ADP TIME CLOCK INSTRUCTIONS
Job Classification: Regular Salaried Employee

As you have a specific site/building that you report in, and have a specific job position, you will simply need to swipe-in at the beginning of your day and swipe-out when you leave.

SIGN-IN: Swipe your card on the Time Clock (bar code should face the time clock)

SIGN-OUT: Swipe your card on the Time Clock (bar code should face the time clock)
FREQUENTLY ANSWERED QUESTIONS:

Q: Why do I have to use the ADP Time Clock machine?
A: The machine provides a way of capturing, transmitting, and processing your time data electronically. This reduces the time & resources spent on processing the data required to accurately determine and generate your paycheck.

Q: How do I know that my swipe was accepted by the machine?
A: You will hear 2 beeps and see a green light come on. Additionally, you will see a message displayed on the Time Clock’s screen

Q: Why can I no longer code in my employee ID rather than swiping?
A: There were too many instances of wrong IDs being entered on the numeric keypad.

Q: What do I do when I miss a swipe?
A: Notify the ADP person in charge of your building/department to correct this as soon as possible.

Q: What happens if a missed swipe is not corrected?
A: The ADP system will not be able to compute your number of hours worked for that day and will transmit this as 0 (zero) hours. If this occurs, you will not be paid for that day.

Q: Can I just have the ADP person enter my time everyday?
A: It is the employee’s responsibility to provide his/her own time data thru the ADP Time Clock. You may not transfer that responsibility to another person (doing so creates an additional unauthorized burden to the ADP person).

Q: What if I am on leave or on a meeting not taking place in a QACPS building?
A: Notify your ADP person; an appropriate code with the corresponding number of hours will be placed on your behalf. You must notify the ADP person before this event (or on that day itself) so that the appropriate code will be entered. Failure to do so will mark you as having an “Unexcused Absence” for that day.

Q: Do you monitor/keep track of these “Missed Punches” and “Unexcused Absence” events?
A: Yes, we keep track of these ADP Exceptions

Q: Are there any special steps for signing out?
A: No – just swipe your card ~ make sure a green light appears.