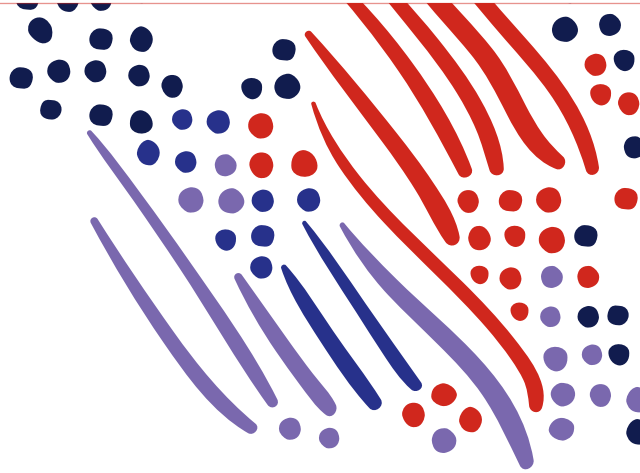
ADP Mobile Solutions App



Workforce Management Essential Time

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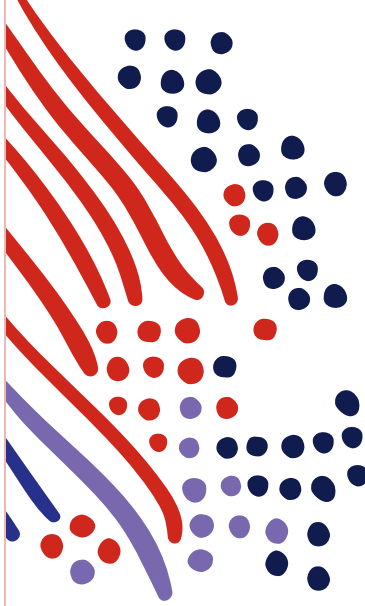
Always Designing for People™

Employee Functions



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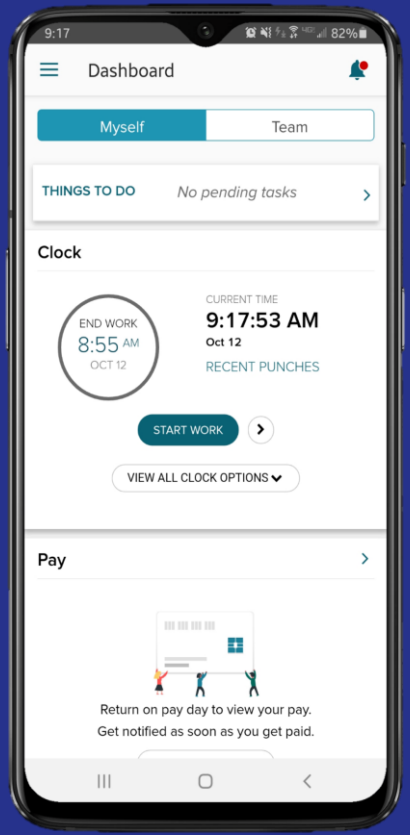
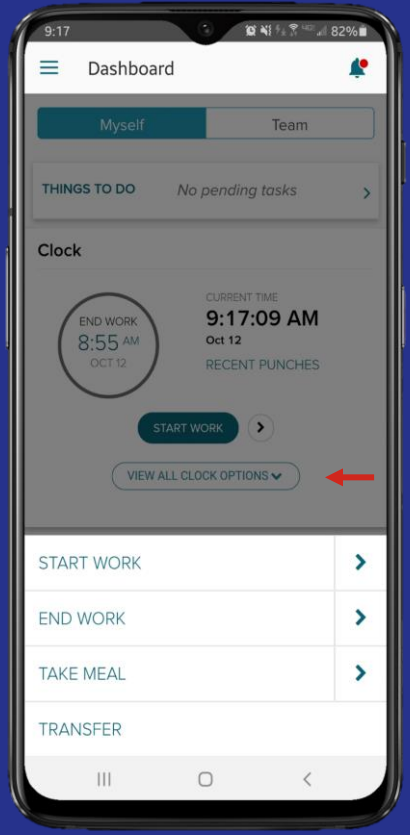
Mobile Punch

Via **Dashboard** tap appropriate punch function

Or

*tap **View All Clock Options***

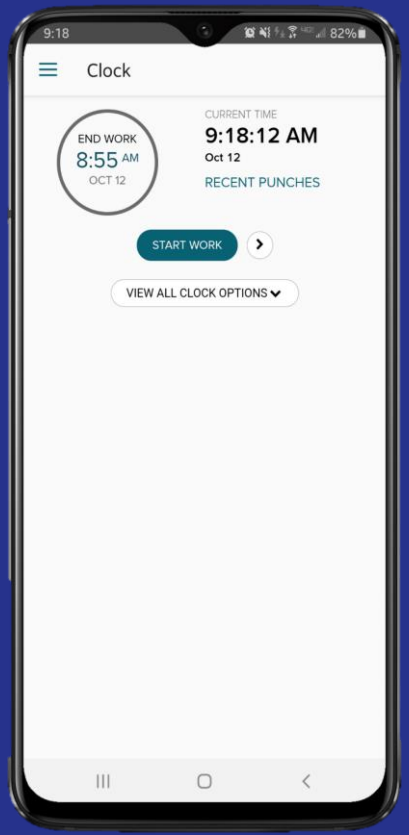


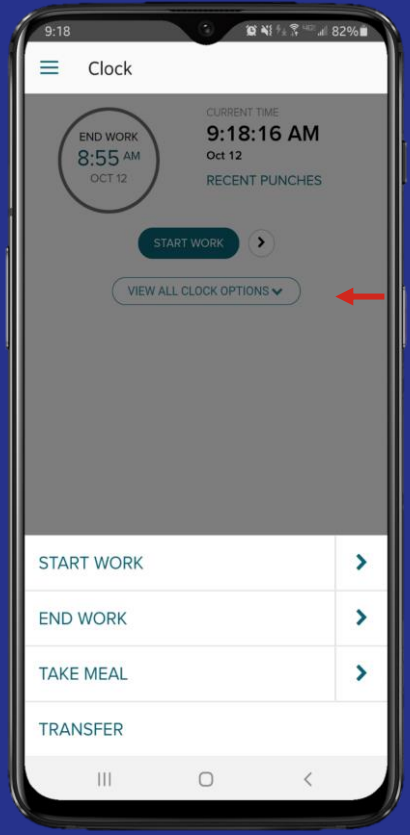


Alternative option to punch via **Menu> Myself> Clock**

Or

*tap **View All Clock Options***





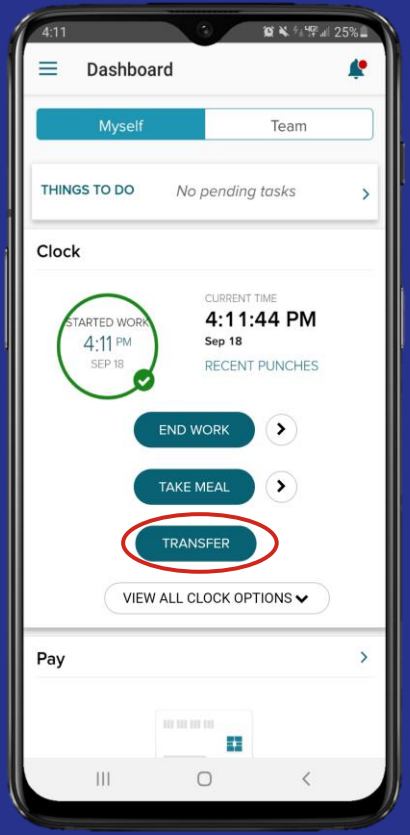
Mobile Transfer (up to 2 Labor Charge Fields)

