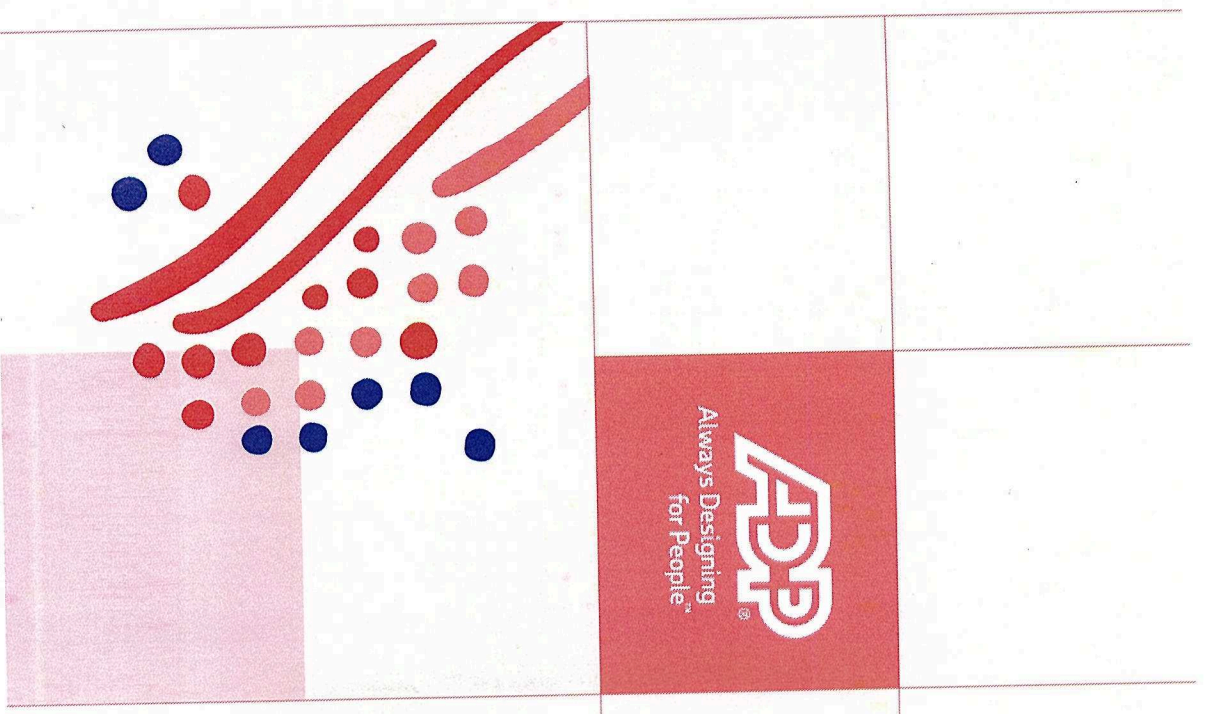


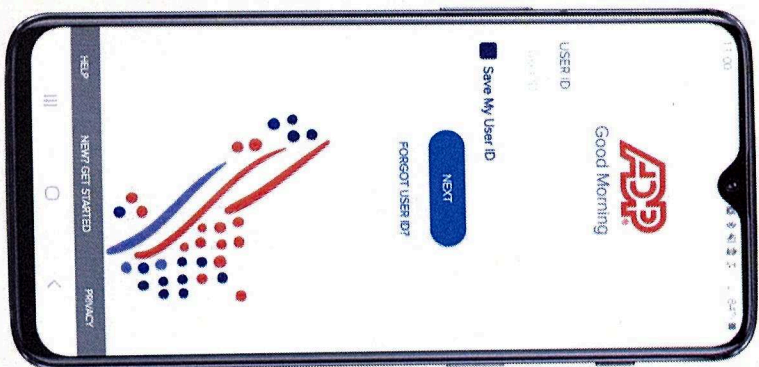
# ADP Mobile Solutions App

## *Employee Functions*

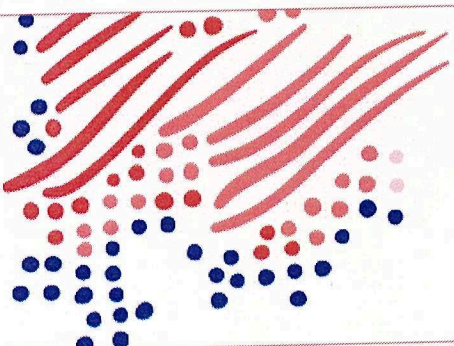
*Workforce Now (New Experience) - Essential Time*



