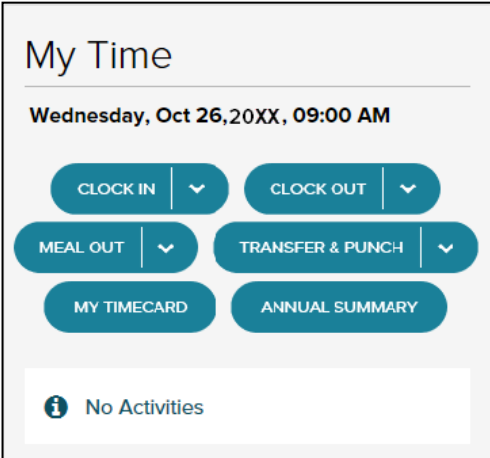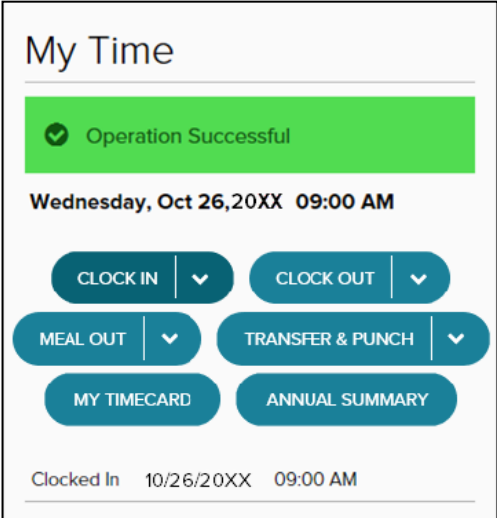## For Employees Who Clock In and Out

These procedures apply to you if you clock in and out using the ADP Workforce Now web application and/or mobile app. If you use a timeclock device, skip to the For All Employees topics.

Recording Your Time

Depending on your setup, 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. If your Home page doesn't include the My Time portlet, you can locate these buttons on the My Time Entry page.

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

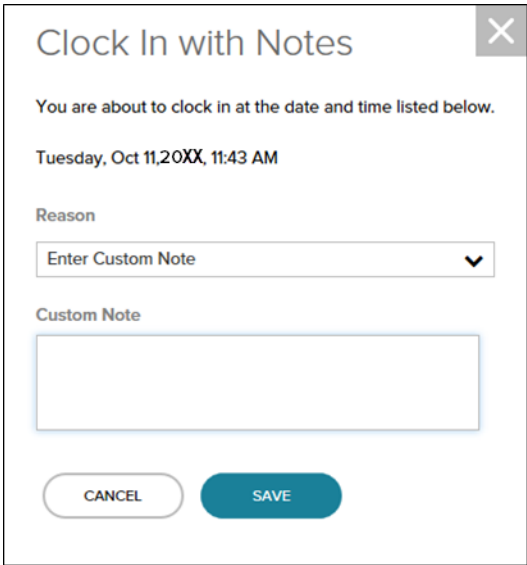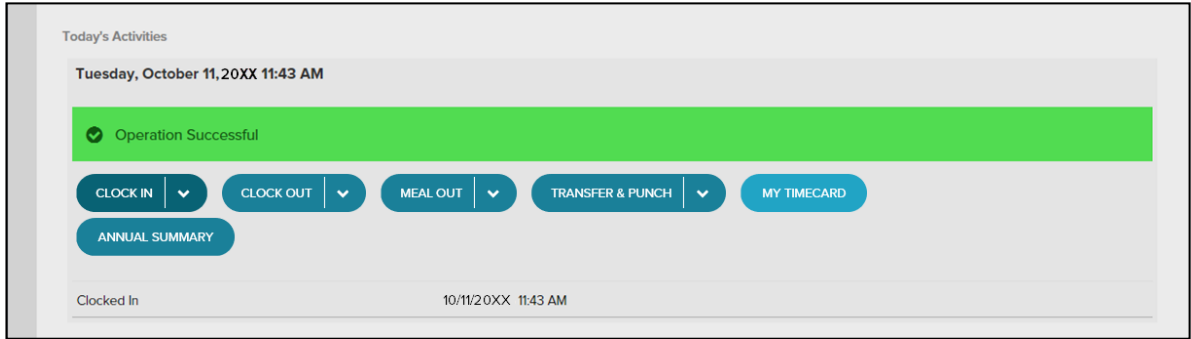| Step	Action
1	Click **Clock In** or **Clock Out** as appropriate. **Result:** A success message and the In or Out time are displayed.

