to disable or enable time tracking for an employee, you will find that in their Employee Profile.

Time Settings
Employee Settings
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Workers who track time and time off
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Choose what solutions will display a bution to capture time
ADP Thew Kowis tablet upp/ADP YOD Time Clock This gives you the highest level of control allowing you to choose the devices and locations employees can use.
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This gives you a high level of control allowing employees to use their mobile device to capture time while tracking their location on a map. Track violations based on boundaries and locations you control.
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C Endole location tracking on ADP Mobile Solutions mobile app Learn More
ZDP Employee Access web app
This gives you the lowest level of control allowing employees to use a web browser from their computer or mobile device to capture time.
Lawn more about time tracking wethods

Ote	
non-exempt employees	×
Non-evering temployees are required to track time because they qualify for overtime and other benefits. Based on where your non-evering temployees work, we setup federal and state policies for you. To make any charges to who can track time, go to Employees > Time Tracking Non-exempt Employees	
Racheal Ward	
Desmond Patterson	
Jarmin Reed	
Usa Guberrez	
Ben Woods	
Bax	

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5 Further down you will find the option to enable or disable time tracking for specific devices such as ADP Time Kiosk, ADP 700 Time Clock, ADP Mobile Solutions App, and ADP Employee Access Web App.

Time Settings			
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