

## Employee Mode - InTouch Timeclock

The ADP InTouch Timeclock for Time & Attendance allows employees to perform important tasks at the touch of a button. Employees can have access to one or more transactions using the soft keys that can be displayed on up to four separate pages.


There are multiple ways for employees to access the ADP InTouch for Essential Time & Attendance timeclock.

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**Important:** Your timeclock will be set up to use only *one* of these methods.

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### Punch with an Employee Badge

1. Do one of the following:
  - Swipe your badge.
  - Tap the keyboard icon . Enter your badge ID and tap **Enter**.

**Result:** A punch will be recorded.


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**Important:** Most ADP InTouch Timeclocks are configured to record a swipe or pin entry as a punch. If your company setup requires further action to punch, tap the In Punch or Out Punch or Punch Out with Attestation soft key if available.

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### Punch with an Employee Badge and ADP QuickPunch Biometric Verification

Depending on the how the device is configured, you might be able to use your employee badge in conjunction with ADP QuickPunch biometric verification (finger scan) to record any transactions at the timeclock.

- The InTouch timeclock enabled with ADP QuickPunch (biometric verification).
  - You are enrolled in the QuickPunch system.
  - Your QuickPunch template is stored in the device where you are attempting to log in.
1. Do one of the following:
    - Swipe your badge.
    - Tap the keyboard icon . Enter your badge ID and tap **Enter**.
  2. When prompted, place one of the fingers that is used for biometric verification on the sensor.
  3. Leave your finger on the sensor until you see the green light.

**Result:** A punch will be recorded.

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**Important:** Most ADP InTouch Timeclocks are configured to record a swipe or pin entry as a punch. If your company setup requires further action to punch, tap the In Punch, Out Punch, or Punch Out with Attestation soft key, if available.

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## Employee Transactions

The transactions available depend on your company's setup and the timeclock's configuration.

### Accrual Balances



To view your current totals of accrued time, such as vacation, personal, and sick time, use Accrual Balances. Accrual totals information includes the accrual code name, type, and period ending balance. You can also view projected accrual totals as of a specific date.

1. Tap **Accrual Balances**.
2. Do one of the following:
  - Swipe your badge.
  - Tap the keyboard icon . Enter your badge ID and tap **Enter**.
  - Place one of the fingers that is used for biometric verification on the sensor until you see the green light.
3. If available, tap the arrow icon next to Benefit Summary or Benefit Detail to view more information about your balances.

### Quick Glance – View Accrual




To view your current totals of accrued time, such as a vacation, personal, and sick real time, use Quick Glance – View Accrual. Accrual totals information includes the accrual code name, type, and period ending balance.

1. Tap **Quick Glance – View Accrual**.
2. Swipe your employee badge or enter your badge ID using the keyboard icon and tap **Enter**.
3. If available, tap the arrow icon next to Total Days or Total Hours to view more information about your balances.

### Add Pay Code



To apply the time you worked to a specific pay or earnings code, use Add Pay Code.

1. Tap **Add Pay Code**.
2. Do one of the following:
  - Swipe your badge.
  - Tap the keyboard icon . Enter your badge ID and tap **Enter**.
  - Place one of the fingers that is used for biometric verification on the sensor until you see the green light.
3. Select the date for the earnings.
4. Enter the time (in 24-hour format) and tap **Enter**.
5. Enter the hours worked and tap **Enter**.

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6. Select an Earnings Code from the list provided.
7. Review the Pay Code details and tap **Submit**.

## Current Schedule



When you are punched in for a shift, to display its start and end times, including breaks and meals, use Current Schedule.


**Note:** If you are not punched in for a shift, this transaction does not show schedule information.

1. Tap **Current Schedule**.
2. Do one of the following:
  - Swipe your badge.
  - Tap the keyboard icon . Enter your badge ID and tap **Enter**.
  - Place one of the fingers that is used for biometric verification on the sensor until you see the green light.
3. Tap a scheduled day to view details.
4. Tap **Close**.

## Quick Glance – View Schedule




You can view your work schedule, company holidays, and approved time off requests real time by using the Quick Glance – View Schedule soft key.

