



MOBILE



ADP Mobile Phone\Web Application User Guide for Employees of Caltronics Business Systems

Once you have already setup your account on the ADP Workforce Now website and successfully downloaded and installed the ADP Mobile Payroll Application, simply click on Phone Application Icon to browse to a page like the one below.

After you are there, simply enter in your assigned payroll login User ID*.

Also make sure to check the box to “Remember User ID” then click the “Log In” button.

(*NOTE: the User ID will be **First Initial** and **Last Name** and “**@caltronics**” without any extension after.)



The screenshot shows the ADP Mobile login interface. At the top, there is a dark blue header with the text "ADP Mobile" and a globe icon. Below the header, there is a "User ID" label with a red arrow pointing to the input field. The input field contains the text "CRichards@caltronics". Below the input field, there is a checkbox labeled "Remember User ID?" which is checked. A red arrow points to a dark blue "Log In" button. At the bottom left, there is the ADP logo and the tagline "IN THE BUSINESS OF YOUR SUCCESS".

Next enter in your Password and click the “Log In” button again.



The screenshot shows the ADP Mobile login interface for password entry. At the top, there is a dark blue header with the text "ADP Mobile", a "Back" button on the left, and a "Forgot?" button on the right. Below the header, there is a "Enter your password" label with a red arrow pointing to the input field. The input field contains seven asterisks "*****". A red arrow points to a dark blue "Log In" button. At the bottom left, there is the ADP logo and the tagline "IN THE BUSINESS OF YOUR SUCCESS".

SPRINGBOARD (HOME SCREEN) OPTIONS

Once you are logged into the **ADP Mobile** Web Application you will see a webpage with **7** different option buttons. (SEE BELOW IMAGE):



1 = POWER BUTTON: Will Log you out of the **ADP Mobile** Application.

2 = SETTINGS: Where you can edit\view your **ADP Mobile** preferences, PIN, & miscellaneous information.

3 = PAY: Will show your previous Pay Statements & Tax Statements.

4 = NEWS: Will show company-wide News or articles of information.

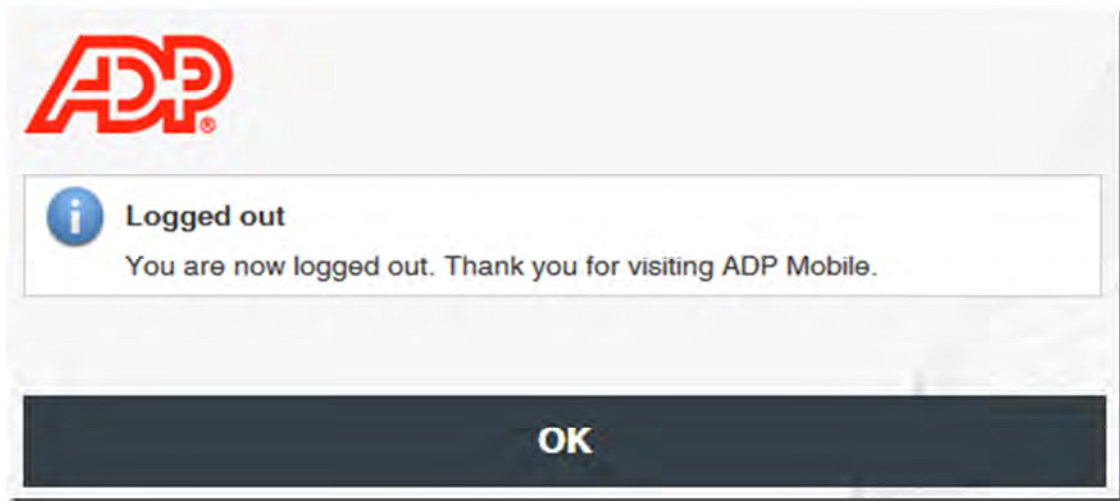
5 = TIME CLOCK: Where you punch in or out to track your hours.

6 = TIME SHEET: List the daily hours worked & where you enter your Daily Expenses & Mileage.

7 = TIME OFF: Shows the amount of PTO you have accumulated & Time off requests.

