QM RESORTS

ADP mobile app offers you paperless time & attendance processes and payroll-related data features anytime, anywhere!

ADP provides secure and convenient access without waiting to talk to your supervisor or HR manager. Download it now and get started with the below steps!

Paperless payroll process means…
1) Approve your timesheet each pay period through the app or computer.
2) No paper checks
3) No printed paycheck stub when enrolled in Direct Deposit
4) Access a copy of your paycheck on the ADP Mobile App or online
5) Receive your paycheck by direct deposit or sign up for Wisely Direct pay card

Get the APP on your mobile phone or download on your computer!
1) Download the ADP Mobile Solutions App
2) Register: Register as a new user from the links on the ADP Mobile Solutions App, the company portal
3) Login: During the mobile app's first use, you will be asked to supply your Employee ID
   a) Scroll down to the bottom of the screen and click on "**I don't have these numbers**".
   b) In the next step, enter your social security number.

If using your computer:
1) Registration code is: QMCORPORAT-1111
2) If it asks for your Associate ID – opt to enter your SSN instead (same steps as above)

Timesheet Approval Process:

All Employees must review & approve their timesheet through either the ADP Mobile App or online by _Friday at 12:00 PM_ immediately following the end of each pay period.

1) Login to Mobile APP or online
2) Click on Timecard
3) At the top of the screen, select correct pay period.
4) Review your timesheet for accuracy
   a) Notify your manger <u>immediately</u> if corrections are needed
   b) If your time is correct, proceed with approval.

Please note that you will clock in and out with your badge on site – you will only review and approve your timesheet through the ADP App