ADP Workforce Now

Essential Time & Attendance Employee Basics: For Employees Who Clock In and Out

Overview

This job aid guides you through some of the basic Time & Attendance tasks that you will complete. For more information, see online Help.

If You Hold More than One Position

If you hold more than one position, make sure that you are performing the time-related activities for the correct position.

Starting Point: Myself > Time & Attendance > My Timecard

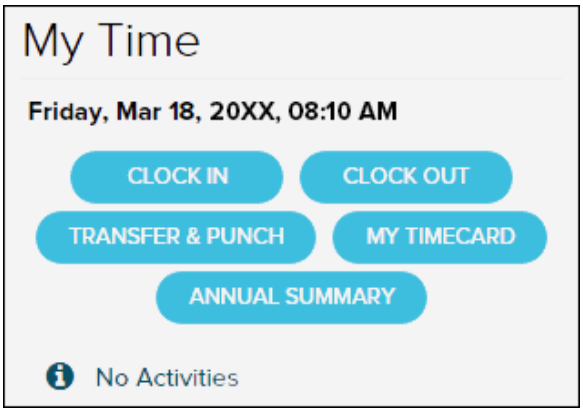
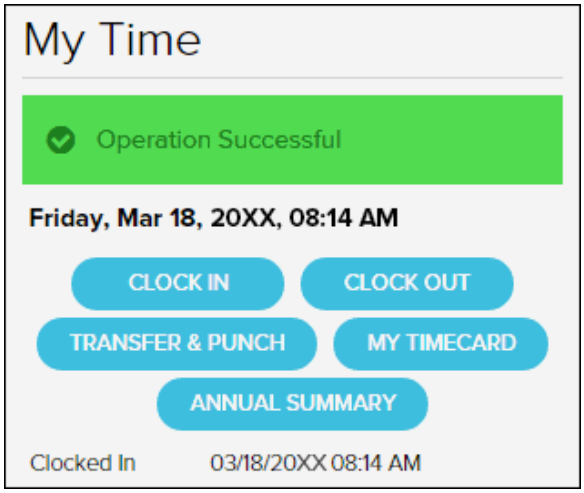
Step	Action
1	Click **Other Positions**. 
2	Select the position for which you are performing the time-related activities.

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Recording Your Time: Home Page

Depending on your company's features, your Home page may display clocking buttons to make your time-entry tasks quickly accessible. Your Home page may display additional shortcut and task buttons as well.

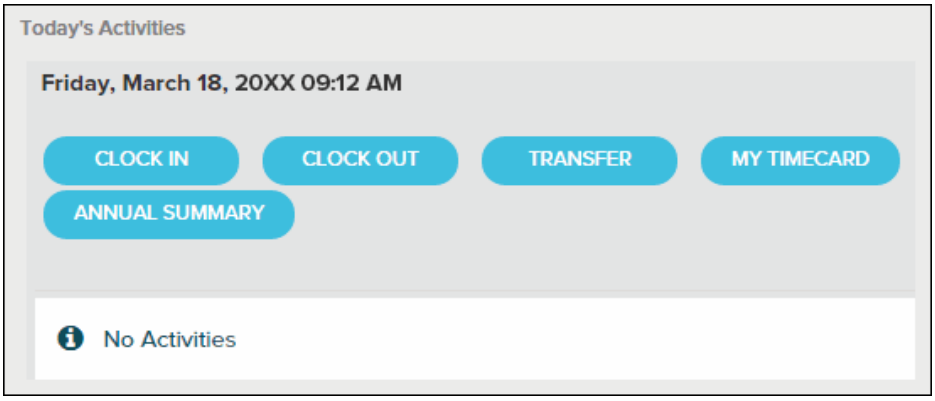
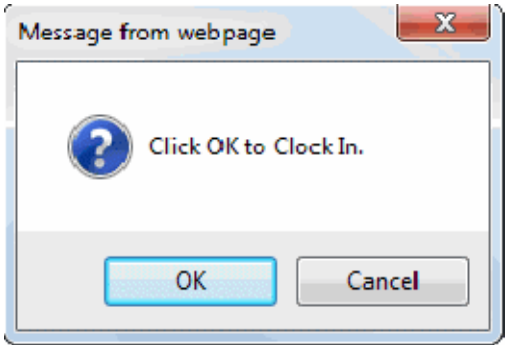
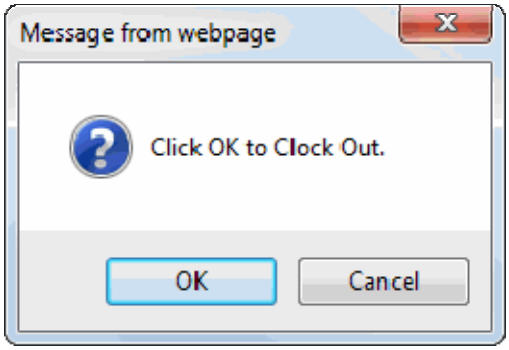
Starting Point: Home

Step	Action
1	Click **Clock In** or **Clock Out** as appropriate.  **Result:** A success message and your clocking time are displayed. 