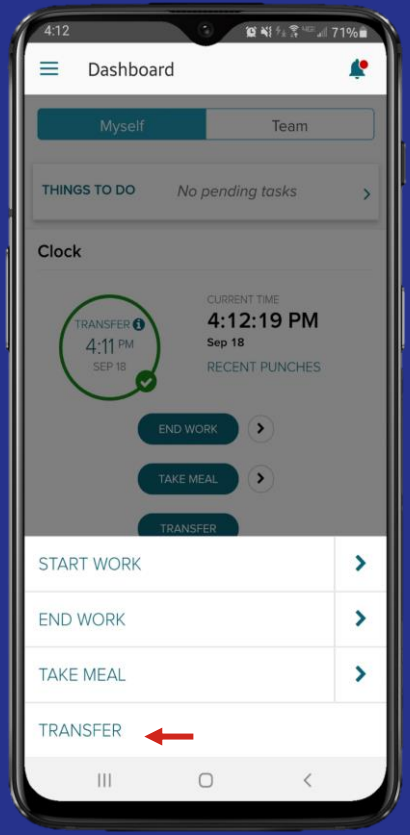
Tap **Transfer**

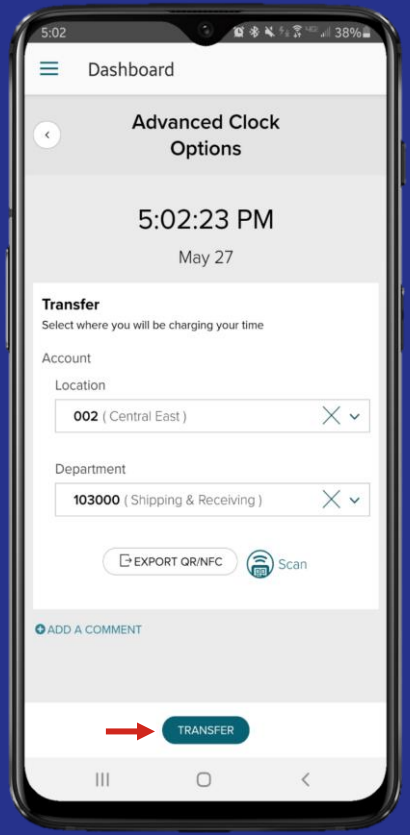
Or

*tap **View All Clock Options> Transfer***

Select each Labor Charge Field, tap **Transfer**

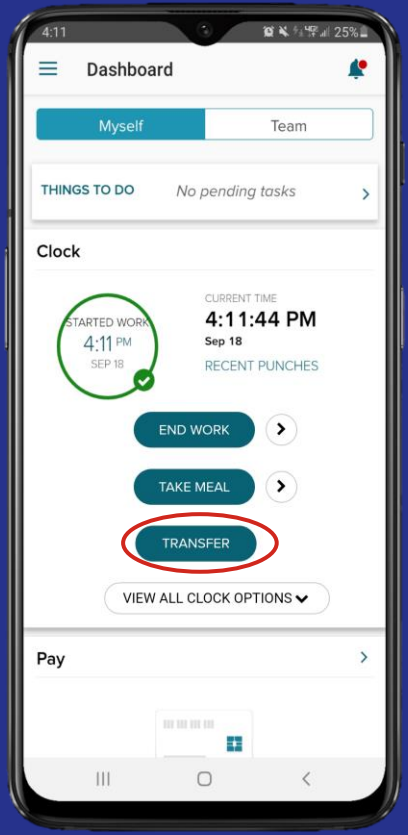




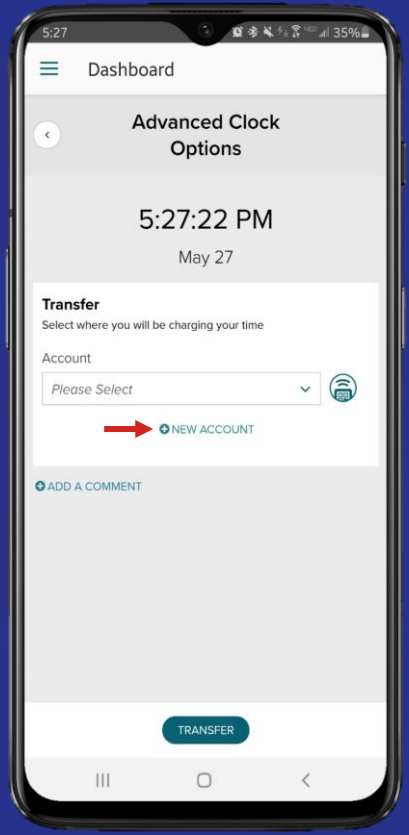


Mobile Transfer (3 Labor Charge Fields)

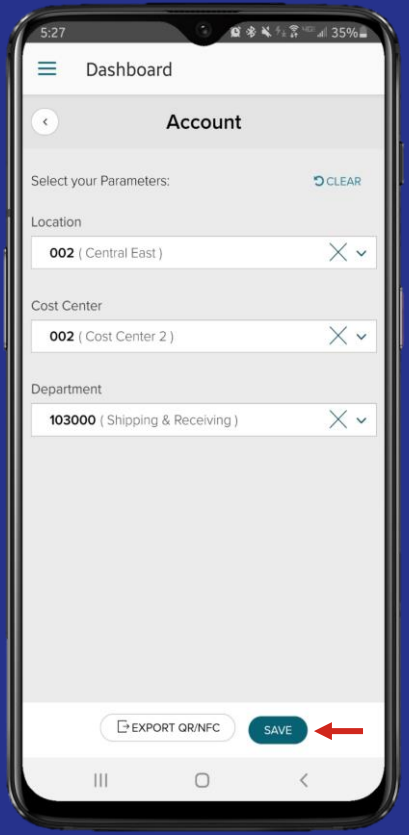
Tap on **Transfer or** *tap* ***View All Clock Options> Transfer***



