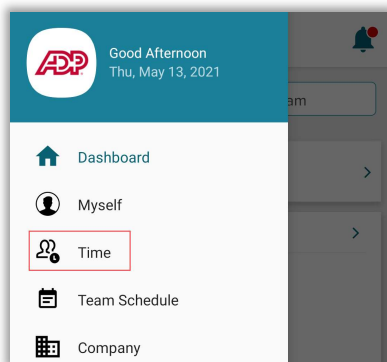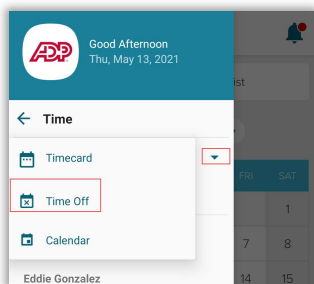# Supervisor Guide – Managing Time Off Request with ADP Mobile Solutions App

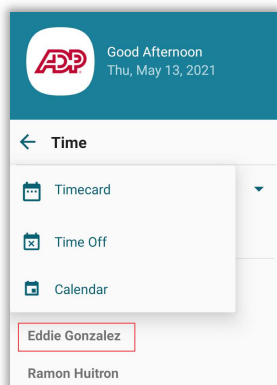## Managing Time Off Request with ADP Mobile Solutions App

1. Log onto ADP Mobile Solutions App.

2. From the Dashboard select the **Menu**(≡) icon.

3. Select **Time** from the expanded window.
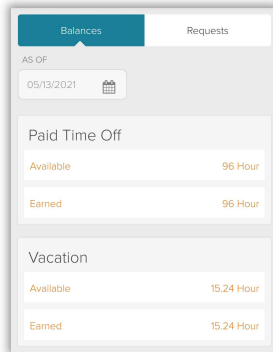

4. From the drop-down box, tap Time Off.
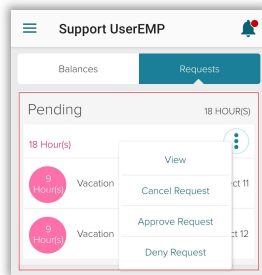

5. Tap on the employees' name.

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.