



ADP® Timekeeping Plus Scheduling Support Center Guide

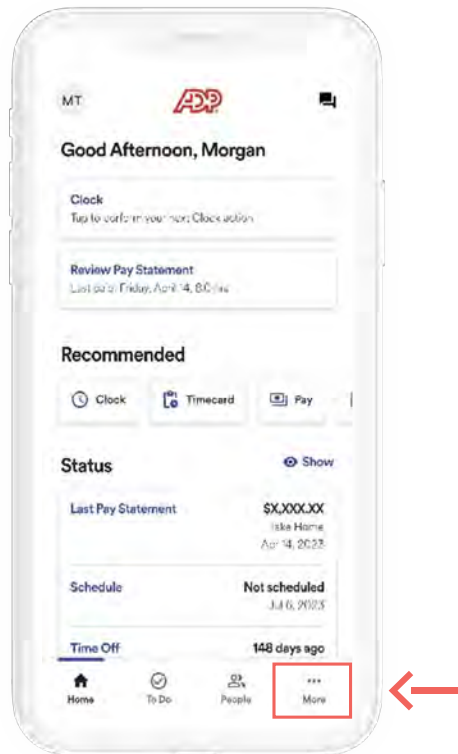
Requesting time off (mobile)

Proprietary and Confidential.

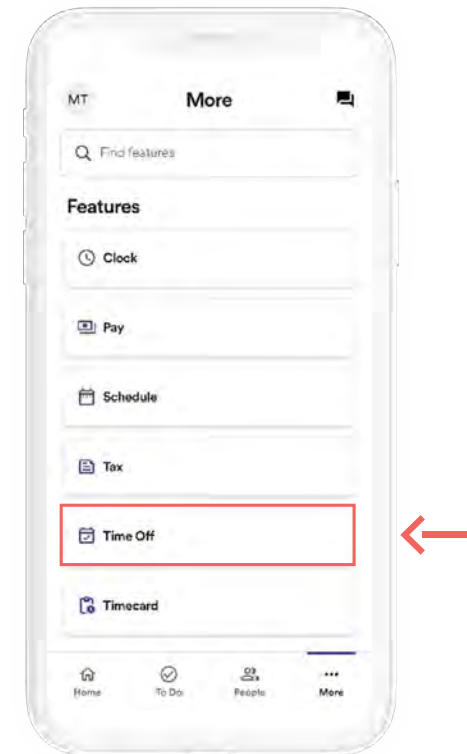


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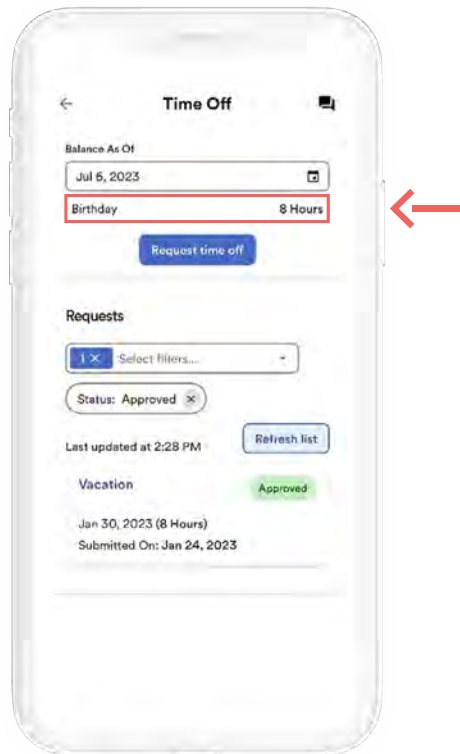
1 From the Mobile app, tap **More** in the bottom right corner.



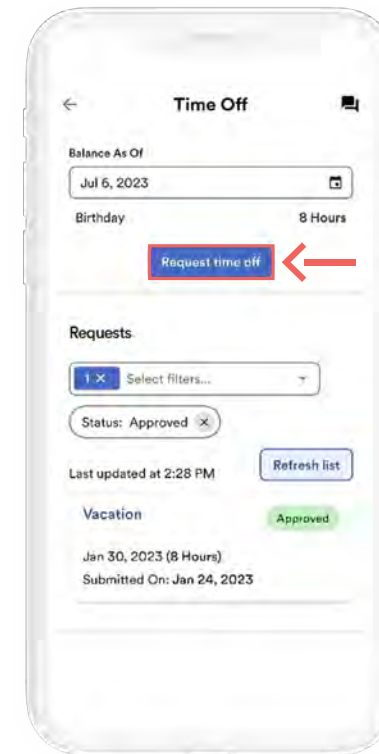
2 From the **More** screen, select **Time Off**.



