

# How to submit time off requests

Hourly employees will submit their time off requests using the time and attendance system.

# Viewing your home page

This is the time and attendance home page for all hourly employees. From this screen, you will be able to view your timecard, view your accrual balances, view your schedule and submit time off requests for manager approval.

The manager will receive an email notification once the request is submitted.

The manager will take the appropriate action for the time off submission. When the manager approves the request, the hours will post to the employee's schedule and reduce their balance.

The screenshot displays the ADP employee home page. At the top, there is a dark blue header with the ADP logo, a home icon, and a notification bell with a '5' badge. Below the header, a circular profile icon with the initials 'ET' is followed by the text 'Welcome back, Employee Test'. The main content area is divided into three columns:

- My Schedule:** A list of days with 'No Event' for each. The days shown are TODAY, SAT 01, SUN 02, and MON 03. Each day has a right-pointing arrow and an information icon.
- My Time Off:** A form for submitting time off requests. It includes fields for \*Dates (6/30/2023), \*Daily Amount (Hours), \*Start Time, and \*End Time. There is a toggle for 'Notify My Colleagues' and a link for 'Advanced Options'.
- My Timecard:** A section titled 'Exceptions' showing a large '0' and the text 'No data to display.' Below this is an illustration of a person sitting on a box.

# Submitting the time off request.

There are two ways employees can submit their time off requests to managers.

Within the “My Time Off” tile, click “Advanced Options”

The screenshot displays the ADP employee portal interface. At the top, there is a dark blue header with the ADP logo, a home icon, and a notification bell with a '5' badge. Below the header, a circular profile icon with 'ET' is followed by the text 'Welcome back, Employee Test'. The main content area is divided into three vertical tiles: 'My Schedule', 'My Time Off', and 'My Timecard'. The 'My Schedule' tile shows a list of days with 'No Event' for each. The 'My Time Off' tile contains a form with fields for '\*Dates' (6/30/2023), '\*Daily Amount' (Hours), '\*Start Time', and '\*End Time'. It also features a 'Notify My Colleagues' toggle switch and an 'Advanced Options' link. The 'My Timecard' tile shows 'Exceptions' with a count of '0' and an illustration of a person with boxes, with the text 'No data to display.' below it.

# Submitting the time off request – Part 2

Or you can also, click the icon with the three lines on the top left and select “My Calendar”

The screenshot displays the ADP employee portal interface. At the top, there is a dark blue header with the ADP logo and a user profile section for "Employee Test" with the initials "ET" and the message "Welcome back, Employee Test". Below the header, the interface is divided into three main sections:

- My Schedule:** A vertical list of dates from "TODAY" to "SUN 09". Each date entry shows "No Event" and includes an information icon (i).
- My Time Off:** A form for submitting a time off request. It includes fields for:
  - \*Reason: Vacation Union: 48.0...
  - \*Dates: 6/30/2023
  - \*Daily Amount: Hours
  - \*Start Time and \*End Time input boxes.
  - A toggle for "Notify My Colleagues" which is currently turned on.
  - An "Advanced Options" link at the bottom.
- My Timecard:** A section titled "Exceptions" showing a count of "0". Below the count is an illustration of a person sitting on a box with a laptop, and the text "No data to display."

# Time off Request from My Calendar.

click “New Request” to access the request options

The screenshot displays the ADP My Calendar interface. At the top, there is a dark blue header with the ADP logo and the text "My Calendar". Below the header, there are navigation controls including "Previous", "Today", and "Next" buttons, and a date range "6/25/2023 - 7/01/2023". On the right side of the header, there are icons for "Share", "New Request", "View", "Show / Hide", and "Layers". The main calendar area shows a weekly view with days "Sun25", "Mon26", "Tue27", "Wed28", "Thu29", "Fri30", and "Sat1". The time slots are listed on the left side of the calendar grid, ranging from "6:00 am" to "12:00 pm". On the right side of the calendar, there are tabs for "Events" and "Requests", and a message that says "No events to show".

# Selecting your time off request day(s)

You will see this screen using the “My Calendar” or the “My Time Off”, “Advanced Options” selection. You will see a calendar appear and use the scroll-bar option to choose the appropriate day(s) and hit “Apply”

**Request Time Off** ✕

Select a date.

