Using ADP Mobile Solutions on Android and Smartphone Devices

MA_22607

Table of Contents

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 play.google.com.
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	Access ADP Mobile Solutions: • 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.
2	Enter the ADP Portal user ID and then select **Submit**.
	Result: The ADP Mobile Solutions Password screen displays.

Step	Action
3	Enter the ADP Portal password and then select **Log In**.

Result: If this is the first time a user accesses ADP Mobile Solutions, the Terms of Use screen displays. **Note**: This screen only displays to authenticated users.	
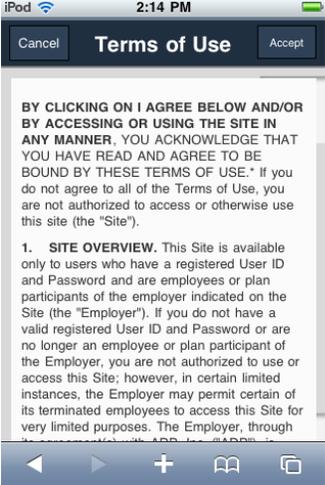
Step	Action
4	If the Terms of Use screen displays, select **Accept**. **Note**: If the user selects Cancel, ADP Mobile Solutions does not allow the user to log in.

Result: The ADP Mobile Solutions springboard displays.	
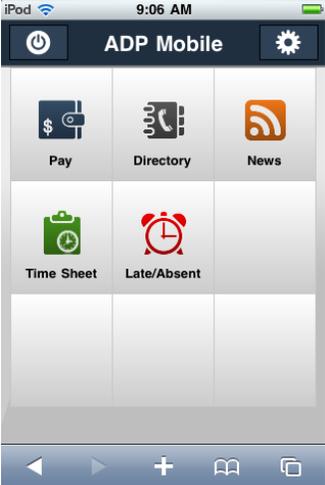
Notes

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 https://mobile.adp.com. • 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 **Submit**.
	Result: The ADP Mobile Solutions PIN screen displays.
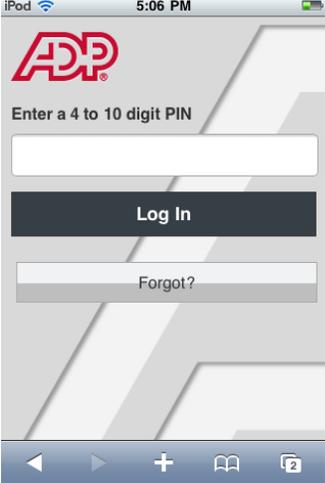
Step	Action
3	Enter the PIN and then select **Log In**.

Result: The ADP Mobile Solutions springboard displays.
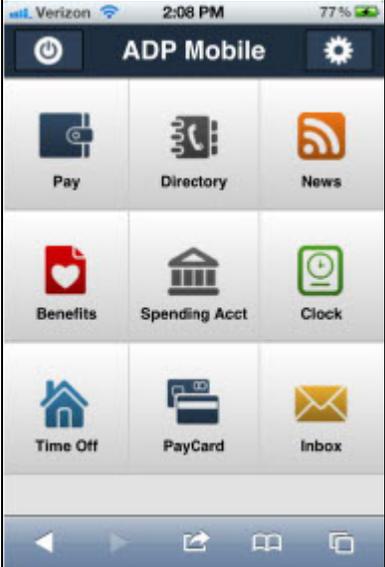
Using the ADP Mobile Solutions Springboard

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

Icon	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	Use News through Portal R8.8, via Portal R8.8, ADP Workforce Now V5.1 or higher, MyTotalSource, or MyResource
Clock	Use one of the following systems: • ezLaborManager V18.3 or higher • ADP Workforce Now V5.1 or higher • MyTotalSource ezLaborManager • MyResource ezLaborManager (System Of Record, or SOR, will provide if user has Clock, Time Sheet or Late/Absent) • Enterprise eTIME Hosted v6.1.5 or higher (SOR will provide if user has Clock or Time Sheet)
Time Sheet	Use one of the following systems: • ezLaborManager v18.3 or higher • ezLaborManager ADP Workforce Now V5.1 or higher • MyTotalSource ezLaborManager • MyResource ezLaborManager (SOR will provide if user has Time Clock, Time Sheet or Late/Absent) • Enterprise eTIME Hosted v6.1.5 or higher (SOR will provide if user has Clock or Time Sheet)
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)

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

Forgot Your PIN Number

Complete the following steps to reset your PIN number.

Step	Action
1	Access ADP Mobile Solutions: • 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.
2	Enter your ADP Portal user ID and then select **Log In**.
	Result: The ADP Mobile Solutions PIN screen displays.

Step	Action
3	On the ADP Mobile Solutions login screen, select **Forgot?**

Result: The Get New PIN screen displays.
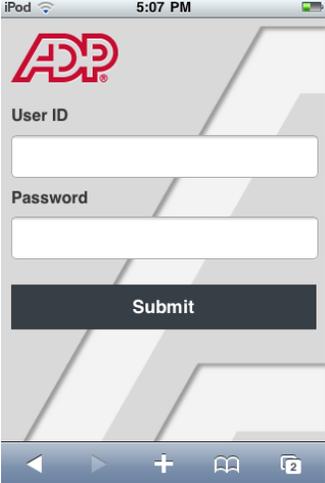
Step	Action
4	Type your ADP Portal user ID and password, and then select **Submit**.

Result: The Enter PIN screen displays.

Step	Action
5	On the Enter PIN screen: • Enter a PIN number. • Re-enter the PIN number. • Select **Submit**.

Result: The PIN Reset Successful screen displays.
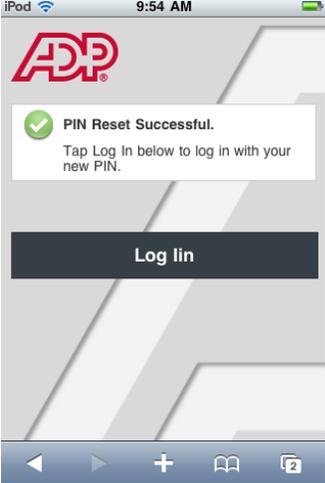
| 6 | Select **Log In**. |

Result: The Login screen displays.
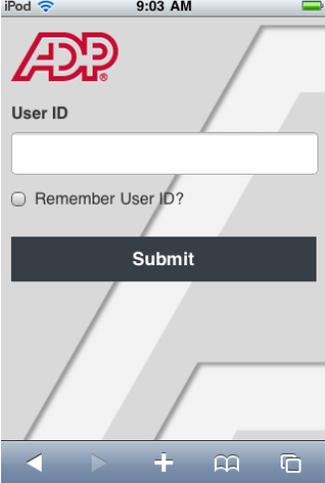
Forgot Your Password

Complete the following steps to reset your password.

Step	Action
1	Access ADP Mobile Solutions: • 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.
2	Enter your ADP Portal user ID and then select **Submit**.
	Result: The ADP Mobile Solutions PIN screen displays.

Step	Action
3	On the ADP Mobile Solutions login screen, select **Forgot?**

Result: The Forgot Password screen displays. The user is instructed to access the URL mobile.adp.com/security from a desktop browser.
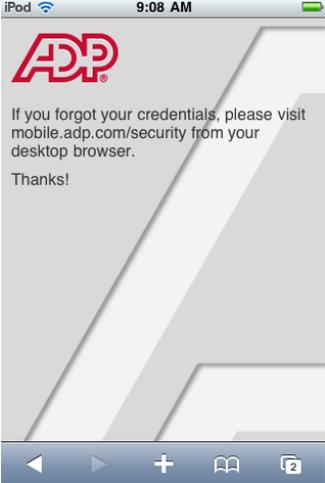
Mobile.adp.com/security - ADP Mobile Security

The URL mobile.adp.com/security redirects the user to the corresponding Security Management Services page.
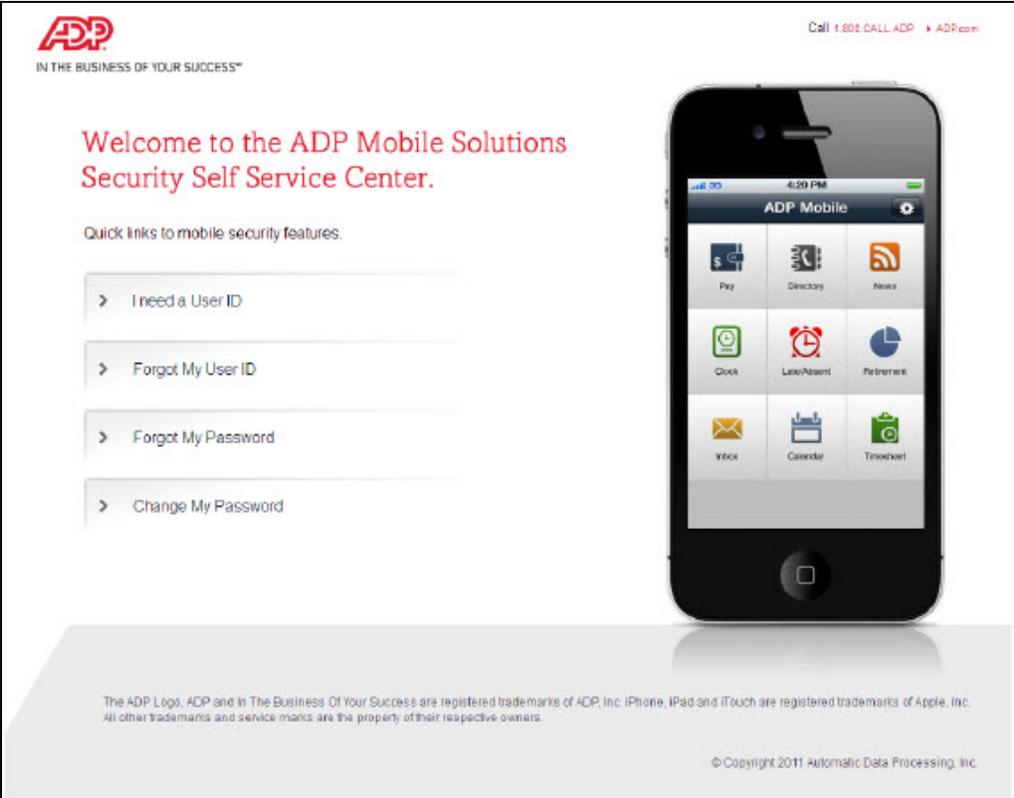
Accessing and Changing ADP Mobile Solutions Settings

