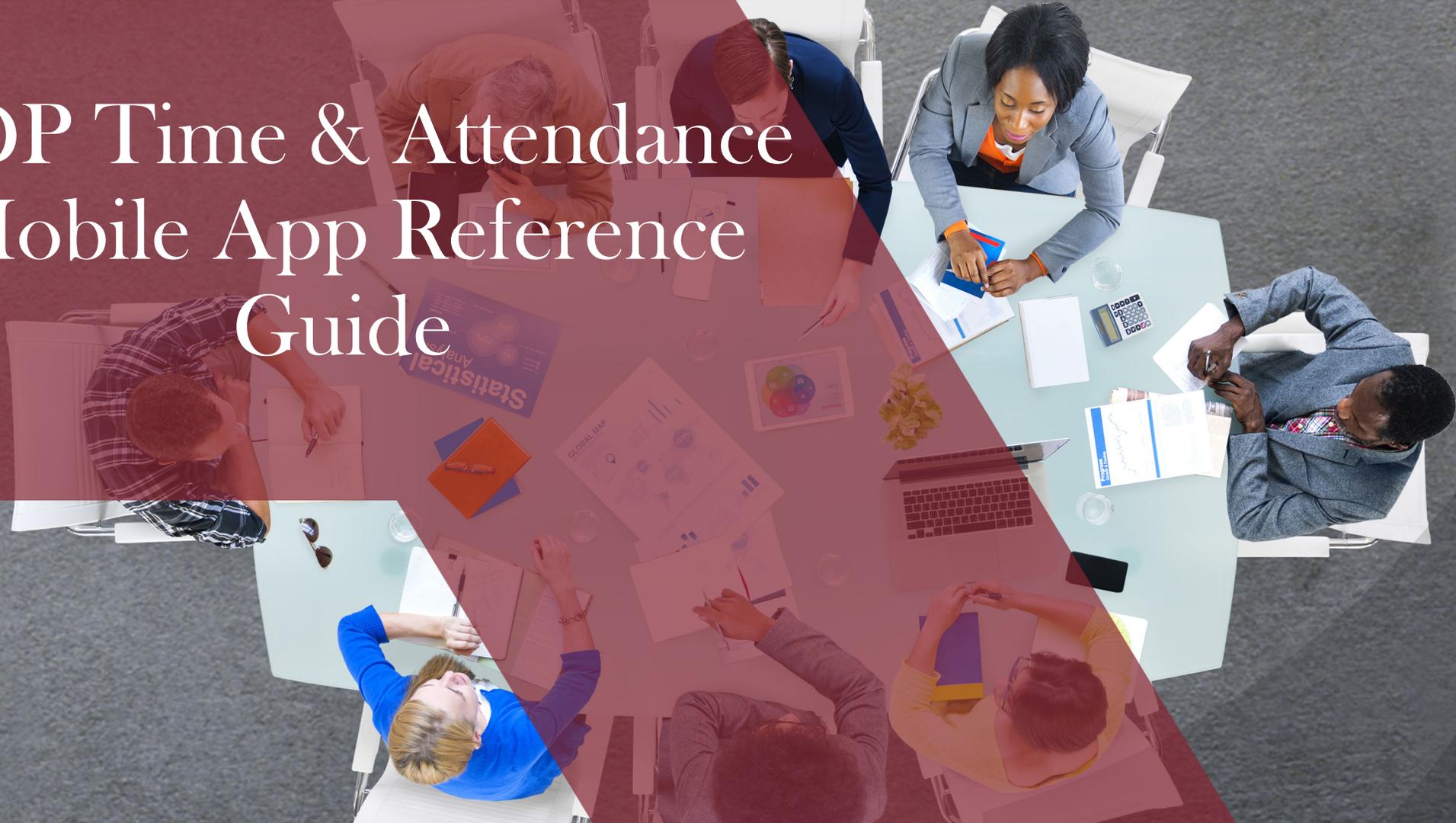




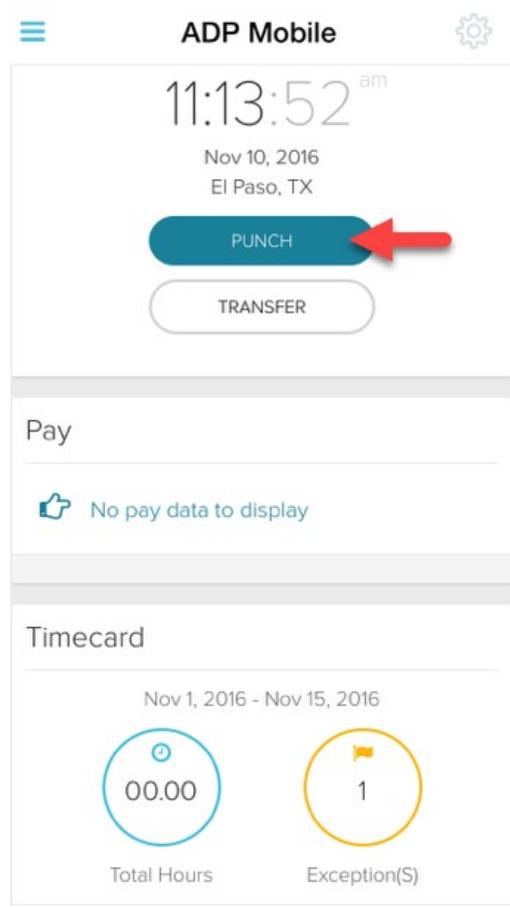
