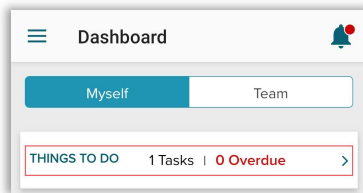


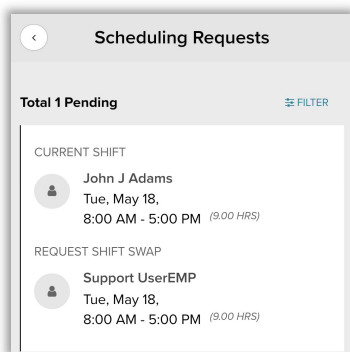
Supervisor Guide – Approving a Shift Swap in ADP Mobile Solutions App

Approving a Shift Swap

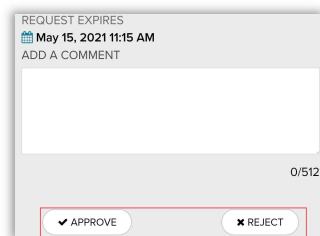
1. Log onto the ADP Mobile Solutions app.
2. Tap **Things to Do**.



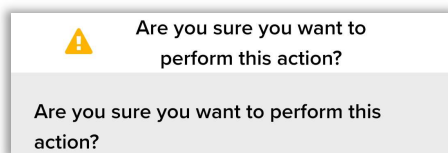
3. On the Scheduling Requests page, review the requested shift swap.



4. Enter a comment (optional).
 - Supervisors can either Approve or Reject the shift swap
 - Supervisors are only able to see shift swaps associated by employees assigned directly to the supervisor.



5. Confirm action by selecting **Yes** on the follow screen.



Employees' schedules will now be updated with the new shift.