Downloading Employee Data and Badge Numbers to a Hosted Timeclock

Objective:
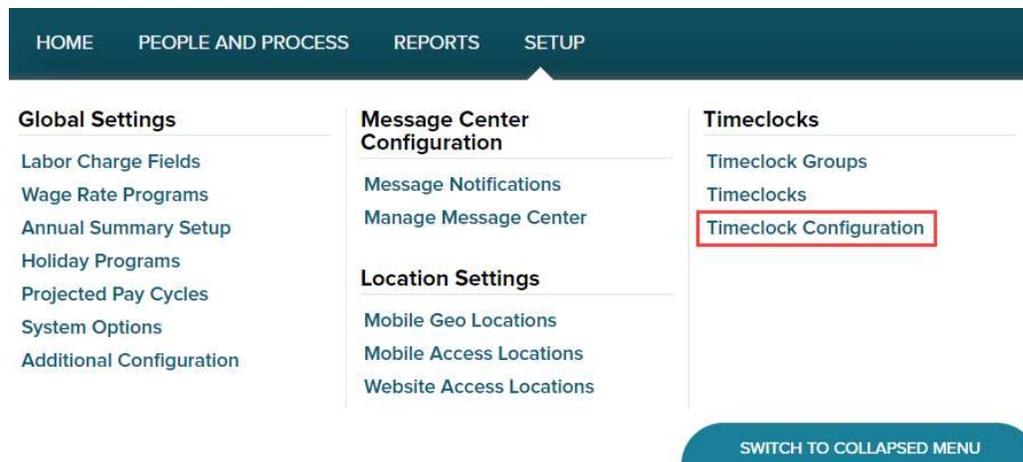
- Learn to manually send employee information to hosted timeclock.

Steps:

Access Time and Attendance

- Have RUN payroll? Log into RUN at runpayroll.adp.com, click **Time Management.**
- Time & Attendance Only? Log into Time & Attendance at https://time.adp.com.

1. Navigate to **Setup > Timeclocks > Timeclock Configuration.**

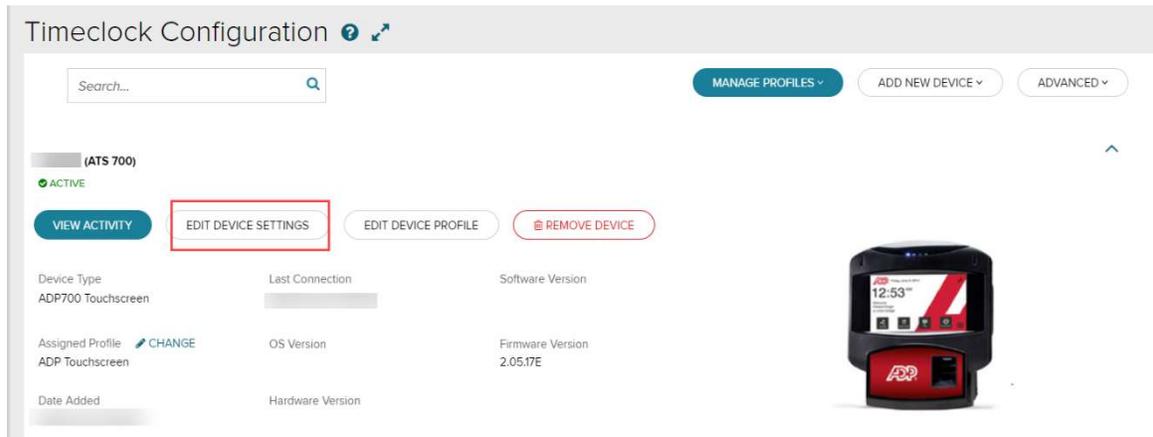

2. If there are multiple clocks set up, select a specific clock by clicking the **drop-down arrow** on the right to expand.
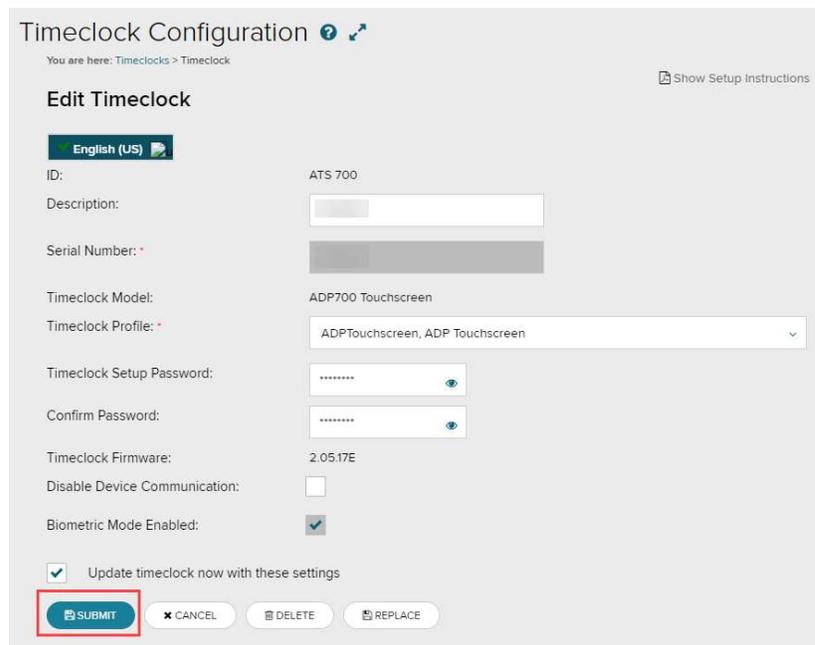
3. On the timeclock page, click **Edit Device Settings**.

4. On the Timeclock page, scroll to the bottom and ensure **Update timeclock now with these settings** is selected. Click **Submit**. *Do not make any changes to this page.*

The clock update will automatically start within 5-10 minutes. It should be complete within 20 minutes, depending on internet speeds.