ADP TIME CLOCK INSTRUCTIONS
TRANSFER TO NEW LOCATION / JOB CODE
Job Classification: Regular Salaried Employee
(see FAQs on the reverse side of this page)

In the event that you need to transfer to another site/building, perform another job, or perform paid overtime work, you will need to do a transfer on the ADP 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 you are transferring to

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

Step 4: If you are changing jobs, enter the 3-digit job code for the new job (otherwise just leave blank)

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:
Transferring 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: If I transfer to a different building but perform the same job, do I need to enter my job code as well?
A: No, you can skip entering your job code by just pressing the Enter button when you are prompted for a job code.

Q: If I transfer to a different job code but stay in the same building, do I need to enter the location code as well?
A: It is not required; however it is recommended that you do so.

Q: Why do I need to transfer job codes? I only have 1 job title
A: For regular employees, the most common reason for transferring job codes is performing extra work after regular hours. The job codes (in the 200’s) will allow payroll to pay you appropriately for your time spent after hours.

Q: How do I get a list of the other job codes?
A: You should have been furnished a copy. If you do not have one, please contact Human Resources or ask your ADP person for a copy.

Q: Why do I need to transfer locations in the first place? I will be getting paid the same if I am not performing extra duty after hours.
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: Do I transfer on the building I am leaving from or on the building I am transferring to?
A: Normally on the building you are transferring to.

Q: What if I start my day on another building which is not my normally assigned building?
A: You should do a transfer on that building upon arriving. If you have not had an initial sign-in for that day, your transfer will serve as your initial sign-in.

Q: What if I already had a sign-in, what exactly happens when I do a transfer?
A: The transfer “closes” the record for your initial sign-in, and then creates a new sign-in record for the new building or job code that you are working in.

Q: Will I still need to sign-out when I do a transfer?
A: Yes, under no circumstances will a transfer constitute a sign-out.

Q: Can I sign out on the building I transferred to?
A: Yes.

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.