

ADP® Timekeeping Plus Scheduling Support Center Guide

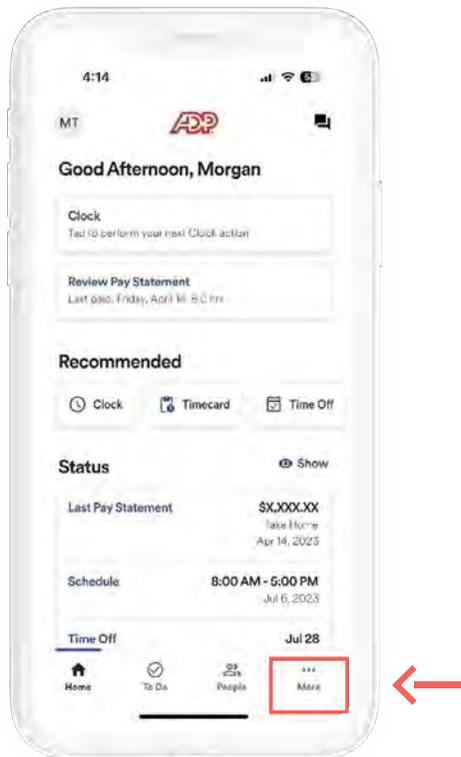
View schedule for employees (mobile version)



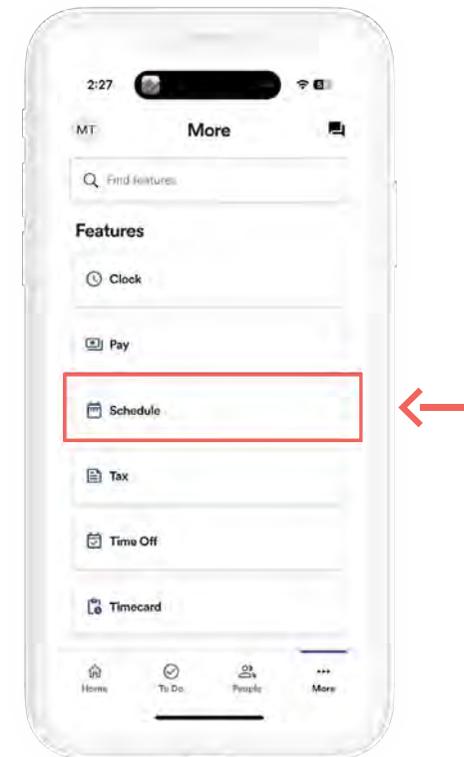
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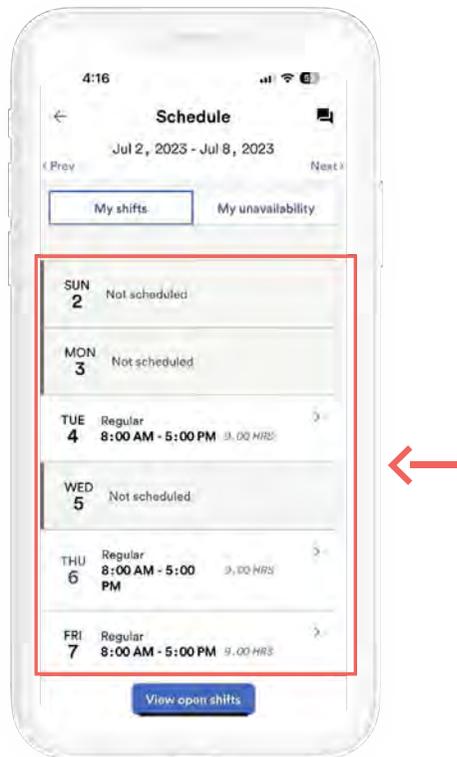
- 1 From the home screen on the **ADP Mobile Solutions app**, click **More**.



