

ADP TIME CLOCK INSTRUCTIONS

**Job Classification: Substitutes or Hourly Employees
Transferring to a School**

As you are eligible to work in any of the QACPS schools, you will need to provide the location of your work. Since you do not perform any hourly work, it is not required for you to enter your job code.



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: Leave this field blank



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 Timesaver Clock Manual

ML Yell



Adp Timesaver Clock Manual:

ADP Security Manual, 1985 **ADP Procedures Manual** R. Macaulay, 1985 **APCAPS ADP Documenation**
Manual : APCAPS ADP Specifications United States. Defense Logistics Agency, 1982 A.D.P. System - Personnel
Function Systems Manual Australia. Public Service Board. Development Division. Statistical Section, 1968* **A Manual of**
ADP Aids Diebold (John) and Associates, inc., New York. Management Science Training Institute, 1958 ADP Procedures
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