

ADP Timekeeping Expectations

To ensure accurate payroll processing and compliance with company policies, all employees are expected to follow these guidelines:

Account Registration and Access

- Register your ADP account and ensure you can successfully log in.
- Contact your manager immediately if you experience any login or access issues.

Timecard Review and Approval

- Review and verify your hours worked each day whenever possible.
- All timecards must be reviewed for accuracy no later than **9:00 a.m. on Monday of payroll week**.

Recording Time

- Accurately record all hours worked.
- Record job numbers, tasks, or other required information when applicable.
- If any unusual activity occurs during your shift, document it in the comments section of your timecard.

Break and Lunch Periods

- Coordinate any break schedules that differ from the standard Erdman schedule with your manager:
 - Morning Break: 9:30 a.m. – 9:45 a.m.
 - Lunch: 12:00 p.m. – 12:30 p.m.
 - Afternoon Break: 3:00 p.m. – 3:15 p.m.
- Employees are generally expected to take their 30-minute lunch break.
- If business needs require you to work through lunch, obtain manager approval in advance and document the situation in the comments section of your timecard.

Leaving the Worksite

- If you leave the premises for any reason while off the clock, do not clock back in until you are scheduled to return to work.

Example: If you leave for lunch at 11:50 a.m. and return to the building at 12:20 p.m., but your lunch period ends at 12:30 p.m., you should clock back in at 12:30 p.m., not when you physically return to the building.

Reporting Issues

- Report timekeeping, payroll, or ADP-related issues to your manager as soon as they are identified.
- All payroll discrepancies must be reported no later than **9:00 a.m. on Monday of payroll week** to help ensure timely payroll processing.

Employee Responsibility

Accurate and timely time reporting is the responsibility of every employee. Failure to review and submit accurate time records may result in payroll delays or the need for payroll corrections.

ADP

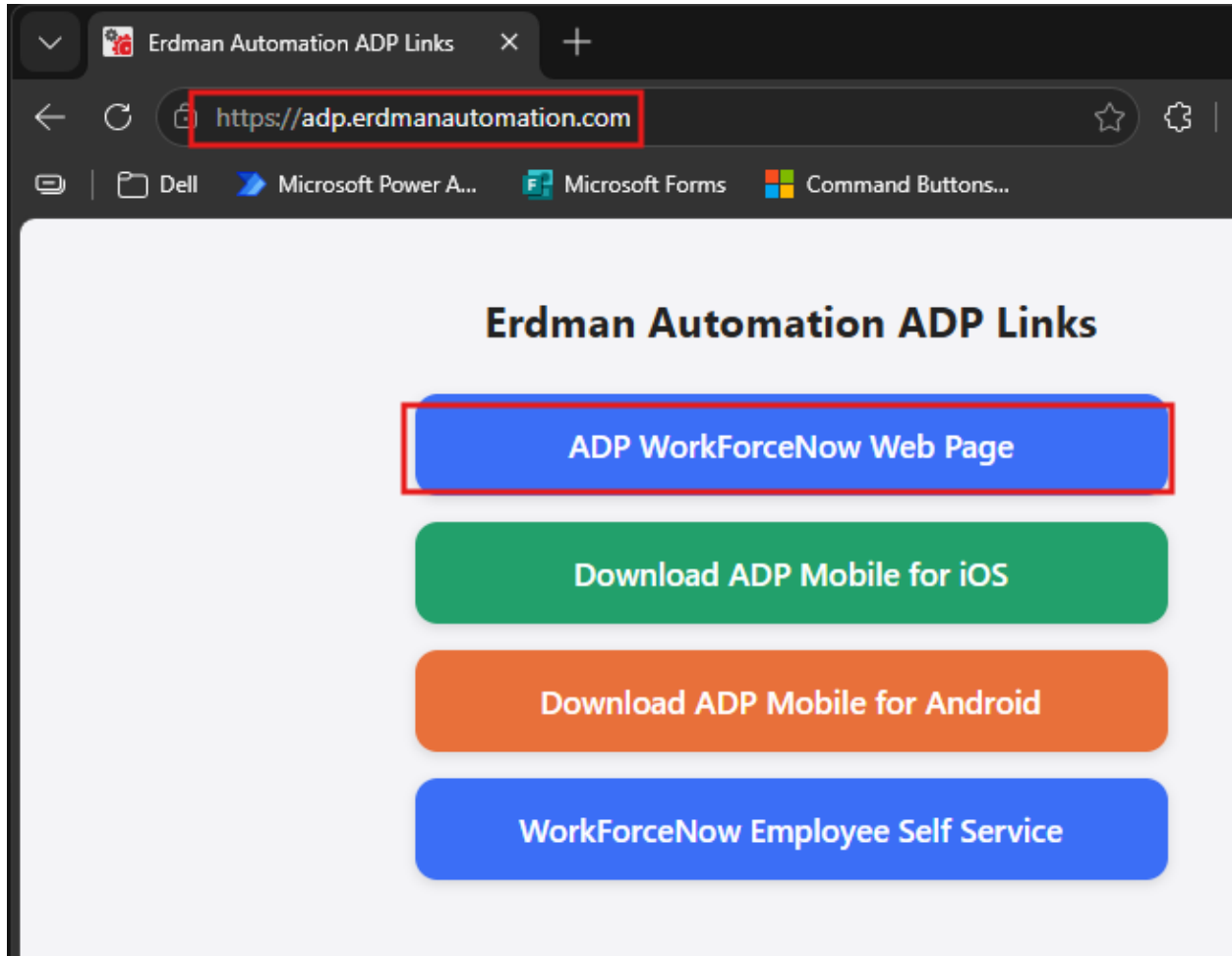
Updated: 10/15/2026

Index

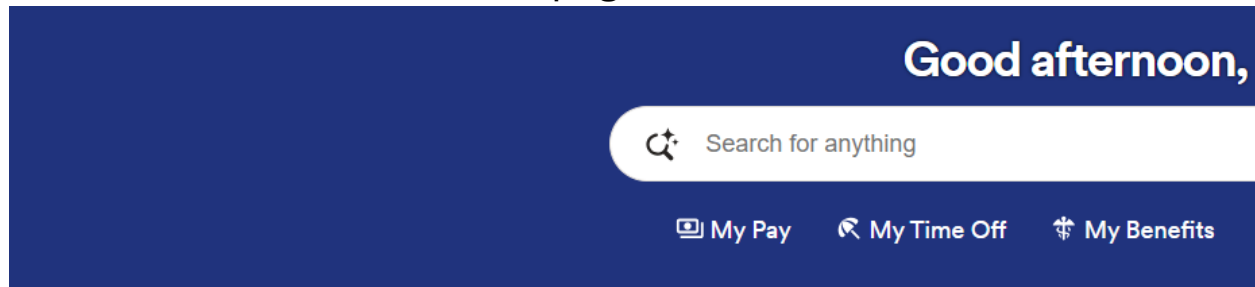
Desktop	3
Punching on ADP Web	3
Taking a Meal Break	7
Taking a Break	8
Transfer a Job	9
Working Through Lunch	10
Timecard Corrections	12
Requesting Time Off – Desktop	14
Mobile	17
Punching In and Out on Mobile	17
Requesting Time Off – Mobile	27
Mobile Quick Punching	31

Desktop

Punching on ADP Web



From the home page, click “Start Work”.



My Tasks

Clock

Current Time: 2:49 PM

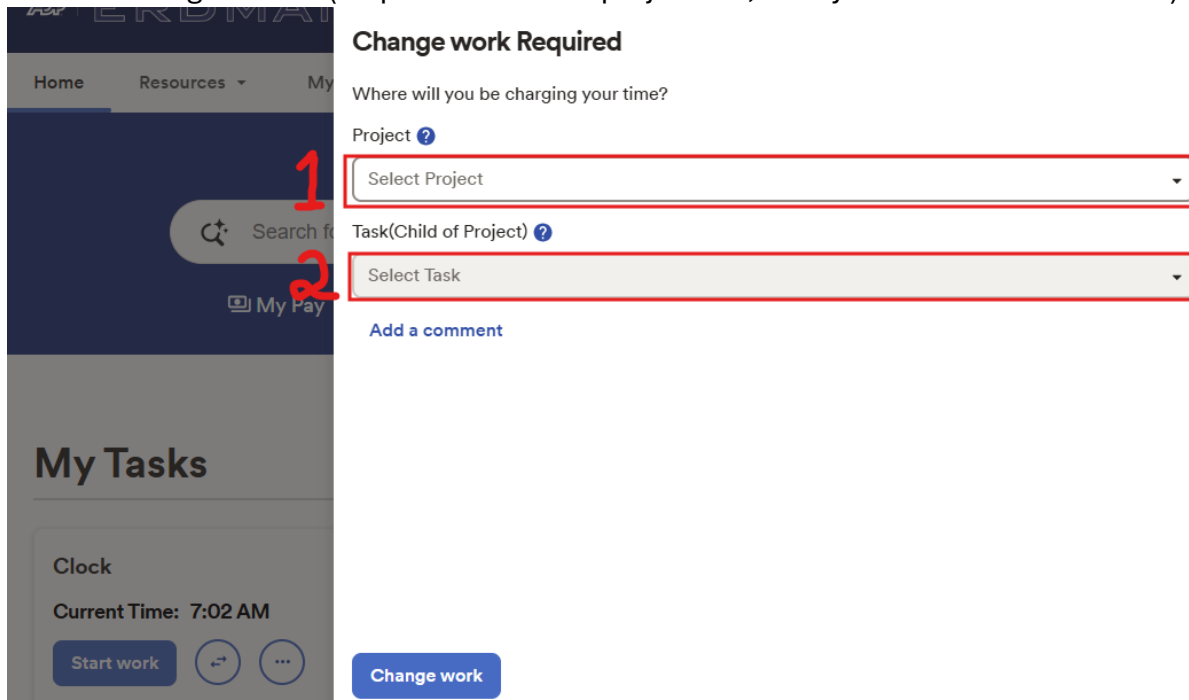
Start work



Your work hasn't started. [Recent Punches](#)



You will see a flyout. First select your project, then select your job. Once both are selected, click “Change Work”. (Be patient with the project list; it may take a moment to load.)



