


ADP InTouch 9000 Series – Employee Login Quick Reference



Overview

- There are multiple ways for Employees to log or swipe in on the ADP InTouch 9000 Series timeclock
- Ensure that your timeclock has been configured to take these options
- Always ensure that employees are added to the Timeclock or Timeclock Group before starting enrollment.
- An Employee Download is required once an employee has been added or removed from a specific timeclock

Logging In with an Employee Badge



1	Swipe your badge. -OR- Tap the Keyboard Icon 
2	Enter your badge ID and tap Enter .
Result	A punch will be recorded.
Important	Most ADP InTouch Timeclocks are configured to record a swipe or pin entry as a punch. If your company setup requires further action to punch, tap the In Punch or Out Punch soft key, if available.

In Punch with Soft Key

1	Tap Out Punch 
2	<ul style="list-style-type: none"> • Swipe Badge • Place one of the fingers that is used for biometric on sensor until you see the green light • Tap the Keyboard Icon 
Result	A punch will be recorded.
Important	In most setups, a badge entry will qualify as an in punch. Use the In Punch key only if required.

ADP InTouch 9000 Series – Employee Login Quick Reference


Out Punch with Soft Key

1	 Tap In Punch
2	<ul style="list-style-type: none"> • Swipe Badge • Place one of the fingers that is used for biometric on sensor until you see the green light • Tap the Keyboard Icon 
Result	A punch will be recorded.
Important	In most setups, a badge entry will qualify as an in punch. Use the In Punch key only if required.

Logging In with an Employee Badge and ADP QuickPunch Biometric Verification

*Kronos clocks require employees using Biometric to enter their badge number first and then their Biometric.


** This is a standard setting and cannot be changed

1	Swipe your badge. -OR- Tap the Keyboard Icon 
2	Enter your badge ID and tap Enter .
3	When prompted, place either finger that is used for biometric verification on the sensor
4	Leave your finger on the sensor until the green light appears
Result	A punch will be recorded.
Important	Most ADP InTouch Timeclocks are configured to record a swipe or pin entry as a punch. If your company setup requires further action to punch, tap the In Punch or Out Punch soft key, if available.


ADP InTouch 9000 Series – Employee Login Quick Reference

Viewing Current Schedule


Can be used once punched in for a shift, Use Current Schedule to display start and end times, including breaks and meals.

1	Tap Current Schedule 
2	Swipe your badge or enter your badge ID and tap Enter .
3	Tap a scheduled day to view details.
4	Tap Close

Review Last Punch



1	Tap Review Last Punch 
2	Swipe your badge or enter your badge ID and tap Enter .
3	Review the punch details.

Review Punches


1	Tap Review 
2	Swipe your badge or enter your badge ID and tap Enter .
3	Review the punch details. Optional: Tap the arrow icon to view more details about your recent punches, if necessary.

ADP InTouch 9000 Series – Employee Login Quick Reference

Labor Transfer

1	 <p>Tap Labor Transfer</p>
2	<ul style="list-style-type: none"> • Swipe Badge • Place one of the fingers that is used for biometric on sensor until you see the green light • Tap the Keyboard Icon 
3	Select code from the list provided. More than one labor level may be required
Result	A punch will be recorded.
Important	In most setups, a badge entry will qualify as an in punch. Use the In Punch key only if required.

Meal

1	 <p>Tap Meal</p>
2	<ul style="list-style-type: none"> • Swipe Badge • Place one of the fingers that is used for biometric on sensor until you see the green light • Tap the Keyboard Icon 
3	Review the punch details.