# Using ADP Mobile Solutions on Android and Smartphone Devices

MA\_22607

Job Aid

V04211422607ATD

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### Introduction

#### **Using This Job Aid**

This job aid contains the procedures you need to support the ADP Mobile Solutions client administrators and client employees who use the ADP Mobile Solutions application.

#### Contents

Use this job aid to assist client administrators to perform the following end-user tasks and to support their employees as they perform these tasks in ADP Mobile Solutions.

### **ADP Mobile Solutions on Android and Smartphone Devices**

ADP Mobile Solution is available through both a:

- Web-based application (Smartphone devices)
- Native application (Android devices)

### How to Download the Native Android Application

#### How to Download the Application on your Phone

To download the ADP Mobile Solutions native Android application, on your device:

- 1. Access Google Play.
- 2. Search for **ADP Mobile Solutions**.
- 3. Select and download the **ADP Mobile Solutions** application.

**Note**: There are several ADP applications on Google Play, including RUN, the Small Business Solutions (SBS) application for ADP Mobile. The client user must select ADP Mobile Solutions.

#### How to Download the Application from the Web

To download the ADP Mobile Solutions native Android application from the web:

- 1. On your PC, in your web browser, access <u>play.google.com</u>.
- 2. Select Android Apps.
- 3. In the Search field, type **ADP Mobile Solutions**.
- 4. Following the instructions on Google Play, install the ADP Mobile Solutions application.

**Note**: There are several ADP applications on Google Play, including RUN, the Small Business Solutions (SBS) application for ADP Mobile. The client user must select ADP Mobile Solutions.

### Logging on ADP Mobile Solutions

Before beginning these procedures, the user must have:

- A registered user profile on the ADP Portal (or)
- iPay Statements with a user ID and password

The first time users access ADP Mobile Solutions, they must use a user ID and password. They may then choose to access ADP Mobile Solutions using a PIN number.

#### How to Access ADP Mobile Solutions Using a Password

Complete the following steps to access the ADP Mobile Solutions application using a password.

Step	Action		
1	<ul> <li>Access ADP Mobile Solutions:</li> <li>Smartphone device: In the mobile default browser, type <u>https://mobile.adp.com</u>.</li> <li>Android device: On your phone, select the ADP Mobile Solutions application.</li> </ul>		
Result: <sup>-</sup>	The ADP Mobile Solutions login screen displays.		
2	Enter the ADP Portal user ID and then select <b>Submit</b> .		
Result: <sup>-</sup>	The ADP Mobile Solutions Password screen displays.		

Step	Action	
3	Enter the ADP Portal password and then select Log In.	
Result: I the Terms	f this is the first time a user accesses ADP Mobile Solutions, s of Use screen displays.	iPod 🗢 2:14 PM 🖨
Note: Th	is screen only displays to authenticated users.	BY CLICKING ON I AGREE BELOW AND/OF BY ACCESSING OR USING THE SITE IN ANY MANNER, YOU ACKNOWLEDGE THAT ON DAY THESE TERMS OF USE.' If you do not agree to all of the Terms of Use, you are authorized to access or otherwise use is is: (Ithe "Site").         1. SITE OHERVIEW. This Site is available finy to users who have a registered User ID aparticipants of the employeer indicated on the spid registered User ID and Password or are no longer an employee or plan participant of the Employer.' I. You do not have a valid registered User ID and Password or are no longer an employee or plan participant of the Employer, you are not authorized to use or is terminated employeers to access this Site for very limited purposes. The Employer, through
4	If the Terms of Use screen displays, select Accept.	
	Note: If the user selects Cancel, ADP Mobile Solutions does	not allow the user to log in.
Result: <sup>-</sup>	The ADP Mobile Solutions springboard displays.	Pod 9:06 AM     O ADP Mobile     Image: Constrained and the second and th

#### Notes

The logon process authenticates the Security Management Services (SMS) LDAP setup for Mobile ESS. LDAP is a separate iSI environment for ADP Mobile Solutions ESS.

The client must have a mobile-enabled product in Security Management Services (SMS), e.g. NAS Portal, MAS Portal, iPay Statements.

If a user is suspended or deleted, the user's access flag must be updated. Synchronization occurs every 24 hours.

### How to Access ADP Mobile Solutions Using a PIN

Complete the following steps to access the ADP Mobile Solutions application using a PIN.

Step	Action
1	Access ADP Mobile Solutions:
	• Smartphone device: In the mobile default browser, type <u>https://mobile.adp.com</u> .
	Android device: On your phone, select the ADP Mobile Solutions application.
Result:	The ADP Mobile Solutions logon screen displays.
2	Enter ADP Portal user ID and then select <b>Submit</b> .
Result	The ADP Mobile Solutions PIN screen displays.

Step		Action			
3	Enter the PIN and then select Log In.				
Result: <sup>-</sup>	The ADP Mobile Solutions springboard displays.		ent. Verizon	2:08 PM ADP Mobile	77%
			Pay	Directory	News
			Benefits	Spending Acct	Clock
			Time Off	PayCard	Inbox
			-		

### Using the ADP Mobile Solutions Springboard

The icons on the Springboard are dynamic. Only icons for applications to which the client subscribes display.

lcon	Displays for clients that	
Pay	Use ADP iPay Statements or AutoPay via iPay	
Directory	Have an ADP Corporate Directory using Portal Company Directory R8.8 and ADP Workforce Now V5.1 or higher	
News News	Use News through Portal R8.8, via Portal R8.8, ADP Workforce Now V5.1 or higher, MyTotalSource, or MyResource	
Clock Clock	<ul> <li>Use one of the following systems:</li> <li>ezLaborManager V18.3 or higher</li> <li>ADP Workforce Now V5.1 or higher</li> <li>MyTotalSource ezLaborManager</li> <li>MyResource ezLaborManager (System Of Record, or SOR, will provide if user has Clock, Time Sheet or Late/Absent)</li> <li>Enterprise eTIME Hosted v6.1.5 or higher (SOR will provide if user has Clock or Time Sheet)</li> </ul>	
Time Sheet	<ul> <li>Use one of the following systems:</li> <li>ezLaborManager v18.3 or higher</li> <li>ezLaborManager ADP Workforce Now V5.1 or higher</li> <li>MyTotalSource ezLaborManager</li> <li>MyResource ezLaborManager (SOR will provide if user has Time Clock, Time Sheet or Late/Absent)</li> <li>Enterprise eTIME Hosted v6.1.5 or higher (SOR will provide if user has Clock or Time Sheet )</li> </ul>	
Late/Absent	Use ezLaborManager V18.3 or higher, or Essential Time & Attendance in ADP, Work Force Now 5.1 or higher (SOR will provide if user has Time Clock, Time Sheet or Late/Absent)	

lcon		Displays for clients that	
Retirement	Retirement	Use ADP 401K products and iPay Statements <b>Note</b> : The clients need to be setup with Netsecure ADP 401K or have an integration configured between ADP 401K & iPay.	
Benefits	Benefits	Use Health and Welfare Service Engine (HWSE v.17 and v.18.5), Integrated HR Benefits (HRB) or MyTotalSource.	
Spending Account	Spending Acct	Use flexible spending accounts with ADP	
Time Off	Time Off	Use ezLaborManager V18.3 or higher or Enterprise eTIME 6.1.6 or higher	
Aline PayCard	ALINE Card	Use Aline PayCard (TPC)	
Inbox		Use Message Center from Portal R8 and ADP Workforce Now V5.1 or higher	

### Forgot Your PIN Number

Step Action Access ADP Mobile Solutions: 1 Smartphone device: In the mobile default browser, type https://mobile.adp.com. • Android device: On your phone, select the ADP Mobile Solutions application. • Result: The ADP Mobile Solutions login screen displays. iPod 🗢 🛄 10:23 AM User ID Remember User ID? Submit 2 Enter your ADP Portal user ID and then select Log In. 5:06 PM iPod 奈 Result: The ADP Mobile Solutions PIN screen displays. Enter a 4 to 10 digit PIN Log In Forgot?  $\pm$ <u> </u>2

Complete the following steps to reset your PIN number.

Step	Action		
3	On the ADP Mobile Solutions login screen, select Forgot?		
Result: <sup>-</sup>	The Get New PIN screen displays.	iPod   5:07 PM   Image: Constraint of the second of the	
4	Type your ADP Portal user ID and password, and then sele	ect <b>Submit</b> .	
Result:	The Enter PIN screen displays.	P:05 AM   Enter a 4 to 10 digit PIN   Re-enter your PIN   Submit   Image: Control of the second se	

Step	Action	
5	On the Enter PIN screen: <ul> <li>Enter a PIN number.</li> <li>Re-enter the PIN number.</li> <li>Select Submit.</li> </ul>	
Result:	The PIN Reset Successful screen displays.	9:54 AM PIN Reset Successful. Tap Log In below to log in with your new PIN. Log lin Log lin 1
6	Select Log In.	
Result:	: The Login screen displays.	9:03 AM

## Forgot Your Password

Step	Action		
1	Access ADP Mobile Solutions:		
	• Smartphone device: In the mobile default browser, type <a href="https://mobile.adp.com">https://mobile.adp.com</a> .		
	Android device: On your phone, select the ADP Mobile Solutions application.		
Result:	The ADP Mobile Solutions login screen displays.		
2	Enter your ADP Portal user ID and then select <b>Submit</b> .		
Result:	The ADP Mobile Solutions PIN screen displays.		

Complete the following steps to reset your password.

Step	Action	
3	On the ADP Mobile Solutions login screen, select Forgot?	
Result: T to access	The Forgot Password screen displays. The user is instructed is the URL mobile.adp.com/security from a desktop browser.	9:08 AM

### Mobile.adp.com/security - ADP Mobile Security

The URL mobile.adp.com/security redirects the user to the corresponding Security Management Services page.