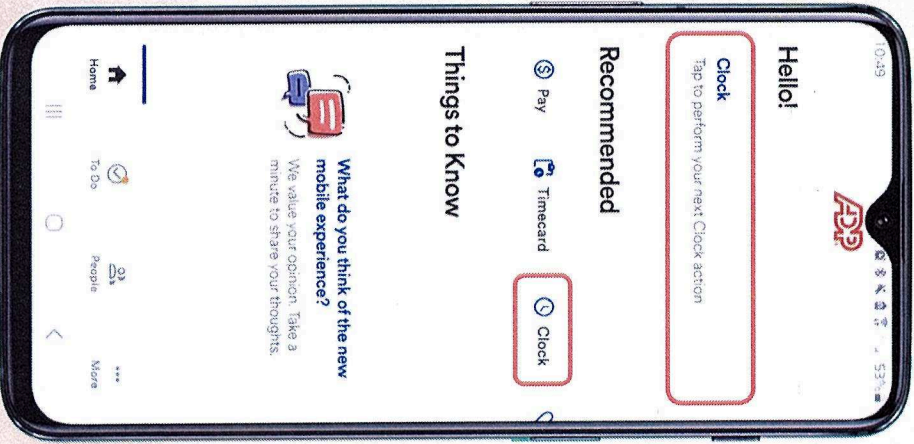
# Mobile Punch



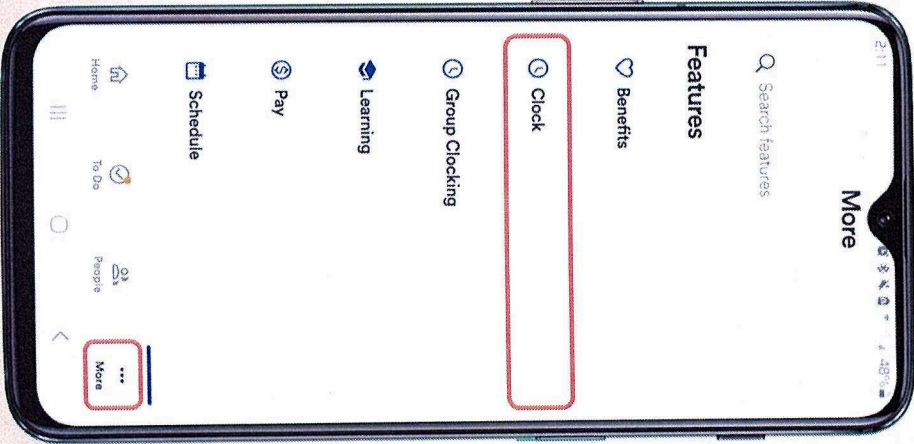
*The ADP Mobile App allows employees to record their time while on the go.*



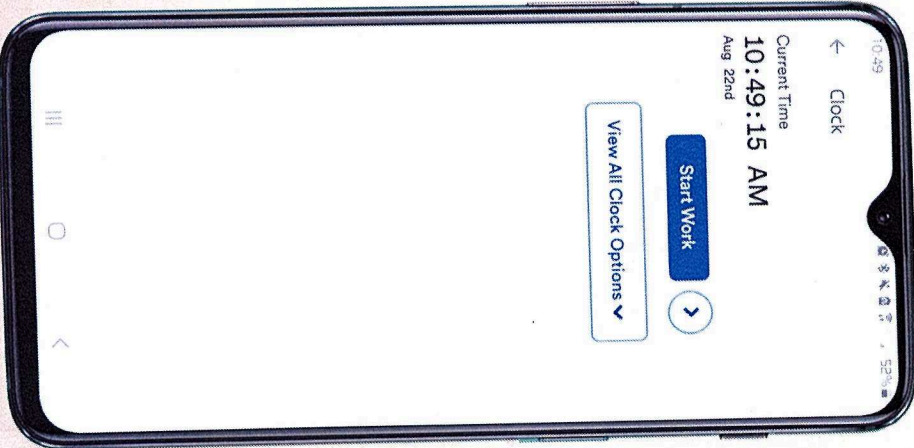
Tap the **Clock** tile or **Clock** button