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.
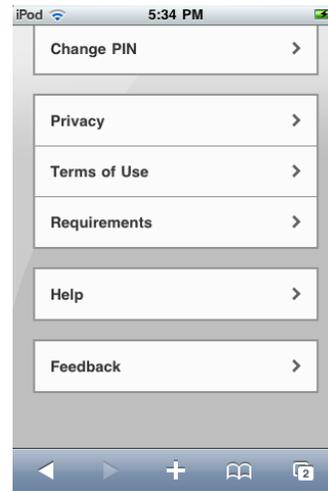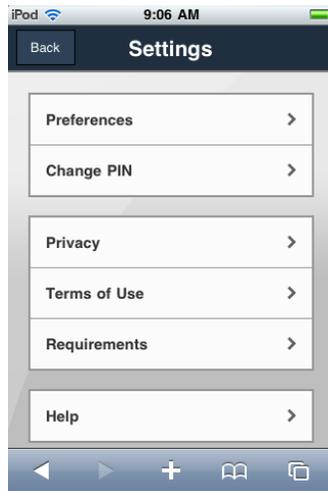
How to View and Change Preferences

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.

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	On the ADP Mobile Solutions Settings screen, select **Preferences**.
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 save my User ID** or **I don't want to save my User ID**.
Result: The ADP Mobile Solutions Preferences screen redisplays.	
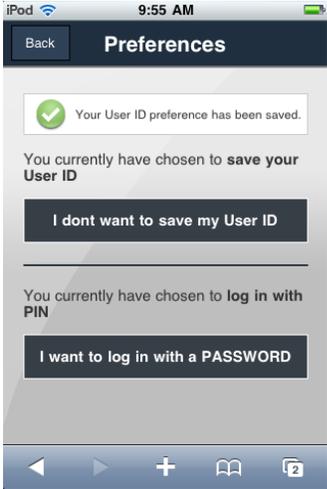
Changing Preferences – I Want to Log On with a Password

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

Step	Action
1	On the ADP Mobile Solutions Settings screen, select **Preferences**.
	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.
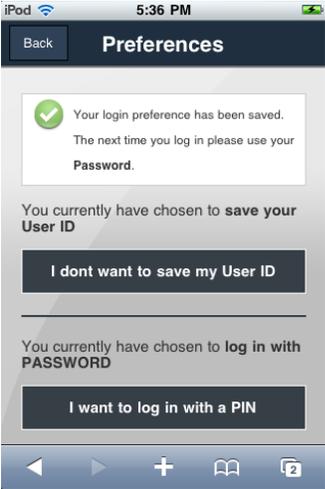
Changing Preferences – I Want to Log On with a PIN

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.	
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.	
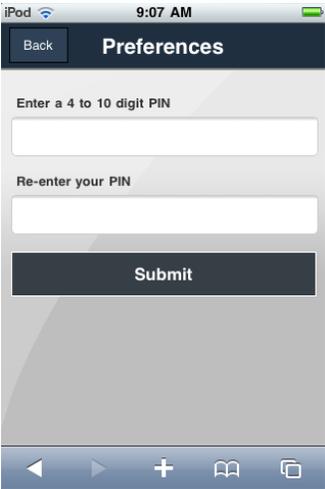
Step	Action
3	On the Enter PIN screen • Enter a PIN number. • Re-enter the PIN number. • Select **Submit**.
Result: The ADP Mobile Solutions Preferences screen displays.	
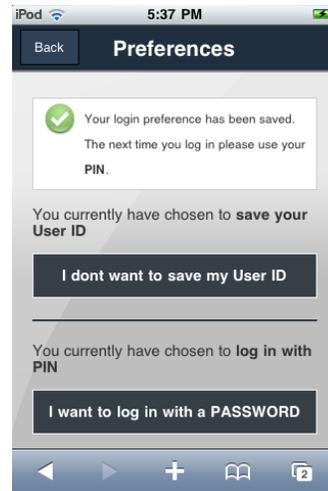
How to View the Privacy Statement

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

Result: The Privacy screen displays.
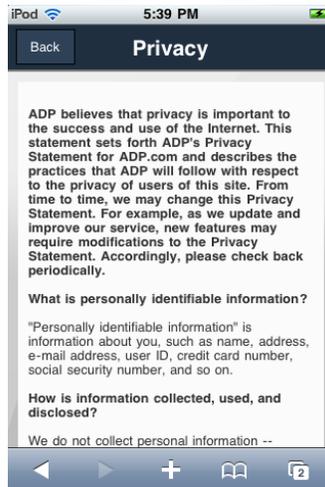
To return to the Settings screen, select **Back**.

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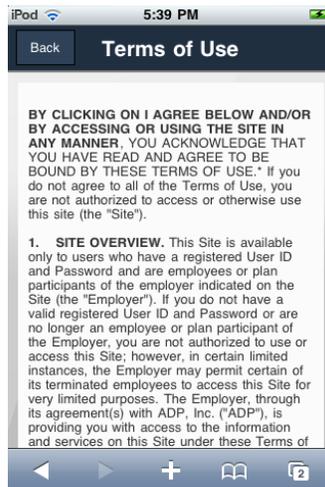
To return to the Settings screen, select **Back**.

How to View System Requirements

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

Result: The Requirements screen displays.
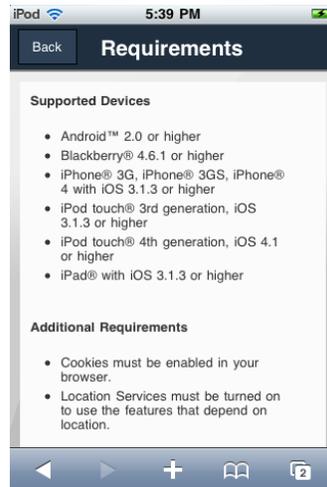
To return to the Settings screen, select **Back**.

How to View FAQs

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

Result: The FAQ screen displays.
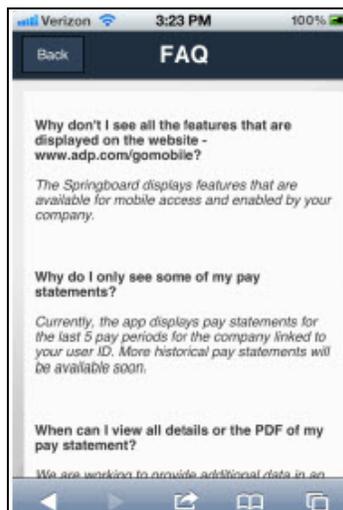
To return to the Settings screen, select **Back**.

How to Access Help

Complete the following steps to access help:

Step	Action
1	On the ADP Mobile Solutions Settings screen, select **Help**.
	Result: The ADP Mobile Solutions Help screen displays.
2	To view a specific help topic, select the option.
3	To return to the Settings screen, select **Back**.
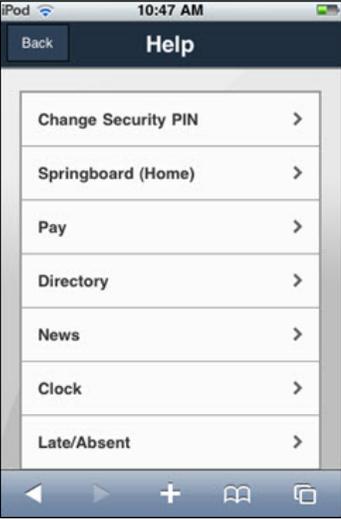
How to Submit Feedback

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: The ADP Mobile Solutions Feedback screen displays.
2	Enter the feedback and then select **Submit Feedback**. **Note**: The comments / suggestions field is limited to 1000 characters.
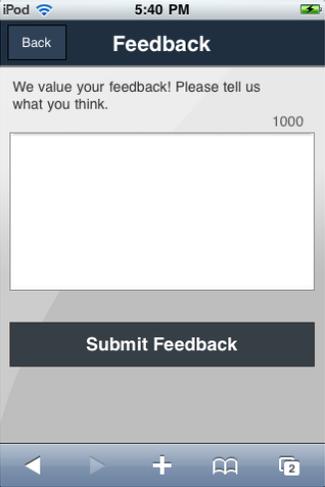
Viewing Information Via ADP Mobile Solutions

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 **Pay**.
Result: The ADP Mobile Solutions Pay screen displays. For each pay statement, net pay, hours worked, and check date display.	

