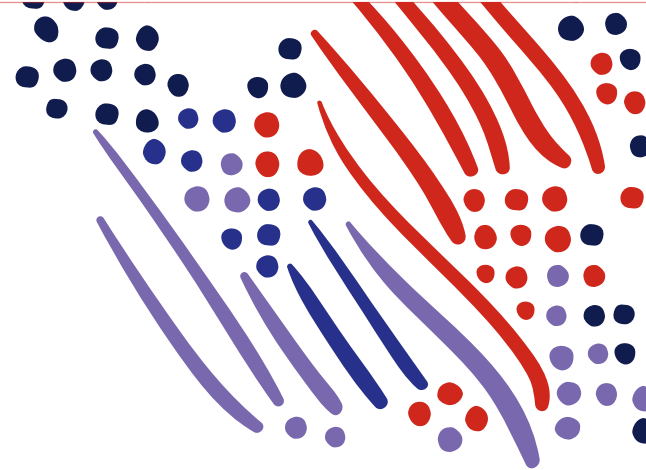


ADP Mobile Solutions App



Workforce Management - Essential Time

Employee Functions

Employee Functions

Mobile Punch

Mobile Transfer (up to 2 Labor Charge Fields)

Mobile Transfer (3 Labor Charge Fields)

Mobile Punch with Note

Add Time (Time Pair based employee)

Add Hours (Hours based employee)

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

Enter a time pair (example: editing one time pair into two)

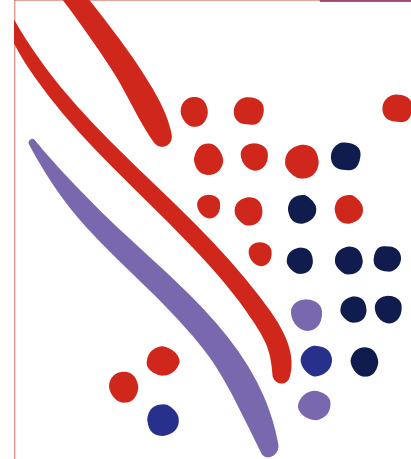
Add a Note to a time pair (Time Pair or Hours based employee)

Quick Clock – Offline clocking

Delete Hours

Approve Timesheet

Submit a Time Off Request



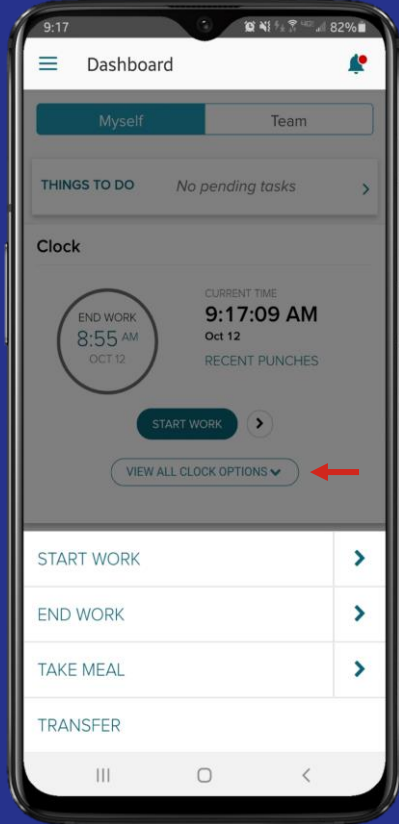
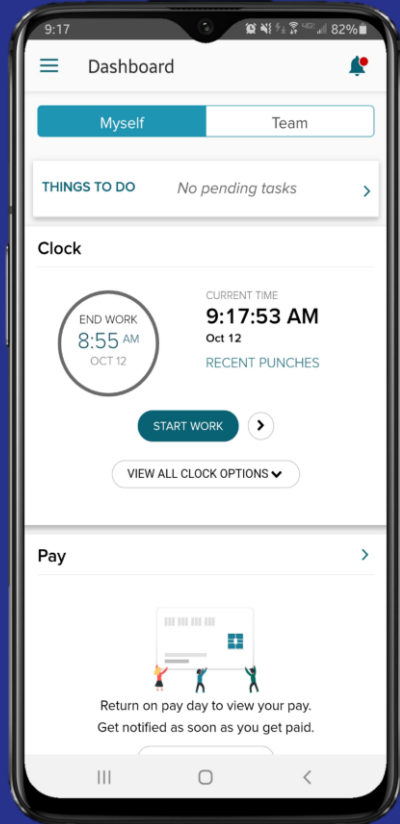
Mobile Punch



Via **Dashboard** tap appropriate punch function

Or

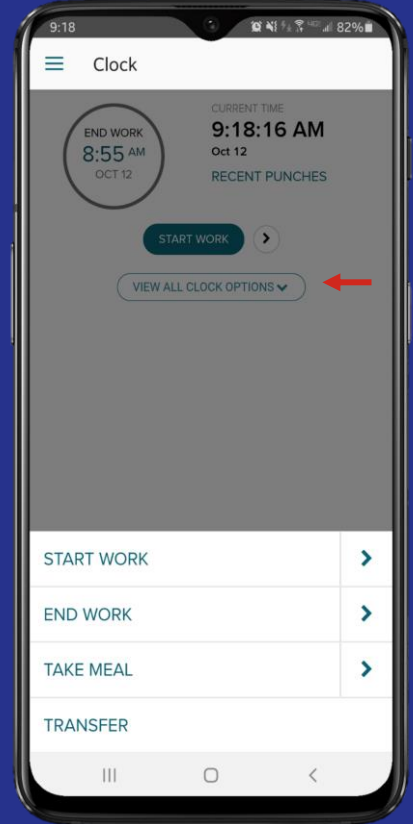
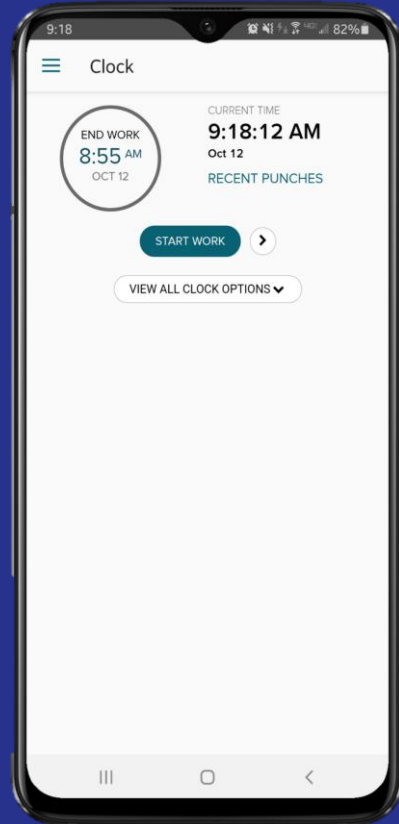
tap **View All Clock Options**



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

Or

tap **View All Clock Options**



Mobile Transfer (up to 2 Labor Charge Fields)

