

REQUESTING TIME OFF IN ADP (VACATION AND SICK TIME)

Time Off Main Menu:

1. "Requesting Time Off": When you click on "Time Off" under the "Myself" section, a submenu appears and you will want to select "Request Time Off."
2. Once you are on the "Request Time Off" page, you will want to click the blue button that says, "Request Time Off."
3. On this new page, you will want to choose a start date and an end date. Make sure to remove any weekend dates that appear.
4. Next in the "Time Off Policy" box, you will need to select whether the time off you are requesting is for sick or vacation time. In the amount box, you will note the number of hours you are taking. For a full day off, you would say 7 hours.
5. You can enter notes in the "Comment" section for your supervisor to see when approving your time off. You do not need to fill in the respond by date.
6. Hit the submit button.
7. You will see the amount of sick and vacation time you have accrued in the upper right corner of the screen.
8. If you want to view your time off balance, go to "Myself," then "Time Off," and then select "Time Off Balances." This shows sick and vacation time balances you have accrued.
9. If you want to view your prior requests, go to "Myself," then "Time Off," and then select "List of Requests." This shows requests that you have submitted and whether they are pending approved or denied.