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 screen displays.	
2	To view year-to-date details for the pay statement, at the top of the screen, select **Year to Date**.

Step	Action
	Result: The ADP Mobile Solutions Pay Year to Date screen displays.

Step	Action
3	To return to the current period details screen, at the top of the screen, select **This Period**.
4	Determine what you want to do.

IF you want to:	THEN select:
Return to a list of pay statements	Back
Return to the springboard	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. The breakdown for each earning code displays. Each earning code displays the following information: - Earning Code Name - Earning Amount - Pay Period Hours - Pay Rate	
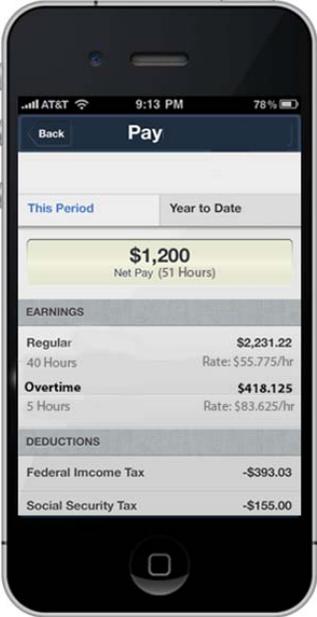
How to View Tax Statements

Complete the following steps to view tax statements.

Step	Action
1	Access the ADP Mobile Solutions Springboard.
2	On the ADP Mobile Solutions Springboard, select **Pay**.

Result: The ADP Mobile Solutions Pay screen displays.

Step	Action
3	Select **Tax Statements**.

Result: The ADP Mobile Solutions Tax Statements screen displays. It lists:

- Current year W-2 for each employer
- If available, W-2 information for previous 2 years

Note: In this example, only tax years 2011 and 2012 display.

Step	Action
4	To view W-2 information, select the **>** associated with the W-2.

Result: The selected W-2 information displays.

Step	Action
5	To view the W-2 Wage and Tax statement, select **View Statement**.

Result: The ADP Mobile Password screen displays.
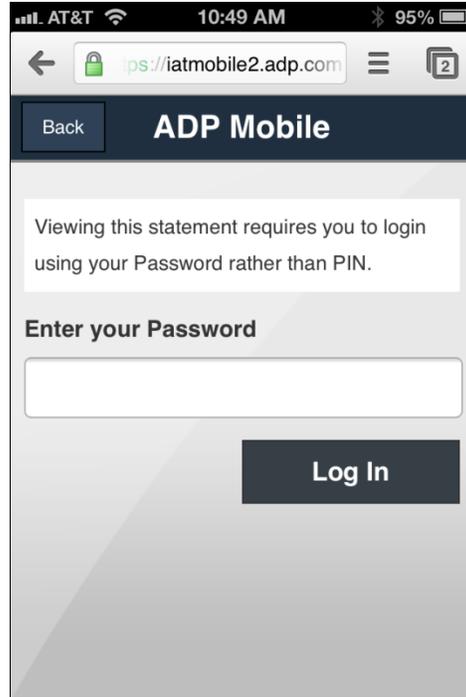
Step	Action
6	Enter your ADP Mobile password and select Log In.

Result: The W-2 displays.

Note:

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.
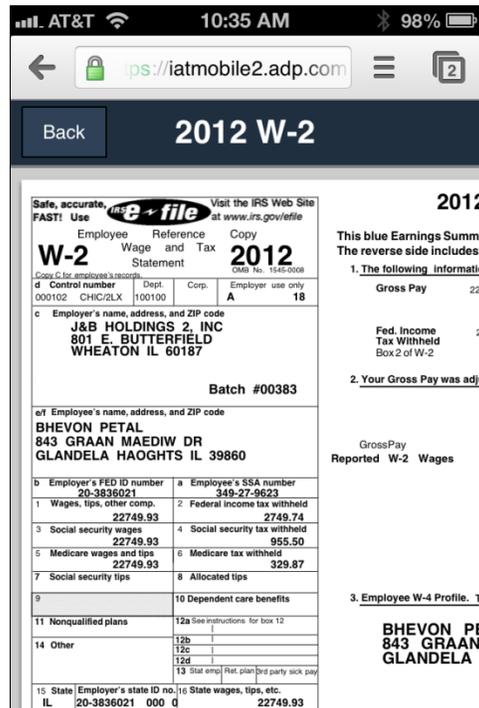
How to View the Corporate Directory

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: 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:

- First name

- Middle name

- Last name

- Preferred name

- Job Title

- Department

- Employment Status

- Reports To & contact info

- Address

- Phone

- Email address

- Photo

Step	Action
5	Determine what you want to do.

IF you want to**:**	**THEN** on the Contact page**:**
Call a contact	Select the contact's phone number.
E-mail a contact	Select the contact's e-mail address.

Step	Action
6	Determine what you want to do.

IF you want to**:**	**THEN select:**
Return to the corporate directory list	Back
Return to the springboard	Contact

How to View Company News and Events

Complete the following steps 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.

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)

Step	Action
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. All unread messages have a blue icon and date. After the message is read, the highlighting disappear sand the icon becomes black. The pencil icon ( ) indicates a task. The Exclamation icon ( ) indicates a notification.
3	To view details about a task, select **>**.
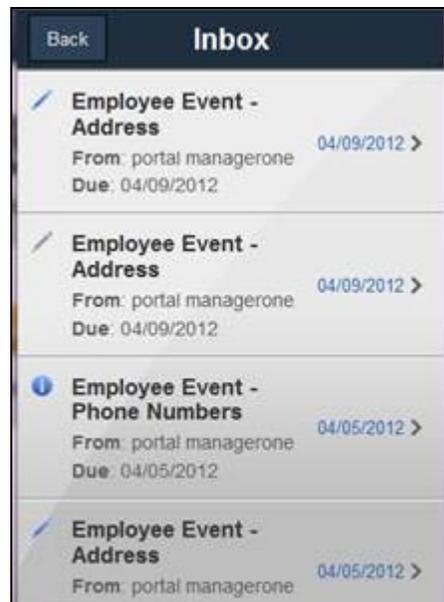
Step	Action
	Result: The details screen for the task displays. **Note**: The task is display only. It cannot be completed from ADP Mobile Solutions.
4	To view details about a notification, select **>**.
	Result: The details screen for the notification displays.
5	To return to the Inbox screen, select **Back**.
6	On the Inbox screen, to return to the ADP Mobile Solutions Springboard, select **Back**.
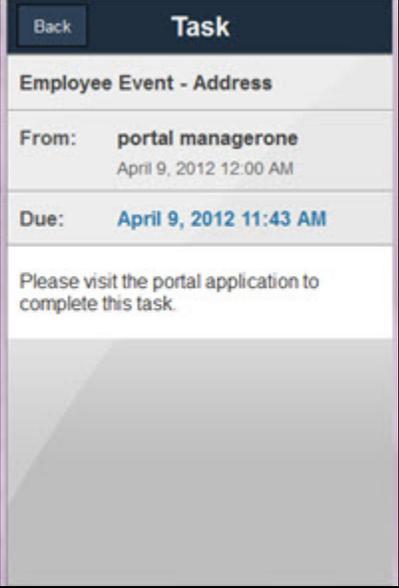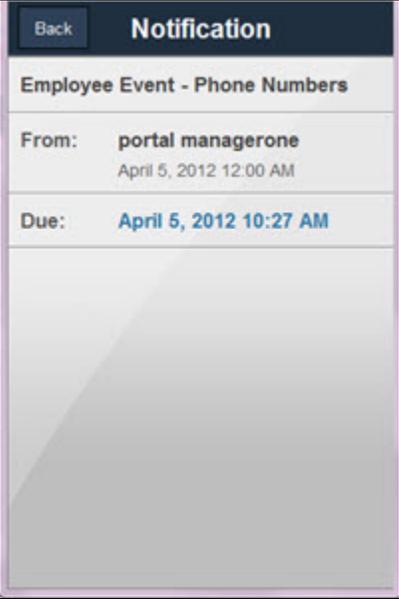
How to View Active Retirement Savings Plans/Funds

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

Step	Action
1	On the ADP Mobile Solutions springboard, select **Retirement**.

Result: The Retirement screen displays.

Note: The following fields display:

- The total balance across all plans

- The amount, valuation date, and text associated with the item

- A summary list for each of the plans

- A chevron (>) associated with each of the plans

- A "Disclosure" message

The summary screen displays all active plans and investment funds that do not have a "0" balance.

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:

- The vested balance details by source.

- A breakdown of all contributions – by both percentage and flat dollar amounts.

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: The plan screen displays.

Step	Action
2	Determine what you want to do.

IF you want to:	THEN select:
Return to the Retirement screen	Back
Return to the springboard	The plan name at the top of the screen or Retirement

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.

Step	Action
1	Access the ADP Mobile Solutions Springboard.
2	On the ADP Mobile Solutions Springboard, select **Benefits**.
Result: The ADP Mobile Solutions Benefits / Current Elections screen displays.	
3	To view detail about a specific current benefit, select **>**.
4	To view details about future / pending elections, select **Future Elections**.

Step	Action
5	To view details about a specific benefit, select **>**.

