

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.

3 Found						
REQUEST NUMBER -	STATUS	REQUESTER	TOTAL	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.

1000010	DENIN .	DATE	SCHEDULE	SCHEDULE	REC	QUEST DETAIL	S	COMPARE TO OTHER EMPLOYEES
APPROVE ✓	DENY	DATE	START TIME	HOURS	PAY CODE	START TIME	HOURS	NON-WORKED SCHEDULES
*		Monday, October 11, 2021	08:00 AM	9.00	Vacation	08:00 AM	9.00	۸.
•		Tuesday, October 12, 2021	08:00 AM	9.00	Vacation	08:00 AM	9.00	۸
 Image: A set of the set of the		Wednesday, October 13, 2021	08:00 AM	9.00	Vacation	08:00 AM	9.00	۸.
		Thursday, October 14, 2021	08:00 AM	9.00	Vacation	08:00 AM	9.00	٨
~		Friday, October 15, 2021	08:00 AM	9.00	Vacation	08:00 AM	9.00	٨



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

DEALY T	DATE	SCHEDULE	SCHEDULE	REG	UEST DETAIL	S	COMPARE TO OTHER EMPLOYEES
DENY 🗸	DATE	START TIME	HOURS	PAY CODE	START TIME	HOURS	NON-WORKED SCHEDULES
~	Monday, October 11, 2021	08:00 AM	9.00	Vacation	08:00 AM	9.00	
	Tuesday, October 12, 2021	08:00 AM	9.00	Vacation	MA 00:80	9.00	*
~	Wednesday, October 13, 2021	08:00 AM	9.00	Vacation	08:00 AM	9.00	٨
~	Thursday, October 14, 2021	08:00 AM	9.00	Vacation	08:00 AM	9.00	â
~	Friday, October 15, 2021	08:00 AM	9.00	Vacation	08:00 AM	9.00	
-	Friday, October 15, 2021	08:00 AM	9.00	Vacation	08:00 AM	9.00	*
	DENY Y	DATE Image: Clober 11, 2021 Image: Clober 12, 2021 Image: Clober 12, 2021 Image: Clober 13, 2021 Image: Clober 14, 2021 Image: Clober 15, 2021 Image: Clober 15, 2021 Image: Clober 15, 2021	DENY DATE SCHEDULE START TIME Image: Clober 10, 2021 08:00 AM 08:00 AM Image: Clober 12, 2021 08:00 AM 08:00 AM Image: Clober 12, 2021 08:00 AM 08:00 AM Image: Clober 12, 2021 08:00 AM 08:00 AM Image: Clober 13, 2021 08:00 AM 08:00 AM Image: Clober 14, 2021 08:00 AM 08:00 AM Image: Clober 15, 2021 08:00 AM 08:00 AM	DATE SCHEDULE START TIME CHEDULE Hours Image: Clober 11, 2021 08:00 AM 9:00 Image: Clober 12, 2021 08:00 AM 9:00 Image: Clober 13, 2021 08:00 AM 9:00 Image: Clober 13, 2021 08:00 AM 9:00 Image: Clober 13, 2021 08:00 AM 9:00 Image: Clober 14, 2021 08:00 AM 9:00 Image: Clober 15, 2021 08:00 AM 9:00 Image: Clober 15, 2021 08:00 AM 9:00	DENV DATE SCHEDULE START TIME SCHEDULE PAUCODE REC PAUCODE Image: Construction of the start sta	DENV Image: Constraint of the start st	DENV DATE SCHEDULE START TIME CHEDULE HOURS REOUEST DETAILS Image: Construction of the start time Monday, October 11, 2021 08:00 AM 9:00 Vacation 08:00 AM 9:00 Image: Construction of the start time Monday, October 12, 2021 08:00 AM 9:00 Vacation 08:00 AM 9:00 Image: Construction of the start time Wednesday, October 13, 2021 08:00 AM 9:00 Vacation 08:00 AM 9:00 Image: Construction of the start time Wednesday, October 13, 2021 08:00 AM 9:00 Vacation 08:00 AM 9:00 Image: Construction of the start Thursday, October 13, 2021 08:00 AM 9:00 Vacation 08:00 AM 9:00 Image: Construction of the start Second time 9:00 Vacation 08:00 AM 9:00 Image: Construction of the start Second time 9:00 Vacation 08:00 AM 9:00 Image: Construction of the start Second time 9:00 Vacation 0:00 AM 9:00 Image: Construction of the start Second time 0:00 A

- **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.

		DATE	SCHEDULE	SCHEDULE	REC	UEST DETAIL	S	COMPARE TO OTHER EMPLOYEES'
APPROVE	DENY	DATE	START TIME	HOURS	PAY CODE	START TIME	HOURS	NON-WORKED SCHEDULES
		Monday, October 11, 2021	08:00 AM	9.00	Vacation	08:00 AM	9.00	â.
		Tuesday, October 12, 2021	08:00 AM	9.00	Vacation	08:00 AM	9.00	.
		Wednesday, October 13, 2021	08:00 AM	9.00	Vacation	08:00 AM	9.00	
		Thursday, October 14, 2021	08:00 AM	9.00	Vacation	08:00 AM	9.00	
		Friday, October 15, 2021	08:00 AM	9.00	Vacation	08:00 AM	9.00	٨
APPROVE REC		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.

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			START TIME	HOURS	PAY CODE	START TIME	HOURS	NON-WORKED SCHEDULES
~		Monday, October 11, 2021	08:00 AM	9.00	Vacation	08:00 AM	9.00	
~		Tuesday, October 12, 2021	08:00 AM	9.00	Vacation	08:00 AM	9.00	
~		Wednesday, October 13, 2021	08:00 AM	9.00	Vacation	08:00 AM	9.00	٨
	~	Thursday, October 14, 2021	08:00 AM	9.00	Vacation	08:00 AM	9.00	
	~	Friday, October 15, 2021	08:00 AM	9.00	Vacation	08:00 AM	9.00	

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.

	-	DATE	SCHEDULE	SCHEDULE	REG	UEST DETAIL	S	COMPARE TO OTHER EMPLOYEES'
APPROVE	DENY	DATE	START TIME	HOURS	PAY CODE	START TIME	HOURS	NON-WORKED SCHEDULES
>		Monday, October 11, 2021	08:00 AM	9.00	Vacation	08:00 AM	9.00	
>		Tuesday, October 12, 2021	08:00 AM	9.00	Vacation	08:00 AM	9.00	â

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)



Reviewing the Annual Summary

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

MY TEAM REPOR	TS
Timecard	Time Off Requests
Scheduling	Accrual Balances
>Employee	→ Annual Summary
Delegation	Attendance

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

Pa	y Da	te R	lang	e: [Cu	rent	Cal	enda	ır Ye	ar	~	Star	rt Da	te:	1/1/2	021		*	En	d Da	te: 1	2/31	/202	21	6	(FINE	>)								
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eb 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									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
kun 121			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
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lug 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		0		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
Dct 21						1	2	3	4	5	6	7	8	9	10	11 VA	12 VA	13 VA	14 VA	15 VA	16	17	18	19	20	21	22	23	24	25	26	27	28	29	30	-31		45.00
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				0.00
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- No data showing. Ensure that the Pay Date Range is accurate, hit Find.
 Pay Date Range: Current Calendar Year
 Start Date: 1//2021
 End Date: 12/31/2021
 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.





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



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.

