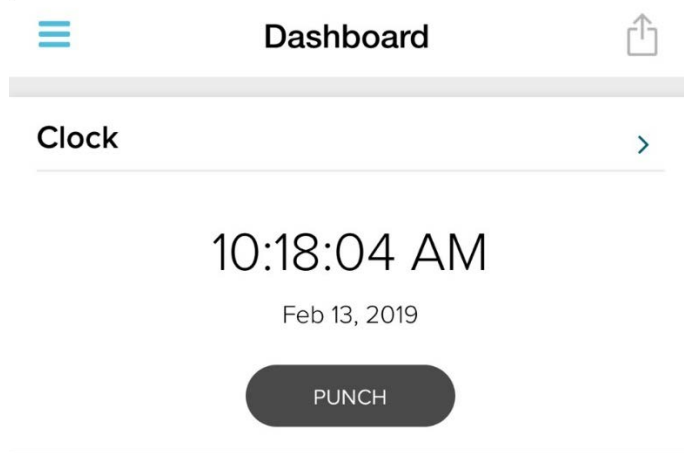


How to Clock in and out on your ADP mobile app

1. Once you have downloaded the ADP Mobile app, open the ADP Mobile App. Use your regular ADP credentials to Log In. The mobile app Icon look like this:

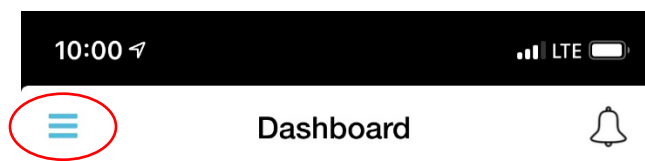


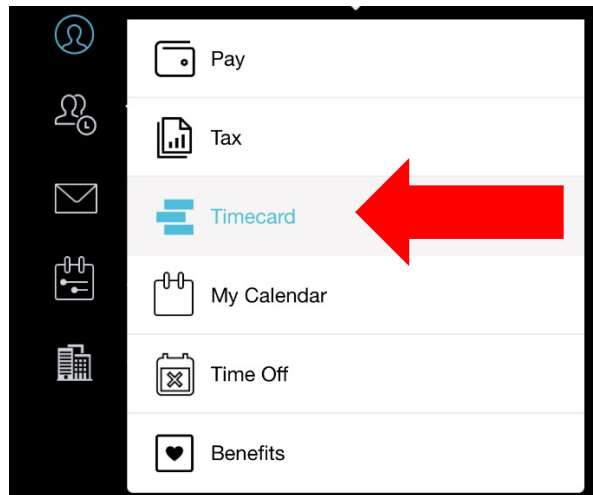
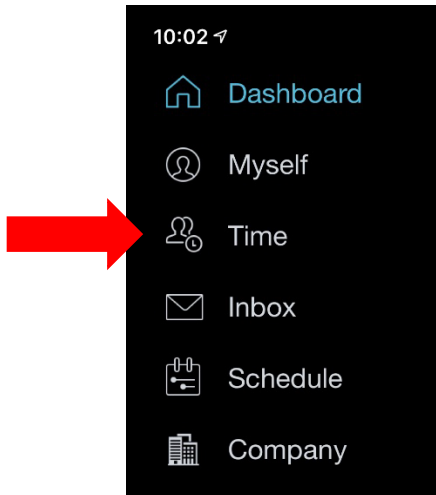
2. Click Punch to clock in or clock out.



OR

3. Click the hamburger button. Select Time and then Click on Time Card.





4. You will see the current pay period come up. Click on the Yellow arrow or the plus sign. The time will automatically come up in the Start or End field. Click Save Entry.

