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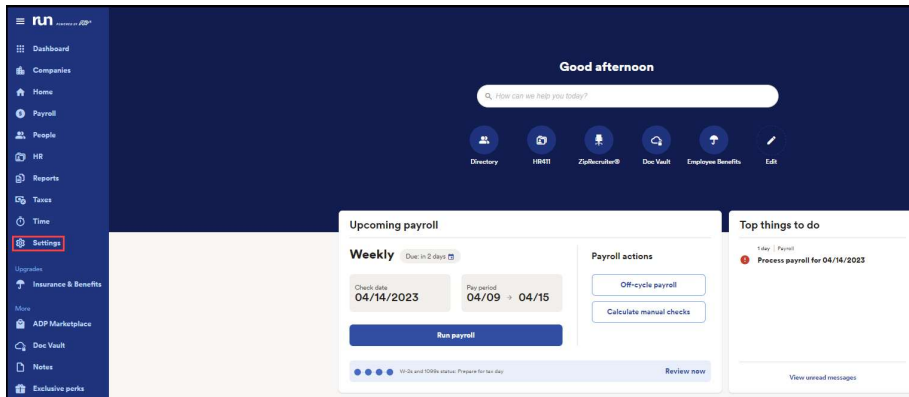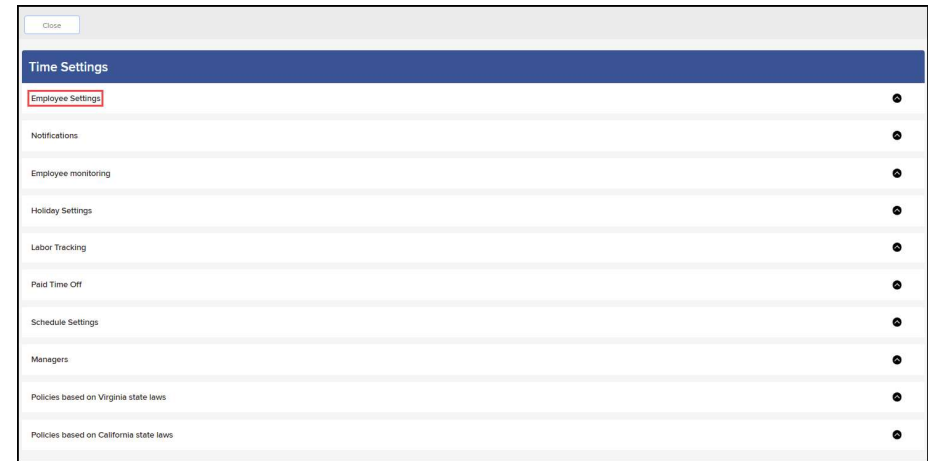

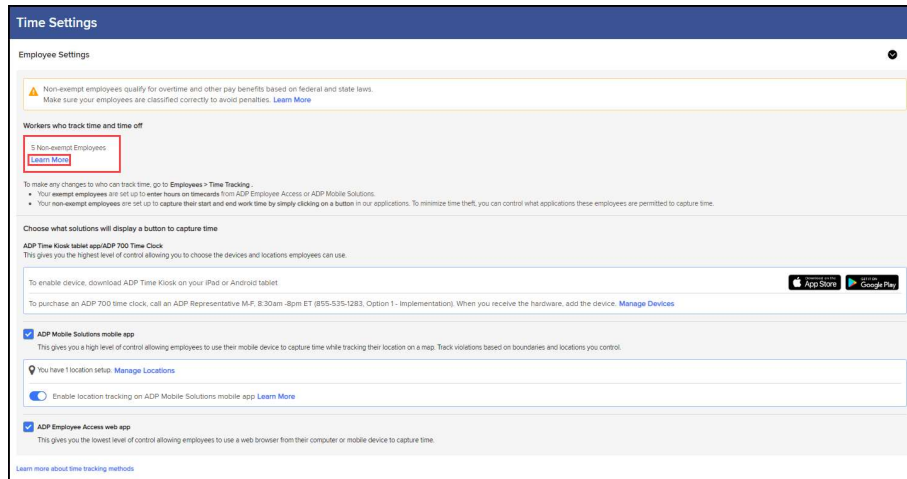**2** From here, click on **Employee Settings**. This will show you administrative options for Timekeeping Plus that relate to the employees.
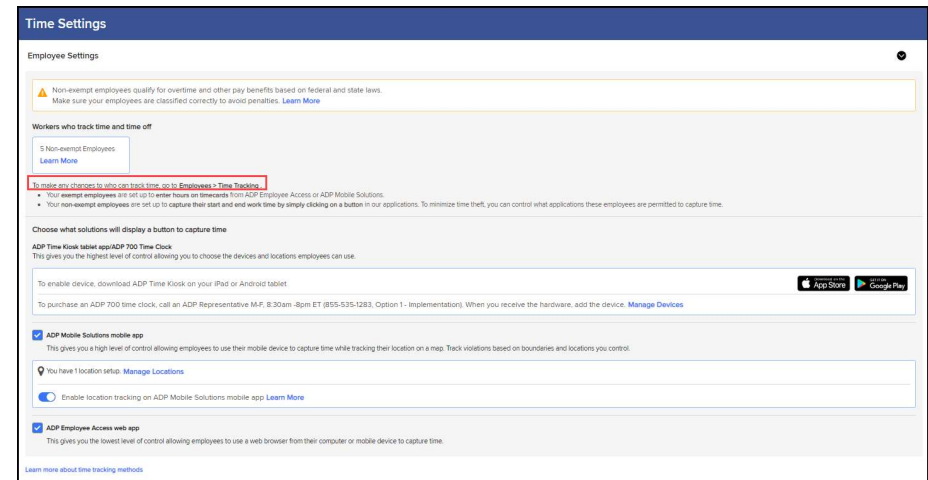
3 At the top, you will see how many employees are using timekeeping plus. By clicking on **Learn More**, you can see the list of employees that have time tracking enabled.

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

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.**