

ADP: How to Clock In and Access Time Card

6 Steps [View most recent version on Tango.us](#) 

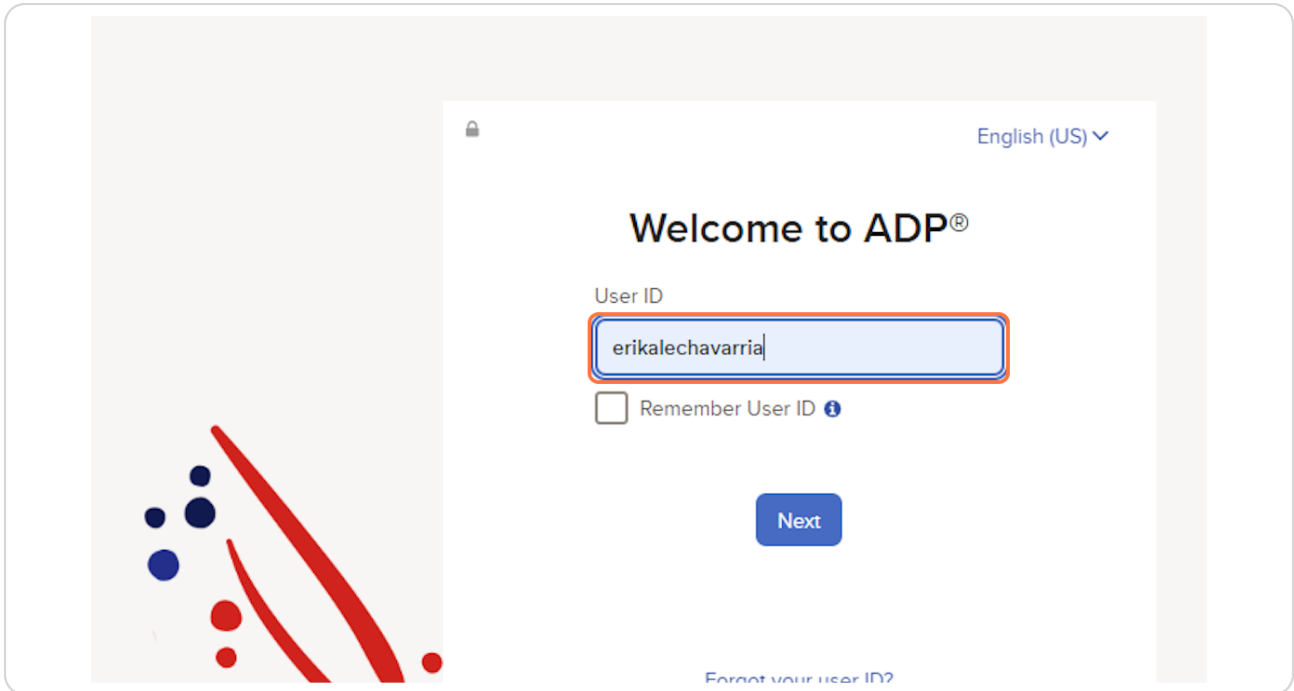
Created by
Erika Watkins Echavarria

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January 11, 2024

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January 11, 2024

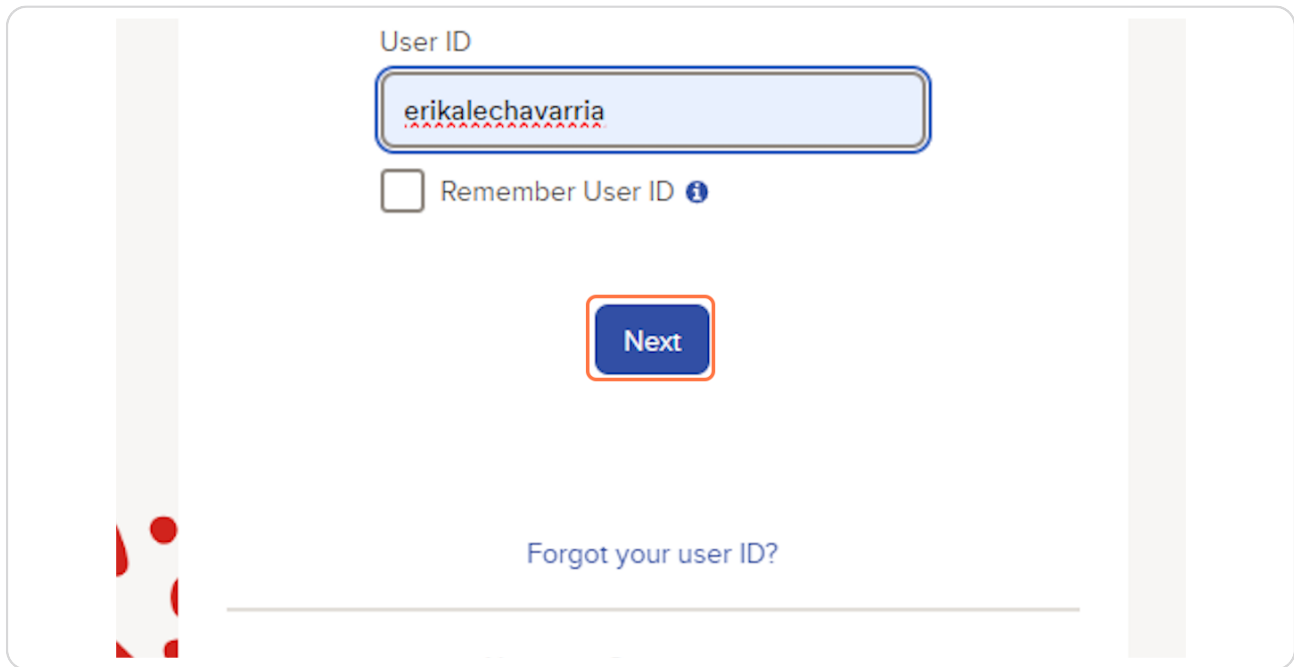
STEP 1

Type the ADP USER ID that you created.



