

Employee Guide – General Clocking In & Out

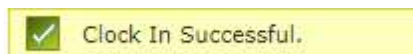
To Record Your Time Using the Clocking Icons

1. Navigate to **ezlm.adp.com**, Enter Client Database name, if necessary, Enter User ID and Password to log in.
2. From My Home, click the appropriate icon:
 - **Clock In:** Use any time you are starting or resuming work.
 - **Clock Out:** Use when you are ending work.
 - **Lunch Out:** Your company may require you to use this icon when stopping work for lunch.
 - **Transfer:** Use in place of Clock In if you need to record a different department



Note: Some companies require employees to use the Lunch Out icon when clocking out for lunch, while others require employees to use the Clock Out icon. If you are not sure which icon to use, contact your supervisor.

3. A "Successful" message will appear once time has been recorded.



To Transfer into a Different Department:

1. From My Home, click the **Transfer** icon:




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- From the Transfer page, choose the magnifying glass and select the number that corresponds to the department you are transferring to. Hit Submit

You are here: [My Home](#) > Transfer

Transfer

Transfer

Department: 

Estimated hours:

Department Lookup

Search in: for:

☒ Active Only ☒ Effective Only

| Department ▲ | Description |
|------------------------|-------------|
| 000100 | UPC 000100 |
| 000200 | UPC 000200 |
| 000300 | UPC 000300 |
| 000400 | UPC 000400 |
| 000500 | UPC 000500 |

- Hit submit again to finalize transfer.



To View Your Timecard on the Timecard

- From My Home, click **My Timecard** from the left navigation bar or the **My Timecard** icon.



Note: As a clocking employee, you can view your timecard but you cannot make any changes to it.

- From the Pay Date Range menu on the My Timecard page, select the time frame for which you want to view your time.

Pay Date Range:  - 

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To Print Your Timecard

1. From My Home, click **My Timecard** from the left navigation bar or the **My Timecard** icon.



2. From the Pay Date Range menu on the My Timecard page, select the time frame for which you want to view your time.

Pay Date Range: -

3. Click Printable View.

Pay Date Range: -

[Printable View](#) [Payroll Summary](#) [Supplemental Earnings](#)

4. In the Printable View window, expand or collapse the categories as desired. Only expanded categories will be printed.
5. Click Print

Timecard View for Supervisor, Support Supervisor

Timecard Date Range: Current Pay Period (11/16/2020 - 11/30/2020) Wednesday, August 11, 2021 09:49 PM

Supervisor: Supervisor, Support Supervisor

Payroll ID: Supervisor, Support Supervisor

Company Code: Supervisor, Support Supervisor

Hours Summary

| Earnings Code | Hours |
|----------------------|--------------|
| Salary Regular Hours | 32.00 |
| Total: | 32.00 |

Timecard Details

| Date | Time | Hours | Daily Totals | Out Type | Earnings Code | Department |
|---------------|---------------------|--------------|--------------|----------|---------------|------------|
| 11/16/2020 | 08:00 AM - 04:00 PM | 8.00 | 8.00 | | | |
| 11/17/2020 | 08:00 AM - 04:00 PM | 8.00 | 8.00 | | | |
| 11/18/2020 | 08:00 AM - 04:00 PM | 8.00 | 8.00 | | | |
| 11/19/2020 | 08:00 AM - 04:00 PM | 8.00 | 8.00 | | | |
| Total: | | 32.00 | | | | |

Supplemental Earnings Summary

Supplemental Earnings Details

Signatures