

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

Recommended					📩 Sche	Schedule		
🖹 Tax	S Pay	Co Timecard	0		â	Ø	0	
				-or-	Home	To Do	People	More

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.





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

≡ Schedule	Schedule			
 Shift Swap Request 				
Your shift to swap: Fri, Mar 26 8:00 AM - 5:00 PM ^(9.00 HRS) t∓				
1 result(s) for Mar 26 EDIT SEARCH CRITERIA				
Fri, March 26				
JJJ John J Adams Fri, Mar 26 9:30 AM - 6:30 PM (9.00 HRS)				

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

≡	Schedule		
•	Shift Swap Request		
ADD /	A COMMENT		
		0/512	
REQUE	ST EXPIRES		
03/2	21/2021 🛗 11:06 AM	0	



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**.





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.



•	Scheduling Requests				
Total 1 Pending # FILTER					
CURRE REQUE	NT SHIFT Support UserEMP Tue, Apr 20, 8:00 AM - 5:00 PM ST SHIFT SWAP John J Adams Tue, Apr 20, 8:00 AM - 5:00 PM	(9.00 HRS) 🖪			
REQUES 04/19 ADD A C	ST EXPIRES (2021 8:00 AM COMMENT		0/512		
	ACCEPT				

- 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.