1. Tap **Quick Glance - View Schedule**.
2. Do one of the following:
  - Swipe your badge.
  - Tap the keyboard icon . Enter your badge ID and tap **Enter**.
  - Place one of the fingers that is used for biometric verification on the sensor until you see the green light.
3. Tap a scheduled day to view details.
4. Tap **Close**.

## Delayed Labor Transfer



To enter a labor account transfer that occurred in the past or will occur in the future, use Delayed Labor Transfer

1. Tap **Delayed Job Transfer**.
2. Do one of the following:
  - Swipe your badge.
  - Tap the keyboard icon . Enter your badge ID and tap **Enter**.
  - Place one of the fingers that is used for biometric verification on the sensor until you see the green light.
3. Select the date.

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**Note:** You can enter a date up to 29 days in the past or in the future.

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4. Enter the time (in 24-hour format) and tap **Enter**.
5. Select a code from the list provided. Depending on how your system is configured, you can select one or more labor levels. For example:
  - Work Order
  - Item Number
  - Product
  - Cost Center
  - Job
  - Department
  - Division
6. Review the labor transfer details and tap **Submit**.

## In Punch



To record an in punch, use In Punch.


**Note:** In most setups, a badge entry will qualify as an in punch. Use the In Punch key only if required by your company.

1. Tap **In Punch**.
2. Do one of the following:
  - Swipe your badge.
  - Tap the keyboard icon . Enter your badge ID and tap **Enter**.
  - Place one of the fingers that is used for biometric verification on the sensor until you see the green light.
3. Review the punch details on the display.

## Labor Transfer



To apply your punch to a specific labor account, use Labor Transfer.

1. Tap **Labor Transfer**.
2. Do one of the following:
  - Swipe your badge.
  - Tap the keyboard icon . Enter your badge ID and tap **Enter**.
  - Place one of the fingers that is used for biometric verification on the sensor until you see the green light.
3. Select a code from the list provided. Depending on how your system is configured, you can select one or more labor levels. For example:
  - Work Order
  - Item Number
  - Product
  - Cost Center
  - Job
  - Department
  - Division
4. Review the labor transfer details and tap **Submit**.

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**Note:** Your punch is submitted as an in or out punch.

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## Meal



To add a meal punch, use the Meal key.


1. Tap **Meal**.
2. Do one of the following:
  - Swipe your badge.
  - Tap the keyboard icon . Enter your badge ID and tap **Enter**.
  - Place one of the fingers that is used for biometric verification on the sensor until you see the green light.
3. Review your meal punch details.

## Meal Return



When you return from a meal, use the Meal Return key to record the meal.

**Note:** Depending on your company setup, an early meal return may be accepted or rejected.


1. Tap **Meal Return**.
2. Do one of the following:
  - Swipe your badge.
  - Tap the keyboard icon . Enter your badge ID and tap **Enter**.
  - Place one of the fingers that is used for biometric verification on the sensor until you see the green light.
3. If you are returning early from your meal and your company accepts early meal returns, do one of the following:
  - A message will display, stating how much time is left in your meal period. Tap **Yes** to confirm that you are returning early. Review the punch details on the display.
  - If you do not want to return from your meal period early, tap **No**. A message with the amount of time left for your meal period and when you should return is displayed. Your meal return punch is not recorded.
4. If you are returning early from your meal and your company does not accept early meal returns, a message with the amount of time left for your meal period and when you should return is displayed. Your meal return punch is not recorded.
5. If you are not returning early from your meal, your meal return punch is recorded and you can review the punch details on the display.

## Next Schedule



To display the start and end times for upcoming shifts, including breaks and meals, use Next Schedule

**Note:** Depending on the settings in the host application, the device can display up to 14 shifts. For example, if you have a 14-day schedule, and 10 days of that schedule have elapsed, the device displays the schedule for the remaining 4 days.


1. Tap **Next Schedule**.
2. Do one of the following:
  - Swipe your badge.
  - Tap the keyboard icon . Enter your badge ID and tap **Enter**.
  - Place one of the fingers that is used for biometric verification on the sensor until you see the green light.
3. Review your next scheduled shifts details.

## Out Punch



To record an out punch, use Out Punch.


