



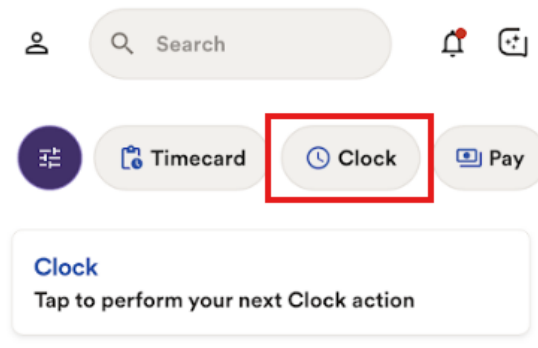
## ADP Clock In Procedures - Facilities

**Purpose:** To ensure accurate time tracking, proper job costing, and compliance with payroll and reporting requirements.

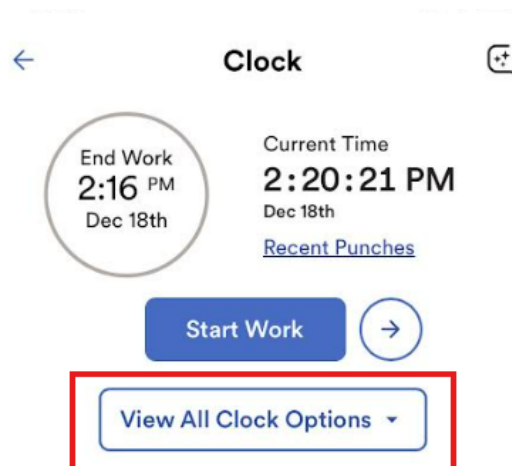
**Eligibility:** All team members with the job title Maintenance Technician.

### Procedure:

1. Log in to the **ADP Workforce Now** app
2. From the home page, tap **Clock**.



3. To record the first punch of the day, tap **View All Clock Options**.



4. Tap **Transfer**. If you don't see the option, scroll down to find it.

<a href="#">End Work</a>	→
<a href="#">Take Meal</a>	→
<a href="#">End Meal</a>	→
<a href="#">Transfer</a>	

5. Tap the **Project drop-down** to select a project.

[← Back](#)

### Advanced Clock Options

1:56:21 PM  
Dec 18th

**Transfer**  
Select where you will be charging your time

Department

990300 🏠 [×](#) [v](#)

**Project**

Please Select [v](#)

6. When starting your day, select the **Traveling** project.




Others	
001	( Traveling )
002	( R&M - Sites )
003	( Administrative Tasks )
004	( New Construction Site )
005	( Acquisition Site )
006	( CAPEX )



- Once you've successfully selected your project, tap **Transfer**.


Advanced Clock Options


1:56:34 PM  
Dec 18th

**Transfer**  
Select where you will be charging your time

Department  
990300   

Project  
001 ( Traveling )  


[Export QR/NFC](#) 

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**Transfer**

Congratulations! You've successfully started your day.

Started Work  
1:56 PM  
Dec 18th 



Current Time  
**1:56:39 PM**  
Dec 18th  
[Recent Punches](#)

 Started Work is recorded. If needed, you have 3 minutes to undo. 

[Undo recent action](#)

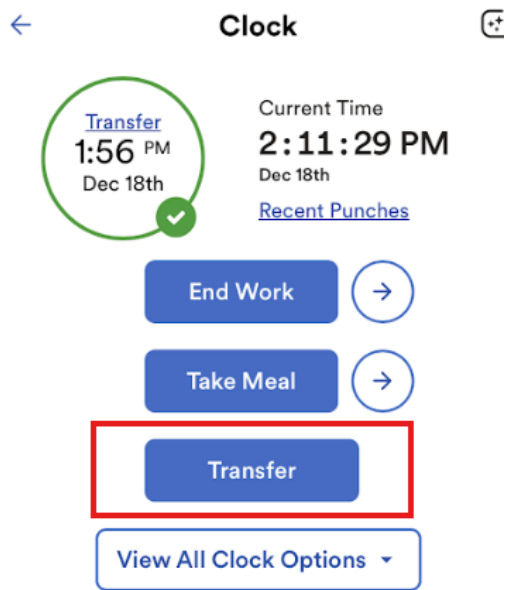
## Switching Projects During the Day

- Log in to your ADP Workforce Now and tap **Clock**.

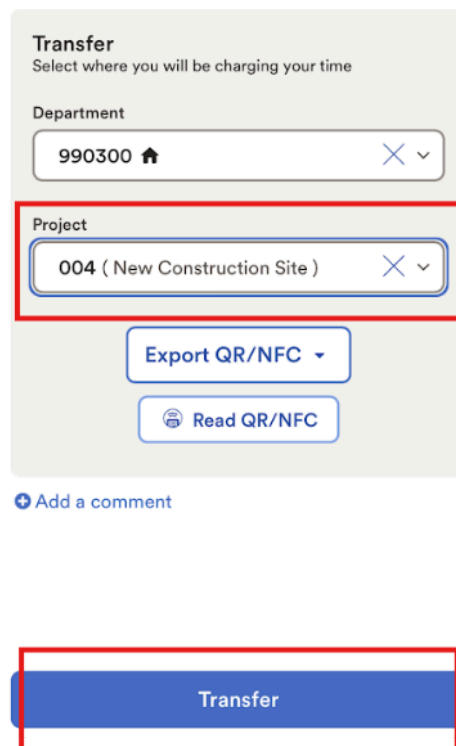
 [Timecard](#) **Clock** [Pay](#) 

**Clock**  
Transfer performed on Dec 18 at 1:56 PM

2. Tap **Transfer**



3. Select your project for the **drop-down** menu and tap **transfer**



Congratulations! You've successfully transferred to another project.

**Employee Guidelines:**

- You must always be clocked in under a project while on the clock.
- ADP requires a 3-minute gap between clock-ins for proper registration.
- Always clock out for lunch breaks and at the end of your shift.

Failing to select a project or not following these procedures is against company policy and may result in disciplinary action, up to and including termination.