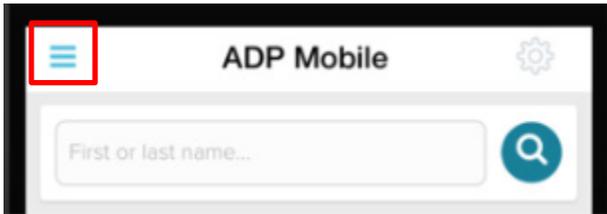


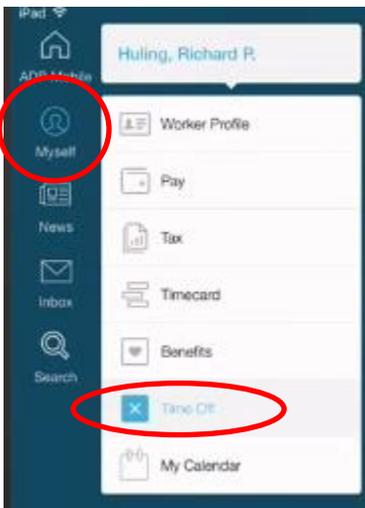
Time Off Request (using mobile app)

After logging in to ADP Mobile app:

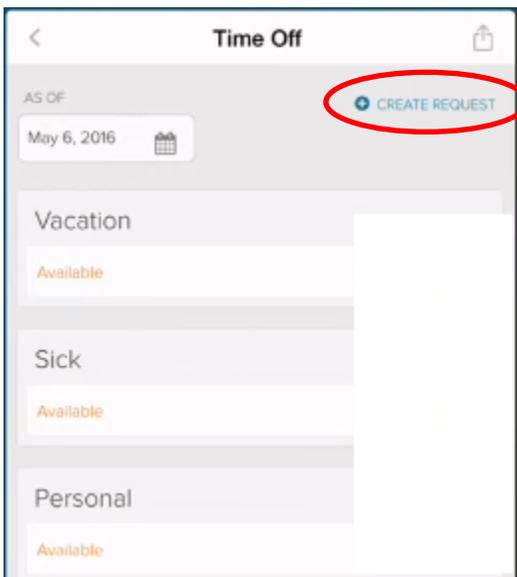
Click the  in the top left corner.



Click “Myself”, then “Time Off”.

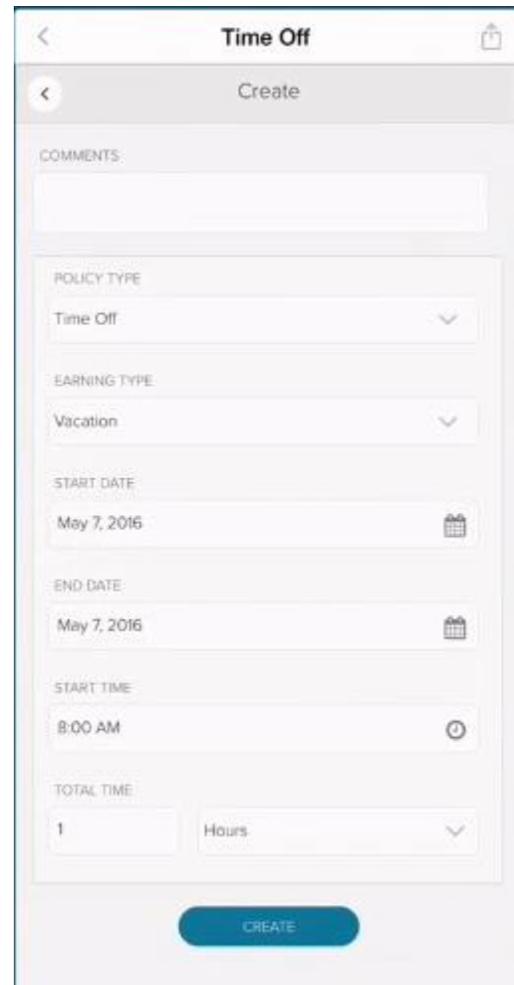


Click “Create Request”.



Fill in Request and Submit

Choose Earning Type. Fill out the Start Date, End Date, Start Time and Total Time. Click “Create”, then click “Update Changes”.



After Submission

Once you submit your request, you will get a confirmation screen and your request is sent to a manager for approval.

Request Completed

Once your request is processed by a manager, you will receive a notification (Inbox, Email or Alert) and it will display on the calendar.