

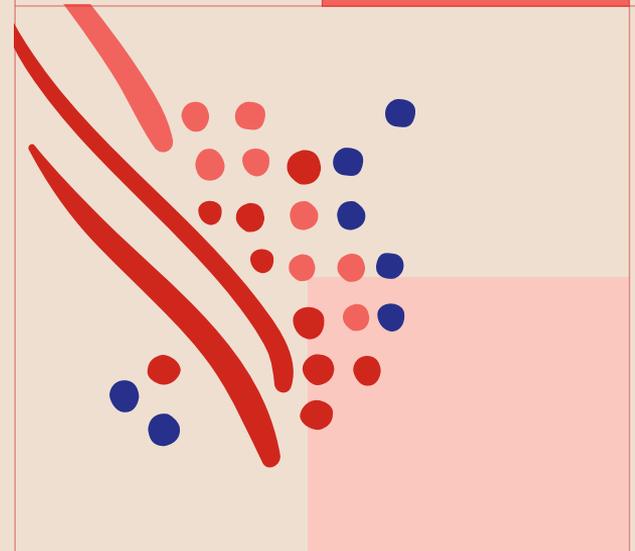
ADP Mobile Solutions App

Employee Functions

Workforce Now (New Experience) - Essential Time



Always Designing
for People™



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 \(Currency or Units\)](#)

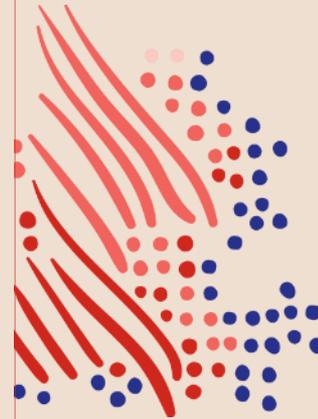
[Add a Note to a time pair \(Time Pair or Hours based employee\)](#)

[Approving your timesheet](#)

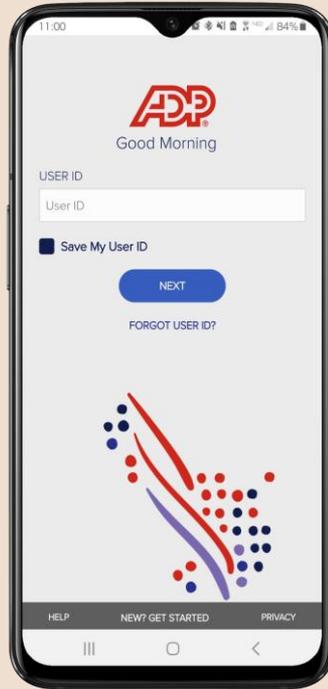
[Deleting hours from your timesheet \(Time Pair or Hours based employee\)](#)

[Submit a Time Off Request](#)

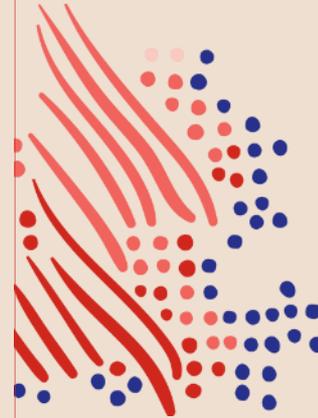
[Reset the ADP Mobile App](#)



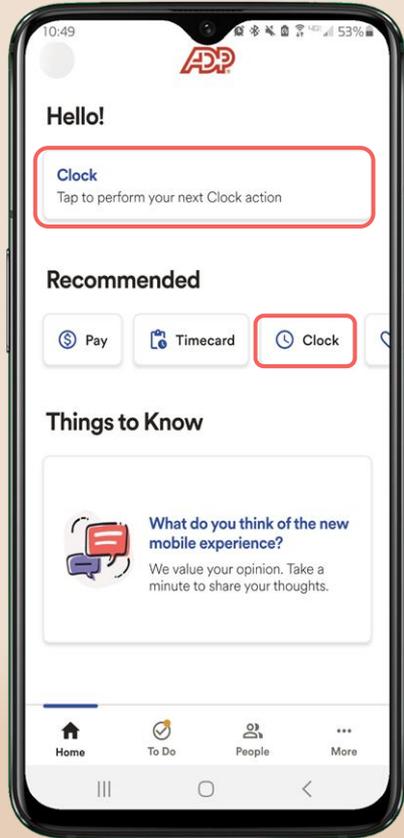
Mobile Punch



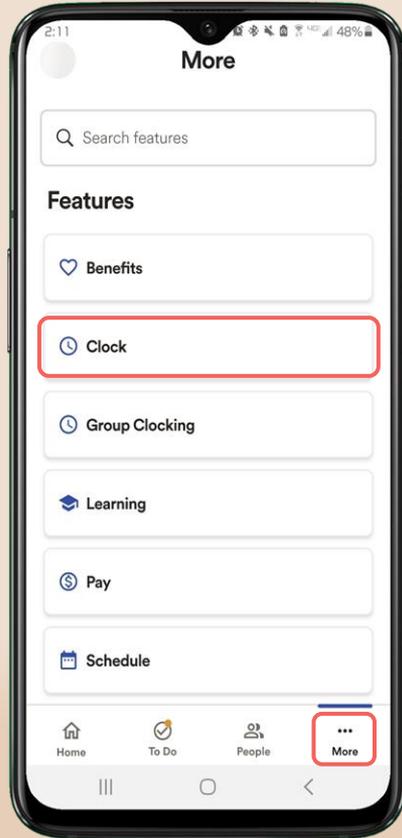
The ADP Mobile App allows employees to record their time while on the go.



