

### Start and End Work with Mobile App

- 1. Log onto the ADP Mobile Solutions App.
- 2. For the employee to begin their shift, Tap on **Clock**.



3. Tap on the **Start Work** icon.



4. For employee to end their shift, Tap on Clock, and select the **End Work** icon.





### Punching Out for Meal Break

1. From the Mobile Dashboard, Tap on Clock, and Select the **Start Meal** icon.



2. For employee to return from their meal, Tap on Clock, and Select the **Start Work** icon.



### Transferring Departments

1. From the Mobile Dashboard, Tap on Clock, and the **Change Work (Transfer)** or **View all Clock Options** and choose **Change Work**.

Current Time 1:30 PM Jun 8th Ling 8th	View All Clock O	ptions 🗸
Recent Punches	<b>9</b> Start Work	
V End Work	<b>Q</b> End Work	
Start Meal	<b>9</b> Start Meal	
♥ Change Work	<b>Q</b> End Meal	
View All Clock Options 🗸	-OR-	



2. From the Change Work Menu, Tap the **Expansion Arrow** to choose the appropriate Department.



3. Hit Change Work to submit department change.



### **Review Recent Punches**

1. From the Mobile Dashboard, Tap on Clock, and Select **Recent Punches**.



2. From the Recent Punches Screen there is a list of the most recent punches.



-OR-



#### **Review Timecard**

3. From the Mobile Dashboard, Select **Timecard** under Recommended.

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Clock Start Work pe	erformed on May 26 a	t 10:27 PM
Recomm	ended	
🔇 Pay	Timecard	Ҟ Time Off

Alternatively, Tap on More, and Select Timecard

<b>↑</b>	O	People	•••
Home	To Do		More
R Tim	ie Off		
🔓 Tim	lecard		
<b>1</b>	⊘	People	•••
Home	To Do		More

4. From the Timecard menu the current, and next pay period timecards are accessible for viewing only by default.

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