Result: The details screen for the selected benefit displays.
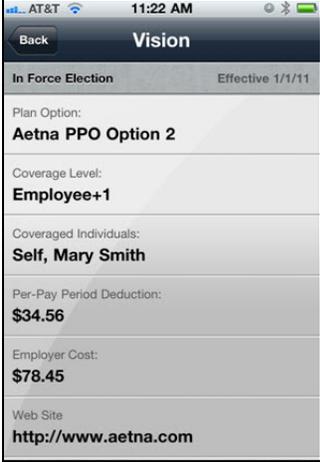
Step	Action
6	To return to the Benefits screen, select **Back**.
7	On the Benefits screen, to return to the ADP Mobile Solutions Springboard, select **Back**.

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 **Spending Acct**.
	Result: The ADP Mobile Solutions Spending Acct screen displays.
3	Select **Accounts**.
4	To view details about a specific account, select **>**.
	Result: The details screen for the selected FSA displays.
4	To return to the Spending Accounts screen, select **Back**.

Step	Action	
5	On the Spending Accounts screen, to return to the ADP Mobile Solutions Springboard, select **Back**.	

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: The ADP Mobile Solutions Spending Acct screen displays.
3	Select **Cards**.
	Result: The cards list screen displays. Note: All cards assigned to the spending account display in the list. Each card 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	Action
	Result: The ADP Mobile Solutions screen for that card displays. **Note**: Selecting Activate or Lost/Stolen initiates a phone call to the FSA call center.

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 the user is not eligible for an ALINE card, a message is displayed.	
2	Select **Enroll**.
Result: The Enroll screen displays.	

Step	Action
3	Complete the fields and then select **Next**.

Result: The Enroll (address) screen displays.

Step	Action
4	Complete the fields and then select **Next**.

Result: The ADP Mobile Solutions server verifies the
information and the Enroll screen redisplays.

Note: If the user enters invalid information, the
screen redisplays with error messages.

Step	Action
	Note: If the address entered varies from available addresses, the user is presented with a list of addresses.
5	Verify the information and then select **Submit**.
	Result: A confirmation message displays.
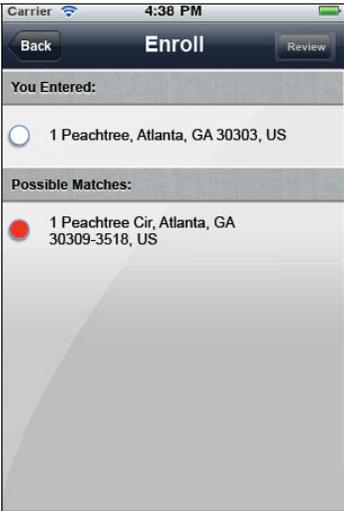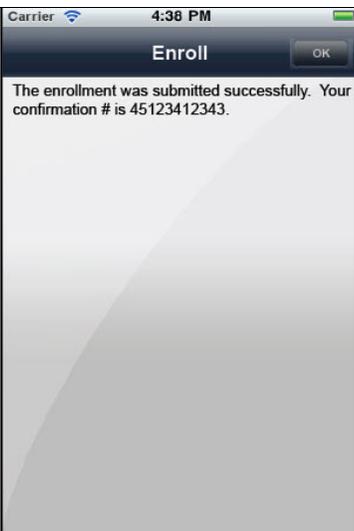
User Accesses ALINE Card Before Enrollment is Complete

If a user selects the ALINE Card Chiclet before the enrollment is complete, the following message displays.
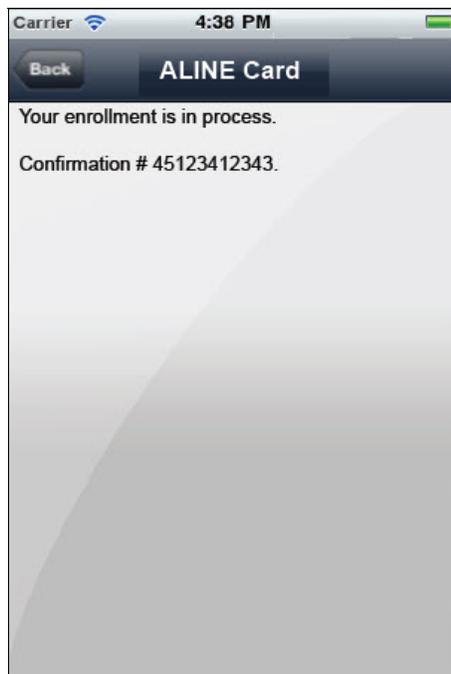
User Is Not Eligible for ALINE Card

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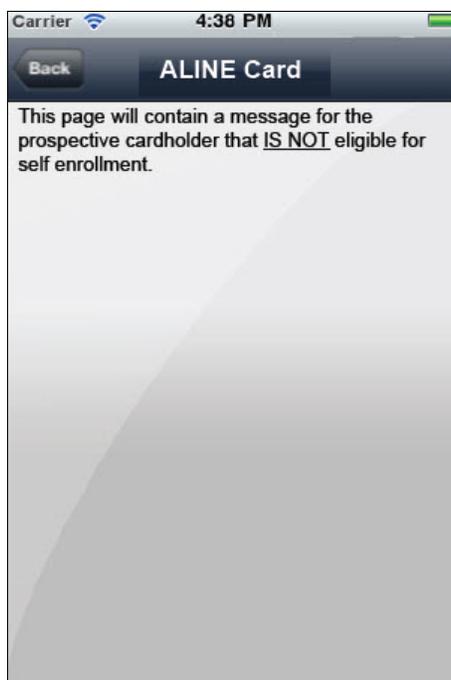
How to Activate the ALINE Card

Employees use the following procedure to activate the ALINE card.
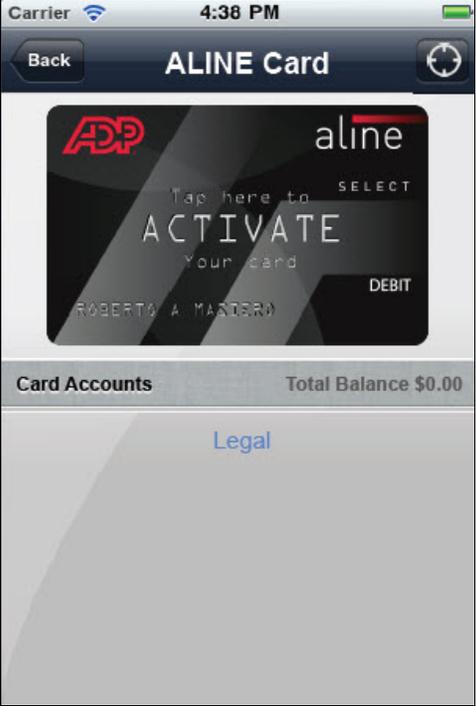
Step	Action
1	On the ADP Mobile Solutions springboard, select **ALINE Card**.
Result: The ALINE Card screen displays.	
2	Select the ALINE Card image.
Result: You are presented with a number to call to activate the card.	

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	Action
1	On the ADP Mobile Solutions springboard, select **ALINE Card**.

Result: The ALINE Card screen displays.

Step	Action
2	Select **Direct Deposit** to request (if authorized) or view (if previously requested and approved) the routing information.

Result: The Direct Deposit screen displays.

Step	Action
3	Select **Request**.

Result: The Direct Deposit (confirmation) screen displays.

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, select **ALINE Card**.
	Result: The ALINE Card screen displays.
2	Select **Direct Deposit**.
	Result: The Direct Deposit screen displays the routing information needed to load the card. **Note: - A** password is required to view this information.
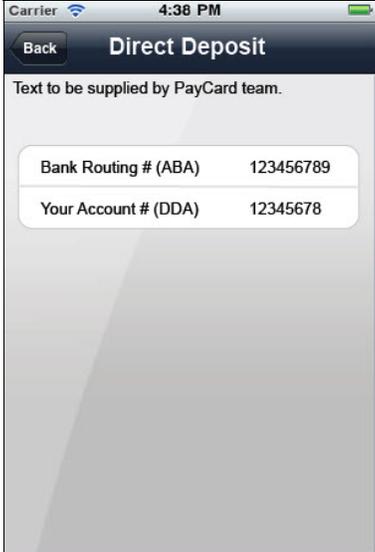
ALINE Activity Search

To search for a specific item,

1. Select the Search Activity field.

    Result: The Search Activity options display.

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.
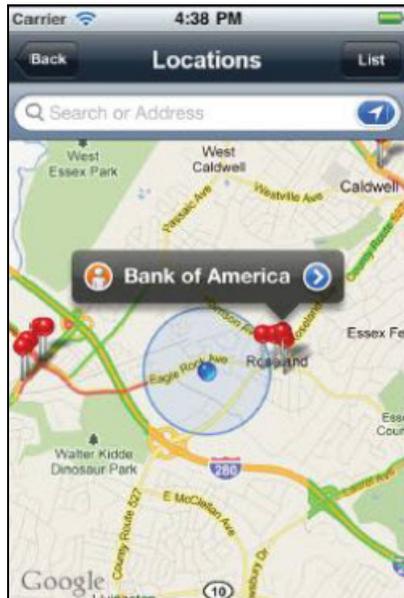
To view details about a location, select a red pin.
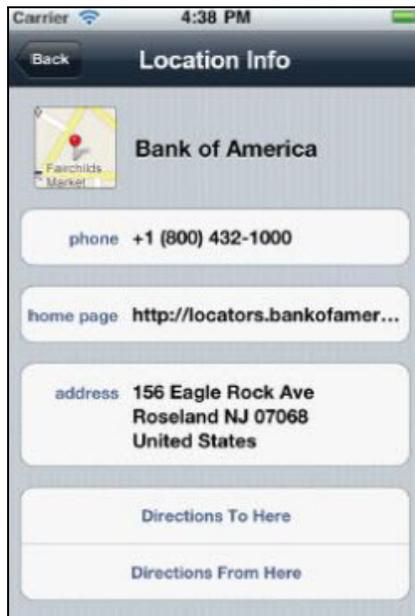
To get directions to the location, select **Direction To Here** or **Direction From Here**.