The screenshot shows a mobile application interface with a dark blue header. On the left, a sidebar menu is partially visible with options like 'Home', 'Resources', and 'My'. The main content area is titled 'Change work Required'. Below the title, it asks 'Where will you be charging your time?'. There are two dropdown menus: 'Project' and 'Task(Child of Project)'. Red numbers '1' and '2' are placed next to these dropdowns. Below the dropdowns is a link 'Add a comment' and a blue button 'Change work'. On the left side of the screen, there is a 'My Tasks' section with a 'Clock' showing 'Current Time: 7:02 AM' and buttons for 'Start work', a double arrow, and a three-dot menu.

Change work Required

Where will you be charging your time?

Project ?

Select Project

Task(Child of Project) ?

Select Task

Add a comment

Change work

[← Back](#)

Change work

Where will you be charging your time?

Project ?

29850 (DATA AUTOMATION - R&D)

Task(Child of Project) ?

29850.264710 (MISC - DATA AUTOMATION MAINTENANCE)

[Add a comment](#)

Change work

This is the punch-in confirmation. You can undo the punch within 1 minute, and you can also see how long you've been punched in.

Clock
Current Time: 3:16 PM

✓ Change work recorded. Undo this action within 1 minute. [Undo recent action](#)

Take meal

↔

⋮

Started Work (00:00:47). [Recent Punches](#)

To end your day and clock out, click the button with three dots and select “End work & comments”.

Clock
Current Time: 7:08 AM

✓ Change work recorded. Undo this action within 1 minute. [Undo recent action](#)

Take meal

↔

⋮

Started Work (00:00:47). [Recent Punches](#)

Start work & comments

End work & comments

Change work

Take meal & comments

End meal & comments

Enter your
Tasks (1)

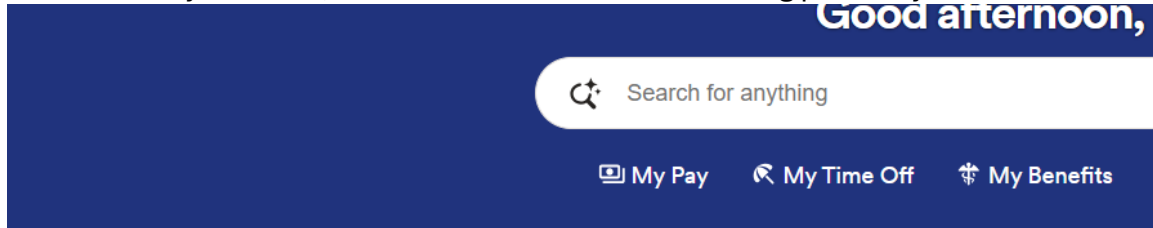
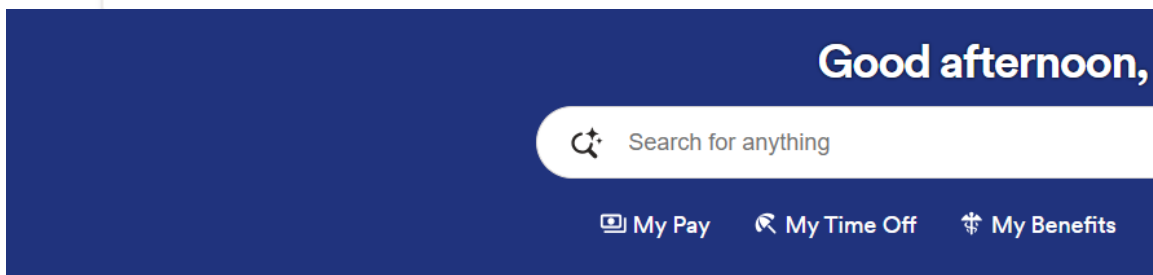
Start

6 | Page

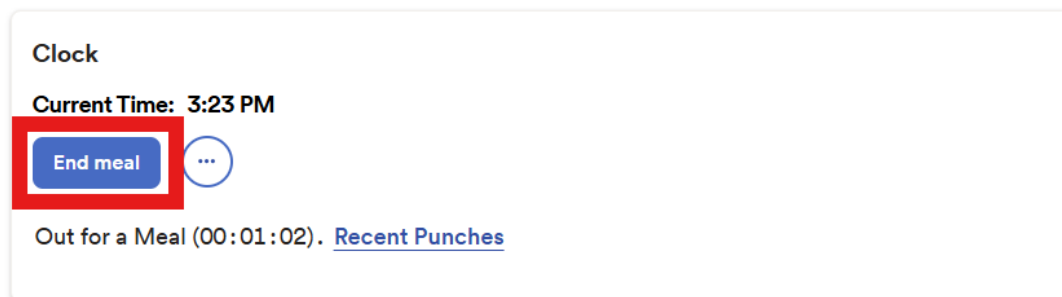
Taking a Meal Break

Only use this for your actual lunch.

To take a meal break, go to the home page and select “Take Meal” while punched in.
After your meal, click “End Meal” to resume being paid for your time.

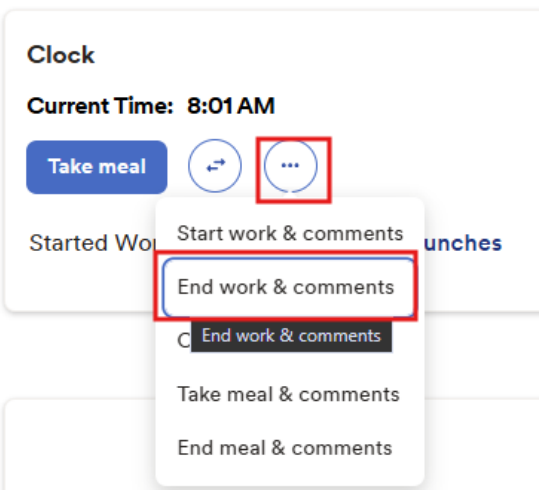


My Tasks



Taking a Break

If you need to leave outside of the normal break periods, select “End Work” before you go.
When you return, select “Start Work” again.



Clock
Current Time: 8:01 AM

[Take meal](#)  

Started Work   [Recent Punches](#)

- Start work & comments
- End work & comments**
- End work & comments
- Take meal & comments
- End meal & comments

Clock
Current Time: 8:02 AM

✓ End work recorded. Undo this action within 1 minute. [Undo recent action](#) 

[Start work](#)  

Ended Work (00:00:00). [Recent Punches](#)

You will need to re-select your project and job when you start work again.

Change work Required

Where will you be charging your time?

Project 

29850 (DATA AUTOMATION - R&D)

Task(Child of Project) 

29850.264710 (MISC - DATA AUTOMATION MAINTENANCE)

[Add a comment](#)

[Change work](#)

Transfer a Job

To transfer onto a new job:

1. Select the icon with two arrows.
2. Select your project.
3. Select your job.
4. Click “Change Work”.

Change work Required

Where will you be charging your time?

Project ?

28004 (HSPPL DURA INFEED CONVEYOR 50X50 L-R)

Task(Child of Project) ?