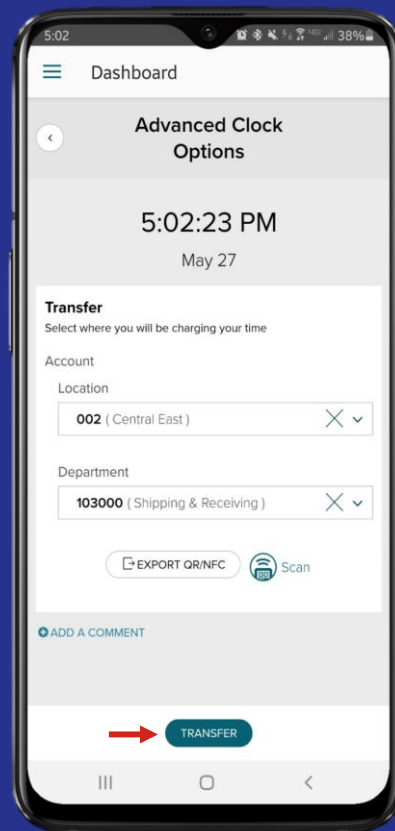
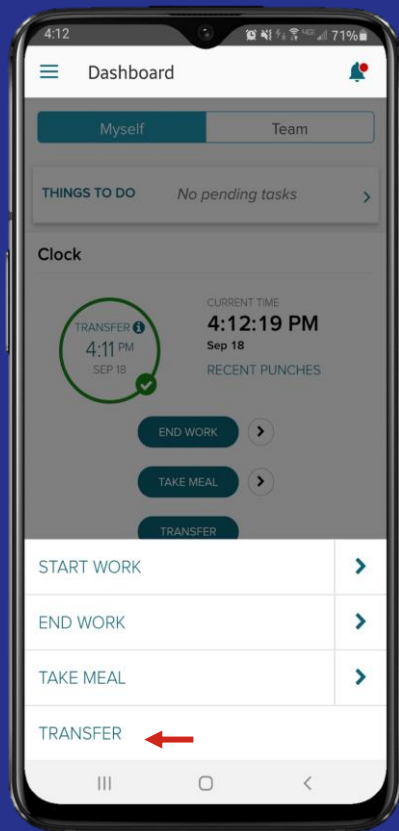
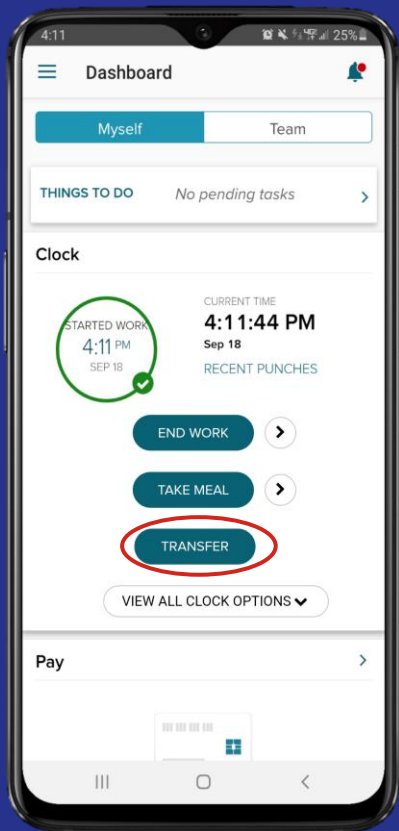


Tap Transfer

Or

tap View All Clock Options > Transfer

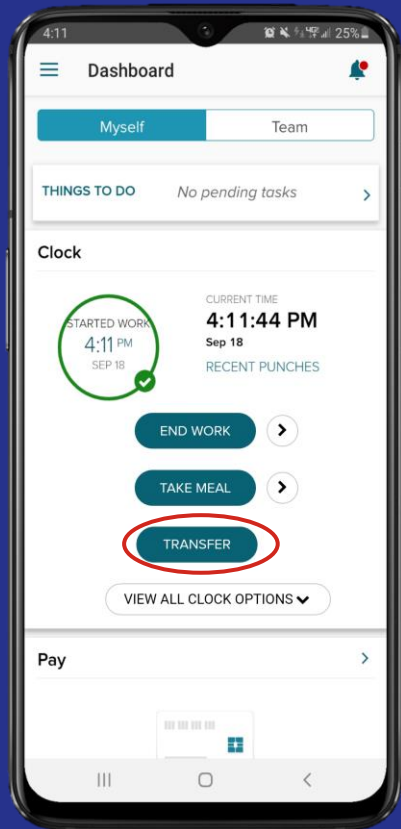
Select each Labor Charge Field, tap Transfer



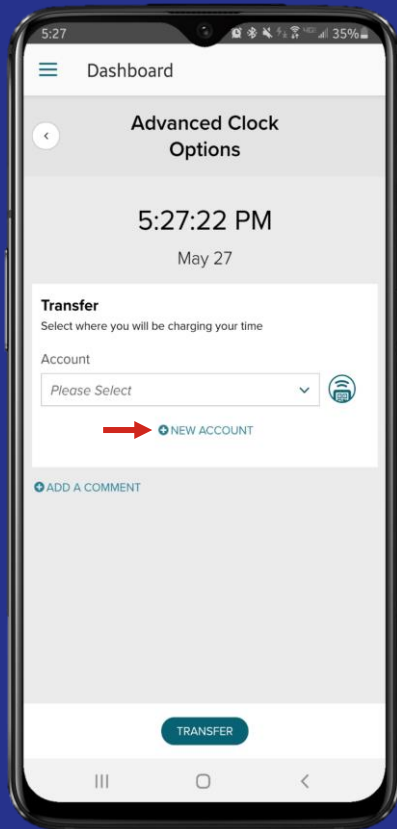
Mobile Transfer (3 Labor Charge Fields)



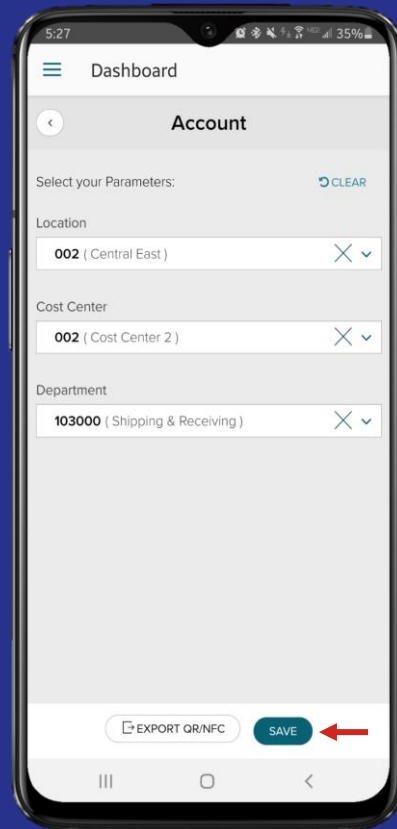
Tap on **Transfer** or tap **View All Clock Options > Transfer**



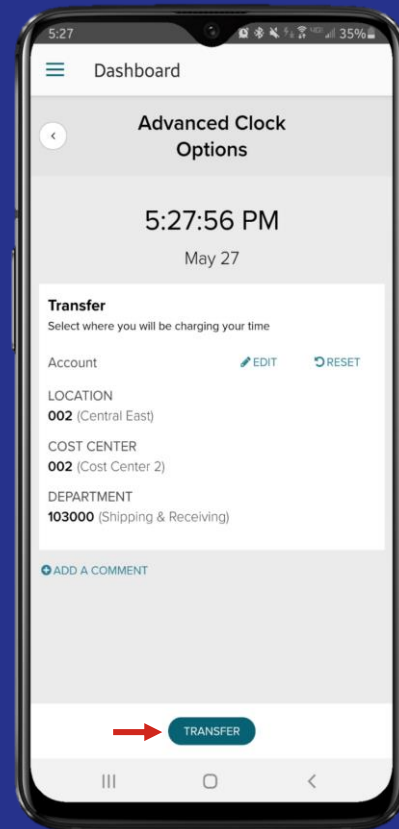
tap **+New Account**



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



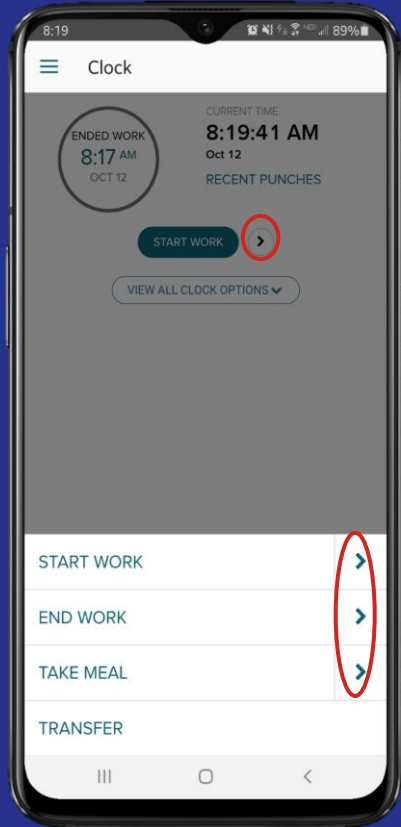
Tap **Transfer**. Note: Accounts will be saved for future use