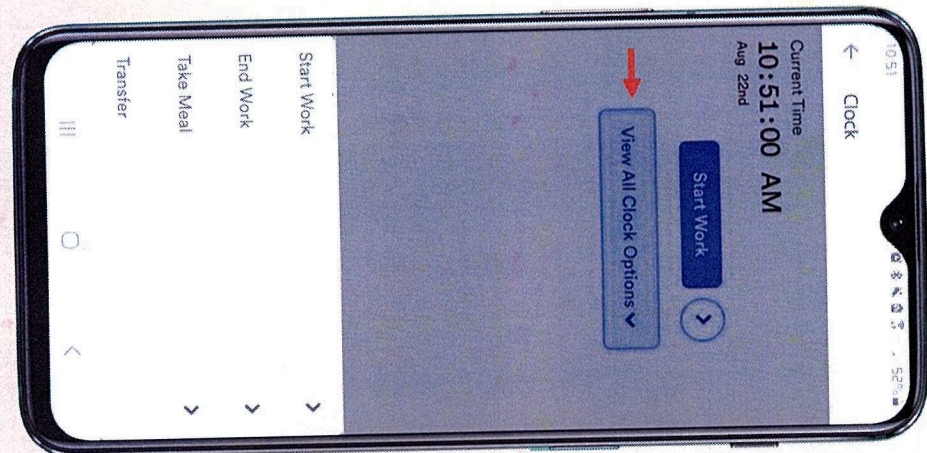
or Tap **More** then **Clock**



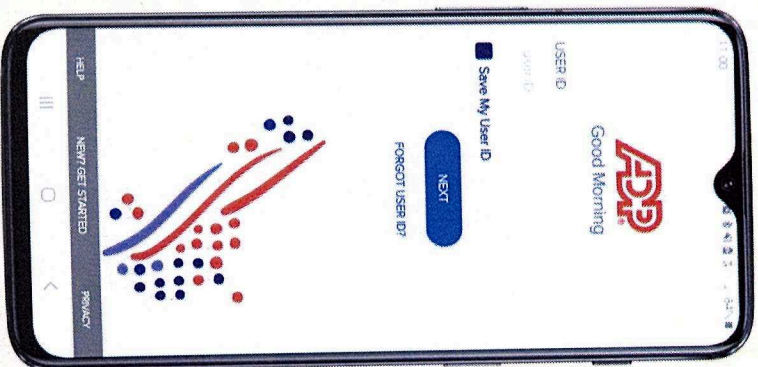
Tap **Start Work**



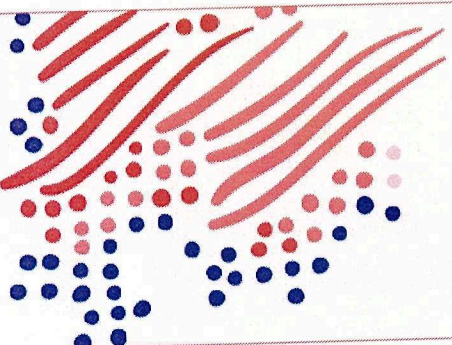
or tap **View All Clock Options**



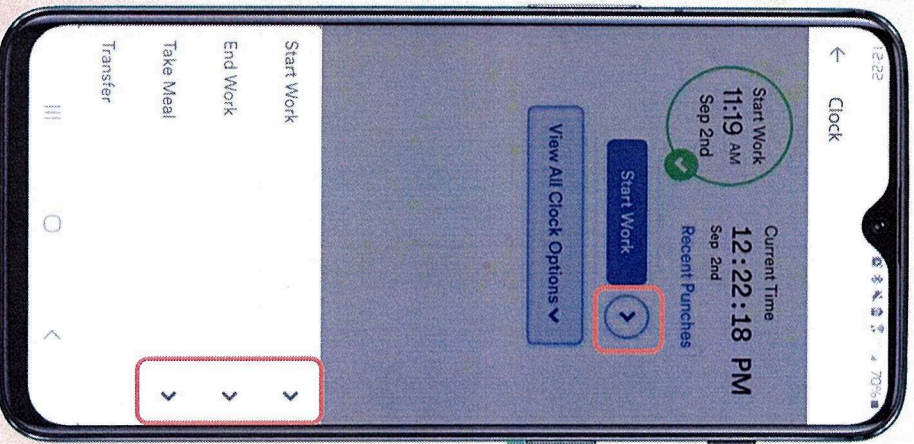