28004.262730 (HSPPL DURA INSPECTION STATION 50X50 L-R)

Add a comment

My Tasks

Clock

Current Time: 7:03 AM

Start work 1 ↔ ⋮ Change work 4

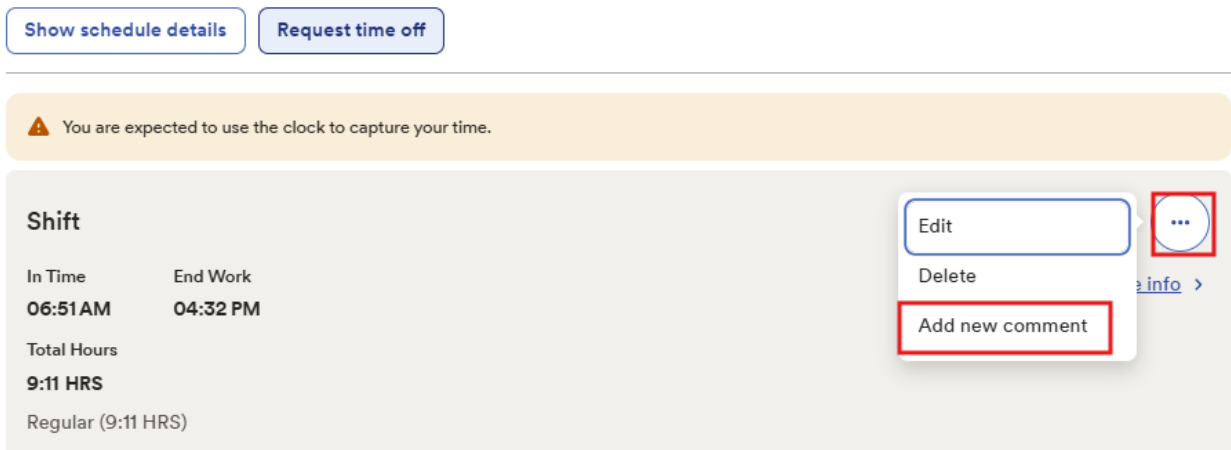
Working Through Lunch

Working through lunch must be approved by your manager in advance.



Select the day you worked through lunch and select “Add new comment”.

Monday, October 12, 2026



Type “Worked through lunch” and press “Add new comment”.

Add New Comment

Comment

worked through lunch

Enter up to 512 characters

Add new comment

Cancel

Press “Save”, then submit for approval.

⚠ Pending Manager Approval

Your total hours may not reflect any changes until your manual time entry has been approved by your manager.

Cancel Submit for approval

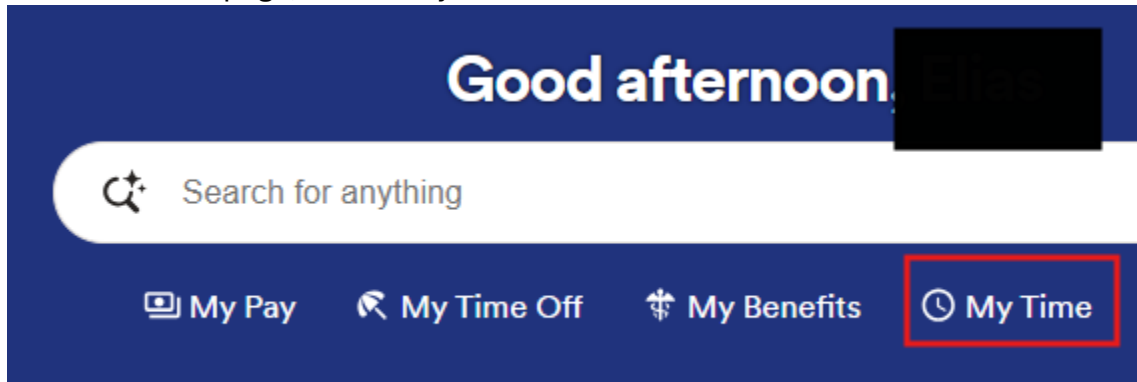
04:32 PM

Prev Day Next Day

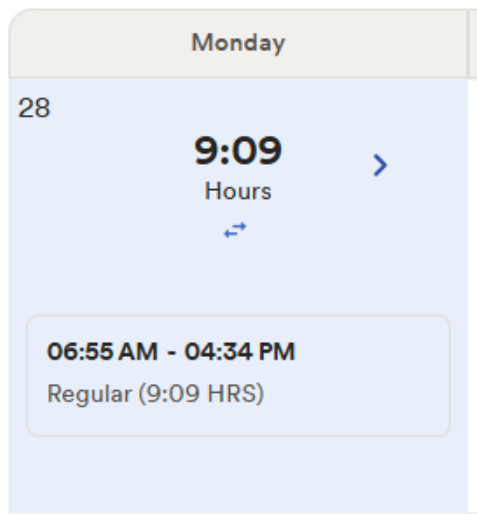
✓ Save

Timecard Corrections

From the home page, select “My Time”.



Select the calendar day you'd like to update. (Selecting the time box itself will not open the dialog.)



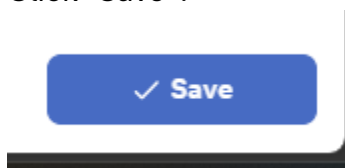
Under the ellipsis (...), select “Edit”.

The screenshot shows a 'Shift' summary card. At the top, it lists 'In Time' as 06:55 AM and 'End Work' as 04:34 PM. Below this, 'Total Hours' is 9:09 HRS, with a note 'Regular (9:09 HRS)'. To the right of the summary is an ellipsis menu with a red box highlighting the 'Edit' option. Other options in the menu are 'Delete' and 'Add new comment'. Below the summary is a 'Change Work' section with fields for 'Account', 'Project', and 'Task', each with a blacked-out value. At the bottom of this section is an 'Automatic Meal #1' entry showing 'Total Hours' as 0:30 HRS and a status of 'Unpaid meal'.

Make the necessary time edits. You can select “Add new account” to choose the job you should have been clocked in on.

This screenshot shows the 'Shift' edit interface. It has two time input fields: 'Start Work' set to 07:04 AM and 'End Work' set to 12:00 PM. Below these is the 'Total hours (Pending save)' of 4:56. The 'Change Work' section features a dropdown menu for 'Account' with the text 'Select an account' and a plus icon to 'Add new account'. At the bottom of the interface are two more options: '+ Add Rest Period or Other' and '+ Add new comment'.

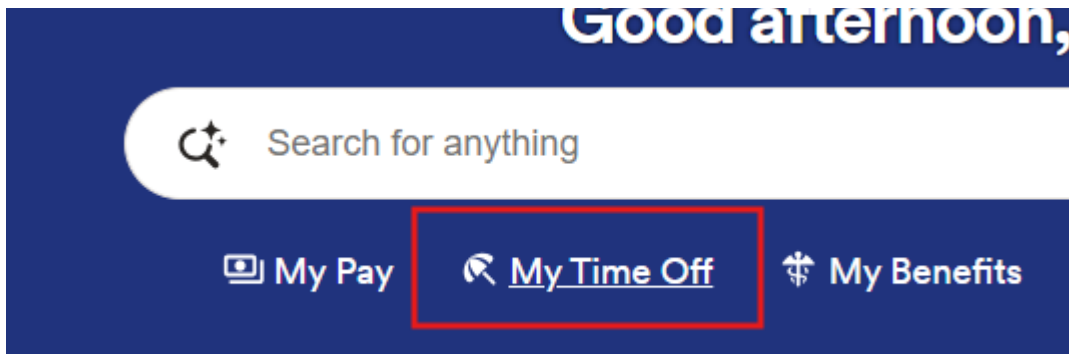
Click “Save”.



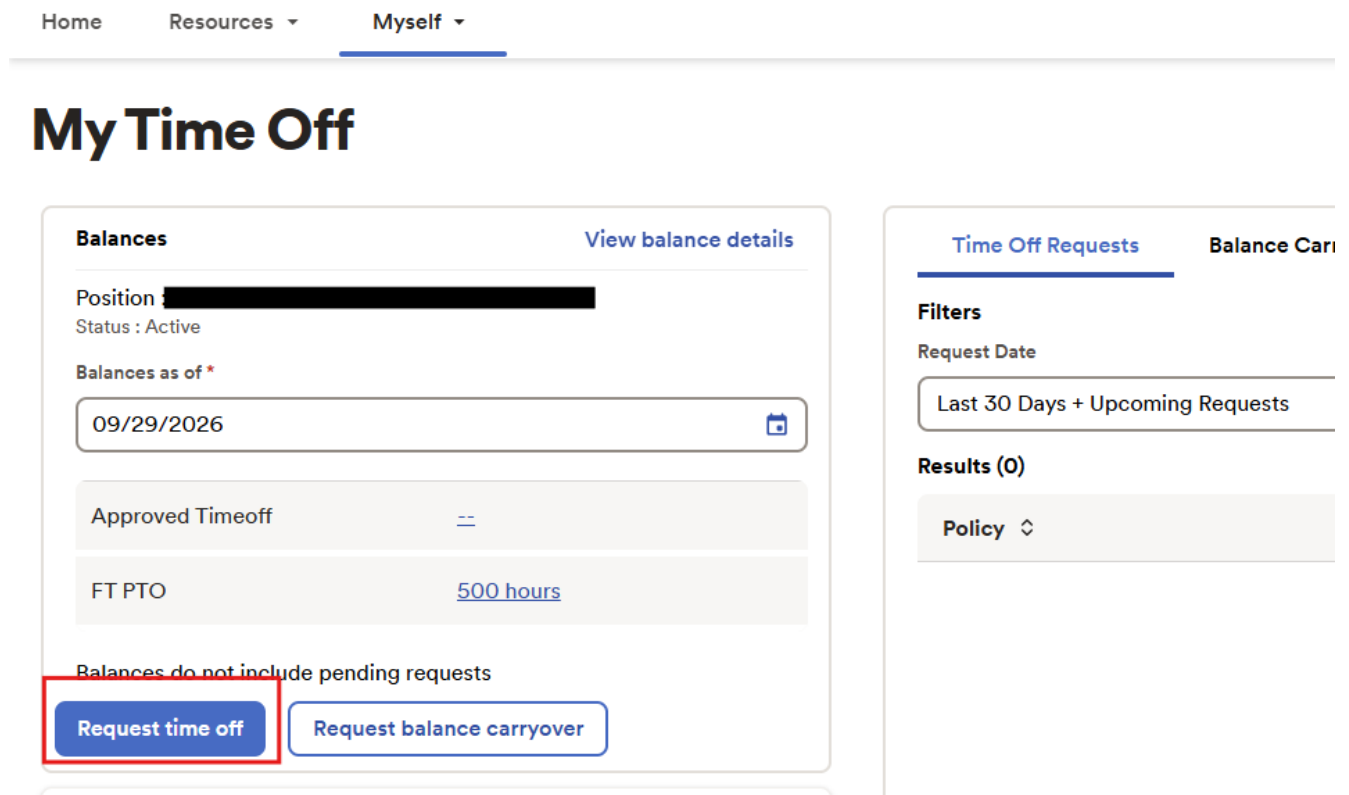
Note: Your manager must approve the edit before it is reflected on your timecard.

