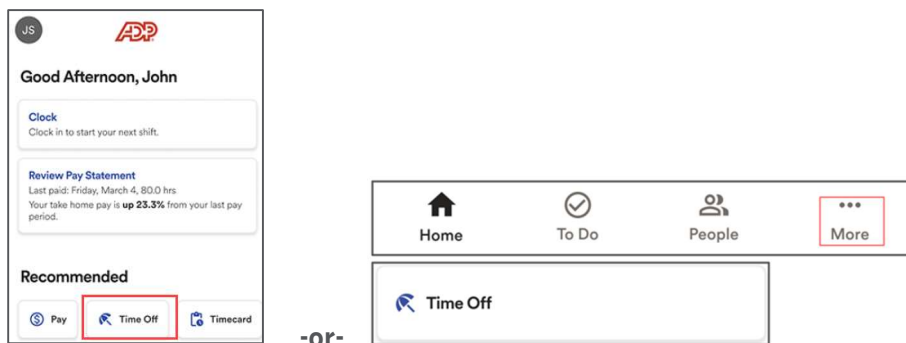


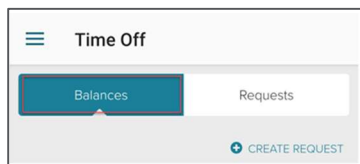
Mobile Guide – Submitting Time Off Requests

Submitting Time Off Requests

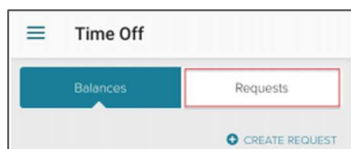
1. Log into your ADP Mobile Solutions App – [use your Employee Access Login](#).
2. Select **Time Off** from the **Recommended** options.
Alternatively, select **More** and **Time Off**.



3. If your employer uses ADP Time and Attendance to track Time Off, you can view your current balance by selecting the **Balances** tab. *Not sure? Ask your HR Manager.*



4. To view **Approved, Pending, or Cancelled** request select the **Requests** tab.



Create and Submit Time Off:

1. From the Time Off menu select Create Request



Mobile Guide – Submitting Time Off Requests

2. From the **Create** menu you can begin requesting your time.

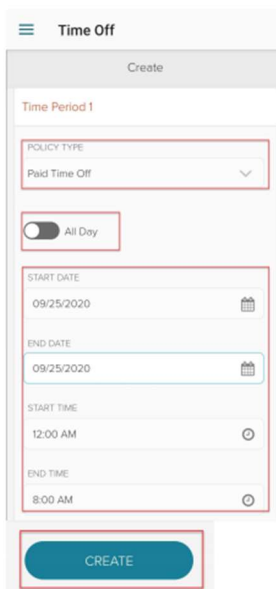
Policy Type: Select the type of Time Off you will be using. (i.e. Vacation, Sick, Personal, etc.)

All Day: Only select this if you will be out of the office your entire scheduled workday

Start and End Date: Enter the day you are requesting time off for

Start and End Time: Enter your scheduled hours for these times

Select **Create**



The screenshot shows the 'Time Off' screen in the ADP mobile app. At the top, there is a 'Create' button. Below it, the form is titled 'Time Period 1'. The form includes a 'POLICY TYPE' dropdown menu with 'Paid Time Off' selected. There is a toggle switch for 'All Day'. Below that are fields for 'START DATE' and 'END DATE', both set to '09/25/2020'. There are also fields for 'START TIME' (set to '12:00 AM') and 'END TIME' (set to '8:00 AM'). At the bottom of the form is a blue 'CREATE' button.

NOTE: We recommend creating a separate request for each day of Time Off being requested.

3. From the **Confirm** menu you can review your request and ensure accuracy

Approve By: System will always default to the day prior. If advanced notice is needed reach out to your supervisor or HR manager to avoid delays

Policy Type: Verify correct Time Off code is being used

Start and End Date: Verify the day(s) your time off request

Mobile Guide – Submitting Time Off Requests

Start and End Time: Verify your start time; recommend using your actual scheduled start time

Daily Time: You will want to set this to the total number of hours you work daily. i.e. 8.00 hours

a. If the request is for partial day enter the total number of hours of time needed. i.e. 4.00 hours

4. Select **Update Changes**

Time Off

Confirm

Time Period 1

Verify

POLICY TYPE
Paid Time Off

START DATE
09/25/2020

START TIME
12:00 AM

DAILY TIME
8.00 Hours

Add Time Period

UPDATE CHANGES

5. Upon update you will receive the Success! Message. Click **OK**

Time Off

Success!

The request has been updated.

OK

Questions regarding your Time Off request or balance? Reach out to your supervisor or HR Manager for support.