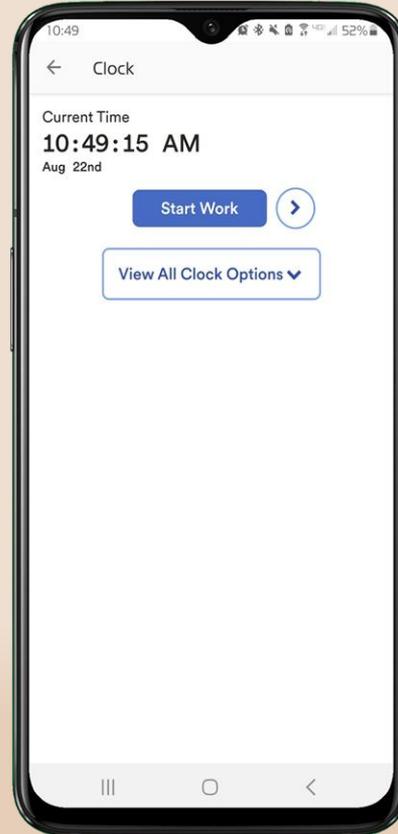
Tap the **Clock** tile or **Clock** button



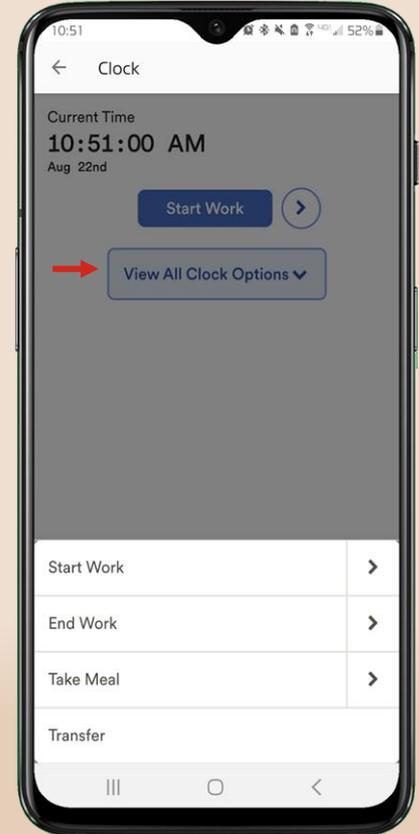
or Tap **More** then **Clock**



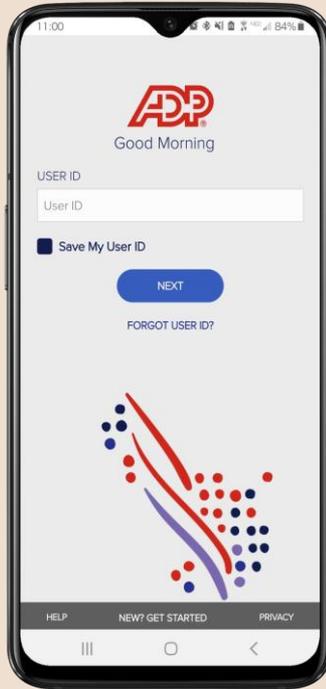
Tap **Start Work**



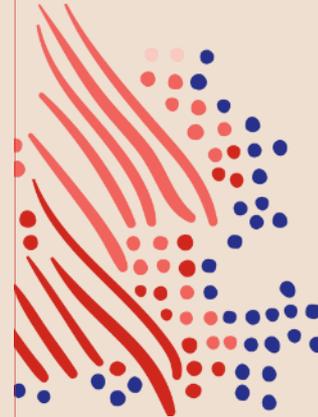
or tap **View All Clock Options**



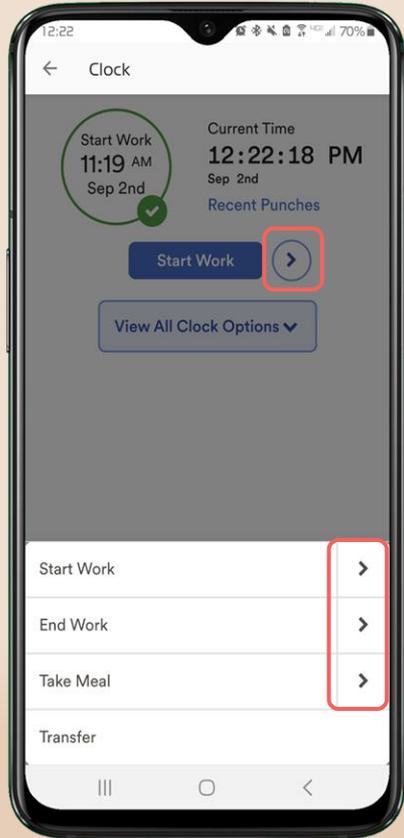
Mobile Punch with Note



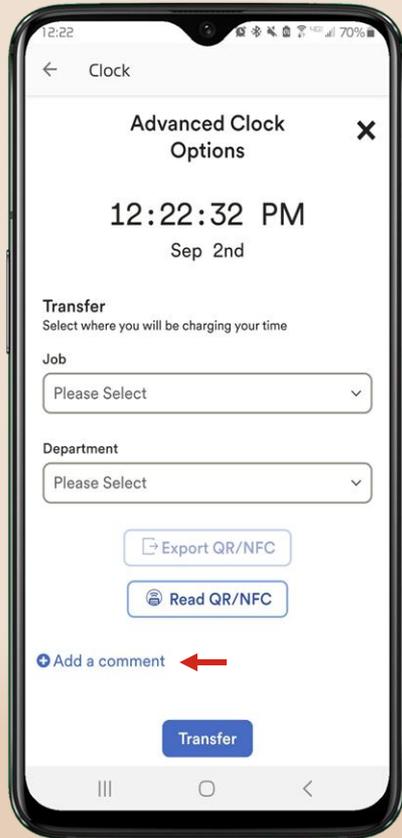
This feature allows a Clocking employee to add a note when punching via the ADP Mobile App.