Requesting Time Off – Desktop

1. Select “My Time Off” from the ADP home page.



2. Click “Request time off”. A flyout will open on the right side of the screen.



3. Select which type of time off you'd like to use.

a. Approved Time Off = unpaid

b. FT PTO = paid

4. Select “Review”.

Time Off Request

Start Date *	End Date *
<input type="text" value="09/29/2026"/>	<input type="text" value="09/29/2026"/>
Time Off Policy *	
<div><div>Select policy</div><div>Approved Timeoff</div><div>FT PTO</div></div>	
Start Time *	Hours Per Day *
<input type="text" value="hh:mm AM"/>	<input type="text"/>
Hours per Day	Allocated Cost Center
--	Home Account 🏠
Manage Allocation	

+ Add more time off

Review >

5. If everything looks correct, click “Submit”. Your manager will review your request.

Time Off Request

FT PTO (1.00 hours)

Tue Sep 29, 2026 - Tue Sep 29, 2026

1.00 hours per day allocated at Home Account



[+ Add more time off](#)

Approve By Date

MM/DD/YYYY



Comment (Optional)

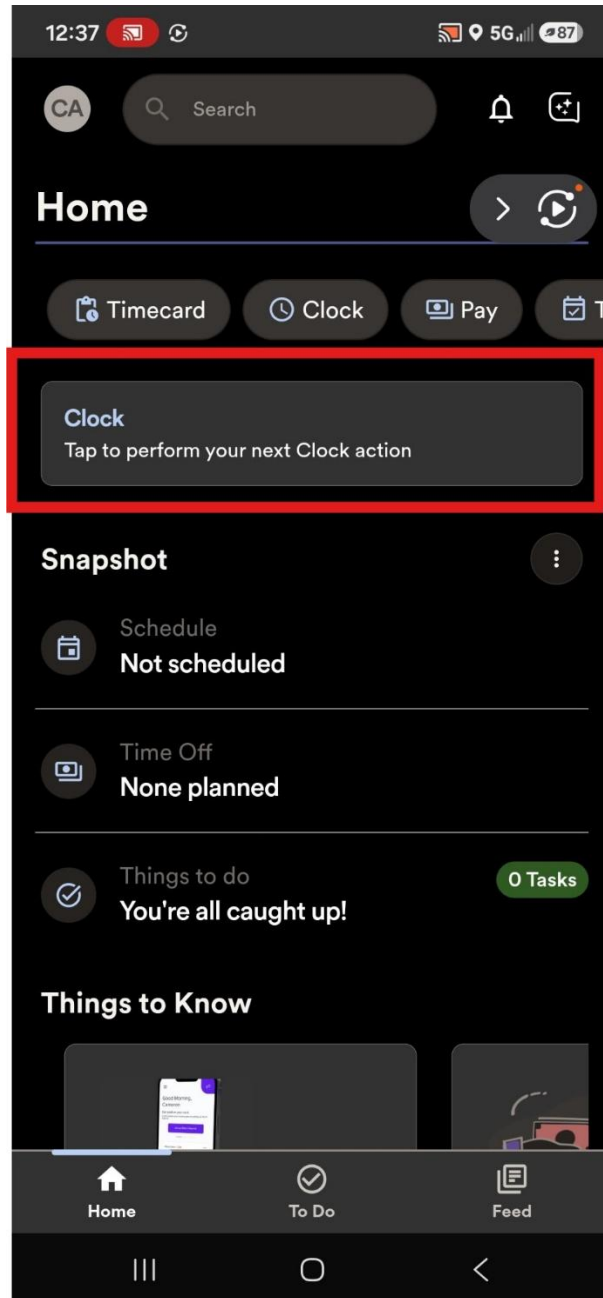
0/250

Submit

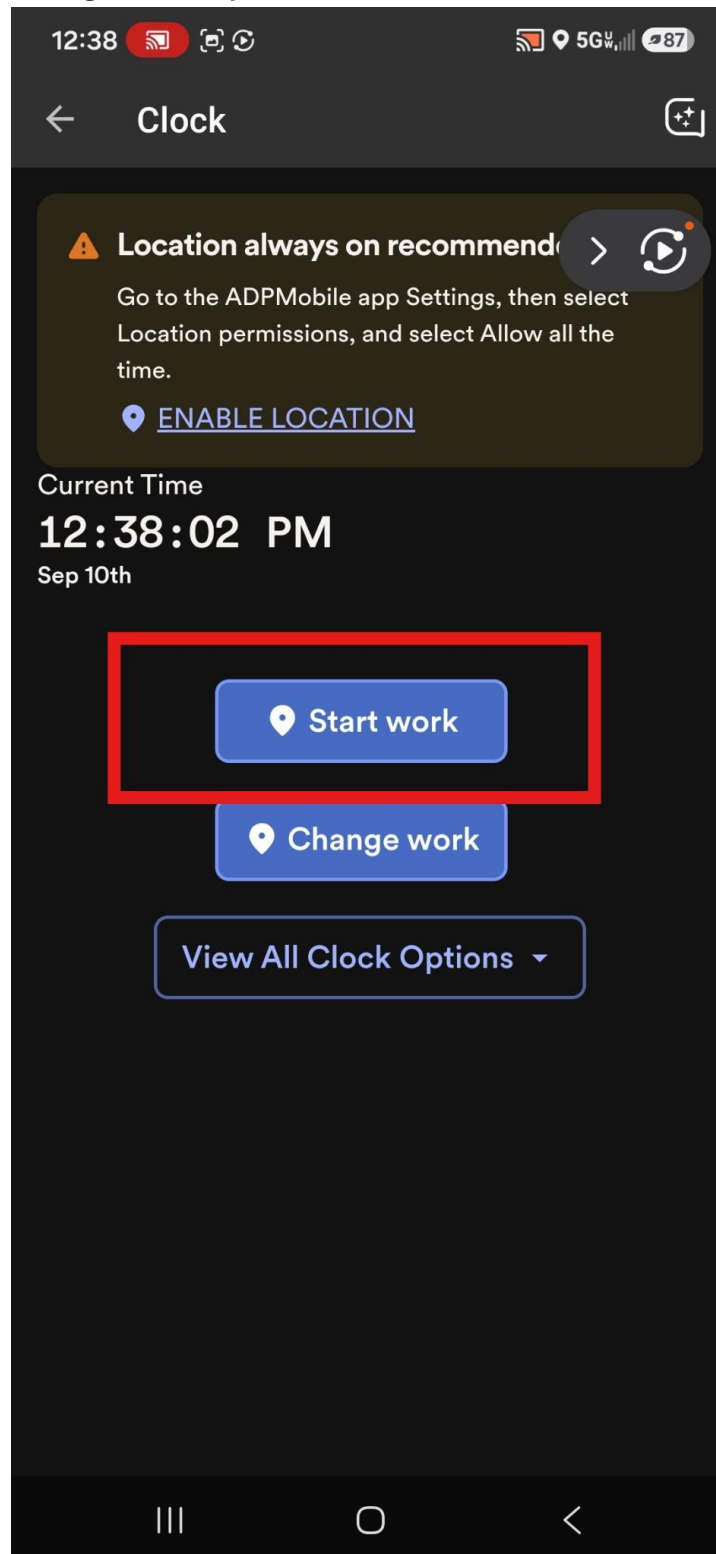
Mobile

Punching In and Out on Mobile

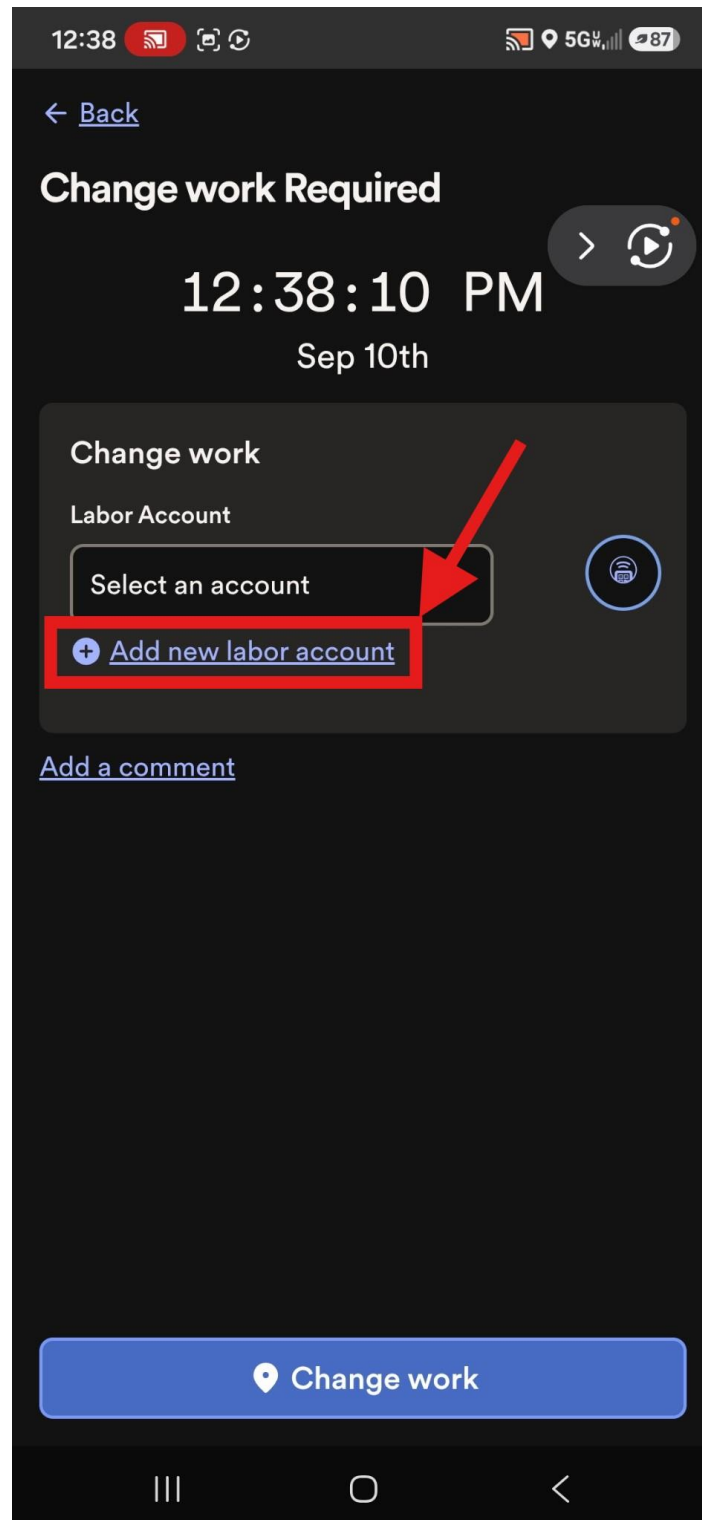
From the home page, select “Clock”. If you don’t see “Clock”, select the home icon in the bottom left of your screen.



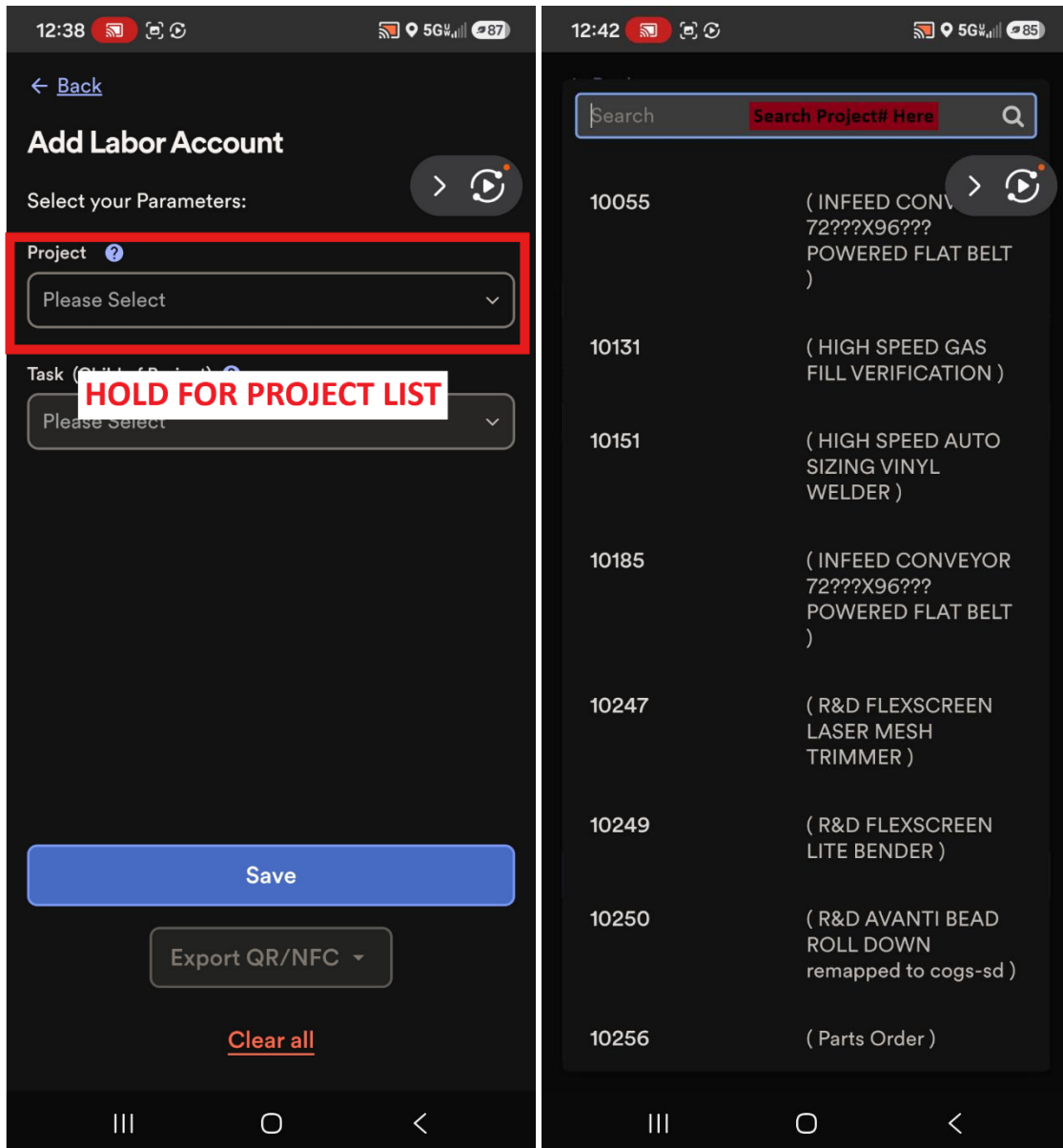
After pressing “Clock”, you’ll see a new screen. Press “Start Work”.