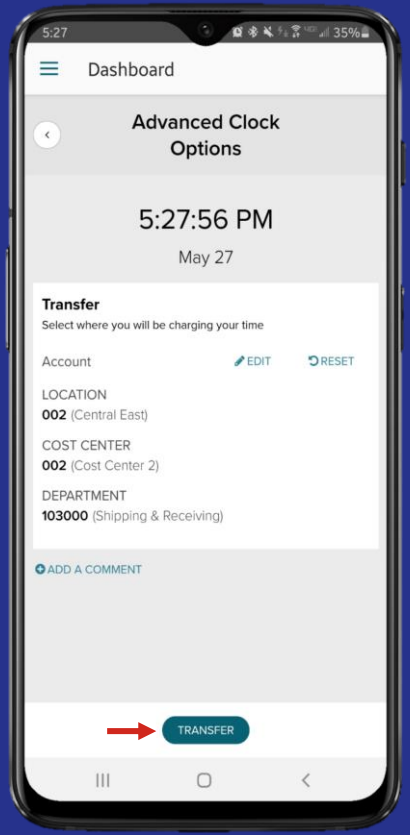
tap ***+New Account***



Select each Labor Charge field, tap **Save**

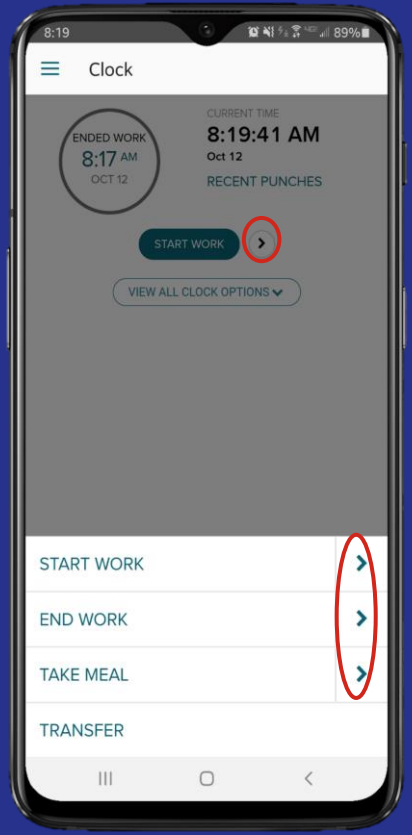


Tap **Transfer.** *Note: Accounts will be saved for future use*



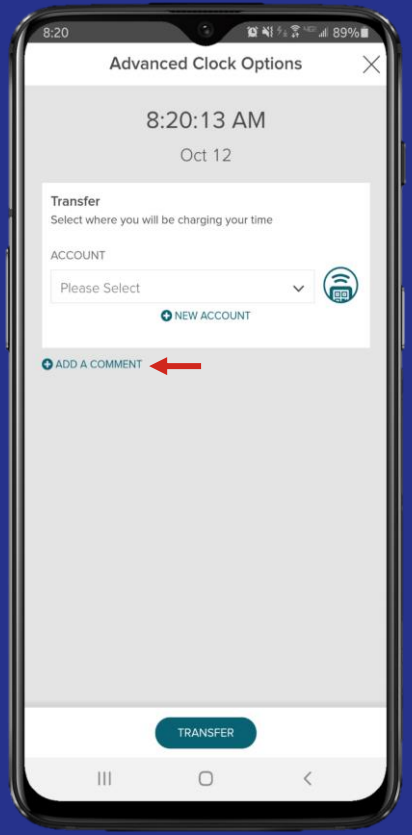
Mobile Punch with Note

On any Punch option, tap the Arrow icon

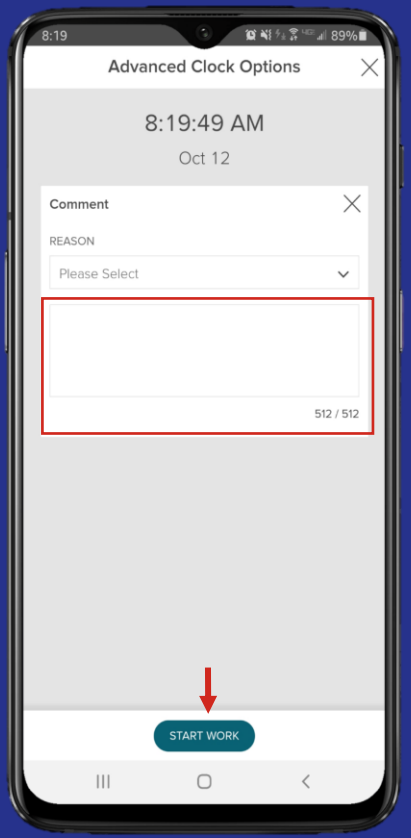


Or

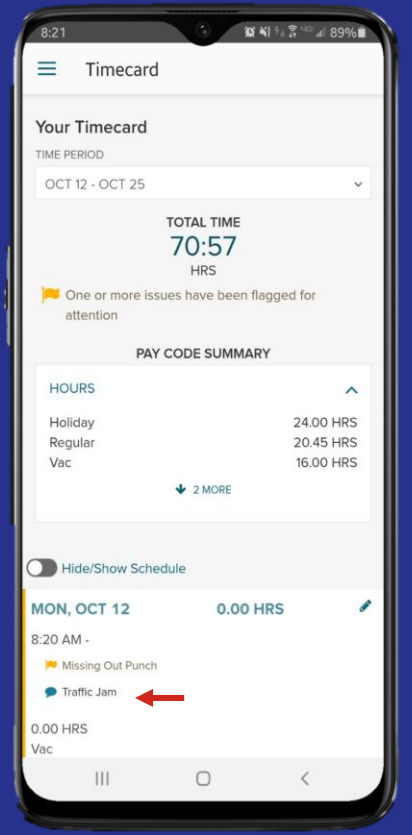
*On Transfer screen, tap +**Add a Comment***



Enter Note/Comment in box, then tap punch action below

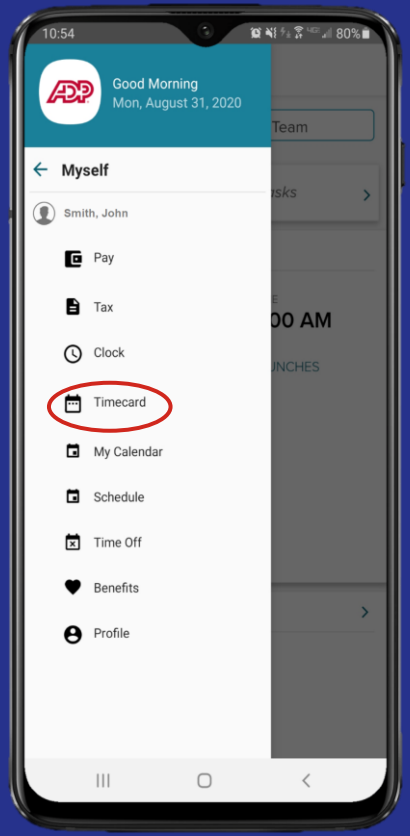


Go to **Menu> Myself> Timecard,** to view note

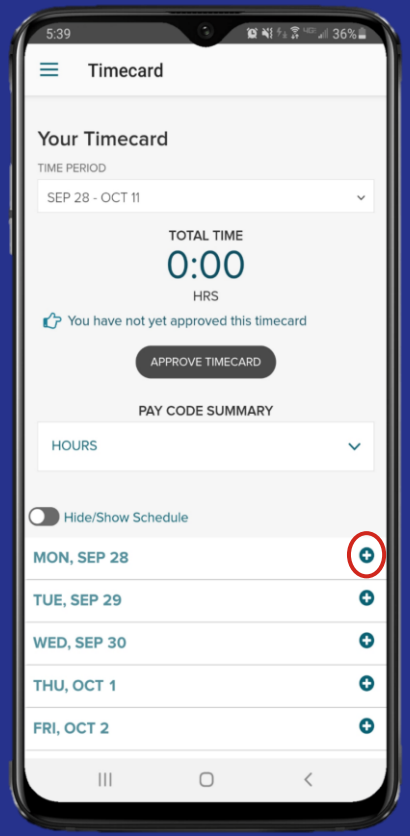


Add Time *(Time Pair based employee)*

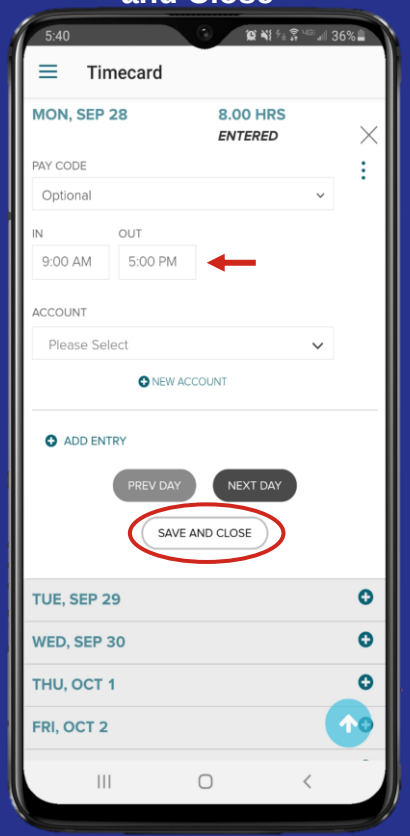
Starting Point: **Menu**> **Myself**> **Timecard**