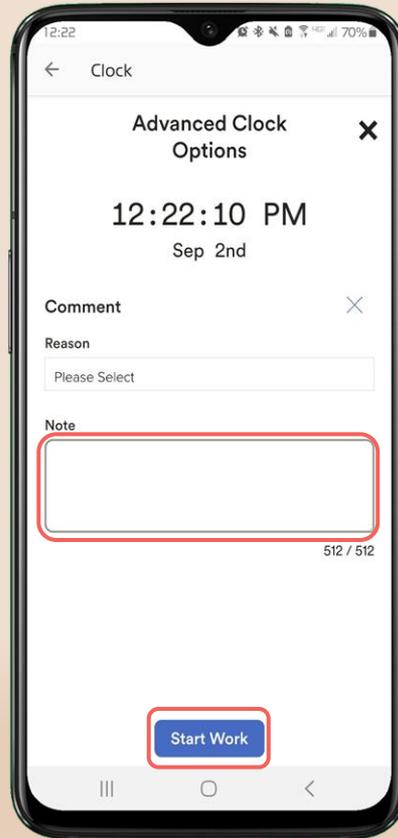
On any Punch action,
tap the Arrow icon



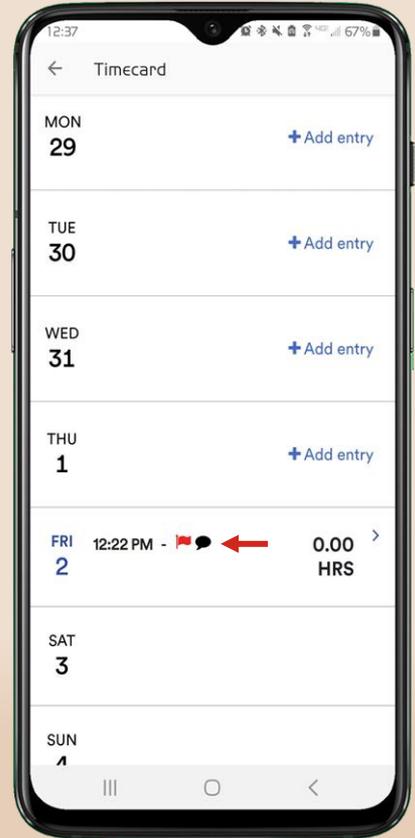
Or on the Transfer screen,
tap **+Add a Comment**



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

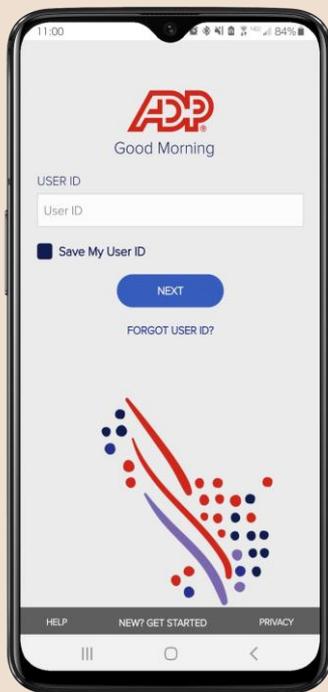


The punch was recorded
with the note

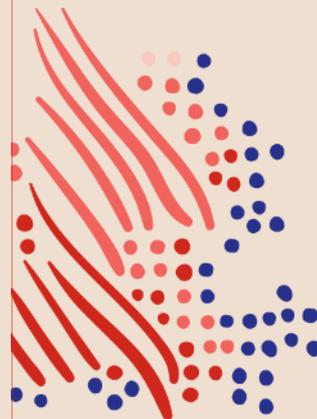


Mobile Transfer

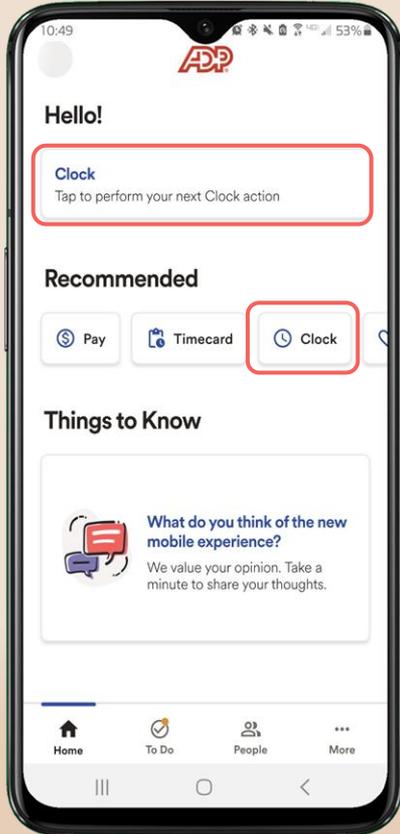
Up to 2 Labor Charge Fields



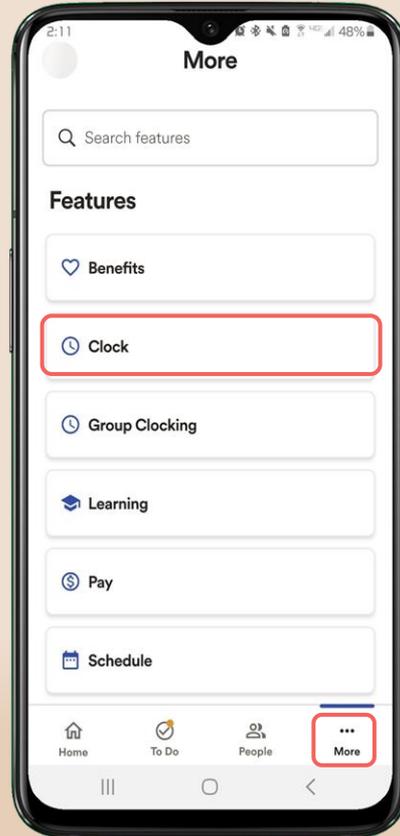
Note: The Mobile Transfer button needs to be enabled by ADP support.



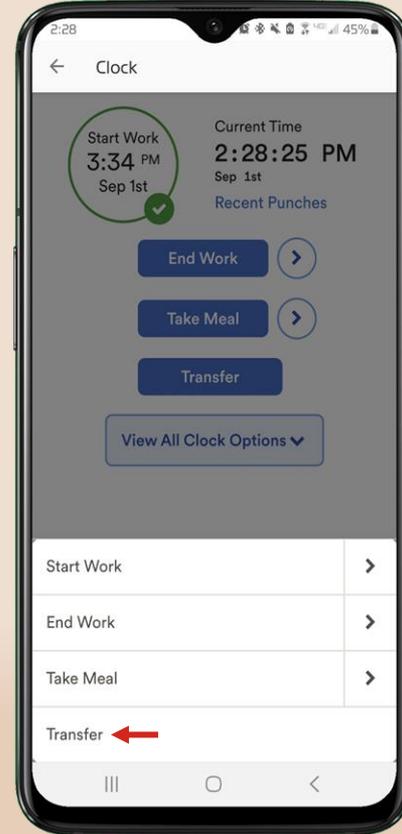
Tap the **Clock** tile or **Clock** button



