



IN THE BUSINESS OF YOUR SUCCESSSM

ADP Mobile Solutions

User Guide



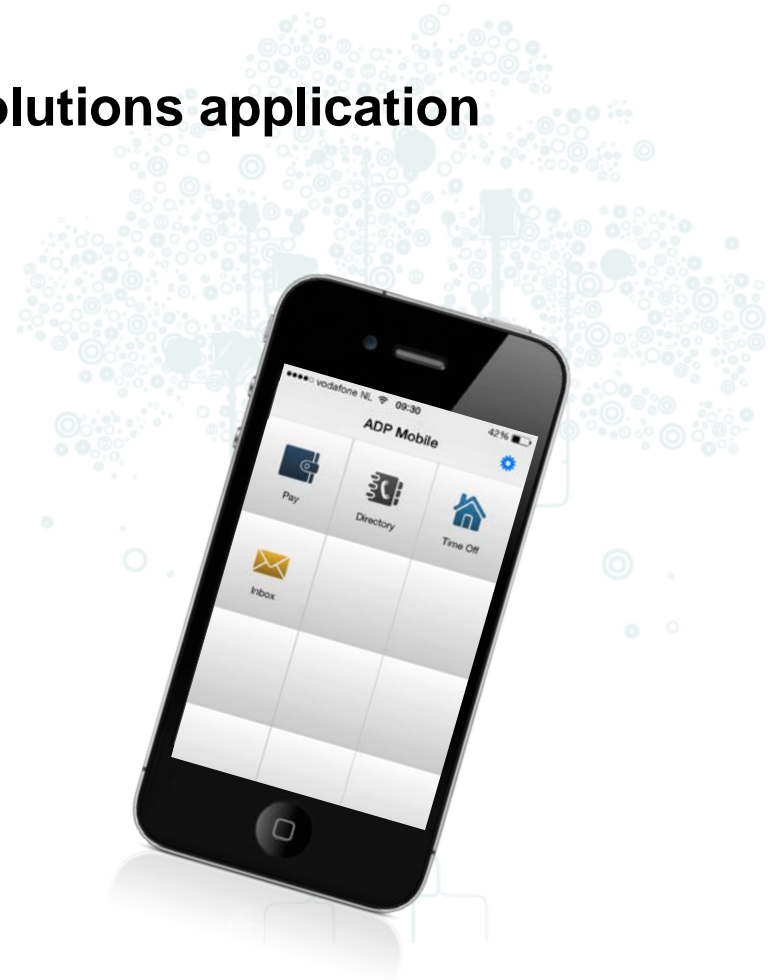
HR. Payroll. Benefits.

October 2014



Service overview

- **1st connection to ADP's Mobile Solutions application**
- **Startscreen**
- **Features**
 - Pay
 - Directory
 - Leave
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- **Settings**
 - Preferences
 - Language
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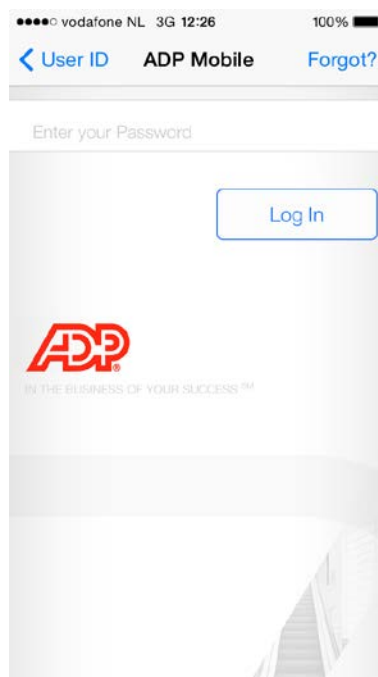
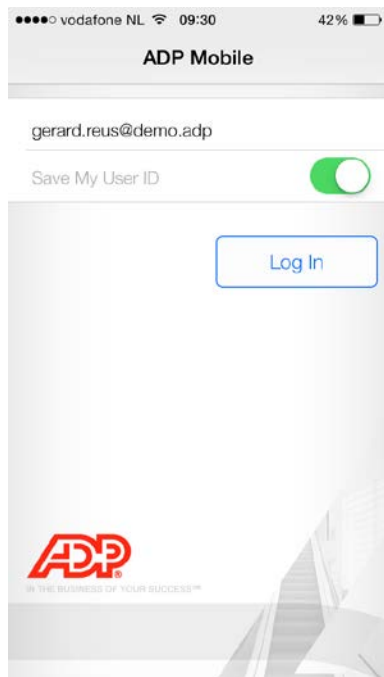


1^{er} connection



Connecting to the application: <https://mobile.adp.com> , designed for users whose smartphones run Blackberry, Windows 8 Phone or other operating systems.