# Mobile Punch with Note



*This feature allows a Clocking employee to add a note when punching via the ADP Mobile App.*



On any Punch action, tap the Arrow icon



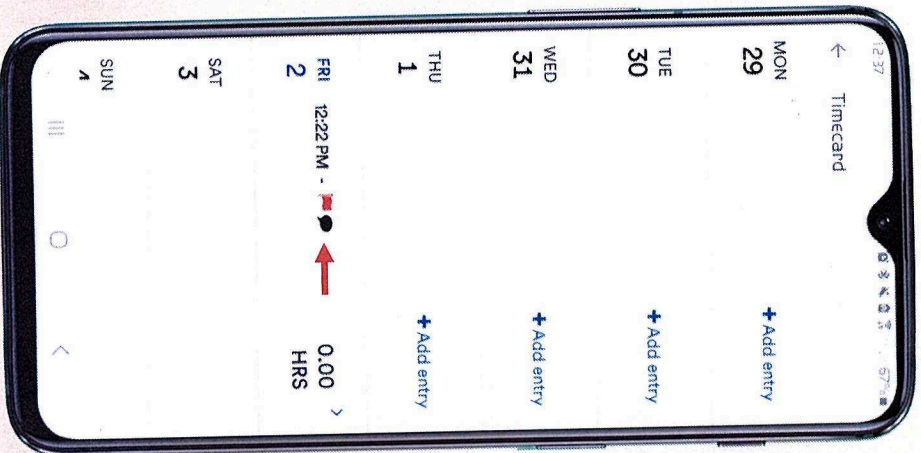
Or on the Transfer screen, tap +Add a Comment