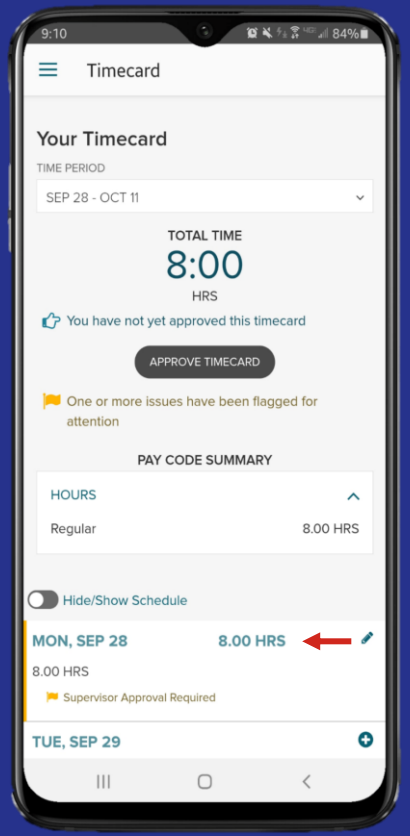


To begin adding your time, Tap **+**



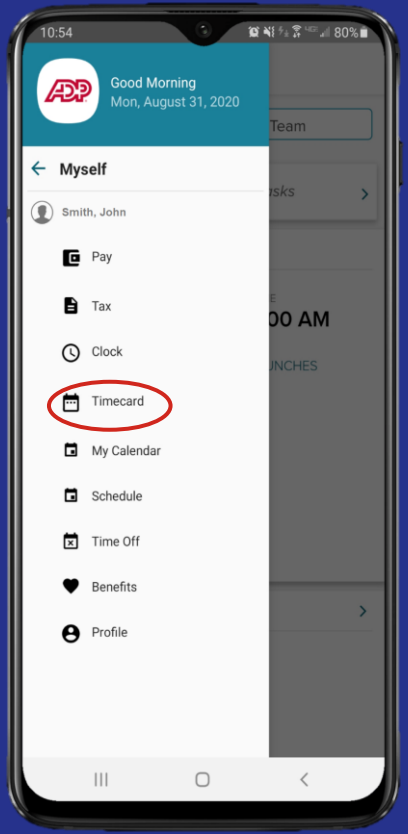
Enter the IN and OUT times, then tap **Save and Close**



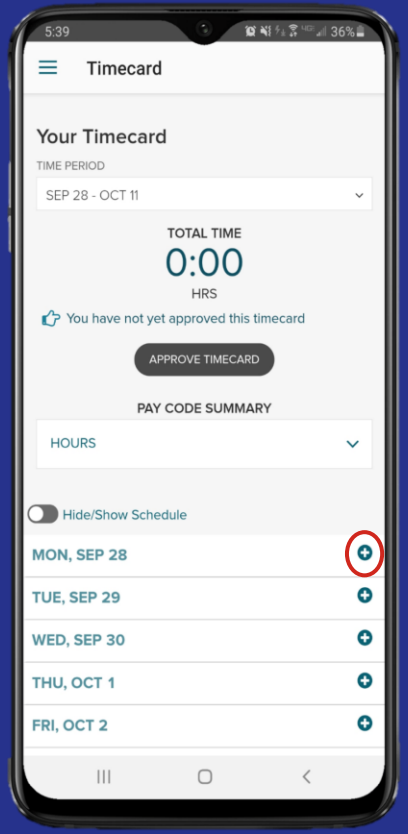


Add Hours *(Hours based employee)*

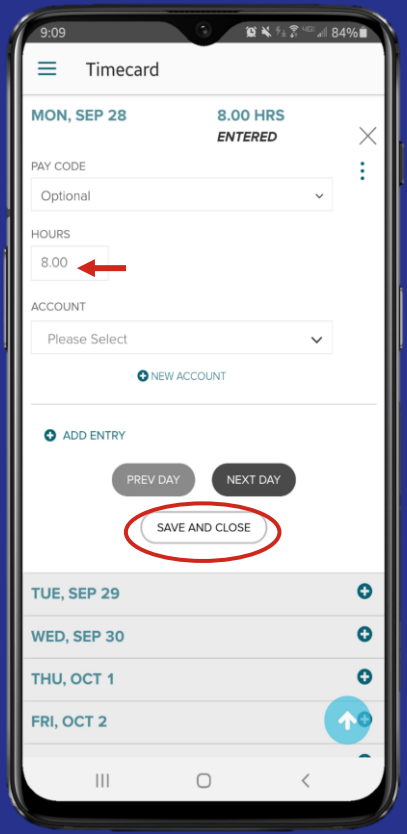
Starting Point: **Menu**> **Myself**> **Timecard**

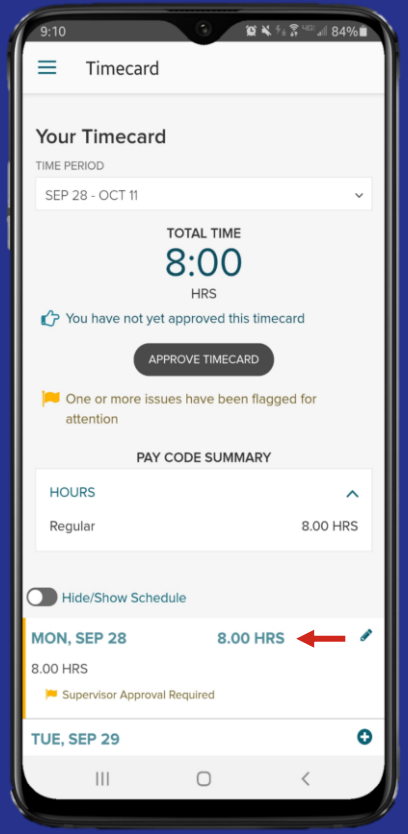


To begin adding your hours, Tap **+**



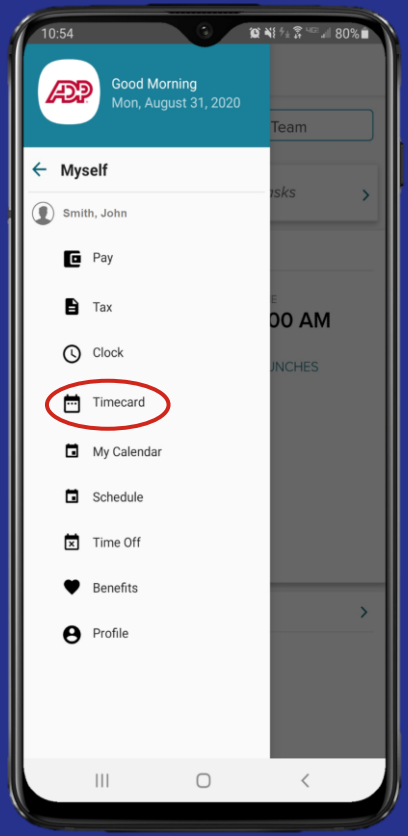
Enter total worked hours, then tap **Save and Close**



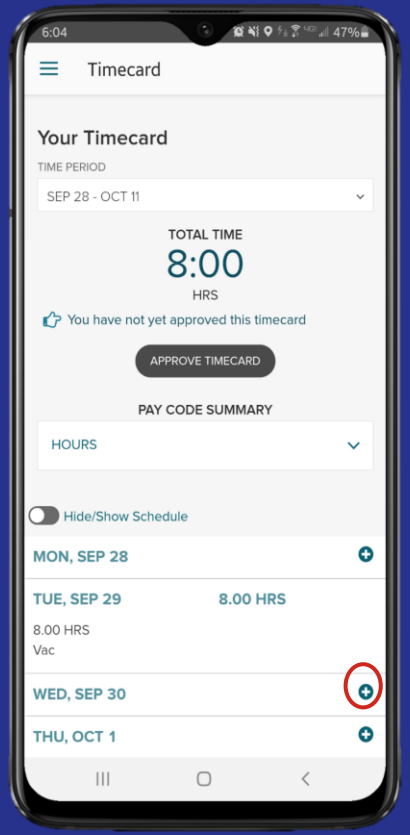


Add a Worked, Non-Worked, or Supplemental Pay Code

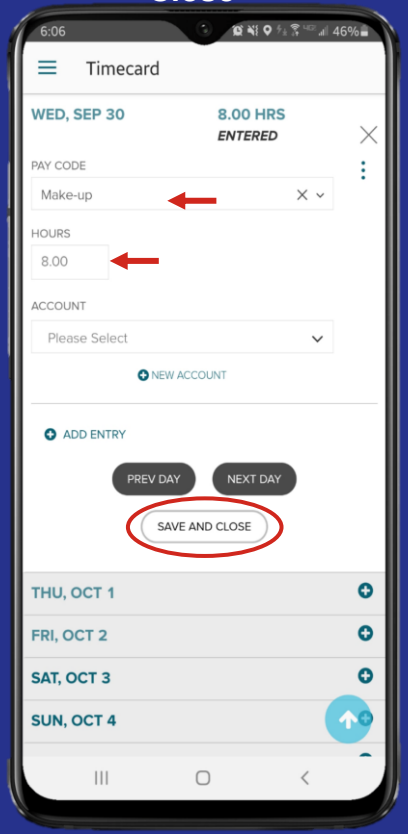
Starting Point: **Menu> Myself> Timecard**