Welcome to the ADP M Security Self Service Co	Mobile Solutions enter.		4120 PM	-
Quick links to mobile security features.			ADP Mobile	0
-		s 🛶 Pag	Directory	News
<ul> <li>Theed a User ID</li> </ul>		©	Ċ	e
Forgot My User ID		Clock	LaterAtraont	Petrument
> Forgot My Password		WRCH	Calendar	Transheet
> Change My Password				
				-

## Accessing and Changing ADP Mobile Solutions Settings

#### How to Access ADP Mobile Solutions Setting Options

To view ADP Mobile Solutions settings, at the top of the ADP Mobile Solutions Springboard, select



#### Result: The Settings screen displays.

Pod 裦	9:06 AM	<b>—</b>	iPod	<b>?</b>	5:34 PM	
Back	Settings	i		Change PIN		>
_				/		
Pre	eferences	>		Privacy		>
Ch	anna DIN			T		
				Terms of Us	e	
				Requirement	ts	>
Privacy >						
Terms of Use >			Help		>	
Requirements >			Feedback		>	
				Tecubuok		
He	lp	>				
	× 1	~~~~~~~~~~~~~~~~~~~~~~~~~~~~~~~~~~~~~~~			1	
	+				<b>+</b> m	

#### How to View and Change Preferences

The user can change the following preferences:

Preference	Usage
I want to save my User ID	User ID displays on the ADP Mobile Solution Login screen. If the user clears the cookies on the mobile device browser, then the user must re-enter the user ID the next time the user launches the application.
I don't want to save my User ID	User ID does not display on the ADP Mobile Solution Login screen.
I want to login with a password	When accessing the application, the user is prompted for a password.
I want to login with a PIN	When accessing the application, the user is prompted for a PIN number.

٥,

#### Changing Preferences – I Want to Save/Not Save my User ID

Complete the following steps to save / not save the user ID on the ADP Mobile Solutions Login screen:

Step	Action		
1	n the ADP Mobile Solutions Settings screen, select <b>Preferences</b> .		
Result:	The ADP Mobile Solutions Preferences screen displays.     Image: Descing the series of the		
2	To save your user ID on the ADP Mobile Solutions Login screen, select I want to save my User ID or I don't want to save my User ID.		
Result:	The ADP Mobile Solutions Preferences screen redisplays.		

### Changing Preferences – I Want to Log On with a Password

Complete the following steps to change your log on password preference:

Step	Action		
1	On the ADP Mobile Solutions Settings screen, select <b>Preferences</b> .		
Result:	The ADP Mobile Solutions Preferences screen displays.		
2	To save your user ID on the ADP Mobile Solutions Login screen, select I want to log in with a password.		
Result:	The ADP Mobile Solutions Preferences screen redisplays.		

### Changing Preferences – I Want to Log On with a PIN

Complete the following steps to change your log on PIN preference:

Step	Action		
1	On the ADP Mobile Solutions Settings screen, select Preferences.		
Result:	The ADP Mobile Solutions Preferences screen displays.          Pod       5:35 PM         Back       Preferences         You currently have chosen to not save your User ID         I want to save my User ID         You currently have chosen to log in with PASSWORD         I want to log in with a PIN		
2	To save your user ID on the ADP Mobile Solutions Login screen, select I want to log in with a PIN.		
Result:	The ADP Mobile Solutions PIN screen displays.		

Step	Action
3	On the Enter PIN screen
	Enter a PIN number.
	Re-enter the PIN number.
	Select Submit.
Result: <sup>-</sup>	The ADP Mobile Solutions Preferences screen displays.     Image: Star PM     Image: Star PM

#### How to View the Privacy Statement

To view the privacy statement, on the ADP Mobile Solutions Settings screen, select Privacy.

Result: The Privacy screen displays.



To return to the Settings screen, select Back.

#### How to View the Terms of Use

To view the license agreement, on the ADP Mobile Solutions Settings screen, selects Terms of Use.

Result: The terms of Use screen displays.



To return to the Settings screen, select Back.

#### How to View System Requirements

To view system requirements, on the ADP Mobile Solutions Settings screen, select Requirements.

Result: The Requirements screen displays.



To return to the Settings screen, select Back.

#### How to View FAQs

To view FAQs, on the ADP Mobile Solutions Settings screen, select FAQ.

Result: The FAQ screen displays.



To return to the Settings screen, select **Back**.

### How to Access Help

Step	Action		
1	On the ADP Mobile Solutions Settings screen, select <b>Help</b> .		
Result:	The ADP Mobile Solutions Help screen displays.	iPod 🗢 10:47 AM Back Help	
		Change Security PIN	>
		Springboard (Home)	>
		Directory	>
		News	>
		Clock	>
		Late/Absent	>
		A > + A	
2	To view a specific help topic, select the option.		
3	To return to the Settings screen, select <b>Back</b> .		

Complete the following steps to access help:

#### How to Submit Feedback

Complete the following steps to submit feedback on the ADP Mobile Solutions application:

Step	Action		
1	On the ADP Mobile Solutions Settings screen, select Feedback.		
Result: <sup>-</sup>	The ADP Mobile Solutions Feedback screen displays.		
2	Enter the feedback and then select <b>Submit Feedback</b> . <b>Note</b> : The comments / suggestions field is limited to 1000 characters.		

### Viewing Information Via ADP Mobile Solutions

#### How to View a List of Pay Statements

Complete the following steps to view a list of pay statements for the last five pay periods (if available).

Step	Action		
1	Access the ADP Mobile Solutions Springboard.		
2	On the ADP Mobile Solutions Springboard, select <b>Pay</b> .		
Result: <sup>-</sup> each pay display.	The ADP Mobile Solutions Pay screen displays. For statement, net pay, hours worked, and check date <b>Back Pay S764.72</b> Net Pay (40 hours) > <b>S762.42</b> Net Pay (40 hours) > <b>S762.42</b> Net Pay (40 hours) > <b>S767.73</b> Net Pay (40 hours) > <b>S747.74</b> Net Pay (40 hours) > <b>S747.75</b> Net Pay (40 hours) > <b>S747.75</b> Ne		

#### How to View Pay Statement Details

Complete the following steps to view details about an individual pay statement.

Step	Action			
1	On either the ADP Mobile Solutions Pay screen, for the pay statement you want to view, select >.			
Result:	The ADP Mobile Solutions Pay details	uti. AT&T 3G 12:20 PM 📟	at., AT&T 3G 12:23 PM	
screen displays.		Back Pay	Savings Acct - \$254.72	
		This Period Year to Date	United Fund - \$2.00	
		01/15/11	401K Match - \$70.20	
		\$784.72 Net Pay	DIRECT DEPOSITS	
		EARNINGS	Savings Acct xxxxxxxx9248	
		Regular \$1,170.00	01/20/11 \$30.00	
		DEDUCTIONS	Savings Acct xxxxxx6899	
		Federal Income Tax - \$160.58	\$254.72	
		Social Security Tax - \$47.93	Checking Acct xxxxxx8756 01/20/11 \$500.00	
		Medicare Tax - \$16.55		
2	To view year-to-date details for the pay st	atement, at the top of the scree	en, select Year to Date.	

Step	Action					
Result: The ADP Mobile Solutions Pay Year to Date screen		atil. AT&T 3G 12:27 PM				
displays.			Back	Pay		
				This Period 01/15/11	Year to Da	te
			<b>\$2,340.00</b> Year To Date Gross Pay			
				YEAR TO DATE EARNINGS		
				Regular		\$2,340.00
				YEAR TO DATE DEDUCTIONS		
				Federal Income Ta	зx	\$316.66
				Social Security Tax	x	\$94.60
				Medicare Tax		\$32.66
					+ 🕮	8
3	To return to the current period details screen, at the top of the screen, select <b>This Period</b> .					
4	Determine what you want to do.					
	IF you want to: THEN		l select:			
	Return to a list of pay statements     Back       Return to the springboard     Pay					
			Pay			
				·		

### How to Display Hourly and Salary Pay Rates

Employees receive notification in their Inbox indicating that they have been paid.

Step	Action	
1	On the ADP Mobile Solutions springboard, Select Pay.	
Result: The Pay Summary Screen displays.		
2	Select a date and select > to display pay statement details for a specific pay period.	

#### Step Action Result: The Pay Statement details screen displays. The Net Pay amount reflects the total hours worked for the selected pay period. 🙃 T&TA ltu. 9:13 PM 78% Back Pay The breakdown for each earning code displays. This Period Year to Date Each earning code displays the following information: \$1,200 et Pay (51 Hours) - Earning Code Name EARNINGS - Earning Amount \$2,231.22 Regular 40 Hours Rate: \$55.775/h \$418.125 Rate: \$83.625/hr Overtime - Pay Period Hours DEDUCTIONS - Pay Rate Federal Imcome Tax -\$393.03 Social Security Tax -\$155.00 0

### How to View Tax Statements

Step	Actior	I	
1	Access the ADP Mobile Solutions Springboard.		
2	On the ADP Mobile Solutions Springboard, select Pay.		
Result:	The ADP Mobile Solutions Pay screen displays.	Init. AT&T     10:34 A       Image: Constraint of the sector of th	AM * 99% .adp.com E 2 y Tax Statements
3	Select Tax Statements.		
Result: displays. • • Note: In	The ADP Mobile Solutions Tax Statements screen It lists: Current year W-2 for each employer If available, W-2 information for previous 2 years this example, only tax years 2011 and 2012 display.	Image: AT&T       10:34 A         Image: AT&T       Image: AT&T         Back       Tax State         Pay Statements       Image: AT&T         \$22,749.93       Wages, tips, other comp.         \$30,333.24       Wages, tips, other comp.	AM * 99% adp.com = 2 ements Tax Statements 2012 W-2 J&B HOLDINGS 2, NO 2011 W-2

Complete the following steps to view tax statements.

Step	Action		
4	To view W-2 information, select the > associated with the W-2.		
Result:	The selected W-2 information displays.	Interference   Interference	

Step	Action		
5	To view the W-2 Wage and Tax statement, select View Statement.		
Result:	The ADP Mobile Password screen displays.	Image: New Service	
6	Enter your ADP Mobile password and select Log	In.	
Result:	The W-2 displays.	■11. AT&T        10:35 AM	
	Android and Blackberry devices download the W-2 and opens it in the PDF viewer app. For devices using Safari, the W-2 opens the PDF in a new tab.	Back     Source was and the second seco	

### How to View the Corporate Directory

Complete the following steps to view information in the corporate directory.