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

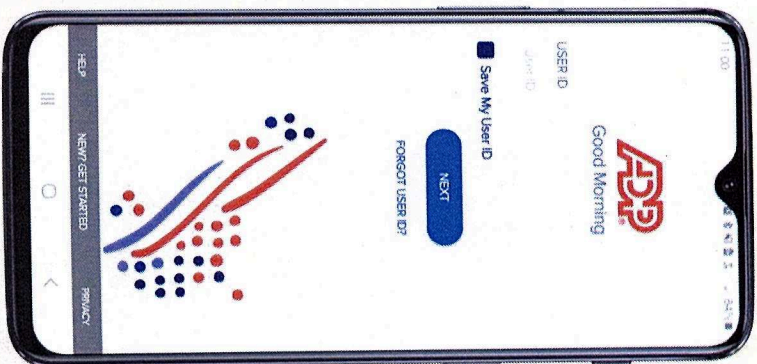


The punch was recorded with the note



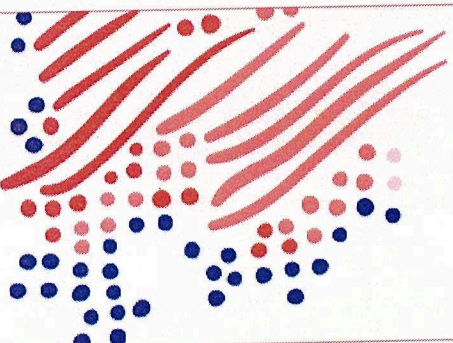
# Quick Clock

## Online punching

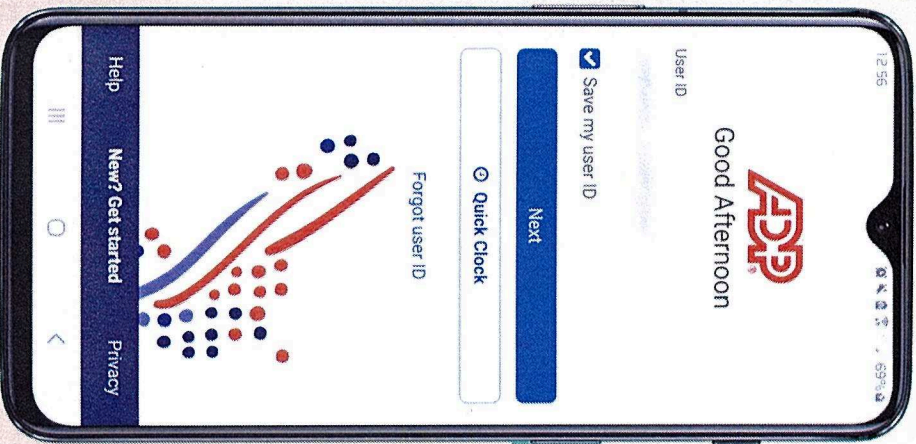


Allows employees to clock in/out from the ADP Mobile App login screen.

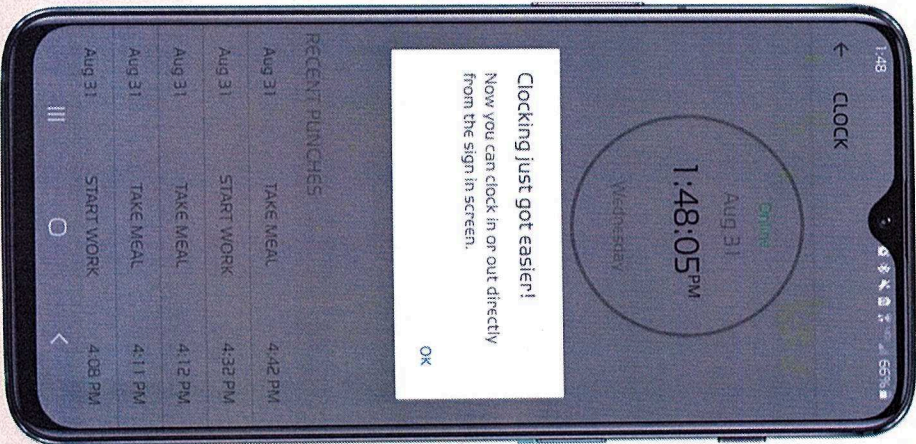
**Note:** This feature requires the user to check 'Save My User ID' and log in periodically in order for credentials to be saved. Only available for Clocking employees.