**Note:** In most setups, a badge entry will qualify as an out punch. Use the Out Punch key only if required by your company.

1. Tap **Out Punch**.
2. Do one of the following:
  - Swipe your badge.
  - Tap the keyboard icon . Enter your badge ID and tap **Enter**.
  - Place one of the fingers that is used for biometric verification on the sensor until you see the green light.
3. Review the punch details on the display.

## Punch Out with Attestation



When your company requires that you confirm you have reported all hours worked and taken an uninterrupted meal period, use Punch Out with Attestation.

1. Tap **Punch Out with Attestation**.
2. Do one of the following:
  - Swipe your badge.
  - Tap the keyboard icon . Enter your badge ID and tap **Enter**.
  - Place one of the fingers that is used for biometric verification on the sensor until you see the green light.
3. If you agree that you have reported all hours worked and taken an uninterrupted meal period, tap **Yes**. Review the punch details on the display.
4. If you don't agree, tap **No**. Your response of 'No' is captured and your punch is recorded.


## Review Last Punch



**Note:** If you used the Meal Return or Punch Out with Attestation, your punch is captured and recorded but can't be reviewed using the Review Last Punch key. See the instructions for Review Punches for more information.

To review information about your last punch, use Review Last Punch

1. Tap **Review Last Punch**.


2. Do one of the following:
  - Swipe your badge.
  - Tap the keyboard icon . Enter your badge ID and tap **Enter**.
  - Place one of the fingers that is used for biometric verification on the sensor until you see the green light.
3. Review the punch details.

## Review Punches



**Note:** If you used the Meal Return or Punch Out with Attestation, your punch is captured and recorded but cannot be reviewed using the Review Punches key.

To see all of your In and Out entries from the InTouch timeclock for the past 12 hours, select Review Punches.


1. Tap **Review Punches**.
2. Do one of the following:
  - Swipe your badge.
  - Tap the keyboard icon . Enter your badge ID and tap **Enter**.
  - Place one of the fingers that is used for biometric verification on the sensor until you see the green light.
3. Review the punch details. (Optional) Tap the arrow icon to view more details about your recent punches, if necessary.

## Supervisor Log On



To log in to Manager Mode as a supervisor, use Supervisor Log On.

**Note:** For more information about logging in as a supervisor, see the ADP InTouch Supervisor Quick Reference Card.


1. On the employee home page, tap **Supervisor Log On**.
2. Do one of the following:
  - Swipe your badge.
  - Tap the keyboard icon . Enter your badge ID and tap **Enter**.
  - Place one of the fingers that is used for biometric verification on the sensor until you see the green light.
3. Enter your manager mode password and tap **Enter**.
4. To log out of manager mode and return to the employee home page, tap **Log Off**.



## Supplemental Pay Codes



To apply your supplemental earnings to a specific date, use Supplemental Pay Code. Depending on your company's setup and the Timeclock's configuration, you can assign the hours to either Tips or Gross receipts.

1. Tap **Supplemental Pay Codes**.
2. Do one of the following:
  - Swipe your badge.
  - Tap the keyboard icon . Enter your badge ID and tap **Enter**.
  - Place one of the fingers that is used for biometric verification on the sensor until you see the green light.
3. Enter the amount (in decimal format) or enter 0 for none and tap **Enter**.
4. Select the date.

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**Note:** You can enter a date up to 29 days in the past or in the future.

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5. Enter the time (in 24-hour format) and tap **Enter**.
6. Review the supplemental pay code details and tap **Submit**.

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**Important:** Your punch is submitted as an out punch, along with the supplemental earnings amounts entered.

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## Tips and Gross Receipts



To record your tips or gross receipt amounts, use Tips and Gross Receipts.

1. Tap **Tips and Gross Receipts**.
2. Do one of the following:
  - Swipe your badge.
  - Tap the keyboard icon . Enter your badge ID and tap **Enter**.
  - Place one of the fingers that is used for biometric verification on the sensor until you see the green light.
3. Enter tips amount and tap **Enter**.
4. Enter the gross receipt amount and tap **Enter**.
5. Review your tips and gross receipts details and tap **Submit**.

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