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.
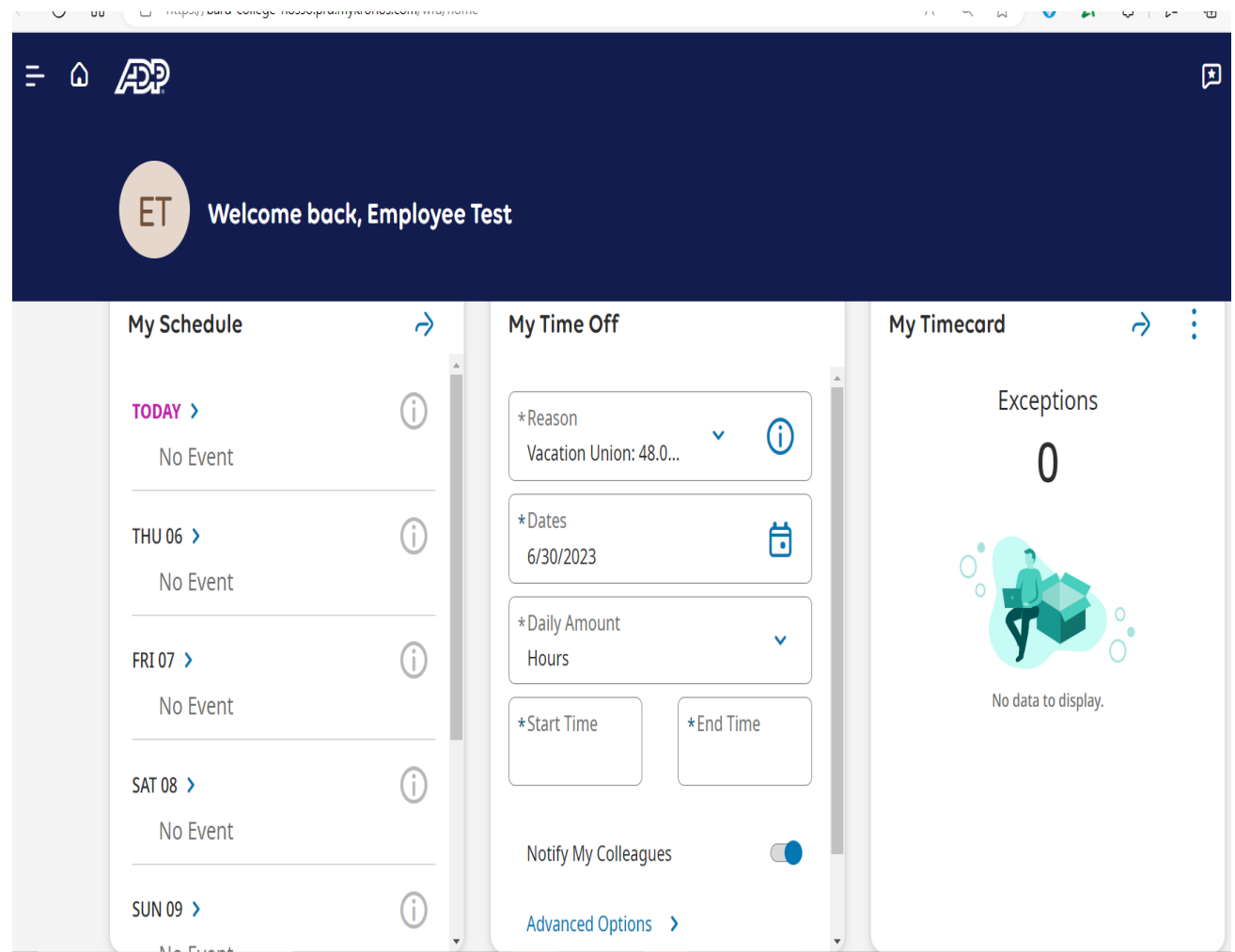
Submitting the time off request.

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

Within the "My Time Off" tile, click "Advanced Options"

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"

Time off Request from My Calendar.

click "New Request" to access the request options

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"

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

Submitting the request

Click "Submit" to complete the process

Request Time Off

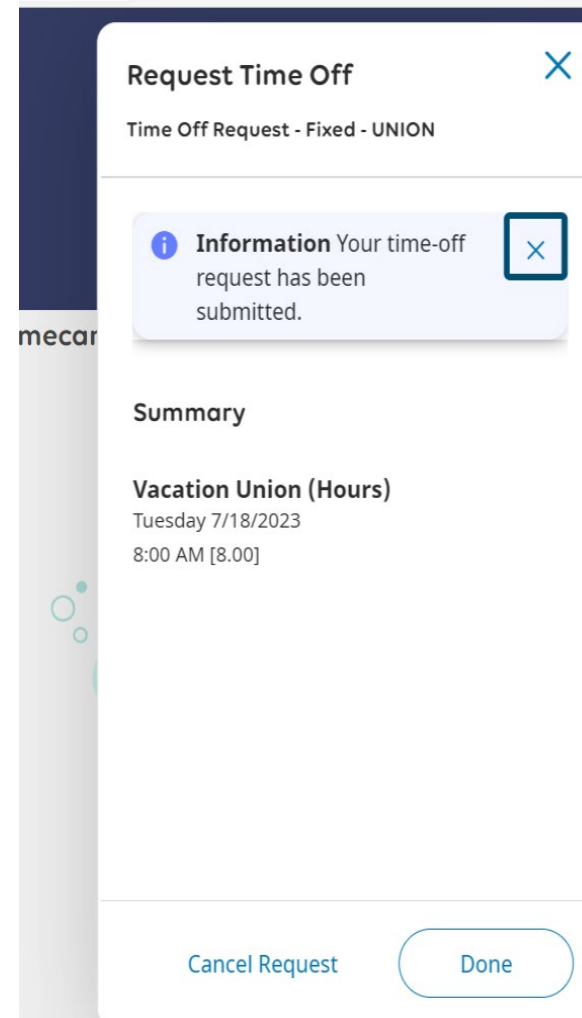Time Off Request - Fixed - UNION

Vacation Union (Hours)

Tuesday 7/18/2023

8:00 AM [8.00]

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.