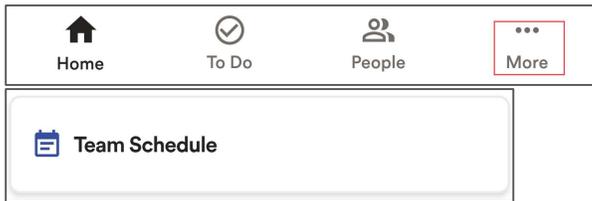


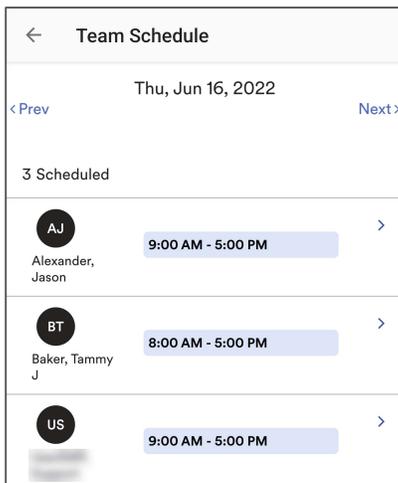
Mobile Guide – Managing Employee Schedules on Mobile

Viewing Your Team Schedule

1. Log onto **ADP Mobile Solutions App**.
2. From the Mobile Dashboard navigate to **More** and tap **Team Schedule**.

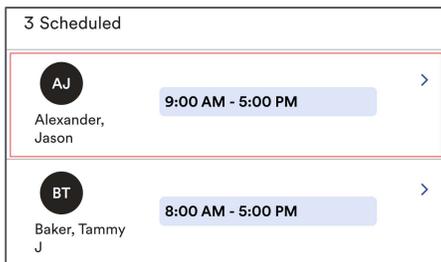


The Team Schedule page allows you to quickly view how many direct reports are schedule to work that day.



Edit an Existing Schedule

1. From the **Team Schedule** page. Click on the **employees' name** to expand their schedule.



Mobile Guide – Managing Employee Schedules on Mobile

2. Click the **Edit** (✎) icon.

Category	Time	 
Shift	9:00 AM - 5:00 PM 7.50 HRS	

3. Update the **Start** and **End** time and select **Save and Close**.

Edit ✕

Start Date: 06/16/2022 End Date: 06/16/2022

Start Time: 9:00 AM  End Time: 5:00 PM 

9:00 AM

9:30 AM

10:00 AM

10:30 AM

Save and close

A confirmation message will pop up showing the schedule update was successful, Tap **X** to close.

 This schedule was saved successfully ✕

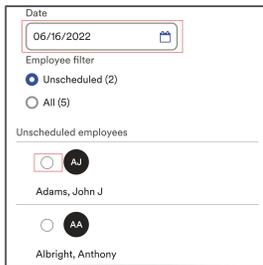
Add a New Schedule

1. From the **Team Schedule** page. Click on the **Add to Schedule**.

Add to schedule

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- From the Add to Schedule page, Add the **Date**, and Select an **Unscheduled Employee**. Select **Next** to move forward.



Date
06/16/2022

Employee filter
 Unscheduled (2)
 All (5)

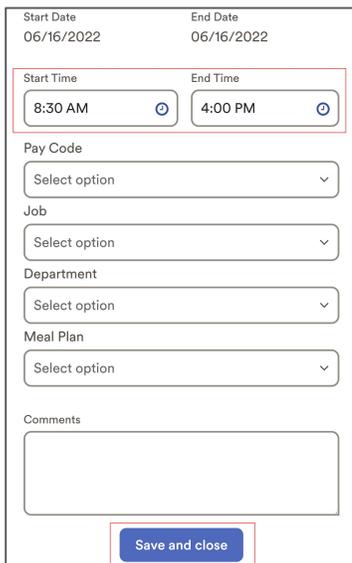
Unscheduled employees

Au
Adams, John J

AA
Albright, Anthony



- Enter **Start and End** time under the Shift tab. Click **Save and Close**.
 - There are alternate options available to enter for the schedule. The Pay Code, Department, and Meal Plan options, if used, will overwrite the settings assigned to their pay class. This can interfere with proper timecard calculations, including meal deductions/pay and overtime.



Start Date 06/16/2022 End Date 06/16/2022

Start Time 8:30 AM End Time 4:00 PM

Pay Code
Select option

Job
Select option

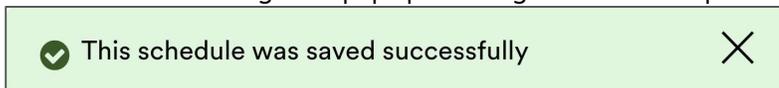
Department
Select option

Meal Plan
Select option

Comments

Save and close

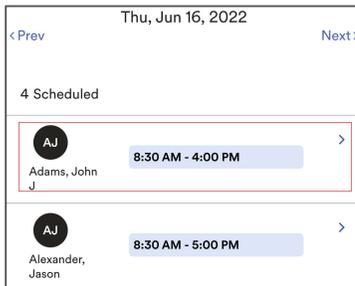
A confirmation message will pop up showing the schedule update was successful, Tap OK.



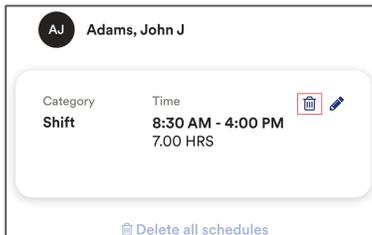
Mobile Guide – Managing Employee Schedules on Mobile

Delete an Employee Schedule

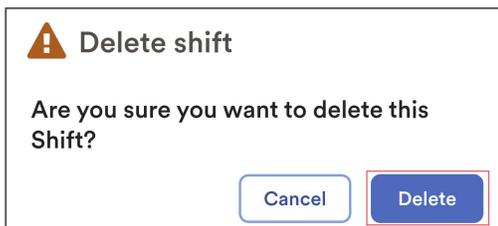
1. From the **Team Schedule** page. Select the **Date**, and **employee's name** to expand your schedule.



2. Click the **Delete** (🗑️) icon.



3. Tap **Delete**.



A confirmation message will pop up showing the schedule update was successful, Tap OK.