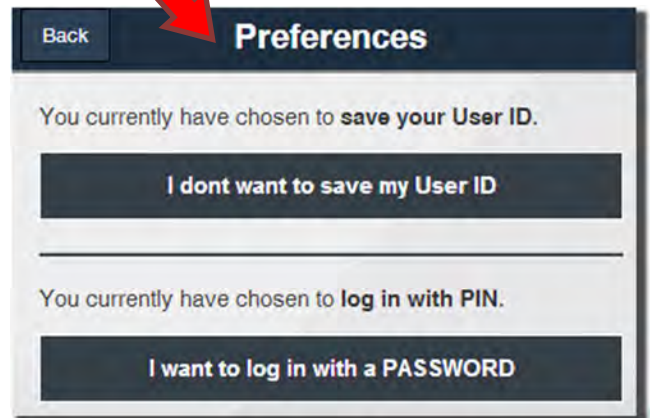
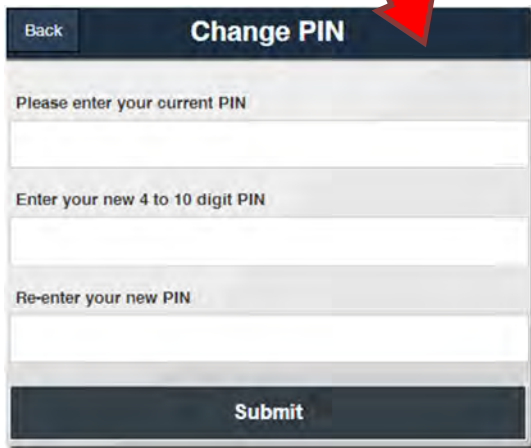
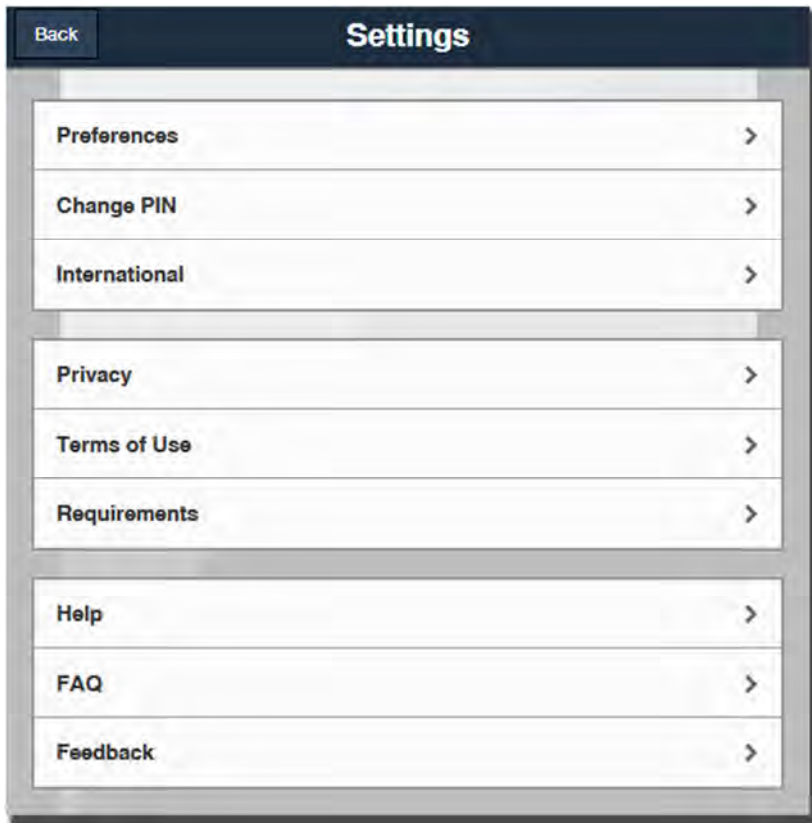
Log-Out

Clicking on the **(1) POWER BUTTON** in the upper left corner of the **ADP Mobile** Home Screen it will log you out and you will see a page like this **(SEE BELOW IMAGE)**:



CONFIGURE SETTINGS

If you click on the **(2) SETTINGS** BUTTON in the upper right corner of the **ADP Mobile** Home Screen it will take you to the application settings and you will see a page like this **(SEE IMAGES BELOW)**:



PAY

If you click on the **(3) PAY** BUTTON on the left side of the **ADP Mobile** Home Screen (SEE IMAGE on pg.3) it will take you to the Pay Statements History by default with the option to click and view your last Tax Statements as well. You should see a page similar to this (SEE BELOW IMAGE):

The screenshot shows the 'Pay' screen with a 'Back' button in the top left. Below the header, there are two tabs: 'Pay Statements' and 'Tax Statements', both indicated by red arrows. The main content area displays a list of four pay statements, each with a 'Net Pay' amount, a date, and hours worked. Each entry has a right-pointing chevron icon for further details.