3 This screen will show you how many hours you've accrued.



4 To submit a new request, tap **Request time off**.



5 Here, you can choose the **Time off type**.

Request Time Off

Step 1: Add Time Off Request

Request Type*

AR FMLA

Bereave

Birthday

Duration

Hours

Start Date*

Jul 28, 2023

End Date*

Jul 28, 2023

Start Time*

08 : 00

Hours per Day

8.0

< Previous Review & submit >

6 Then, enter the **Start Date** and **End Date** of your request.

Request Time Off

Step 1: Add Time Off Request

Request Type*

AR FMLA

Bereave

Birthday

Duration

Hours

Start Date*

Jul 28, 2023

End Date*

Jul 28, 2023

Start Time*

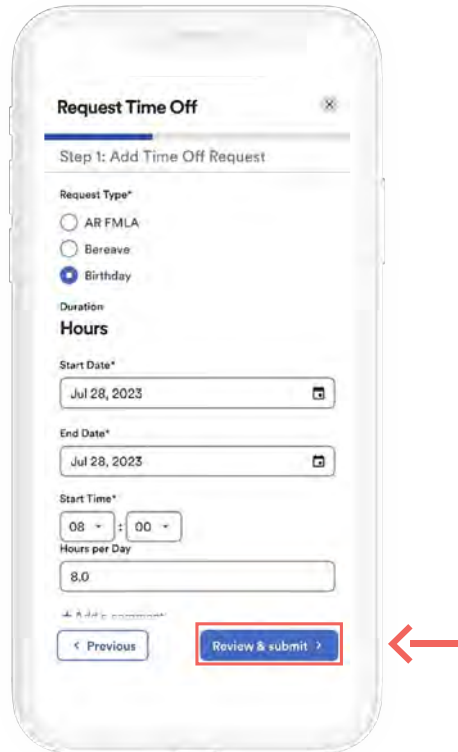
08 : 00

Hours per Day

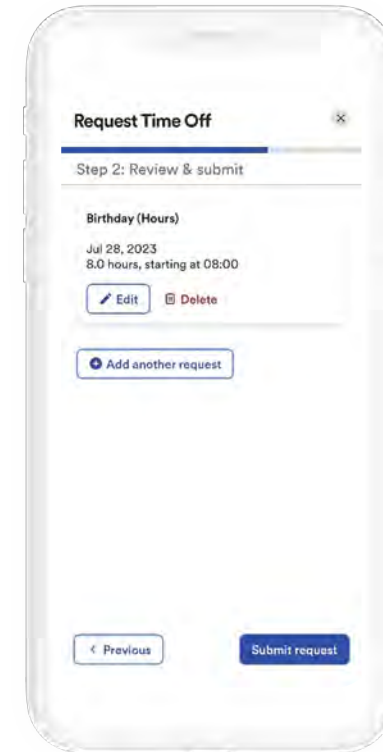
8.0

< Previous Review & submit >

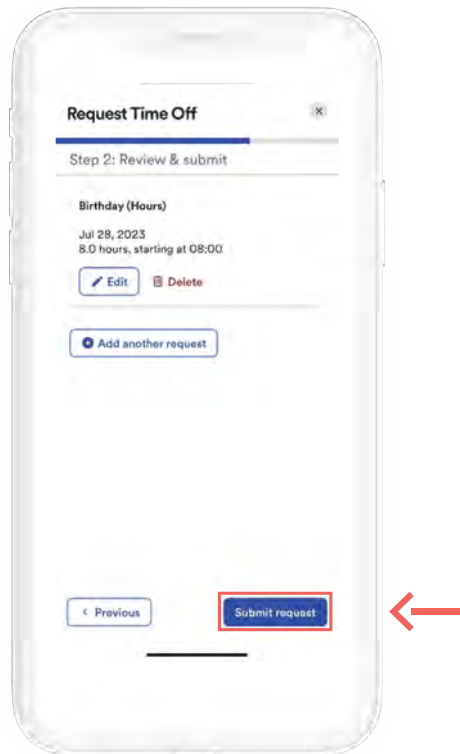
7 Then, tap **Review & submit**.



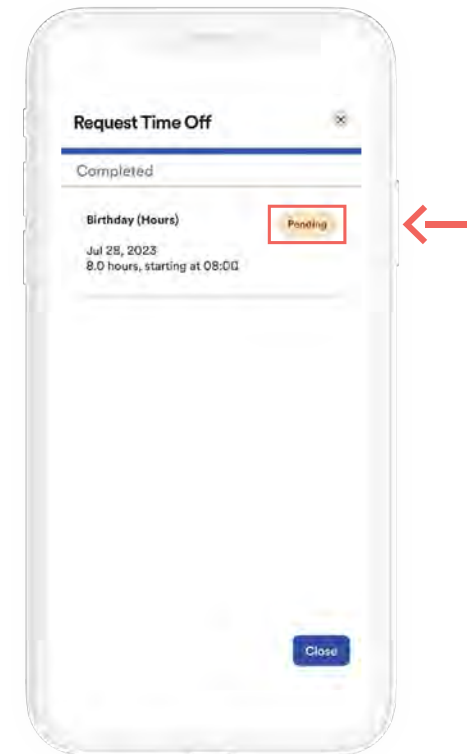
8 Here, you can see your request.



9 Then, tap **Submit request**.



10 Then, you will see a confirmation screen showing that your request is **Pending** for your manager to review.



- 11 To view the status of your request, go back to the **Time Off** screen. Here, you will see your requests, as well as an indicator for their status.