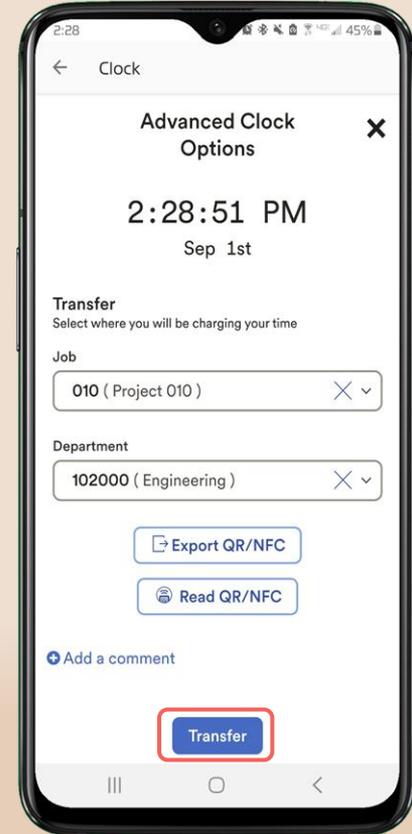
Or Tap **More** then tap **Clock**



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

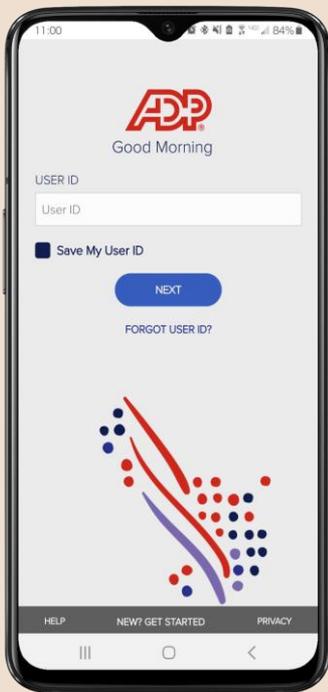


Select each Labor Charge Field, tap **Transfer**

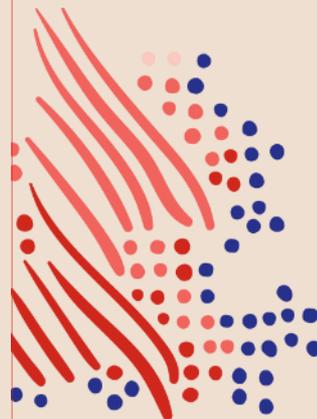


Mobile Transfer

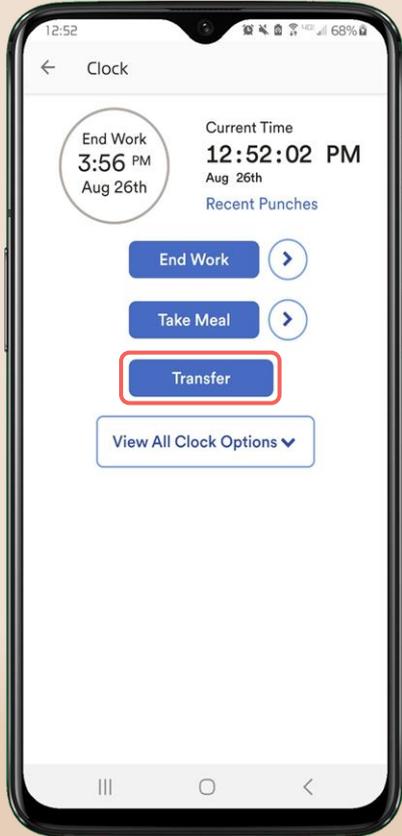
3 or more Labor Charge Fields



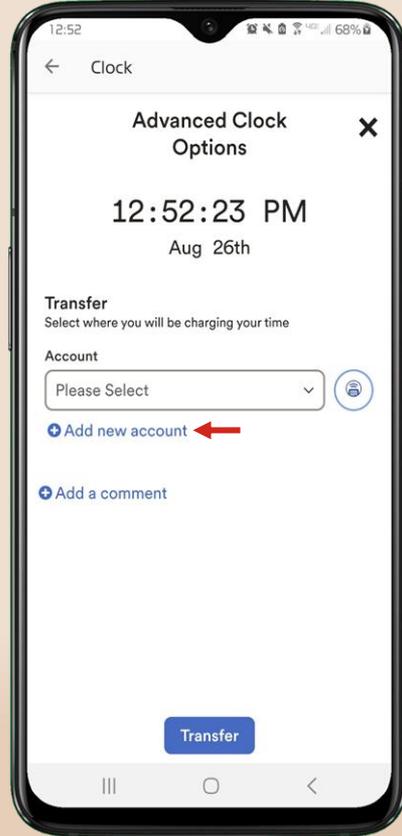
Note: The Mobile Transfer button needs to be enabled by ADP support.



