



My Work App for ADP® Workforce Manager



Brief Overview

The ADP My Work app provides a means to maintain your Workforce Management needs on-the-go through a downloadable app on your mobile phone.

Employees

- Clock in/out each day
- Maintain & approve timecards
- Request Time Off
- View accrual balances (ex. vacation, sick, etc.)

Managers

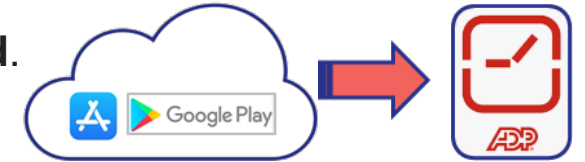
In addition to tasks for yourself as an employee...

- Review, edit & approve timecards
- Maintain schedules
- Approve Time Off



Download the App and Login






1. **Locate the ADP My Work app** on the app store and **download**.
2. **Log into the app** using your ADP credentials.
3. **After installing the My Work app and logging in for the first time, the app will ask you if you'd like to receive notifications.** When a user agrees, the device will be registered on ADP Workforce Manager, so notifications for that user will be sent to that device. That also means that device will only receive notifications for that user, not others using the app with different credentials

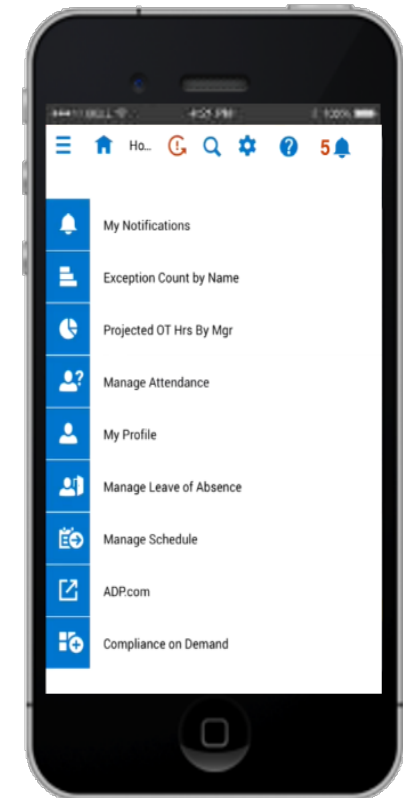


Note: It's helpful to accept notifications, so you can take advantage of actionable notifications (ex. employees can accept a shift swap (if in use), managers can approve time off requests).



Navigation

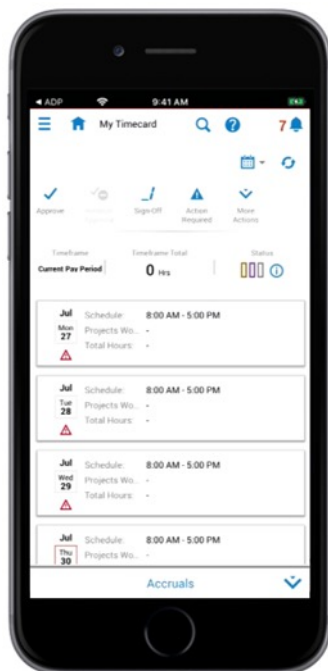
1. **Tap My Notifications** or the **Alert**  at the top right of the screen to see alerts and notifications in the application such as a missed punch message.
2. **Tap the question mark**  at the top right of the screen to access online help.
3. **To access your timecard, view your schedule, or access other areas of the app:**
 - a) **Tap the Main Menu** 
 - or
 - b) **Tap one of the tiles on the Home page.** 
4. **When you are done**, don't forget to **sign out** to close your session and prevent others from accessing your information. Click on the **Main Menu** icon  and **tap Sign Out**.





Employee Tasks

Tap Timecard to:
View your hours
worked for the time period.



Tap My Time Off to:
Submit time off request
to your manager

My Time Off

Reason
FLEX

Start Date
10/30/2018

End Date
10/30/2018

☒ Notify My Colleagues

Submit Time

Advanced Options

Punch in and out:

2:29

7/09

Timeframe
Current Pay
Period

Total to Date
0 Hrs

Status

Add Punch **Add Paycode**

Cancel **Save**

2:30

Punch

Date
7/09/2022

Time*

Transfer

- ☒ Rider/
400/424001/48600600;;;
- ☐ Rider/
400/424001/58603201;;;
- ☐ Rider/
400/424001/58600900;;;
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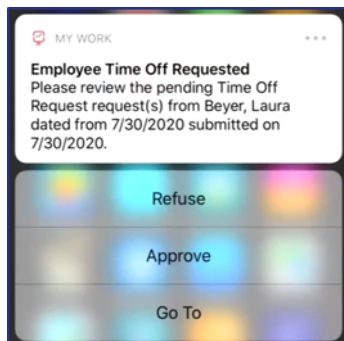
Cancel **Apply**



Supervisor / Manager Tasks

Tap My Notifications to view your employees' time off requests, timecard exceptions, and other tasks and notifications

Respond to actionable notifications, if you accepted notifications when you installed the app.



Manage Timecards and **Schedules** from the tiles **or** under the Main Menu.

