1 From RUN, navigate to **settings** on the left-hand side.
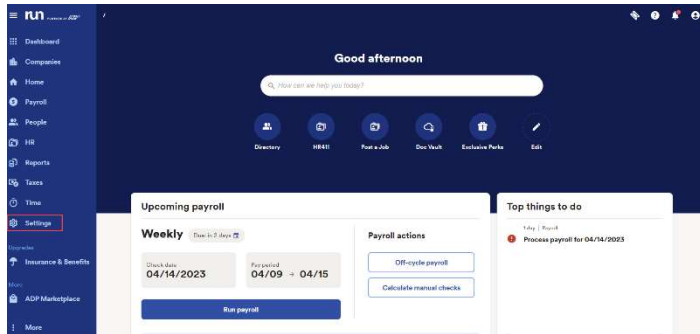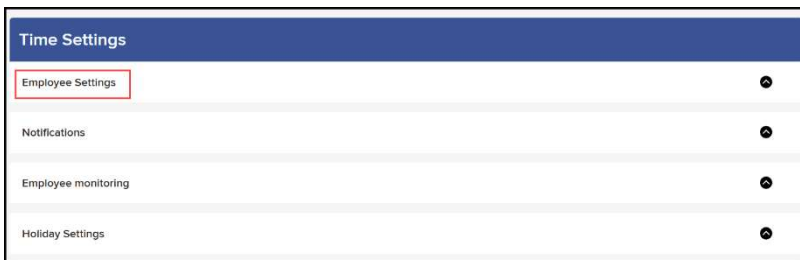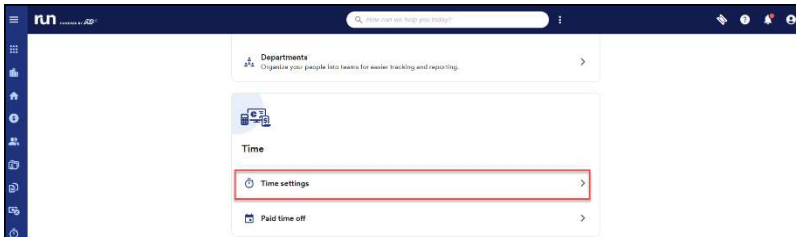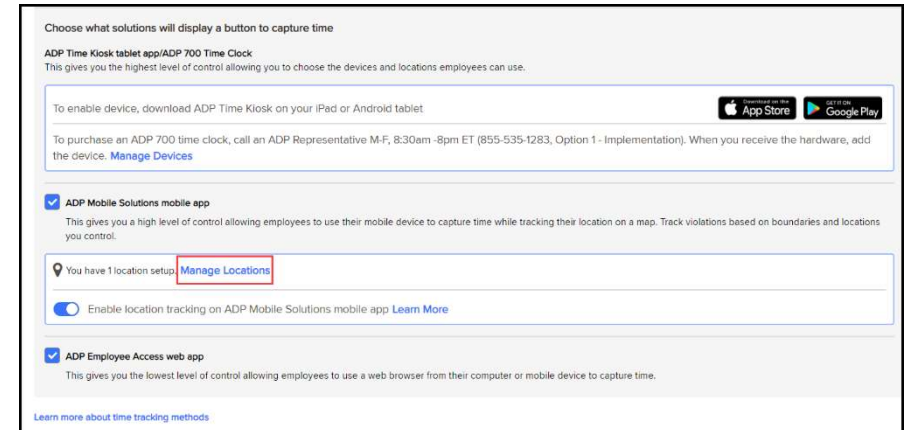

2 Scroll down and click on the **time settings** option. Once under time settings, select **employee settings.**


3 Scroll down on the employee settings until you see **manage locations**. To add a new location, click on **add location** on the right-hand side.
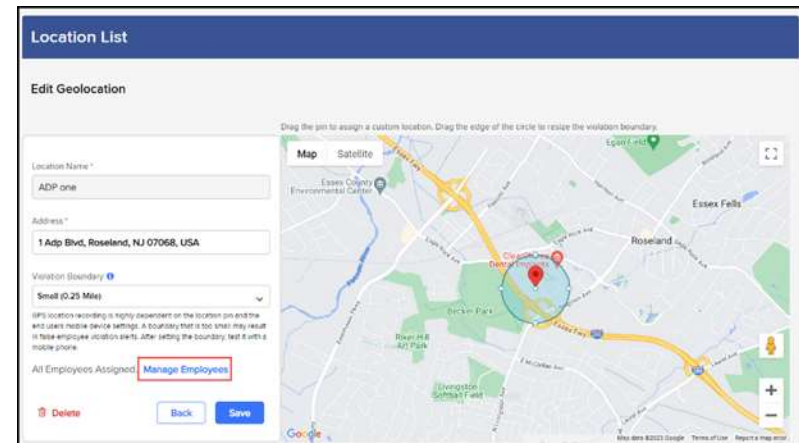
4 To start, enter the **name** for this location, then enter the **address** of the business. ADP will automatically locate the address and put in a boundary.

You can choose the **boundary** from the dropdown selections or if you want to choose a **custom boundary**, just grab the circle, and move it until you're satisfied.
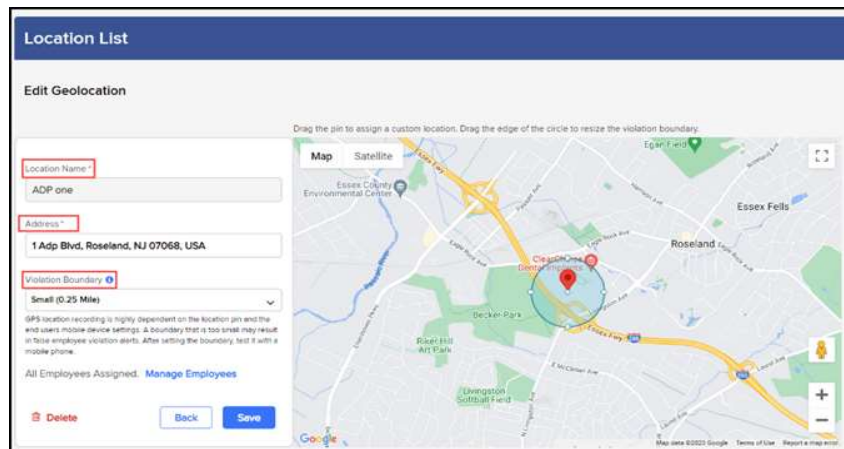
*** ADP does not restrict employees from clocking in and out if they are outside of this boundary. Instead, ADP will record all employees' locations, and notify you if an employee was outside the boundary when they use their mobile app to clock in or out. ***

5 By default, all employees are added to the location. If you wish to remove employees from specific locations, click on **manage employees.**