To begin adding your hours, tap **+**

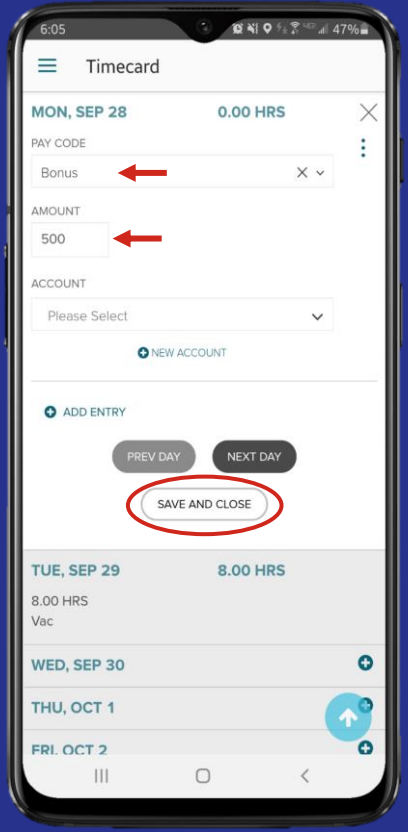


Select a Pay Code, enter hours, then tap **Save and Close**



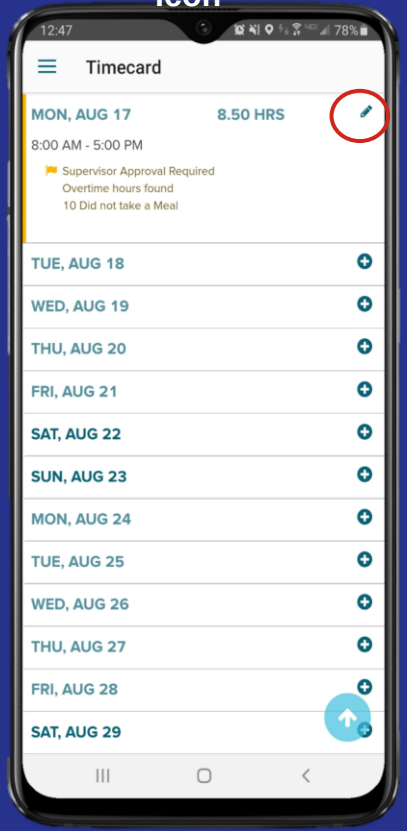
Or

Select a Supplemental Pay Code, enter amount, then tap **Save and Close**

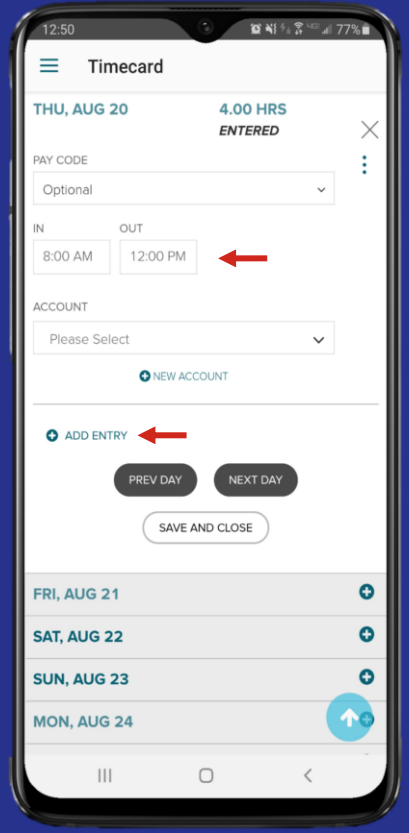


Edit a time pair *(example shows editing one timepair into two)*

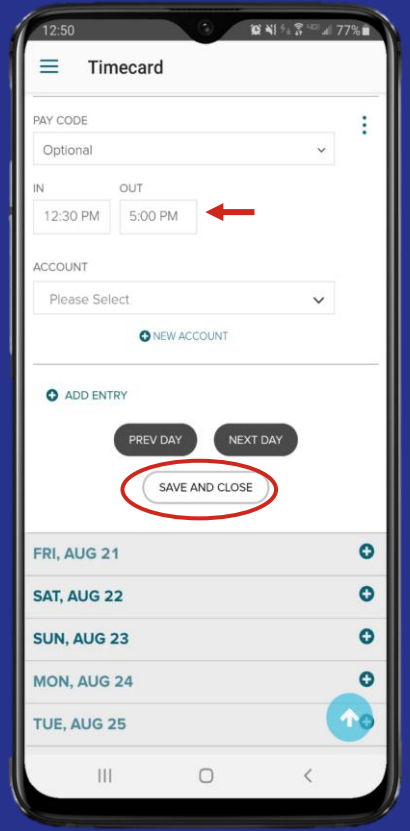
Go to **Menu> Myself> Timecard.** Tap the **Pencil Icon**



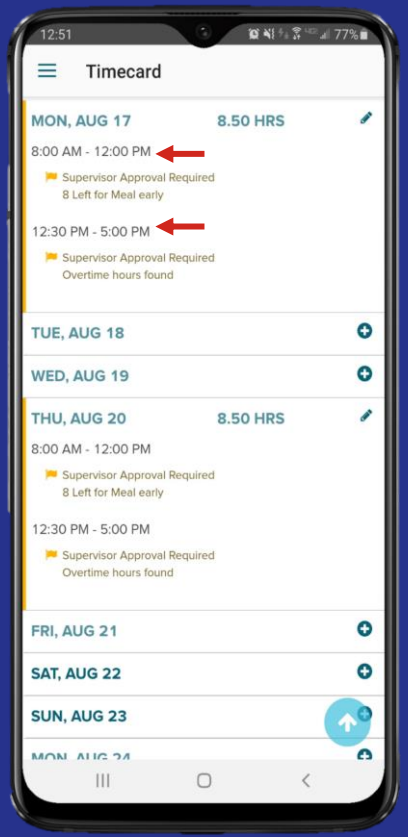
Edit the **In/Out** times. Tap **+Add Entry** to add another row



