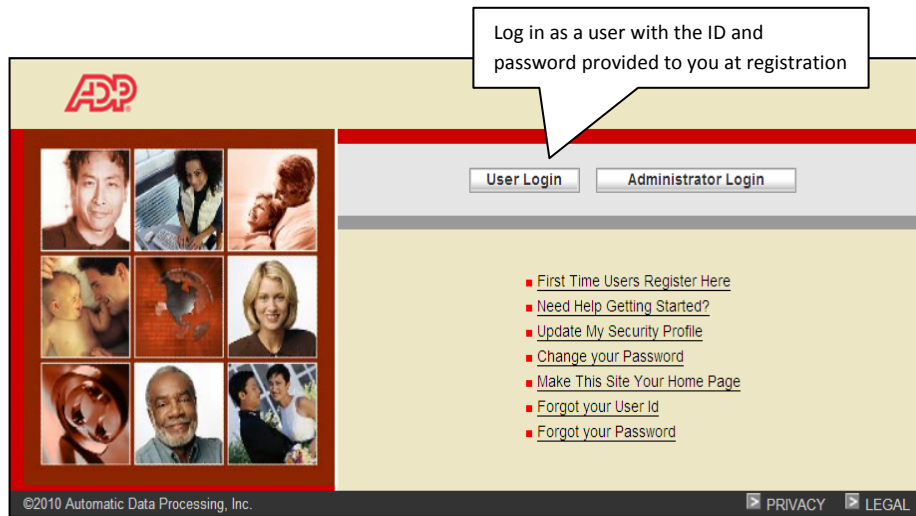
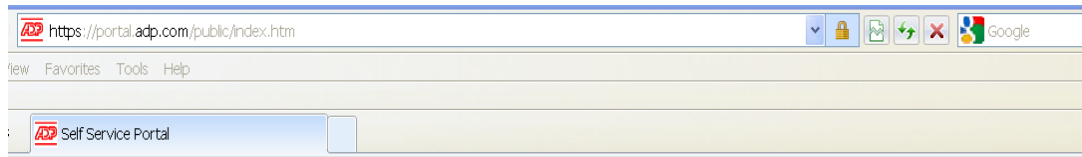
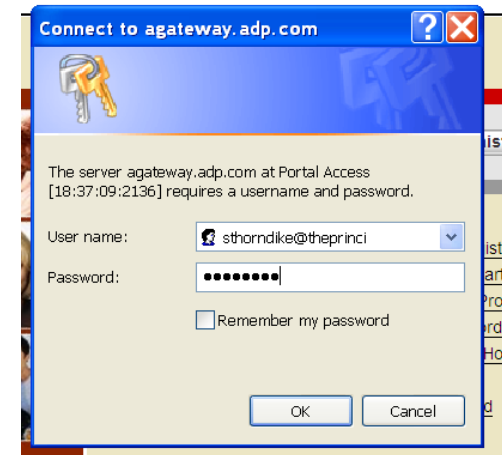


Requesting & Approving Time Off

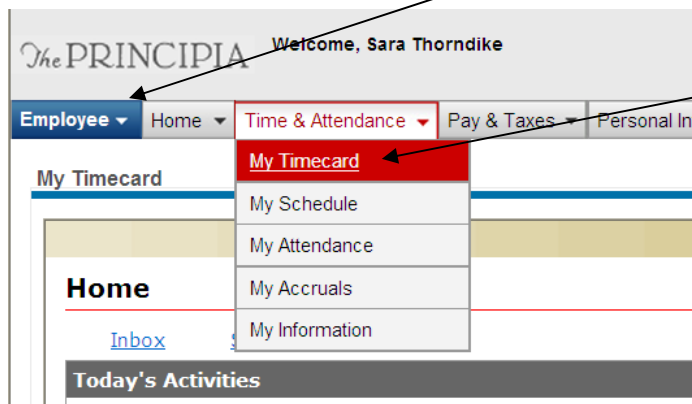
Use Internet Explorer to go to the following webpage: <https://portal.adp.com/public/index.htm>



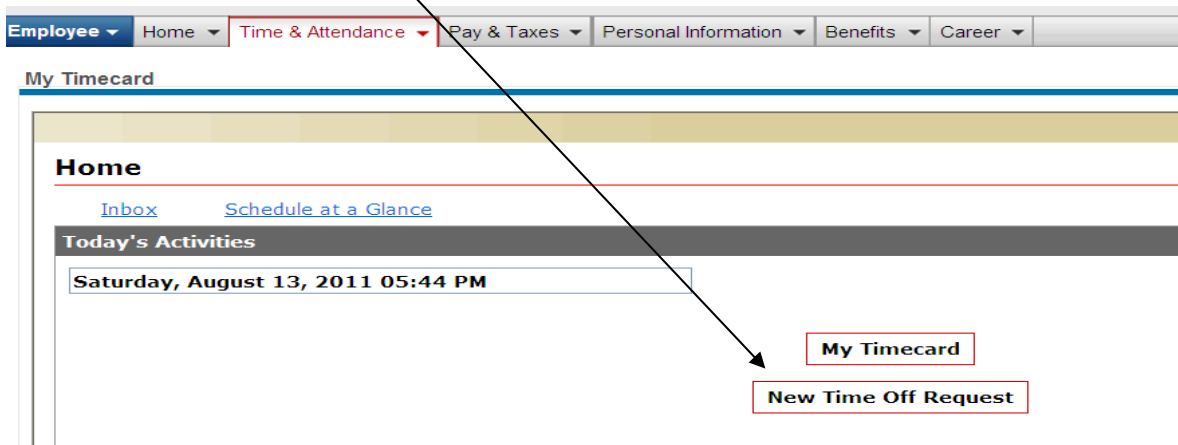
This box pops up when you select User Login



