

REQUESTING TIME OFF

THIS IS WHAT YOU WILL SEE WHEN YOU LOG ON TO ADP – workforcenow@adp.com

The screenshot displays the ADP Workforce Now user interface. At the top, there is a navigation bar with links for Home, Resources, Myself, My Team, People, Process, Reports, and Setup. On the right side of the navigation bar, there are icons for notifications (189), calendar (17), and a search bar labeled 'search people'. The main content area is divided into several sections:

- Company Mission:** HIS SITE IS UNDER CONSTRUCTION
- Company News and Announcements:** (Empty)
- Quick Links:**
 - [CLICK HERE TO VIEW YOUR PAY STATEMENT](#)
 - [CLICK HERE TO VIEW OR UPDATE YOUR ADDRESS](#)
 - [CLICK HERE TO VIEW OR UPDATE YOUR DIRECT DEPOSIT](#)
- My Time Off:** This section is highlighted with a red circle. It shows the current date and time: **Monday, Nov 17, 2014, 02:45 PM**. Below this is a 'Request Time Off' button and a table of time off policies. The table has four columns: Policy, Balance, Requests Pending, and Requests Scheduled. The data in the table is as follows:

Policy	Balance	Requests Pending	Requests Scheduled
PERSONAL FTR N...	16.00 H	0.00 H	0.00 H
SICK ADMIN	592.00 H	0.00 H	0.00 H
VAC ADMIN	168.86 H	0.00 H	0.00 H
BEREAVEMENT	--	0.00 H	0.00 H
JURY DUTY	--	0.00 H	0.00 H
- ADP News:** A section with a small image and the text 'Get your international employees paid'.
- Forms:** (Empty)

At the bottom of the 'My Time Off' section, there are two footnotes:

- * Balance / Request Amount: O(Doyle) H(Hours)
- * The balances include future transactions.

STEP ONE

Access **Request Time Off** from My Time Off ribbon on Home screen

My Time Off

As of today:

Request Time Off

Policy Time Off	Balance	Requests Pending	Requests Scheduled
PERSONAL FTR N...	16.00 H	0.00 H	0.00 H
SICK ADMIN	592.00 H	0.00 H	0.00 H
VAC ADMIN	168.86 H	0.00 H	0.00 H
BEREAVEMENT	--	0.00 H	0.00 H
JURY DUTY	--	0.00 H	0.00 H

* Balance /Request Amount: D (Days); H (Hours)
* The balances include future transactions. 

Balances include time taken, awards, carryover amounts, adjustments, and other transactions as of the Balance As Of date. Transactions such as approved requests that are scheduled after the As Of Date are also included. However, requests that are pending approval are not included.

STEP TWO

Review Calendar and click **Request Time Off** again

Request Time Off

Select the request dates on the calendar and click the button below.

Request Time Off

Balances As of: 11/17/2014

Time Off Policy	Balance
PERSONAL FTR NON FAC...	16.00 hours
SICK ADMIN	592.00 hours
VAC ADMIN	168.86 hours
BEREAVEMENT	--
UNPAID DUTY	--

My Calendar Month Filters

November 2014

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
26	27	28	29	30	31 Approved - 8hrs	1
2	3	4	5	6	7	8
9	10 Paid Schedule	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30	1	2	3	4	5	6

IMPORTANT – AS OF DATE

The “as of” date will default to the current date. You can change the “as of” date to a future date and the system will recalculate the available balance. You may not enter more hours than you have available.

STEP THREE

Example 1 – requesting one day off

Enter Start and End Day

Choose appropriate policy

Enter hours and start time

You may enter comments (supervisor will see) or a “Please respond by” date

HIT SUBMIT

Request Time Off

1 Enter a Date Range

Start Day: * To End Day: *

2 Enter Request Details

Date	Time off Policy *	Amount *	Start Time *
Tue, Nov 18, 2014	VAC ADMIN - VA	8.00 hours	8:00 AM

Total: Includes 1 day 8.00 hours

Comments:

Please respond by:

Balances as of:

Time Off Policy	Balance
PERSONAL FTR NON FAC...	16.00 hours
SICK ADMIN	592.00 hours
VAC ADMIN	168.86 hours
BEREAVEMENT	-- hours
JURY DUTY	-- hours

STEP THREE

Example 2 – Requesting multiple days off

Enter start and end dates

Request Time Off

1 Enter a Date Range

Start Day: * To End Day: *

Includes every day from 12/24/2014 to 12/31/2014. [Change Recurrence](#)

2 Enter Request Details

Edit Each Day Individually

Date	Time Off Policy *	Amount *	Start Time *
Wed, Dec 24, 2014 - Wed, Dec 31, 2014	VAC ADMIN - VA	8 x 8.00 hours	8:00 AM

Total: Includes 8 days 64.00 hours

Comments:

Please respond by:

Balances as of:

Time Off Policy	Balance
PERSONAL FTR NON FAC...	16.00 hours
SICK ADMIN	592.00 hours
VAC ADMIN	178.86 hours
BEREAVEMENT	-- hours
JURY DUTY	-- hours

“Edit Each Day Individually” is now available.

