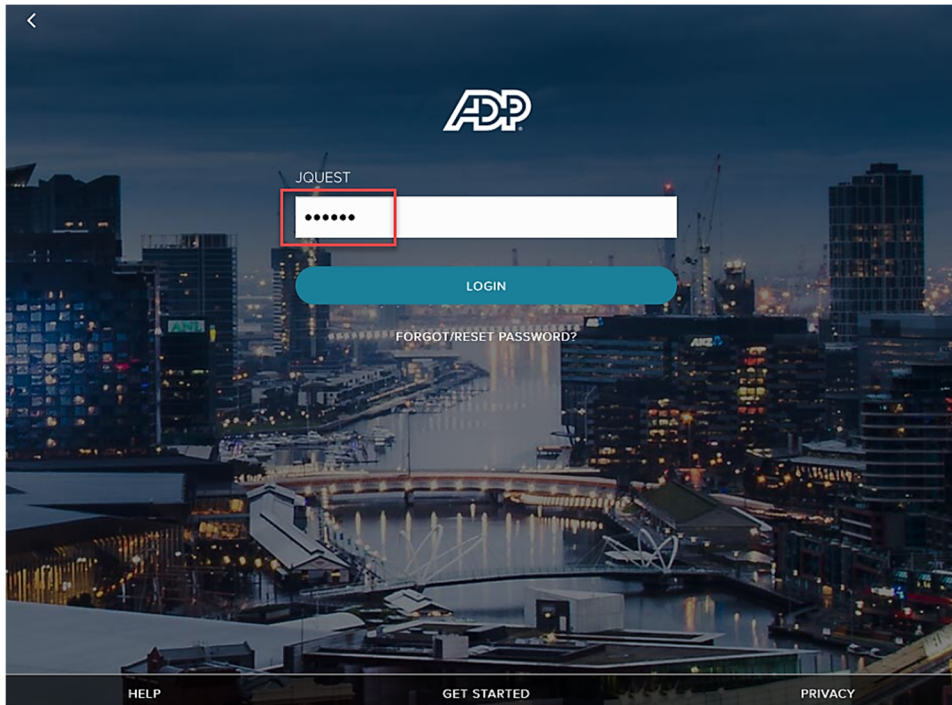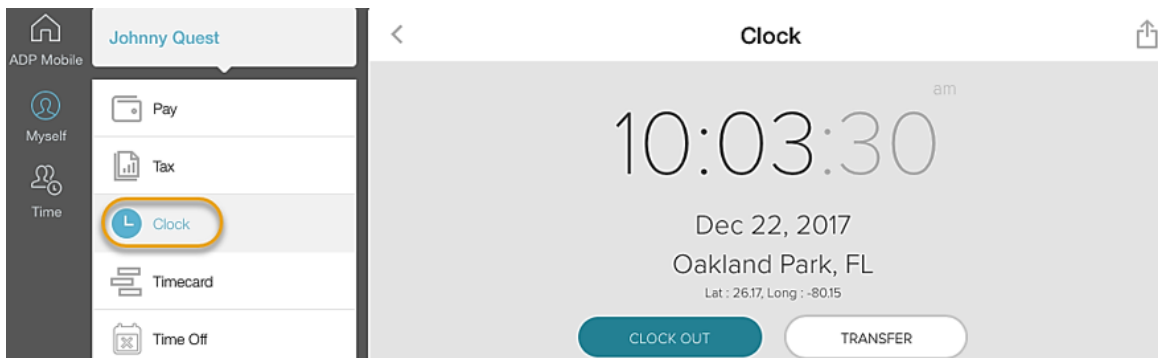**Mobile clock and punch edit reference card**
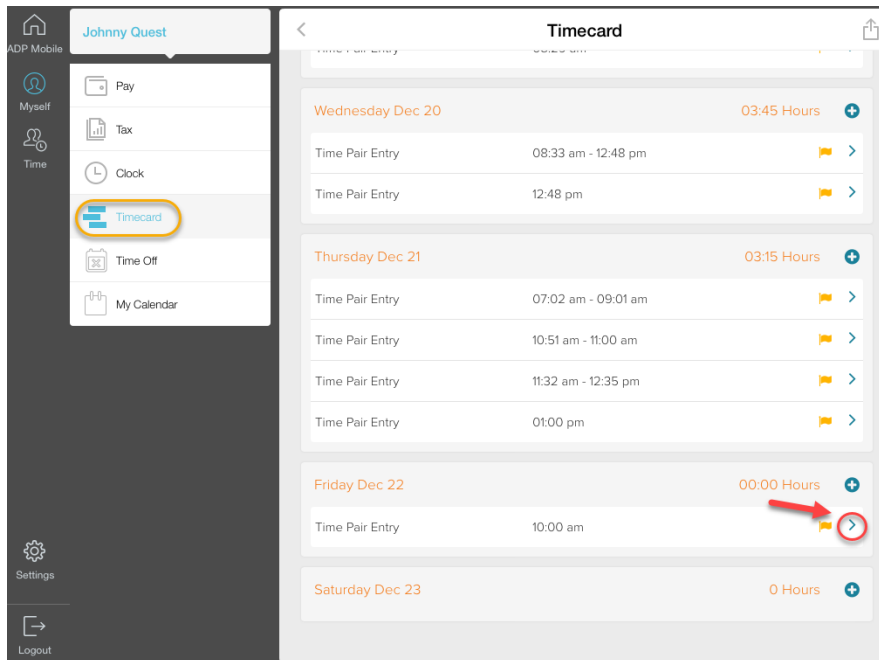
Log into the ADP mobile: Enter your password and select **Login**.

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.

Edit and save.