Step	Action		
1	Access the ADP Mobile Solutions Springboard.		
2	On the ADP Mobile Solutions Springboard, select Directory.		
Result: <sup>-</sup>	The ADP Mobile Solutions Directory screen displays.		
3	To find a contact, in the Search field, enter the first three characters of the contact's first or last name.		
Result:	The Directory Search results screen displays.		

Step	Action				
4	On the Directory Results screen, select the contact name.				
Results: The Contact screen displays.					
Note:       If specific fields in the contact details do not exist, those labels are not displayed. Contact details fields are:       Back       Contact         Tarase H Swensin       Tarase H Swensin       Tarase H Swensin			Tarase H Swensin		
	First name		IJ8 TEST Reports to Derlana Wiids		
	Middle name		Email Work Swensin@test.com		
	Last name		Phone		
	Preferred name		Work (555) 973-2121		
	• Job Title		Address WORK 234 Wonder Drive		
	Department		Smithstown, NJ 07015		
	Employment Status				
	Reports To & contact info				
	Address				
	Phone				
	Email address				
	Photo				
5	Determine what you want to do.				
	IF you want to:	THEN on the Cor	ntact page:		
	Call a contact	Call a contact Select the contact's phone number.			
	E-mail a contact Select the contact's e-mail address.		t's e-mail address.		
6	6 Determine what you want to do.				
	IF you want to: THEN select:		THEN select:		
	Return to the corporate directory list Back				
	Return to the springboard Contact		Contact		

### How to View Company News and Events

Step	Action		
1	Access the ADP Mobile Solutions Springboard.		
2	On the ADP Mobile Solutions Springboard, select News.		
Result: The News screen displays.			
		Back News	
		Mobile Title 04/30/2011 Ritika test News Mobile 4/29/2011	>
		O4/29/2011 Royal Wedding	>
		Article 4 04/29/2011 HEADING ARTICLE GOES HERE	>
		Article_3 04/29/2011 Article # 3 Two images	>
		Article 5	ò

Complete the following steps to view company news and events:

Step	Action		
3	On the News screen, to view a specific news article, select >.		
Result: The article displays.         Note: The following fields display for each article:         • Subject         • Author         • Publication date         • Body of article         • Image (optional)		iPod  11:13 AM   Back Article   Article_3 04/29/2011   Article # 3 Two images   Article # 3 Two images   Ritika Logo	
		A couple of (short) kisses seal the marriage of Prince William and Kate Middleton	
4	Determine what you want to do.		
	IF you want to:	THEN select	
	Return to the News screen	Back	
	Return to the springboard	Article or News	
## How to View Your Portal Message Center

Using ADP Mobile, users can view Portal Message Center tasks and notifications.

Note: Messages are display-only. You cannot act upon any message from within ADP Mobile Solutions.

#### Procedure

You use the following steps to view your Portal Message Center using ADP Mobile.

Step	Action		
1	Access the ADP Mobile Solutions Springboard.		
2	On the ADP Mobile Solutions Springboard, select Inbox.		
Result:	The ADP Mobile Solutions Inbox screen displays.		
message becomes The penc	<ul> <li>is read, the highlighting disappear sand the icon</li> <li>black.</li> <li>bil icon ( ✓ ) indicates a task.</li> <li>✓ Employee Event - Address</li> <li>From: portal managerone</li> <li>Due: 04/09/2012</li> </ul>		
The Excla	amation icon ( ) indicates a notification. <b>Employee Event -</b> Address From: portal managerone Due: 04/09/2012		
	Employee Event - Phone Numbers From: portal managerone Due: 04/05/2012		
	Employee Event - Address From: portal managerone 04/05/2012 >		
3	To view details about a task, select >.		

Step	Action		
Result:	The details screen for the task displays.	Back Task	
<b>Note</b> : The task is display only. It cannot be completed from ADP Mobile Solutions.		Employee Event - Address	
		From: portal managerone April 9, 2012 12:00 AM	
		Due: April 9, 2012 11:43 AM	
		Please visit the portal application to complete this task.	
4	To view details about a notification, select >.		
Result:	The details screen for the notification displays.	Back Notification	
		Employee Event - Phone Numbers	
		From: portal managerone April 5, 2012 12:00 AM	
		Due: April 5, 2012 10:27 AM	
5	To return to the Inbox screen, select <b>Back</b> .	Back Notification	
		Employee Event - Phone Numbere	
6	On the Inbox screen, to return to the ADP Mobile Solutions Springboard, select <b>Back</b> .	Back Inbox	

## How to View Active Retirement Savings Plans/Funds

Employees use the following procedure to view their active retirement plans and investment funds.

Step	Action		
1	On the ADP Mobile Solutions springboard, select <b>Retirement</b> .		
Result: <sup>-</sup>	The Retirement screen displays.	Back Reti	:10 PM 🛛 😤 54% 📾
Note: Th	e following fields display:	\$446	959 67
	The total balance across all plans	Tota	al Balance
	• The amount, valuation date, and text	Current Plans (valuatio	on date 4/29/13)
	associated with the item	\$25,858.06	(401(k) Plan)
	• A summary list for each of the plans	\$35,950.50	TALBOTT ASS >
	<ul> <li>A chevron ( &gt; ) associated with each of the plans</li> </ul>	\$55,050.11	CAPITAL VALU > (Mutual Fund)
The sumr investme	• A "Disclosure" message mary screen displays all active plans and nt funds that do not have a "0" balance.	You are about to view information about your retirement plan account. The assets in your account are invested in a variety of investment options, such as mutual funds and collective trusts. All investment options involve risks and your balance may be lower or higher than your contribution amount. For complete information about your retirement plan account and the investment options available in your plan, please refer to your participant website.	

## How to Display Vested Retirement Plan Balances by Source

Employees use the following procedure to view their balances by source.

Step	Action		
1	To view details of specific plan/fund, on the Retirement screen, select a plan and then select >.		
Result:	The Details screen displays the following:	III. AT&T 4G 12:10 PM	* 54% 🖘
•	The vested balance details by source.	Back 401(k) Plan	
•	A breakdown of all contributions – by both percentage and flat dollar amounts.	\$25,858.0 Apr 29, 2013	6
		General Information	
		Vested Balance	\$25,858.06
		Before-Tax	\$15,858.06
		Roth 401(k)	\$5,245.10
		Before-Tax Cathch-Up	\$3,210.05
		Roth 401(k) Catch-Up	\$1,544.85
		Loan Balance	\$0.00
		Contribution Election	
		Before-Tax	4%
		Roth 401(k)	2%
		Before-Tax Cathch-Up	\$25.00
		Roth 401(k) Catch-Up	\$10.00
		Last Contribution	11/29/12
		Personal Return Rate	
		Quarter (Ending 3/31/11)	5.32%
		Year (Ending 3/31/11)	16.93%
		Investment Funds (Current Deferral %)	Balance
		Fidelity Advisor Equity Incom (20%)	\$5,418.65
		T. Rowe Price Mid-Cap Value (20%)	\$5,428.93
		RS Value Fund - Class A (20%)	\$5,368.94

## How to View Retirement Plan Details

Complete the following steps to view retirement plans and plan details:

Step	Action			
1	On the ADP Mobile Solutions Retirement screen, to view a specific plan, select > for the plan.			
Result: <sup>-</sup>	The plan screen displays.	Pod Research 4:31 P Back 401 S88,5550 05/02/20 GENERAL INFORMATION Vested Balance Excerciable balance of shares Loan Balance Contribution Rate Last contribution (02/28/20	M k 5.12 \$8,556.12 \$0.00 3% 011) \$0.00	Pod ②       4:32 PM         PERSONAL RETURN RATE         Quarter (Ending 03/31/2011)       4.22%         Year (Ending 03/31/2011)       0%         INVESTMENT FUNDS       BALANCE         PIMCO Real Return Fund - Class A (20 %)       \$1,656.04         PIMCO Total Return Fund - Class A (0 %)       \$0.00         DWS High Income Plus Fund - Class S (0 %)       \$0.00         Image: Comparison of the plus Fund - Class S (0 %)       \$0.00
2	Determine what you want to do.			
	IF you want to:		THEN select:	
	Return to the Retirement scre	een	Back	
	Return to the springboard		The plan name Retirement	at the top of the screen or
			I	

### How to View Your Benefits Plans

**Note**: Benefits information is available only to ADP Workforce Now V2 clients or ADP Workforce Now V5.1 or higher clients.

This feature is for HR/Benefits only. It does not include HR eXpert.

#### Procedure

You use the following steps to view your benefits plans using ADP Mobile.

Action				
Access the ADP Mobile Solutions Springboard.				
On the ADP Mobile Solutions Springboard, select <b>Benefits</b> .				
Result: The ADP Mobile Solutions Benefits / Current Elections screen displays.				
	Medical         Aetra PPO Option 2           Coverage: Employee+1         Coverage: Employee+1			
Vision Vision Service Plan (VSP) Coverage: Employee Only				
Dental Delta Dental Coverage: Family				
Health Care FSA >				
Long Term Disability 60% of Salary Taxable				
	Basic Life			
To view detail about a specific current benefit, select >.				
To view details about future / pending elections, select <b>Future Elections</b> .	about future / pending elections,			
	Current Elections Future Elections			
	Action         Access the ADP Mobile Solutions Springboard.         On the ADP Mobile Solutions Springboard, select Benefits.         The ADP Mobile Solutions Benefits / Current Elections         splays.         To view detail about a specific current benefit, select >.         To view details about future / pending elections, select Future Elections.			

Step	Action		
5	To view details about a specific benefit, select >.		
Result: <sup>-</sup>	The details screen for the selected benefit displays.	Image: Second	
6	To return to the Benefits screen, select <b>Back</b> .	In Force Election     11:22 AM     In Force 1/1/11	
7	On the Benefits screen, to return to the ADP Mobile Solutions Springboard, select <b>Back</b> .	atL_AT&T      11:21 AM       Back     Benefits       Current Elections     Future Elections	

## How to View Your ADP Flexible Spending Accounts

Mobile users can view ADP flexible spending account information including account name, balance, and goal amount. They can also view their last three payments, claims, and contributions.

#### **View FSA Accounts**

You use the following steps to view your ADP flexible spending accounts using ADP Mobile Solutions.

