# ADP® Timekeeping Plus Scheduling Support Center Guide
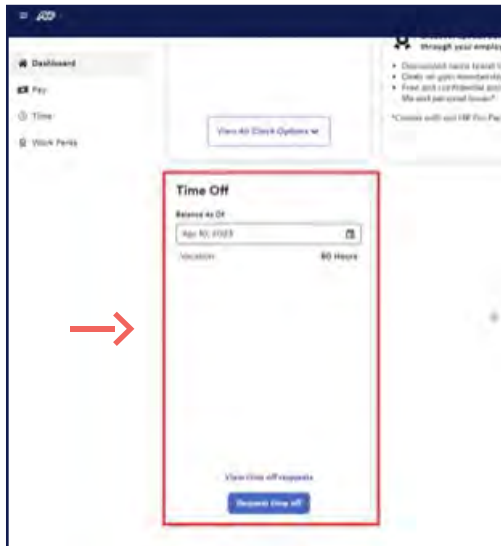
**Requesting time off for employees (web version)**

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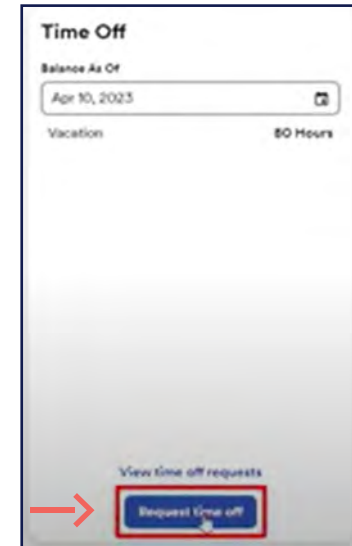
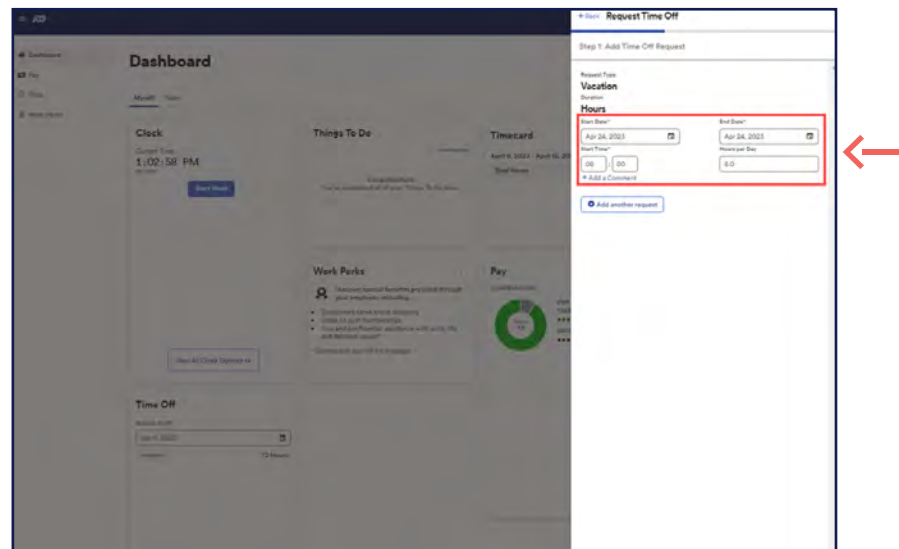# Requesting time off for employees (web version)

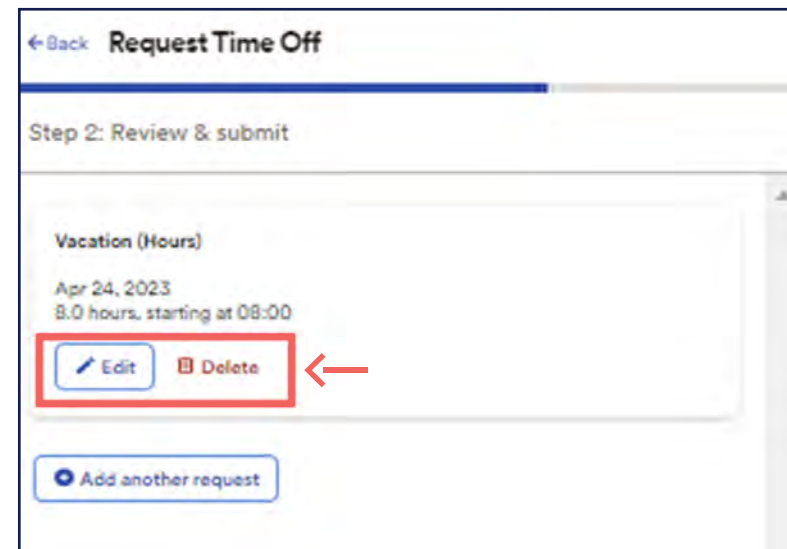1 From the **Employee Dashboard**, go to the **Time Off** tile.



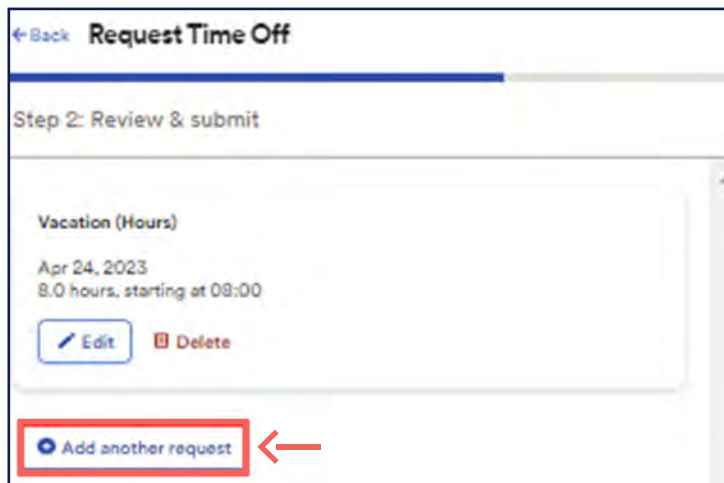2 Click **Request time off**.

**3** This will slide a new menu on the right. Enter the **Start Date** and **End Date** of your request. Then click **Review & submit**.
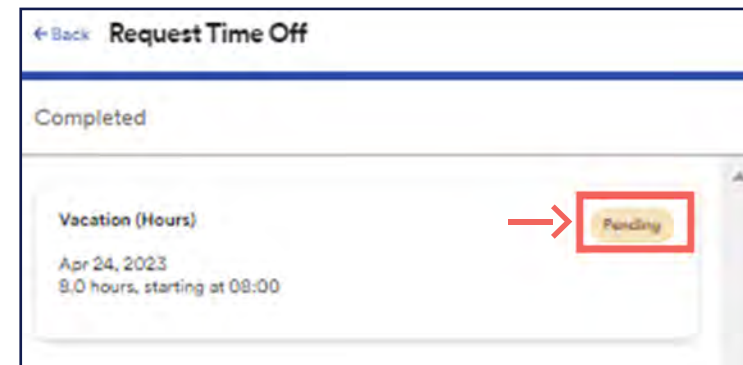


**4** Here, you can see your request. If there's something wrong, you can **Edit** or **Delete** the request before you submit.

**5** If you wish to make multiple requests at once, you can **Add another request** here.



**6** Once you click **Review & submit**, it will show a confirmation screen that shows that your request has been submitted to your manager and is **Pending** review.

**7** To view the status of your request, on the Dashboard, you can click **View time off requests**.

**8** Here, you will see all your requests, as well as indicators for their status.