Pay Statements	Tax Statements	
\$\$,\$\$\$\$ Net Pay	on 1/18/13 101.5 Hours	>
\$\$,\$\$\$\$ Net Pay	on 12/31/12 0 Hours	>
\$\$,\$\$\$\$ Net Pay	on 12/14/12 16 Hours	>
\$\$,\$\$\$\$ Net Pay	on 11/30/12 0 Hours	>

NEWS

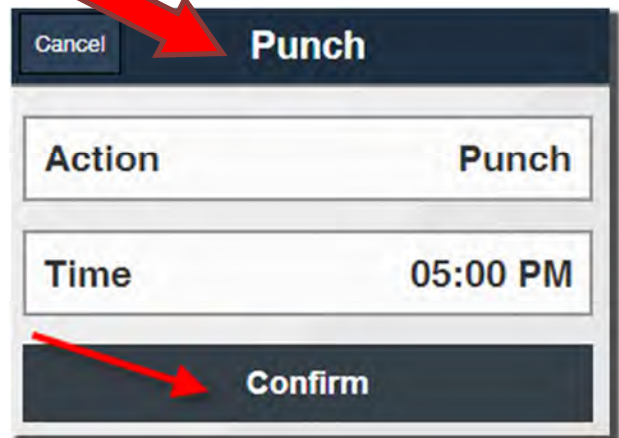
If you click on the **(4) NEWS** BUTTON in the upper-center of the **ADP Mobile** Home Screen it will take you to the company-wide NEWS or Articles of information that are posted by ADP payroll administrators.

You should see a page similar to this **(SEE BELOW IMAGE)**:



CLOCK

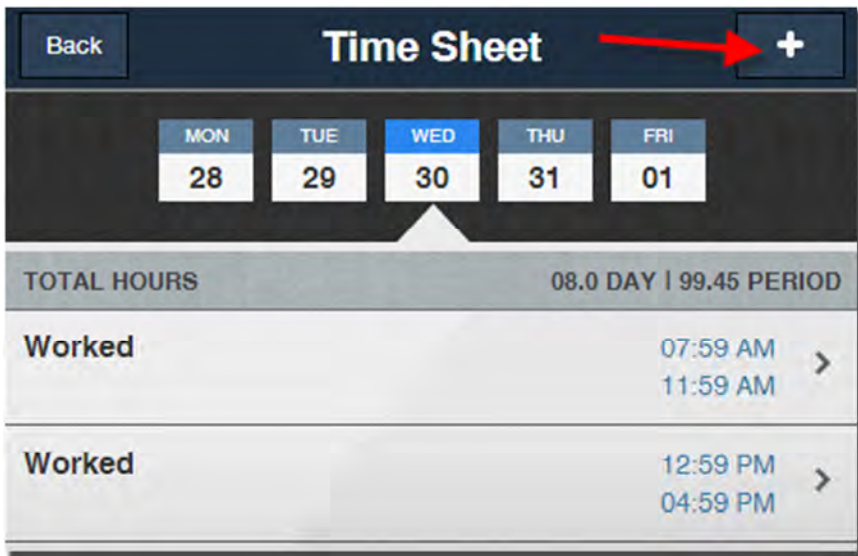
If you click on the **(5) CLOCK** BUTTON in the upper-right corner of the **ADP Mobile** Home Screen it will take you to the **TIME CLOCK** page. This is where you can punch **IN & OUT** for your work schedule as well as your Lunch Break. You should see a page similar to this **(SEE LEFT IMAGE BELOW)**:



After you click on the **GREEN PUNCH** button to clock IN or OUT another window will pop up **(SEE RIGHT IMAGE ABOVE)** asking you to **CONFIRM** that this is actually the time you wanted to clock out as. Simply click on the **Confirm** button to log your time into our new Expense system, it will automatically record it (*pending Supervisor approval*) & report it to a centralized payroll system. After you have confirmed your **CLOCK** IN & OUT time, it will return you to the **ADP Mobile CLOCK** Screen **(SEE LEFT IMAGE ABOVE)**. Once you are back at the **CLOCK** screen you should also be able to see the previous times that you already clocked IN & OUT for the day.