Step	Action			
1	Access the ADP Mobile Solutions Springboard.			
2	On the ADP Mobile Solutions Springboard, select Spen	ding Acct.		
Result: <sup>-</sup> displays.	The ADP Mobile Solutions Spending Acct screen	Airtel 30 (m) 4:37 PM Back Spending Acc Accounts Cards \$ 902.29 Access 2011 Health Ca Annual Goal \$ 1.60	are FSA >	
3	Select Accounts.			
4	To view details about a specific account, select >.			
Result: <sup>-</sup>	he details screen for the selected FSA displays.	Back 2011 Health Car	e FSA	
		\$455.06 Available		
		Claims	YTD \$480.94	
		TOMHAVE OLSON DENTAL	\$32.60	
		ORTHOPAEDIC ASSOCIATES 5/8/11 - Card	S20.00 Paid	
		ST LUKES CBO 5/8/11 - Card	\$88.26 Paid	
		All Items		
		Payments	YTD \$480.94	
		Card Purchase 5/9/11 - Card Purchase	\$20.00 Posted	
		Card Purchase Sill/11 - Card Purchase	<b>\$88.26</b> Posted	
4	To return to the Spending Accounts screen, select	Brak 2011 Health		
	Back.	\$0.00		

Step	Action		
5	On the Spending Accounts screen, to return to the ADP Mobile Solutions Springboard, select <b>Back</b> .	Spending Acct	

### Flexible Spending Account Details Screen

The FSA details screen lists the last three claims, payments, and contributions.



### View FSA Cards

You use the following steps to view the cards associated with your ADP flexible spending accounts.

Step	Action			
1	Access the ADP Mobile Solutions Springboard.			
2	On the ADP Mobile Solutions Springboard, select Spending Acct.			
Result: <sup>-</sup> displays.	The ADP Mobile Solutions Spending Acct screen         Image: Spendi			
3	Select Cards.			
Result: -	The cards list screen displays. assigned to the spending account display in the list. d displays the following information: Last 4 digits of the card Name and Last name of card holder Spending account plan to which this card is assigned Card status: e.g.: Activate			
4	To activate or report a card lost or stolen, select >.			

Step	Acti	on
<b>Result</b> : displays.	The ADP Mobile Solutions screen for that card	HIL Airtel 33 100 10:18 PM 88%
<b>Note</b> : Selecting Activate or Lost/Stolen initiates a phone call to the FSA call center.		Associated accounts (card draws funds from) 2011 Health Care FSA \$902.29
		Activate
		Lost/Stolen

# ALINE Card (PayCard)

Users can register for and view ALINE card information.

### How to Enroll for an ALINE Card

Employees use the following procedure to enroll for an ALINE card.

Step	Action		
1	On the ADP Mobile Solutions springboard, select ALINE Card.		
Result:	The ALINE Card screen displays.		
Note: If t message	he user is not eligible for an ALINE card, a is displayed.		
2	Select Enroll.		
Result:	The Enroll screen displays.	Carrier ᅙ	4:38 PM 👄
		Back	Enroll
		First Name	John
		Middle Initial	S
		LastName:	Smith
		SSN	xxx-xx-1234
		Date of Birth	mm/dd/vxvv
		Mobile Phone	973-974-5000
		Email Address	iohns@smith.com
		Q W E R A S D F Z X C 123 (1)	TYUIOP GHJKL VBNM < space Done

Step		Action		
3	Complete the fields and then select <b>Next</b> .			
Result:	The Enroll (address) screen displays.	Carrier 🗢	4:38 PM	Ì
		Back	Enroll	Next
		Address Line 1	1 Peachtree	
		Address Line 2		
		City	Atlanta	
		State	GA	
		Postal Code	30303	_
		Country	United States	>
		QWER	TYUIC	P
		ASD	FGHJK	L
		Z X C	VBNM	
		123 🌐 🌒	space D	one

Step		Action
4	Complete the fields and then select <b>Next</b> .	
Result: information	The ADP Mobile Solutions server verifies the on and the Enroll screen redisplays.	Carrier Carrier 4:38 PM
Note: If screen re	the user enters invalid information, the edisplays with error messages.	Carrier       4:38 PM         Back       Enroll       Next         Ø       Please enter a valid Postal Code.       Please enter a valid State.         Address Line 1       1 Peachtree       Address Line 2         City       Atlanta       State       GA         Postal Code       30303       Country       US

Step		Action
Note: If t addresse addresse	he address entered varies from available s, the user is presented with a list of s.	Carrier Carrier 4:38 PM Back Enroll Review You Entered: 1 Peachtree, Atlanta, GA 30303, US Possible Matches: 1 Peachtree Cir, Atlanta, GA 30309-3518, US
5	Verify the information and then select Submit	L.
Result: A	A confirmation message displays.	Carrier Carrier 4:38 PM Enroll Corrier The enrollment was submitted successfully. Your confirmation # is 45123412343.

### User Accesses ALINE Card Before Enrollment is Complete

If a user selects the ALINE Card Chiclet before the enrollment is complete, the following message displays.



### User Is Not Eligible for ALINE Card

If a user selects the ALINE Card chiclet, but is not eligible for an ALINE card, the following screen displays.



## How to Activate the ALINE Card

Step		Action
1	On the ADP Mobile Solutions springboard, sele	ct ALINE Card.
Result:	The ALINE Card screen displays.	Carrier Card ALINE Card
2	Select the ALINE Card image.	
Result:	You are presented with a number to call to activa	te the card.

Employees use the following procedure to activate the ALINE card.

# How to Request Direct Deposit Information

Employees use the following procedure to access the direct deposit routing information required to load the ALINE card from an outside account.

Step	A	ction	
1	On the ADP Mobile Solutions springboard, select	ALINE Card.	
Result:	The ALINE Card screen displays.	Carrier 🗢 4:38 PM	
		Card Accounts	DEBIT
		Checking Last Activity \$24.00 Debit on 11/2	\$15,610.12
		Savings Last Activity -\$450.00 Withdraw on 10/25	\$3,130.88
		Direct Deposit	Legal
		Want to add m Rethink Possible for a family me	obile data omber?

Step		Action
2	Select <b>Direct Deposit</b> to request (if authorize routing information.	ed) or view (if previously requested and approved) the
Result:	The Direct Deposit screen displays.	Carrier
3	Select Request.	
Result: displays.	The Direct Deposit (confirmation) screen	Carrier Carrier 4:38 PM Direct Deposit Corrier Your request was successfully submitted.

# How to View Direct Deposit Information

Employees use the following procedure to view the direct deposit routing information that was already requested and approved.

Step		Action
1	On the ADP Mobile Solutions springboard, sele	ect ALINE Card.
Result:	The ALINE Card screen displays.	Carrier       4:38 PM         Back       ALINE Card         Image: Construction of the second sec
2	Select Direct Deposit.	
Result: <sup>-</sup> routing in	The Direct Deposit screen displays the formation needed to load the card.	Carrier  4:38 PM Back Direct Deposit Text to be supplied by PayCard team.
Note: - A informatio	password is required to view this	Bank Routing # (ABA)       123456789         Your Account # (DDA)       12345678

#### **ALINE Activity Search**

To search for a specific item,

1. Select the Search Activity field.

Result: The Search Activity options display.

Carrier 🔶	4:38	PM	
Q Searc	h Activity		Cancel
All	Amount	Date	Merchant
Checking	XXXX9010	S	orted by Date

2. Select an option and complete your search.

#### **View ATM Locations**

When you select on the list of activities:

- On your mobile phone, if you allow your location to be captured (via GPS), a map with locations displays.
- If you do not have GPS enabled, you can enter address criteria in the Search field.

Carrier 奈	4:38 PM	U
Back	Locations	List
Q Search o	r Address	1
West Essex Park	West Caldwell	X
	an mentule A	Calowell
0	Bank of America (	<b>&gt;</b>
8		Essex Fe
<u>X</u>	Rage Bort Ave Rospiand	SHE?
		Esse Coun
Dinosaur Pi	irk THO	- and
Thenty	i A	
Google	(10)	N

To view details about a location, select a red pin.



To get directions to the location, select **Direction To Here** or **Direction From Here**.

### **Employee Calendar**

### Description

The Employee Calendar allows employees to view events on a calendar, such as work schedules and vacation days, by day, month, or list view. Employees can also select a calendar item to view additional details that may be available.

The calendar is read-only. Employees cannot update any information from within the calendar.

The client's system-of-record (SOR) for Time determines the events that display on the calendar. The following table identifies the calendar events that display for each SOR.

Calendar Event	ezLaborManager	Enterprise eTIME	ADP Workforce Now
Work schedule	х	х	х
Personal days		х	х
Vacation days		х	х
Pay days			х
Blackout days			х
US holidays			Х

## Procedure: How to View Events in the Employee Calendar

Use the following procedure to view events in the calendar.