Downloading the free app: *ADP Mobiles Solutions* from the Apple Store, for iPhone or iPad users (**search the iPhone apps for ADP Mobile Solutions**) or from Google Play for Android



- Enter your ID and confirm
- Enter your password and confirm

Your user ID and password for connecting are the same ones you are using for Employee Self Service (ESS) or viewing your digital payslip.

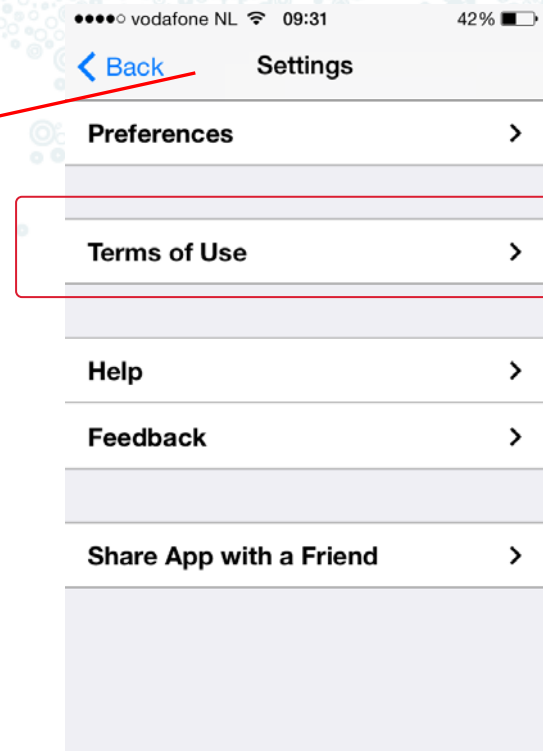


1st connection



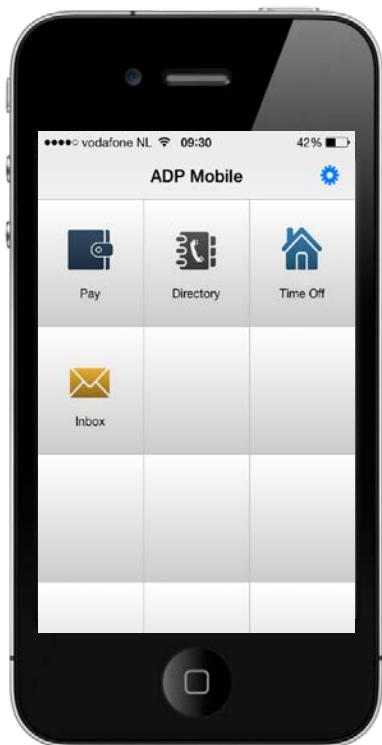
Accepting the user terms and conditions:

During the first connection, the application asks you to accept the “Terms of use”, which can be consulted anytime by accessing the “Settings” feature.





Startscreen



The startscreen is the application home page for ADP Mobile.

It displays the features that your company has activated and made accessible for mobile communication.

To **access a feature**, select the appropriate tile from the desktop.

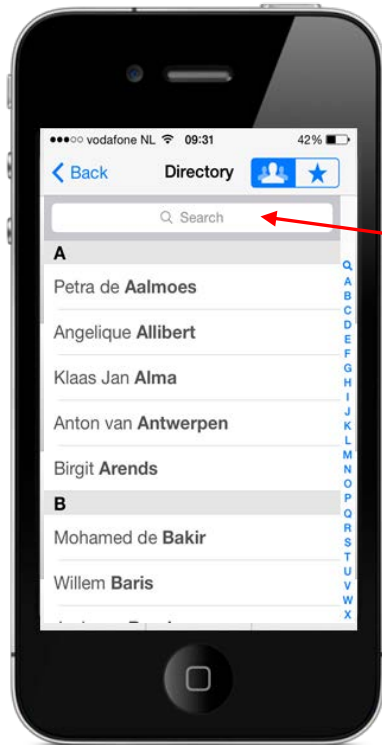
To **get back to the desktop from any point** in the application, select the title of the screen.