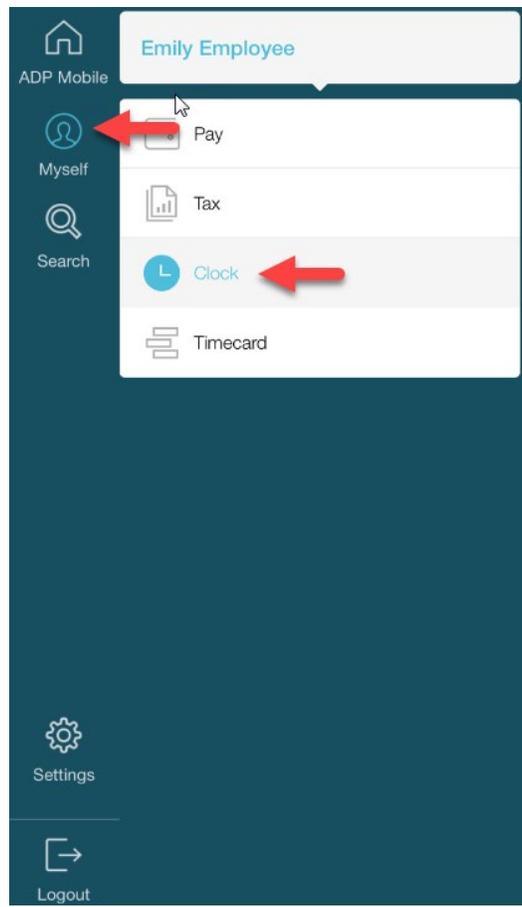
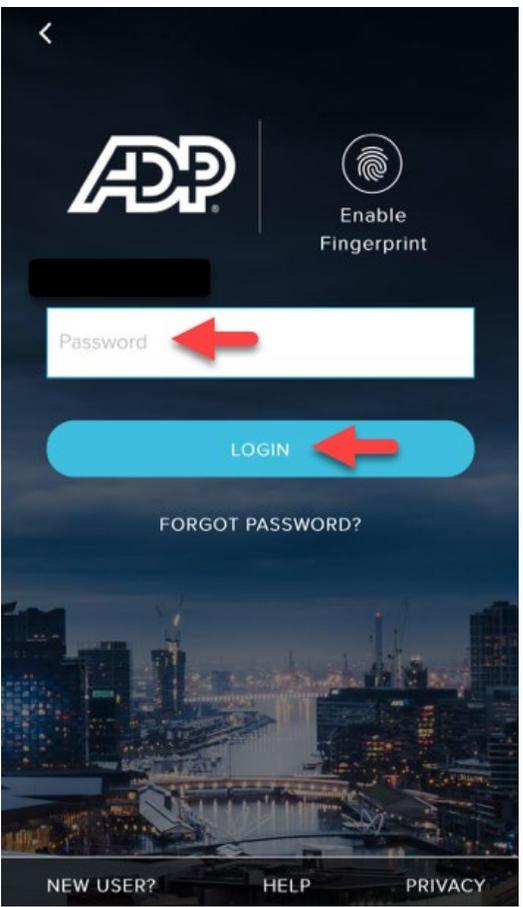
# Western University

