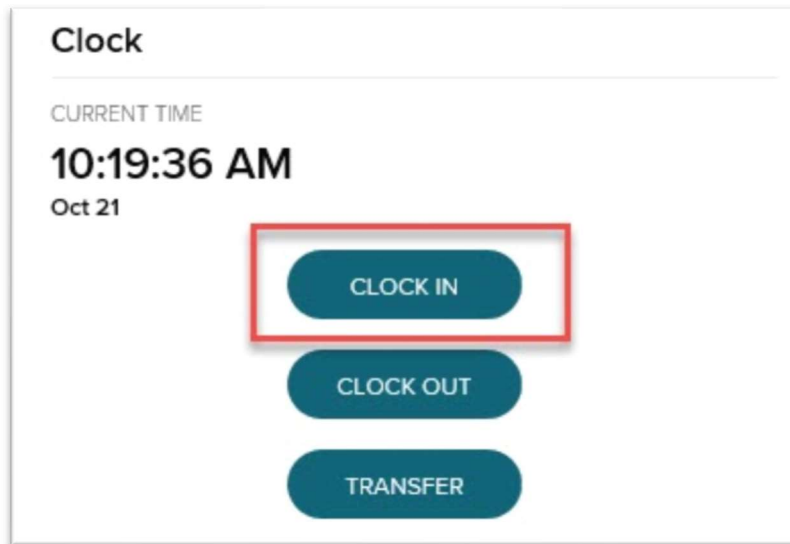


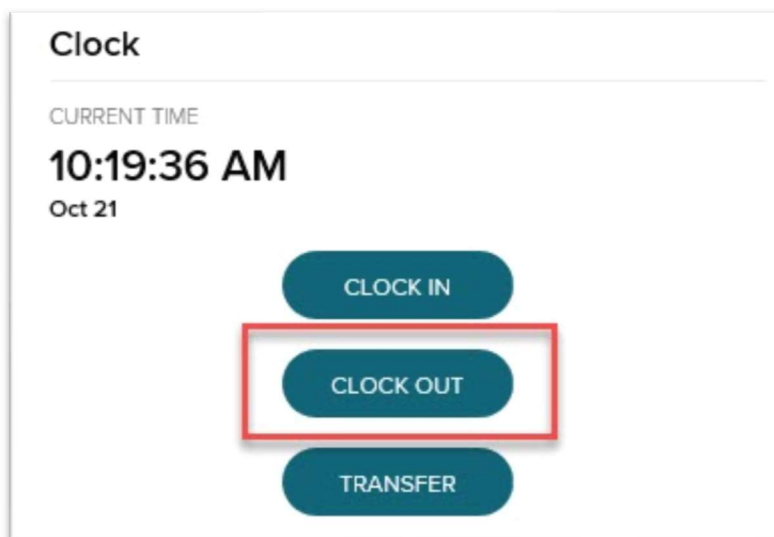
Employee Guide – Website Clocking In and Out with MyADP & ADP Time and Attendance

Clocking In and Out on MyADP

1. Log into myaccess.adp.com
2. From the Employee Access Dashboard, click the Clock In icon. When complete, an “Operation Successful” Message displays.



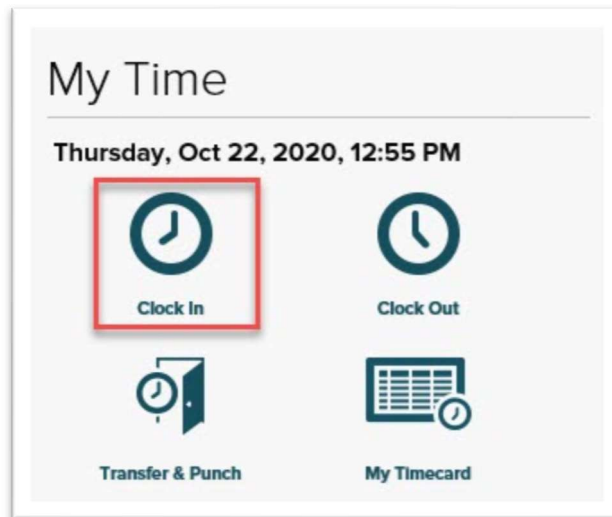
3. Click the Clock Out icon. When complete, an “Operation Successful” message displays