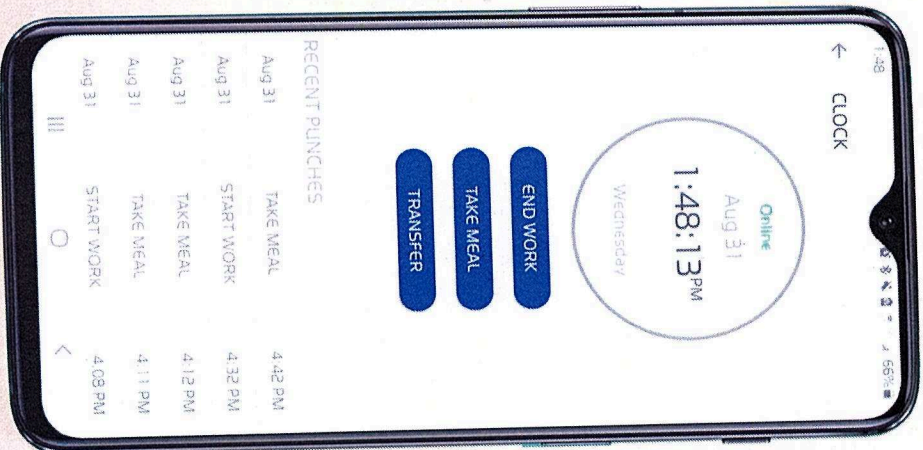
Tap Quick Clock



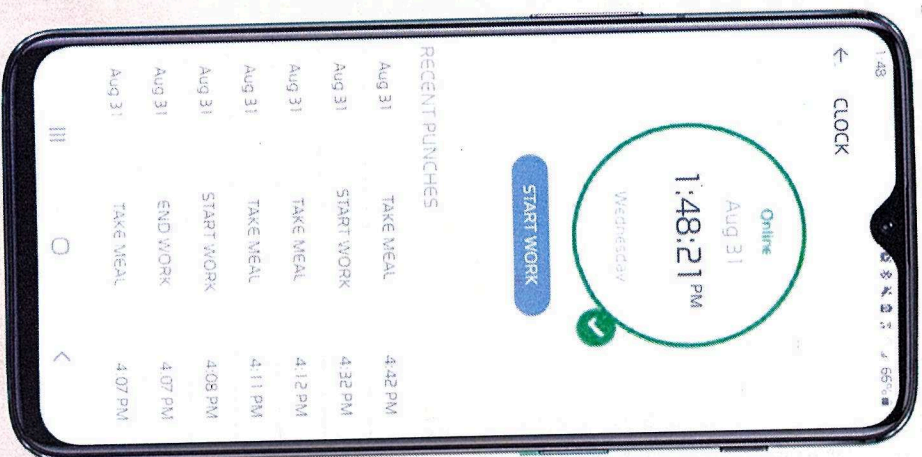
Clocking just got easier!



Tap the Punch transaction button



The Online Punch was recorded

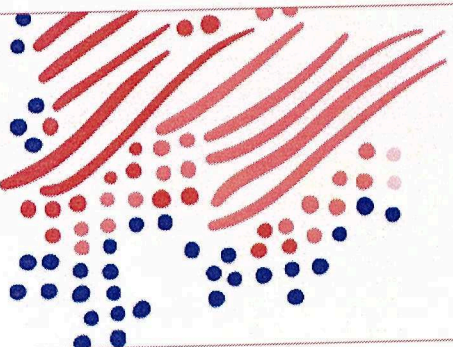


# Submitting a Time Off Request



*Allows employees to submit a Time Off Request from within the ADP Mobile App.*

*Note: Entering a Time Off pay code directly on the mobile timecard does not create a Time Off Request.*