Step					Action			
1	On the ADF	P Mobile Solu	utions sprin	igboard, sele	ect Calenda	ar.		
	Result: Th	e Calendar o	displays in	Month View.				
	Back			Calendar				
		Month		Today		List		
	×	M	Ŧ	January 2014	Ŧ	F	»	
	29	30	31		2	3	4	
	5	6	7	8	9	10	11	
	12	13	14	15	16	17	18	
		00	21	22	23	24	25	
	19	20						
	19 26	20	28	29	30	31	1	
2	19 26 • 8:00 AM 5:00 PM	20 27	28 28 lect Today	. 29 	30	31	1 Work Schedule	
2	19 26 8:00 AM 5:00 PM To change f Result: Th Day View: Back	20 27 the view, sel	28 lect <b>Today</b> displays the	or List.	endar	31	1 Work Schedule	
2	19 26 8:00 AM 5:00 PM To change f Result: Th Day View: Back	20 27 the view, sel	28 lect <b>Today</b> displays the	or List.	endar	31	1 Work Schedule	
2	19 26 8:00 AM 5:00 PM To change f Result: Th Day View: Back «	the view, sel	28 lect <b>Today</b> displays the	or List.	endar Day	31	1 Work Schedule	>>
2	19 26 8:00 AM 5:00 PM To change f Result: Th Day View: Back « 8:00 AM 5:00 PM	20 27 the view, sel e Calendar of Month	28 lect <b>Today</b> displays the	or List. e selected vie Cal Monday, Ja	endar Day	31	1 Work Schedule	» Work Schedule

Step			Action
	Back	Calendar	
	Month	Today	List
		Load Previous Month	
	THURSDAY, DECEMBER 26, 2013		
	8:00 AM 5:00 PM		Work Schedule
	FRIDAY, DECEMBER 27, 2013		
	8:00 AM 5:00 PM		Work Schedule
	MONDAY, DECEMBER 30, 2013		
	8:00 AM 5:00 PM		Work Schedule
	TUESDAY, DECEMBER 31, 2013		
	8:00 AM		Work Schedule
	WEDNESDAY, JANUARY 1, 2014		
	8:00 AM		Work Schedule
	THURSDAY, JANUARY 2, 2014		
	8:00 AM		Work Schedule
	FRIDAY, JANUARY 3, 2014		
	8:00 AM		Work Schedule
	MONDAY, JANUARY 6, 2014		
	8:00 AM		Work Schedule
	TUESDAY, JANUARY 7, 2014		
	8:00 AM 5:00 PM		Work Schedule

## Working with Your Time Sheet

### Description

Depending on the ADP Mobile Solutions features that the client administrator has activated, client employees may have the ability to clock in and out or update their timesheets via ADP Mobile Solutions.

For employees who have the ability to clock in and clock out via ADP Mobile Solutions, a Clock icon displays on their ADP Mobile Solutions Springboard.

For employees who have the ability to view and update their timesheets, a Timesheet icon displays on their ADP Mobile Solutions Springboard.

### **GPS Geo-Location Feature**

The GPS Geo-Location feature allows a user to clock in within a geographical range of the user's office location. This feature is enabled/disabled by the client administrator. If the GPS Geo-Location feature is enabled, it determines if a user is at an approved location to perform a time entry action.

## **Clock Format**

The format of the clock is determined by the client. It can be a 12 hour or 24 hour clock.

The displayed time may be different from the device time or user's local time. The clock time uses the user company's local time.

### How to Clock In or Clock Out

Complete the following steps to clock in or out using ADP Mobile Solutions:

Step	Action	
1	Access the ADP Mobile Solutions Springboard.	
2	On the ADP Mobile Solutions Springboard, select Clock	Χ.
Result: <sup></sup> Notes: The numl the client	The ADP Mobile Solutions Clock screen displays. Deer of buttons and their label texts are determined by configuration. Example: There is a single button that is used to show both Clock In and Clock Out.	Pod      3:23 PM       Back     Clock       12     23       PM     Lunch Out   Transfer
The butto	ns are active only if the user can take an action. Example: If the user's shift hasn't started or if the user s too far from the valid geo location, the buttons are not active.	You need to be at a work location to perform this action. Please try again.         08:54AM       Punch         08:54AM       Punch
The follov	<ul> <li>Punches completed for the last 24 hours</li> </ul>	

Step		Action	n	
3	Selec	t the punch.		
Result: Notes:	The sel	ected punch screen displays.	Back P	100% 100% 1 Punch
The follo	wing fie	lds display:	Action	Punch
	•	Action = punch selected	Time	04:44 PM
	•	Current time	Lat	40.815876
	•	Latitude and longitude = captured at the time when the punch was selected	Long	-74.310745
			C	onfirm
f transfe ncludes	r levels the follo	are configured, the Transfer screen displays. It owing fields:	enti Verizon 🗢 11 Back Tra	1:58 AM 100% ansfer
transfe	r levels the follo	are configured, the Transfer screen displays. It owing fields: Action = punch selected	Back Tra	158 AM 100% ansfer
f transfe ncludes	r levels the follo • •	are configured, the Transfer screen displays. It owing fields: Action = punch selected Current time Latitude and longitude = captured at the time when the punch was selected	Action	1:58 AM 100% ansfer Transfer 07:56 AM
f transfe ncludes	r levels the follo • •	are configured, the Transfer screen displays. It owing fields: Action = punch selected Current time Latitude and longitude = captured at the time when the punch was selected Department	Action Time Lat Long	1:58 AM 100% ansfer Transfer 07:56 AM 40.815874 -74.310795
f transfe ncludes	r levels the follo • •	are configured, the Transfer screen displays. It owing fields: Action = punch selected Current time Latitude and longitude = captured at the time when the punch was selected Department	Action Time Lat Department	1:58 AM 100% ansfer Transfer 07:56 AM 40.815874 -74.310795

Step	Actic	on
Result: <sup>-</sup>	The Department screen displays.	Pod  2:03 PM Cancel Department Search
		001000 For Integration purposes >
		002000 002000 >
		003000 003000 >
		004000 004000 >
		005000 Department 5000 >
		1000 1000 Deparment >
		1001 1001 Deparment
		1002 1002 Department
5	Select the department.	
Result:	The Transfer screen redisplays.	
6	Select Confirm.	
Result: <sup>-</sup> recorded	The initial Clock screen displays an "Entry has been message.	Pod 1:22 PM   Tatmobile.adp.com/tim Google     Back Clock     Image: Clock     Image: Punch     Lunch Or     Transfer     Intervention     Intervention

## How to View a Time Sheet

Step	Action			
1	Access the ADP Mobile Solutions Springboard. <b>Note</b> : For employees who view and update timesheets, a Time Sheet icon displays on their Springboard.			
2	On the ADP Mobile Solutions Springboard, select <b>Timesheet</b> .			
Result: <sup>-</sup> screen di Note: Th	<ul> <li>The ADP Mobile Solutions Time Sheet splays.</li> <li>Time Sheet screen displays: <ul> <li>Days in the pay period</li> <li>Total hours for the selected day</li> </ul> </li> </ul>	iPod <       11:30 AM         ADP Mobile - Timesheets         iatmobile.adp.com/tim C       Google         Back       Time Sheet         SUN       09       10         11       TOTAL HOURS       03:00 DAY I 06:00 PERIOD         Time Pair Entry       11:52 AM         O2:52 PM       02:52 PM	Pod C 12:54 PM ADP Mobile - Timesheets iatmobile.adp.com/tim C Google Back Time Sheet + SUN MON TWE WED THU 01 02 03 04 05 TOTAL 0 DAY I 121.5 PERIOD No entries for today.	
	<ul> <li>For an nours for the pay period</li> <li>Saved time entries for the selected date</li> </ul>	Imme Pair Entry     USAT PM       0000 AM       Illustration:       Timesheet       displaying date with entries	Illustration: Timesheet displaying date with no entry	
3	To view information for a specific date, se	elect the date.		
Result:	Result: The information displays below the dates.			

Complete the following steps to view a time sheet.

## How to Enter Time on the Time Sheet

Step	Actio	n
1	On the ADP Mobile Solutions Time Sheet screen, sele	ect the date.
2	Select +. Time Sheet +	
Result: Note: If code, the are displa In examp code is V	The Add Time screen for the selected date displays. There is a default value for the "worked hours" earnings other fields associated with the default earnings code. ayed le on the right, the default "worked hours" earnings /orked.	iPod 11:33 AM   ADP Mobile - Entry   iatmobile.adp.com/tim   Back   05/03/2011   Save     Worked   >   Start   :   End   :   Out Type Code:   None     Department   Coloct
3	To change the earnings code, select >.	
Result:	The Entry screen displays.	Pod 12:54 PM   Back Entry   Worked >   ABSENT >   BEREAV >   HOLIDAY >   JURY >   PERSONAL >   PTO >   SICK >

Complete the following steps to enter time into the time sheet:

Step	Action	
4	Select the earnings code.	
Result:	The Add Time screen redisplays.	iPod  11:33 AM   ADP Mobile - Entry   iatmobile.adp.com/tim C   Google   Back 05/03/2011   Save     Worked   Start   End   :   Out Type Code:   None     Department   Coloct
5	Enter Start Time and End Time and then select <b>Save</b> .	
Result: <sup>-</sup> added" m	The Time Sheet screen displays an "Entry has been essage.	Pod I2:56 PM   ADP Mobile - Timesheets   iatmobile.adp.com/tim   Google     Back   Time Sheet     SUN   MON   UE   WED   THU   01   02   03   04   05   Entry has been added.   TOTAL   09.00 AM   06:00 PM

# How to Change Time on the Time Sheet

Step	Action	1
1	On the ADP Mobile Solutions Time Sheet screen, select	ct the date.
Result:	The Time Sheet screen for the selected date displays.	Pod       11:33 AM         ADP Mobile - Timesheets         iatmobile.adp.com/tim       Google         Back       Time Sheet         SUN       MON         01       02       03         04       05         TOTAL       09.0 DAY I 130.5 PERIOD         Worked       09:00 AM         06:00 PM
2	For the time entry you want to change, select >.	
Result: The edit the e	The Entry screen displays. e Edit option displays only if the user is authorized to ntry.	Pod 8:54 AM   ADP Mobile - View Entry   iatmobile.adp.com/tim   Google     Back   05/03/2011   Edit     Worked     Start   09:00 AM   End   06:00 PM     Out Type   LP

Complete the following steps to change time on the time sheet:

Step	Actio	on
3	Select Edit.	
Result:	The Edit Time Sheet screen displays.	Project Select   Department Select   Job Select
4	Update the fields and then select <b>Save</b> .	
Result:	The Time Sheet screen displays.	iPod        1:22 PM         ADP Mobile - Timesheets         iatmobile.adp.com/tim       Google         Back       Time Sheet         SUN       MON         01       02         03       04         D1       02         Entry has been updated.         TOTAL       11.0 DAY I 133.5 PERIOD         Worked       09:00 AM         08:00 PM

# How to Delete an Entry on the Time Sheet

Step	Action	1
1	On the ADP Mobile Solutions Time Sheet screen, select the date.	
Result: <sup>-</sup>	The Time Sheet screen for the selected date displays.	Pod  II:33 AM ADP Mobile - Timesheets iatmobile.adp.com/tim  Google Back Time Sheet + SUN MON TUE WED THU O1 02 03 04 05 TOTAL 09.0 DAY I 130.5 PERIOD Worked 09:00 AM O6:00 PM
2	For the time entry you want to change, select >.	
Result:	The Entry screen displays. The Edit option displays only if the user is authorized to ntry.	iPod < 8:54 AM   i ADP Mobile - View Entry   iatmobile.adp.com/tim   Coogle   Back   05/03/2011   Edit     Worked   Start   09:00 AM   End   06:00 PM     Out Type   LP

Complete the following steps to change time on the time sheets:

Step	Action	
3	Select Edit.	
Result: <sup>-</sup> Note: Th to delete	The Edit Time Sheet Entry screen displays. ne Delete option displays only if the user is authorized the entry.	Project Select   Department Select   Job Select   Delete
4	Select Delete.	
Result: <sup>-</sup>	The Delete Entry confirmation screen displays.	iPod S 8:59 AM ADP Mobile - Delete Entry iatmobile.adp.com/lim C Google Bock Delete Entry Cancel Confirm
5	Select <b>Confirm</b> .	

