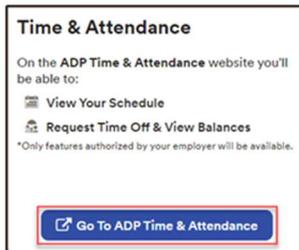


Managing Time Off Requests

1. Log onto myaccess.adp.com
2. From the MyADP Dashboard navigate to **Go to Time and Attendance**. **Note:** Timecard management can only be performed directly in ADP Time and Attendance.



3. From ADP Time & Attendance home page, select My Team > Employee > Time Off Request



4. On the Time Off Requests screen click the Request Number.

REQUEST NUMBER	STATUS	REQUESTER	TOTAL HOURS	TIME OFF BEGINS ON	DESCRIPTION	REVIEW BY DATE
193160	Pending Review	Adams, John J (25)	45.00	10/11/2021		09/01/2021
193158	Pending Review	Adams, John J (25)	9.00	06/22/2021		06/21/2021
193157	Pending Review	Adams, John J (25)	9.00	05/27/2021		05/26/2021

There are four options available for time off requests.

- **Approve:** Entire requested time will be approved and appear in the schedule.
 - Will not post to the timecard until the day after the date requested off.
 - i.e. October 11th requested and approved. Will post to the timecard on October 12th.

APPROVE	DENY	DATE	SCHEDULE START TIME	SCHEDULE HOURS	REQUEST DETAILS	COMPARE TO OTHER EMPLOYEES' NON-WORKED SCHEDULES
					PAY CODE START TIME HOURS	
<input checked="" type="checkbox"/>	<input type="checkbox"/>	Monday, October 11, 2021	08:00 AM	9:00	Vacation 08:00 AM 9:00	
<input checked="" type="checkbox"/>	<input type="checkbox"/>	Tuesday, October 12, 2021	08:00 AM	9:00	Vacation 08:00 AM 9:00	
<input checked="" type="checkbox"/>	<input type="checkbox"/>	Wednesday, October 13, 2021	08:00 AM	9:00	Vacation 08:00 AM 9:00	
<input checked="" type="checkbox"/>	<input type="checkbox"/>	Thursday, October 14, 2021	08:00 AM	9:00	Vacation 08:00 AM 9:00	
<input checked="" type="checkbox"/>	<input type="checkbox"/>	Friday, October 15, 2021	08:00 AM	9:00	Vacation 08:00 AM 9:00	

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- **Deny:** Entire requested time will be denied and will not appear on schedule or timecard.

APPROVE	DENY	DATE	SCHEDULE START TIME	SCHEDULE HOURS	REQUEST DETAILS			COMPARE TO OTHER EMPLOYEES' NON-WORKED SCHEDULES
					PAY CODE	START TIME	HOURS	
<input type="checkbox"/>	<input checked="" type="checkbox"/>	Monday, October 11, 2021	08:00 AM	9:00	Vacation	08:00 AM	9:00	
<input type="checkbox"/>	<input checked="" type="checkbox"/>	Tuesday, October 12, 2021	08:00 AM	9:00	Vacation	08:00 AM	9:00	
<input type="checkbox"/>	<input checked="" type="checkbox"/>	Wednesday, October 13, 2021	08:00 AM	9:00	Vacation	08:00 AM	9:00	
<input type="checkbox"/>	<input checked="" type="checkbox"/>	Thursday, October 14, 2021	08:00 AM	9:00	Vacation	08:00 AM	9:00	
<input type="checkbox"/>	<input checked="" type="checkbox"/>	Friday, October 15, 2021	08:00 AM	9:00	Vacation	08:00 AM	9:00	

DENY REQUEST CANCEL REQUEST

- **Cancel:** Can be used to cancel an already approved time off request or a request that is inaccurate.
 - If already posted to the timecard or schedule, cancelling will remove it from the schedule but to remove from the timecard, delete the row.
 - Employee and Supervisor can cancel a request.

APPROVE	DENY	DATE	SCHEDULE START TIME	SCHEDULE HOURS	REQUEST DETAILS			COMPARE TO OTHER EMPLOYEES' NON-WORKED SCHEDULES
					PAY CODE	START TIME	HOURS	
<input type="checkbox"/>	<input type="checkbox"/>	Monday, October 11, 2021	08:00 AM	9:00	Vacation	08:00 AM	9:00	
<input type="checkbox"/>	<input type="checkbox"/>	Tuesday, October 12, 2021	08:00 AM	9:00	Vacation	08:00 AM	9:00	
<input type="checkbox"/>	<input type="checkbox"/>	Wednesday, October 13, 2021	08:00 AM	9:00	Vacation	08:00 AM	9:00	
<input type="checkbox"/>	<input type="checkbox"/>	Thursday, October 14, 2021	08:00 AM	9:00	Vacation	08:00 AM	9:00	
<input type="checkbox"/>	<input type="checkbox"/>	Friday, October 15, 2021	08:00 AM	9:00	Vacation	08:00 AM	9:00	

APPROVE REQUEST CANCEL REQUEST

- **Partial Approval:** Some days of the request have been approved while others were denied.
 - With this the employee must approve the updated request for it to populate.