TIME SHEET

If you click on the **(6) TIME SHEET** BUTTON in the bottom-left of the **ADP Mobile** Home Screen it will take you to the Daily **TIME SHEET** page where you can view your hours worked current or past days. You can also click on the **+** symbol button in the upper-right corner of the page to enter your daily mileage, Miscellaneous Expenses, or Parking & Toll Fees. You should initially see a page similar to this **(SEE BELOW IMAGE)**:



When you want to log your daily mileage or daily expenses click on the **+** button.

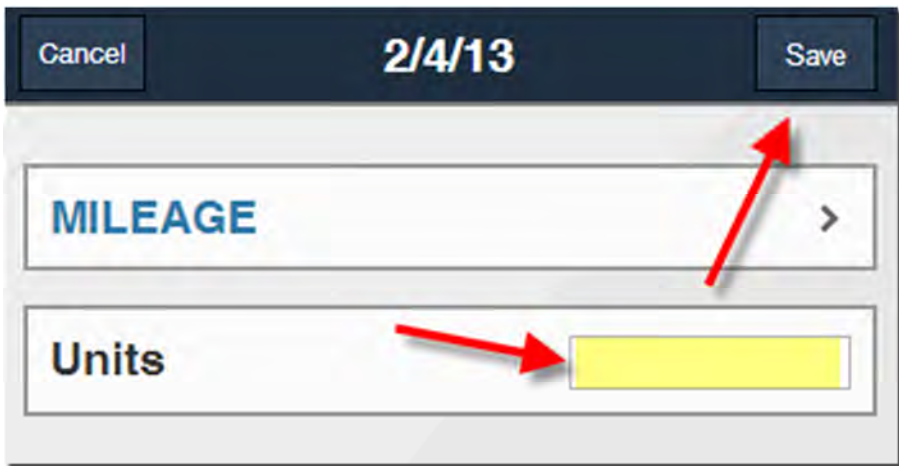
Next, click on the **SELECT** link seen below to continue to the Expenses page **(SEE BELOW IMAGE)**.



Now you have the option to enter Daily Mileage Total, Miscellaneous Expenses or your Toll & Parking Fees. You should see a page similar to this (SEE BELOW IMAGE):



If you want to enter in your Daily Mileage, simply click on the **MILEAGE** link as seen above and it will bring you to page that looks like the one below (SEE BELOW IMAGE). Here you enter in your Daily "business Miles only" **MILEAGE** total in the highlighted area & then click the **Save** button to record it to your **ADP Mobile** Application Expense Report. After you click **SAVE** it will return you to the **TIME SHEET** page so that you can verify the Expense has been applied to that day's total.



If instead you wanted to enter in your Daily **MISCELLANEOUS** Expense, simply click on the **MISC** link (seen on the image at the top of pg.10) and it will bring you to page that looks like the one below (SEE BELOW IMAGE). Here you enter in your Daily **MISCELLANEOUS** Expense total in the highlighted area & then click the **Save** button to record it to your **ADP Mobile** Application Expense Report. After you click **SAVE** it will return you to the **TIME SHEET** page so that you can verify the Expense has been applied to that day's total.

A screenshot of a mobile application interface for entering a daily expense. At the top, there is a dark blue header bar with a 'Cancel' button on the left, the date '2/4/13' in the center, and a 'Save' button on the right. Below the header, there are two main input sections. The first section is labeled 'MISC' in blue text on the left and has a right-pointing arrow on the right. The second section is labeled 'Amount' in black text on the left and has a yellow highlighted input field on the right. Two red arrows point from the text to the input fields: one from 'MISC' to the right arrow, and another from 'Amount' to the yellow input field.

