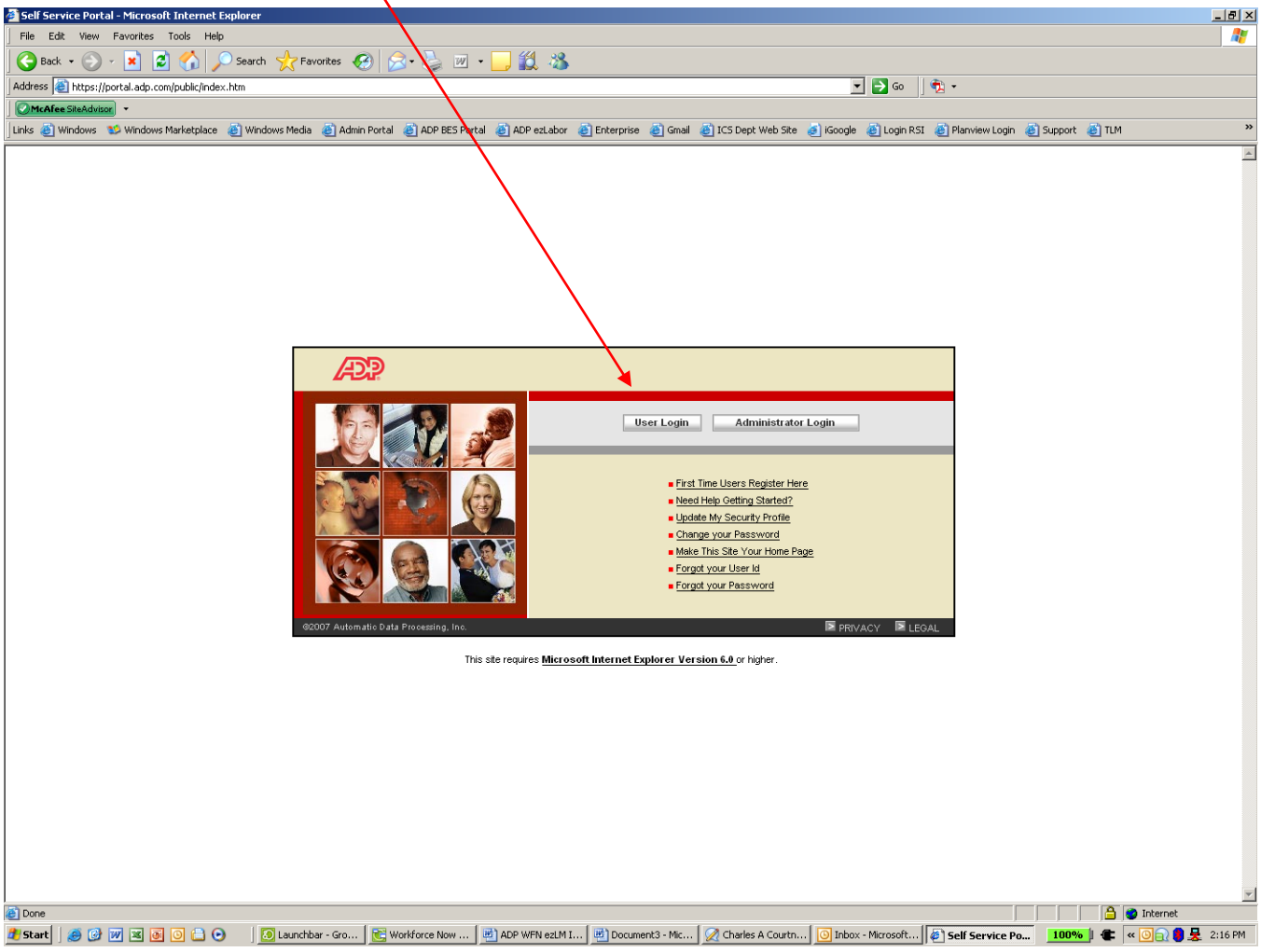
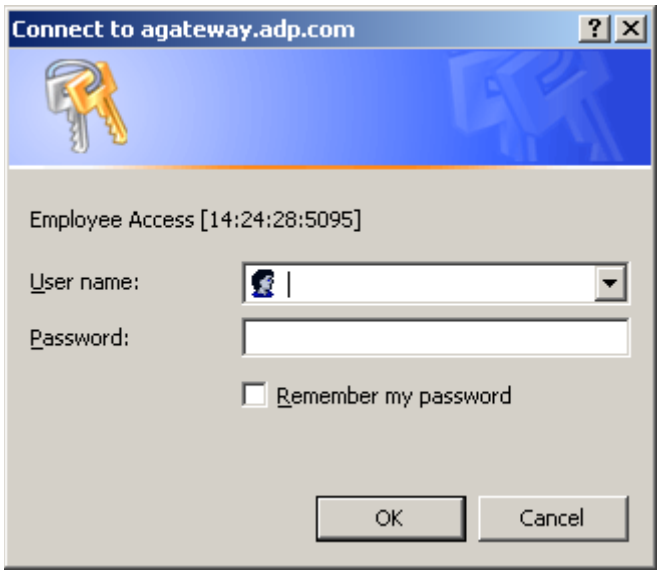
Portal Employee Login

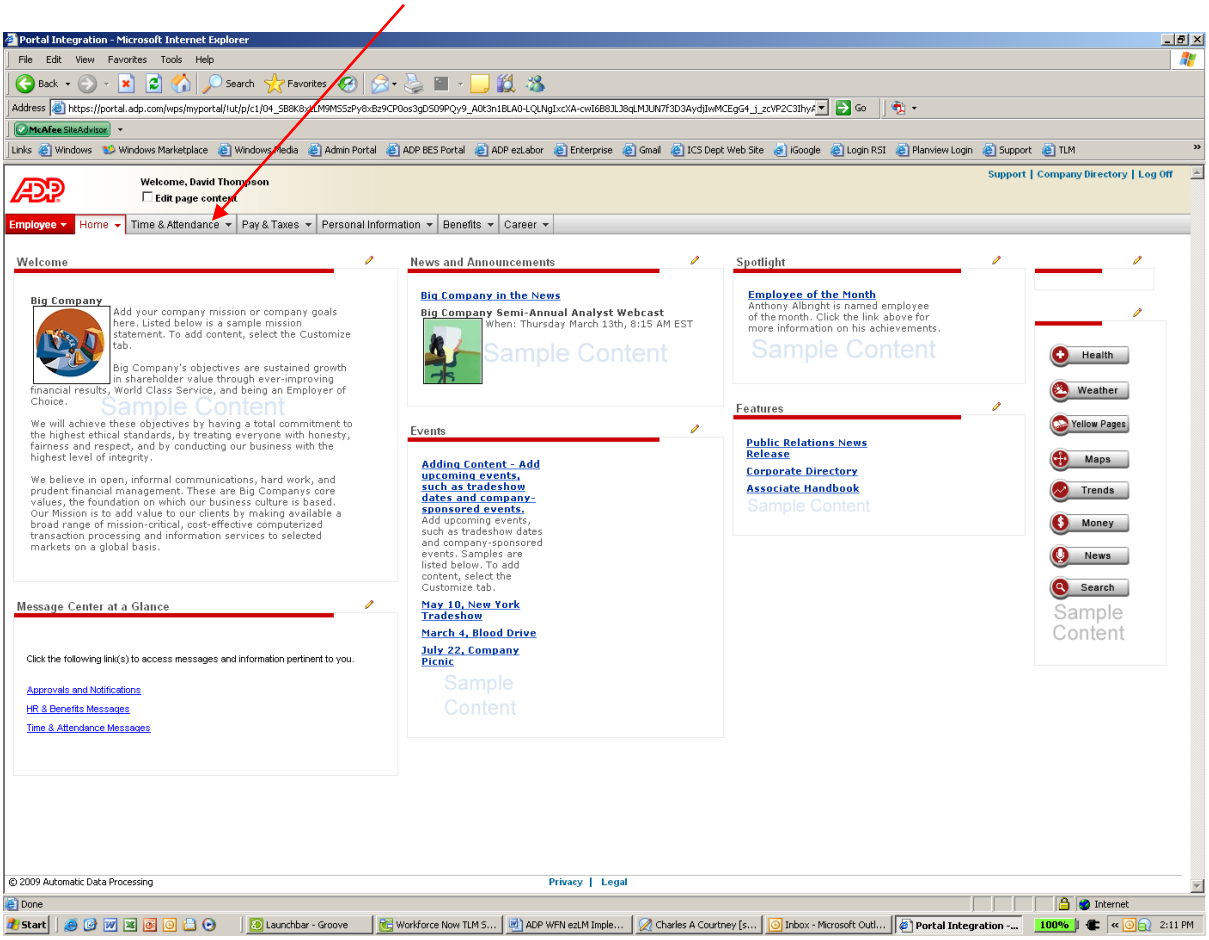