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



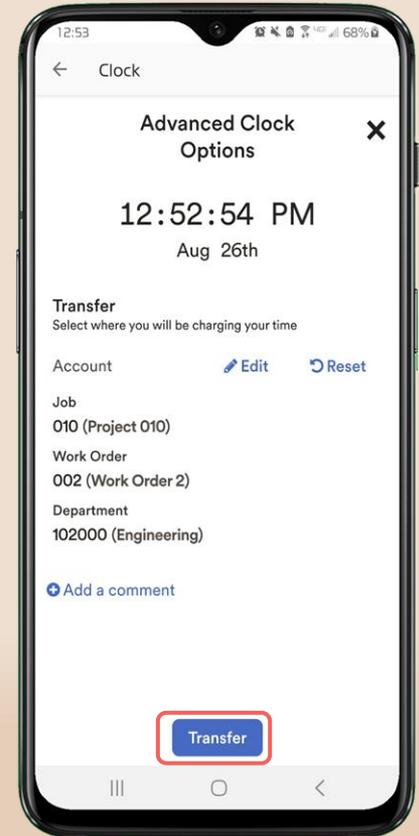
Tap **+Add new account**



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

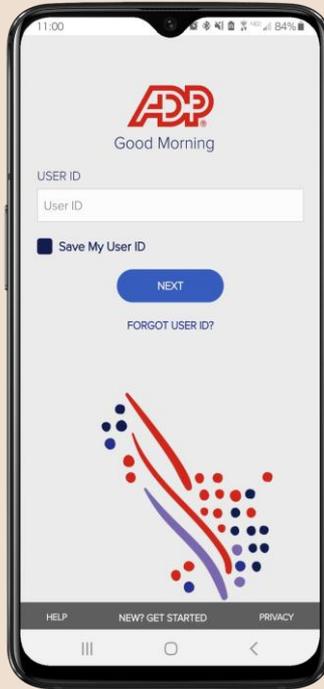


Tap **Transfer**. Note: Accounts will be saved for future use



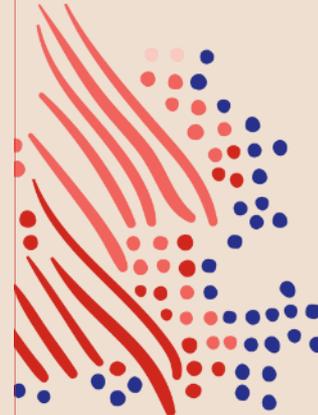
Quick Clock

Online punching

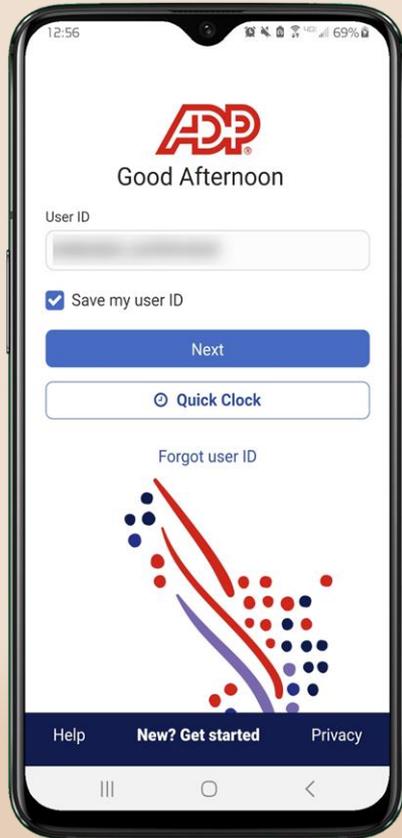


Allows employees to clock in/out from the ADP Mobile App login screen.

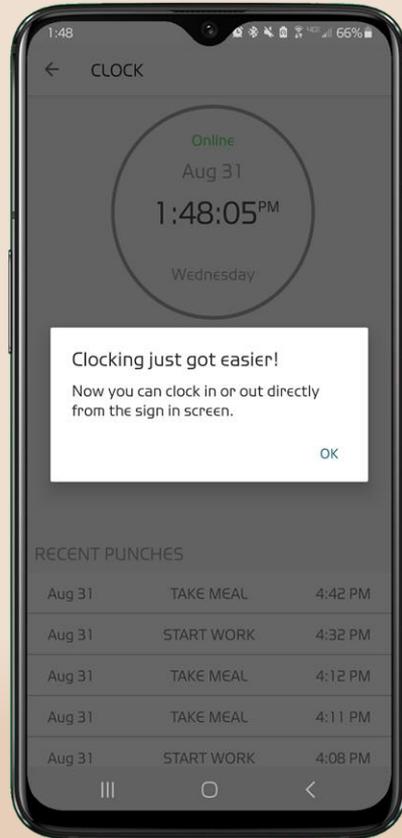
Note: This feature requires the user to check 'Save My User ID' and log in periodically in order for credentials to be saved. Only available for Clocking employees.



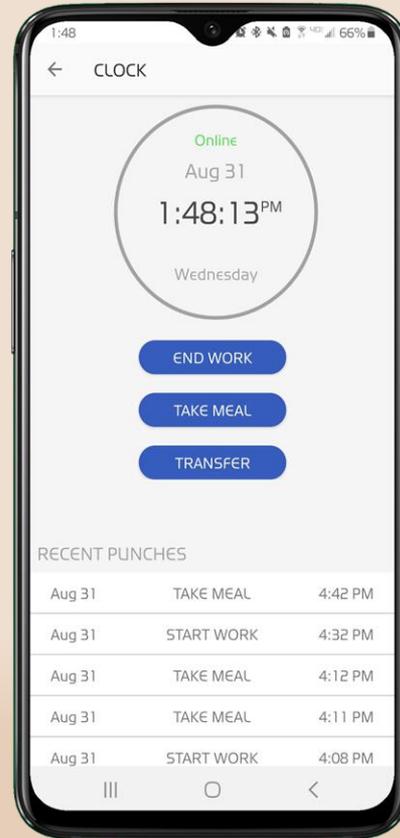
Tap **Quick Clock**



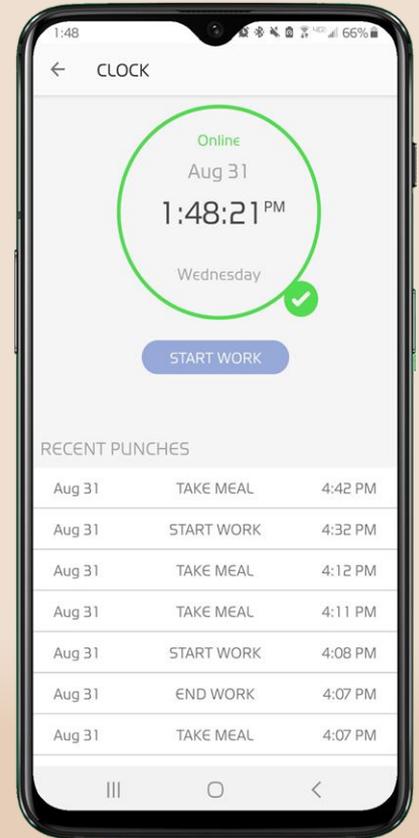
Clocking just got easier!