OF HEALTH SCIENCES

## ADP Time & Attendance Mobile App Reference Guide

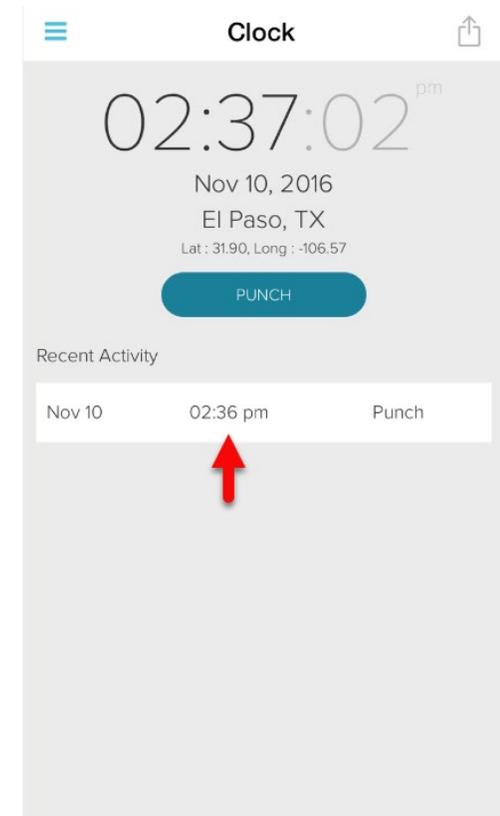
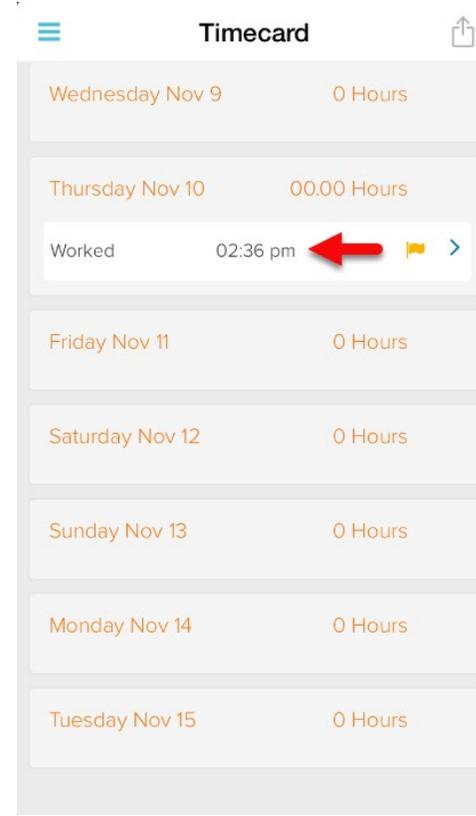
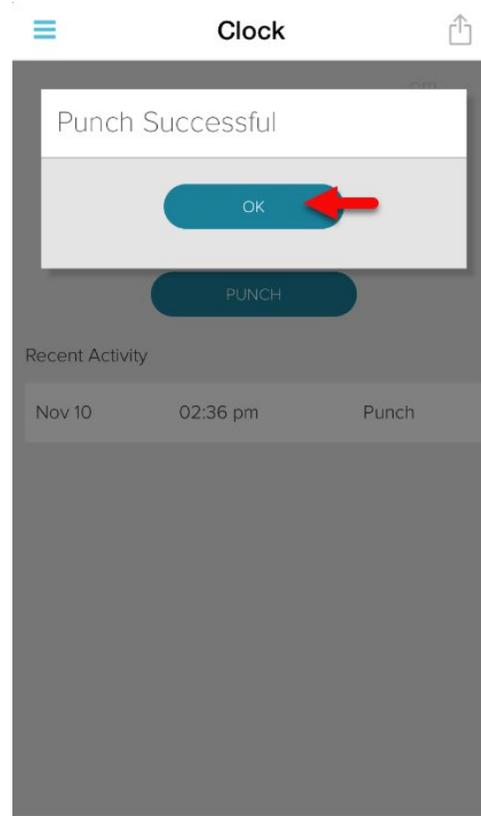
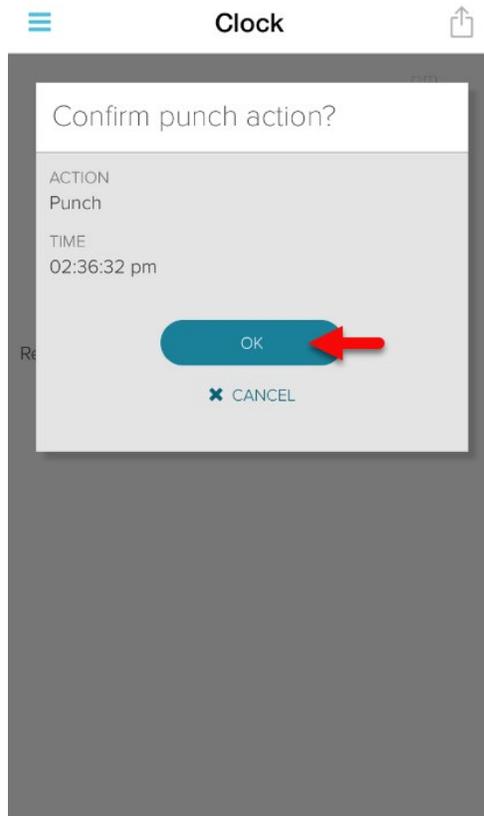