Lastly, if you wanted to enter any **PARKING FEES** or **TOLLS** that you accrued that day, click on the **TOLL_PARKING** link (seen on the top image of pg. 5) and it will bring you to page that looks like the one below (SEE BELOW IMAGE). Here you enter in your Daily **PARKING FEES** or **TOLLS** Expense(s) total in the highlighted area & then click the **Save** button to record it to your **ADP Mobile** Application Expense Report. After you click **SAVE** it will return you to the **TIME SHEET** page so that you can verify the Expense has been applied to that day's total.

A screenshot of a mobile application interface for entering a daily expense. At the top, there is a dark blue header bar with a 'Cancel' button on the left, the date '2/4/13' in the center, and a 'Save' button on the right. Below the header, there are two main input sections. The first section is labeled 'TOLL_PARKING' in blue text on the left and has a right-pointing arrow on the right. The second section is labeled 'Amount' in black text on the left and has a yellow highlighted input field on the right. Two red arrows point from the text to the input fields: one from 'TOLL_PARKING' to the right arrow, and another from 'Amount' to the yellow input field.

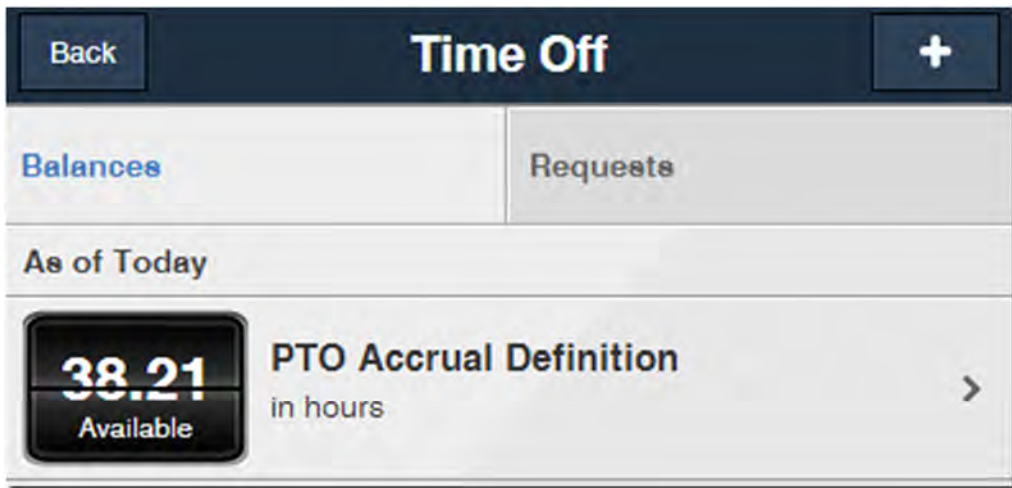
TIME OFF

If you click on the **(7) TIME OFF** BUTTON in the center of the **ADP Mobile** Home Screen it will take you to the Daily TIME OFF page where you can view the balance of your **PTO** hours as of the current pay period.

You can also click on the Requests tab to see any requests for time off that you made using the ADP Mobile Application*.

(*At this time there is **NO** integration between the Service Vacation Calendar and this mobile application. If you work for the *Service Department* or are a *Field Technician*, you need to use the current system in place for requesting time off, & **NOT** this Mobile Web Application)

You should initially see a page similar to this (SEE BELOW IMAGE):



- HELP SECTION -

SECURITY

If you **forgot your User ID, want to change your Password, or are locked out**, go to mobile.adp.com/security from a desktop browser.

If you **forgot your Password**, go to mobile.adp.com/security from a desktop browser and select **Forgot My Password**. After you receive a temporary password, go to mobile.adp.com/security from a desktop browser and select **Change My Password** to create a permanent replacement password.

If you **forgot your PIN or are locked out**, select **Forgot?** on the Enter PIN page.

To log in with a numeric PIN:

1. Select the Settings icon in the upper right corner of the Springboard (Home-Screen).
2. Select **Preferences**, then turn **ON** the “**Log in using PIN**” option.
3. Enter the numeric **PIN** twice and select **OK**.

NOTE: Your **PIN** must be from 4 to 10 digits long. It can be a sequence of digits (ex. 2345), reverse sequence of digits (ex. 5432) or all the same digits (ex. 3333) or completely Random (ex. 3971).

