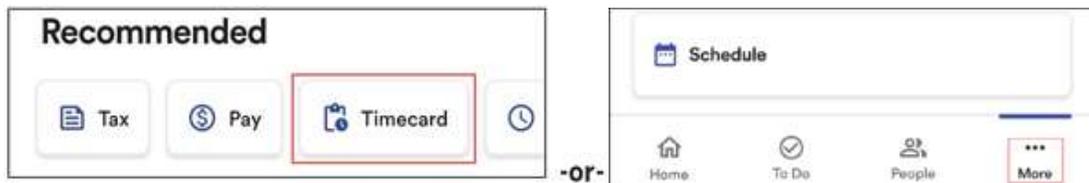


Mobile Guide – Requesting & Accepting a Shift Swap

Requesting a Shift Swap

1. Log into the **ADP Mobile Solutions App**.
2. Select the **Schedule** option from the **Recommended** Options

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



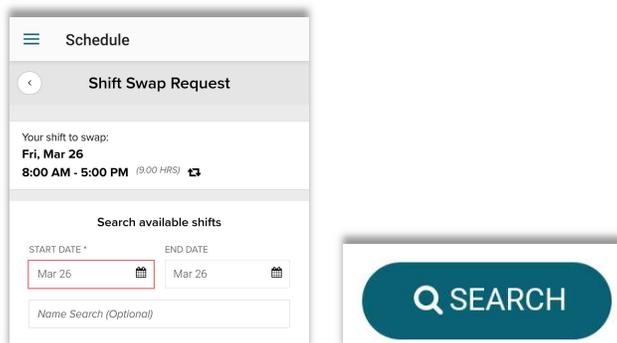
3. Select a shift to swap by tapping the shift.



