



Mobile Guides - ADP Time Kiosk – Employee Sync and Application Refresh

Objectives:

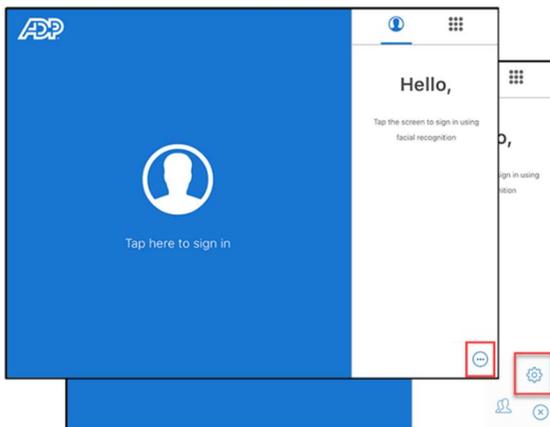
- Perform application refresh to allow sync of all employees from database
- This feature is found in the newest versions of the ADP Time Kiosk app (1.6.3+)

Resources:

- ADP Time Kiosk – Apple Store:
<https://apps.apple.com/us/app/adp-time-kiosk/id1455253414>
- ADP Time Kiosk – Google Play:
https://play.google.com/store/apps/details?id=com.adp.time.kiosk&hl=en_US&gl=US

Performing Application Refresh

1. From the Employee Sign on screen: Tap the **Menu**  option.
2. Tap the Gear Wheel  icon to enter **Settings**.

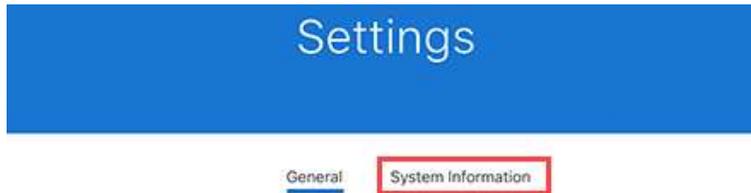


3. On the Enter your ADP Credentials screen, sign in with your Administrator login.

A screenshot of the ADP login screen. It features two input fields: the top one contains the email address "adpclient@adp.com" and the bottom one contains a masked password "*****". A mouse cursor is positioned over the password field. Below the fields is a blue "LOGIN" button. At the bottom of the screen, there is a link that says "Forgot your ADP User ID/Password?".

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4. Tap the System Information header to access the connection options.



5. Under the Connection option, navigate to Last Connection and click the refresh arrows.



6. A progress bar will initiate. Do not navigate away from this screen until it is complete.