To log in with a Password:

1. Select the **Settings** icon in the upper right corner of the Springboard (Home-Screen).
2. Select **Preferences**, turn ON the “**Log in using Password**” option.

If you **don't want to type your User ID** every time you log in:

1. Select **Settings**.
2. Select **Preferences**.
3. Select “**Remember User ID.**”

PAY STATEMENTS

To **view your pay statements**, select **Pay** on the Springboard. The Pay statements are listed with the most recent statement first.

To **view net pay details for a pay statement**, including earnings, deductions, and payment amounts (if available), select the **pay statement**. At this time you may only view some of the pay statement details. Viewing the PDF of the pay statement will be supported in an upcoming release.

To **view the gross pay details for the pay statement**, select the **Year to Date** tab at the top of the screen. If you believe any of the information in your pay statement is not accurate, contact your payroll administrator.

TAX STATEMENTS (if available)

To **view your tax statements**, select **Pay** on the Springboard and then tap **Tax Statements**. Tax statements are listed for the last 3 years, with the most recent first.

To **view the details of a tax statement**, including federal, state, local tax amounts, benefits, and tips, tap on the **tax statement**.

***NOTE:** (If you have an Android device, it must be 2.0 or later. If you have a BlackBerry or Android device, you must have a PDF viewer installed as well.)*

To **view a PDF version of the tax statement**, tap **View Statement** at the bottom of the screen. For security purposes, if you logged in with a PIN you must enter your password to continue.

Depending on your device, you can print the tax statement to a supported device, send it in an email, or open it in a supported application.

If you believe any of the information in your tax statement is not accurate, contact your payroll administrator.

NEWS

Your company's news articles are displayed on this page.

Select a news article **to view the details**.

If you select a link within a news article you will leave the ADP® Mobile Solutions application and navigate to that link. Use the browser's back button to return to the ADP® Mobile Solutions application. If you return to this application after 5 minutes, you will have to log in again.

CLOCK

This is your mobile Time Clock. You may notice that the time it displays might be different from the time on your mobile device or in your location because the Clock uses your company's server's time.

To **perform a time-entry action**, please select one of the buttons under the clock.

These buttons might be disabled for one or more of the following reasons:

- You are not authorized to perform the action at this time or day
- You are not at a work location.

Your company may have enabled a Clock feature that uses your devices' GPS Geo-location to determine if you are at an approved location to perform a time-entry action. For this feature to work, your device's GPS or location Service must be turned on.

Enabling GPS / Location Services on Your Mobile Device

Apple Devices

1. From the device's menu screen, select Settings.
2. Select General (for some iPhone and iPod devices).
3. Select location Services.
4. Turn on location Services for the device (top of the screen).
5. Turn on location Services for Safari (lower on the screen).

NOTE: While using the app, you may receive the following message:
"<https://mobile.adp.com> Would like To Use Your Current Location."

- To use the Clock feature, select OK.
- To prevent the app from using your location, select Don't Allow.

To **Reset Location Warnings** follow these steps:

1. On the home screen, select Settings.
2. Select General.
3. Select Reset.
4. Reset Location Warnings.
5. Enter Passcode, if you have one.
6. Select Reset.

Android Devices

1. From the device's menu screen, select Settings.
2. Select location.
3. Select the checkbox to use GPS Satellite.
4. Open the Browser.
5. Go to the Menu screen.
6. Select More.
7. Select Settings.
8. Select the checkbox to enable location.

NOTE: While using the app, you may receive the following message:
"<https://mobile.adp.com> wants to know your location."

- To use the Clock feature, select Share location.
- To prevent the app from using your location, select Decline.

BlackBerry Devices

BlackBerry Curve

1. Go to Internet web browser.
2. Open the Menu.
3. Select Options.
4. Enable Geo-location should be ON.

BlackBerry Bold

1. Go to Internet web browser.
2. Open the Menu.
3. Select Options.
4. Gears Settings should be ON.

All other BlackBerry devices

1. On the device's home screen, select Options.
2. Select Advanced Options.
3. Select GPS.
4. GPS Data Source: Select Device GPS.
5. GPS Services: Select Location ON.
6. Location Aiding: Enable (reduces time it takes to find your location using GPS).