Mobile Punch with Note

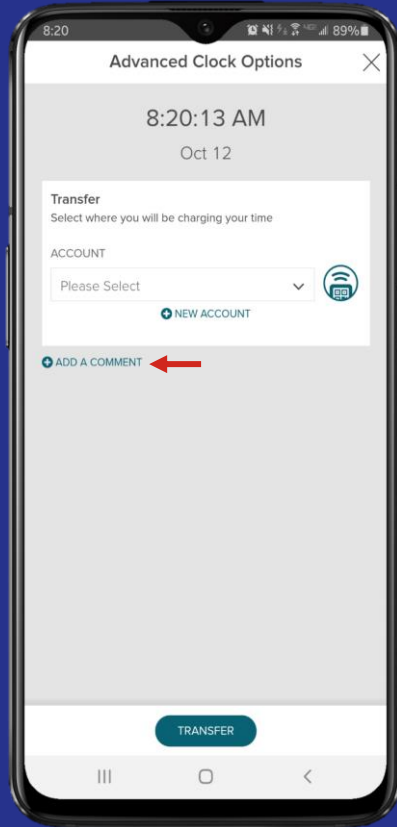


On any Punch option,
tap the Arrow icon

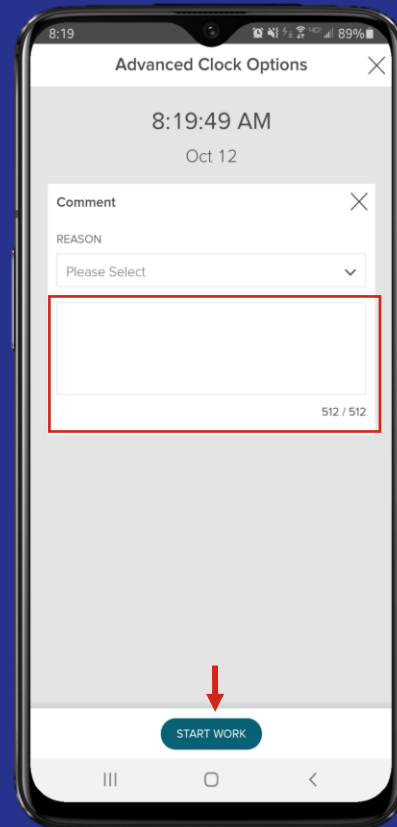


Or

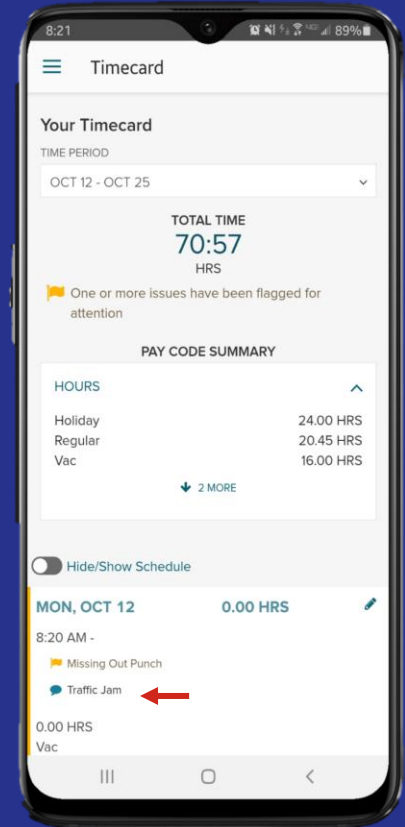
On Transfer screen, tap
+Add a Comment



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



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

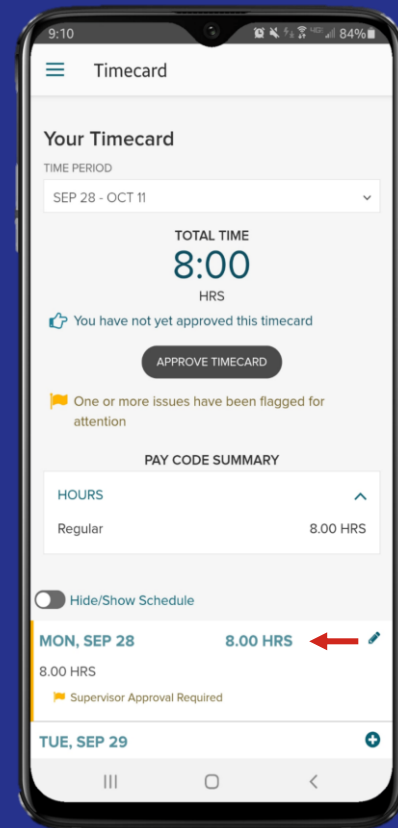
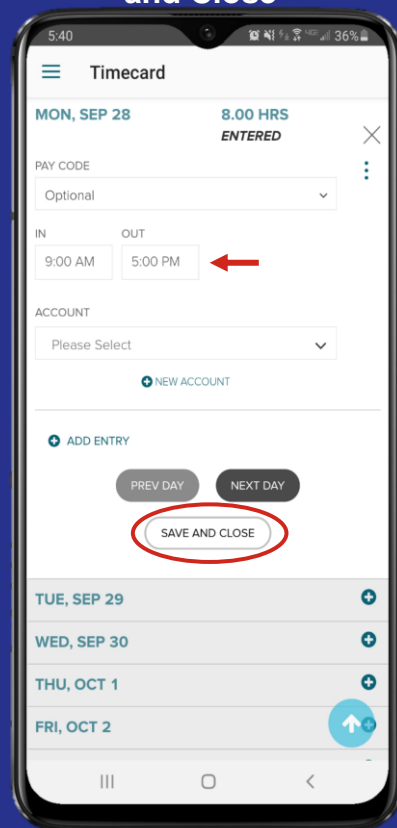
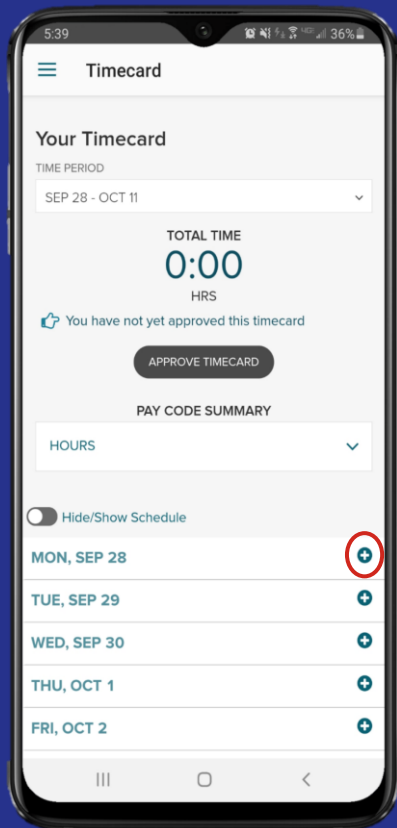
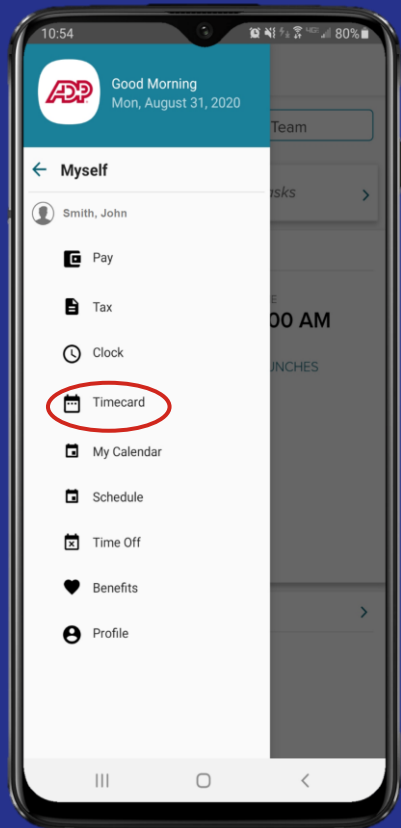


