ADP: Clocking In and Out, Transfer & Punch, and Viewing Timecard AND Adding a Note to Your Timecard for Missed Punches

Clocking In and Out on the ADP Website

1. Log in to ADP Workforce Now: https://workforcenow.adp.com/public/index.htm
2. On the home page (you may need to scroll down) you can select "Clock In."
3. If you aren't seeing the "Clock In" button on the home screen then as an alternative, you can select "Myself" from the top menu bar.
4. When the drop-down menu appears, select: "Time & Attendance"
5. Then select "My Time Entry"
6. Once this page opens, you will see a blue button on the left that says "Clock In." Select that button to clock in.
7. When it is time for you to either step away for lunch or to end your shift, follow steps above to select the "Clock Out" button on the home page or via the "Myself" menu.

Clocking In and Out on the ADP Mobile Solutions App

1. Log in to the ADP Mobile Solutions App on your mobile phone.
2. The home screen has a "Punch" button. Click that button to clock in.
3. When it is time for you to either step away for lunch or to end your shift, you would log in to the app again and select the "Punch" button again to clock out.

Viewing Your Timecard

If you want to view your timecard to ensure it is accurate, then follow steps 1-4, and select the "My Timecard" button. If you find any discrepancies in your time, please follow the instructions for "Adding a note to your timecard" to notify your supervisor so that they can make corrections before approving your time.

ADDING A NOTE TO YOUR TIMECARD: WHEN YOU MISS CLOCKING IN OR OUT AND CLOCKING

1. Log in to ADP Workforce Now: https://workforcenow.adp.com/public/index.htm
2. From the top menu bar select MYSELF/Time and Attendance/My Timecard
3. When you see the screen below, you want to select the button with three lines on it (circled in red below) on the date that your time has not clocked in or out correctly.

		IN - OUT	PAY CODE	HOURS	DEPARTMENT	DAILY TOTALS		REGULAR	OVERTIME
Sun	02/16	-		0.00	700640		0.00	0.00	0.00
					WEEK 3 TOTALS		35.00	28.00	0.00
WEEK 4		IN - OUT	PAY CODE	HOURS	DEPARTMENT	DAILY TOTALS	▼	REGULAR	OVERTIME
Mon	02/17	08:30 AM - 04:30 PM		7.00	700640		7.00	7.00	0.00
Tue	02/18	08:30 AM - 04:30 PM		7.00	700640		7.00	7.00	0.00
Wed	02/19	08:30 AM - 04:30 PM		7.00	700640		7.00	7.00	0.00
Thu	02/20	08:30 AM - 04:30 PM		7.00	700640		7.00	7.00	0.00
Fri	02/21	08:30 AM - 04:30 PM		7.00	700640		7.00	7.00	0.00
Sat	02/22	-		0.00	700640		0.00	0.00	0.00
Sun	02/23	-		0.00	700640		0.00	0.00	0.00
					WEEK 4 TOTALS		35.00	35.00	0.00

4. Select the option to Add a Note and the screen below will appear.
   - **If the clock in is incorrect or missing**, in the large text box type the time you clocked in with AM or PM. Where it says "Apply Note To:" Select "In" from the drop down. Where it says "Reason," select "Edit-Time Card Edit." Select "OK."

- **If the clock out is missing or incorrect**, in the large text box type the time you clocked out with AM or PM. Where it says "Apply Note To:" Select "Out" from the drop down. Where it says "Reason," select "Edit-Time Card Edit." Select "OK."

5. You will know the note is on your timecard because a little blue box will appear on your timecard as I have circled in red below. If you click on the blue box or your supervisor clicks on it, they will see the note with the exact time you clocked in or out or the department change needed. Your supervisor can then make this edit as they review and approve your timecard.

	WEEK 4		IN - OUT		PAY CODE	HOURS	DEPARTMENT	DAILY TOTALS	▼	REGULAR	OVERTIME	
						WEEK 3 TOTALS			35.00	28.00	0.00	
	Mon	02/17	08:30 AM	- 04:30 PM		7.00	700640			7.00	7.00	0.00
	Tue	02/18	08:30 AM	04:30 PM		7.00	700640			7.00	7.00	0.00
	Wed	02/19	08:30 AM	- 04:30 PM		7.00	700640			7.00	7.00	0.00
	Thu	02/20	08:30 AM	- 04:30 PM		7.00	700640			7.00	7.00	0.00
	Fri	02/21	08:30 AM	- 04:30 PM		7.00	700640			7.00	7.00	0.00
	Sat	02/22		-		0.00	700640			0.00	0.00	0.00
	Sun	02/23		-		0.00	700640			0.00	0.00	0.00