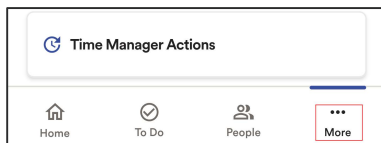


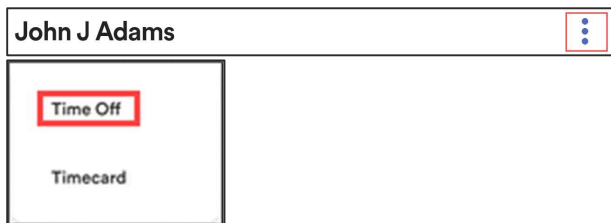
Mobile Guide - Managing Employee Time Off Requests

Managing Time Off Request with ADP Mobile Solutions App

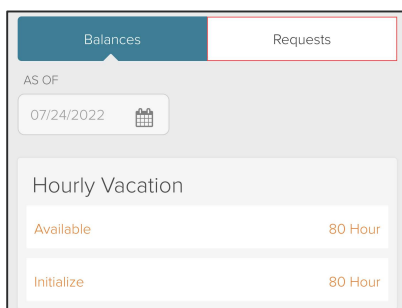
1. Log into the **ADP Mobile Solutions App**.
2. From the Mobile Dashboard navigate to **More** and tap **Team Manager Actions**.



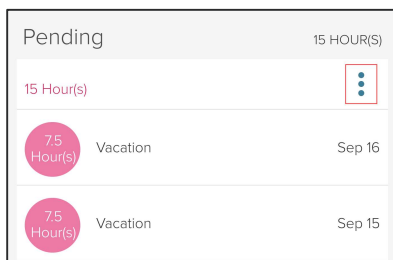
3. To access your employees' time off, tap on the 3-dot menu by their name, and select **Time Off**.



4. From the **Employee Time Off** page, you can view current balance and approve recent requests. Click on the **Requests** tab to review the employees' request.



5. From the Pending requests section, select the **3-Dot menu** to manage the employees' time off request.



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6. Selecting the **View** option shows more detail on the actual request.

The screenshot shows a mobile app interface. At the top, a red-outlined button labeled "View" is highlighted. Below it is a form with the following fields: a dropdown menu set to "Approve", a dropdown menu for "POLICY TYPE" set to "Vacation", a text field for "START DATE" with the value "09/16/2022", a text field for "START TIME" with the value "9:00 AM", and a text field for "DAILY TIME" with the value "7.5" and the unit "Hours".

7. Selecting the **Cancel** option will allow you to **Cancel the Full Request**.
- Commonly used to remove a previously approved or inaccurate date request.

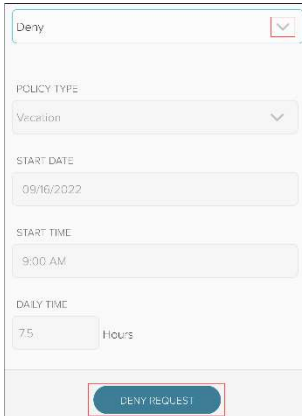
The screenshot shows a mobile app interface with a form containing the same fields as the previous one: "POLICY TYPE" (Vacation), "START DATE" (09/16/2022), "START TIME" (9:00 AM), and "DAILY TIME" (7.5 Hours). At the bottom of the form, a red-outlined button labeled "CANCEL REQUEST" is highlighted.

8. Selecting the **Approve** option will allow you to **Review and Approve** the requested time off.

The screenshot shows a mobile app interface with a form containing the same fields as the previous ones: "Approve" (dropdown), "POLICY TYPE" (Vacation), "START DATE" (09/16/2022), "START TIME" (9:00 AM), and "DAILY TIME" (7.5 Hours). At the bottom of the form, a red-outlined button labeled "APPROVE REQUEST" is highlighted.

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9. Selecting the **Deny** option will allow you to **Review and Deny** the requested time off.



Helpful Tips:

- If an employee submits a request with **more than one day**, needs to **cancel one** of the days, the **full request will need to be canceled** to remove the approved time off from the schedule.
 - The **employee can resubmit** with the correct date, or the **manager can remove it** from the timecard after it has posted.
- Time off requests, by default, will **post the morning after** the requested day off.
- A request with more than one day **allows for individual approval or denial**.
 - If only part of the time off requested dates is approved the **employee will receive a notification**. They **must accept** the notification before it will appear on their schedule.
- The system requires, by default, that all time off requests are **approved 24 hours in advance** from the requested day off.
 - Any time less than 24 hours will not post to the timecard, even if it shows in the schedule.
- ADP Time & Attendance allows for employees to request time even if their balance may go into the negative.
 - Managers and Admins must review approved vs. scheduled time prior to accepting the request.