Add Time (Time Pair based employee)

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

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

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



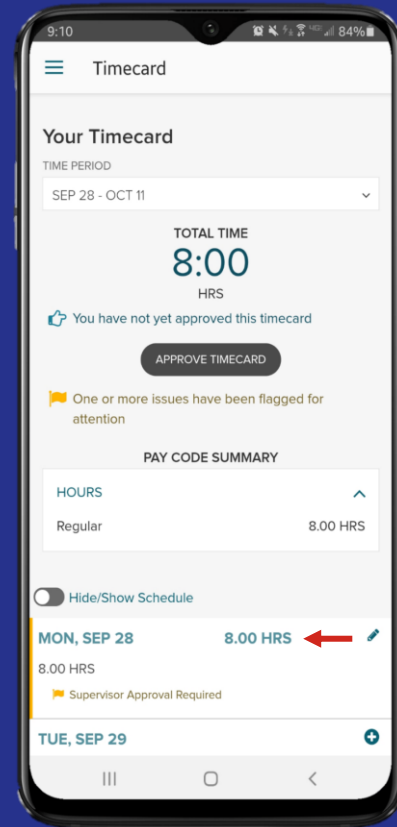
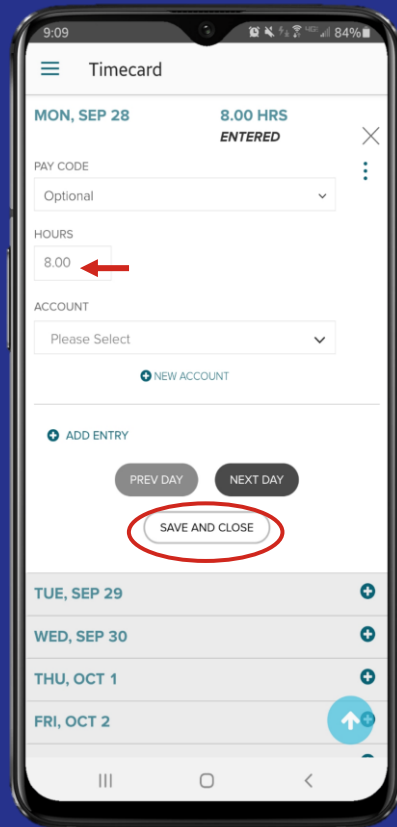
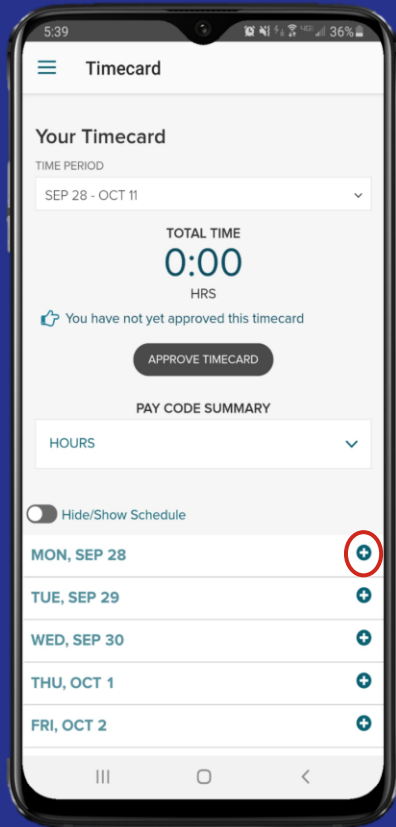
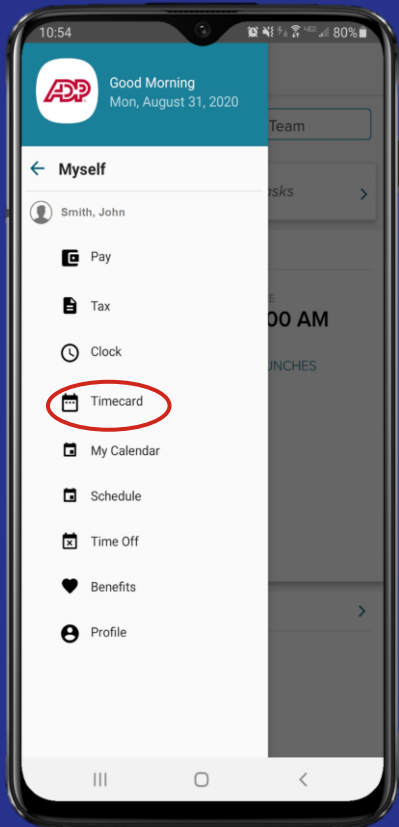
Add Hours (Hours based employee)