NOTE: While using the app, you may receive the following message:
"The website below wants to access information about your location. <https://mobile.adp.com>"

- To use the Clock feature, select Allow.
- To prevent the app from using your location, select Deny.


TIME SHEET

Select Time Sheet on the Springboard (Home-Screen).

To **view your completed time entries**:

1. Select the date you want
2. Review the following:
 - Total hours entered for that date
 - Days completed in the pay period
 - Pay period number
 - Saved time entries for the date

To **add a new time entry**:

1. Select the date you want
2. Select  button on top right
3. Select a Time Type.
4. Enter the additional information as needed.

To **change a time entry**:

1. Select the date and see all the saved entries for that date.
2. Select > for the entry you want to change. Details display on the next screen.
3. Select Edit. Make the changes.
4. Save your changes.
5. To delete multiple entries in a day, select Delete entry for each one.

TIME OFF

To **manage your time off requests and to view balances** for each type of time off, select Time Off on the Springboard (Home-Screen). Balances display as of today.

IMPORTANT NOTE: Your employer's setup determines whether you can perform the following tasks:

- Request time off
- See your request history
- Modify an existing request
- See balances as of a different date

To **view a list of balances as of a different date**, select the calendar icon and change the date.

To **view more about balances**, select the specific type of time off, such as vacation, to see dates that are pending approval, scheduled, and used.

To **request time off**:

1. Select **+** to the right of the page title.
2. To add a comment, select **Comments** (optional).
3. To add an approval date, select **Please Approve by**, indicate When you need approval, and select **done**.
4. Select **Add period**, select the time frame (or indicate if all day), and select **Save**.
5. To add time periods for this request or additional types of time off, repeat steps 1-4.
 - a. To modify a period, select the period; make your change, and select **Save**.
6. Select **Submit**.

To **change a scheduled or pending request**:

1. Select the **Time Off Request** from the list on the Request tab.
2. Depending on your employer's setup, you can:
 - Change the comment
 - Change the Pending Approval date
 - Change the Start and End date and duration
 - Delete the request

- FAQ's SECTION -

Q: Why don't I see all the features that are displayed on the website - www.adp.com/gomobile?

A: The Springboard (Home-Screen) displays features that are available for mobile access and that are also enabled by your company.

Q: Why do I only see some of my pay statements?

A: *Currently, the app displays pay statements for the last 26 pay periods for the company linked to your user ID. More, historical pay statements will be available soon.*

Q: When can't I view all details or the PDF of my pay statement?

A: *We are working to provide additional data in an upcoming release.*

Q: Why can I only see the pay statement list and not the details?

A: *Pay statement details will be provided to all users in the near future (if not currently available).*

Q: I already entered my PIN. Why do I have to enter my password to view a tax statement?

A: *Entering your password provides an additional level of security for your sensitive personal information.*

Q: Why can't I view a PDF of a tax statement?

A: *If you have an Android device, it must be v2.0 or later. If you have an Android or Blackberry device, you must have a PDF viewer installed as well.*

Q: How do I get back to the ADP' Mobile app after I view a PDF of a tax statement?

A: *On some devices, a separate PDF viewer is required to view tax statements. When you are done viewing the tax statement in the PDF viewer, then you can open your browser to go back to the ADP Mobile.*

Q: When can I view my W-2s (if available)?

A: Viewing W-2s is available for the 2012 tax season. Tap Pay on the Springboard, and then tap Tax Statements to view them.

Q: Why can't I view my 1099s (if applicable)?

A: *1099s will be available in a future mobile release.*

Q: When can I view or request my time off (if applicable)?

A: *You will be able to view your balances and request time off in an upcoming release.*

- ADP Mobile App REQUIREMENTS -

Supported Devices

- Android™ 2.0 or higher
- Blackberry® 4.6.1 or higher
- iPhone® 3G, iPhone 3GS, iPhone 4, iPhone 4S with iOS 4.0 or higher
- iPod touch® 3rd, 4th generation, iOS 4.0 or higher
- iPad®, iPad 2, iPad 3 with iOS 4.0 or higher

Additional Requirements

- Cookies must be enabled in your browser.
- Location Services must be turned on to use the features that depend on location.