4. Tap on **Request a Shift Swap**.

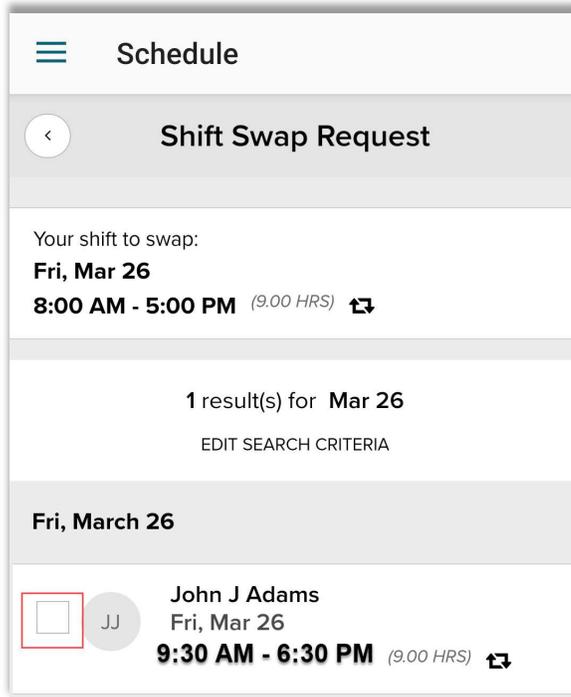


5. On the Shift Swap Request screen, Enter the **Date** and select **Search** to find available shifts.

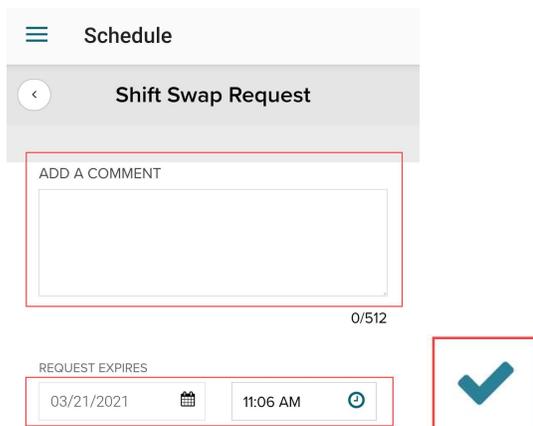


Mobile Guide – Requesting & Accepting a Shift Swap

6. Select an **available shift** from the displayed results.

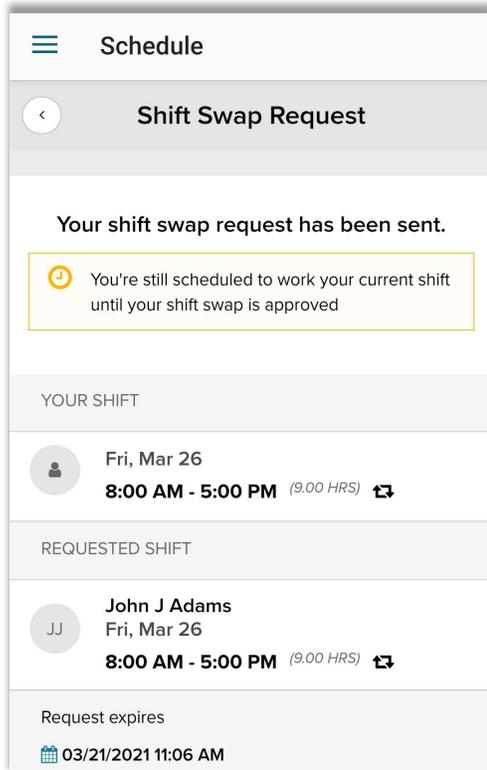


7. Enter a **comment**, update **date and time** for acceptance and approval, Tap the **check mark** to submit.



Mobile Guide – Requesting & Accepting a Shift Swap

8. Shift Swap Confirmation screen will provide details of your request.



Accepting a Shift Swap

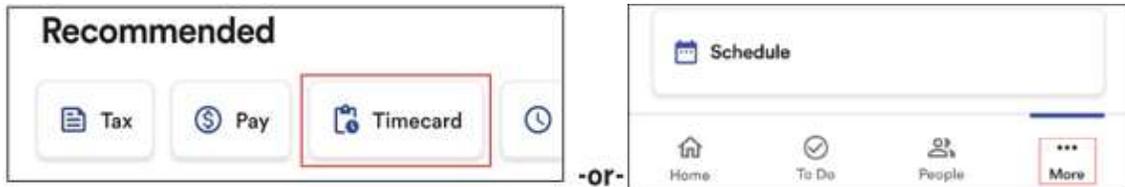
1. Accepting Associate will log into ADP Mobile Solutions App
2. Shift swap requests will appear as a notification in the Mobile App under **To Do**.



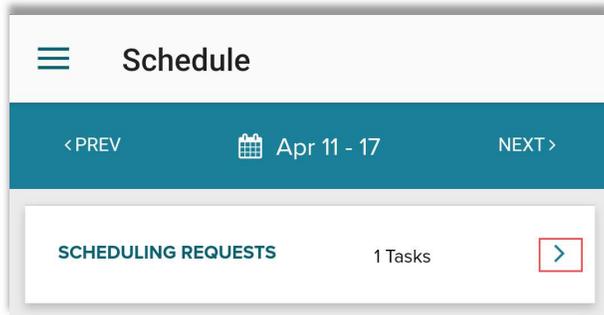
Mobile Guide – Requesting & Accepting a Shift Swap

3. Select the **Schedule** option from the **Recommended** Options

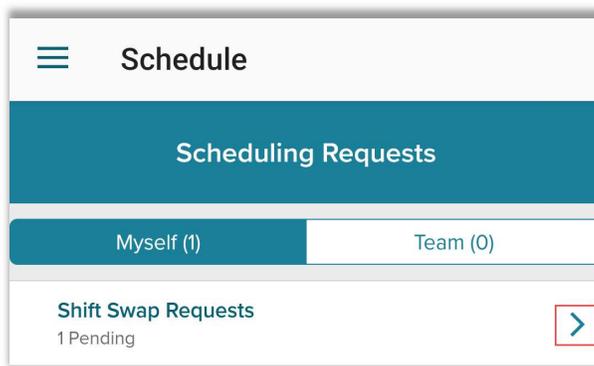
Alternatively, navigate to **More** and select **Schedule**



4. On the schedule page a **Scheduling Requests** task will appear, tap the **arrow** button to open.

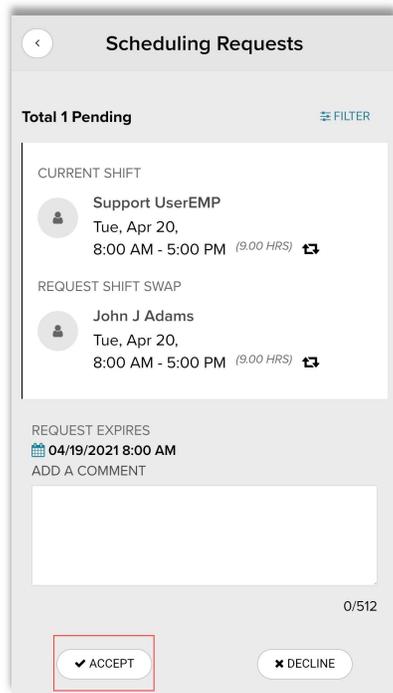


5. On the Scheduling Requests page > tap the **arrow** button to open any **pending** requests.



6. Tap the Accept button to swap shifts.

Mobile Guide – Requesting & Accepting a Shift Swap



7. On the page that states “Are you sure you want to perform this action?”, tap **Yes**.
8. A supervisor will still need to approve the shift swap prior to schedules changing. Reach out to your supervisor if you have any questions.