



Switching Projects in ADP

To ensure accurate time tracking, we've added multiple projects in ADP that you may work on during your shift. When starting, ending, or changing tasks, you'll need to use the "Transfer" option in ADP to make sure your hours are recorded under the correct project.

Eligibility: This SOP applies to all team members with the job title **Maintenance Technician**.

Step-by-Step: Clocking In with a Transfer

1. Open the **ADP Workforce Now app**.
Make sure you're on the Home screen.
2. Tap "**Clock In.**"
3. Tap the drop-down option: "**View All Clock Options.**"
4. Tap "**Transfer.**"
5. You'll now see a list of project options. **Choose** the one you're working on:
 - 1. Traveling
 - 2. R&M (Repairs & Maintenance)
 - 3. Administrative Task
 - 4. New Construction Site
 - 5. Acquisition Site
 - 6. CAPEX
6. After selecting your project, tap "**Transfer**" again to complete your clock-in.

Switching Projects During the Day

1. Before starting a different task, **go to the app** and tap "**Transfer.**"
2. Select the **new project** you're working on.
3. Then **continue working**—your time will now be tracked under the correct task.

Important Reminders:

- **Always use the Transfer option** when your work changes from one project to another.
- If you accidentally clocked into the wrong department, you must wait at least 3 minutes before switching to the correct one. **ADP requires a 3-minute gap between clock-ins for it to register properly.**
- If you're not sure which project to choose, ask your supervisor.

If you have any questions, please reach out to your supervisor or the HR Department at hr@whitewatercw.com.