

## Hello

Through a phased rollout during the week of June 14, 2021, ADP will activate a new Quick Clock shortcut feature within the ADP Mobile app. If you currently clock in/out from the ADP Mobile app, after the update you can access the Quick Clock feature from the ADP Mobile app login screen to perform simple punching\*, making clocking in/out easier, quicker and more convenient than ever!

### Benefits of the new Quick Clock feature include:

- ✓ **Easy access to clock in/out** through a **shortcut** on the main ADP Mobile app login screen.
- ✓ **Spend less time logging in** – Authentication for this feature is only required approximately every 10 days!
- ✓ **Prompt Siri to “Show me ADP Quick Clock”** when on an Apple® mobile device. *You’ll see a button at the bottom of the Punch page that says, “Add to Siri”.*
- ✓ **When Offline clock functionality is enabled (optional), users can clock in/out even when they aren’t connected to a cellular or Wi-Fi network** – punches automatically sync when back online.

\*At this time, certain advanced features (ex. transfers) are not supported.

To learn more about this exciting new feature, take a minute to watch this [ADP Quick Clock Video](#) ([Spanish version](#)) on YouTube.

This should be an easy transition for your daily clocking needs, but you may contact Jaimie Held, Human Resource Manager if you have any questions at [Jheld@sburl.com](mailto:Jheld@sburl.com)

***We highly encourage you to try this feature and take advantage of its benefits.*** Although it should be a fit for most employees clocking in today through the ADP Mobile app, any employees requiring advanced clock features may continue to use the Clock tile within the app for their clocking needs.

***If you’re using offline punching today,*** you should be familiar with this button already. The existing Quick Clock button will now provide both online and offline punching capabilities.

Thank you,

**Jaimie**

