

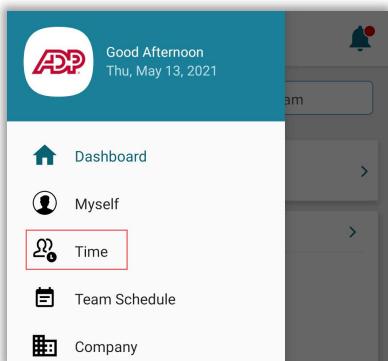


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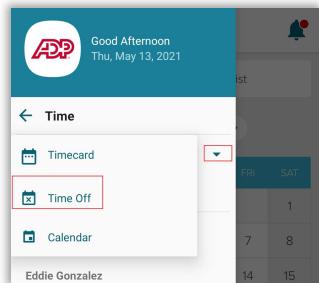
# Supervisor Guide – Managing Time Off Request with ADP Mobile Solutions App

## Managing Time Off Request with ADP Mobile Solutions App

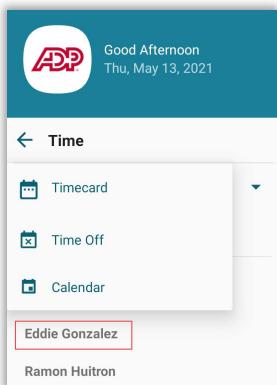
1. Log onto ADP Mobile Solutions App.
2. From the Dashboard select the **Menu(≡)** icon.
3. Select **Time** from the expanded window.



4. From the drop-down box, tap Time Off.



5. Tap on the employees' name.

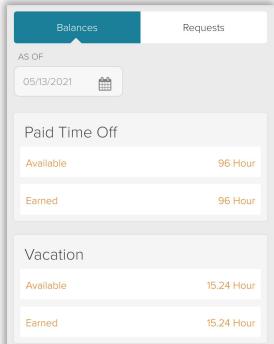




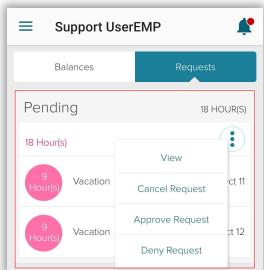
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6. On the balance tab you can view how many hours remaining the employee has as of that date.



7. On the Requests tab you can find **approved, denied, or cancelled** Time off Requests.



Each option will require review and acceptance of the action. We have Approve Request, Deny Request, and Cancel Request.

**Approve Request**

Total Time: 18 Hour(s)

COMMENTS

Approve

POLICY TYPE

Vacation

START DATE

10/11/2021

START TIME

8:00 AM

DAILY TIME

9 Hours

**Cancel Request**

Total Time: 18 Hour(s)

COMMENTS

POLICY TYPE

Vacation

START DATE

10/11/2021

START TIME

8:00 AM

DAILY TIME

9 Hours

**Deny Request**

Total Time: 18 Hour(s)

COMMENTS

Deny

POLICY TYPE

Vacation

START DATE

10/11/2021

START TIME

8:00 AM

DAILY TIME

9 Hours