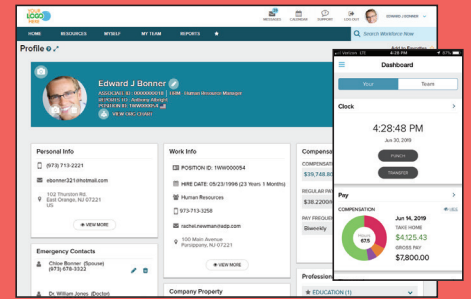


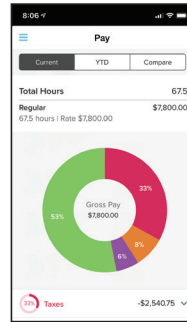
# Your ADP Self-Service Portal and the ADP Mobile App

Access all of your personal pay and HR information without having to reach out to HR. Your self-service portal is not limited to desktop or laptop computers – you can also connect from anywhere using the ADP Mobile App

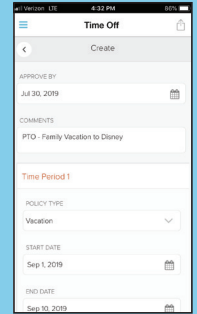


Can you please share your most recent tax statement?

- View current & historical pay statements
- Access Forms W-2
- Manage Pay Preferences

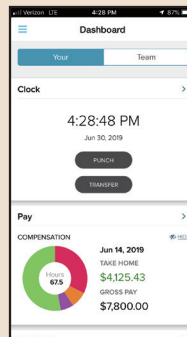


- Review time off balances
- Initiate shift swap request
- Request time off



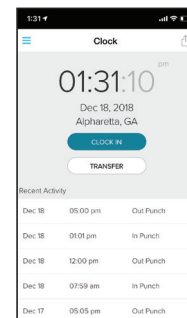
I am right on track for my retirement savings

- Check retirement balances
- View contribution amount
- Update fund allocation



Time for me to head home, let me clock out

- Clock In/Out – even when offline
- Update and approve your timecard
- View your upcoming schedule



- Review benefit elections
- Complete Open Enrollment
- Add or change dependent information



## Tools for Managers

- Review your team's calendar
- Clock a group of employees in-/out-
- Approve employee's time off requests
- Uncover workforce trends in areas such as turnover, overtime & more
- Compare your workforce with ADP's unmatched data set of more than 30M US workers

## Download the ADP Mobile App today!

For more information visit [www.adp.com/gomobile](http://www.adp.com/gomobile)



\*Feature availability may vary based on your employer and accessibility may vary for on ADP portal and Mobile

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