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

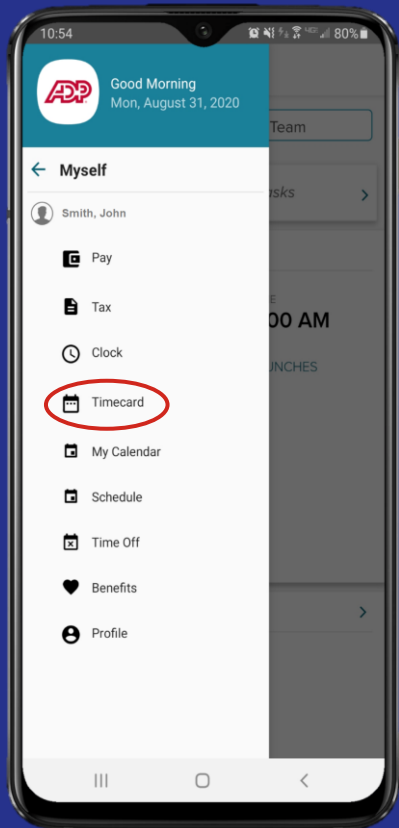
To begin adding your
hours, Tap **+**

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

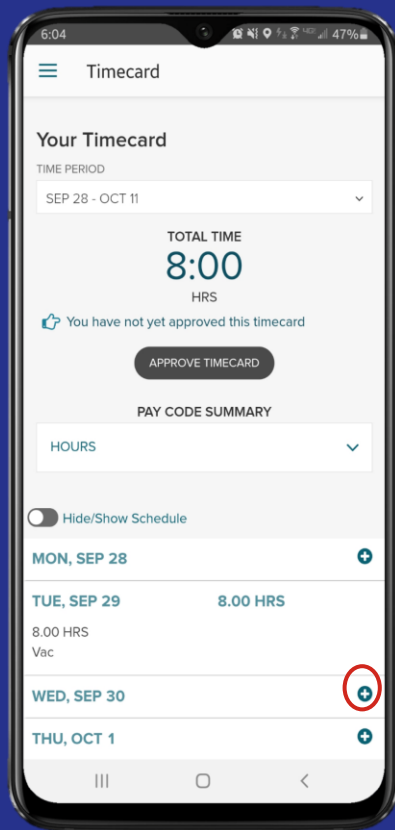


Add a Worked, Non-Worked, or Supplemental Pay Code

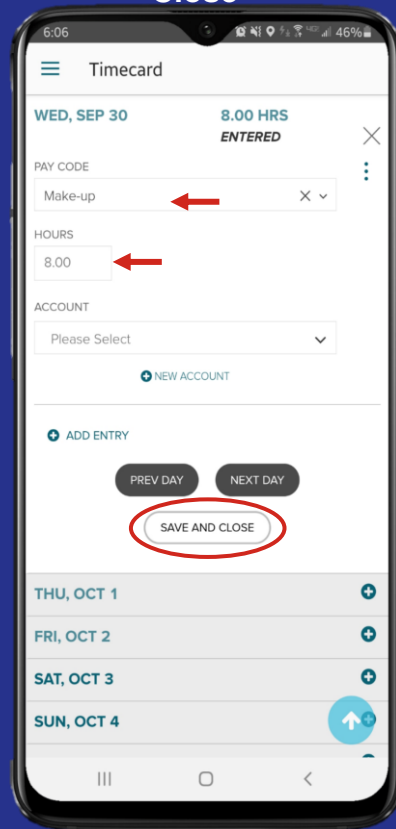
Starting Point: **Menu**>
Myself> **Timecard**



To begin adding your hours, tap +

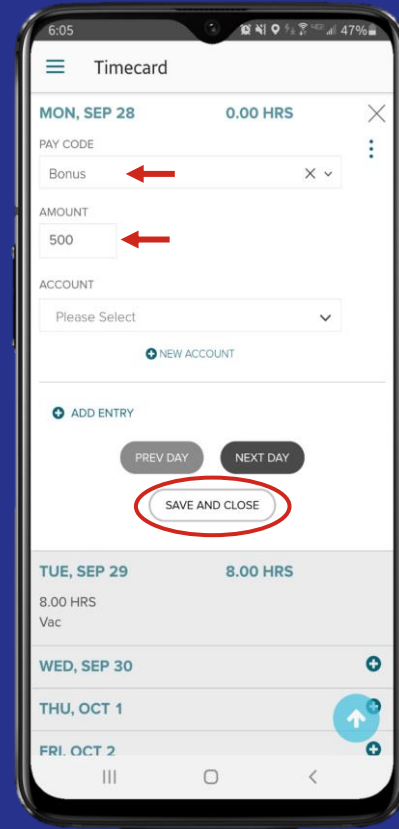


Select a Pay Code, enter hours, then tap **Save and Close**



Or

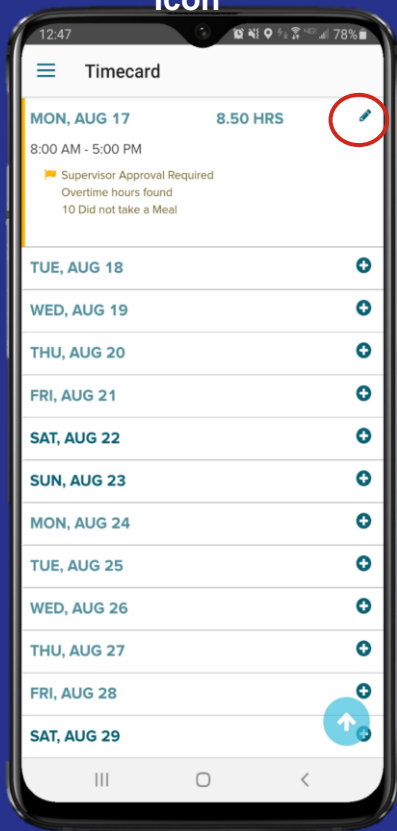
Select a Supplemental Pay Code, enter amount, then tap **Save and Close**



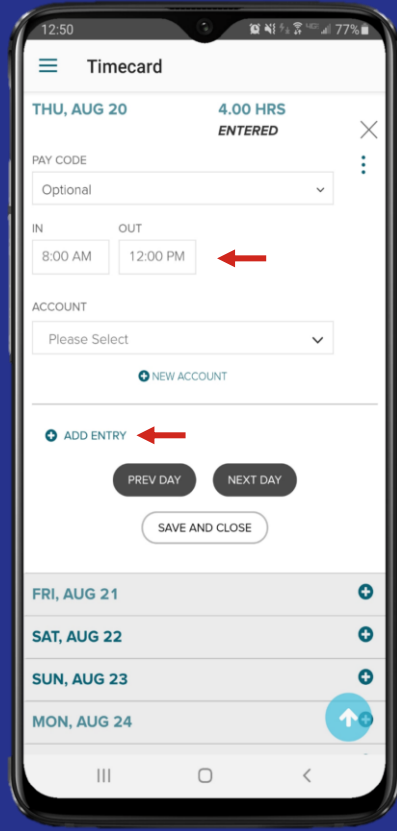
Edit a time pair (example shows editing one timepair into two)



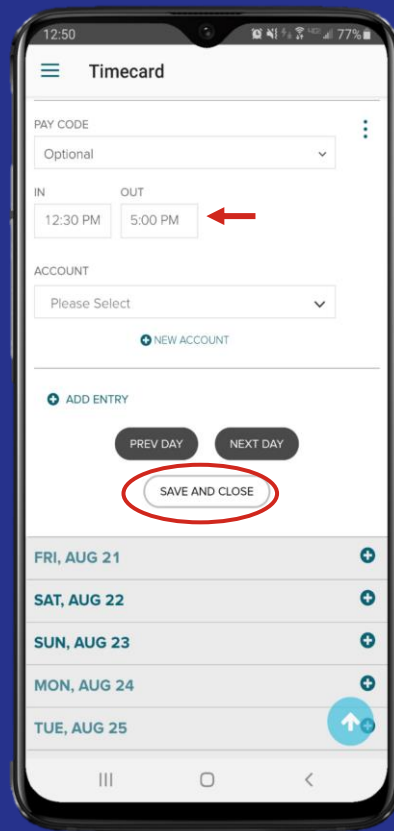
Go to **Menu > Myself > Timecard**. Tap the **Pencil Icon**



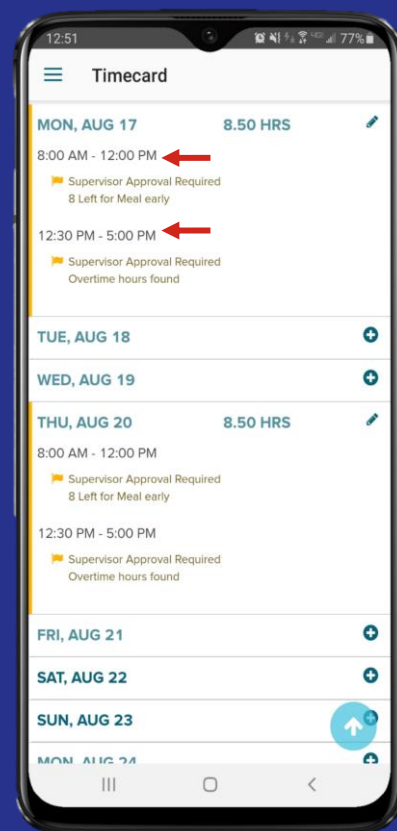
Edit the **In/Out** times. Tap **+Add Entry** to add another row



