



## Overview

The Time Off feature allows you to track Time Off requests and balances. You'll submit your time-off requests, either for a single day or for multiple days, in the following ways:

- On the My Time Off page: Select **Myself > Time Off > My Time Off**.
- On your Calendar: Click the Calendar icon from the top of the page.
- On your Timecard: Select **Myself > Time & Attendance > My Timecard**

Before submitting your requests, view your available balances to determine whether you have adequate time to accommodate your time-off requests.

## Viewing Time-Off Balances

You can view your balances before requesting time off to ensure you have enough time available for your request. You can enter a date in the *Balances As Of* field to view your projected balances (not available if the policy is hours-based).

My Time Off	Element	Description
	<b>Balances As Of field</b>	Use this field to project balances as of the date entered. The balances as of the date entered will reflect any accruals due and any approved time off during that period.
	<b>Balance</b>	For each policy, the balance displays the sum of the transactions from the beginning of the policy period to the Balance As Of date. Clicking the balance opens the <b>Time Off Balances</b> slider, which provides more details about the balance calculation. The types of transactions that are displayed vary based on the type of policy and your company's settings. <b>Important:</b> Pending requests are not included in the calculation of balances.



# Time Off for Employees

## My Time Off

Use the My Time Off page to manage your time-off requests and balances.

Element	Description
<b>Time Off Requests</b>	View time-off requests. The Policy for the request, the Request Period, and the Status of the request are displayed.
<b>Calendar View</b>	Click <b>Calendar View</b> to view any time-off requests in a calendar.
<b>View More Details</b>	Click <b>View More Details</b> to open a slider with additional details about the time-off policies assigned.



# Time Off for Employees

## Requesting Time Off

You can request time off, either for a single day or for multiple days, on the My Time Off page.

### Starting Point: *Myself* > *Time Off* > *My Time Off*

Step	Action
1.	Click <b>Request Time Off</b> . <b>Result:</b> The Time Off Request slider appears.
2.	In the <b>Start Date</b> and <b>End Date</b> fields, enter or select the first and last day of the request.
3.	Clear the <b>Exclude Weekends</b> check box to include Saturday and Sunday in your request, if applicable. <b>Note:</b> The check box only appears if you included a weekend in your date range.
4.	In the <b>Time Off Policy</b> field, select the appropriate time-off policy for the request.
5.	In the <b>Reason Code</b> field, select a reason, if applicable.
6.	In the <b>Duration Type</b> field, select the duration type, if applicable.
7.	In the <b>Start Time</b> field, enter the start time for the request, if applicable.
8.	In the <b>Hours Per Day</b> field or the <b>Amount Per Day</b> field, enter the appropriate amount. Note: The appropriate field is displayed based on the Duration Type.
9.	Click <b>Review</b> to review the request.
10.	In the <b>Approve By Date</b> field, enter or select the desired response date, if applicable.
11.	In the <b>Comments</b> field, enter any notes about the request that you want to provide to your manager. <b>Note:</b> The reviewer sees all notes that you enter.
12.	Click <b>Submit</b> .
13.	On the <b>Success</b> window, click <b>Close</b> .



# Time Off for Employees

## Canceling Time Off

At times, you may need to cancel time-off requests. You can cancel a time-off request that has a status of Pending, Approved, or In Progress. However, you will not have the ability to cancel an approved time-off request that is dated in the past.

### Starting Point: *Myself* > *Time Off* > *My Time Off*

Step	Action
1.	On the <b>Time Off Requests</b> tab, locate the time-off request that you want to cancel.
2.	Click the Actions icon (⋮) and select <b>Cancel</b> . <b>Result:</b> The Cancel Request window appears.
3.	In the <b>Comments</b> field, enter any notes about canceling the request that you want to provide to your manager.
4.	Click <b>Yes</b> . <b>Result:</b> Your manager will receive a time-off cancellation notification.

## Changing a Time Off

You can only edit the details of a pending time-off request.