APPROVE	DENY	DATE	SCHEDULE START TIME	SCHEDULE HOURS	REQUEST DETAILS			COMPARE TO OTHER EMPLOYEES' NON-WORKED SCHEDULES
					PAY CODE	START TIME	HOURS	
<input checked="" type="checkbox"/>	<input type="checkbox"/>	Monday, October 11, 2021	08:00 AM	9:00	Vacation	08:00 AM	9:00	
<input checked="" type="checkbox"/>	<input type="checkbox"/>	Tuesday, October 12, 2021	08:00 AM	9:00	Vacation	08:00 AM	9:00	
<input checked="" type="checkbox"/>	<input type="checkbox"/>	Wednesday, October 13, 2021	08:00 AM	9:00	Vacation	08:00 AM	9:00	
<input type="checkbox"/>	<input checked="" type="checkbox"/>	Thursday, October 14, 2021	08:00 AM	9:00	Vacation	08:00 AM	9:00	
<input type="checkbox"/>	<input checked="" type="checkbox"/>	Friday, October 15, 2021	08:00 AM	9:00	Vacation	08:00 AM	9:00	

PARTIALLY APPROVE REQUEST CANCEL REQUEST

Comparing Other Employees Non-Worked Schedules

- Great tool to determine if other employee(s) have the same day off.
 - Other works if the other request has been approved for that day.

1. On the Time Off Requests screen > click the Boat  Icon.

APPROVE	DENY	DATE	SCHEDULE START TIME	SCHEDULE HOURS	REQUEST DETAILS			COMPARE TO OTHER EMPLOYEES' NON-WORKED SCHEDULES
					PAY CODE	START TIME	HOURS	
<input checked="" type="checkbox"/>	<input type="checkbox"/>	Monday, October 11, 2021	08:00 AM	9:00	Vacation	08:00 AM	9:00	
<input checked="" type="checkbox"/>	<input type="checkbox"/>	Tuesday, October 12, 2021	08:00 AM	9:00	Vacation	08:00 AM	9:00	

2. Provides an overview of employees that would share the same day off.

REQUESTER	DATE	PAY CODE
UserEMP.Support (3584)	10/11/2021 08:00 AM - 05:00 PM	Vacation (VACATION)
Adams,John J (25)	10/11/2021 08:00 AM - 05:00 PM	Vacation (VACATION)

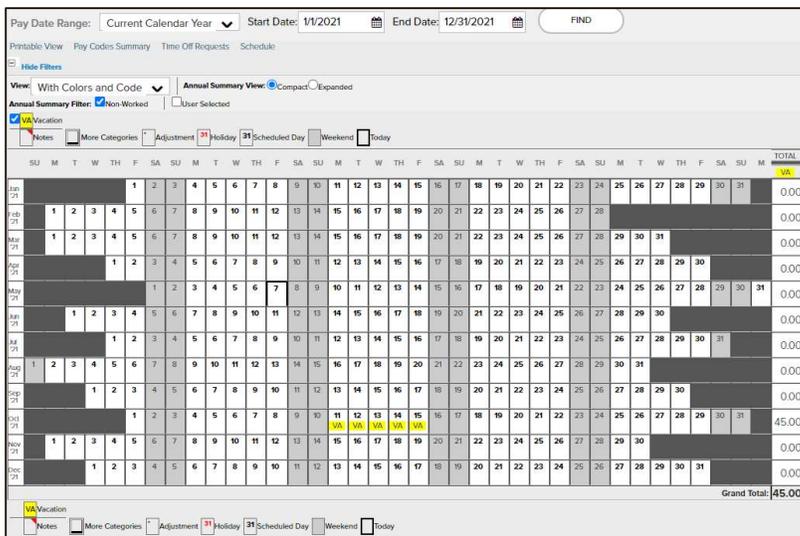
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Reviewing the Annual Summary

1. On the Dashboard of ADP Time & Attendance, select **My Team, Employee, Annual Summary**.



2. The annual summary view provides a snapshot of the entire year relating to approved time off requests.

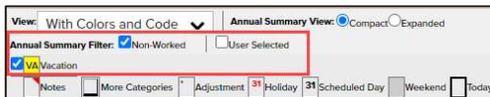


Month	SU	M	T	W	TH	F	SA	SU	M	T	W	TH	F	SA	SU	M	T	W	TH	F	SA	SU	M	TOTAL										
Jan 21																								0.00										
Feb 21		1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	21	22	23	24	25	26	27	28	29	30	31	0.00	
Mar 21		1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	21	22	23	24	25	26	27	28	29	30	31	0.00	
Apr 21				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	0.00
May 21			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	31	0.00
Jun 21			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	0.00	
Jul 21			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	31	0.00
Aug 21	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	31	0.00		
Sep 21			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	0.00	
Oct 21			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	31	0.00
Nov 21		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	0.00		
Dec 21			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	31	45.00
Grand Total:																											45.00							

- No data showing. Ensure that the Pay Date Range is accurate, hit **Find**.



- Your company may have different filters that can be applied. Click on the **filter** you wish to view.



- Only two pay codes can show **totals** in the annual summary report.

TOTAL
VA
0.00

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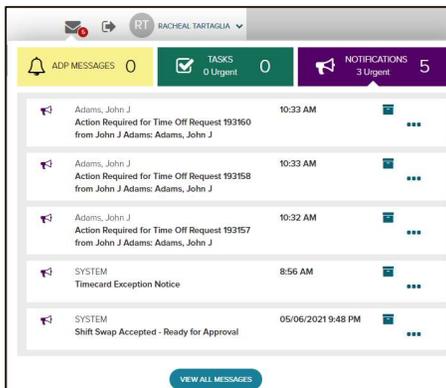
- Hovering Over the **highlighted** fields will provide additional information.

10	11	12	13	14	15	16	17	18	19	20	21	22
	VA	VA	VA	VA	VA							
Monday, October 11, 2021												
VA 9.00												

Receiving Time Off Request Notifications

- There are two options to receive Time Off Request Notifications, Email & Message Center.

1. Message Center: Click the envelope (✉️) icon at the top right.



2. Click the three dots to view more details on the notification.