Tap the **Punch** transaction button

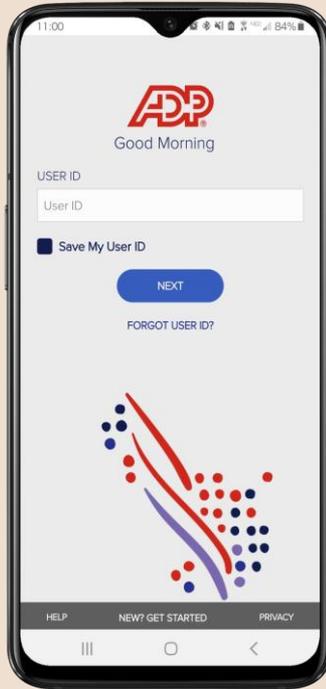


The **Online Punch** was recorded



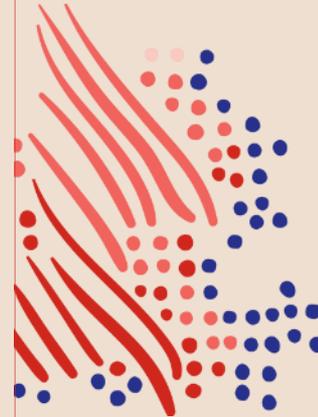
Quick Clock

Offline punching

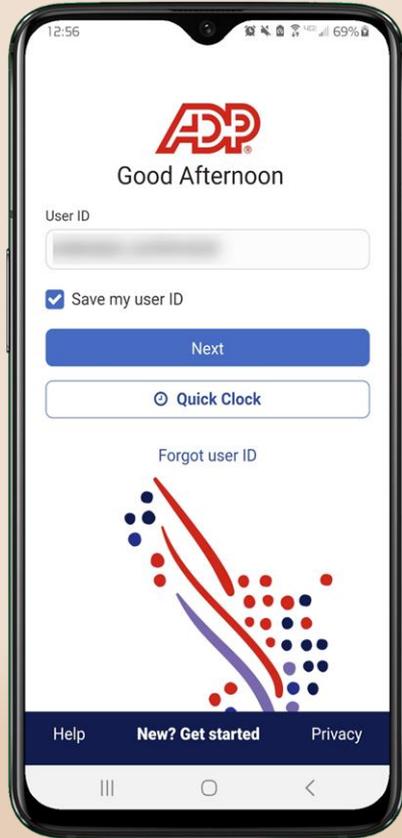


Allows employees to clock in/out from the ADP Mobile App login screen during times of no connectivity.

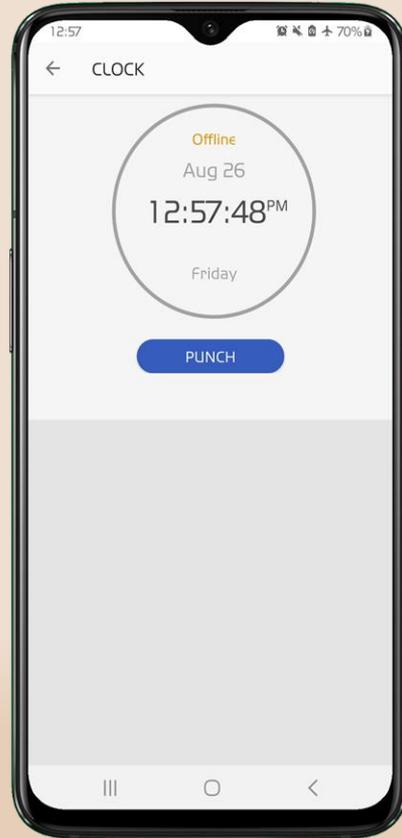
Note: This feature requires the user to check 'Save My User ID' and log in periodically in order for credentials to be saved. Only available for Clocking employees.



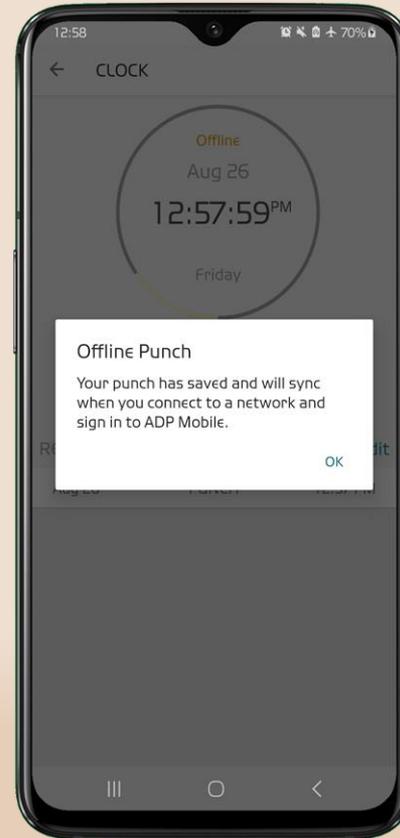
Tap **Quick Clock**



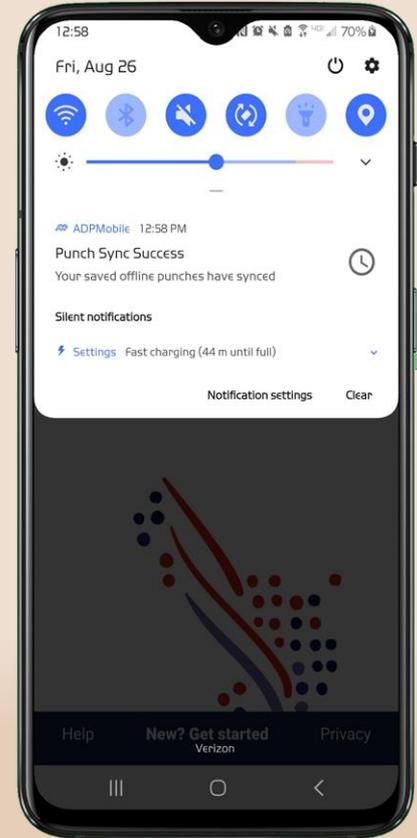
Tap the **Punch**



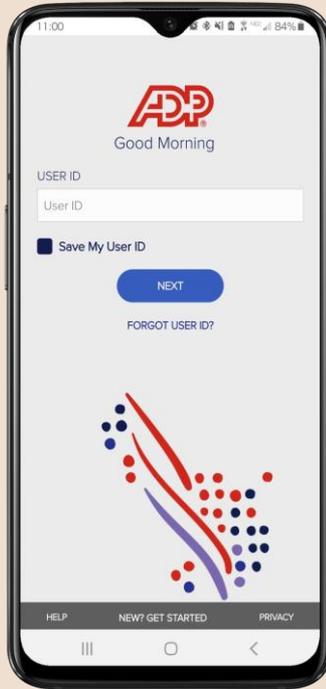
The Offline Punch was recorded



Punches will sync on next login or once connection is restored

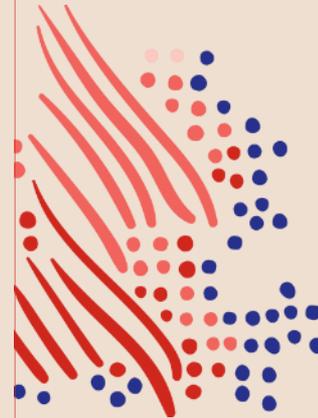


Submitting a Time Off Request

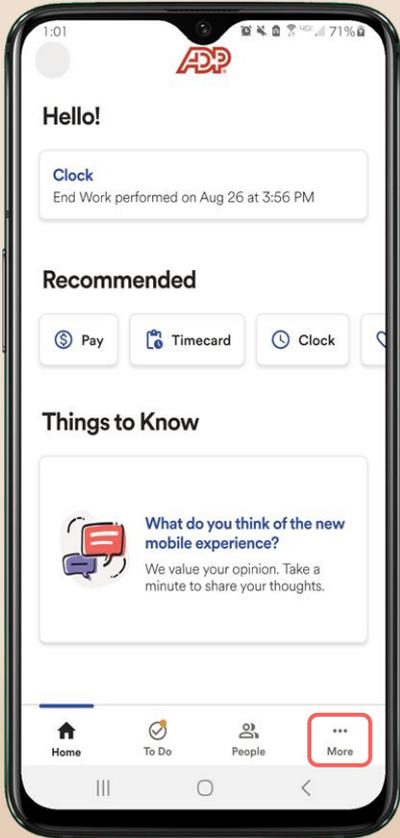


Allows employees to submit a Time Off Request from within the ADP Mobile App.

