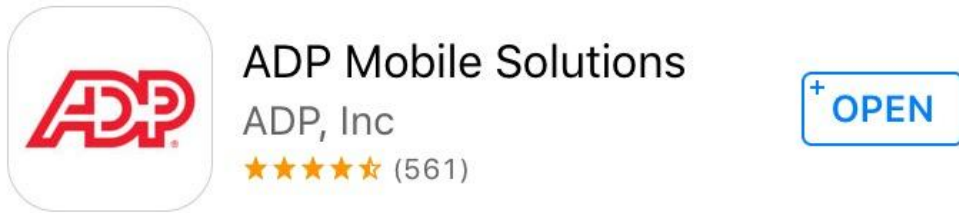


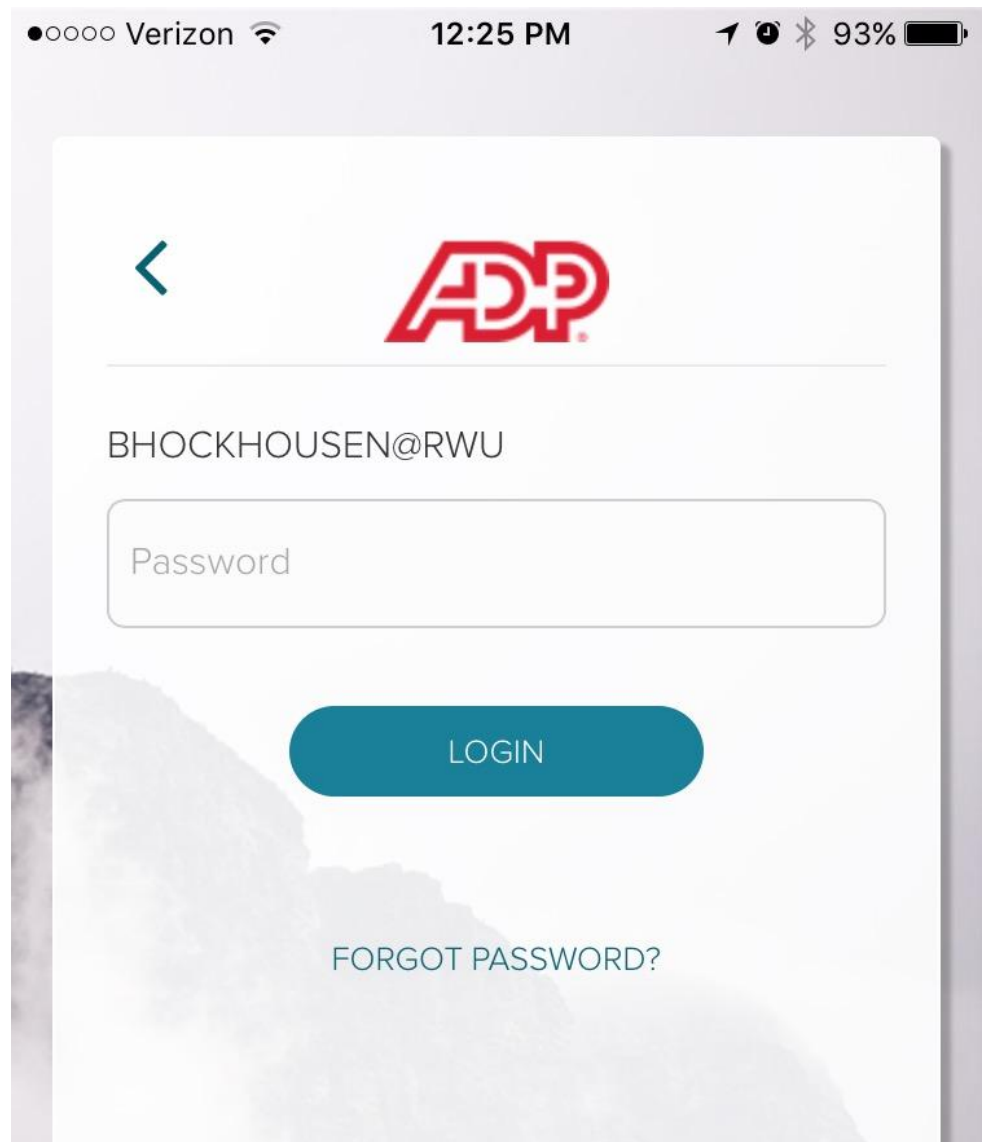
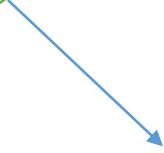
ADP Mobile App Instructions

Download the ADP Mobile Solutions App through your phone's AppStore or PlayStore. Once downloaded, open the app and sign in, your user name and password will be the same as it is when logging in from work.

(If you do not have a username please see the [USER MANUAL](#) on the payroll office website. If you have forgotten your password, please click "forgot password?" on your screen to reset your password.)



Enter your
ADP
Password





ADP Mobile



Clock

12:25:49^{pm}

Dec 9, 2016
Bristol, RI

CLOCK IN

TRANSFER

Touch to punch in or out

Hit transfer to select multiple positions

View current or previous pay period hours

Timecard

Nov 26, 2016 - Dec 9, 2016



Total Hours



Exception(S)

VIEW DETAILS



Time Off



Check vacation and sick balance

Create time off requests

Balances

Requests

+ CREATE REQUEST

AS OF

Dec 9, 2016



Bonus Vacation

Available

0 Hours

Jury Duty

Available

0 Hours

Vacation

Available

40 Hours

Conference



Time Off



Create

EARNING TYPE

Vac D-N-C OT



DURATION TYPE

Full Day



START DATE

Dec 10, 2016



END DATE

Dec 10, 2016



Add Time Period



CREATE