

As a student employed in more than one department on campus, it is extremely important that you complete your ADP timestamps correctly. For each department you work in, you are assigned a position number. This is NOT your employee ID number. The position numbers for your jobs are as follows:

Name: \_\_\_\_\_

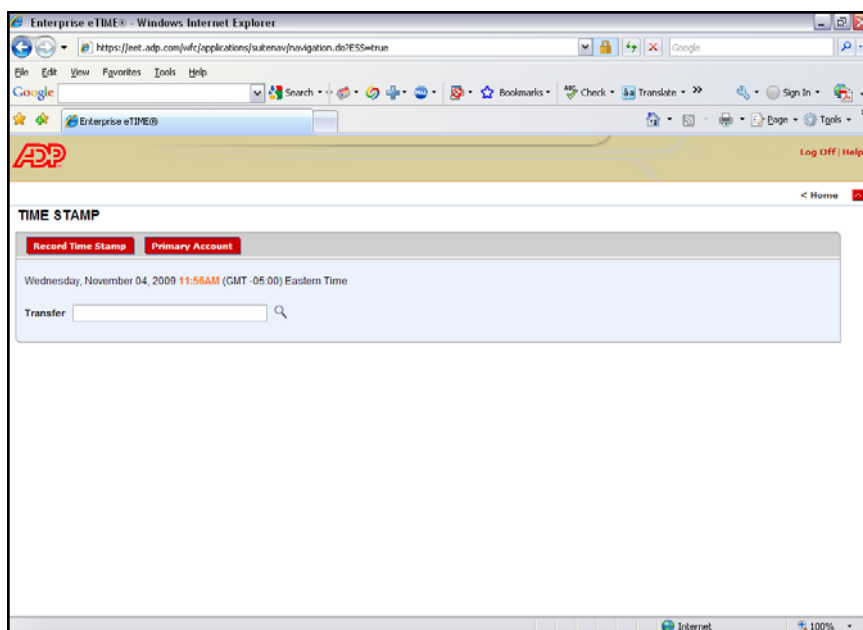
Department 1: \_\_\_\_\_ Position Number: \_\_\_\_\_

Department 2: \_\_\_\_\_ Position Number: \_\_\_\_\_

**Please use these instructions and screenshots to assist you as you learn to timestamp in and out correctly for each department.**

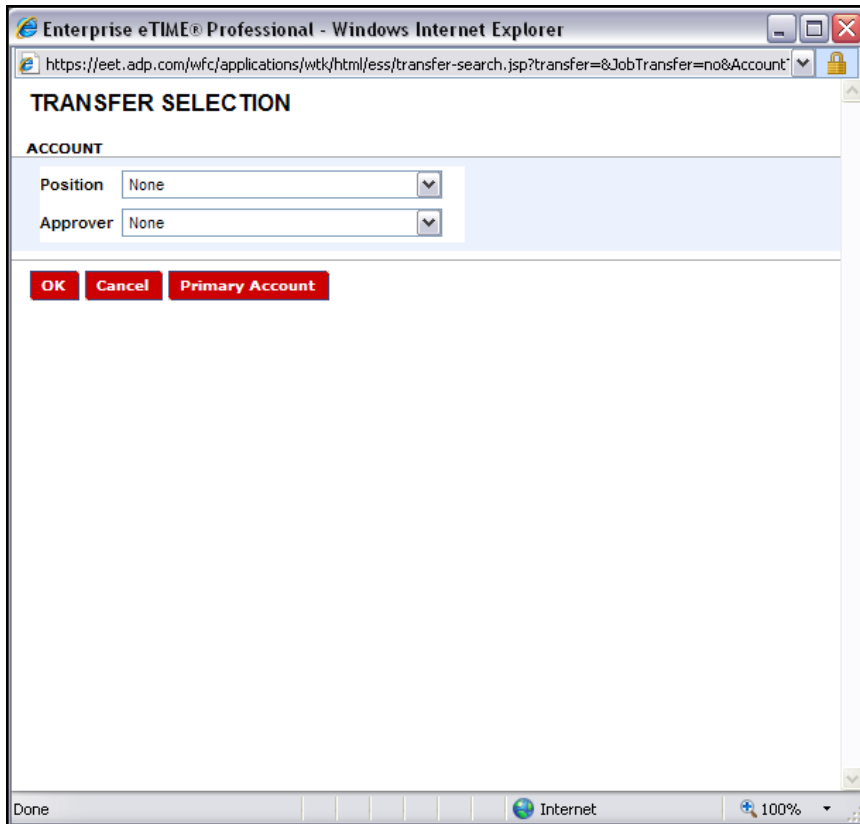
**Only one of your supervisors will be able to approve your time in ADP. This person is the supervisor in Department 1 by default (the department for which you first began working). You will timestamp for each department as you report to and leave from work. However, because your supervisor in Department 2 will not be able to approve your time in ADP, you will also need to document your hours for that department on a Sign In/Out form. You will have your supervisor in Department 2 sign and date the Sign In/Out form in Department 2, and give the form to your supervisor from Department 1 who will approve ALL of your hours in ADP.**