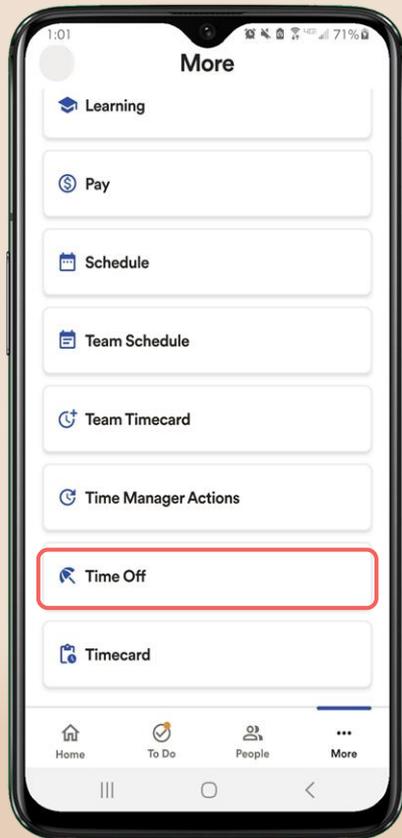
Note: Entering a Time Off pay code directly on the mobile timecard does not create a Time Off Request.



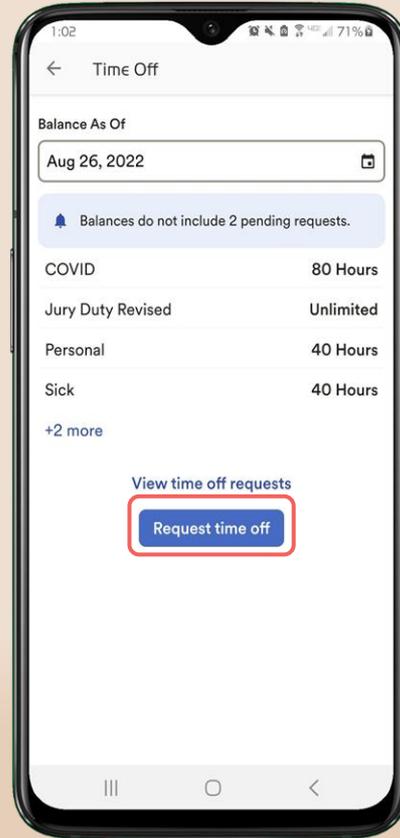
Tap **More**



Tap **Time Off**



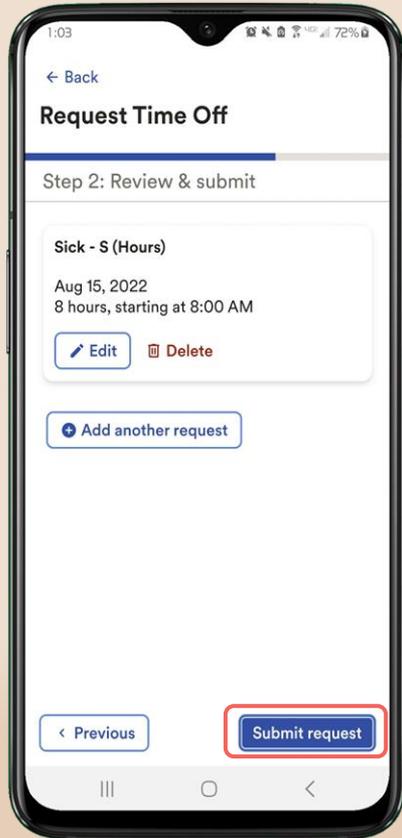
Tap the **Request Time Off** button



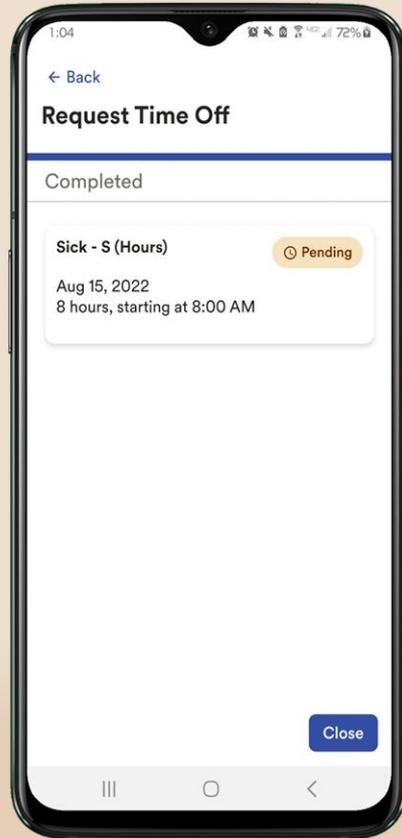
Select the Policy, Date, Time & Hours. Tap **Review & Submit**



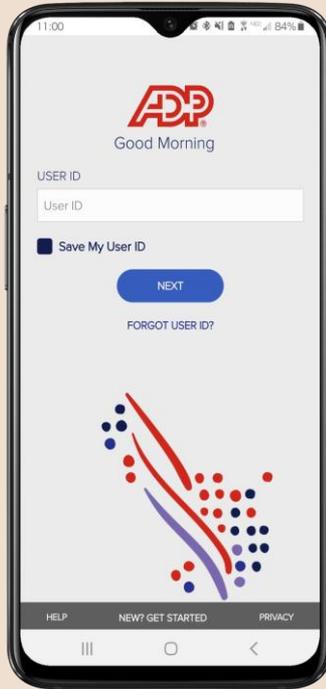
Review the request then tap **Submit Request**