1- Login into https://portal.adp.com
2- Select User Login



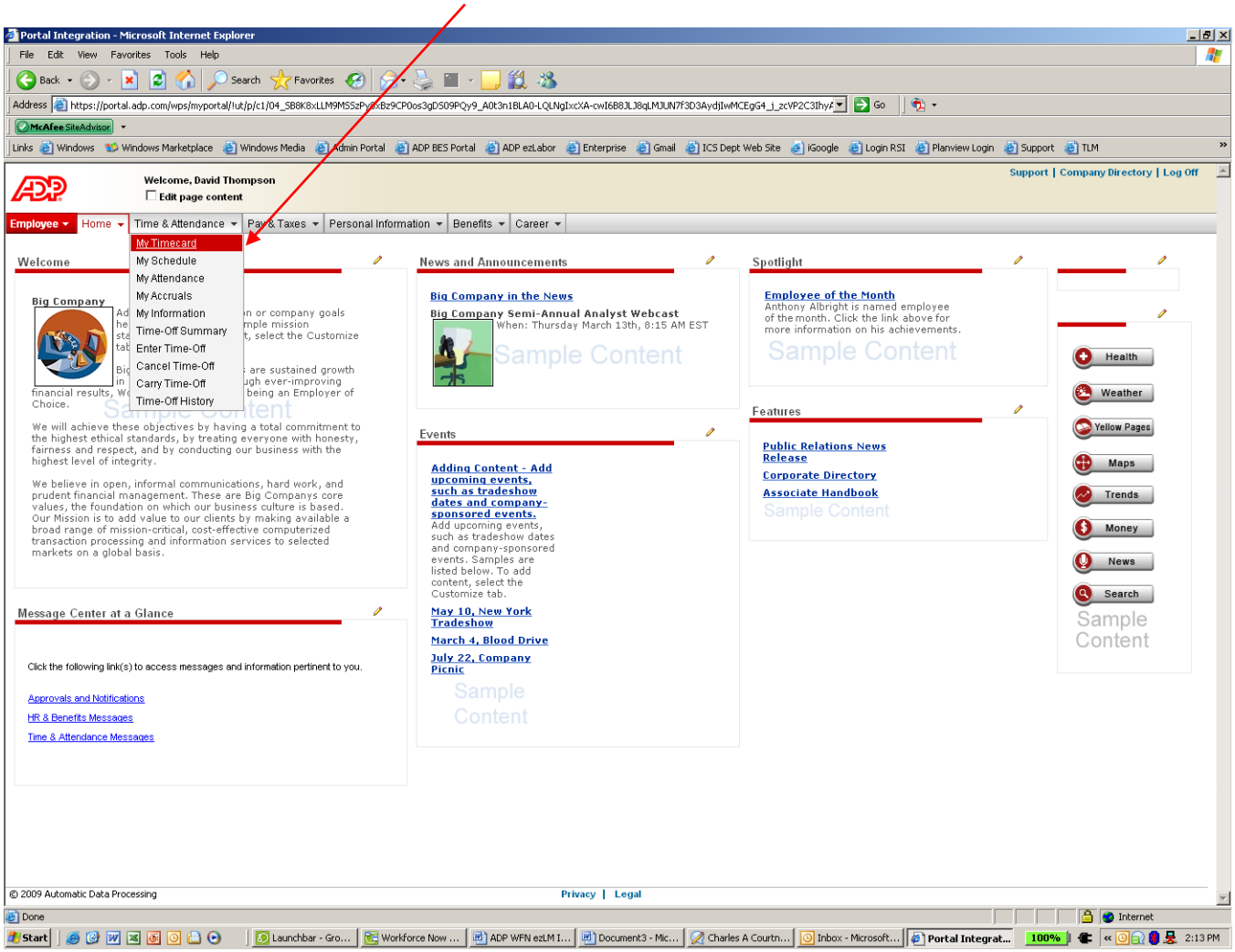
3- Add User name and Password



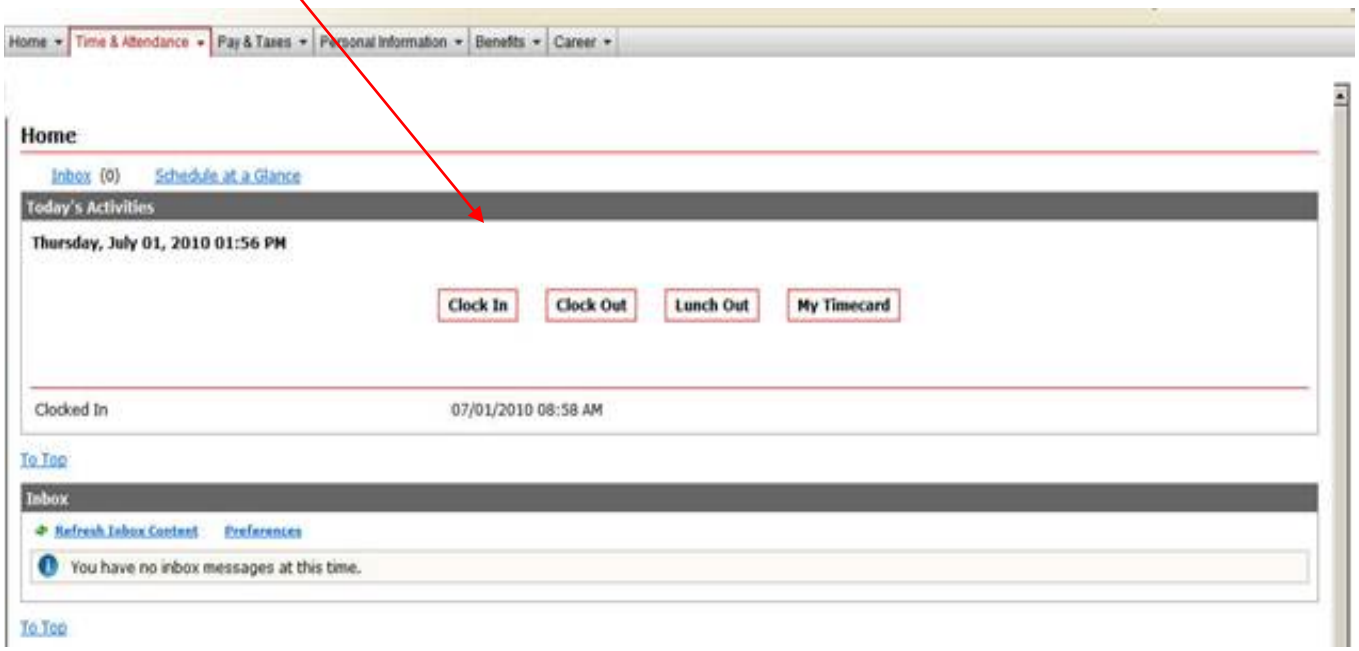
4- Select **Time & Attendance** Tab



5- From the drop down choose **My Timecard**



6- Select **Clock In or Clock Out** to enter time



Please note, if using Clock In / Clock out or lunch out it will be recorded at the exact time you click button. To manually enter hours click on "My Timecard."