Directory



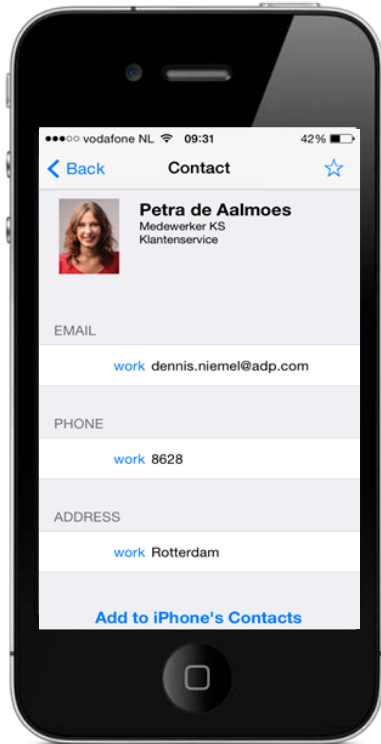
Access the professional details of your company colleagues



To find a contact, type at least three letters of the contact's first or last name in the search field.



Directory



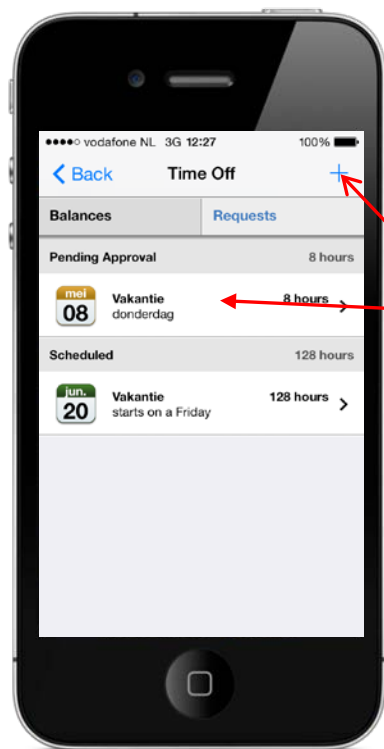
To *call*, select the telephone number.

To *send an e-mail message*, select the e-mail address.

By clicking on Immediate Supervisor, you access the datasheet of the person's manager.



Time off



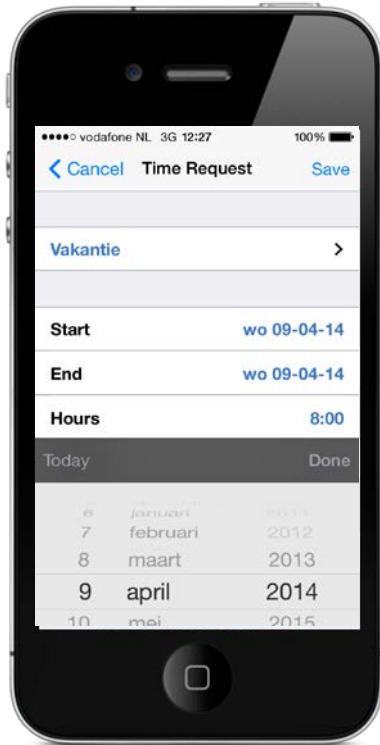
To view leave balances click the Time off icon on the start screen.

For **more details on these balances**, select a type of leave.

To request time off, select the +



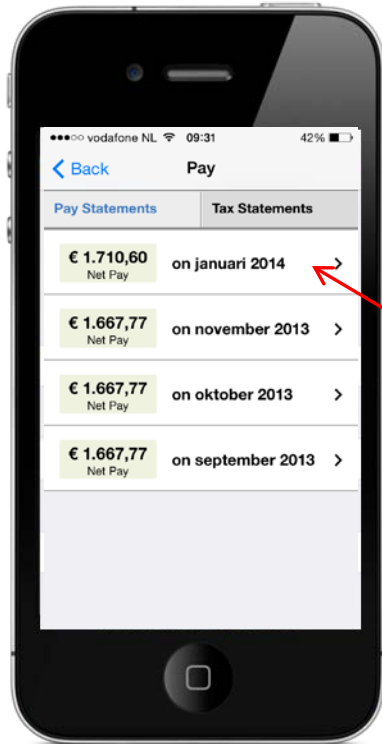
Time off



After choosing the correct type of leave and selecting the period, select Save.