Step	Action	
Result: <sup>-</sup>	The Time Sheet screen displays.	
	TOTAL HOURS 05.5 DAY I 24.0 PERIOD	
	Worked 03:00 AM > 04:00 AM	
	Worked 05:55 AM > 10:35 AM	
# How to Approve Your Time Sheet

Employees use the following procedure to approve their Timesheets.

Step	Action	
1	On the ADP Mobile Solutions springboard, select Time Sheet	
Result	The Time Sheet screen displays.	AT&T 50 2-14 PM C C C C C C C C C C C C C C C C C C
2	Select Approve Time Sheet.	
Result: displays.	The Time Sheet for the selected period s.	ATAT 30     2:14 PM     0 \$ and the second s
3	Select Approve.	
Result: The Time Sheet is approved by the employee.		

# How to View Timecard Exceptions

Employees use the following procedure to view timecard exceptions.

Step	Action	
1	On the ADP Mobile Solutions springboard, select Time Sheet.	
Result: ⊺	The Time Sheet screen displays.	
2	Select any day that's highlighted in Red	
Result: A will displa	All dates in the pay period with exceptions by (ex 7, 13, 15).	

Step	Action		
3	Select any one of the dates highlighted to view, edit, correct that days' timesheet exceptions		
Result: The exceptions for the selected date display. 7/13/11			
		Isabel C Espina Data Architect	
		Worked	
		Start 09:00 am	
		End 07:00 pm	
		Out Type	
		Job Sales Manager	
		Project Mobile Workforce	
		Exception: Overtime	

### How to Notify Your Manager of Late Arrival

Complete the following steps to notify your manager of a late arrival.

**Note**: This screen is only seen by ezLaborManager (ezLM) clients and ADP Workforce Now Essential Time & Attendance clients.

Step	Action
1	Access the ADP Mobile Solutions Springboard.
2	On the ADP Mobile Solutions Springboard, select Late/Absent.
Result:	The Late Arrival screen displays.
3	Select Today or Tomorrow.
4	Enter late arrival time.
5	Enter a comment. Note: Comments are optional.

Step	Action		
6	Click Save.		
Result: T	The Late Arrival screen displays with a confirmation notification was sent.		

### How to Notify Your Manager of an Absence

Complete the following steps to notify your manager of an absence:

**Note**: This screen is only seen by ezLM clients and ADP Workforce Now Essential Time & Attendance clients.

Step	Action	
1	Access the ADP Mobile Solutions Springboard.	
2	On the ADP Mobile Solutions Springboard, select Late/Absent.	
Result:	The Late Arrival/Absence screen displays.	
2	Select Absence.	
Result:	The Absence screen displays.	
3	Select a reason code.	
4	Select Today or Tomorrow.	

Step	Action
5	Enter a comment. Note: Comments are optional.
6	Click <b>Save</b> . <b>Rule:</b> An absence notification cannot be changed after it is sent.
Result: <sup>-</sup> your notif	The Absence screen displays with a confirmation that ication was sent.

#### Manager Tasks

#### My Team

A manager uses the My Team screen to:

- View, edit, and approve time sheets
- View and correct exceptions
- Approve a time off request (Enterprise eTIME and ezLaborManager)

#### My Team – Team Tab

The My Team screen has two tabs, Team and Tasks. The Team tab, shown below, lists all employees currently assigned to this manager.



#### My Team – Tasks Tab

The Tasks tab lists all tasks a manager can perform.

Back     My Team       Team     Tasks       Calendars     2       Timesheets     2
Team     Tasks       Calendars     D       Timesheets     D
Calendars D Timesheets D
Timesheets
Paid Time Off Requests
Reset Password/PIN

## How to View and Approve a Time Sheet

Managers use the following procedure to view and approve a team member's time sheet.

Step	Action	
1	On the ADP Mobile Solutions springboard, select My Team.	
Result:	The My Team screen displays.	Carrier © 4:38 PM Back My Team Team Tasks Justo Pastor Program Manager > Jigesh Saheba Lead Architect > Isabel Carvajal Espina > Data Architect >
2	Select Tasks.	478 84
<b>Result</b> : The My Team, Tasks tab displays.		Carrier     438 PM       Back     My Team       Team     Tasks       Calendars     >       Timesheets     >
		Paid Time Off Requests > Reset Password/PIN >

Step	Action	
3	Select Time Sheets.	
Result: <sup>-</sup>	Γhe My Team, Time Sheets screen displays.	Carrier < 4:38 PM Book My Team Time Sheets for Justo Pastor Program Manager > Jigesh Saheba Lead Architect > Isabel Carvajal Espina > Data Architect
4	Select an employee and select >.	
Result: displays.	The Time Sheet for the selected employee	ATET 30 2:14 PM Book Time Sheet A + Current Period 07/01 to 07/15 92.75 hours Not approved yet MON TUE WED THU FRU 11 12 13 14 15 Total for 07/13/12 3 hours WORKED 09:00 am 12:00 pm

Step	Action	
5	Select Approve Time Sheet.	
Result: <sup>-</sup> displays.	The Time Sheet for the selected employee	Mark       AT&T       30       2:14 PM       3       3         Back       Time Sheet       A         Period 07/01 to 07/15       Accounting / Project Thor       8 hrs       Accounting / Project Thor         OVERTIME       2.5 hrs       Accounting / Project Thor       8 hrs       Accounting / Project Thor         MorkED       8 hrs       Accounting / Project Thor       8 hrs       Accounting / Project Thor         MorkED       8 hrs       Accounting / Project Thor       8 hrs       Accounting / Project Thor         MorkED       8 hrs       Back       Back <t< th=""></t<>
6	Select Approve.	
Result:	The Time Sheet for the selected employee is approved	

## How to View and Correct Exceptions

Managers use the following procedure to view and correct a team member's exceptions.

Step	Action	
1	On the ADP Mobile Solutions springboard, select My Team.	
Result:	The My Team screen displays.	Carrier <ul> <li>4:38 PM</li> <li>Back</li> <li>My Team</li> </ul> Team         Tasks           Image: Second stress of the seco
2	Select Tasks.	
Result:	The My Team, Tasks tab displays.	Carrier © 4:38 PM Back My Team Team Tasks Calendars > Timesheets > Paid Time Off Requests > Reset Password/PIN >

Step	Action	
3	Select Time Sheets.	
Result:	The My Team, Time Sheets screen displays.	Carrier <ul> <li>4:38 PM</li> <li>Back</li> <li>My Team</li> </ul> <ul> <li>Ime Sheets for</li> <li>Justo Pastor</li> <li>Program Manager</li> <li>Jigesh Saheba</li> <li>Lead Architect</li> <li>Isabel Carvajal Espina</li> <li>Data Architect</li> </ul>
4 Result: displays exception	Select an employee and select >. The time sheet for the selected employee and all dates in the pay period with as will display in red (ex 7, 13, 15).	AT&T       30       2:14 PM       3         Back       Time Sheet       A +         Current Period 07/01 to 07/15       92.75 hours         Not approved yet         MON       TUE       WED         Total for 07/13/12       3 hours         WORKED       09:00 am       07:00 pm         OT:00 pm       07:00 pm       07:00 pm

Step	Action	
5	Select any one of the highlighted dates to view those days with exceptions.	
Result: -	The Time Sheet screen displays those days ptions	AT&T 30 2:14 PM Back Time Sheet + Current Period 07/01 to 07/15 92.75 hours Not approved yet THU WED FRI 7 13 15 Total for 07/13/12 10 hours
		WORKED 09:00 am 07:00 pm >
6	Select a date and then select >.	
Result:	The exceptions for the selected date display.	Isabel C Espina Data Architect
		WORKED
		Start 09:00 am
		End 07:00 pm
		Out Type
		Exceptions: Overtime
		Apply Schedule
		Note
7	Correct, note or approve the exception. This could in schedule for that day or just making a note that it's b	nclude adding / editing punch times, applying the been reviewed without an action.

# Paid Time Off (PTO)

This Paid Time Off section is organized in the following categories:

Paid Time Off Availability	A table describing when the Time Off option is available in ADP Mobile and what system feeds the information to ADP Mobile.
Paid Time Off for Enterprise eTIME	Procedures for using ADP Mobile Solutions to view PTO balances, view and request time off.
Paid Time Off for ezLaborManager	Procedures for using ADP Mobile Solutions to view PTO balances, view and request time off, and update and/or cancel time off requests.
Paid Time Off for AutoPay	Procedure for using ADP Mobile Solutions to view PTO balances.

### Paid Time Off (PTO) for Enterprise eTIME

Using ADP Mobile, users can view and request time off.

#### How to View Your PTO Balances

You use the following steps to view your PTO balances using ADP Mobile.