# How to record a punch (clock in/out)



# How to record a punch (clock in/out)

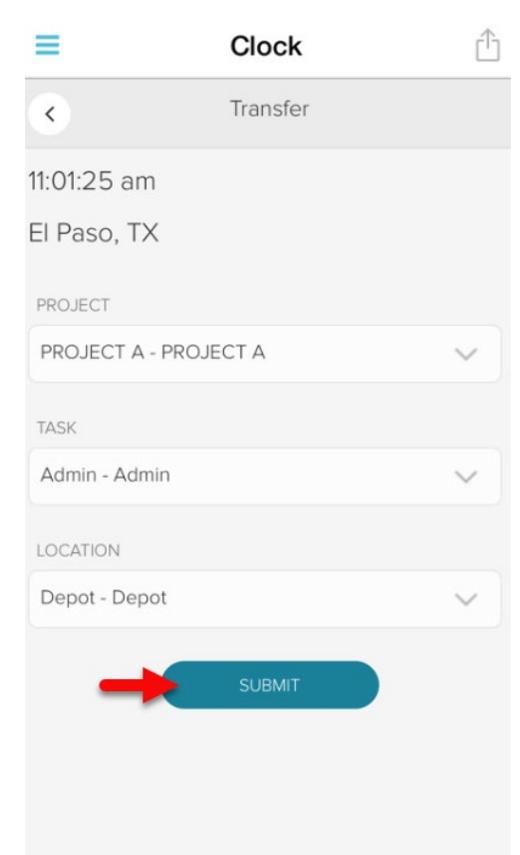