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

Recording Your Time with Notes

There may be times when you want to add a note to an In, Out, or Meal Out time, such as to explain a reason for clocking out early or late. You can add notes that are visible to you and to your supervisor and your company's practitioner.

▶ Want to see a short demonstration on how to add notes when clocking in and out? Click here and enter your ADP Workforce Now user name and password.

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

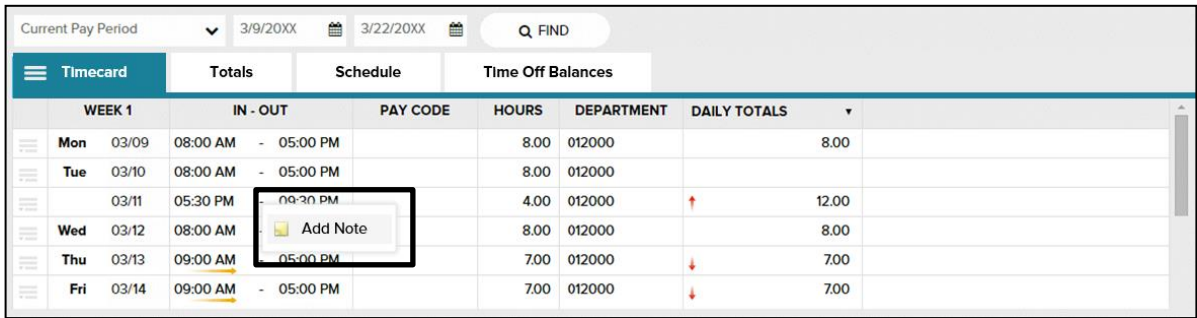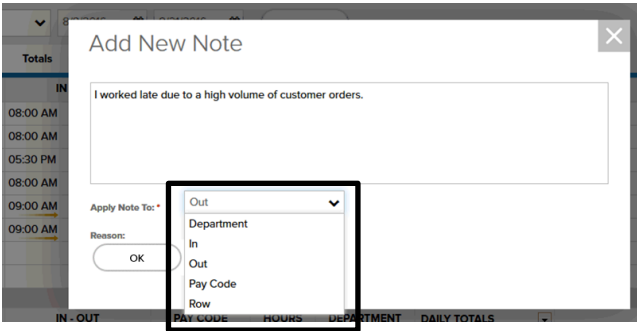| Step	Action
1	On the **Clock In** button, click the **down arrow** and select **Clock In with Notes**. **Results:** The Clock In With Notes window is displayed. The date and time that the In time will be recorded is listed. **Clock In with Notes** ✕ You are about to clock in at the date and time listed below. Tuesday, Oct 11,20XX, 11:43 AM Reason Enter Custom Note ▾ Custom Note [ ] CANCEL SAVE
2	In the **Reason** field, select a description for the note, if applicable.
3	In the **Custom Note** field, enter the note that you want to add to the In time.
4	Click **Save**. **Results:** The In time and your note are saved. To view the note on your timecard, click **My Timecard**. Today's Activities Tuesday, October 11,20XX 11:43 AM ✔ Operation Successful CLOCK IN ▾ CLOCK OUT ▾ MEAL OUT ▾ TRANSFER & PUNCH ▾ MY TIMECARD ANNUAL SUMMARY Clocked In 10/11/20XX 11:43 AM

For All Employees

Adding Notes to Your Timecard

You can add notes that apply to individual transactions and rows or to the entire timecard. Your supervisor and your company's Time & Attendance practitioner can view all of the notes that you enter.

▶ Want to see a short demonstration on how to add notes to your timecard? Click here and enter your ADP Workforce Now user name and password.

Starting Point: Myself > Time & Attendance > My Timecard

Step	Action
1	Click ▦ (row menu) or right-click on a transaction such as an **In** or **Out** time and select **Add Note**. **Result:** The Add New Note window opens.
2	In the entry field, enter a note.
3	In the **Apply Note To** field, select the timecard element to which you want to apply the note.
4	In the **Reason** field, select a code, if applicable.
5	Click **OK**. **Result:** The ▣ (note) indicator is now visible on the timecard. You can right-click the note and select **Edit Note** or point to it to display the contents of the note.