ADP TIME CLOCK INSTRUCTIONS
Job Classification: Hourly Employee (multiple jobs or sites)

As you are eligible and likely to perform 1 or more jobs in 1 or more locations, you will need to specify the location and job code of your work at the beginning of your work day. The sign-in instructions are illustrated below. You will also need to perform this procedure if you are changing your location or job during the day. To sign-out at the end of your work day, simply swipe your card at the time clock.

Step 1: Press the Transfer button on the left side of the time clock

Step 2: Using the numeric keypad, enter the 2-digit location code of your building

Step 3: Press the Enter button (the time clock will prompt for your 3-digit job code)

Step 4: Enter the 3-digit job code for the work you are performing.

Step 5: Press the Enter button (the time clock will prompt for your employee ID)

Step 6: Swipe your card (A successful read will generate a beep and a green light)
FREQUENTLY ANSWERED QUESTIONS:

**Q: How do I know what location code to use?**
A: Each building should have its own 2-digit location code posted near the ADP Time Clock machine. Alternatively, after pressing the ‘Transfer’ button you may press the ‘List’ button on the right hand side of the machine to see the list of all buildings and their codes (this applies to job codes as well).

**Q: Why do I need to specify my location code?**
A: The location you work in may determine how we charge certain account sources to compensate you for your services. This also provides data that determines personnel resource allocation.

**Q: I normally just work on 1 location, why do I need to specify the location code every time I come in?**
A: Because most (if not all) employees who are eligible for multiple jobs wind up working in different locations throughout the school year, this rule is instituted for this job category.

**Q: Why do I need to specify my job code?**
A: If you are performing multiple jobs, it is very likely that the hourly rate of 1 job differs from the other. In order to properly compensate you for your services, we require that you indicate what job you are doing.

**Q: I have successfully signed-in, but now in the middle of the day I need to perform a different job. What do I do?**
A: Simply perform the same transfer procedure illustrated on the obverse side of this page (as if you are signing in again). Make sure that you enter the new location code (if you are changing locations) or new job code (if you are changing jobs). This procedure effectively “closes” your previous sign-in and creates a new one with the new associated location/job code.

**Q: Is there a limit to how many times I can transfer within the day?**
A: No, as long as there is a legitimate change in the location/job code, this procedure can be performed as often as necessary.

**Q: What if I forget to sign-in or sign-out?**
A: The ADP system will be unable to calculate the number of hours you have worked and will instead assign 0 (zero) hours for that day. You must ask your building’s ADP secretary to fix this, otherwise if this is not corrected in time you will not be paid for that day’s work.

**Q: Are there any special steps for signing out when I have done a transfer?**
A: If you are returning to your home school or going to another school, do not swipe out, transfer into the next school when you arrive. However, if you are not returning to your home school or another school, swipe out ~ make sure green light appears.