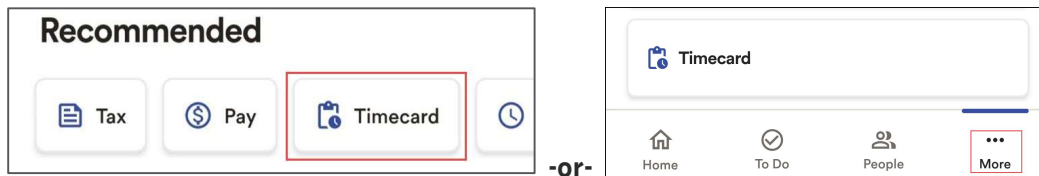


Mobile Guide- Recording Total Hours

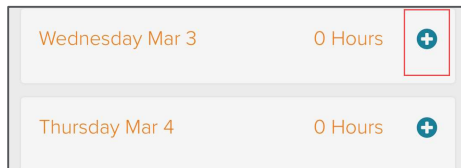
Recording Total Hours with the ADP Mobile Solutions App

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

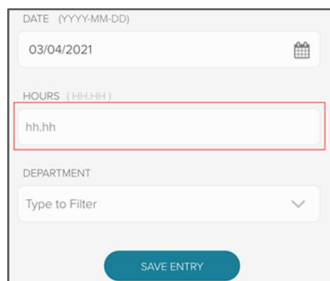
Alternatively, navigate to **More** and select **Timecard**



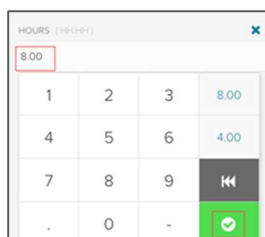
3. To add hours to the timecard, select the **plus icon** on the day worked.



4. On the Add Entry screen, tap the **Hours** field.

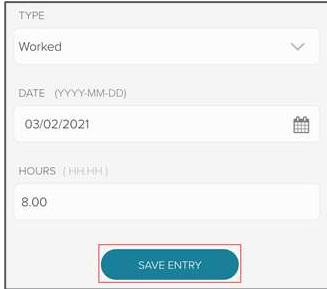


5. Enter total hours as hh.mm, i.e. **8.00**. Tap **Check** to save hours.



Mobile Guide- Recording Total Hours

6. Verify **Pay Code, Date, Total Hours, and Department**, Tap **Save Entry**.



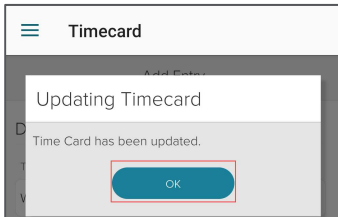
TYPE
Worked

DATE (YYYY-MM-DD)
03/02/2021

HOURS (HH:MM)
8.00

SAVE ENTRY

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



Timecard

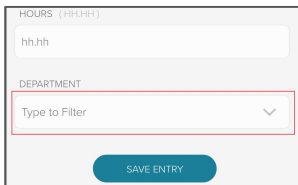
Updating Timecard

Time Card has been updated.

OK

Transferring Departments

1. From the Add Entry screen, **expand** the drop-down box for the **Department** field.

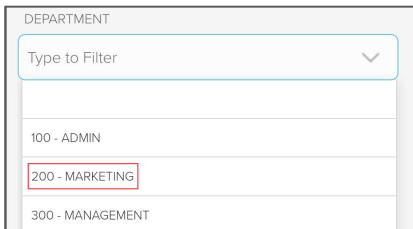


HOURS (HH:MM)
hh:hh

DEPARTMENT
Type to Filter

SAVE ENTRY

2. From the Transfer drop-down menu, Tap the Department associated with your time.



DEPARTMENT
Type to Filter

100 - ADMIN

200 - MARKETING

300 - MANAGEMENT

Mobile Guide- Recording Total Hours

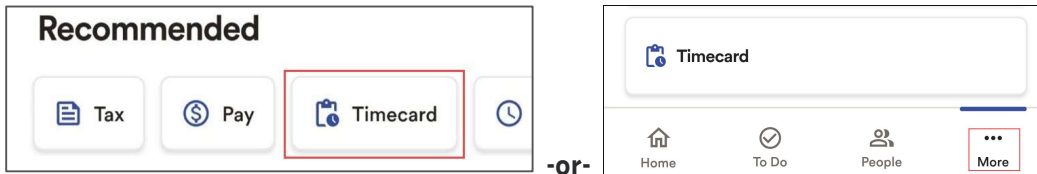
3. Hit **Save Entry** to submit department.



Review Timecard

1. Select the **Timecard** option from the Recommended options.

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



2. From the Timecard menu the previous, current, and next pay period timecards are accessible for viewing only by default.