STEP 2

Click on Next



User ID

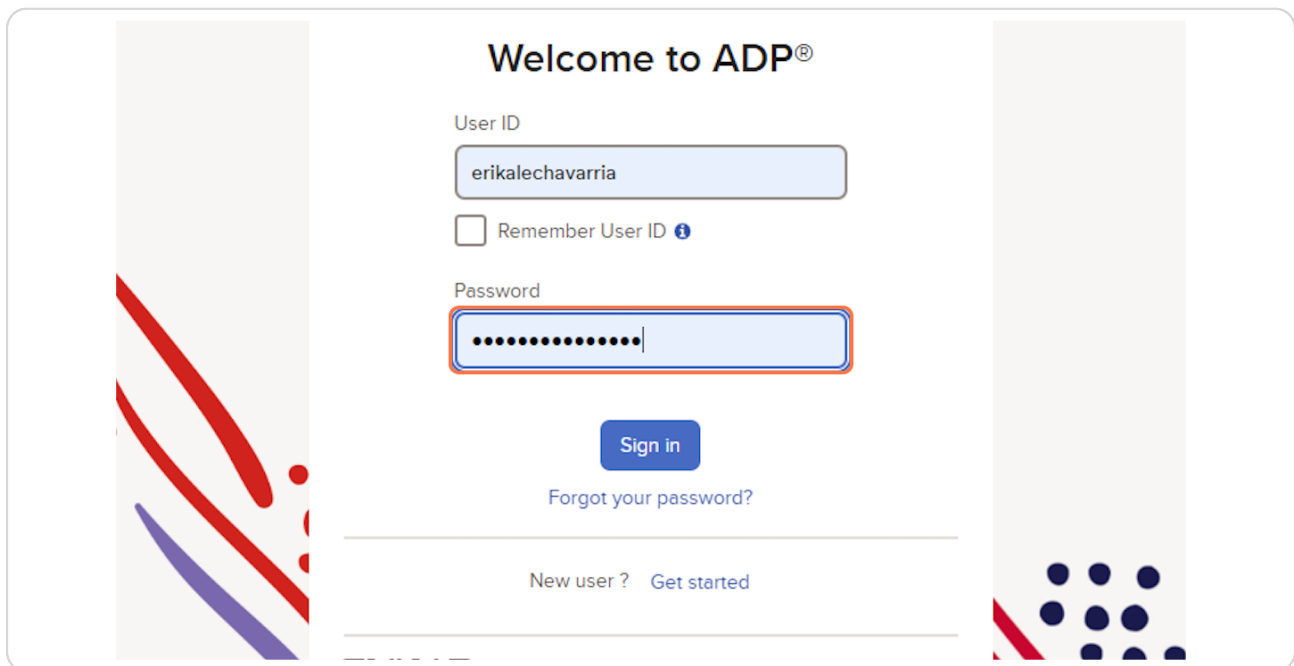
Remember User ID ⓘ

Next

[Forgot your user ID?](#)

STEP 3

Type password



Welcome to ADP®

User ID

Remember User ID ⓘ