Enter the **In/Out** times of 2nd time pair, then tap **Save and Close**

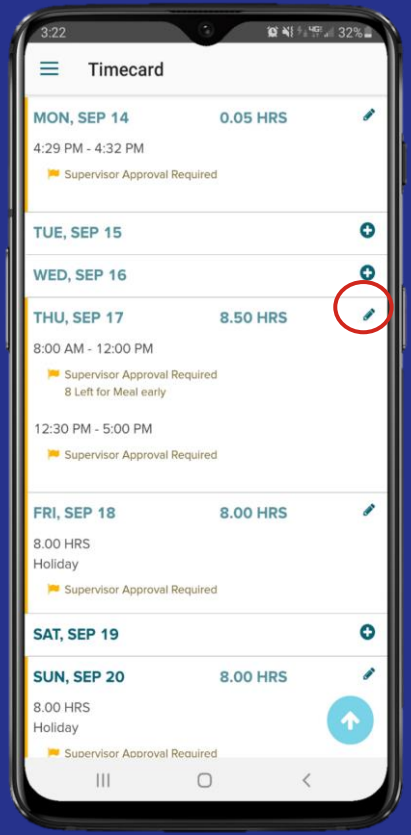


You have just modified one timepair into two timepairs

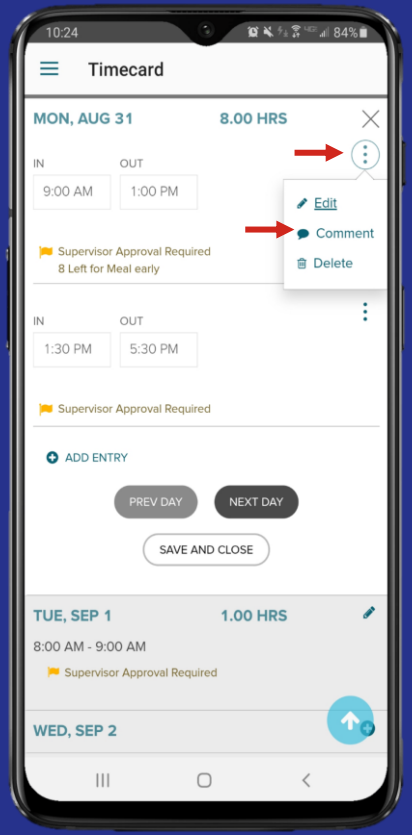


Add a Note to a time pair

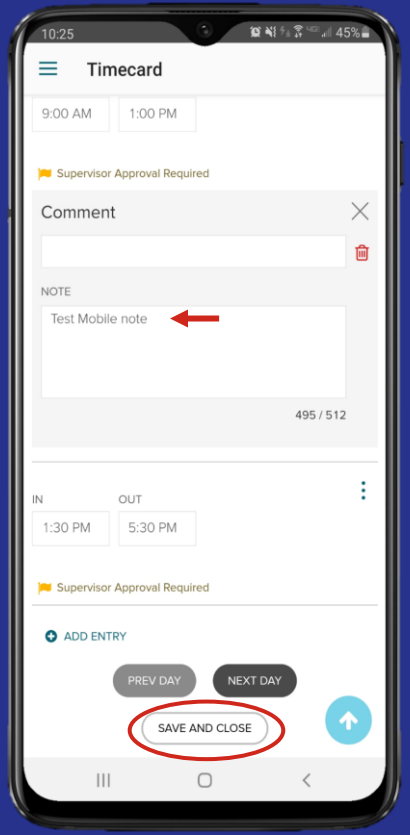
Navigate to your **Timecard**. Tap the **Pencil** Icon



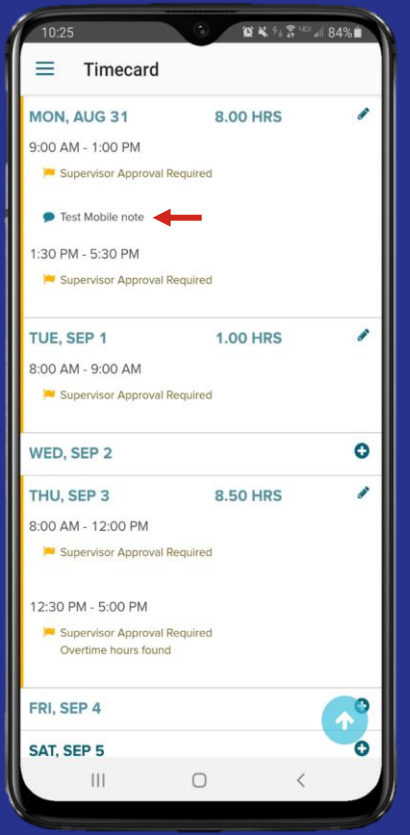
Tap **Menu** icon, then tap **Comment**



Enter Note in **Note** field. Tap **Save and Close**



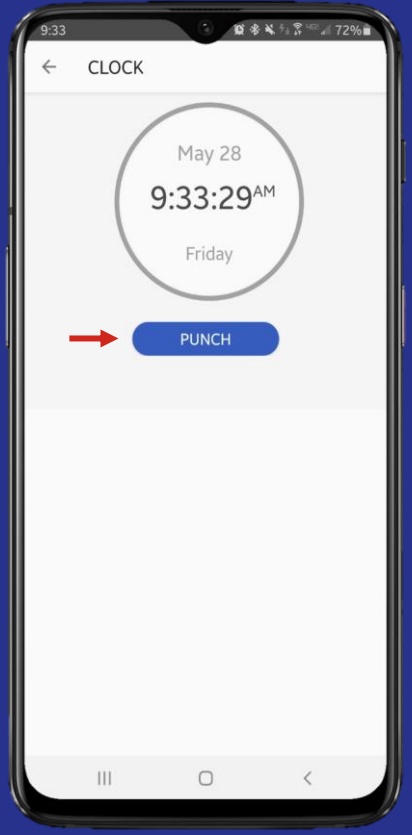
Note will appear along side word bubble icon



