



## **ADP Quick Guide Employee Actions**

### **Clock In/Out:**

Non-Exempt employees and Part-time employees will press the time clock icon on the home page at the start and end of their assigned shift as well as lunch break.

Exempt employees do not clock in and out on a daily basis. Timecard will auto populate with 8 hours each night.

Do not use the Mobile ADP App for clock in/clock out unless approved by manager and HR.

### **Time-Off Request:**

Select the "Request Time-Off" button from your home page

Your available balances will display, select the blue "Request Time-Off" button which brings up the Time-Off Request Screen. On this screen you will input all fields marked with a red asterisk (\*). Once all fields completed, select the "Review" button. Review your request and select "Submit". Your request will be sent to your manager for review. Once approved, the leave will auto populate on your timecard.

### **Timecard Approval:**

After the pay period ends, please review and approve your timecard by accessing My Timecard from the home page. Use the "Approve Timecard" button on the right side of the page.

### **Things to Do:**

It is your responsibility to check your home page for alerts within the "Things to Do" tile. This will alert you to read, understand and acknowledge company policies.

### **Review Paychecks:**

This function can be done from your home page. It is good practice to review your paycheck each pay period.

### **Personal Profile:**

It is your responsibility to update your contact information such as address, phone number, email addresses, emergency contacts, etc. in a timely manner. This information is vital to have correct in ADP.