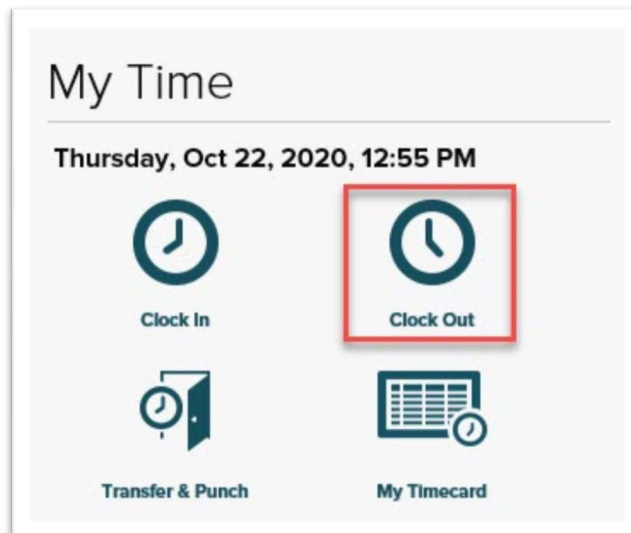
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Clocking In and Out on Time & Attendance.com

1. From the Home page of ADP Time and Attendance, click the **Clock In** icon. When complete, an “Operation Successful” Message displays.



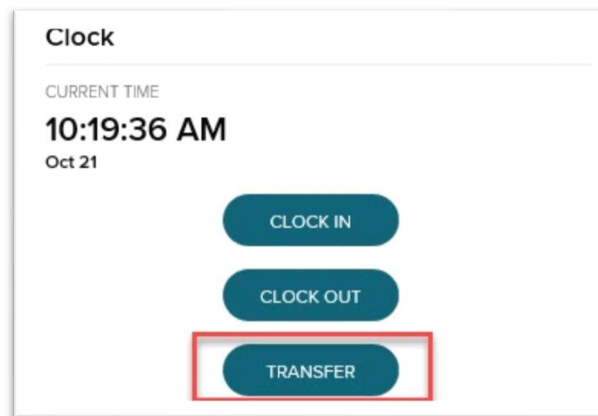
2. Click the **Clock Out** icon. When complete, an “Operation Successful” message displays



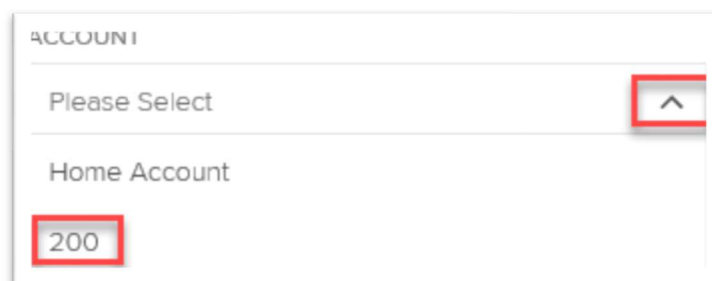
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Transferring Departments with MyADP

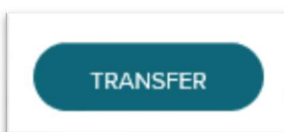
1. From the Employee Access Dashboard, click the Transfer icon.



2. From the Advanced Clock Options page, select the department from the drop-down box.

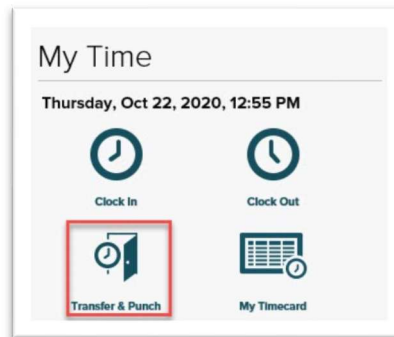


3. Click the Transfer Icon to complete your request, an "Operational Successful" message displays

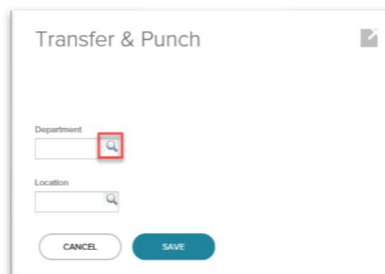


Transferring Departments with ADP Time & Attendance

1. From the Home page of ADP Time & Attendance, click the **Transfer & Punch** icon.



2. Click the **Select** icon.



3. Click the **Department**.



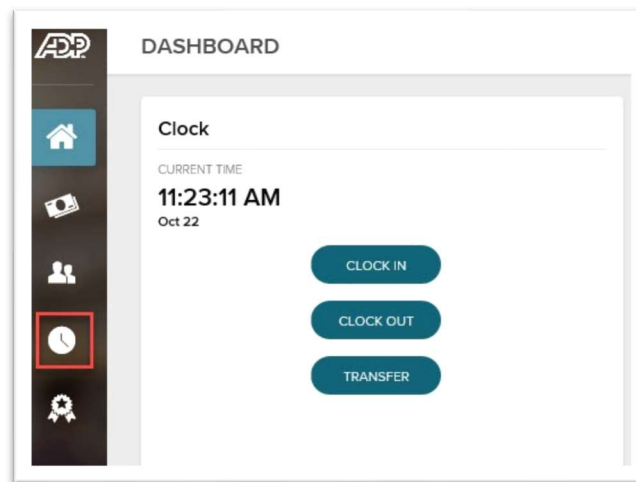
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4. Click **Save**.