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Recording Your Time: My Time Entry Page

Starting Point: Myself > Time & Attendance > My Time Entry

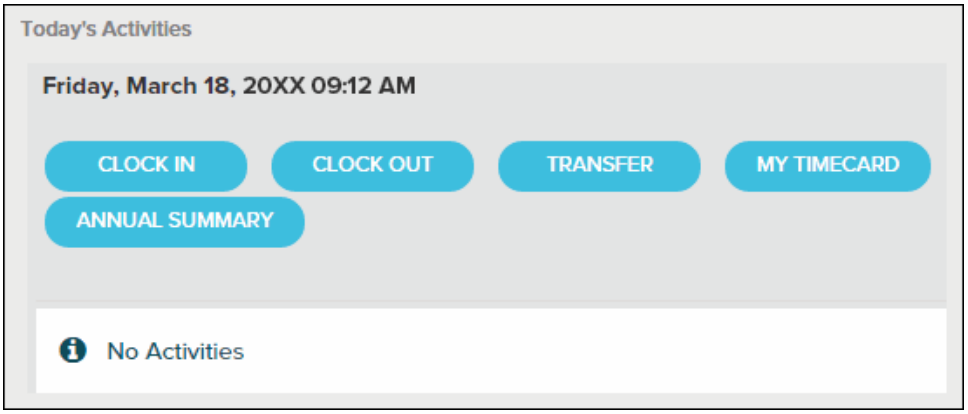
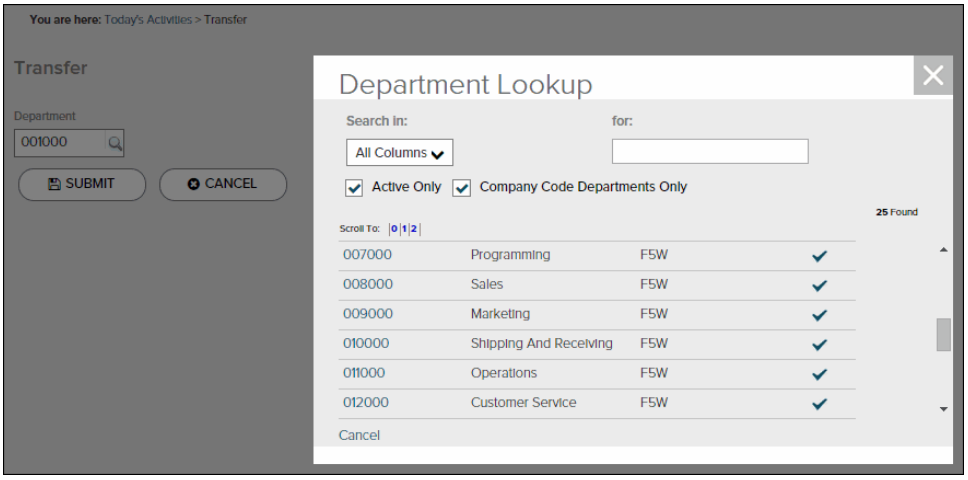
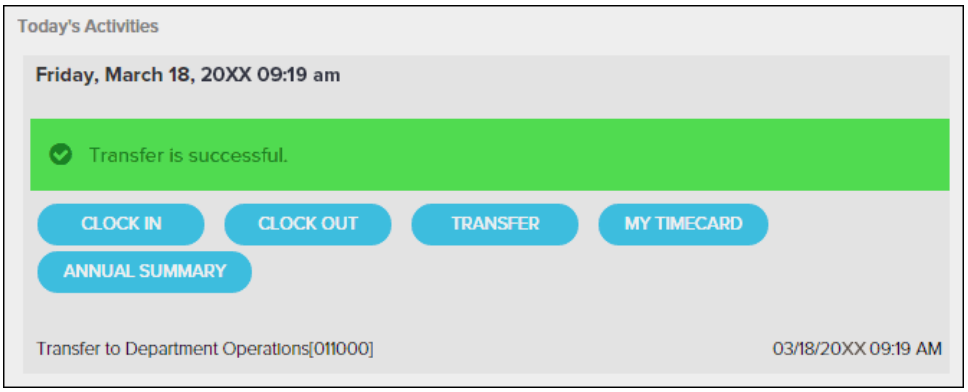
Step	Action
1	Click **Clock In** or **Clock Out** as appropriate. 
2	Click **OK**.   **Result:** A success message and your clocking time are displayed.

Note: Some companies require employees to click the Lunch Out button when they clock out for lunch, while others require employees to click the Clock Out button. If you are not sure which button to use, contact your supervisor.

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Recording Your Time Worked in Another Department or Job

Starting Point: Myself > Time & Attendance > My Time Entry

Step	Action
1	If you worked in a department other than your home department, click **Transfer.** 
2	In the **Department** or **Job** field, click (search).
3	Select the job or department in which you will work. 
4	Click **Submit**.  **Results:** A success message is displayed. Your punch is recorded and your time is charged to the selected department or job until you record another punch.

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