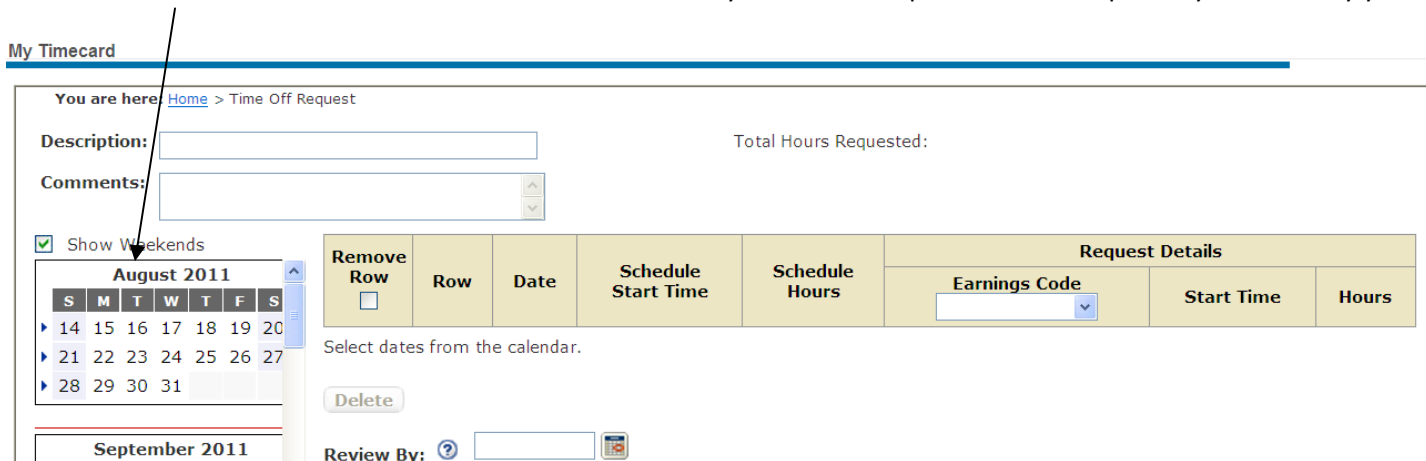
Make sure you are logged in as an Employee vs. a Manager. Then select Time & Attendance and select My Timecard.



Then select New Time Off Request



Use the calendars on the left side to select the date or dates you want to request off. Click separately on each day you want to take off.



Select the type of Earnings Code you want to request: vacation or personal. Write in your Start Time by changing the time to your normal start time versus 12:00 AM. Enter in the number of Hours you want to request. You can enter in a Description and/or Comments if desired.

My Timecard

You are here: [Home](#) > Time Off Request

Description:

Total Hours Requested: 24.00

Comments:

Show Weekends

August 2011

S	M	T	W	T	F	S
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30	31			

September 2011

S	M	T	W	T	F	S
---	---	---	---	---	---	---

Remove Row	Row	Date	Schedule Start Time	Schedule Hours	Request Details		
					Earnings Code	Start Time	Hours
<input type="checkbox"/>	1	Monday, August 22, 2011	--	--	Vacation	08:00 AM	8.00
<input type="checkbox"/>	2	Tuesday, August 23, 2011	--	--	Vacation	08:00 AM	8.00
<input type="checkbox"/>	3	Wednesday, August 24, 2011	--	--	Vacation	08:00 AM	8.00

Scroll down to the bottom of the page and select Submit. Your request has been submitted when you receive the following message:

Operation Successful

If you scroll down to Inbox and select Time Off Requests and then select the Time Off Request Pending Approval under Description you can see that the request has been sent to your Manager for approval.

Inbox [View My Attendance Notifications](#)

[Refresh Inbox Content](#) [Preferences](#)

- Exceptions
- Time Off Requests**
- All Categories

Filter: All Messages (2)

Description	Message Date	Due Date
<input type="checkbox"/> Time Off Request 2 is Pending Approval	08/13/2011 05:54 PM	09/04/2011
<input type="checkbox"/> Time Off Request 1 is Pending Approval	08/13/2011 05:31 PM	08/21/2011

Selected: [Delete](#) [Mark as Read](#) [Mark as Unread](#)

Your Time Off Request 2 is pending approval. D Gibbs has been notified and asked to review the request by 9/4/2011.

