

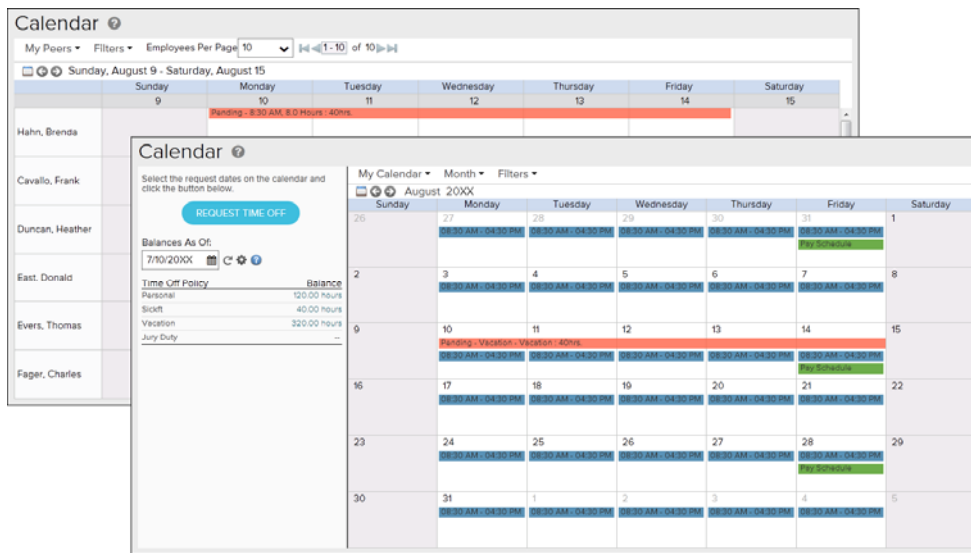
■ Entering a Time Off Request

■ Overview

Your employees enter their time off requests, either for a single day or for multiple days, on their employee calendars. Before submitting their requests, your employees can view their available balances to determine whether they have adequate time to accommodate their time off requests.

■ Explore: The Employee Calendar

Navigate to the employee calendar by clicking (calendar) on the menu bar.



■ Elements and Descriptions

Element	Description
Events	The following events are displayed on an employee's or manager's My Team calendar: <ul style="list-style-type: none"> • Pending and approved time off requests • Employee schedules (if set up in Time & Attendance) • Company holidays (if set up in Time & Attendance) • Blackout dates for taking time off • Pay schedules • Anniversary of employee's hire date (displayed on the My Team calendar view only)
Calendar Views	<ul style="list-style-type: none"> • Using the view list, employees can view their own calendar by selecting My Calendar and the calendars of their peers who report to the same manager or Time & Attendance supervisor by selecting My Peers. • Employees can change the month and year on their calendar by clicking (calendar).
Request Time Off section	Employees can view their time off balances and start a new time off request by clicking the Request Time Off button.

Explore: View Balances

Your employees can view their balances before requesting time off to ensure that they have sufficient time available for their request. Employees may also be able to enter a date in the Balances As Of field to view their projected balances, if your company is set up for this feature.

The screenshot shows the ADP Request Time Off interface for user MARY MACGILL. The main area displays a calendar for February 20XX. A red box highlights the date 2/2/20XX. To the left, there is a 'REQUEST TIME OFF' button and a 'Balances As Of: 2/2/20XX' field. Below the calendar, a 'Balance Formula' table is visible, showing the calculation of the current balance.

Time Off Policy	Balance	Transaction Type	Amount
Vacation hours	0.00	Carryover	
	+ 160.00	Accrued	
	- 24.00	Taken	
	- 40.00	Scheduled	
Total	= 96.00	Balance	

Elements and Descriptions

Element	Description
Balances As Of field	The employee can use this field to project balances as of the date entered. The date entered will reflect any accruals due and any approved time off during that period.
Time Off Policy column	The policies assigned to the employee are listed. Balance-based policies are listed first. By clicking the Policy Display Settings icon, employees can select which policies they want to show or hide.
Balance column	For each policy, the balance column displays the sum of the transactions from the beginning of the policy period to the Balance As Of date. Clicking on the balance opens the Balance Formula window, which provides more details about the balance calculation. The types of transactions that are displayed here will vary based on the type of policy and your company's settings. For details about each of the transaction types, see online Help. Important: Pending requests are not included in the calculation of balances.

Important Information


Depending on your company's policy setup, using the Balances As Of date to project the balances may not reflect the accrual amounts. Consult with your ADP representative for clarification about your company's setup to understand the impact of the Balances As Of date.

For more information about setting your company's balance preferences or viewing employee balances, see the Appendix.



■ How to Submit a Request as an Employee Job Aid

■ Overview

Employees request time off by clicking  (calendar), or they can start the process by selecting **Myself > Time Off > Request Time Off**.

■ Scenario

Brenda Hahn is requesting time off for vacation from August 10 to August 14. She needs to verify her balance hours before entering her request for approval.

■ Instructions, Part 1: Submit a Time Off Request

Starting Point: **Myself > Time Off > Request Time Off**

Step	Action						
1	On the calendar, click the days to include in the request.						
2	Click Request Time Off .						
3	Select the reason for the request. <table border="1" data-bbox="427 919 1448 1184"> <thead> <tr> <th>If All Days in the Request Are For</th> <th>Then</th> </tr> </thead> <tbody> <tr> <td>The same time off policy</td> <td>In the Time Off Policy field, select the appropriate time off policy from the list.</td> </tr> <tr> <td>Different time off policies</td> <td> 1. Click Edit Each Day Individually. 2. In each day of the request, in the Time Off Policy field, select the appropriate time off policy from the list. </td> </tr> </tbody> </table>	If All Days in the Request Are For	Then	The same time off policy	In the Time Off Policy field, select the appropriate time off policy from the list.	Different time off policies	1. Click Edit Each Day Individually . 2. In each day of the request, in the Time Off Policy field, select the appropriate time off policy from the list.
If All Days in the Request Are For	Then						
The same time off policy	In the Time Off Policy field, select the appropriate time off policy from the list.						
Different time off policies	1. Click Edit Each Day Individually . 2. In each day of the request, in the Time Off Policy field, select the appropriate time off policy from the list.						
4	Change the values in the Amount and Start Time fields, if needed.						
5	In the Comments field, enter any notes about the request that you want to provide to the reviewer. Note: All notes that employees enter will be visible to the reviewer.						
6	In the Please Respond By field, enter a desired response date, if applicable.						
7	Click Submit .						