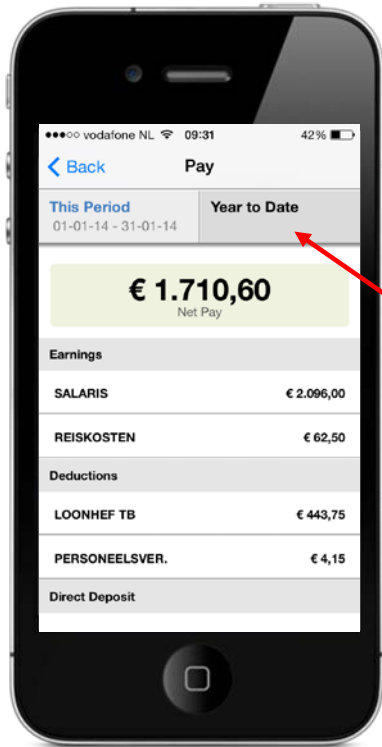
Pay information



- This feature displays data on your monthly payslip. It enables you to easily access the components of your pay.
- For more information select a period



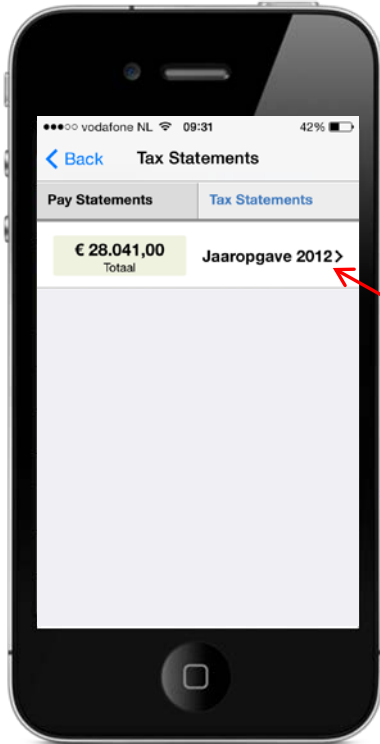
Pay information



- Compensation and allowances, Withholdings, and Gross & Nets (if available), in summary form (per wage type) of your printed payslip.
- The Pay screen tab Year to Date enables you to display the summary of cumulative components of your pay from the beginning of the year up to the month selected.



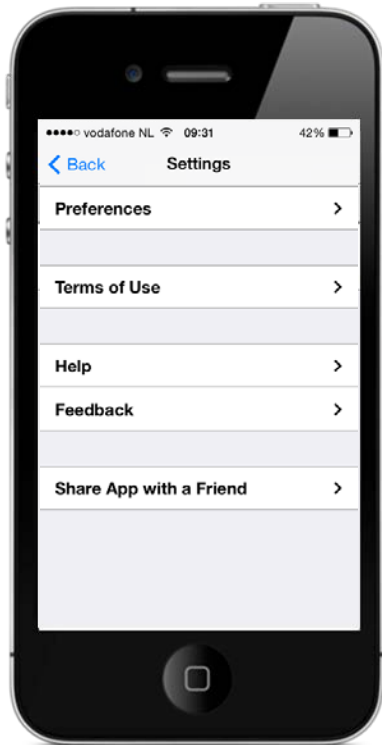
Pay information: Tax statements



- This feature displays the data of available tax statements.
- For more information select the Tax statement



Settings



Preferences: you can choose from two connection options:

“Save my ID”,

“Connect with PIN”: when connecting in the future, you will use your PIN comprised of 4 to 10 figures in place of your usual password.

Changing your PIN: to be able to change your PIN you must first remember the current one, indicate a new PIN and then confirm.

International: choice of language to use across modules. The application supports German, English, Chinese, Spanish, French and Italian.

User terms and conditions: display of an HTML page with reminders of the application’s user terms and conditions, which will have been accepted by the user at the time of the very first connection.

Requirements: rules and compatible technology

Peripherals covered: this page lists the compatible hardware listed in the chapter “Prerequisites” hereinafter

Additional instructions

Cookies must be activated in your browser

The global positioning system must be activated to be able to use the features that depend on location data.

Help: Online help is always available



Technical requirements



Peripherals covered

- ❑ **Android:** 2.0 or higher
- ❑ **BlackBerry:** 4.6.1 or higher
- ❑ **iPhone:** iPhone 3GS, iPhone 4, iPhone 4s, iPhone 5, iPhone 5S, iPhone 5C, iPhone 6, iOS 6.0 or higher
- ❑ **iPod touch:** 4th and 5th generation, iOS 6.0 or higher
- ❑ **iPad:** iPad 2, iPad 3rd and 4th generations, iPad Air, iOS 6.0 or higher
- ❑ **iPad mini:** 1st and 2nd generations, iOS 6.0 or higher

(for Blackberry go to: mobile.adp.com)