

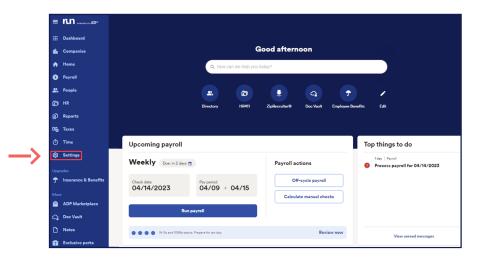
ADP[®] Timekeeping Plus Scheduling Support Center Guide

Employee settings

Proprietary and Confidential.



From RUN, navigate to the **Settings** menu and choose **Time settings**.



Time	
Ō Time settings	>
Paid time off	>

From here, click on **Employee Settings**. This will show you administrative options for Timekeeping Plus Scheduling that relate to the employees.

Close	
Time Settings	
Employee Settings	
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Paid Time Off	
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At the top, you will see how many employees are using Timekeeping Plus Scheduling. By clicking **Learn More**, you can see the list of employees that have time tracking enabled.

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Non-exempt Emp earn More	opres
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oose what soluti	ons will display a button to capture time
	spP/ADP 700 Time Clock and level of control allowing you to choose the devices and locations employees can use
o enable device	download ADP Time Klosk on your iPad or Android tablet
o purchase an A	DP 700 time clock, call an ADP Representative M.F, 8:30am. 8pm ET (855 535 1283, Option 1 - Implementation). When you receive the hardware, add the device. Manage Devices
ADP Mobile Solu	ions mobile app
This gives you a	igh level of control allowing employees to use their mobile device to capture time while tracking their location on a map. Track violations based on boundaries and locations you control.
You have I locati	in setup Manage Locations
Enable loc	ation tracking on ADP Mobile Solutions mobile app Learn More
ADP Employee A	ccess web app
This gives you th	lowest level of control allowing employees to use a web browser from their computer or mobile device to capture time.

non-exempt employees
Non-exempt employees are required to track time because they quality for overtime and other benefits. Based on where your non-exempt employees work, we setup federal and state posicies for you. To make any charges to who can track time, go to Employees > Time Tracking Non-exempt Employees
Racheal Ward
Desmond Patterson
Jazmin Reed
Liso Gubienez
Ben Woods
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If you need to disable or enable time tracking for an employee, you will find that in their **Employee Profile**.

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Workers who track time an	d time off
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Learn More	
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Further down, you will find the option to enable or disable time tracking for specific devices such as: **ADP Time Kiosk, ADP 700 Time Clock, ADP Mobile Solutions App,** and **ADP Employee Access Web App**.

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