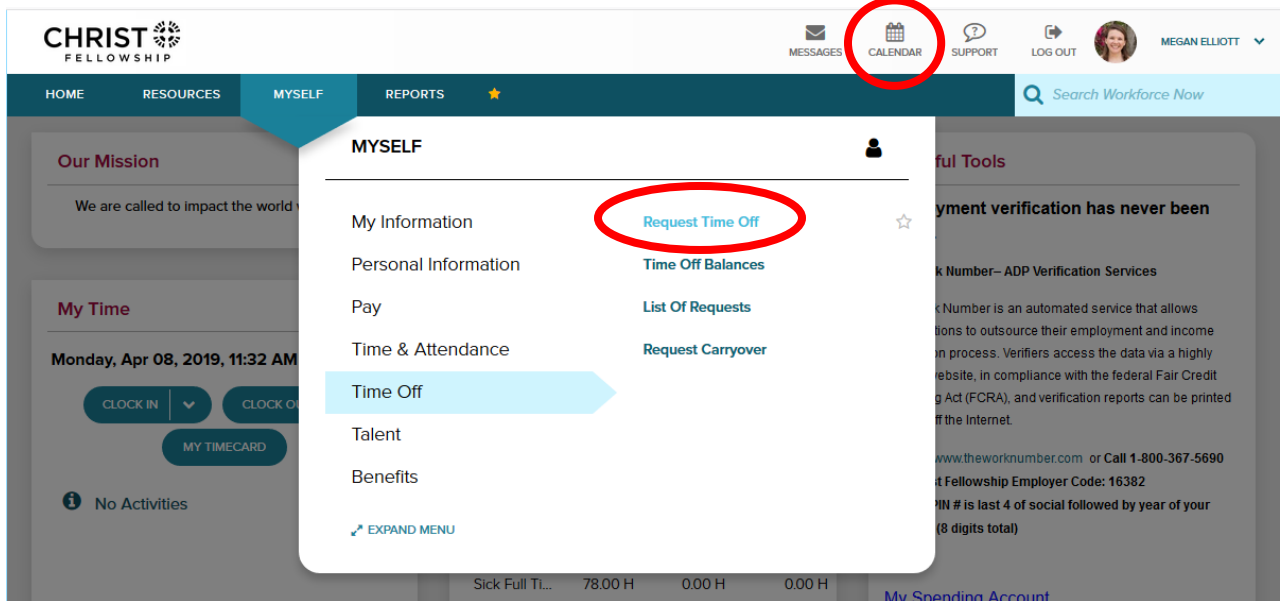
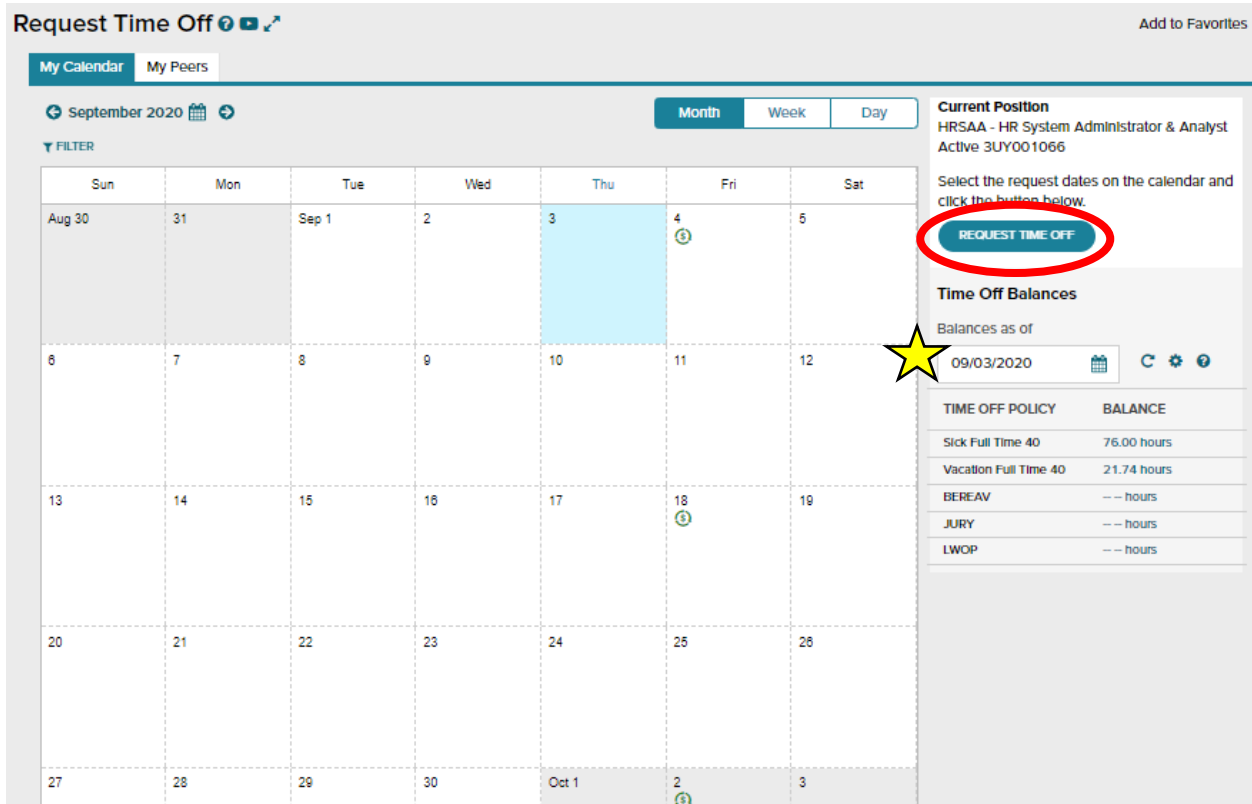