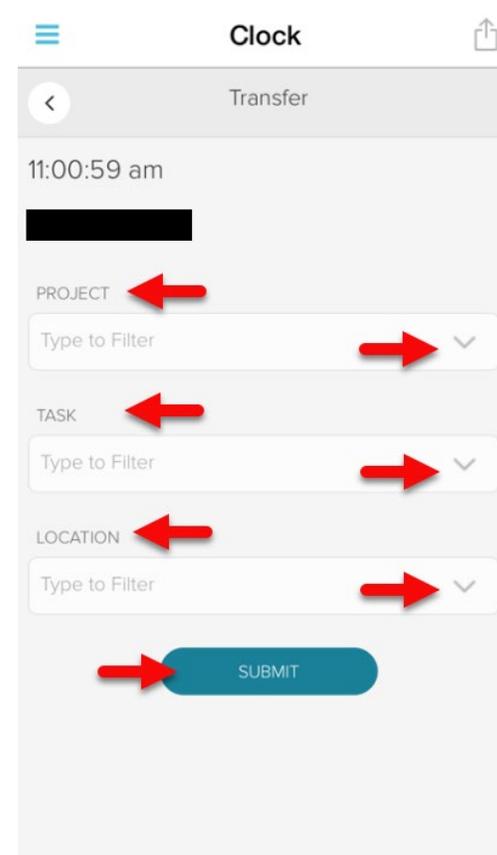
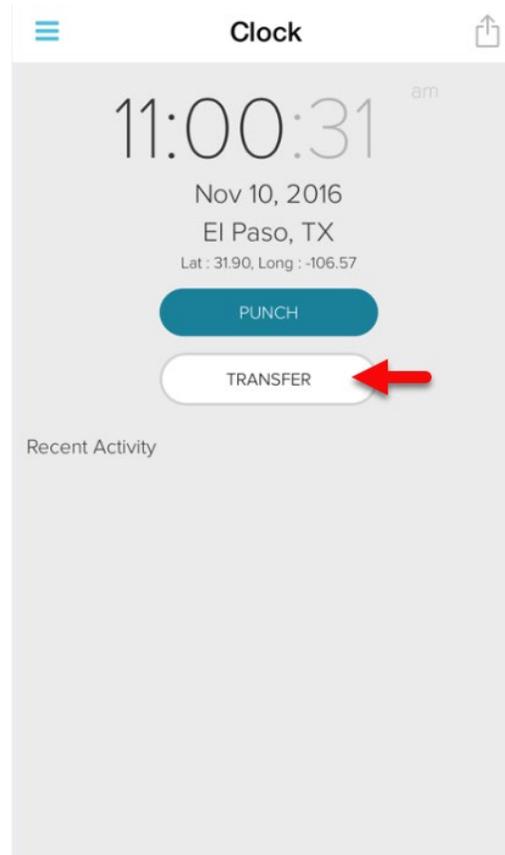
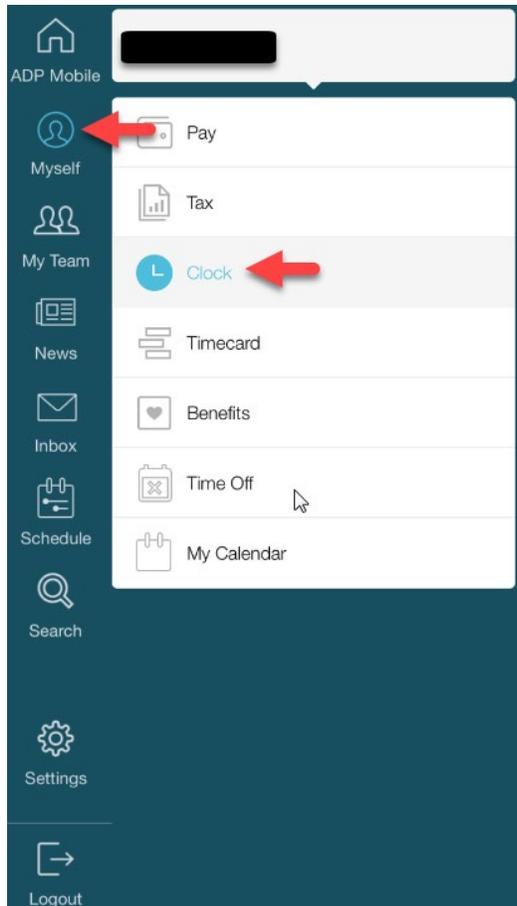
continued



