

ADP TIME CLOCK INSTRUCTIONS

Job Classification: Hourly Employee (multiple jobs or sites)

As you are eligible and likely to perform 1 or more jobs in 1 or more locations, you will need to specify the location and job code of your work at the beginning of your work day. The sign-in instructions are illustrated below. You will also need to perform this procedure if you are changing your location or job during the day. To sign-out at the end of your work day, simply swipe your card at the time clock.



Step 1: Press the Transfer button on the left side of the time clock



Step 2: Using the numeric keypad, enter the 2-digit location code of your building



Step 3: Press the Enter button (the time clock will prompt for your 3-digit job code)



Step 4: Enter the 3-digit job code for the work you are performing.



Step 5: Press the Enter button (the time clock will prompt for your employee ID)



Step 6: Swipe your card (A successful read will generate a beep and a green light)

Adp 4500 Time Clock User Manual

M Woodhall



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