

ADP[®] Timekeeping Plus Scheduling Support Center Guide

Location violations

Proprietary and Confidential.



From RUN, navigate to **Settings** on the left-hand side.

≡ run ->+ €29*					
::: Dashboard					
🏥 Companies	Good afternoon				
A Home		Q. How can we help you today?			
9 Payroll					
🚉 People		23			C1 7
E HR		Directory	HR411	ZipRecruiter®	Doc Vault Employee
a) Reports					
Go Taxes					
Ō Time	Upcoming payroll				
8 Settings Upgrades	Weekly Due: in 2 days			Payroll ac	otions
😙 Insurance & Benefits	Check date 04/14/2023	Pay period 04/09 →	04/15	Of	f-cycle payroll
More				Calcula	ate manual checks
ADP Marketplace	Run	payroll			
D Notes	• • • • W-2s and 1099s statu	s: Prepare for tax day			Review now
Exclusive perks					



2

Scroll down and click on the Time settings option. Once under time settings, select **Employee Settings**.

Time	
Time settings	>
Paid time off	>

Time Settings	
Employee Settings	G
Notifications	•
Employee monitoring	•
Holiday Settings	•



3

Scroll down on the employee settings until you see **Manage Locations**. To add a new location, click **Add Location** on the right-hand side.

s gives you the highest level of control allowing you	to choose the devices and locations employees can use.
o enable device, download ADP Time Kiosk o	n your iPad or Android tablet Store Registration at Store St
To purchase an ADP 700 time clock, call an AD he device. Manage Devices	P Representative M-F, 8:30am -8pm ET (855-535-1283, Option 1 - Implementation). When you receive the hardware, add
ADP Mobile Solutions mobile app	
you control.	oyees to use their moule device to capture time while racking their location on a map. Hack violations based on boundaries and locations
You have 1 location setup. Manage Locations	< <u>~</u>
Enable location tracking on ADP Mobile	Solutions mobile app Learn More
Enable location tracking on ADP Mobile	Solutions mobile app Learn More

Location List			
Search. Q		>	O Add Location
Team 2	ACCARDO &	EMPLOYEES ASSISTED	

4

To start, enter the **Location Name** for this location, then enter the **Address** of the business. ADP will automatically locate the address and put in a boundary.

You can choose the **Violation Boundary** from the dropdown selections or, if you want to choose a custom boundary, just grab the circle, and move it until you're satisfied.



Note: ADP does not restrict employees from clocking in and out if they are outside of this boundary. Instead, ADP will record all employees' locations, and notify you if an employee was outside the boundary when they used their mobile app to clock in or out.



5 By default, all employees are added to the location. If you wish to remove employees from specific locations, click on **Manage Employees**.



← Back Manage Employees: ADP one					
The location is added in the list of authorized locations for employees lated below. If these employees capture time outside the violation boundary, you will be alerted on the Time Management page iyou don't want to be alerted, remove the employee assignment from this location.					
Search Employee List Q	O ADD EMPLOYEE				
NAME 0	RADOR a	AUTHORIZED LOCATIONS			
Gutierrez, Lisa	3003	1	Remove		
Patterson, Desmond	3005	1	Remove		
Reed, Jazmin	3004	1	Remove		
Ward, Racheal	3006	1	Remove		
Woods, Ben	3002	1	Remove		