When the time off request is approved by your manager, your timecard will be populated with the vacation time. Go to My Timecard under Time & Attendance and select My Timecard

Employee Home Time & Attendance Pay & Taxes Personal Information Benefits Career

My Timecard

- My Timecard
- My Schedule
- My Attendance
- My Accruals
- My Information

Home

Inbox (1)

Today's Activities

Saturday, August 13, 2011 06:27 PM

My Timecard

New Time Off Request

My Timecard

Pay Date Range: Current Pay Period 08/19/2011 - 09/01/2011 Find

Printable View Payroll Summary Preferences

Submit

Select		Date In	Hours	Daily Totals	Earnings Code	Department	
<input type="checkbox"/>	Fri	08/19/2011				410001	
<input type="checkbox"/>	Sat	08/20/2011				410001	
<input type="checkbox"/>	Sun	08/21/2011				410001	
<input type="checkbox"/>	Mon	08/22/2011	8.00		VACATION	410001	
<input type="checkbox"/>	Tue	08/23/2011	8.00		VACATION	410001	
<input type="checkbox"/>	Wed	08/24/2011	8.00		VACATION	410001	

Approving a Time Off Request as a Manager

Make sure you are logged in as a Manager. Then select Time & Attendance and select Timecards. Then select Time off Requests.

Manager Home Time & Attendance Reports

Timecards

- Home
- Timecards
- Schedules
- My Employees

Group Label

Filter: Default Filter

Timecard Manager Quick Charge Time Off Requests

Select the Request Number below that you want to approve.

Time Off Requests

Year: Status: Find Request Number:

3 Found

Request Number	Status	Requester	Total Hours	Time Off Begins On	De
3	Pending Review	Thorndike, Sara (6PD154930)	24.00	08/22/2011	
2	Pending Review	Thorndike, Sara (6PD154930)	24.00	09/05/2011	
1	Pending Review	Thorndike, Sara (6PD154930)	8.00	08/22/2011	

Select Approve beside the days you want to approve and select Approve Request.

Approve	Deny	Date	Schedule Start Time	Schedule Hours	Request Details			Compare To Other Employees' Non-Worked Schedules
					Earnings Code	Start Time	Hours	
<input checked="" type="checkbox"/>	<input type="checkbox"/>	Monday, August 22, 2011	--	--	Vacation	08:00 AM	8.00	
<input checked="" type="checkbox"/>	<input type="checkbox"/>	Tuesday, August 23, 2011	--	--	Vacation	08:00 AM	8.00	
<input checked="" type="checkbox"/>	<input type="checkbox"/>	Wednesday, August 24, 2011	--	--	Vacation	08:00 AM	8.00	

Select OK and you will know your approval was successful when you receive the following message

Message from webpage ✖

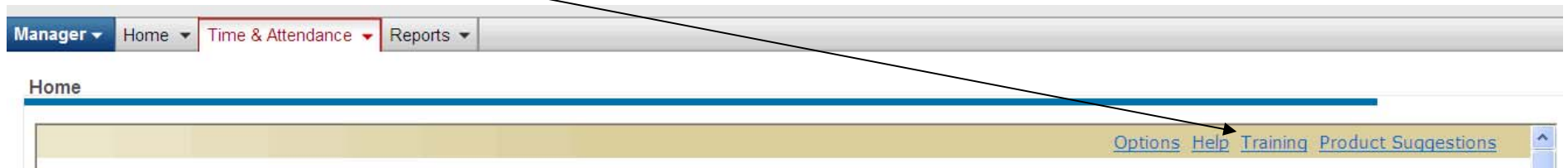
If the Time Off Request being approved is for a partial day or does not perfectly match the requester's schedule, any remaining worked time will no longer appear on the schedule.

The requester's schedule will need to be manually updated should the requester be required to work the remainder of the day.

Do you wish to continue with the approval?

Operation Successful

Web-based training and printable resources are available on the ADP webpage under Training if you would like further instruction.



The screenshot shows the top navigation bar of the ADP Workforce Now interface. It includes tabs for 'Manager', 'Home', 'Time & Attendance', and 'Reports'. Below the navigation bar, there is a 'Home' link and a 'Training' link. An arrow points from the text above to the 'Training' link.

Online Training Center

Main Menu

Welcome to ADP's Workforce Now Time & Attendance module Online Training Center (OTC). The Online Training Center provides an array of resources that allows you to learn what you need to know about the ADP Workforce Now Time & Attendance module over the Internet—anytime, anywhere.

The On-Line Training Center includes **Web-Based Training** (WBT) courses, and a collection of **Printable Resources** related to using the Time & Attendance module.

Web-Based Training

▶ **Current Release**
v18

A series of tutorials describing how to perform common tasks. These tutorials are divided into objectives and topics that you can work through at your own pace, as your schedule and needs dictate.

Printable Resources

▶ **Current Release**
v18

A collection of useful PDF documents that you can view, print, or download for your reference. These documents include **Quick Reference Cards** (QRCs) that provide brief outlines of key procedures and **User and Release Guides** that provide detailed documentation of specific Time & Attendance module features.

For a list of all of the printable resources available, click the appropriate **Release** link above. To jump directly to a summary of new features for a specific release, click the appropriate link below.