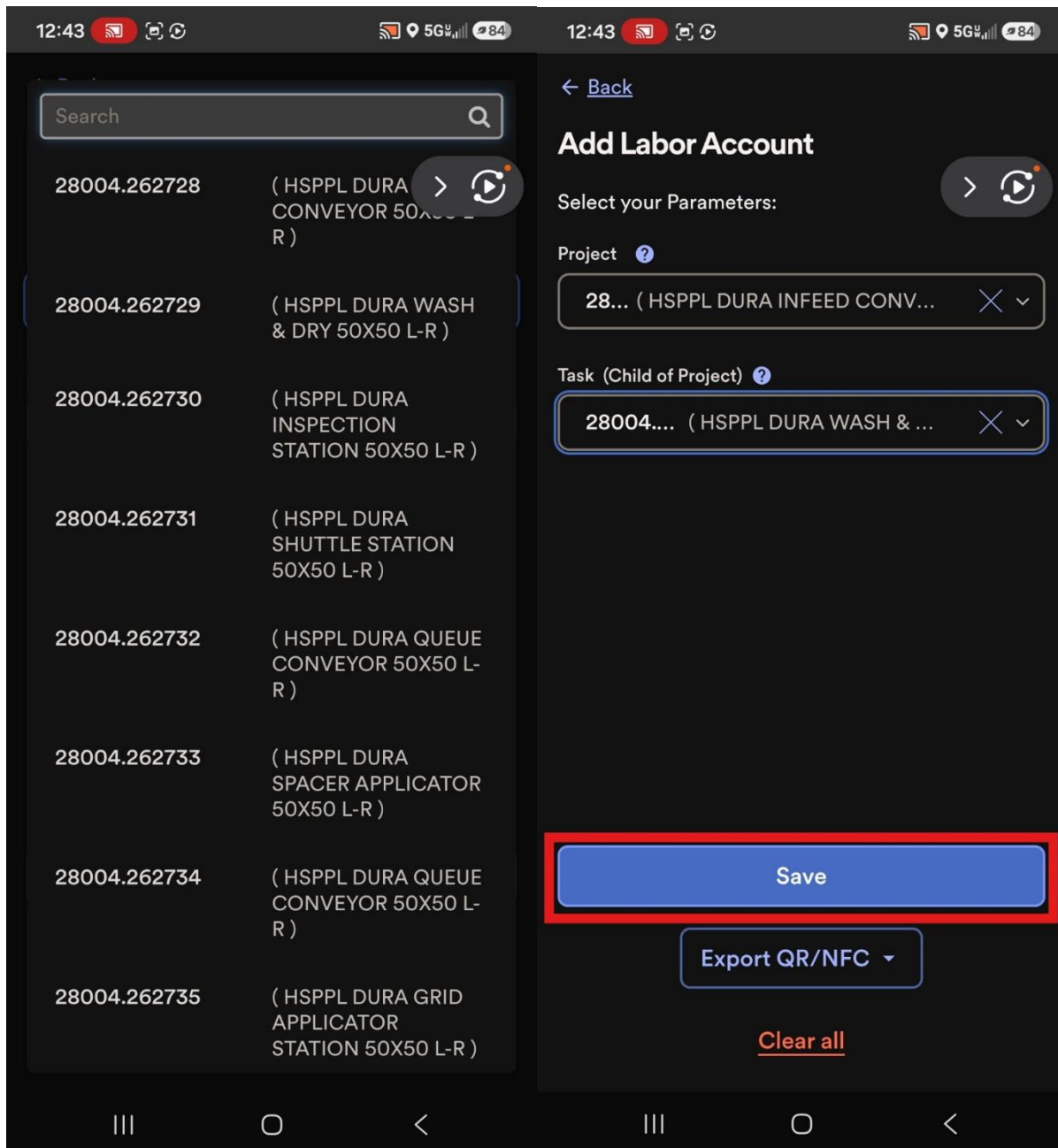
If this is your first time punching on this project/job combination, select “Add new labor account”.



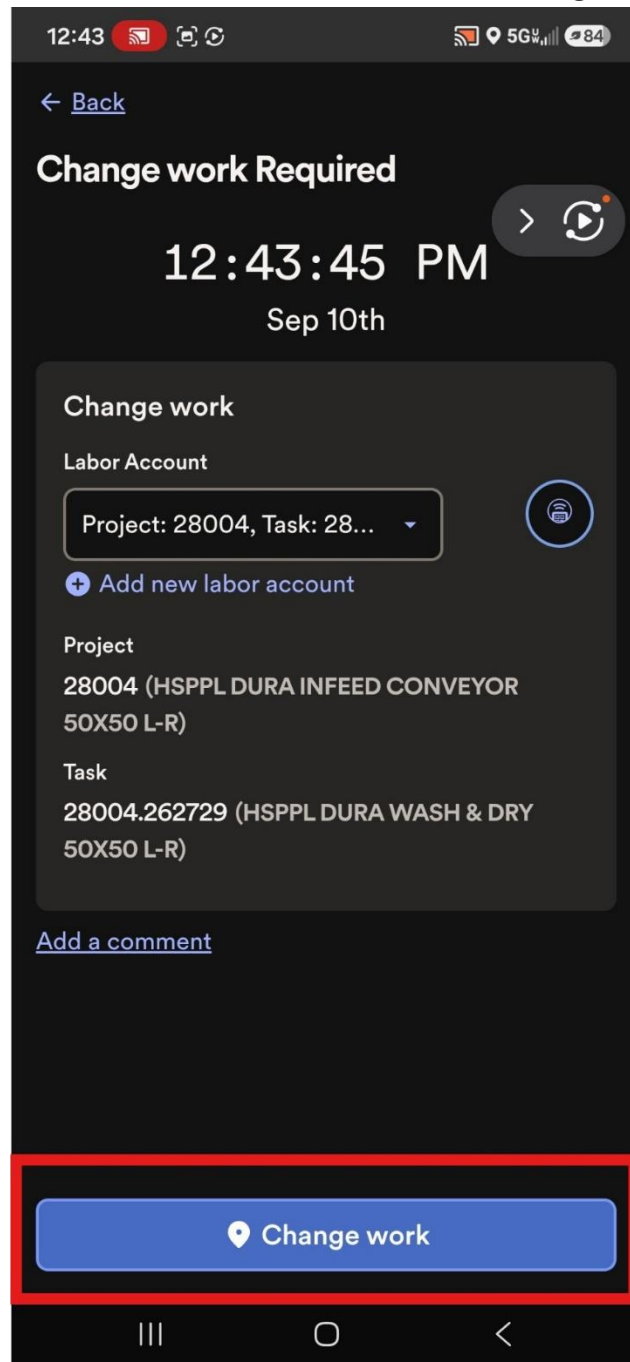
On the next page, press and hold on project drop down until the project list appears. Then search for the project you need.



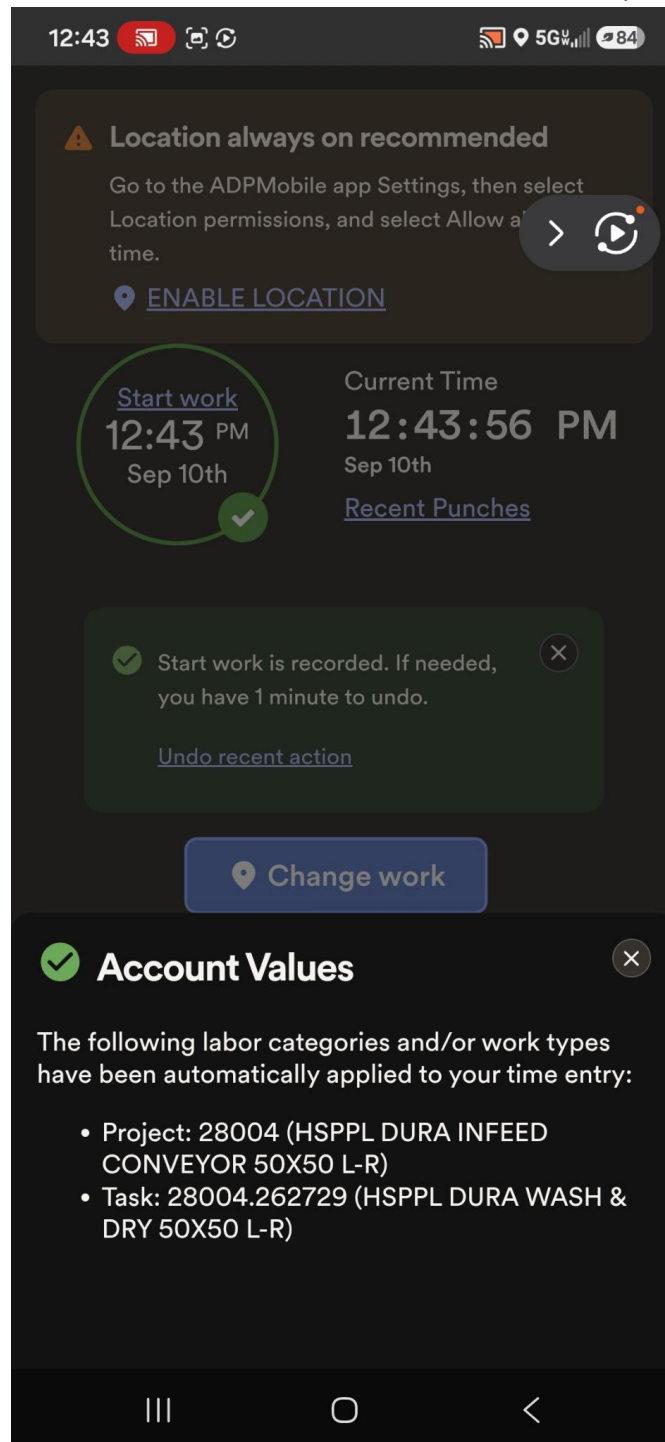
Select the job dropdown and find the job you need. Only do this after the project is selected. Press “Save” when done.