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



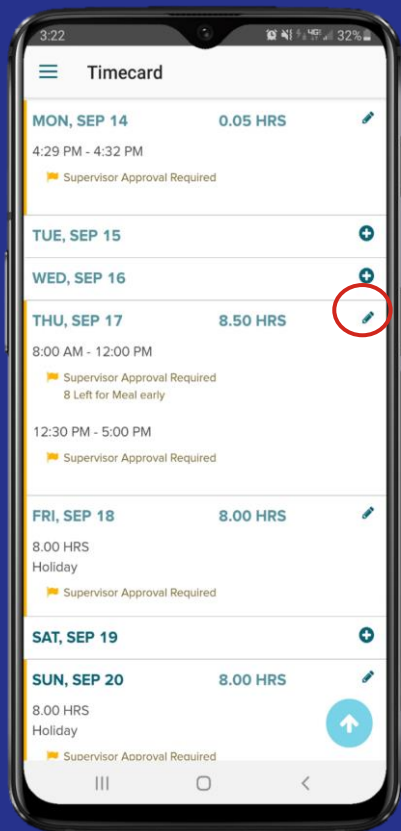
You have just modified one timepair into two timepairs



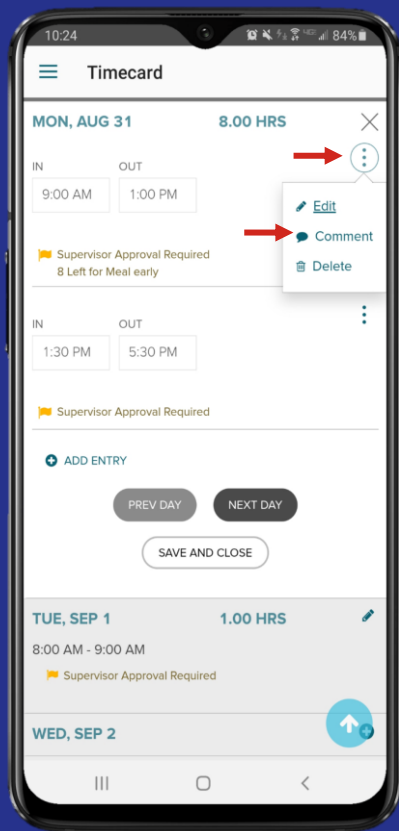
Add a Note to a time pair



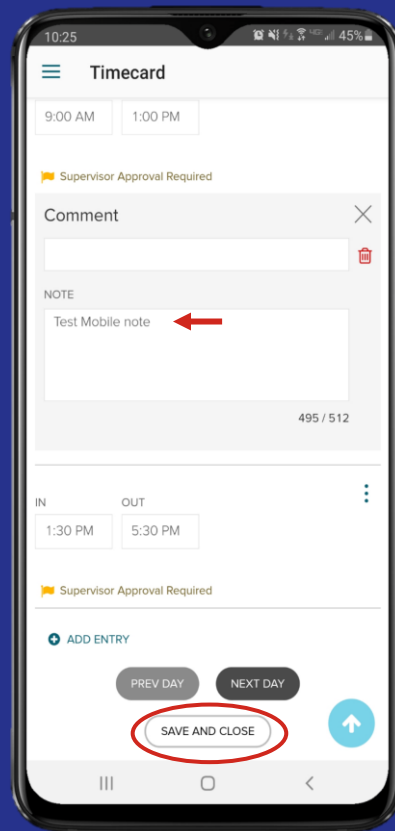
Navigate to your
Timecard. Tap the
Pencil Icon