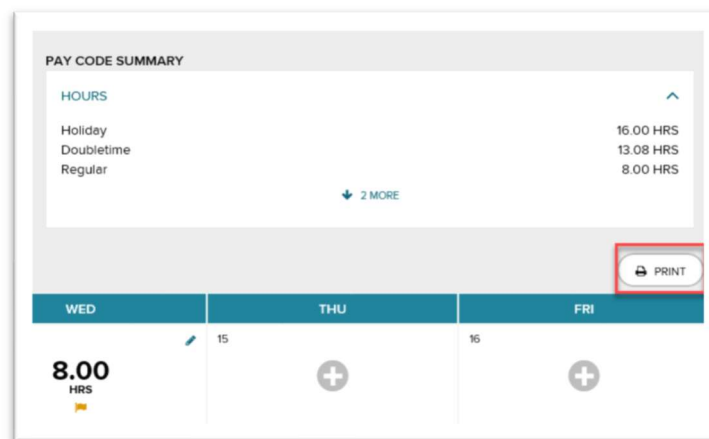


Reviewing Your Timecard in MyADP

1. From the Dashboard of MyADP Click the Clock Icon.



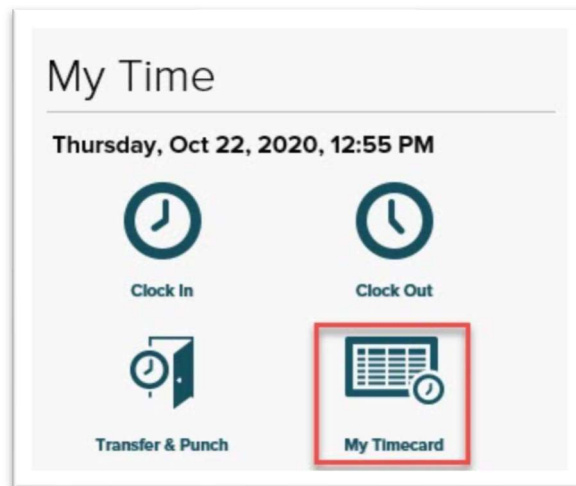
2. On the Timecard page Click on the Print Icon.



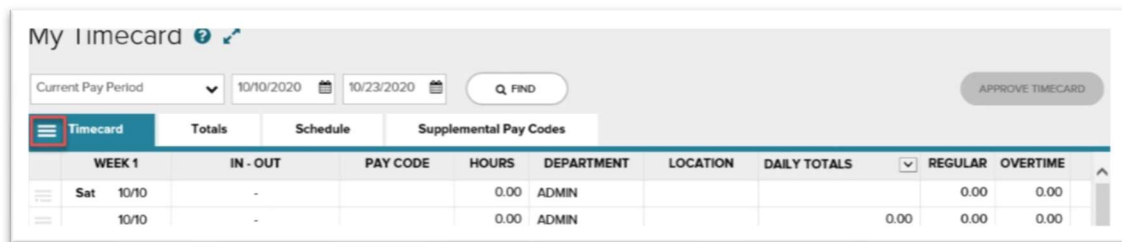
Employee Guide – Website Clocking In and Out with MyADP & ADP Time and Attendance

Reviewing Your Timecard in Time & Attendance

1. From the Home page of ADP Time & Attendance, click the **My Timecard** icon.



2. Click the Timecard Menu icon.



The screenshot displays the 'My Timecard' interface. At the top, there are fields for 'Current Pay Period' (10/10/2020 to 10/23/2020) and a 'Q FIND' search button. Below this is a navigation bar with tabs for 'Timecard', 'Totals', 'Schedule', and 'Supplemental Pay Codes'. The 'Timecard' tab is selected and highlighted with a red box. The main content area shows a table with the following data:

	WEEK 1	IN - OUT	PAY CODE	HOURS	DEPARTMENT	LOCATION	DAILY TOTALS	REGULAR	OVERTIME
Sat	10/10	-		0.00	ADMIN			0.00	0.00
	10/10	-		0.00	ADMIN		0.00	0.00	0.00

3. Click **Print Timecard**.



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Print Timecard

View and Print Options:

Exceptions Notes Supplemental Pay Codes Signature Lines

