## Mobile clock and punch edit reference card



Log into the ADP mobile: Enter your password and select Login.

1) TO CLOCK IN/OUT: select Myself > Clock > CLOCK IN/OUT



2) TO EDIT PUNCH: select Myself > My Timecard. In order to edit punch select the arrow on the right side of the time pair to access the punch.

ADP Mobile	<	Timecard	ĉ
Pay			
Myself	Wednesday Dec 20		03:45 Hours 🔂
	Time Pair Entry	08:33 am - 12:48 pm	<b>—</b> >
	Time Pair Entry	12:48 pm	<b>&gt;</b>
Time Off	Thursday Dec 21		03:15 Hours   🔂
My Calendar	Time Pair Entry	07:02 am - 09:01 am	<b>&gt;</b>
	Time Pair Entry	10:51 am - 11:00 am	<b>&gt;</b>
	Time Pair Entry	11:32 am - 12:35 pm	<b>&gt;</b>
	Time Pair Entry	01:00 pm	<b>&gt;</b>
	Friday Dec 22		00:00 Hours 😯
<i>6</i> 3,	Time Pair Entry	10:00 am	
درته Settings	Saturday Dec 23		0 Hours
[→ Logout			

Edit and save.

	Johnny Quest	< Timecard			₾
Q	Pay	<	Edit Time Entry		
Myself	Tax	TYPE	DATE	017 🖴	
<u>∽</u> ⊙ Time	L Clock	STAPT	END.	Dirabla	
	Timecard	10:00 AM	(1:03 PM	O Disable	
	Time Off	ORGANIZATION	LOCALE		
	My Calendar	Type to Filter	✓ Type to Fil	lter 🗸	
		DEPARTMENT	PRODUCT		
		Type to Filter	✓ Type to Fil	lter 🗸	
		SUPERVISOR	WORK RULE		
		Type to Filter	✓ Type to Fil	lter 🗸	