# 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.**
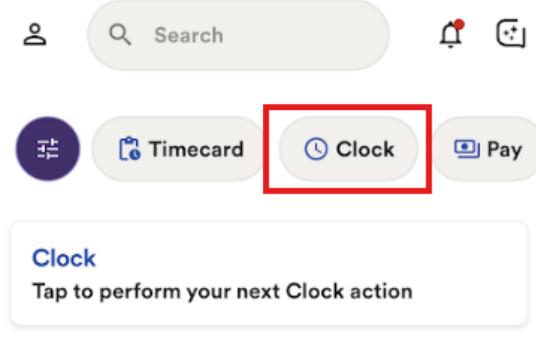
3. To record the first punch of the day, tap **View All Clock Options**.
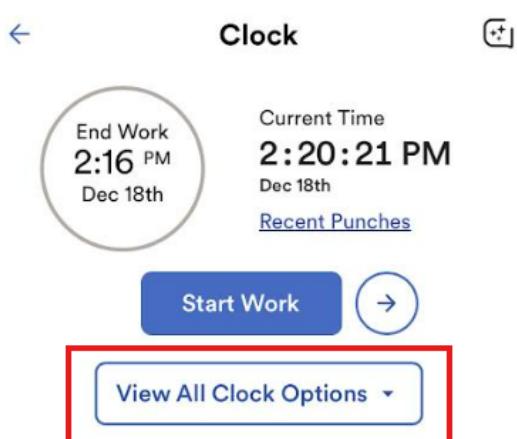
4. Tap **Transfer**. If you don't see the option, scroll down to find it.

5. Tap the **Project drop-down** to select a project.
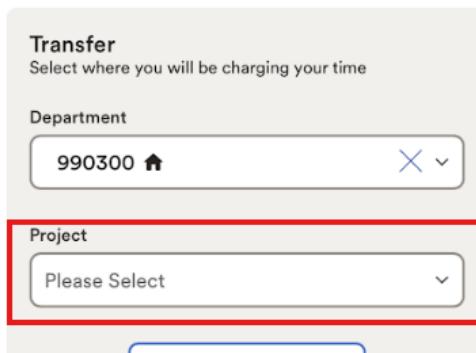
6. When starting your day, select the **Traveling** project.
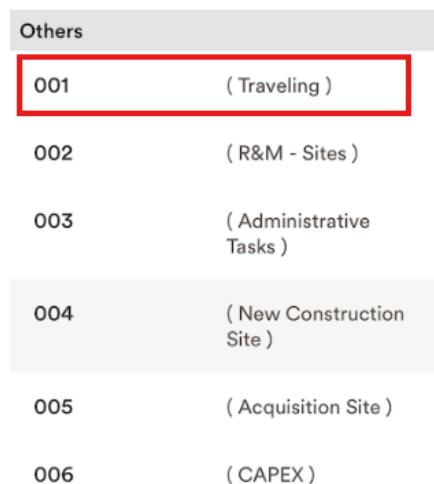
7. Once you've successfully selected your project, tap **Transfer**.
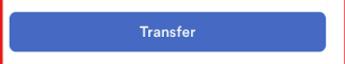
Congratulations! You've successfully started your day.
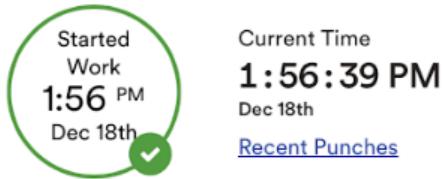
Switching Projects During the Day

1. Log in to your ADP Workforce Now and tap **Clock**.
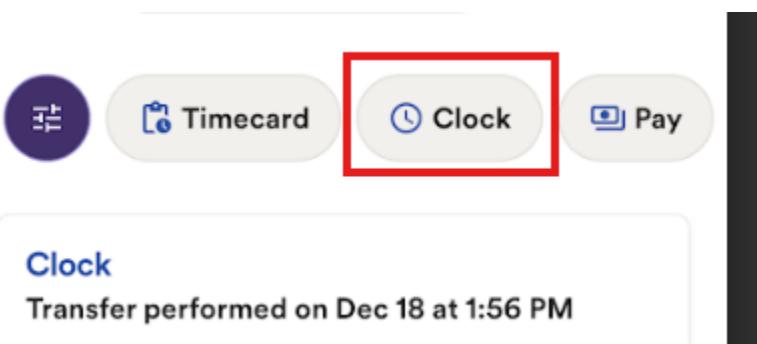
2. Tap **Transfer**
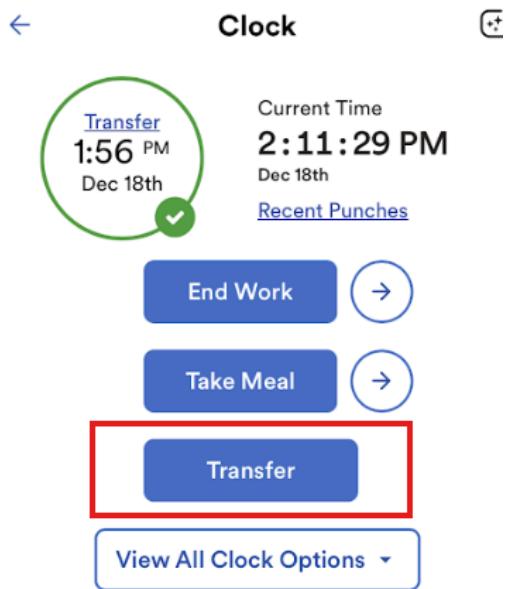
3. Select your project for the **drop-down** menu and tap **transfer**
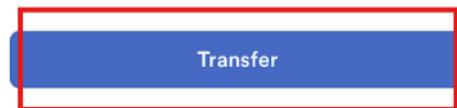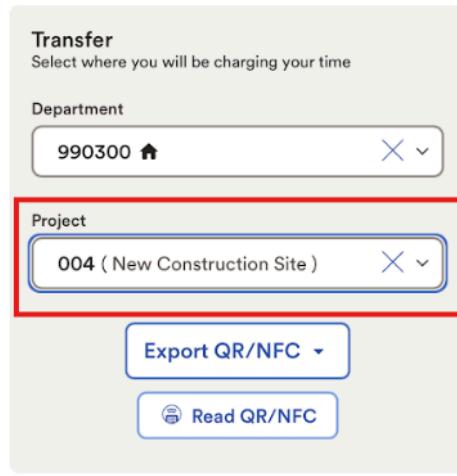
Congratulations! You've successfully transferred to another project.

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.

Revised: 12/2025