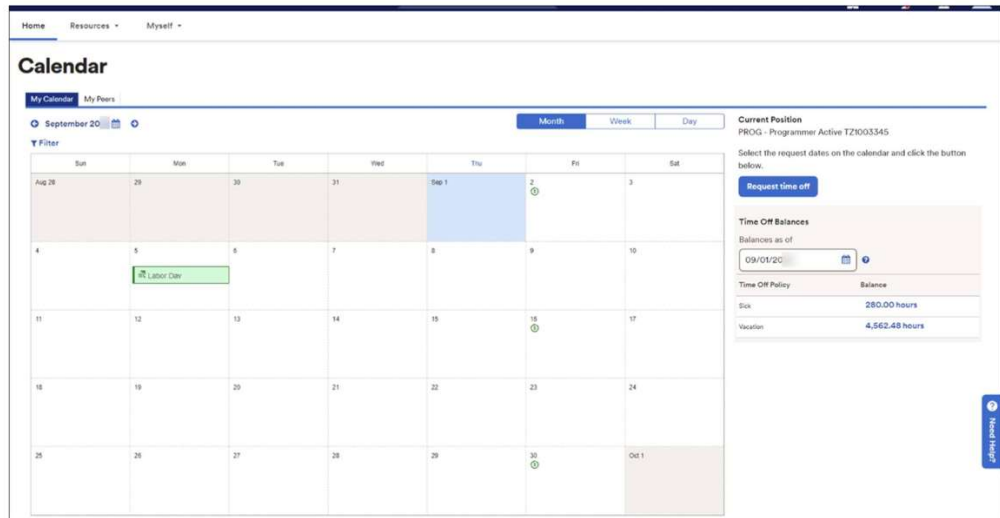
### Starting Point: *Myself* > *Time Off* > *My Time Off*

Step	Action
1.	On the <b>Time Off Requests</b> tab, locate the time-off request that you want to change.
2.	Click the Actions Icon (⋮) and select <b>Edit</b> . <b>Result:</b> The Time Off Request window appears.
3.	Edit the request, as necessary.
4.	Click <b>Review</b> .
5.	In the <b>Comments</b> field, enter any notes about the request that you want to provide to your manager.
6.	Click <b>Submit</b> .
7.	On the <b>Success</b> window, click <b>Close</b> .



# Time Off for Employees

## Calendar



### Requesting Time Off:

You can add request time off, either for a single day or for multiple days, on your calendar.

Navigate to your calendar by clicking  (Calendar) icon on the menu bar.

Step	Action
1.	On the <b>My Calendar</b> tab, select the days to include in the request.
2.	Click <b>Request Time Off</b> . <b>Result:</b> The Time Off Request slider appears.
3.	In the <b>Start Date</b> and <b>End Date</b> fields, confirm the days of the request. Update if necessary.
4.	Clear the <b>Exclude Weekends</b> check box to include Saturday and Sunday in your request, if applicable. <b>Note:</b> The check box only appears if you included a weekend in your date range.
5.	In the <b>Time Off Policy</b> field, select the appropriate time-off policy for the request.
6.	In the <b>Reason Code</b> field, select a reason, if applicable.
7.	In the <b>Duration Type</b> field, select the duration type, if applicable.
8.	In the <b>Start Time</b> field, enter the start time for the request, if applicable
9.	In the <b>Hours Per Day</b> field or the <b>Amount Per Day</b> field, enter the appropriate amount. <b>Note:</b> The appropriate field is displayed based on the Duration Type.
10.	Click <b>Review</b> to review the request.



# Time Off for *Employees*

11.	In the <b>Approve By Date</b> field, enter or select the desired response date, if applicable.
12.	In the <b>Comments</b> field, enter any notes about the request that you want to provide to your manager. <b>Note:</b> The reviewer sees all notes that you enter.
13.	Click <b>Submit</b> .
14.	On the <b>Success window</b> , click <b>Close</b> .