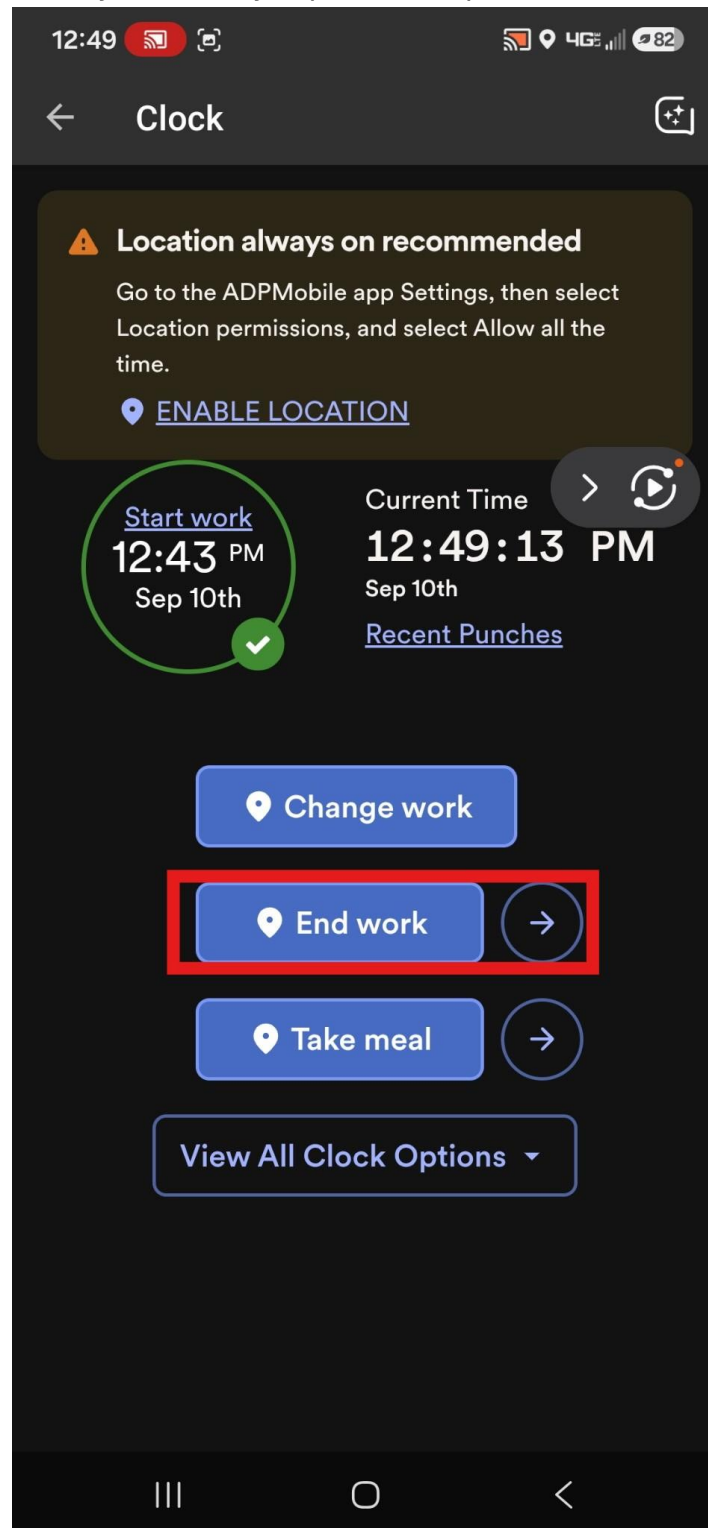
You'll be returned to this screen. Press "Change Work".



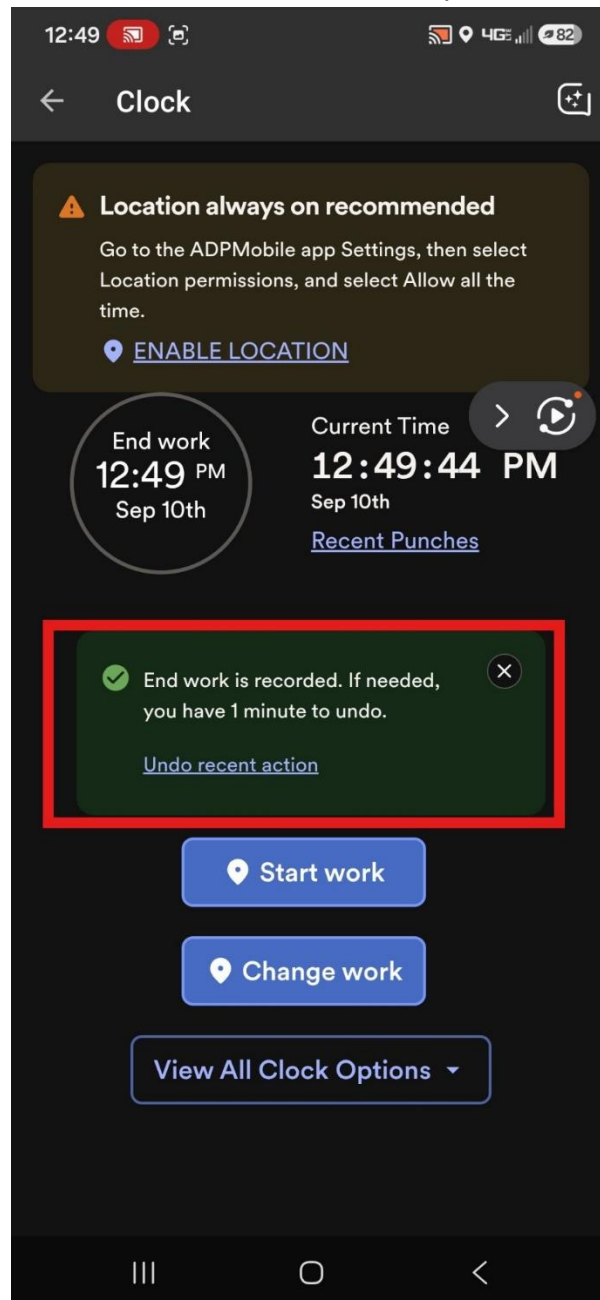
This is the confirmation screen for a successful punch.



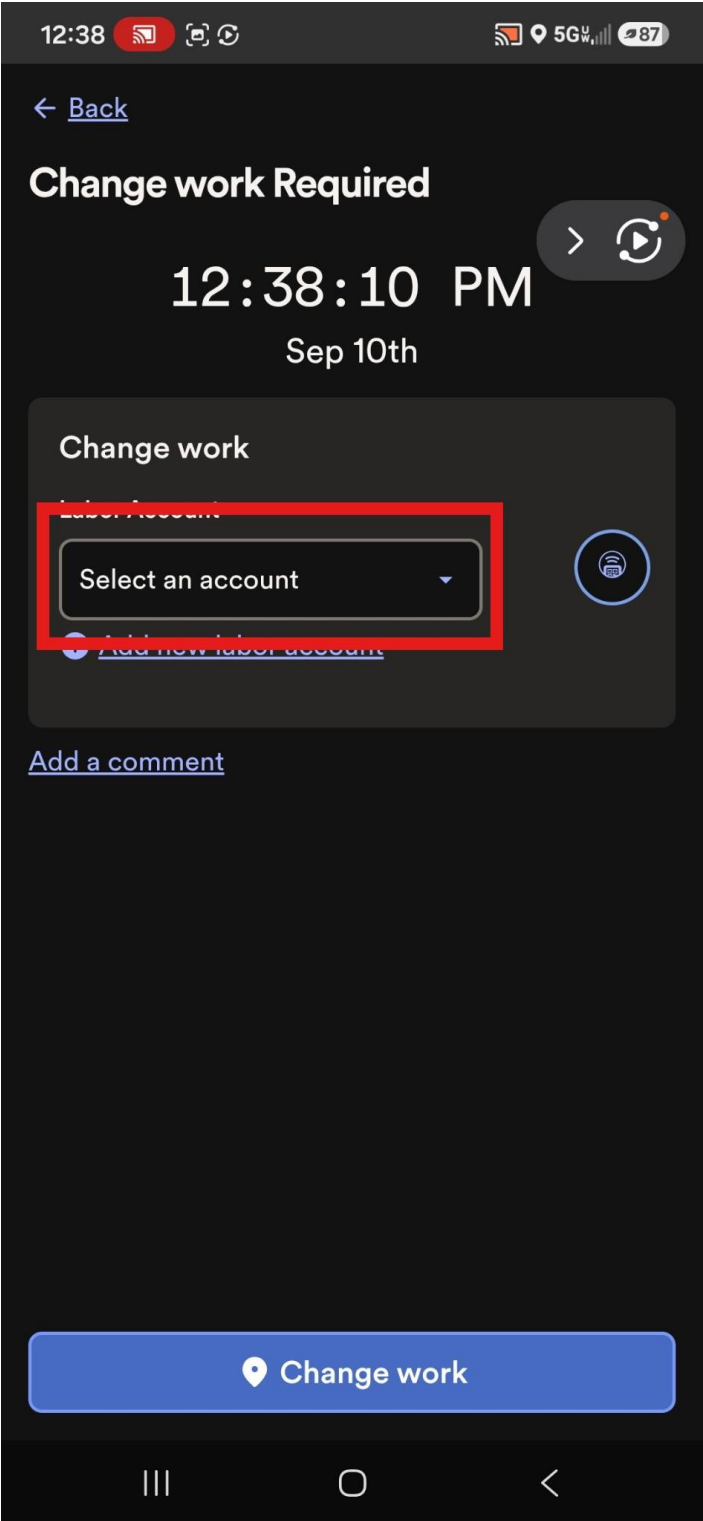
When you're ready to punch out, press "End Work".



