

#### ADP Time & Attendance Mobile App Reference Guide

#### How to record a punch (clock in/out)



Exception(S)



ŵ	Emily Employee	=	ADP Mobile	
ADP Mobile	Pay		11:13:52 ª	
Q	Tax		El Paso, TX	
Search	Clock		TRANSFER	
	Timecard			
		Pay		
		No	pay data to display	
		Timeca	rd	
کی Settings		(	Nov 1, 2016 - Nov 15, 2016 00.00	5
		Т	otal Hours Excepti	0

## How to record a punch (clock in/out) continued





# How to record a Labor Transfer



Use the dropdown arrow to make a selection. Click the TRANSFER button. Click SUBMIT when done.

> Ĥ = Clock = Ĥ Clock G ŵ = Clock ADP Mobile Transfer < Transfer <  $(\Omega)$  Pay 11:00:59 am Myself 11:01:25 am Nov 10, 2016 Tax R El Paso, TX El Paso, TX My Team Lat : 31.90, Long : -106.57 PROJECT PROJECT Timecard News PROJECT A - PROJECT A V TRANSFER  $\square$ Benefits TASK TASK Inbox **Recent Activity** Admin - Admin Time Off  $\sim$ ₽ 2 LOCATION Schedule My Calendar LOCATION Q Depot - Depot  $\sim$ Search <u></u> Settings  $\rightarrow$ Logout

#### How to approve your timecard



#### Click APPROVE TIMESHEET $\rightarrow$ Click OK to Confirm If needed, you can also click UNAPRROVE TIME SHEET.



## Timecard edits & approvals - Supervisor



Click the plus button to begin timecard edits.



Emily Employee	,	Ô
CURRENT PERIOD		
Nov 1, 2016 - Nov 15, 2016		~ ]
08.00 Total Hours Exce	1 2 eptions	
Tuesday Nov 1 0	Hours	0
Wednesday Nov 2 0	Hours	0
Thursday Nov 3 0	Hours	0
Friday Nov 4 0	Hours	•

Emily Em	Ĥ	
Tuesday Nov 8	0 Hours	0
Wednesday Nov 9	0 Hours	•
Thursday Nov 10	0 Hours	•
Friday Nov 11	0 Hours	•
Saturday Nov 12	0 Hours	•
Sunday Nov 13	0 Hours	0
Monday Nov 14	0 H	0
Tuesday Nov 15	0 Hours	0

## Timecard edits & approvals - Supervisor

continued

Edits and Approvals continued:

- \* Click START or END to edit time as needed.
- \* Click SAVE ENTRY or DELETE ENTRY to confirm edits.
- \* Click APPROVE TIME SHEET.