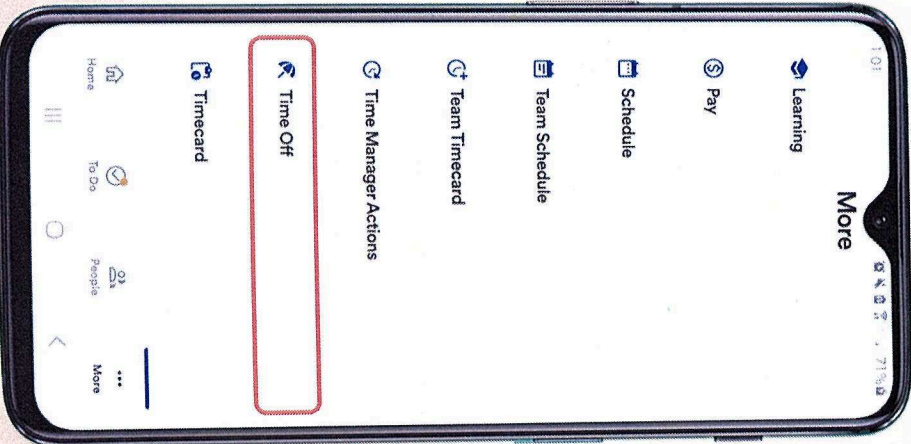




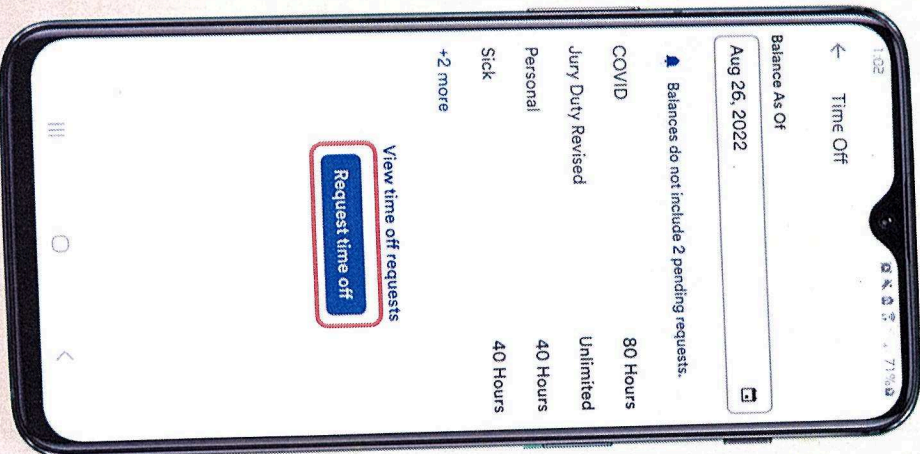
Tap More



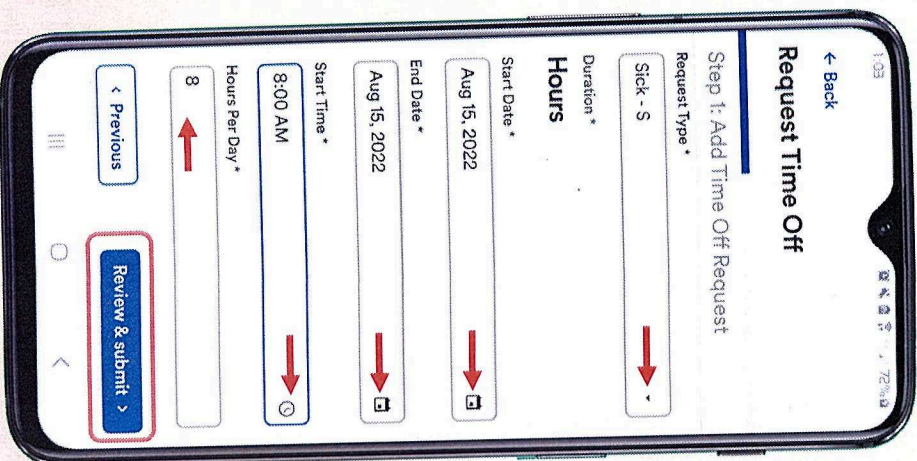
Tap Time Off



Tap the Request Time Off button



Select the Policy, Date, Time & Hours. Tap Review & Submit



Review the request then tap **Submit Request**



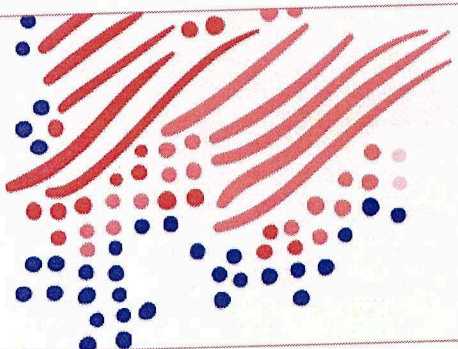
The Time Off Request has been submitted



