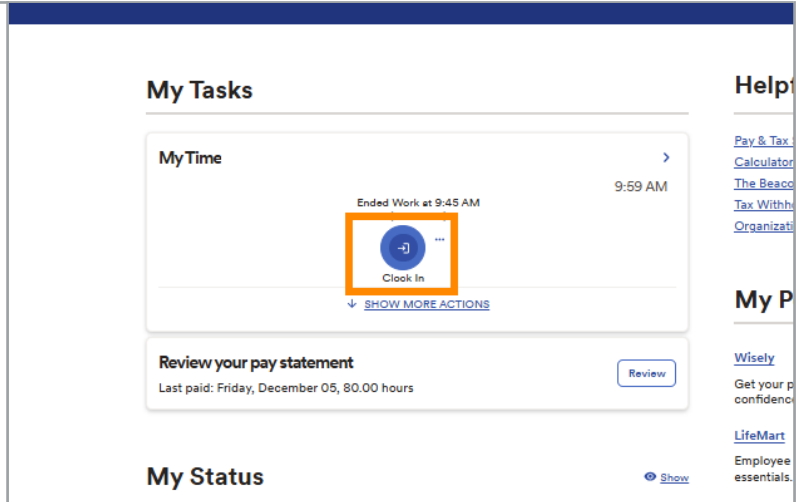




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1. 

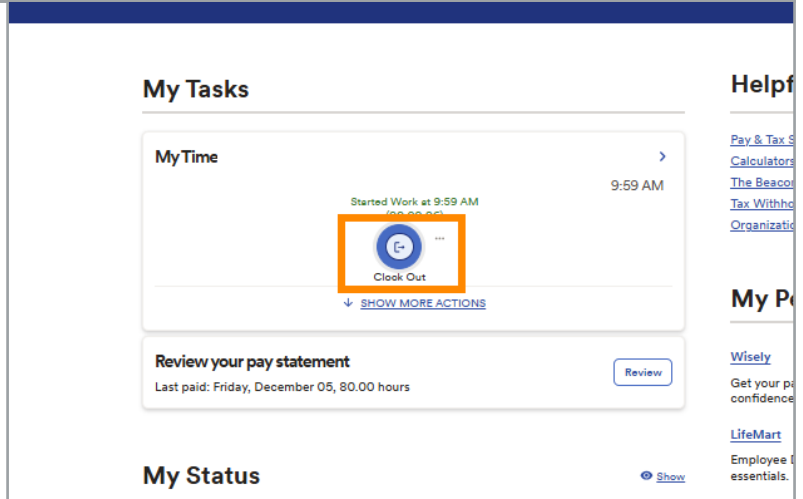
When starting your day from the ADP Website, find the My Time section of your home page and click **Clock In**.



The screenshot shows the ADP website home page. The 'My Tasks' section is visible, featuring a 'My Time' tile. The tile displays 'Ended Work at 9:45 AM' and '9:59 AM'. A blue circular button with a minus sign and the text 'Clock In' is highlighted with an orange box. Below the button is a link that says 'SHOW MORE ACTIONS'. To the right of the tile is a 'Review your pay statement' section with a 'Review' button. On the far right, there is a 'Help' sidebar with links for 'Pay & Tax Calculators', 'The Beacon', 'Tax Withholdings', and 'Organizational Chart'. Below that is a 'My Perks' section with a 'Wisely' link.

2. 

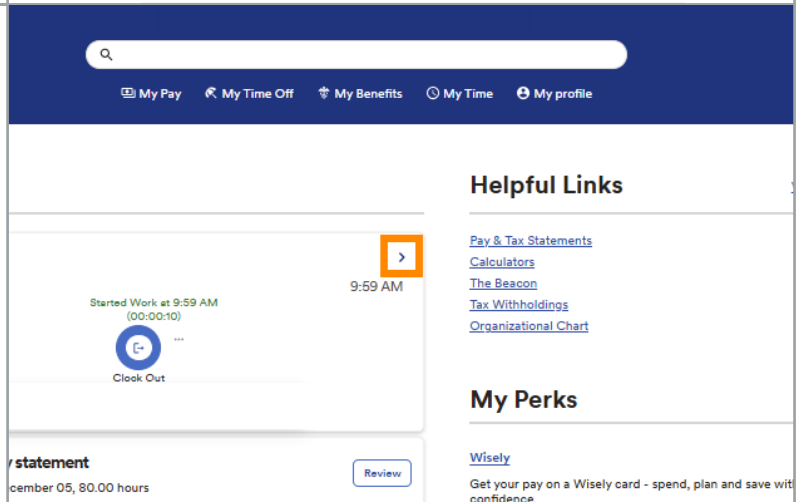
Before any breaks, including lunch, and at the end of your workday, select **Clock Out** in the same location.



