

The first page is to begin the clocking process for SUMMER and WINTER breaks ONLY:



IN THE BUSINESS OF YOUR SUCCESS™

ADP Workforce Now

Essential Time & Attendance Employee Basics: For Employees Who Clock In and Out


Overview

This job aid guides you through some of the basic Time & Attendance tasks that you will complete. For more information, see online Help.

If You Hold More than One Position

If you hold more than one position, make sure that you are performing the time-related activities for the correct position.

Starting Point: [Myself](#) > [Time & Attendance](#) > [My Time Entry](#)

Step	Action
1	<p>Click Other Positions.</p> 
2	Select the position for which you are performing the time-related activities.