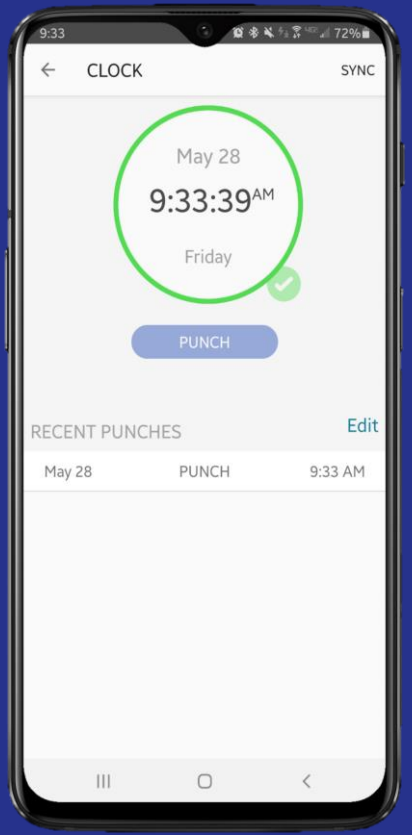
Quick Clock

Tap on **Quick Clock**

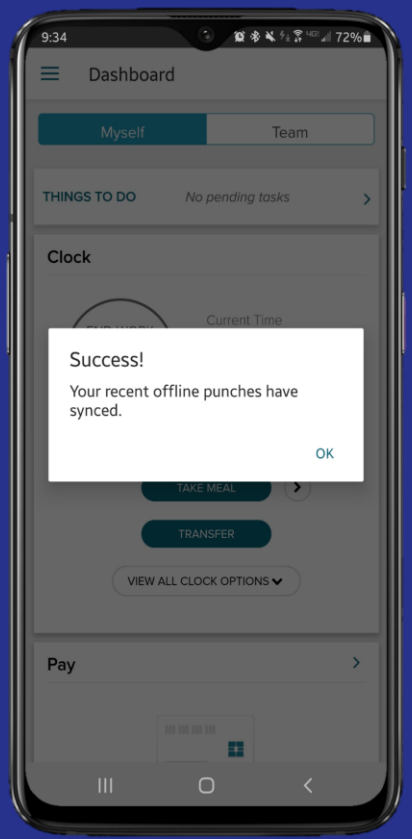
Tap on **Punch**



Punch accepted

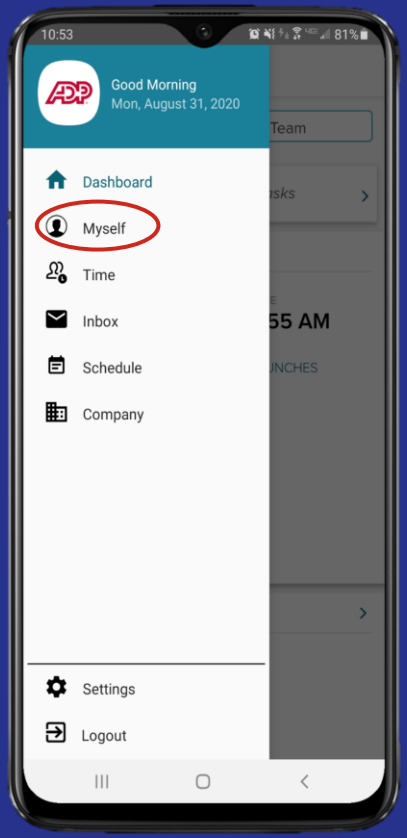


Punches sync once employee logs in

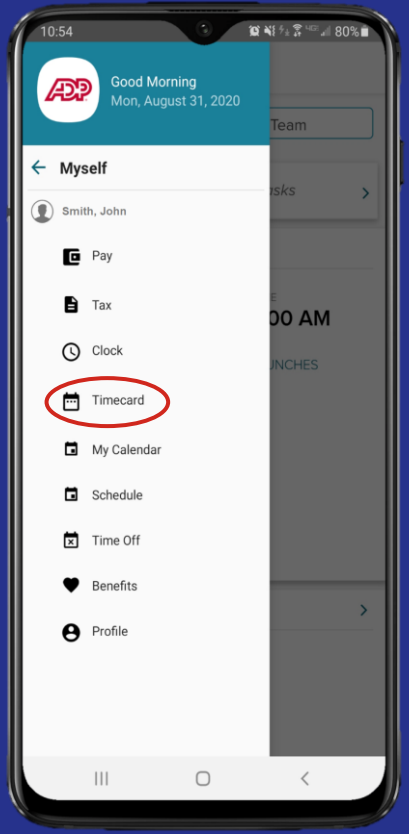


Delete hours

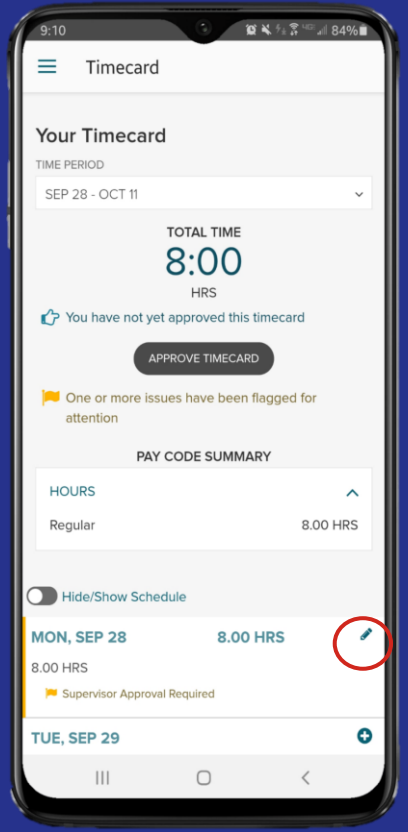
Tap on **Menu> Myself**



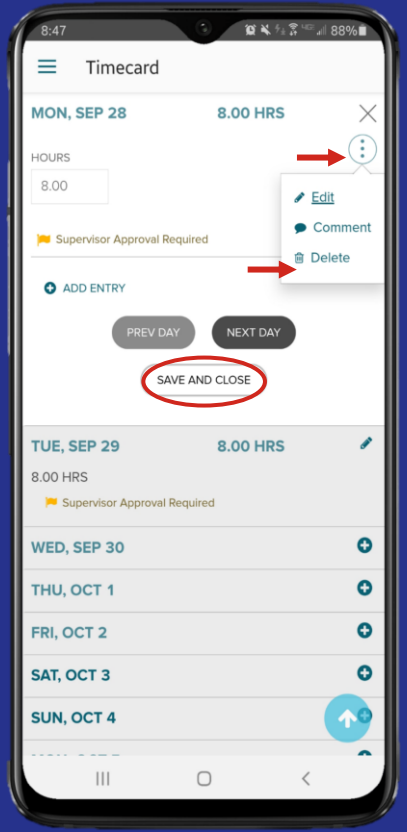
Tap on **Timecard**



Tap on the **Pencil** icon

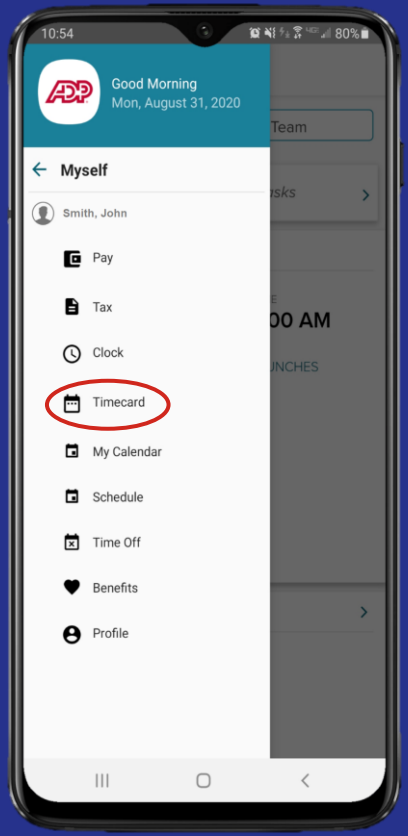


Tap **Menu** > **Delete> then Save and Close**

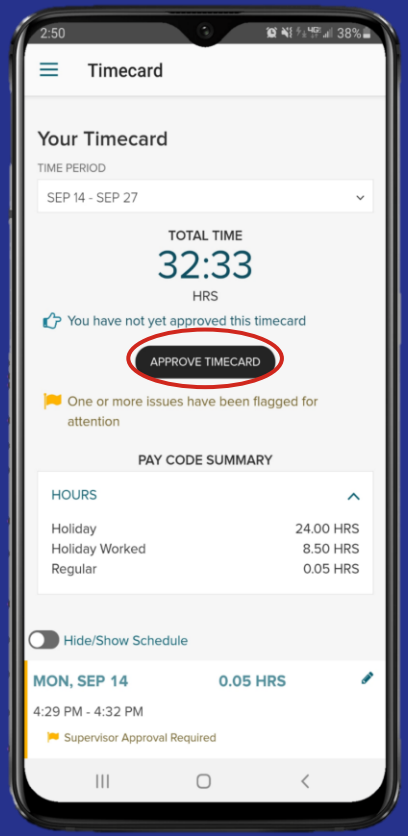


Approve Timesheet

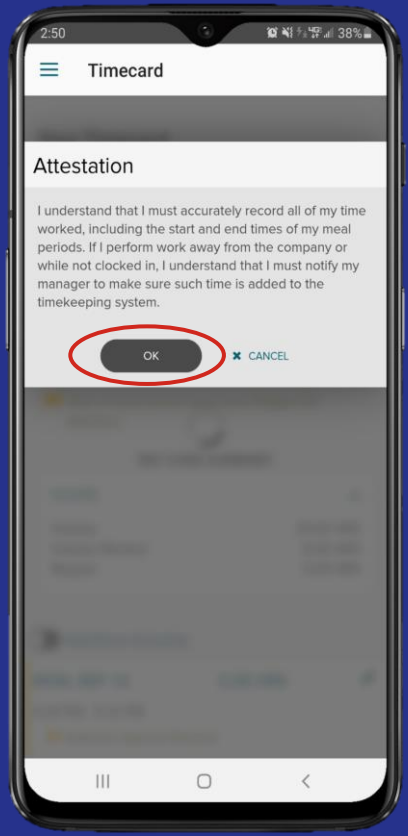
Starting Point: **Menu**> **Myself**> **Timecard**