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	X	X	X
Personal days		X	X
Vacation days		X	X
Pay days			X
Blackout days			X
US holidays			X

Procedure: How to View Events in the Employee Calendar

Use the following procedure to view events in the calendar.

Step	Action
1	On the ADP Mobile Solutions springboard, select **Calendar**. **Result**: The Calendar displays in Month View. ![Calendar Month View screen showing January 2014]
2	To change the view, select **Today** or **List**. **Result**: The Calendar displays the selected view. Day View: ![Calendar Day View screen showing Monday, January 20, 2014] List View:

Step	Action

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**.

Result: The ADP Mobile Solutions Clock screen displays.

Notes:

The number of buttons and their label texts are determined by the client configuration.

> **Example**: There is a single button that is used to show both Clock In and Clock Out.

The buttons are active only if the user can take an action.

> **Example**: If the user's shift hasn't started or if the user is too far from the valid geo location, the buttons are not active.

The following fields display:

- Punches completed for the last 24 hours

Step	Action
3	Select the punch.

Result: The selected punch screen displays.

Notes:

The following fields display:

- Action = punch selected

- Current time

- Latitude and longitude = captured at the time when the punch was selected
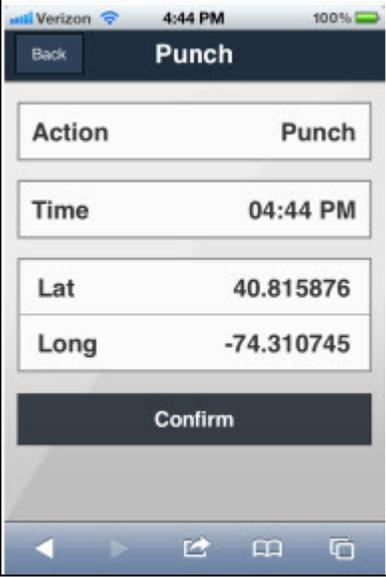
If transfer levels are configured, the Transfer screen displays. It includes the following fields:

- Action = punch selected

- Current time

- Latitude and longitude = captured at the time when the punch was selected

- Department
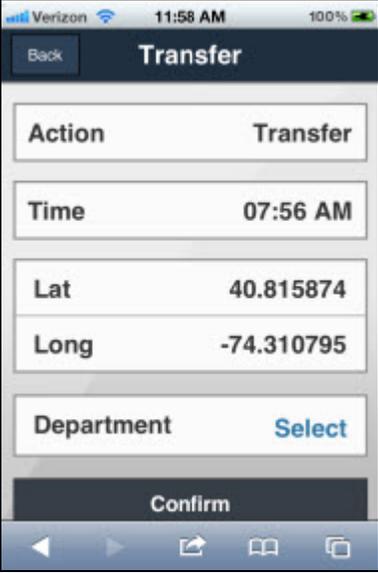
Step	Action
4	To select a department, select **Select**.

Step	Action
	Result: The Department screen displays.
5	Select the department.
	Result: The Transfer screen redisplays.
6	Select **Confirm**.
	Result: The initial Clock screen displays an "Entry has been recorded" message.

How to View a Time Sheet

Complete the following steps to view a time sheet.

Step	Action
1	Access the ADP Mobile Solutions Springboard. **Note**: For employees who view and update timesheets, a Time Sheet icon displays on their Springboard.
2	On the ADP Mobile Solutions Springboard, select **Timesheet**.
	Result: The ADP Mobile Solutions Time Sheet screen displays. **Note**: The Time Sheet screen displays: • Days in the pay period • Total hours for the selected day • Total hours for the pay period • Saved time entries for the selected date *Illustration: Timesheet displaying date with entries* *Illustration: Timesheet displaying date with no entry*
3	To view information for a specific date, select the date.
	Result: The information displays below the dates.
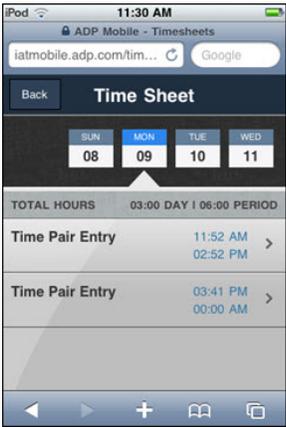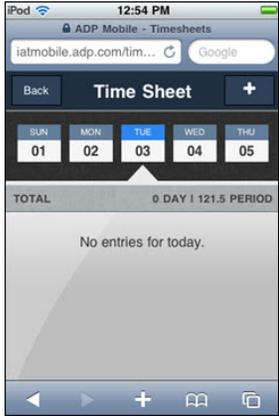
How to Enter Time on the Time Sheet

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

Step	Action
1	On the ADP Mobile Solutions Time Sheet screen, select the date.
2	Select **+**. ![Time Sheet screen showing MON 26, TUE 27, WED 28, THU 29, FRI 30]
	Result: The Add Time screen for the selected date displays. **Note**: If there is a default value for the "worked hours" earnings code, the other fields associated with the default earnings code. are displayed In example on the right, the default "worked hours" earnings code is Worked.
3	To change the earnings code, select **>.**
	Result: The Entry screen displays.
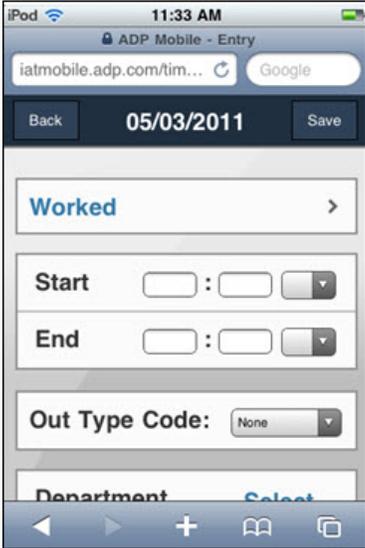
Step	Action
4	Select the earnings code.

Result: The Add Time screen redisplays.

Step	Action
5	Enter Start Time and End Time and then select **Save**.

Result: The Time Sheet screen displays an "Entry has been added" message.

How to Change Time on the Time Sheet

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

Step	Action
1	On the ADP Mobile Solutions Time Sheet screen, select the date.
	Result: The Time Sheet screen for the selected date displays.
2	For the time entry you want to change, select **>**.
	Result: The Entry screen displays. **Note**: The Edit option displays only if the user is authorized to edit the entry.

Step	Action
3	Select **Edit**.

Result: The Edit Time Sheet screen displays.

Step	Action
4	Update the fields and then select **Save**.

Result: The Time Sheet screen displays.
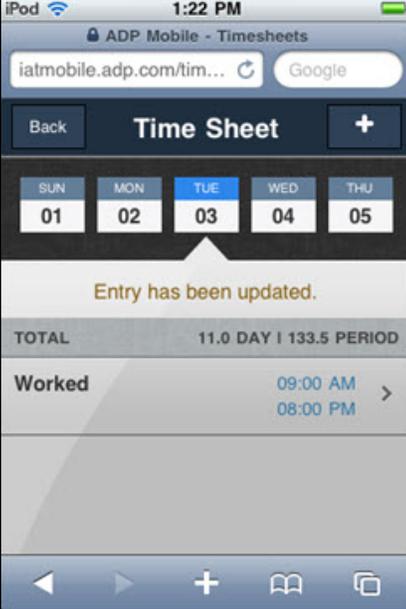
How to Delete an Entry on the Time Sheet

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

Step	Action
1	On the ADP Mobile Solutions Time Sheet screen, select the date.
Result: The Time Sheet screen for the selected date displays.	
2	For the time entry you want to change, select **>**.
Result: The Entry screen displays. **Note**: The Edit option displays only if the user is authorized to edit the entry.	

Step	Action
3	Select **Edit**.

Result: The Edit Time Sheet Entry screen displays.

Note: The Delete option displays only if the user is authorized to delete the entry.
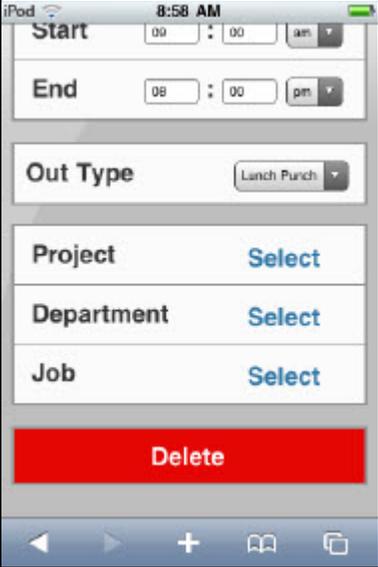
Step	Action
4	Select **Delete**.