Confirmation. You can undo an accidental punch out for 1 minute.



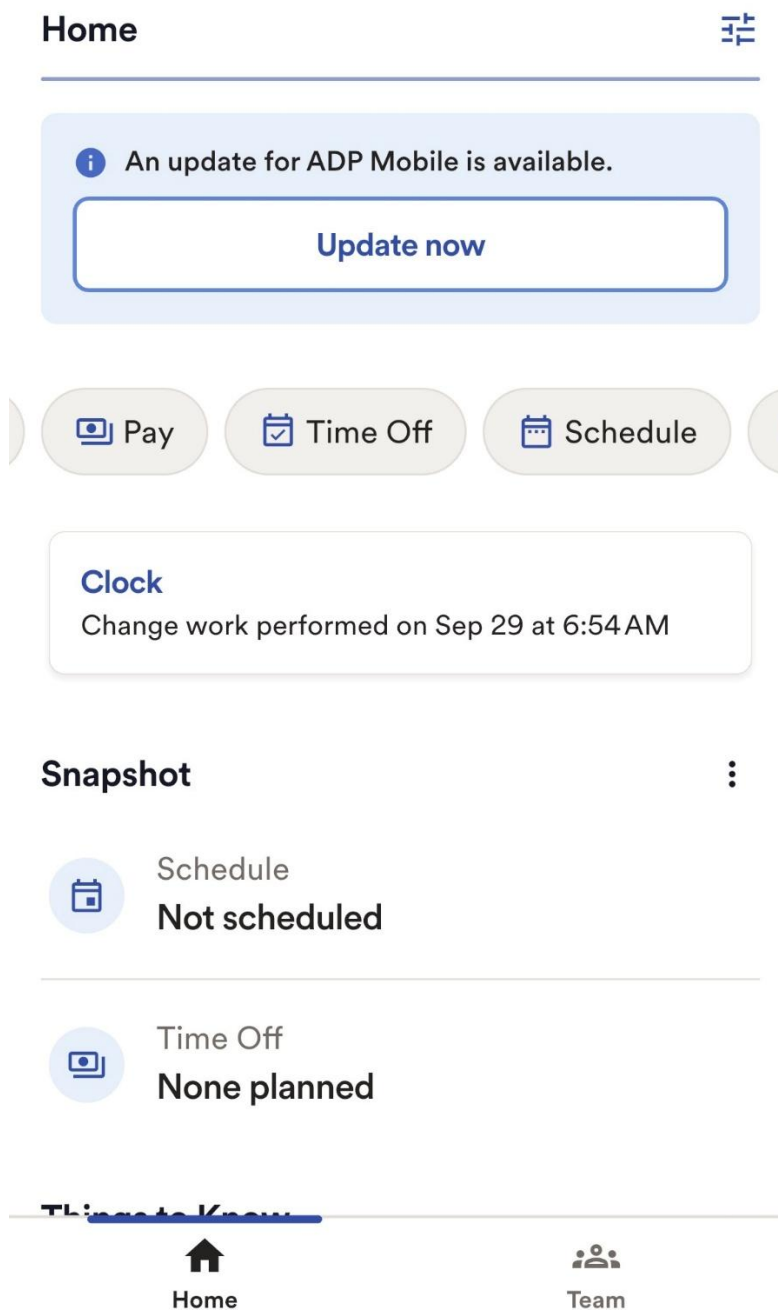
If you’ve already punched in on this project/job combination, just select that account to



punch back in.

Requesting Time Off – Mobile

1. Select “Time off” in the ADP mobile app.



2. Select “Request time off”.

Balances Overview

Balance available as of

Sep 29, 2026



Approved Timeoff

0 Hours



FT PTO

29.64 Hours



Your Employee Discounts

Save on Travel, Entertainment, Wellness, Apparel and more.

Real savings to help you manage everyday needs.

[Explore discounts](#)

Requests

[Company time off](#)

Request time off

Filter by status



3. Select which type of time off you'd like to use.

a. Approved Time Off = unpaid

b. FT PTO = paid

4. Select "Review".

Request Time Off

Step 1: Add Time Off Request

Request Type*

☐ Approved Timeoff

☒ FT PTO

Duration

Hours

Start Date*

Select a date

End Date*

Select a date

☒ Enter the start time

Start Time*

08

:

00

AM

Review & submit >

5. Once you've confirmed the information, select "Submit Request".

Request Time Off



Step 2: Review & submit

FT PTO (Hours)

Sep 29, 2026

1 hour, starting at 8:00 AM

1 Hours per day allocated at Home Account



Edit



Delete

Add another request

Previous

Submit request

Mobile Quick Punching

1. Select “Quick Clock”.



Good afternoon



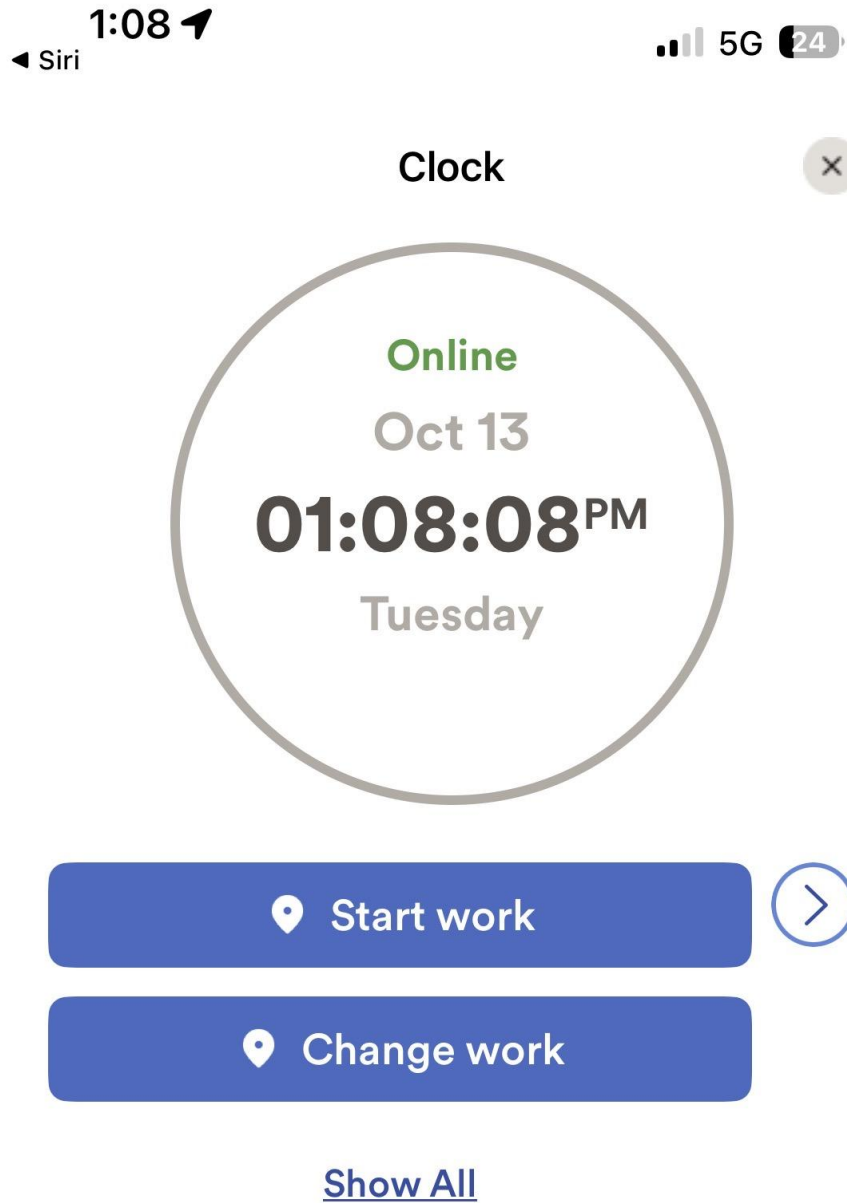
Sign in with user ID & password



Quick Clock

[Reset account](#)

2. Select “Change Work”.



3. Enter your project and job, then select “Submit”.



Change work

01:08:31

Tuesday, October 13, 2026

An asterisk (*) means the field is required.



Scan



Recents

Transfer

Select where you will be charging your time

Project

Task

Activities



Add a comment

Submit