◀ Today ▶

Previous Year Next Year

June 2023						
Sun	Mon	Tue	Wed	Thu	Fri	Sat
28	29	30	31	1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	1

Cancel Apply

# Email Notification of request

You and your manager will receive an email notification of the submitted time off request from the following email address.

Today

noreply@wfmgr.adp.com

[A request for Time Off Request - Fixed - UNION h...](#) 1:47 PM

WARNING: Do not click links or open attachments unless

# Selecting the time off bucket.

You will enter in “Start Hours”, your normal start time for work. You will enter in “Duration” the number of hours (ex: for 8 hours, you will enter 08:00)

You will click the appropriate bucket you are looking to request time off.

### Request Time Off ✕

Time Off Request - Fixed - UNION

**7/18/2023**

**Daily Amount**

**Hours**

Start hours \*

Duration HH.hh \*

**Select**

**Vacation Union: 48.00 Hour(s) ⓘ**

Floating Holiday: 8.00 Hour(s) ⓘ

Personal Union: 16.00 Hour(s) ⓘ

[Cancel](#) [Submit](#) [Review](#)

# Completing the request

You will click “Review” to review your time off request

## Request Time Off ✕

Time Off Request - Fixed - UNION

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 7/18/2023

### Daily Amount

**Hours**

Start hours \*      Duration HH.hh \*

8:00 AM      8.00

### Select

**Vacation Union: 48.00 Hour(s)** 

Floating Holiday: 8.00 Hour(s) 

Personal Union: 16.00 Hour(s) 

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Cancel      Submit      **Review**

# Submitting the request

Click "Submit" to complete the process

**Request Time Off** ✕

Time Off Request - Fixed - UNION

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**Vacation Union (Hours)**

 Tuesday 7/18/2023 ⊖

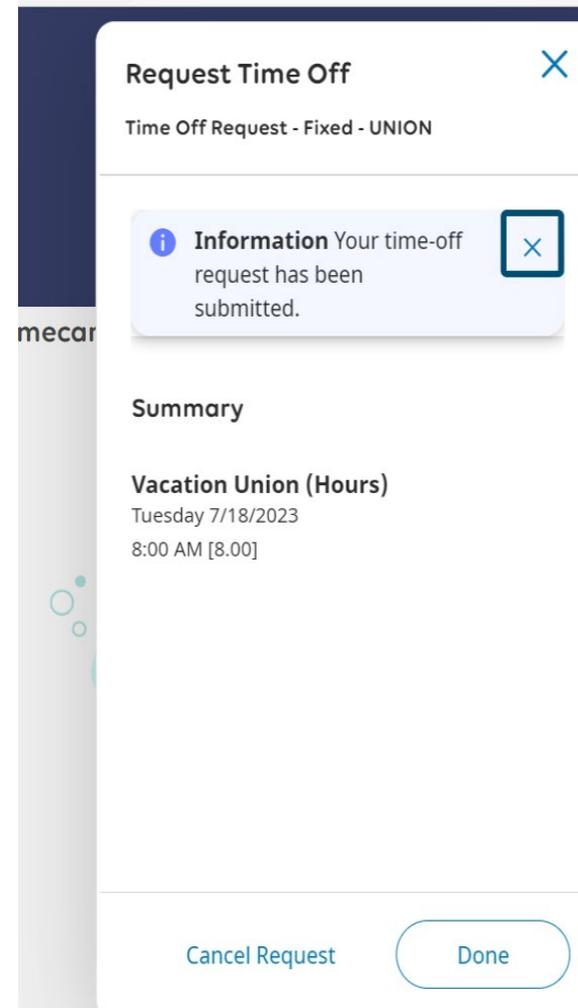
8:00 AM [8.00]

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Cancel   Add   **Submit**

# Completing the time off request

Click "Done"



# Email address notification

You and your manager will receive an email notification from the following email address regarding your time off submission.

Today

noreply@wfmgr.adp.com

**A request for Time Off Request - Fixed - UNION h...** 1:47 PM

WARNING: Do not click links or open attachments unless