Result: The Delete Entry confirmation screen displays.
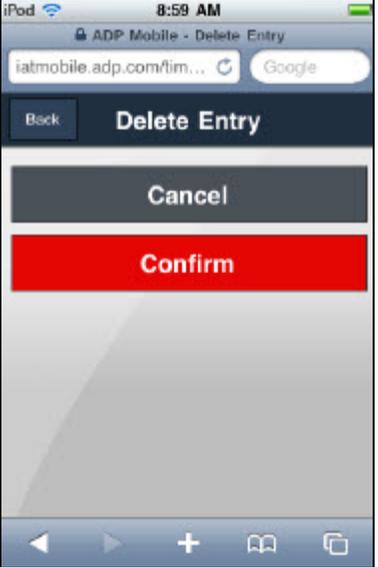
Step	Action
5	Select **Confirm**.

Step	Action
Result: The Time Sheet screen displays.	
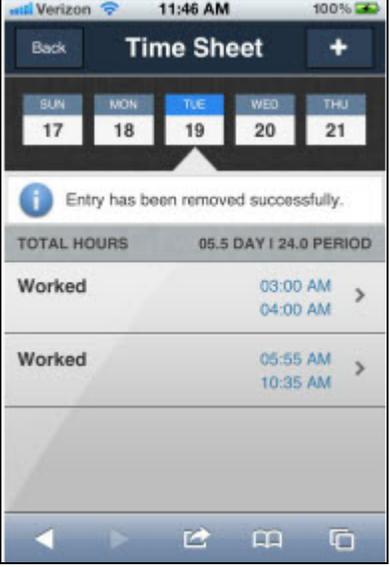
How to Approve Your Time Sheet

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.	
2	Select **Approve Time Sheet**.
Result: The Time Sheet for the selected period displays.	
3	Select **Approve**.
Result: The Time Sheet is approved by the employee.	
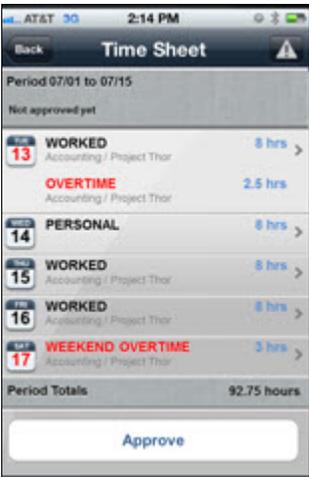
How to View Timecard Exceptions

Employees use the following procedure to view timecard exceptions.
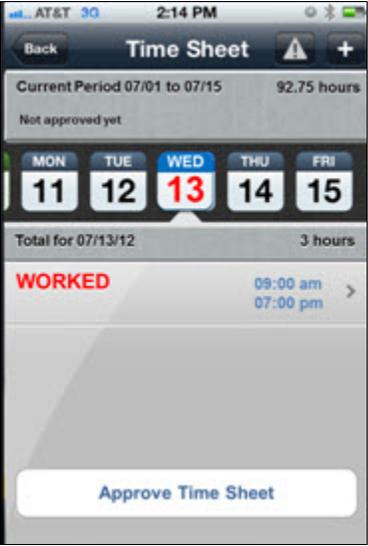
Step	Action
1	On the ADP Mobile Solutions springboard, select **Time Sheet**.
Result: The Time Sheet screen displays.	
2	Select any day that's highlighted in Red
Result: All dates in the pay period with exceptions will display (ex 7, 13, 15).	
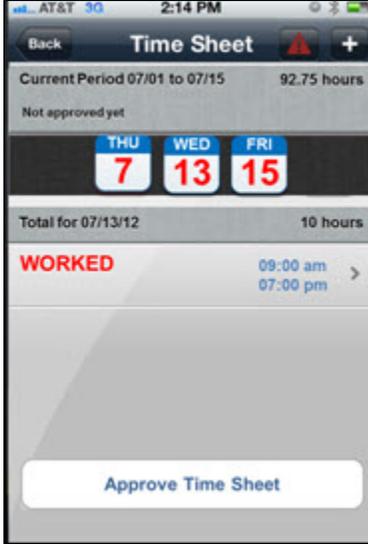
Step	Action
3	Select any one of the dates highlighted to view, edit, correct that days' timesheet exceptions

Result: The exceptions for the selected date display.

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**.
	Rule: A late arrival notification cannot be changed after it is sent.

Result: The Late Arrival screen displays with a confirmation that your notification was sent.
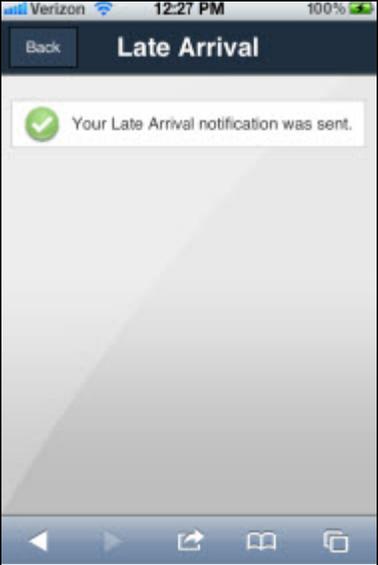
How to Notify Your Manager of an Absence

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**.
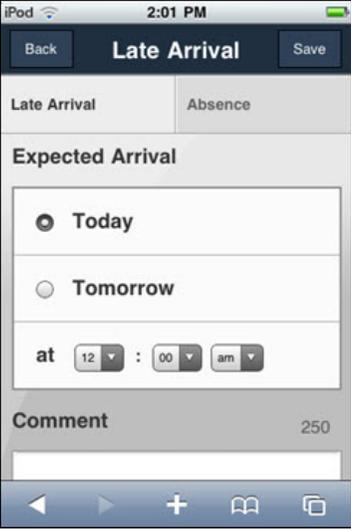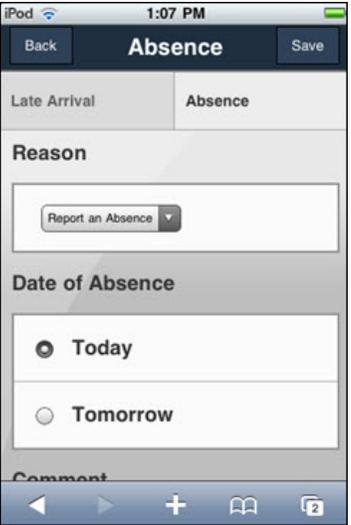
Step	Action
5	Enter a comment. **Note:** Comments are optional.
6	Click **Save**. **Rule:** An absence notification cannot be changed after it is sent.

Result: The Absence screen displays with a confirmation that your notification was sent.
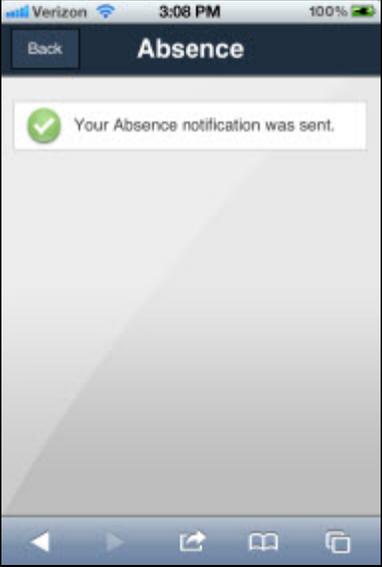
Manager Tasks

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.
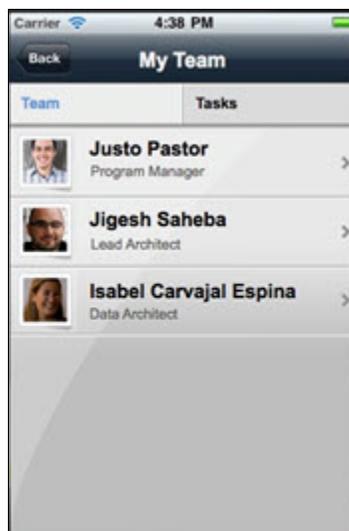
My Team – Tasks Tab

The Tasks tab lists all tasks a manager can perform.
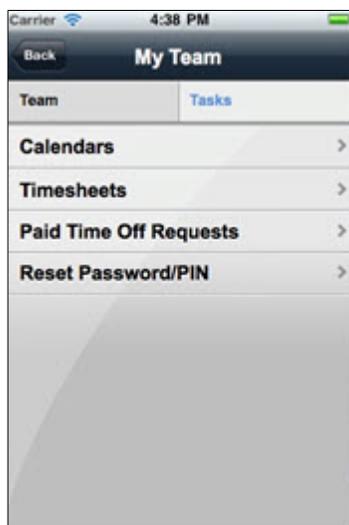
How to View and Approve a Time Sheet

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.
2	Select **Tasks**.
Result: The My Team, Tasks tab displays.

Step	Action
3	Select **Time Sheets**.

Result: The My Team, Time Sheets screen displays.

Step	Action
4	Select an employee and select **>**.

Result: The Time Sheet for the selected employee displays.

Step	Action
5	Select **Approve Time Sheet**.

Result: The Time Sheet for the selected employee displays.

Step	Action
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.
2	Select **Tasks**.
	Result: The My Team, Tasks tab displays.

Step	Action
3	Select **Time Sheets**.

Result: The My Team, Time Sheets screen displays.

Step	Action
4	Select an employee and select **>**.