# How to record a Labor Transfer



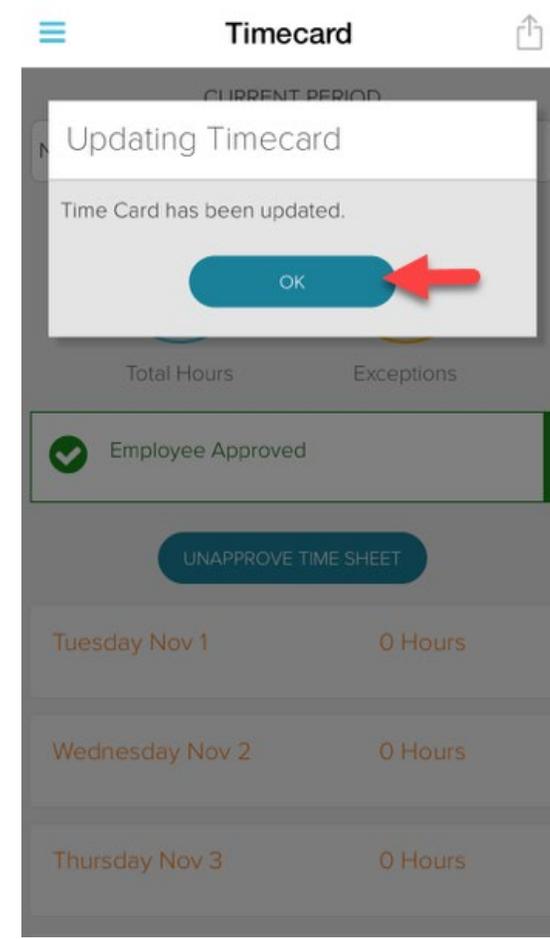
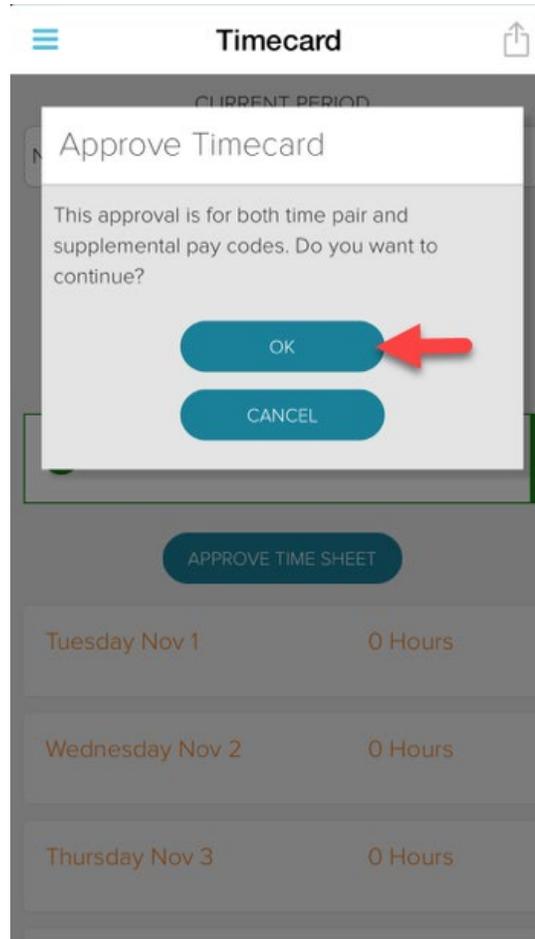
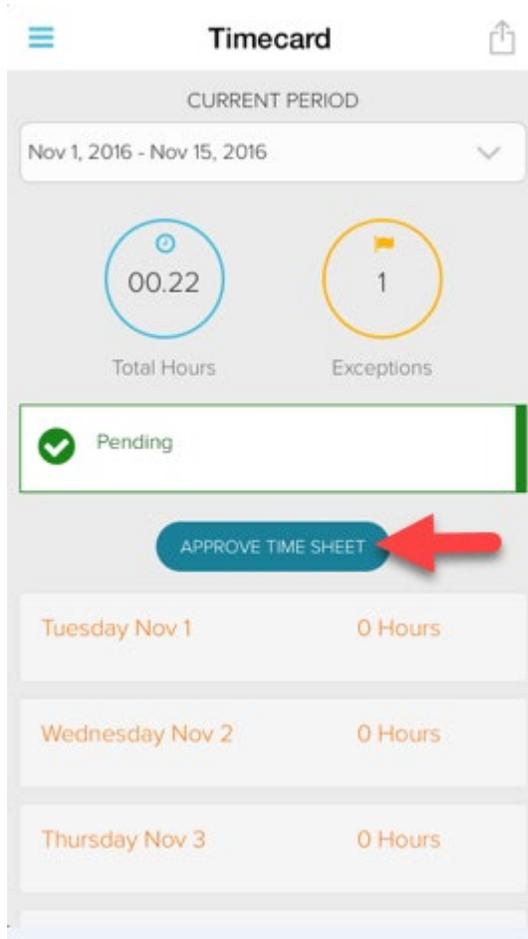
Use the dropdown arrow to make a selection.  
Click the TRANSFER button.  
Click SUBMIT when done.