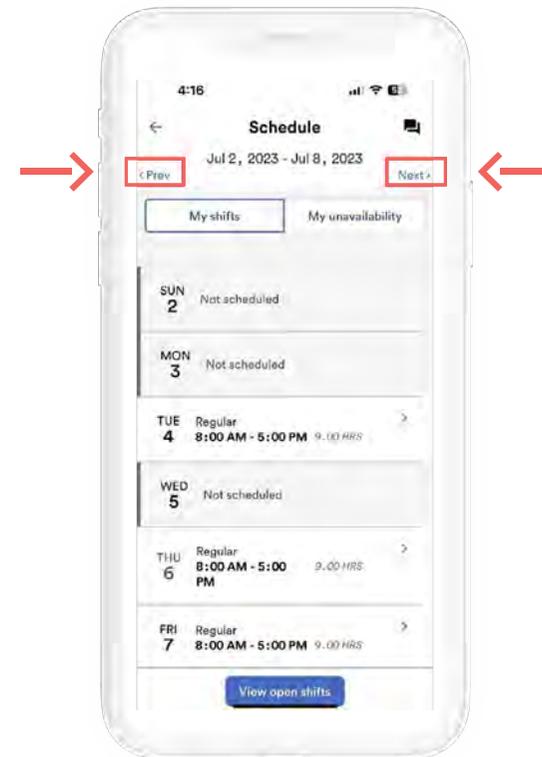
- 2 Once you click **More**, go to **Schedule**.



3 Here, you will see the schedule for the week.



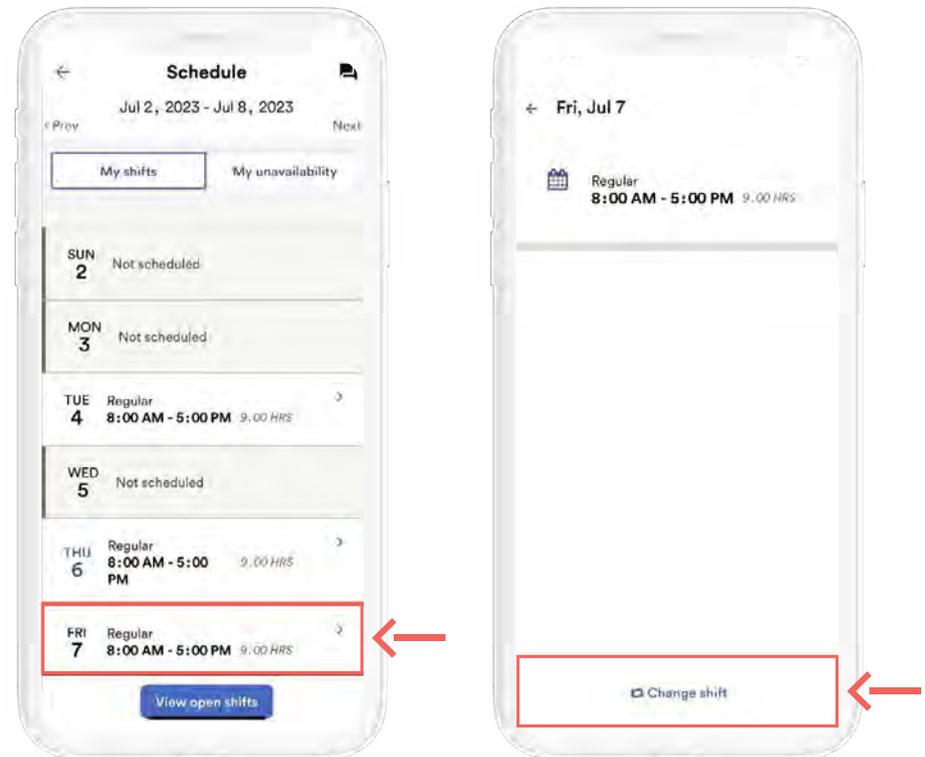
4 If you need to view the previous or next week's schedules select **Previous** or **Next** arrows.



5 If you need to add unavailability, you can select **My unavailability**, then "Add unavailability".



6 If you have a shift that you cannot work, tap on the shift, then select **Change shift**.



7 Then, you will be able to **Request cover**, where a co-worker can grab your shift to work.



8 You can also **Select** a specific co-worker to cover your shift and the request will be sent to your manager for approval.