Result: The time sheet for the selected employee displays and all dates in the pay period with exceptions will display in red (ex 7, 13, 15).
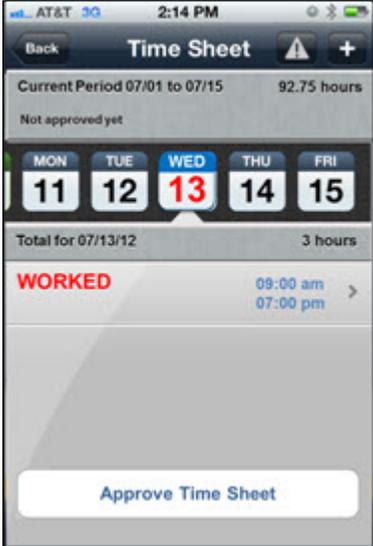
Step	Action
5	Select any one of the highlighted dates to view those days with exceptions.

Result: The Time Sheet screen displays those days
with exceptions
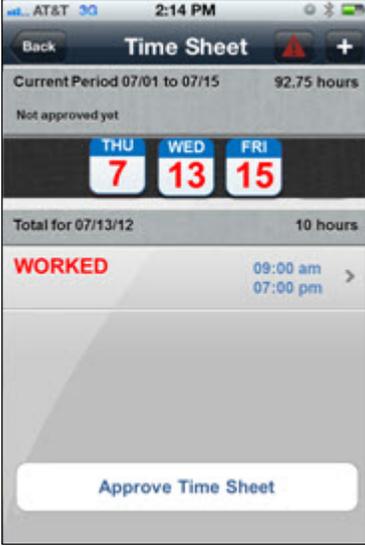
Step	Action
6	Select a date and then select **>.**

Result: The exceptions for the selected date display.
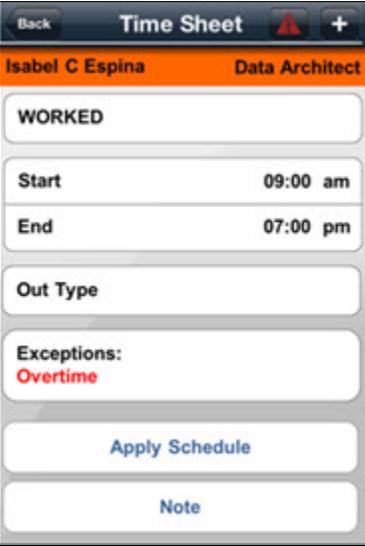
Step	Action
7	Correct, note or approve the exception. This could include adding / editing punch times, applying the schedule for that day or just making a note that it's been reviewed without an action.

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.	
2	On the ADP Mobile Solutions Springboard, select **Time Off**.
Result: The Time Off screen displays. **Notes:** • The default view shows the balances for the current day. • The current 36 months accrual period and previous 12 months are presented to the user. • The user can scroll down to view additional time off balances.	

Step	Action
3	To view PTO balances as of a specific date, select **As of Today**, and then select the date.
4	On the Time Off screen, to return to the ADP Mobile Solutions Springboard, select **Back**.

How to View Time Off Requests

You use the following steps to view time off requests.

Step	Action
1	Access the ADP Mobile Solutions Springboard.
2	On the ADP Mobile Solutions Springboard, select **Time Off**.
Result: The Time Off screen displays.	
3	Select **Requests**.

Step	Action

	Result: The Requests Submitted screen displays.
	
	• The Requests tab displays all time off requests grouped by status.
	
	• 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.

4	To view details about a request, select **>**.
	Result: The Requested Period screen displays. Details may include: • Comments • Approve by date • List of requested periods and their policy types
5	To view additional details, select **>**.

Step	Action
Result: The Time Request screen displays. Details may include: • Policy period • Start date & time • End date & time Or • 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 **Time Off**.

Result: The Time Off screen displays.

Step	Action
3	On the title bar, select **+** and then select **Add Period**.

Result: The Time Request screen displays.

Step	Action
4	To select a PTO type, select **>** to select the PTO type.
5	To select a start and end date, select **Start** and **End.**
6	Select **Save**.
7	Select **Submit**.
Result: The submit notification screen displays.	
8	Select **Back** to return to the Requests screen.
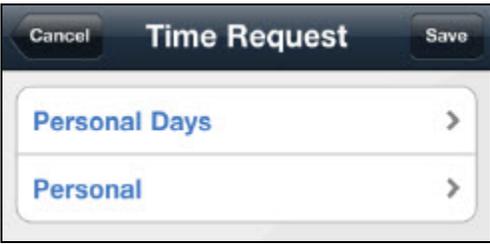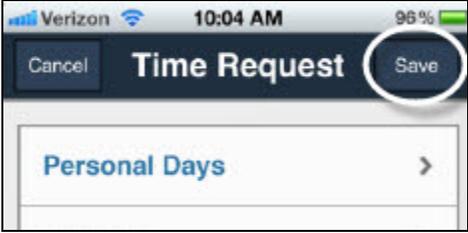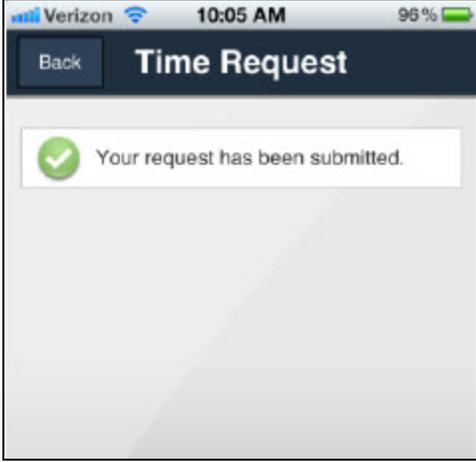
Paid Time Off (PTO) for ezLaborManager

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.	
2	On the ADP Mobile Solutions Springboard, select **Time Off**.
Result: The Time Off screen displays. Notes: • The default view shows the balances for the current day. • The current 36 months accrual period and previous 12 months are presented to the user. • The user can scroll down to view additional time off balances.	

Step	Action
3	On the Time Off screen, to return to the ADP Mobile Solutions Springboard, select **Back**.
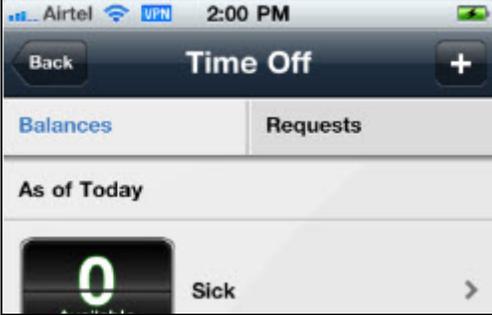
Balances Functionality
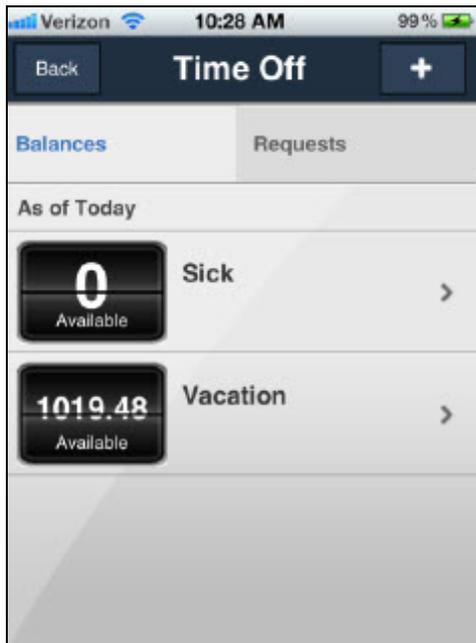
The Balances tab provides information about the user's time off requests. All requests are grouped by policies (vacation, personal, sick, etc).

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.	

How to View Time Off Requests

You use the following steps to view time off requests.

Step	Action
1	Access the ADP Mobile Solutions Springboard.
2	On the ADP Mobile Solutions Springboard, select **Time Off**.
Result: The Time Off screen displays.	
3	Select **Requests**.

Step	Action
Result: The Request screen displays. • The Requests tab displays all time off requests grouped by status. • 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.	
4	To view details about a request, select **>**.
Result: The Time Request screen displays. Details may include: • Comments • Approve by date • List of requested periods and their policy types	
5	To view additional details, select **>**.

Step	Action
Result: The Time Request screen displays. Details may include: • Policy period • Start date & time • End date & time Or • 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 **Time Off**.

Result: The Time Off screen displays.

Step	Action
3	On the title bar, select **+**.

Step	Action
	Result: The Time Off Request screen displays.
4	Select **Add Period**.

Step	Action
	Result: The Time Off Request screen displays.
5	Enter details for time off request and then select **Save**.