Step		Action
1	Access the ADP Mobile Solutions Springboard.	
Result: `	The ADP Mobile Solutions Springboard displays.	Image: Verizon Image: 2:08 PM       77% Image: 2:08 PM         Image: ADP Mobile       Image: 2:08 PM         Image: Pay       Image: 2:08 PM         Image: Pay
2	On the ADP Mobile Solutions Springboard, sele	ect Time Off.
Result:	The Time Off screen displays.	Back Time Off +
•	The default view shows the balances for the curre	Balances Requests As of Today
•	The current 36 months accrual period and previou months are presented to the user.	Vacation Days Acri Available
•	i ne user can scroll down to view additional time obalances.	Personal Days Acri Code
		Available Personal Hrs Acri Code
		17 75 Vacation Hrs Acri

Step	Actior	1
3	To view PTO balances as of a specific date, select <b>As of Today</b> , and then select the date.	Back Time Off +
		Balances Requests
		As of Today
		ADP Mobile - Time Off fitmobile.nj.adp.com/ptc C Google
		Cancel Time Off Save
		As of 05 /17 /2012
4	On the Time Off screen, to return to the ADP Mobile Solutions Springboard, select <b>Back</b> .	Back Time Off +
		Balances Requests

### How to View Time Off Requests

Step	Action	
1	Access the ADP Mobile Solutions Springboard.	
2	On the ADP Mobile Solutions Springboard, select Time Of	f.
Result: <sup>-</sup>	The Time Off screen displays.	Image: Second Secon
3	Select Requests.	Airtel 🗢 💷 1:57 PM 📧 Back Time Off + Balances Requests

You use the following steps to view time off requests.

Step	Action	
Result:	The Requests Submitted screen displays.	atti Verizon 🗢 10:02 AM 97% 🛶
•	The Requests tab displays all time off requests grouped by status.	Back Time Off +
•	Summary information for each request is available.	Balances Requests
	- Request status	APR Personal 257 Dave
	- Request policy (type)	28 Days/Personal starts on a Thursday
	- Day/date when it starts	MAY Personal 368 Days
	- Duration	Starts on a Monday
•	Request details may be available. This is controlled by the SOR.	MAR     Personal     1 Days       25     Days/Personal     >       a Sunday     >
		APR Personal 4 Hours
4	To view details about a request, select >.	atti Verizon 🗢 10:02 AM 97% 🔤
		Back Time Off +
		Balances Requests
		Submitted
		28 Personal Days/Personal starts on a Thursday 367 Da /s
		MAY Personal 368 Days
Result:	The Requested Period screen displays.	📶 Verizon 🗢 10:03 AM 97% 🛶
Details n	nay include:	Back Time Request
•	Comments	test comments >
•	Approve by date	
•	List of requested periods and their policy types	APR Personal 12:00 am >
		20 on Thursday
5	To view additional details, select >.	

Step		Action
Result:	The Time Request screen displays.	📷 Airtel 33 🐨 4:21 PM 🛋
Details m	ay include:	Back Time Request
•	Policy period	Personal Hours
• :	Start date & time	Personal
•	End date & time	
	Or	Data 08/09/2012
•	Start date & time and duration	Date 00/00/2012
		Start Time 09:00AM
		Duration 4 Hours
		7

### How to Request Time Off

You use the following steps to request time off.

Step	Action		
1	Access the ADP Mobile Solutions Springboard.		
2	On the ADP Mobile Solutions Springboard, select <b>Time Off</b> .		
Result:	The Time Off screen displays.	Back	10:02 AM 97% - Time Off +
		Balances	Requests
		As of Today	5
		Available	Vacation Days Acrl Code
		-4 Available	Personal Days Acrl Code
		-64 Available	Personal Hrs Acrl Code
		17 75	Vacation Hrs Acrl

Step	Action
3	On the title bar, select + and then select Add Period.           Image: Select + and then select Add Period.         Image: Select + and then select Add Period.         Image: Select + and then select Add Period.         Image: Select + and then select Add Period.         Image: Select + and then select Add Period.         Image: Select + and then select Add Period.         Image: Select + and then select Add Period.         Image: Select + and then select Add Period.         Image: Select + and then select Add Period.         Image: Select + and then select Add Period.         Image: Select + and then select Add Period.         Image: Select + and then select Add Period.         Image: Select + and then select Add Period.         Image: Select + and then select Add Period.         Image: Select + and then select Add Period.         Image: Select + and then select Add Period.         Image: Select + and then select + and then select Add Period.         Image: Select + and then select + and t
	Verizon       10:03 AM       97%         Cancel       Time Request       Submit         Tap to add comments       >         Requested Period       >         +       Add a period       >
Result:	The Time Request screen displays.

Step	Acti	on
4	To select a PTO type, select > to select the PTO type.	Cancel Time Request Save
		Personal
5	To select a start and end date, select <b>Start</b> and <b>End.</b>	Personal >
		Start Thu 5/17/12
		End Thu 5/17/12
6	Select Save.	Cancel Time Request Save
7	Select Submit.	
Result:	The submit notification screen displays.	Werizon       10:05 AM       96%         Back       Time Request         Image: Vour request has been submitted.
8	Select <b>Back</b> to return to the Requests screen.	

### Paid Time Off (PTO) for ezLaborManager

Using ADP Mobile, users can view and request time off.

#### How to View Your PTO Balances

You use the following steps to view your PTO balances using ADP Mobile.

Step		Action
1	Access the ADP Mobile Solutions Springboard.	
Result:	The ADP Mobile Solutions Springboard displays.	Image: Werizon Image: 2:08 PM       77% Image: 2:08 PM         Image: ADP Mobile       Image: 2:08 PM         Image: ADP Mobile       Image: 2:08 PM         Image: Pay       Im
2	On the ADP Mobile Solutions Springboard, select	t Time Off.
Result: Notes:	The Time Off screen displays.	Back Time Off +
•	The default view shows the balances for the current day. The current 36 months accrual period and previous months are presented to the user. The user can scroll down to view additional time off balances.	As of Today As of Today As of Today As of Today Available Sick Available Vacation

Step	Actio	n	
3	On the Time Off screen, to return to the ADP Mobile Solutions Springboard, select <b>Back</b> .	HIL Airtel 🗢 💷 2:0 Back Tim	ne Off 🛛 🛨
		Balances	Requests
		As of Today	1
		O Sick	>

#### **Balances Functionality**



The Balances tab provides information about the user's time off requests. All requests are grouped by policies (vacation, personal, sick, etc).

Step	Action	
1	To view different request statuses (available, scheduled, used, etc), you select the amount in the cell.	
Result: When a request status changes, the balance amount changes accordingly.		
2	To view detail balances information for a policy, select >.	
Result: \	When detail screen displays.	
	As of Today	
	1019.48 Available	
	Initialize 1019.48	

### How to View Time Off Requests

Step	Action	
1	Access the ADP Mobile Solutions Springboard.	
2	On the ADP Mobile Solutions Springboard, select Time Of	ff.
Result:	The Time Off screen displays.	Initial Verizon   Initial State   Back   Time Off   Head   Balances   Requests   As of Today   Sick   Available   Vacation
3	Select Requests.	Back Time Off + Balances Requests

You use the following steps to view time off requests.

Result: The Request screen displays.       Image: Screen displays all time off requests grouped by status.       Image: Screen displays all time off requests grouped by status.       Image: Screen displays all time off requests grouped by status.       Image: Screen displays all time off requests grouped by status.       Image: Screen displays all time off requests grouped by status.       Image: Screen displays all time off requests grouped by status.       Image: Screen displays all time off requests grouped by status.       Image: Screen displays all time off requests grouped by status.       Image: Screen displays all time off requests grouped by status.       Image: Screen displays all time off requests grouped by status.       Image: Screen displays all time off requests grouped by status.       Image: Screen displays all time off requests grouped by status.       Image: Screen displays all time off requests grouped by status.       Image: Screen displays all time off requests grouped by status.       Image: Screen displays all time off requests grouped by status.       Image: Screen displays all time off requests grouped by status.       Image: Screen displays all time off requests grouped by status.       Image: Screen displays all time off grouped by status.       Image: Screen displays all time off grouped by status.       Image: Screen displays all time off grouped by status.       Image: Screen displays all time off grouped by status.       Image: Screen displays all time off grouped by status.       Image: Screen displays all time off grouped by status.       Image: Screen displays all time off grouped by status.       Image: Screen displays all time off grouped by status.       Image: Screen displays all time off grouped by status.	Step	Action	
<ul> <li>Summary information for each request is available.         <ul> <li>Request status</li> <li>Request policy (type)</li> <li>Day/date when it starts</li> <li>Duration</li> </ul> </li> <li>Request details may be available. This is controlled by the SOR.</li> <li>A To view details about a request, select &gt;.</li> </ul>	Result: •	The Request screen displays. The Requests tab displays all time off requests grouped by status.	Back Time Off +
4 To view details about a request, select >.	•	Summary information for each request is available.    Request status   Request policy (type)   Day/date when it starts  Duration  Request details may be available. This is controlled by the SOR.	BalancesRequestsPending93.55 Hour(s)JUN 04Vacation starts on a Monday16 Hour(s) >JUN 08Vacation starts on a Friday8 Hour(s) >JUN 08Vacation starts on a Friday8 Hour(s) >JUN 
Balances       Requests         Pending       93.55 Hou         JUN       Vacation       16 Hou         JUN       starts on a Monday       16 Hou         JUN       Vacation       8 Hour(s)         JUN       starts on a Friday       8 Hour(s)	4	To view details about a request, select >.	Image: Second starts       10:28 AM       99% Image: Second starts         Back       Time Off       Image: Second starts         Balances       Requests         Pending       93.55 Hour(s)         JUN       Vacation       16 Hour(s)         JUN       Vacation       8 Hour(s)         JUN       Vacation       8 Hour(s)         JUN       Vacation       8 Hour(s)
Result: The Time Request screen displays.         Details may include:         • Comments         • Approve by date         • List of requested periods and their policy types	Result: Details n • •	The Time Request screen displays. nay include: Comments Approve by date List of requested periods and their policy types	Image: Second structure       10:28 AM       99% Image: Second structure         Back       Time Request       Edit         Requested Period       16 Hour(s)         JUN       Vacation on Monday       8:00 am 8 Hour(s)         JUN       Vacation on Tuesday       8:00 am 8 Hour(s)

Step		Action
Result:	The Time Request screen displays.	.n. Airtel 🗢 🕅 4:49 PM 🚍
Details m	ay include:	Back Time Request
•	Policy period	Vacation
•	Start date & time	
•	End date & time	Start Wed 5/9/12 8:00am
	Or	Hours 9.00
•	Start date & time and duration	

### How to Request Time Off

You use the following steps to request time off.