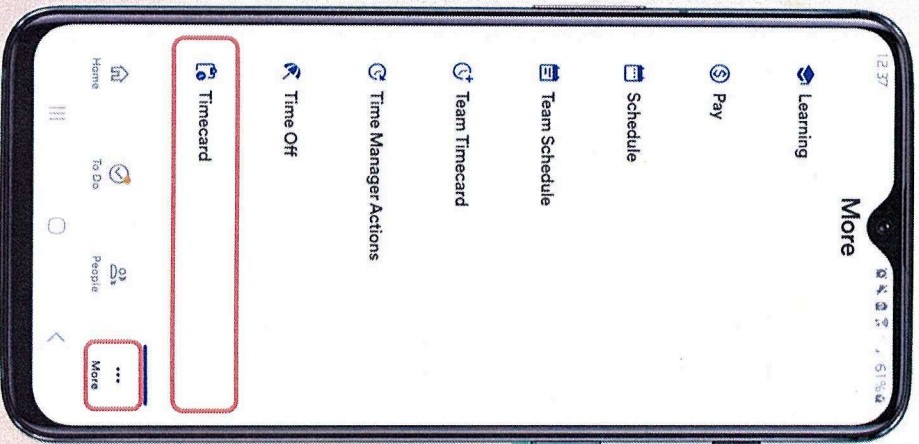
# Approving your timesheet



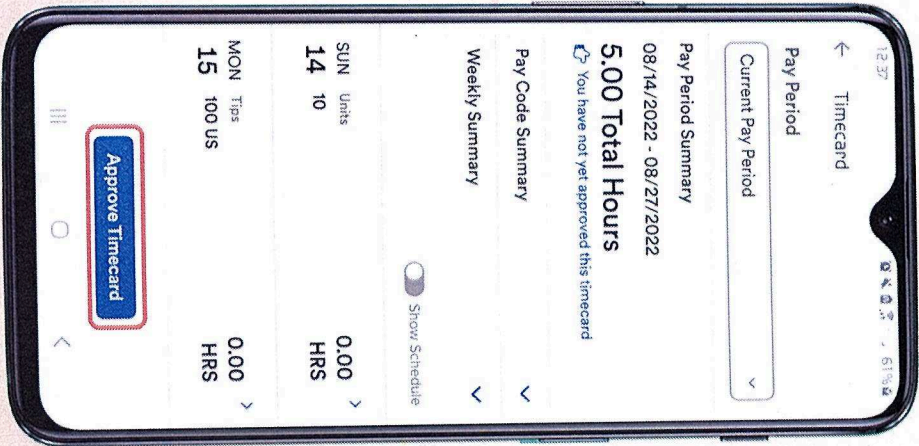
*Note: Once enabled, the Employee Approval button will only be available if there are no errors on the timesheet.*



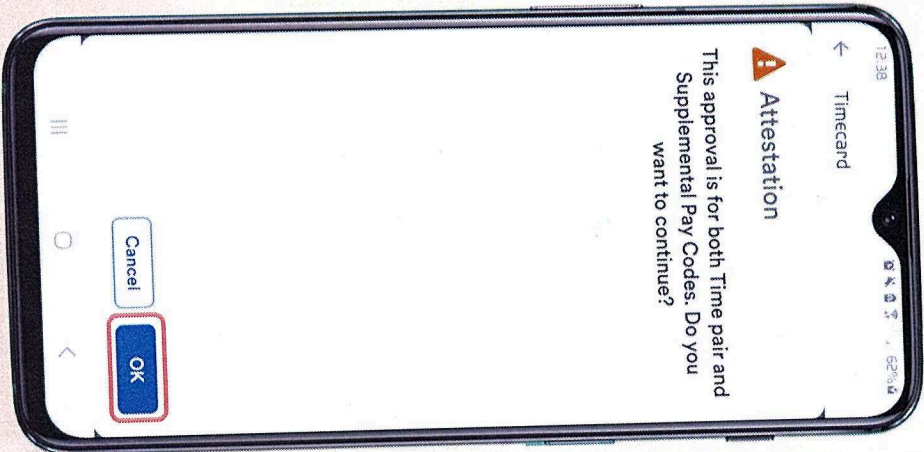
Tap More then tap on Timecard



Tap Approve Timecard



Confirm by tapping on OK



The timesheet is now approved