Step	Action
6	Select **Submit**.
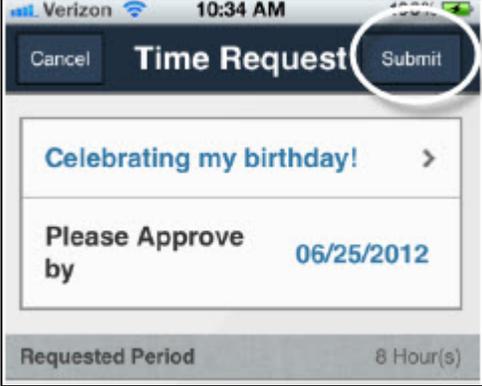
How to /Update Cancel a Request for Time Off

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

Step	Action
1	On the Requests screen, select **>** for the PTO request you want to update/cancel.
2	On the detail screen, select **Edit**.
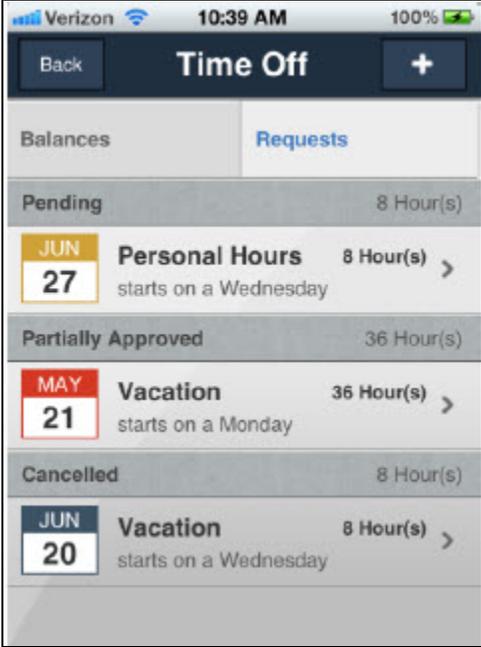
Step	Action
3	To update the request, update the fields to be changed and select **Submit**.
4	To cancel a request: 1. Select **Cancel Request**. 2. Select **OK**.
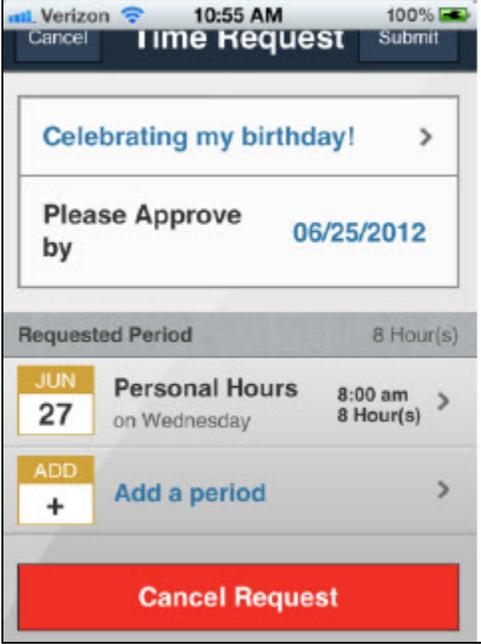
Step	Action
Result: The cancel confirmation screen displays.	
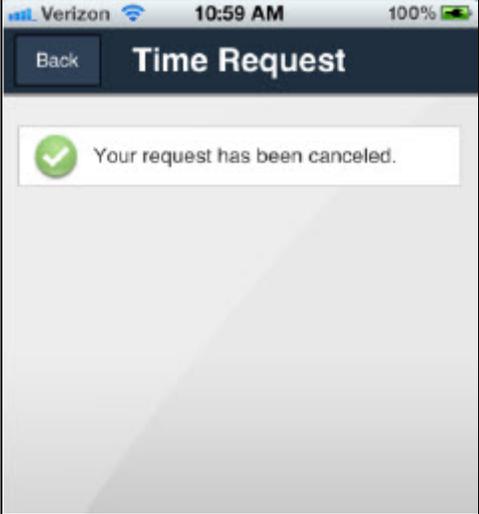
How to Accept/Cancel Partially Approved Time Off Requests

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.	
3	To accept the partial approval, select **Accept Partial Approval**. To cancel your request, select **Cancel**.
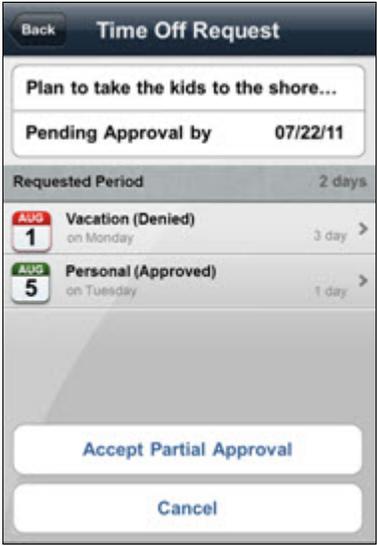
How to Approve a Time Off Request (Enterprise eTIME and ezLaborManager)

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.	
2	Select **Tasks**.
Result: The My Team, Tasks tab displays.	

Step	Action
3	Select **Paid Time Off Requests**.

Result: The My Team, Time Sheets screen displays.

4	Select an employee and select **>.**

Result: The Time Off Request for the selected employee displays.

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: The My Team screen displays.	
2	Select **Tasks**.
Result: The My Team, Tasks tab displays.	

Step	Action
3	Select **Paid Time Off Requests**.

Result: The My Teams, Time Off requests screen displays.

Step	Action
4	Select an employee and select **>.**

Result: The Time Off Request for the selected employee displays.

Step	Action
5	Select a request and select **>.**

Result: The Time Off Request for the selected employee displays.
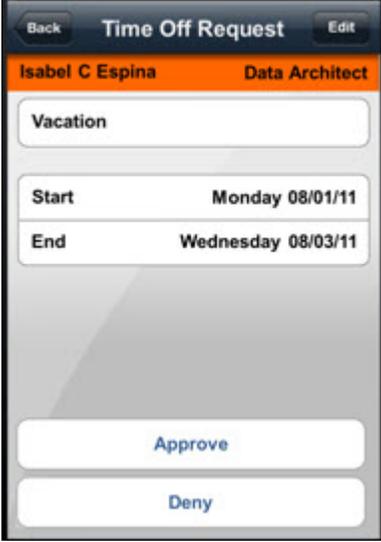
Step	Action
6	To approve the request, select **Approve**.
	To deny the request, select **Deny**.

Result: The Time Off Request screen displays.
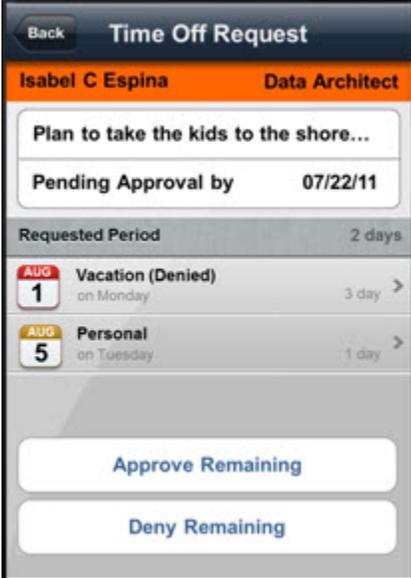
Step	Action
7	To approve the remaining requests, select **Approve Remaining**.
	To deny the remaining requests, select **Deny Remaining**.

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.

Step	Action
2	On the ADP Mobile Solutions Springboard, select **Time Off**.

Result: The Time Off screen displays.

Step	Action
3	To view additional information for a time off type, select **>.**

Result: The ADP Mobile Solutions screen for the selected type displays.
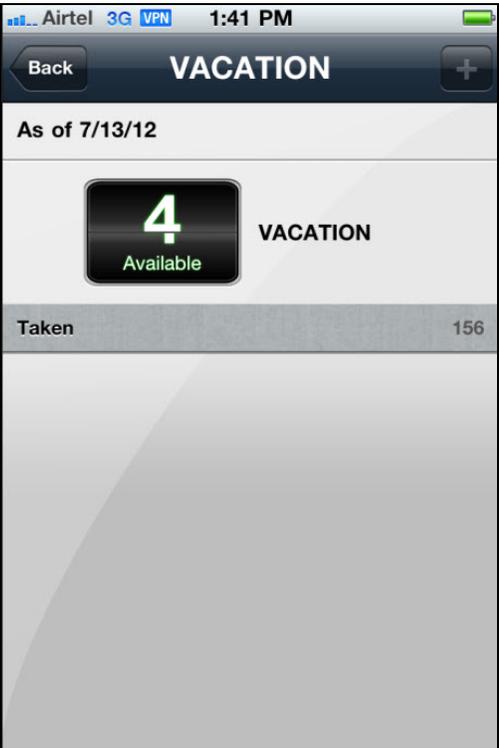
Step	Action
4	On the Time Off screen, to return to the ADP Mobile Solutions Springboard, select **Back**.

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.

Managers use the following procedure to approve a time off request.
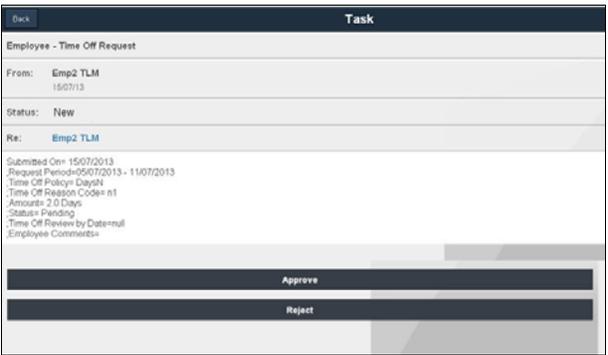
Step	Action
1	On the ADP Mobile Solutions springboard, select **Inbox.**
Result: The Inbox screen displays. **Note**: Pencil icon = tasks Round exclamation icon = Notifications Colored icon = Unread task or notification Grayed-out icon = Read task or notification	
2	Select the item to view.
Result: Details of the request display. **Note**: If the request is new or pending and has not been approved or rejected, the Approve and Reject buttons display.	
Result: The request is approved or denied.	