Step	Action
1	Access the ADP Mobile Solutions Springboard.
2	On the ADP Mobile Solutions Springboard, select <b>Time Off</b> .
Result: <sup>-</sup>	The Time Off screen displays.
3	On the title bar, select +.

Step		Action
Result: ⊺	'he Time Off Request screen displays.	Image: Second state of the second s
4	Select Add Period.	Image: Submit         Cancel       Time Request       Submit         Tap to add comments       >         Please Approve       This day         Descented Pacied       Add a period       >

Step	Action	
Result: 1	he Time Off Request screen displays.	Cancel Time Request Save
		Vacation >
		Start Date 06/23/2012
		Start Time 08:00AM
		End Date 06/23/2012
		End Time 05:00PM
5	Enter details for time off request and then select <b>Save</b> .	Cancel Time Request Save
		Start Date 07 / 14 / 2012
		Start Time 08 : 00 AM
		End Date 07 / 14 / 2012
		End Time 05 : 00 PM
		🖉 All day

Step		Action
6	Select <b>Submit</b> .	Cancel Time Request Submit
		Please Approve 06/25/2012 by Requested Period 8 Hour(s)

### How to /Update Cancel a Request for Time Off

Step		Action
1	On the Requests screen, select > for the PTO request you want to update/cancel.	Image: Werizon         Image: 10:39 AM         100% Image: 10
		Balances Requests
		Pending 8 Hour(s)
		JUN 27Personal Hours starts on a Wednesday8 Hour(s) >
		Partially Approved 36 Hour(s)
		MAY 21Vacation starts on a Monday36 Hour(s) >
		Cancelled 8 Hour(s)
		20 Vacation 8 Hour(s) > starts on a Wednesday
2	On the detail screen, select Edit.	Image: Second secon

You use the following steps to update/cancel requested time off request.

Step		Action
3	To update the request, update the fields to be changed and select <b>Submit</b> .	Image: Second strain
4	To cancel a request: 1. Select <b>Cancel Request</b> . 2. Select <b>OK</b> .	Image: Second structure       10:56 AM       100% Image: Second structure         Back       Time Request       Image: Second structure         Image: The request you entered will be lost.       Do you wish to proceed?         Image: Cancel       OK

Step		Action
Result: <sup>-</sup>	The cancel confirmation screen displays.	Back Time Request Not 100%
### How to Accept/Cancel Partially Approved Time Off Requests

Managers may partially approve an employee's time off request. When this happens, the employee can accept the partial approval or cancel the time off request (ezLaborManager or ADP Workforce Now Essential Time & Attendance only).

#### Procedure

The employees use the following procedure to accept or cancel a partial time off approval.

Step	Action				
1	In ADP Mobile Solutions, access a list of your time off requests.				
2	Select a request and then select >.				
Result:	The exceptions for the selected date display.	Back Time Off Request			
		Plan to take the kids to the shore			
		Pending Approval by 07/22/11			
		Requested Period 2 days			
		1 Vacation (Denied) 3 day >			
		5 Personal (Approved) on Tuesday t day			
		Accept Partial Approval			
		Cancel			
3	To accept the partial approval, select Accept Partia	Il Approval.			
	To cancel your request, select <b>Cancel</b> .				

# How to Approve a Time Off Request (Enterprise eTIME and ezLaborManager)

Managers use the following procedure to approve a time off request.

Step	Action				
1	On the ADP Mobile Solutions springboard, select My Team.				
Result:	The My Team screen displays.	Carrier Carrier A:38 PM Bock My Team Toam Tasks			
2	Select Tasks.				
Result:	The My Team, Tasks tab displays.	Carrier  4:38 PM  Bock My Team  Team  Team  Tasks  Calendars  Timesheets  Paid Time Off Requests  Reset Password/PIN			

Step	Action		
3	Select Paid Time Off Requests.		
Result:	The My Team, Time Sheets screen displays.	Carrier 🗇 4:38 PM ack My Team Time Steets for Justo Pastor Program Manager Jigesh Saheba Lead Architect Isabel Carvajal Espina Data Architect	
4	Select an employee and select >.		
Result: employed	The Time Off Request for the selected a displays.	East     Time Off Request     East       Isabel C Espina     Data Architect       Plan to take the kids to the shore     Plan to take the kids to the shore       Pending Approval by     07/22/11       Requested Period     2 days       Image: Comparison of the shore of the	
5	Select Approve.		
Result:	The request is approved.		

### How to Partially Approve a Time Off Request

A time off request can contain requests for multiple days off.

Example: In one time off request, an employee requests Monday, June 3, and Friday, June 7.

If an employee has a request with multiple days, a manager can approve one request and deny other requests.

**Example**: The manager approves the request for Monday, June 3, but denies the request for Friday, June 7.

Managers use the following procedure to partially approve a time off request.

Step	Action				
1	On the ADP Mobile Solutions springboard, select My Team.				
Result: <sup>-</sup>	he My Team screen displays.	Carrier       4:38 PM         Back       My Team         Team       Tasks         Image: Program Manager       >         Image: Program Manager       >         Image: Image: Program Manager       >         Image: Image: Program Manager       >         Image: Image: Image: Program Manager       >         Image: Im			
2	Select Tasks.				
Result:	'he My Team, Tasks tab displays.	Carrier			

Step	Action				
3	Select Paid Time Off Requests.				
Result: <sup>-</sup> displays.	The My Teams, Time Off requests screen	Carrier < 4:38 PM Book My Team Carrier Time Sheets for Justo Pastor Program Manager Jigesh Saheba Lead Architect Isabel Carvajal Espina Data Architect			
4	Select an employee and select >.				
Result: <sup>-</sup> employee	The Time Off Request for the selected displays.	Back       Time Off Request       Edit         Isabel C Espina       Data Architect         Plan to take the kids to the shore       Plan to take the kids to the shore         Pending Approval by       07/22/11         Requested Period       2 days         Image: Construction on Monday       3 day         Image: Construction on Monday       3 day         Image: Construction on Monday       1 day			

Step	Action		
5	Select a request and select >.		
Result: T	The Time Off Request for the selected e displays.	Back       Time Off Reque         Isabel C Espina       D         Vacation       D         Start       Mone         End       Wedness         Approve       Deny	ata Architect lay 08/01/11 lay 08/03/11
6 Result: <sup>-</sup>	To approve the request, select <b>Approve</b> . To deny the request, select <b>Deny</b> . The Time Off Request screen displays.	Back Time Off Requ	est
		Isabel C Espina	Data Architect
		Plan to take the kids to the Pending Approval by	07/22/11
		Requested Period	2 days
		Vacation (Denied) on Monday	3 day >
		Approve Remain Deny Remainin	ing g
7	To approve the remaining requests, select Appr	ove Remaining.	
	To deny the remaining requests, select <b>Deny R</b>	emaining.	

## Paid Time Off (PTO) for AutoPay

Using ADP Mobile, users can view and request time off.

#### How to View Your PTO Balances

You use the following steps to view your PTO balances using ADP Mobile.

Step	Action				
1	Access the ADP Mobile Solutions Springboard.				
Result:	The ADP Mobile Solutions Springboard displays.	I:41 PM         ADP Mobile         Pay         Spending Acct			
2	On the ADP Mobile Solutions Springboard, select Time	Off.			
Result: <sup>-</sup>	Γhe Time Off screen displays.	Image: sign of the second			

Step	Action				
3	To view additional information for a time off type, select >.				
Result: T	The ADP Mobile Solutions screen for the selected type	Airtel 3G VEN 1:41 PM Back VACATION As of 7/13/12 VACATION Taken 156			
4	On the Time Off screen, to return to the ADP Mobile Solutions Springboard, select <b>Back</b> .	Airtel 3G VEN 1:41 PM			

# How to Approve a Time Off Request (Time Off in ADP Workforce Now V5.1 or Higher)

If a client is using Time Off in ADP Workforce Now V5.1 or higher for managing time off requests, a manager can use the ADP Mobile Inbox to approve those requests. Unlike approving time off requests with Enterprise eTIME or ezLaborManager, Time Off requests in ADP Workforce Now V5.1 or higher can be approved or denied but there is no partial approval.

Step		Action				
1	On the ADP Mobile Solutions springboard, select <b>Inbox.</b>	0				
		Pay	Directory		Rews	
		Cleck	Time Sheet		Time Off	
		habox	MyTeam			
Result <sup>.</sup>	The Inbox screen displays	Dex	Inbox		1	
nooun.		Employee - Time Off Request     Prost. Eng. TLM			10.07/13 >	
Note:	Pencil icon = tasks	Employee - Time Off Request     From Eng TLM     Employee - Time Off Request			18/07/13 >	
	Round exclamation icon - Notifications	From Eng TLM     Employee - Time Off Request			18/07/13 >	
	Round exclamation icon – Notifications	From SS CC     The Time Off Request for CC, SS is approved by Syst	tem.		18/07/13 >	
	Colored icon = Unread task or notification	Employee - Time Off Request     From Emp2 TLM			1607/13 >	
		Employee - Time Off Request From Eng2 TLM			16,07/13 \$	
	Grayed-out icon = Read task or notification	Employee - Time Off Request     From Emp2 TLM			15/07/13 >	
		Employee - Time Off Request     From Emp2 TLM     Employee - Time Off Request		1	1507/13 >	
		From Emp2 TLM     Employee - Time Off Request			16/07/13 >	
		From Emp2 TLM Employee - Time Off Request			1507/13 >	
		From Emp2 TLM				
2	Select the item to view.					
Pocult:	Details of the request display	Dark	Так	۶.		
Result.	Details of the request display.	Employee - Time Off Request	143	•		
Note:	If the request is new or pending and has not	From: Emp2 TLM 15/07/13				
been ap	proved or rejected, the Approve and Reject	Status: New				
buttons of	display.	Re: Emp2 TLM				
		Submised Unit 150/2013 - 11/07/2013 Request Period-0507/2013 - 11/07/2013 Time Of Respon Code = 1 Amount 2 Days -Status Pending Time Of Review by Date-null Employee Comments=				
			Approve	_		
			Reject			
Result:	Result: The request is approved or denied.					

Managers use the following procedure to approve a time off request.