STEP THREE – example 2 continued

Request Time Off

1 Enter a Date Range

Start Day: * 12/24/2014 To End Day: * 12/31/2014
Includes every day from 12/24/2014 to 12/31/2014. [Change Recurrence](#)

2 Enter Request Details

[Collapse Rows](#)

Date	Time off Policy *	Amount *	Start Time *
Wed, Dec 24, 2014	VAC ADMIN - VA	8.00 hours	8:00 AM
Thu, Dec 25, 2014	VAC ADMIN - VA	8.00 hours	8:00 AM
Fri, Dec 26, 2014	VAC ADMIN - VA	8.00 hours	8:00 AM
Sat, Dec 27, 2014	VAC ADMIN - VA	8.00 hours	8:00 AM
Sun, Dec 28, 2014	VAC ADMIN - VA	8.00 hours	8:00 AM
Mon, Dec 29, 2014	VAC ADMIN - VA	8.00 hours	8:00 AM

Balances as of: 12/31/2014

Time Off Policy	Balance
PERSONAL FTR NON FAC...	16.00 hours
SICK ADMIN	592.00 hours
VAC ADMIN	178.86 hours
BEREAVEMENT	-- hours
JURY DUTY	-- hours

If you choose to, you can request each day individually – for example you may want to take 2 sick days and 3 vacation days.

HIT SUBMIT

AFTER THE REQUEST IS SUBMITTED, YOUR SUPERVISOR WILL RECEIVE AN EMAIL ALERTING THEM TO YOUR REQUEST.

STEP FOUR

To check on the status of your request you must access “messages” on the Home screen

The screenshot shows the ADP portal home screen for Corine Williams. The browser address bar displays <https://workforcenow.adp.com/portal/themes>. The page header includes the ADP logo, the user's name "Welcome, Corine Williams", and navigation links for "Home", "Resources", "Myself", "My Team", and "Reports". A search bar is located in the top right corner. The main content area is divided into several sections: "Company Mission" (stating "THIS SITE IS UNDER CONSTRUCTION"), "Company News and Announcements", "Quick Links" (with links for pay statements, address updates, and direct deposits), "My Time" (showing the current date and time as "Monday, Nov 17, 2014, 02:04 PM" and a "No Activities" message), and "My Time Off" (a table of time off requests). A red circle highlights the "Messages" icon in the top navigation bar. The footer contains links for "Privacy", "Legal", "Requirements", "Product Feedback", and "About", along with the copyright notice "© 2014, ADP, LLC".

Policy	Balance	Requests Pending	Requests Scheduled
PERSONAL FTR NL	0.00 H	0.00 H	0.00 H
SICK ADMIN	75.00 H	0.00 H	5.00 H
VAC ADMIN	7.69 H	0.00 H	0.00 H
BEREAVEMENT	--	0.00 H	0.00 H
JURY DUTY	--	0.00 H	0.00 H

STEP FIVE

Check status of request

The screenshot shows the ADP portal interface for Corine Williams. The 'Message Center' is active, displaying a list of messages. A red arrow points to the 'Status' column of the message list table.

<input type="checkbox"/>	Type	From	Subject	Received	Status	Action
<input type="checkbox"/>		Klein, Judith	The time off request for Williams, Corine is approved by Klein, Judith: William...	11/17/2014 10:35:35 AM	New	
<input type="checkbox"/>		Williams, Corine	The time off request for Gainan, Cindy L. is approved by Williams, Corine: Gain...	11/17/2014 09:29:30 AM	New	
<input type="checkbox"/>		Williams, Corine	Employee - Time Off Request: Williams, Corine	11/17/2014 09:28:57 AM	New	
<input type="checkbox"/>		Klein, Judith	The time off request for Williams, Corine is approved by Klein, Judith: William...	11/12/2014 03:38:29 PM	New	
<input type="checkbox"/>		Williams, Corine	Employee - Time Off Request: Williams, Corine	11/12/2014 03:35:13 PM	New	
<input type="checkbox"/>		Williams, Corine	The time off request for Masgold, Eileen B is approved by Williams, Corine: M...	11/12/2014 03:14:29 PM	New	
<input type="checkbox"/>		Klein, Judith	The time off request for Williams, Corine is approved by Klein, Judith: William...	11/12/2014 03:14:22 PM	New	
<input type="checkbox"/>		Klein, Judith	The time off request for Williams, Corine is approved by Klein, Judith: William...	11/12/2014 03:07:30 PM	New	
<input type="checkbox"/>		Williams, Corine	Employee - Time Off Request: Williams, Corine	11/12/2014 03:07:02 PM	New	
<input type="checkbox"/>		Automatic Notification	The time off request for Williams, Corine is rejected by System: Williams, Corine	11/12/2014 03:07:02 PM	New	

ALL DONE!!