## Canceling Time Off

At times, you may need to cancel time-off requests. You can cancel a time-off request that has a status of Pending, Approved, or In Progress. However, you will not have the ability to cancel an approved time-off request that is dated in the past.

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

Step	Action
1.	On the <b>My Calendar</b> tab, click the time-off request that you want to cancel.
2.	Select <b>View/Cancel Request</b> . <b>Result:</b> The Paid Time Off Request slider appears.
3.	Click <b>Cancel All</b> . <b>Result:</b> The Cancel Request window appears.
4.	In the <b>Comments</b> field, enter any notes about canceling the request that you want to provide to your manager.
5.	Click <b>Yes</b> . <b>Result:</b> The Your manager will receive a time-off cancellation notification.

## Changing a Time Off

You can only edit the details of a pending Time Off request.

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

Step	Action
1.	On the <b>My Calendar</b> tab, click the time-off request that you want to edit.
2.	Select <b>Edit Request</b> . <b>Result:</b> The Time Off Request slider appears.
3.	Edit the request, as necessary.
4.	Click <b>Review</b> .
5.	In the <b>Comments</b> field, enter any notes about the request that you want to provide your manager.
6.	Click <b>Submit</b> .
7.	On the <b>Success</b> window, click <b>Close</b> .



# Time Off for Employees

## My Timecard

Home Resources Myself

### My Timecard

Bethany, Beth  
PROG - Programmer  
Home Department : 007000 - Programming

Tax ID (SSN) XXX-XX-0434 Position ID TZ1003345

Current Pay Period: 8/15/20 - 8/28/20 Find Approve Timecard

Week 1	In - Out	Pay Code	Hours	Department	Job	Daily Totals	Regular	Overtime
Mon 08/15	08:00 AM - 04:00 PM	VACATION	8:00	007000		8:00	0:00	0:00
Tue 08/16	-		0:00	007000		0:00	0:00	0:00
Wed 08/17	-		0:00	007000		0:00	0:00	0:00
Thu 08/18	-		0:00	007000		0:00	0:00	0:00
Fri 08/19	-		0:00	007000		0:00	0:00	0:00
Sat 08/20	-		0:00	007000		0:00	0:00	0:00
Sun 08/21	-		0:00	007000		0:00	0:00	0:00
Week 1 Totals						8:00	0:00	0:00
Week 2	In - Out	Pay Code	Hours	Department	Job	Daily Totals	Regular	Overtime
Mon 08/22	-		0:00	007000		0:00	0:00	0:00
Tue 08/23	-		0:00	007000		0:00	0:00	0:00
Wed 08/24	-		0:00	007000		0:00	0:00	0:00
Thu 08/25	-		0:00	007000		0:00	0:00	0:00

Pay Period (8:00) Week 1 (8:00) Week 2 (0:00)

Save Refresh Preferences Legend

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## Requesting Time Off

You can add time off, either for a single day or for multiple days, on your timecard for the current pay period or the next pay period. Any future-dated time off requests should be submitted from the My Time Off page or the calendar. Click the Time Off Balances tab to view your time-off balances.

## Starting Point: *Myself* > *Time & Attendance* > *My Timecard*

Step	Action
1.	In the <b>Pay Code</b> field for the correct date, select the appropriate Time Off policy.
2.	In the <b>Hours</b> field, enter the duration of the Time Off.
3.	Repeat steps 1 and 2 for any additional days.
4.	Click <b>Save</b> .



# Time Off for *Employees*

## Canceling Time Off

At times, you may need to cancel Time Off requests. You can cancel a Time Off request that has a status of Pending, Approved, or In Progress. However, you won't be able to cancel an approved time-off request that dated in the past.

**Starting Point: *Myself* > *Time & Attendance* > *My Timecard***

Step	Action
1.	For the appropriate row, click the menu and then select <b>Delete Row</b> .
2.	Click <b>Save</b> .