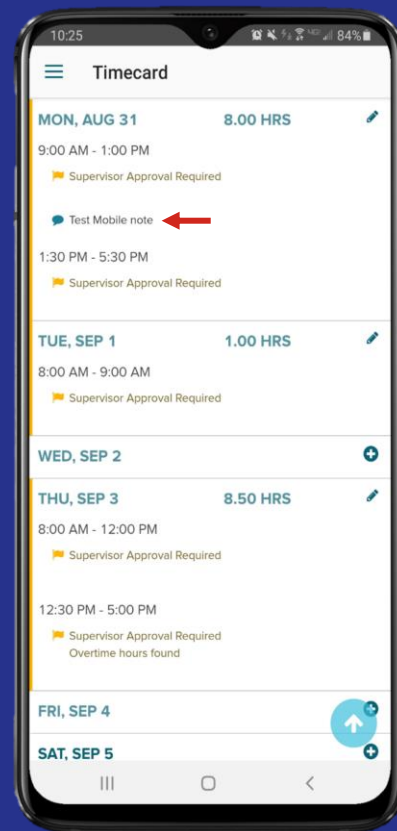
Tap **Menu** icon, then tap
Comment



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



Note will appear along
side word bubble icon



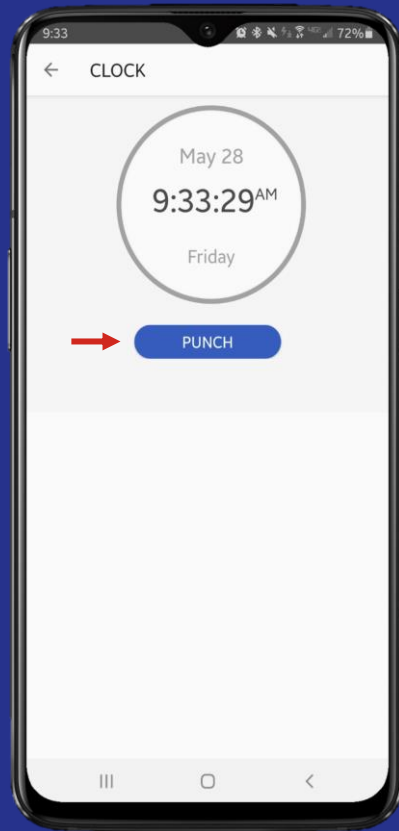
Quick Clock – Offline Clocking



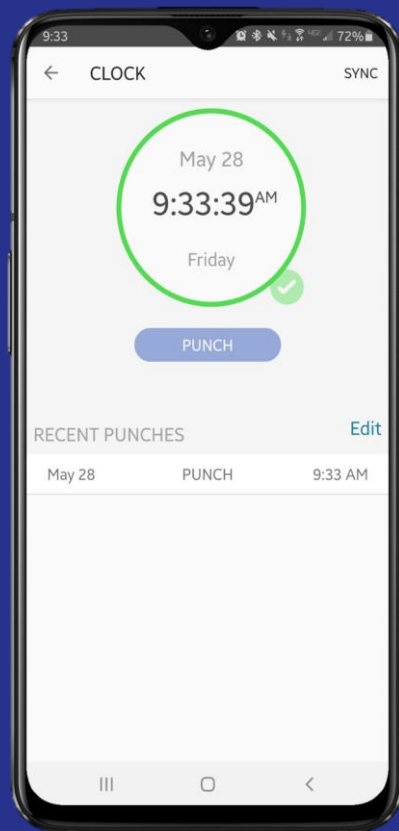
Tap on **Quick Clock**



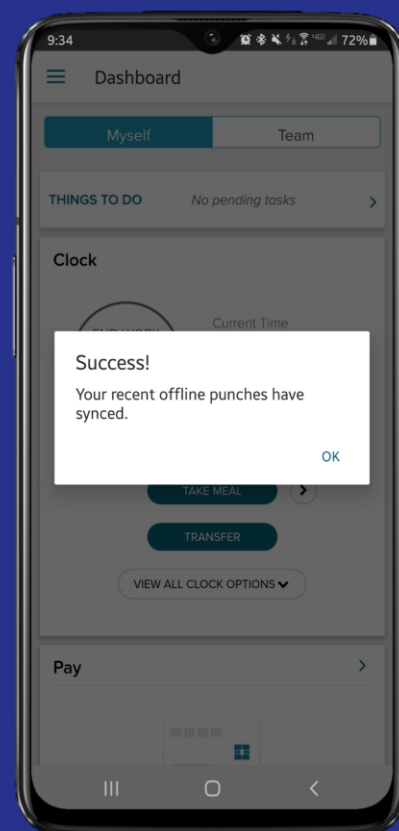
Tap on **Punch**



Punch accepted



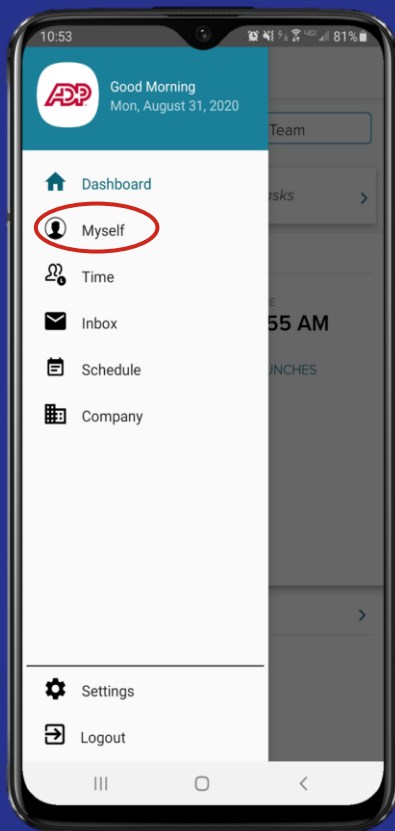
Punches sync once employee logs in



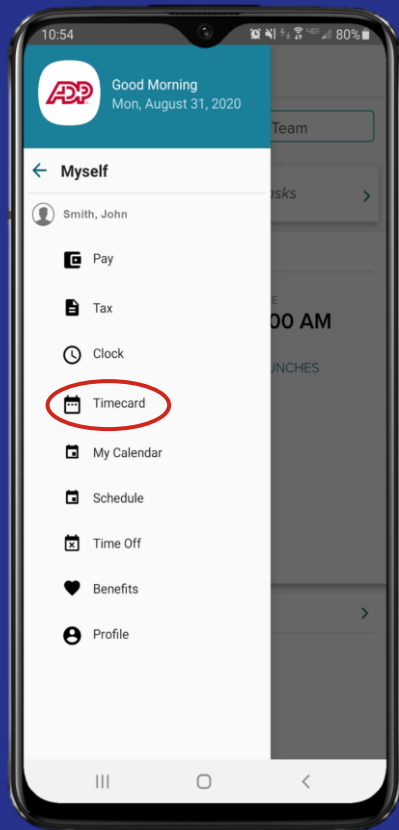
Delete hours



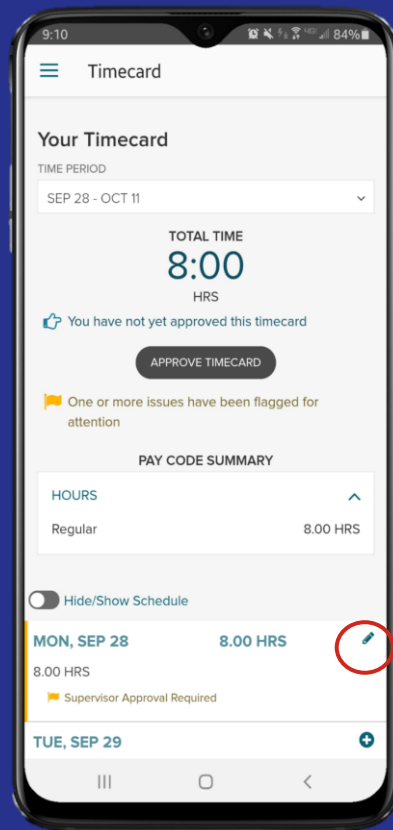
Tap on **Menu > Myself**



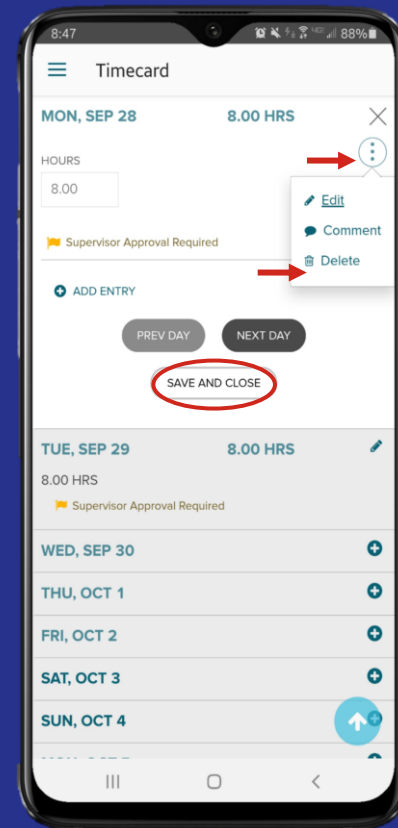
Tap on **Timecard**



Tap on the **Pencil icon**



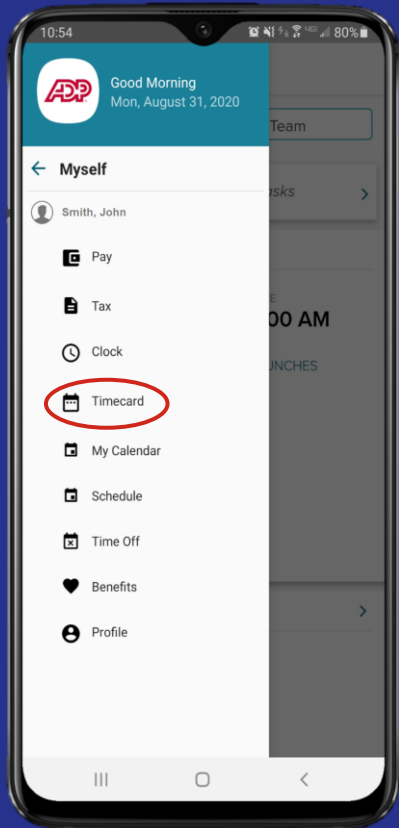
Tap **Menu > Delete > then Save and Close**



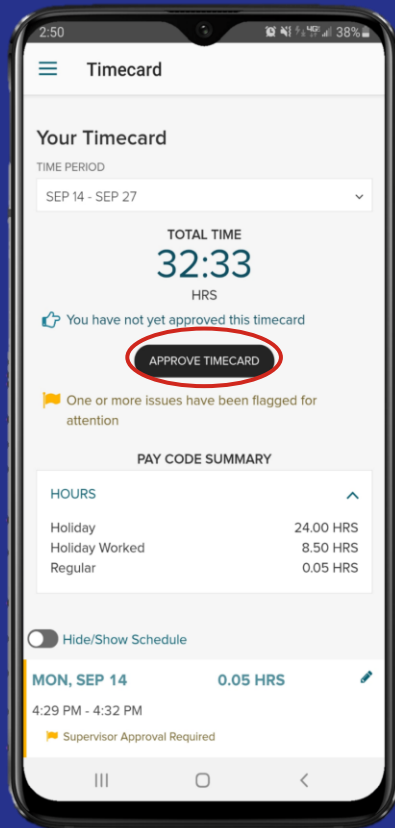
Approve Timesheet



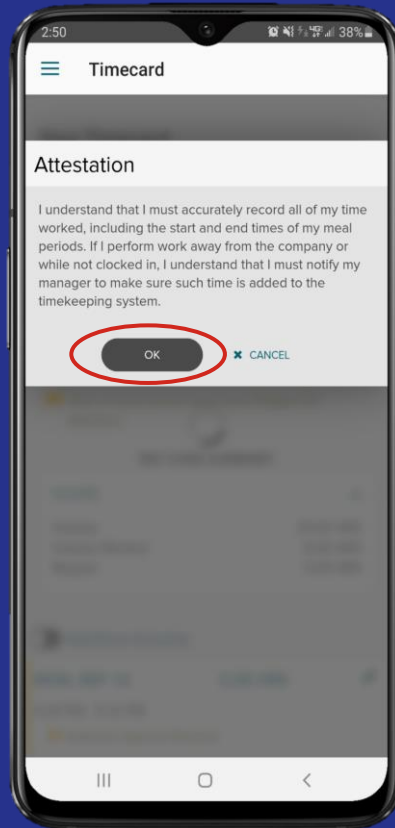
Starting Point: **Menu**>
Myself> **Timecard**



