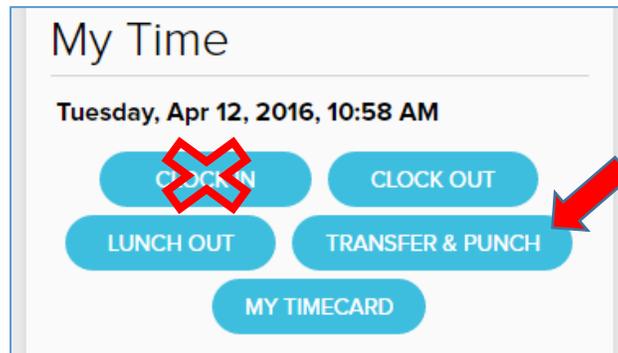# ADP Directions for Student Employees (Fall/Spring)
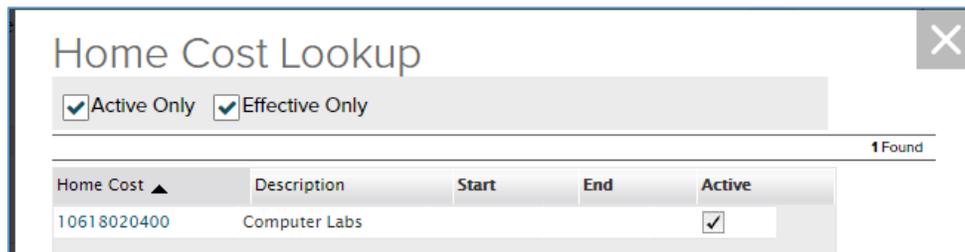
To Clock In:

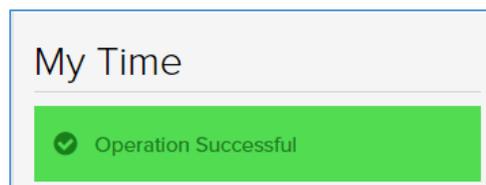1. Click on the Transfer & Punch button under the My Time Section.

   NOTE: Do **NOT** use the Clock In button.

2. In the Transfer window, click on the magnifying glass icon to look up your home cost code.
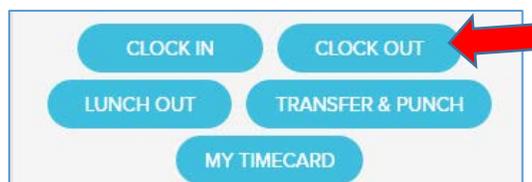

3. Choose the Home Cost code for the job you are clocking in for. Click Submit.
4. This will automatically clock you in and bring you back to the My Time section on the Home page.
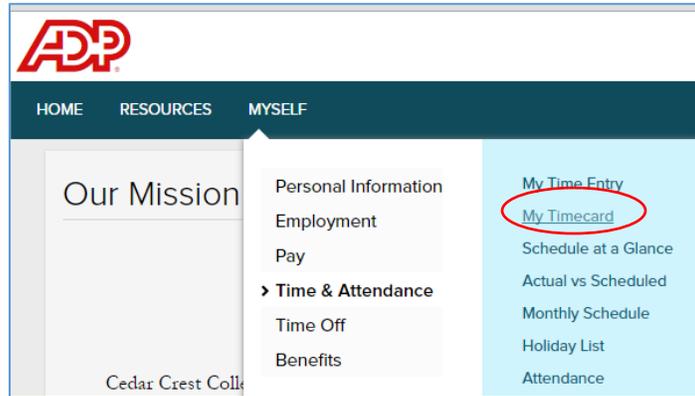

To Clock Out:

You do **NOT** need to click the Transfer & Punch button to clock out.

The Clock Out button can be utilized whenever you want to clock out regardless of the job you are clocked into.
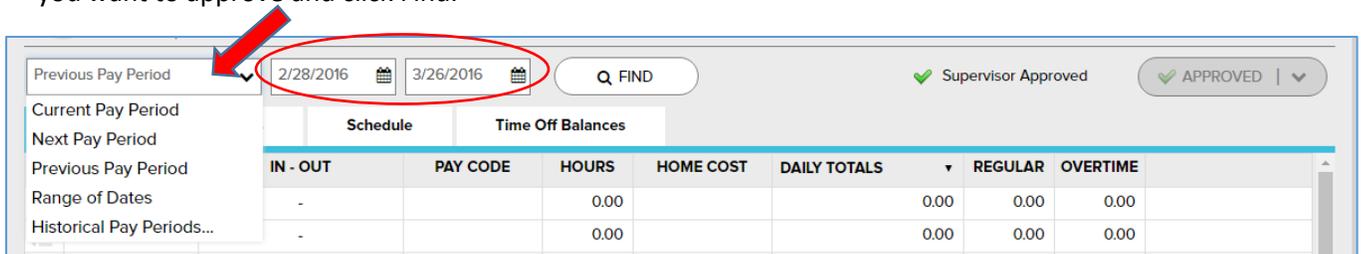
Approving Your Timecard

1. Go to Myself > Time & Attendance > My Timecard

2. In the Pay Date Range fields, you can drop down to select the Current Pay Period, or select a range of dates that you want to approve and click Find.

3. Look through each of your clock times, and make sure everything is correct. If not, email your supervisor to make the appropriate changes.
4. To approve all hours for the selected pay period, click Approve Timecard. The Approve Timecard window opens.

5. Click Approve. A window will appear asking if you want to continue. Click Approve again.
6. The Approve Timecard button changes to Approved and a green check mark is displayed.

Viewing Your Schedule

You can view your schedule in several different ways, depending on the date range and format that you want to view.

To View:

A. **The current week's schedule**, Select Myself > Time & Attendance > Schedule at a Glance.
B. **One month at a time,** Select Myself > Time & Attendance > Monthly Schedule. To view a different month, in the Date field, click the calendar icon and select a date, then Click Find.
C. **Your recorded time compared to your scheduled time**, Select Myself > Time & Attendance > Actual vs Scheduled. To view the actual and scheduled times for other dates, in the Date field, click the calendar icon and select a date. Click Find.