# How to approve your timecard



Click APPROVE TIMESHEET → Click OK to Confirm  
If needed, you can also click UNAPPROVE TIME SHEET.

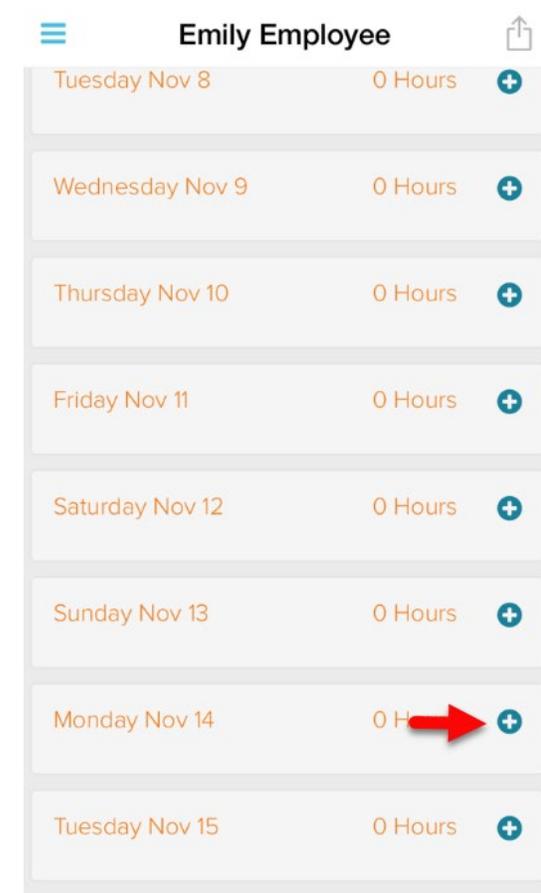
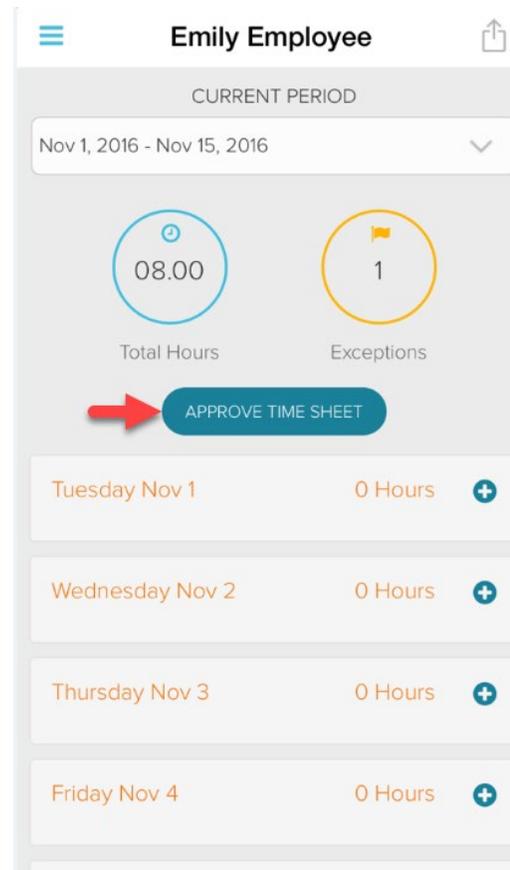
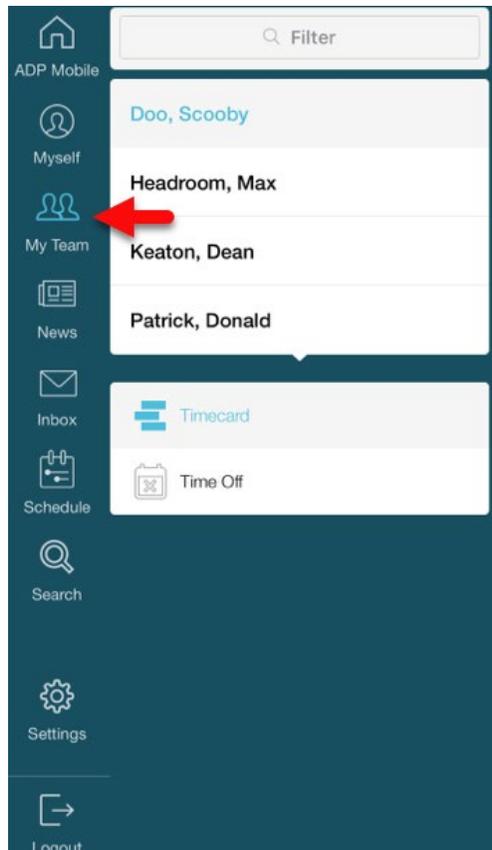


# Timecard edits & approvals – Supervisor



Click My Team to access employee assigned timecards.

Click the plus button to begin timecard edits.



# Timecard edits & approvals – Supervisor



continued

Edits and Approvals continued:

- \* Click START or END to edit time as needed.
- \* Click SAVE ENTRY or DELETE ENTRY to confirm edits.
- \* Click APPROVE TIME SHEET.

Emily Employee

Edit Time Entry

Worked

DATE

Nov 14, 2016

START

06:37

END

14:37

OUT TYPE

None

SAVE ENTRY

DELETE ENTRY

Emily Employee

Updating Timecard

Time Card has been updated.

OK

DATE

Nov 14, 2016

START

06:37

END

14:37

OUT TYPE

None

SAVE ENTRY

Timecard

CURRENT PERIOD

Nov 1, 2016 - Nov 15, 2016

00.22 Total Hours

1 Exceptions

Pending

APPROVE TIME SHEET

Tuesday Nov 1 0 Hours

Wednesday Nov 2 0 Hours

Thursday Nov 3 0 Hours