Password

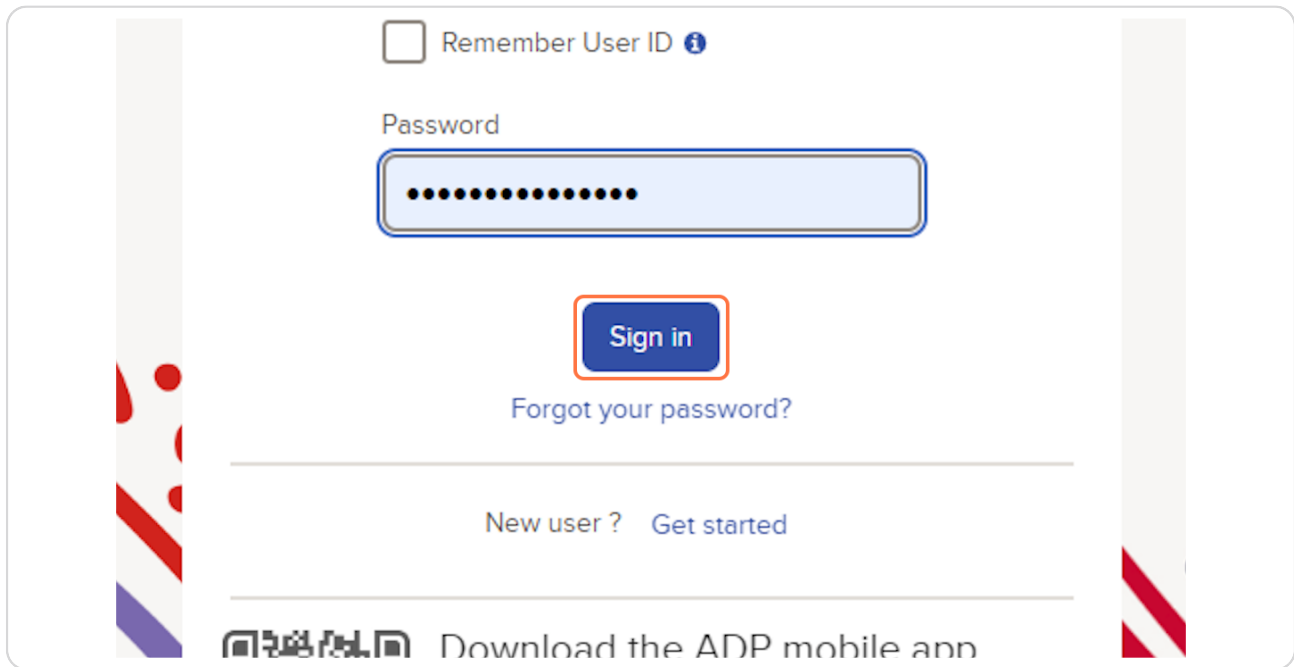
Sign in

[Forgot your password?](#)

[New user ?](#) [Get started](#)

STEP 4

Click on Sign in



Remember User ID ⓘ





Password

.....

