## ADP Mobile Solutions App

**Employee Functions** 

Workforce Now (New Experience) - Essential Time



## **Employee Functions**

#### Mobile Punch

Mobile Punch with Note

- Mobile Transfer (up to 2 Labor Charge Fields)
- Mobile Transfer (3 or more Labor Charge Fields)
- Quick Clock Online punching
- Quick Clock Offline punching
- Adding Hours (Hours based employee)
- Adding Time (Time Pair based employee)
- Entering a Supplemental Pay Code (Currency or Units)
- Add a Note to a time pair (Time Pair or Hours based employee)
- Approving your timesheet
- Deleting hours from your timesheet (Time Pair or Hours based employee)
- Submit a Time Off Request
- Reset the ADP Mobile App



## Mobile Punch







# Tap the Clock tile or Clock button or Tap More then Clock 10.49 Image: Clock button

#### Hello! Clock Tap to perform your next Clock action Recommended ╏ Timecard Clock S Pay **Things to Know** What do you think of the new mobile experience? 77 We value your opinion. Take a minute to share your thoughts.

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To Do

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Home

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#### 0840 84 4 489 More Q Search features Features ♡ Benefits Clock S Group Clocking Learning Schedule $\oslash$ 2 ... To Do More People



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**

12:22		0 /0	****	al 70%
$\leftarrow$	Clock			
	A	dvanced C Options	lock	×
	12	:22:32 Sep 2nd	PM	
Tran Selec Job	I <b>sfer</b> t where you	will be charging y	our time	
Ple	ase Selec	t		~
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Ple Ple	artment	t Export QR/ Read QR/I ent Transfer	NFC	~

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

Clock          Advanced Clock Options       X         12:22:10 PM Sep 2nd       X         Comment       X         Reason       Please Select         Note       512 / 512         Start Work       Start Work	12:22	0 0 * 4	â \$ <sup>q</sup> ⊡⊿i 70%∎
Advanced Clock Options × 12:22:10 PM Sep 2nd × Comment × Reason Please Select Note	← Cloc	k	
12:22:10 PM Sep 2nd Comment × Reason Please Select Note 512 / 512		Advanced Clock Options	×
Comment X Reason Please Select Note Start Work	1	2:22:10 P Sep 2nd	м
Reason Please Select Note 512 / 512 Start Work	Comment		×
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Start Work			512 / 512
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	111	0	<

## The punch was recorded with the note



## Mobile Transfer

Up to 2 Labor Charge Fields





Note: The Mobile Transfer button needs to be enabled by ADP support.



#### All Clock Options> Transfer Clock Current Time Start Work 2:28:25 PM 3:34 PM Sep 1st Sep 1st **Recent Punches** (> (> View All Clock Options V Start Work > End Work > Take Meal >

Transfer

III.

Tap **Transfer** or tap **View** 

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



## Mobile Transfer

### 3 or more Labor Charge Fields







### Tap the **Clock** tile/button, then tap **Transfer**



#### Tap +Add new account

	Advanced Clock Options	×
12	2:52:23 PM Aug 26th	
Transfer Select where yo Account	ou will be charging your time	
Please Sele	ect .	-) (3)
❶ Add a com	Transfor	

#### Select each Labor Charge Field, tap **Save**

Account	×
Select your Parameters:	Clear
Job	
010 ( Project 010 )	×~)
Work Order	
002 ( Work Order 2 )	× ~ )
Department	
102000 (Engineering)	××
Export QR/NFC	Save

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



## 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.

Good Morning

NEXT

NEW? GET STARTED

USER ID

Save My User ID



#### Tap Quick Clock

#### Clocking just got easier!





## Tap the Punch transaction button



### The Online Punch was recorded



## Quick Clock

### Offline punching

Allows employees to clock in/out from the ADP Mobile App login screen during times of no connectivity.

Good Morning

NEXT

NEW? GET STARTE

USER ID

Save My User ID

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.





Submitting a Time Off Request



Good Morning

NEXT

NEW? GET STARTE

USER ID

Save My User ID

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



#### 10 × 10 🕆 HE 🗐 71% 1 Hello! Clock End Work performed on Aug 26 at 3:56 PM Recommended Clock S Pay ╏ Timecard **Things to Know** What do you think of the new mobile experience? We value your opinion. Take a minute to share your thoughts. Ø 8 A ... Home To Do People More

Tap More

#### 0 × 0 3 40 171% More Learning S Pay Schedule E Team Schedule Ct Team Timecard C Time Manager Actions 诸 Timecard Ø 俞 8 ... To Do Home People More III

Tap Time Off

#### 10 × 0 3 ···· 1719 Time Off Balance As Of Aug 26, 2022 A Balances do not include 2 pending requests. 80 Hours COVID Unlimited Jury Duty Revised 40 Hours Personal 40 Hours Sick +2 more View time off requests Request time off Ш

Tap the **Request Time** 

**Off** button

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



### Review the request then tap **Submit Request**

1:03	1:04
← Back	← Back
Request Time Off	Requ
Step 2: Review & submit	Comp
Sick - S (Hours)	Sick -
Aug 15, 2022 8 hours, starting at 8:00 AM	Aug 15 8 hour
Fdit Delete	
Add another request	
< Previous Submit request	

### The Time Off Request has been submitted





## Reset the ADP Mobile App





Note: This is beneficial when the user is experiencing issues with the Mobile App or recent updates have been made to their profile.



#### Tap your **Profile Picture**

#### Tap Settings

#### Tap Reset ADP Mobile

#### Tap Reset ADP Mobile

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Hello!				
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Recom	mended			
S Pay	Clock	🗢 Ber	nefits	0
Things	to Know			
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	We value you minute to sl	our opinion. Ta hare your thou	ke a ghts.	
A Home	o To Do	People	•••• More	

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Language		>
Support		
Help		>
FAQs		>
ADP Mobile		
About		>
Reset ADP Mobile		>
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#### 12:15 ← Reset ADP Mobile Reset ADP Mobile deletes cache data stored on your device that helps improve the app's performance. If you still want to delete the stored cache data and reset the app to your last update or install, select Reset ADP Mobile. You will be logged out of the app. During your next log in, you may experience temporary performance

Reset ADP Mobile

decrease.

#### Tap Yes to confirm

### Enter your credentials to sign in

Are you sure you want to reset ADP Mobile?

You will be logged out and the app will reset. During your next log in, you may temporarily experience decreased performance.





12:15	0 4 * * *	a 🎖 Hailai 66% 🖬
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User ID		
User ID		
Save r	ny user ID	
	Next	
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Help	New? Get started	Privacy