These instructions show you how to go back and forth between timestamping for both departments.



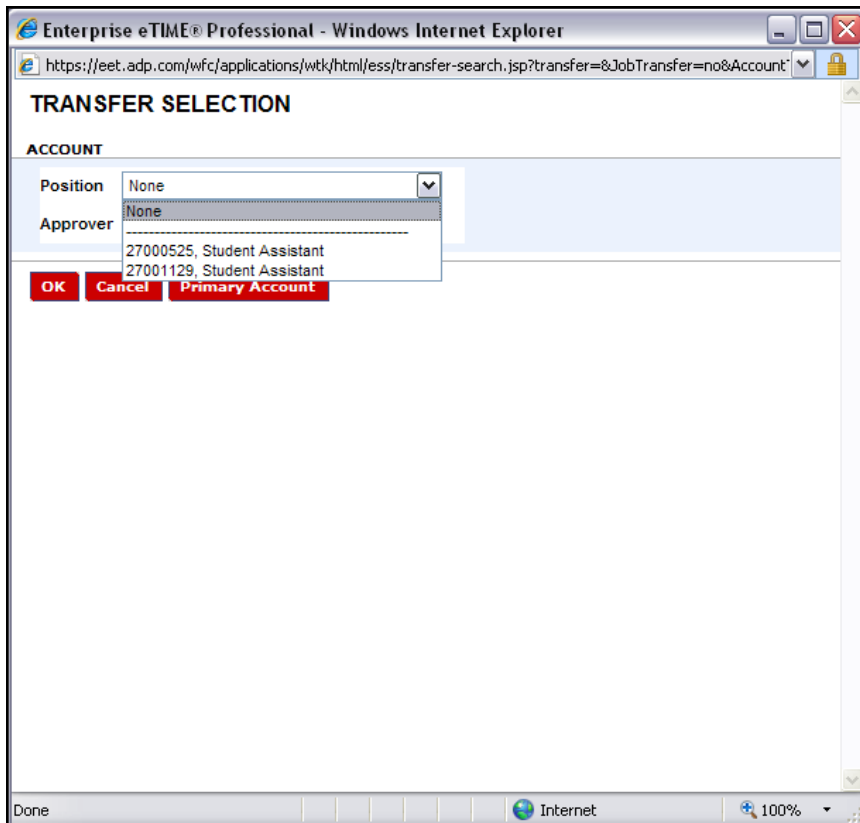
### **Step 1**

When you log in to timestamp, this is the screen you see. Click on the magnifying glass. You will see the screen in Step 2 (turn page over).



### **Step 2**

After clicking on the magnifying glass in Step 1, the following screen will appear. Click on the drop down menu by "Position:"



### **Step 3**

Select the position number you are timestamping in or out for. Remember, you must timestamp in when you report to work in Department 1, then timestamp out when you leave work in that department. When you go to work in Department 2, you will timestamp in and out there as well. It is extremely important that you timestamp under the correct department. Otherwise, your wages will be charged incorrectly to the departments and impact your ability to get a paycheck on time.

**As a reminder, you should not timestamp in ADP after your supervisor has approved your time until the next pay period begins.**