The screenshot shows the ADP website home page. The 'My Tasks' section is visible, featuring a 'My Time' tile. The tile displays 'Started Work at 9:59 AM (00:00:00)' and '9:59 AM'. A blue circular button with a plus sign and the text 'Clock Out' is highlighted with an orange box. Below the button is a link that says 'SHOW MORE ACTIONS'. To the right of the tile is a 'Review your pay statement' section with a 'Review' button. On the far right, there is a 'Help' sidebar with links for 'Pay & Tax Calculators', 'The Beacon', 'Tax Withholdings', and 'Organizational Chart'. Below that is a 'My Perks' section with a 'Wisely' link.

3. 

Sometimes, you may need review or make edits to your timesheet. To view these options, click the **arrow** in the top right corner of the **My Time** tile.



The screenshot shows the ADP website home page. At the top, there is a search bar and navigation links for 'My Pay', 'My Time Off', 'My Benefits', 'My Time', and 'My profile'. Below this is a 'Helpful Links' section with links for 'Pay & Tax Statements', 'Calculators', 'The Beacon', 'Tax Withholdings', and 'Organizational Chart'. The 'My Time' tile is visible, displaying 'Started Work at 9:59 AM (00:00:10)' and '9:59 AM'. A blue circular button with a plus sign and the text 'Clock Out' is highlighted with an orange box. Below the button is a link that says 'SHOW MORE ACTIONS'. To the right of the tile is a 'Review your pay statement' section with a 'Review' button. On the far right, there is a 'My Perks' section with a 'Wisely' link.



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4.

Click [here](#) to open up the week.

Time Period: Start Date: End Date:

Timecard Totals Schedule Time Off Balances

Week 1	In - Out	Pay Code	Hours	Daily Totals	Regular
<input type="button" value="12/1/2025"/>	-		0.00	0.00	0.00
Week 1 Totals				0.00	0.00
Week 2	In - Out	Pay Code	Hours	Daily Totals	Regular
Mon 12/08	09:27 AM - 09:45 AM		0.30		0.30
	12/08 09:59 AM -		0.00	0.30	0.00
Week 2 Totals				0.30	0.30

Pay Period (0.30) Week 1 (0.00) Week 2 (0.30)

5.

Select the appropriate [date](#) and click [day](#) on the calendar.

Time Period: Start Date: End Date:

Timecard Totals Schedule Time Off Balances

Week 1	In - Out	Pay Code	Hours	Daily Totals	Regular
<input type="button" value="12/1/2025"/>	-		0.00	0.00	0.00
Week 1 Totals				0.00	0.00
Week 2	In - Out	Pay Code	Hours	Daily Totals	Regular
			0.30		0.30
			0.00	0.30	0.00
Week 2 Totals				0.30	0.30

December 2025

Sun	Mon	Tue	Wed	Thu	Fri	Sat
	<input type="button" value="1"/>	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30	31			

Pay

6.

Click the [In](#) field and type in the time you started work.

Time Period: Start Date: End Date:

Timecard Totals Schedule Time Off Balances

Week 1	In - Out	Pay Code	Hours	Daily Totals	Regular
Mon 12/01	08:00 AM -		0.00	0.00	0.00
Week 1 Totals				0.00	0.00
Week 2	In - Out	Pay Code	Hours	Daily Totals	Regular
Mon 12/08	09:27 AM - 09:45 AM		0.30		0.30
	12/08 09:59 AM -		0.00	0.30	0.00
Week 2 Totals				0.30	0.30

Pay Period (0.30) Week 1 (0.00) Week 2 (0.30)

ADP - How to Enter and Edit Timecard



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7.

Next, click the **Out** field and type the time you ended work.