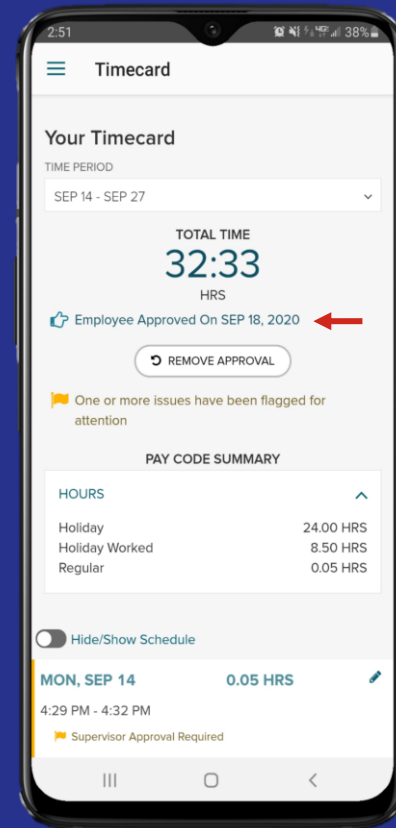
Tap **Approve Timecard**



Tap **OK**



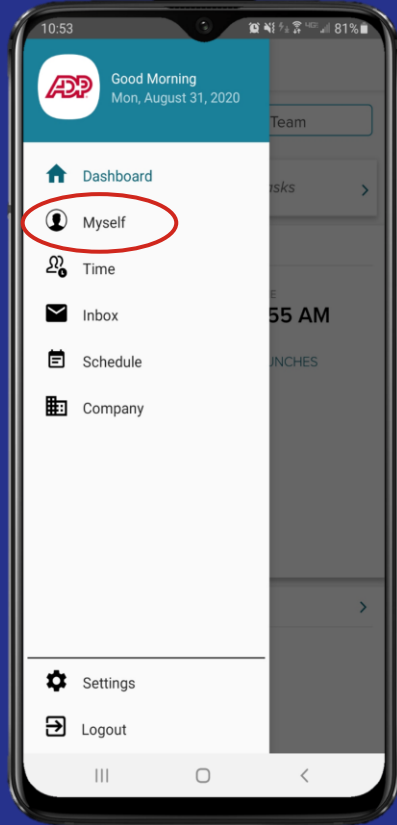
Your Timesheet is now approved



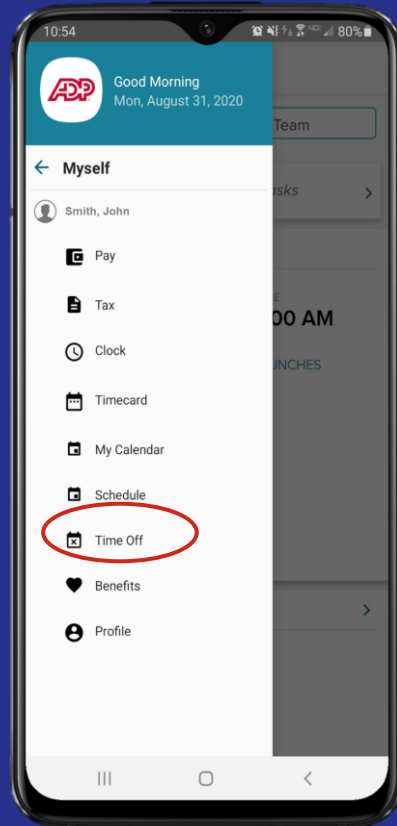
Submit a Time Off Request



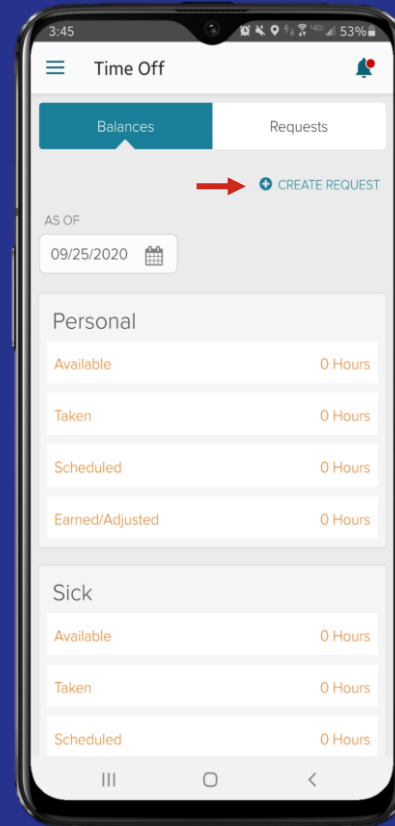
From Dashboard, Tap
Menu > Myself



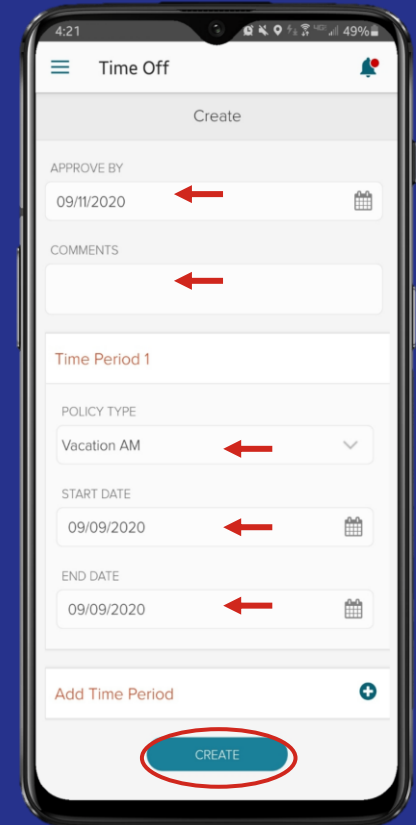
Tap Time Off



Tap on + Create Request



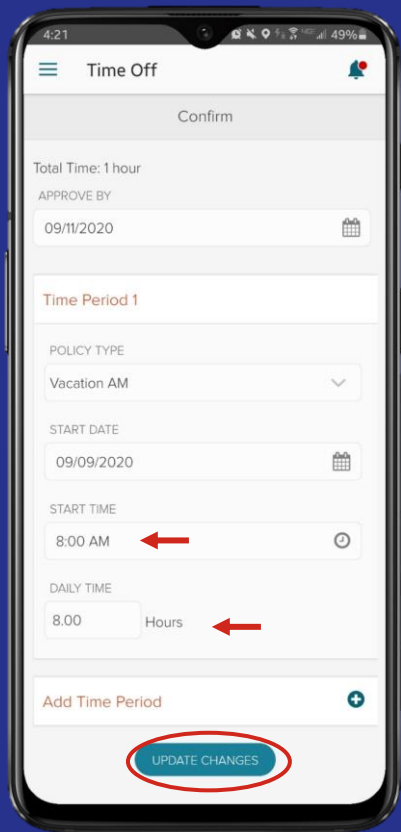
Enter the Policy type, Start/End Date (Approve By & Comments are optional). Tap Create



Submit a Time Off Request (continued)



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



The Time Off Request has been submitted