The Time Off Request has been submitted

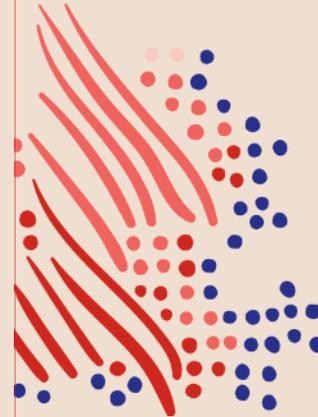


Reset the ADP Mobile App

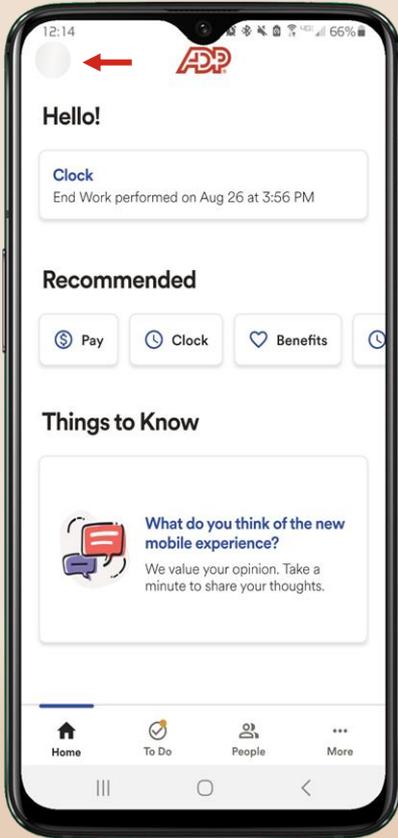


Allows the user to reset the ADP Mobile App.

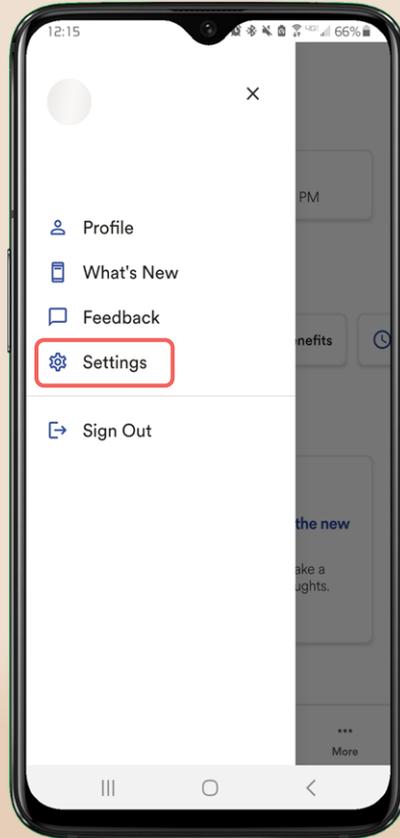
Note: This is beneficial when the user is experiencing issues with the Mobile App or recent updates have been made to their profile.



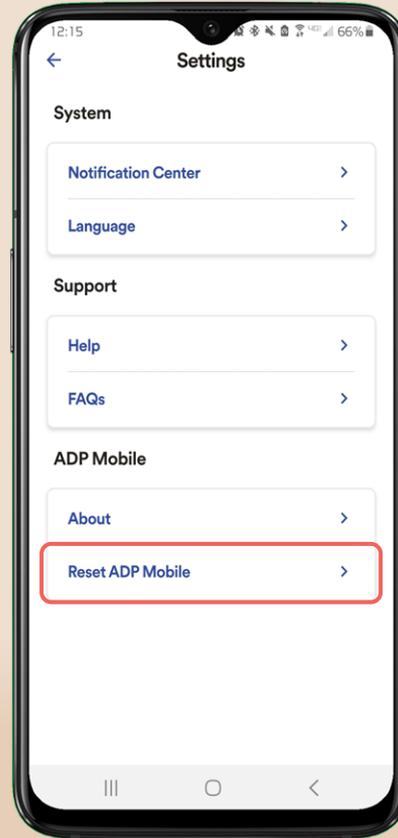
Tap your **Profile Picture**



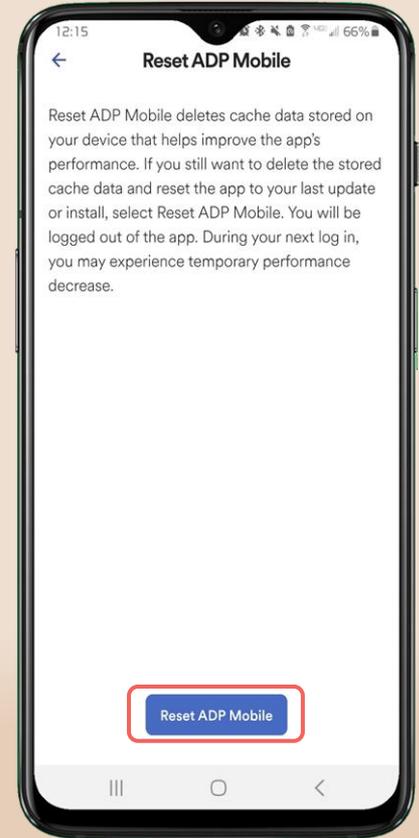
Tap **Settings**



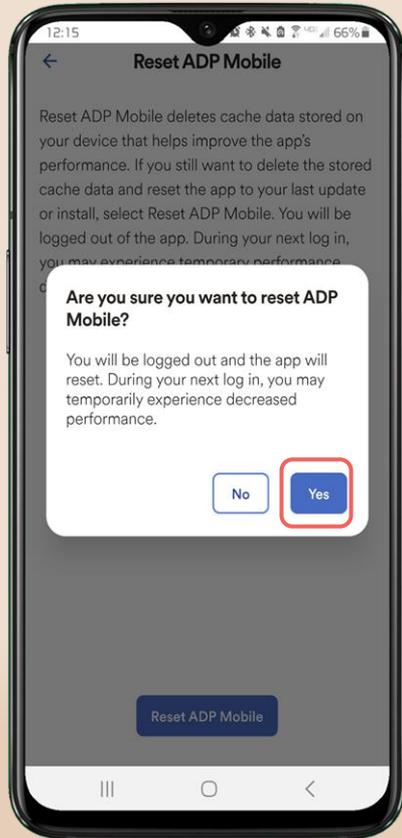
Tap **Reset ADP Mobile**



Tap **Reset ADP Mobile**



Tap **Yes** to confirm



Enter your credentials to
sign in