Time Period: Start Date: End Date:

Timecard		Totals	Schedule	Time Off Balances			
Week 1			In - Out	Pay Code	Hours	Daily Totals	Regular
Mon	12/01	08:00 AM	04:00 PM		8.00	8.00	0.00
Week 1 Totals						8.00	0.00
Week 2			In - Out	Pay Code	Hours	Daily Totals	Regular
Mon	12/08	09:27 AM	09:45 AM		0.30		0.30
	12/08	09:59 AM			0.00	0.30	0.00
Week 2 Totals						0.30	0.30

Pay Period (0.30) Week 1 (0.00) Week 2 (0.30)

8.

To add another row of time for the same day, click the **menu** at the beginning of a row. The new row you add will insert **BELOW** the one you select.

Time Period: Start Date: End Date:

Timecard		Totals	Schedule	Time Off Balances			
Week 1			In - Out	Pay Code	Hours	Daily Totals	Regular
Mon	12/01				0.00	0.00	0.00
Week 1 Totals						0.00	0.00
Week 2			In - Out	Pay Code	Hours	Daily Totals	Regular
Mon	12/08	09:27 AM	09:45 AM		0.30		0.30
	12/08	09:59 AM			0.00	0.30	0.00
Week 2 Totals						0.30	0.30

Pay Period (0.30) Week 1 (0.00) Week 2 (0.30)

9.

Click **Add Blank Row**.






Time Period: Start Date: End Date:

Timecard		Totals	Schedule	Time Off Balances			
Week 1			In - Out	Pay Code	Hours	Daily Totals	Regular
Mon	12/01				0.00	0.00	0.00
Week 1 Totals						0.00	0.00
Week 2			In - Out	Pay Code	Hours	Daily Totals	Regular
			09:45 AM		0.30		0.30
					0.00	0.30	0.00
Week 2 Totals						0.30	0.30

Pay Period (0.30) Week 1 (0.00) Week 2 (0.30)



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<p>10. </p> <p>Click Save to submit.</p>	<table border="1"> <tr> <td>Mon</td> <td>12/01</td> <td>-</td> <td></td> <td></td> <td>0.00</td> <td>0.00</td> <td>0.00</td> </tr> <tr> <td>Tue</td> <td>12/02</td> <td>-</td> <td></td> <td></td> <td>0.00</td> <td>0.00</td> <td>0.00</td> </tr> <tr> <td colspan="6" style="text-align: right;">Week 1 Totals</td> <td>0.00</td> <td>0.00</td> </tr> <tr> <td colspan="2" style="text-align: center;">Week 2</td> <td colspan="2" style="text-align: center;">In - Out</td> <td style="text-align: center;">Pay Code</td> <td style="text-align: center;">Hours</td> <td style="text-align: center;">Daily Totals</td> <td style="text-align: center;">Regular</td> </tr> <tr> <td>Mon</td> <td>12/08</td> <td>09:27 AM</td> <td>- 09:45 AM</td> <td></td> <td>0.30</td> <td></td> <td>0.30</td> </tr> <tr> <td></td> <td>12/08</td> <td>09:59 AM</td> <td>- </td> <td></td> <td>0.00</td> <td>0.30</td> <td>0.00</td> </tr> <tr> <td colspan="6" style="text-align: right;">Week 2 Totals</td> <td>0.30</td> <td>0.30</td> </tr> </table> <p style="margin-top: 10px;"> Pay Period (0.30) Week 1 (0.00) Week 2 (0.30) </p> <div style="margin-top: 5px;"> Save Refresh </div>	Mon	12/01	-			0.00	0.00	0.00	Tue	12/02	-			0.00	0.00	0.00	Week 1 Totals						0.00	0.00	Week 2		In - Out		Pay Code	Hours	Daily Totals	Regular	Mon	12/08	09:27 AM	- 09:45 AM		0.30		0.30		12/08	09:59 AM	- 		0.00	0.30	0.00	Week 2 Totals						0.30	0.30
Mon	12/01	-			0.00	0.00	0.00																																																		
Tue	12/02	-			0.00	0.00	0.00																																																		
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	12/08	09:59 AM	- 		0.00	0.30	0.00																																																		
Week 2 Totals						0.30	0.30																																																		
<p>11. </p> <p>And that's it! You've Entered or Edited Your Timesheet.</p>	<p style="font-size: 1.2em; font-weight: bold;">Tutorial completed.</p> <p>Congratulations on finishing this tutorial.</p>																																																								