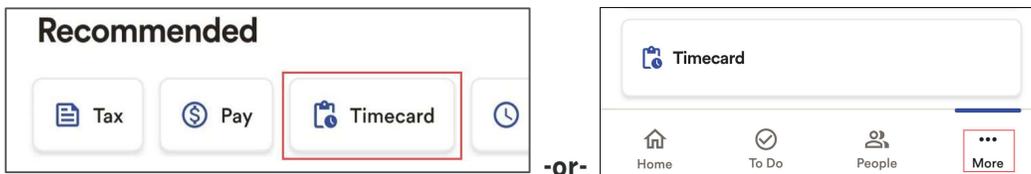


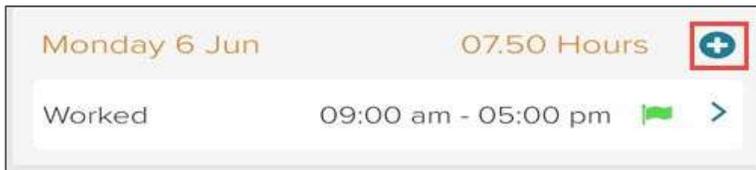
Mobile Guide- Recording Supplemental Pay Codes

1. Log into the **ADP Mobile Solutions App**.
2. Select the **Timecard** option from the Recommended options.

Alternatively, navigate to **More** and select **Timecard**



3. To add a supplemental pay code to the timecard, select the **plus icon** on the day you wish to record the value.



4. On the Add Entry screen, tap the **Expand** icon under Type.

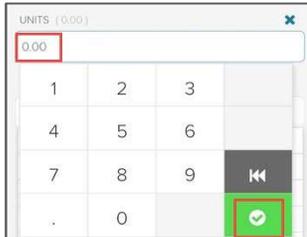


5. Tap Supplemental Pay Code name, i.e., **Mileage** to record type.



Mobile Guide- Recording Supplemental Pay Codes

6. Tap **UNITS** field and enter the unit or dollar amount to record. Tap the Green Check to Save amount. If unsure how to enter the value, speak with your supervisor.



UNITS (0.00)

0.00

1 2 3

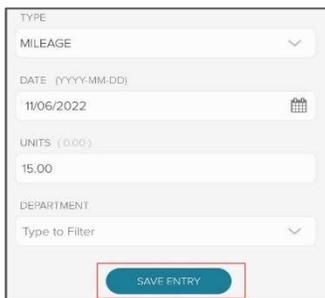
4 5 6

7 8 9

0

Green checkmark button

7. Verify Type, Date, and Amount. Click **Save Entry** to record supplemental pay code.



TYPE

MILEAGE

DATE (YYYY-MM-DD)

11/06/2022

UNITS (0.00)

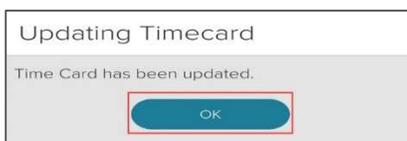
15.00

DEPARTMENT

Type to Filter

SAVE ENTRY

8. On the Updating Timecard pop-up, Tap **OK** to save entry.

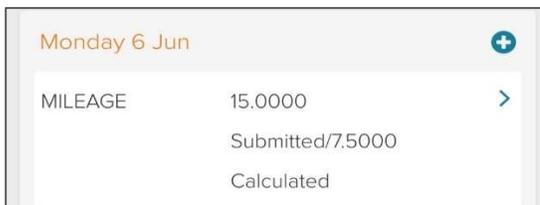


Updating Timecard

Time Card has been updated.

OK

9. Review timecard, value will appear as a dollar amount. Value will vary depending on the company rate.



Monday 6 Jun

MILEAGE 15.0000

Submitted/7.5000

Calculated