Sign in

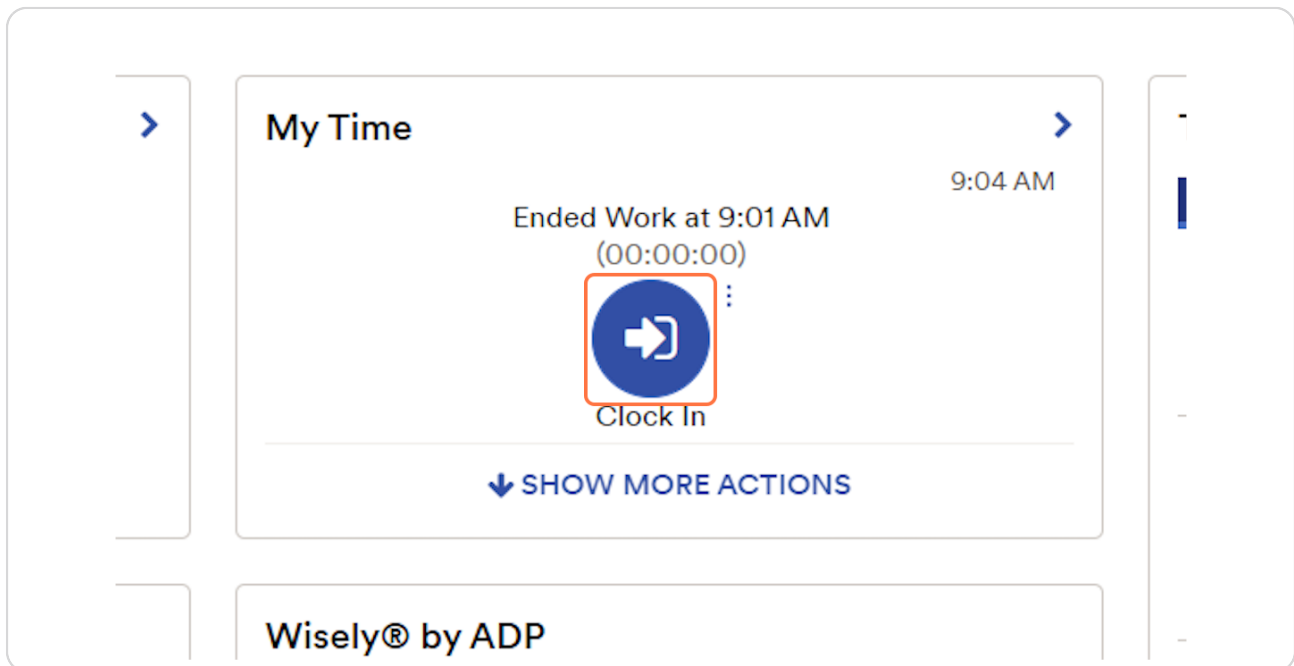
[Forgot your password?](#)

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    Download the ADP mobile app

STEP 5

Click on Clock In



> **My Time** >

9:04 AM

Ended Work at 9:01 AM
(00:00:00)

Clock In


↓ SHOW MORE ACTIONS

Wisely® by ADP


STEP 6

Click on Go to Time Card

Reports & Analytics ▾ Setup ▾

9:04 AM 

Work at 9:04 AM
(00:00:08)

 ⋮

Things to Do

Notifications (56)

Please check your payroll ensure it is not impacted upcoming Banking Holiday. Click [here](#) for more information.

Tango

Never miss a step again. Visit [Tango.us](https://tango.us)