How to Request Time Off in ADP

1. Click on the **calendar icon** on the top of ADP page or go to **MYSELF -> Time Off -> Request Time Off**



2. Click on **REQUEST TIME OFF** (Reminder: that you can change the "Balance As Of:" to see how much vacation time will be available at that date)



3. Enter the date(s), option to include weekends if needed, select correct time off policy (ex. VAC, SICK, LWOP – leave without pay, BEREAV, etc.), amount of hours (you will need to ensure that the correct amount of hours for your leave is in there), start time, comments, and a “respond by” date for your supervisor.

Helpful tips:

- Under Step 2: Enter Request Details – there is an option to [Edit Each Day Individually](#) this is helpful if needing to put in differing time off policies or amount of hours
- If you are a full-time employee with weekend responsibilities on Saturday and Sunday, you will take 4 hours on Saturday and 4 hours on Sunday for time off requests
- A full-time employee should have 8 hours requested if missing a full day of work

Request Time Off

[BACK](#)

Step 1 : Enter a Date Range [USER PREFERENCES](#)

Start Date * 10/12/2020 to End Date * 10/19/2020 Include Weekends

Select specific days within the start date and end date.

Sun Mon Tue Wed Thur Fri Sat

Step 2 : Enter Request Details

[EDIT EACH DAY INDIVIDUALLY](#)

DATE	TIME OFF POLICY*	AMOUNT*	START TIME*	ACTIONS
Mon Oct 12, 2020 - Mon Oct 19, 2020	Vacation Full Time 40 -	6 X 8.00 hours	8:00 AM	

TOTAL : Includes 6 days 48.00 hours



Comments:

Please respond by 09/18/2020

4. You are able to check the status and view the details of the time off request in the calendar.





Request Time Off

My Calendar My Peers

October 2020  

Month Week Day

FILTER

Sun	Mon	Tue	Wed	Thu	Fri	Sat
Sep 27	28	29	30	Oct 1	2 	3
4	5	6	7	8	9 	10
11	12	13	14	15	16 	17
	Time off - Vacation Full Time 40 - Vacation Time : 40 hrs					
18	19	20	21	22	23	24
	Time off : 8 hrs					
25	26	27	28	29	30 	31