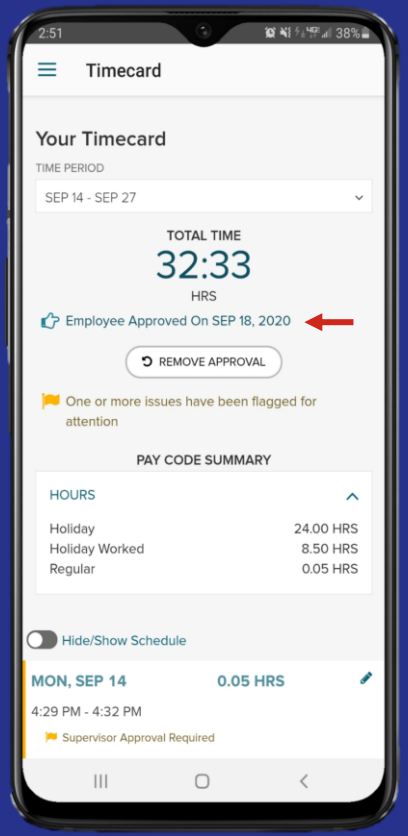
Tap **Approve Timecard**



Tap **OK**

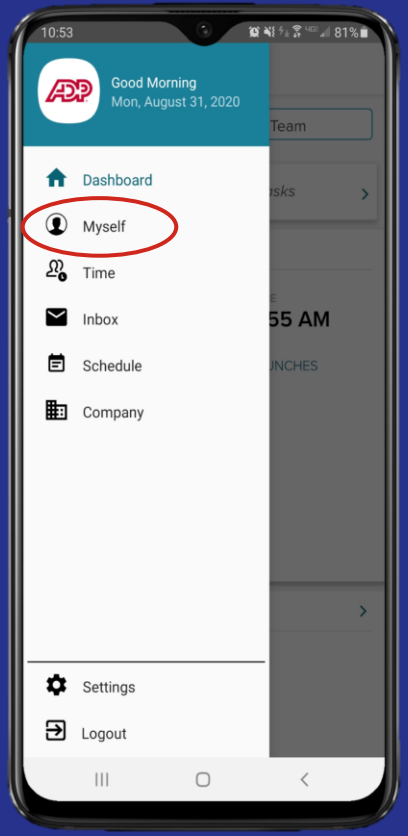


Your Timesheet is now approved

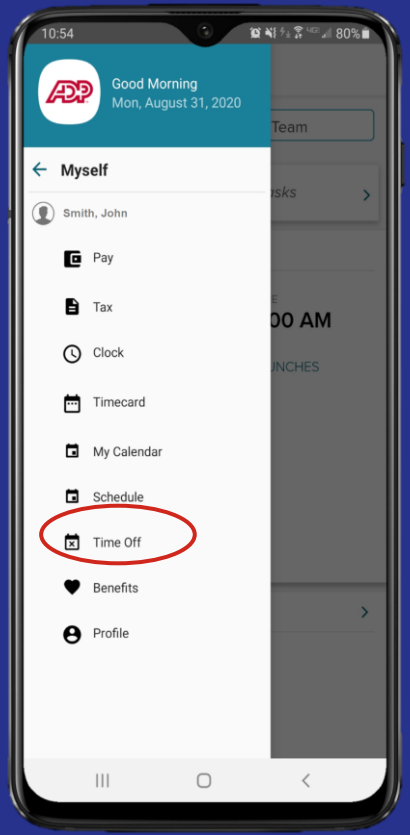


Submit a Time Off Request

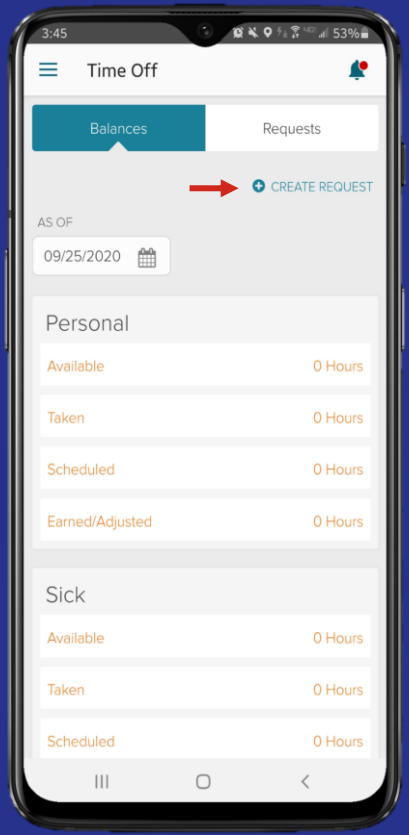
From Dashboard, Tap **Menu> Myself**



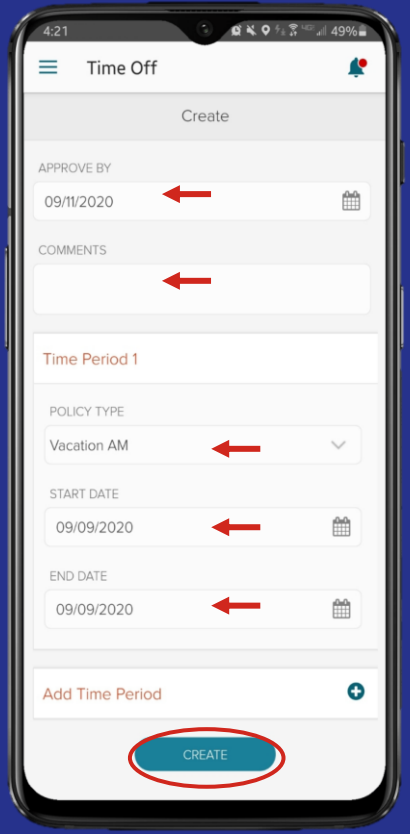
Tap **Time Off**



Tap on **+ Create Request**

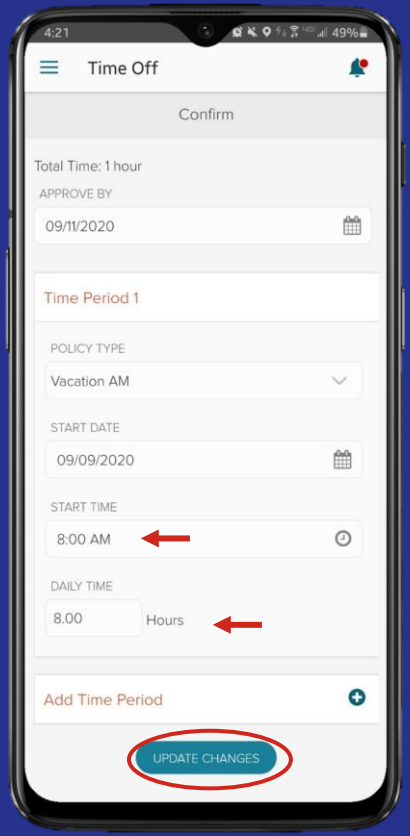
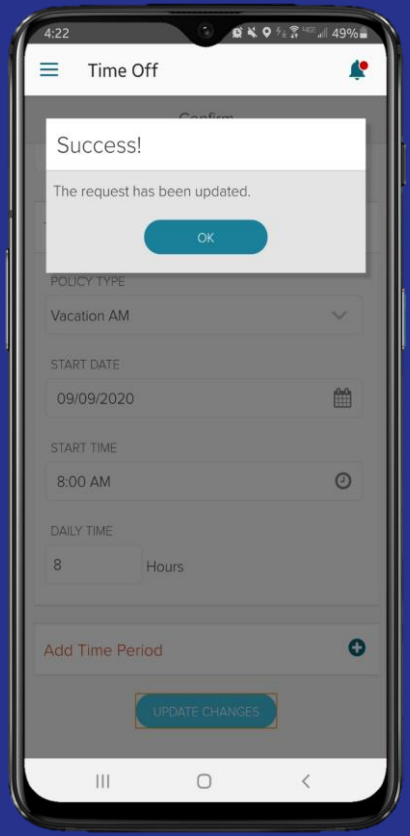


Enter the Policy type, Start/End Date *(Approve By & Comments are optional)*. Tap **Create**



Submit a Time Off Request *(continued)*

Enter Start Time & Daily Time, tap **Update Changes**



The Time Off Request has been submitted