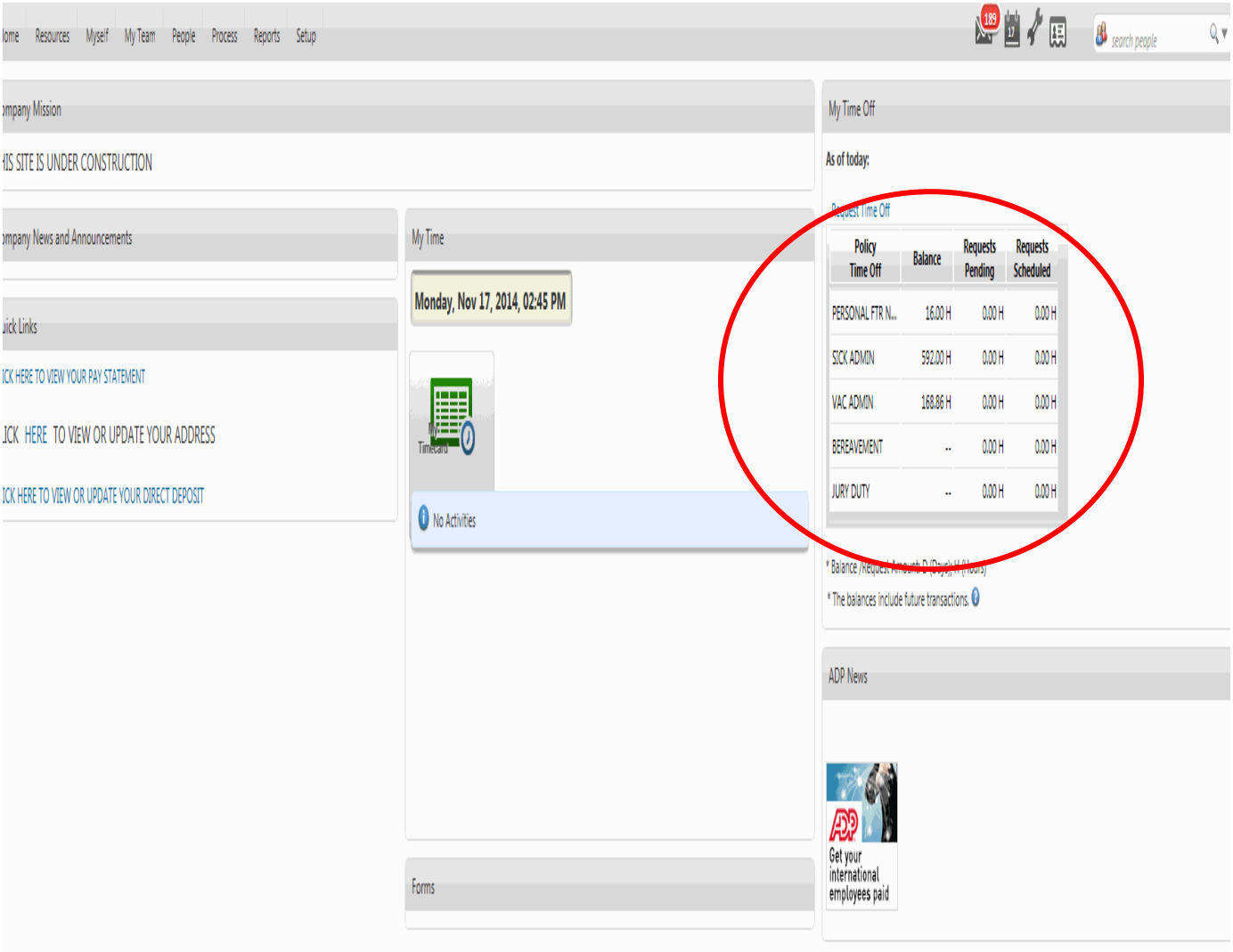
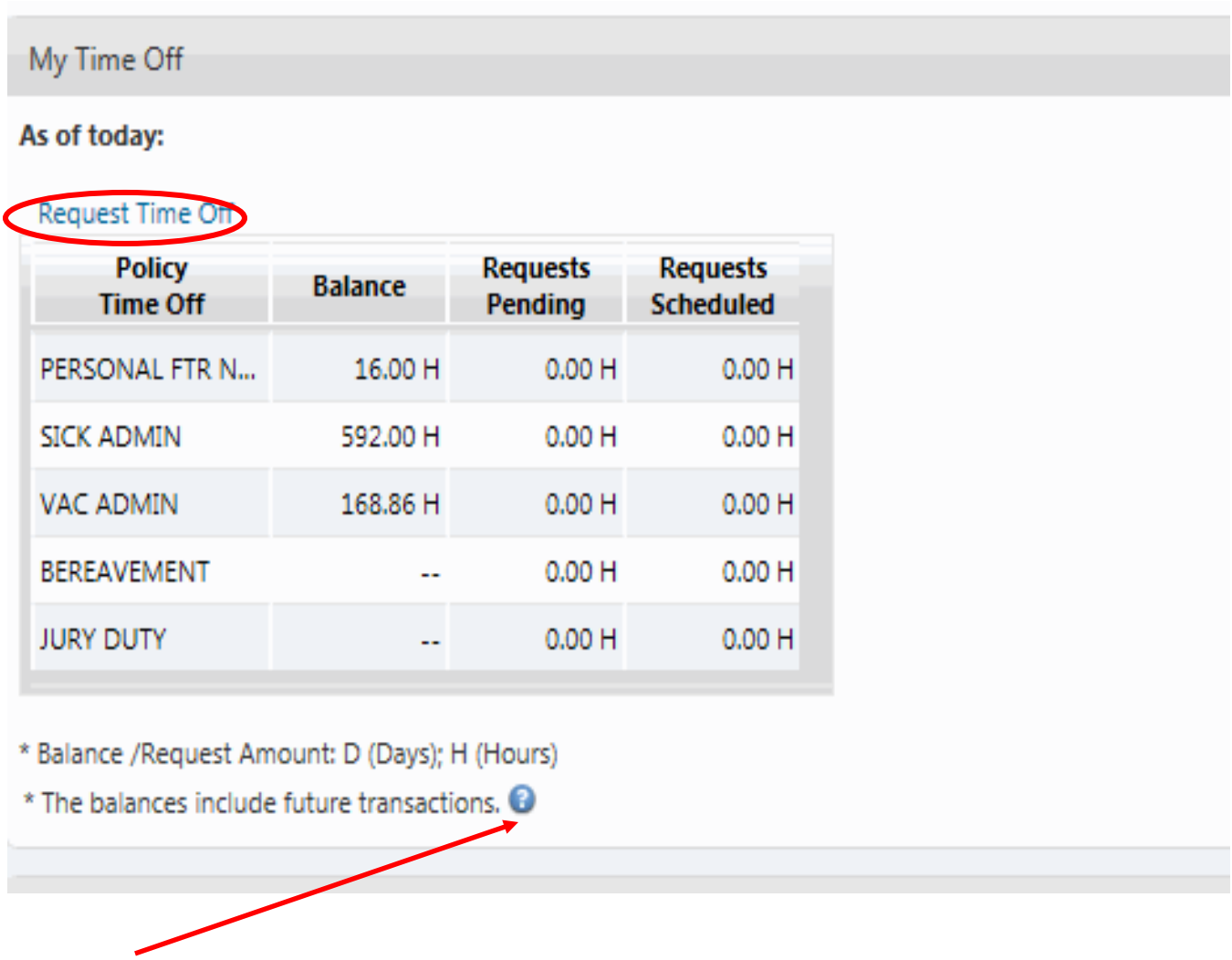
REQUESTING TIME OFF

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



STEP ONE

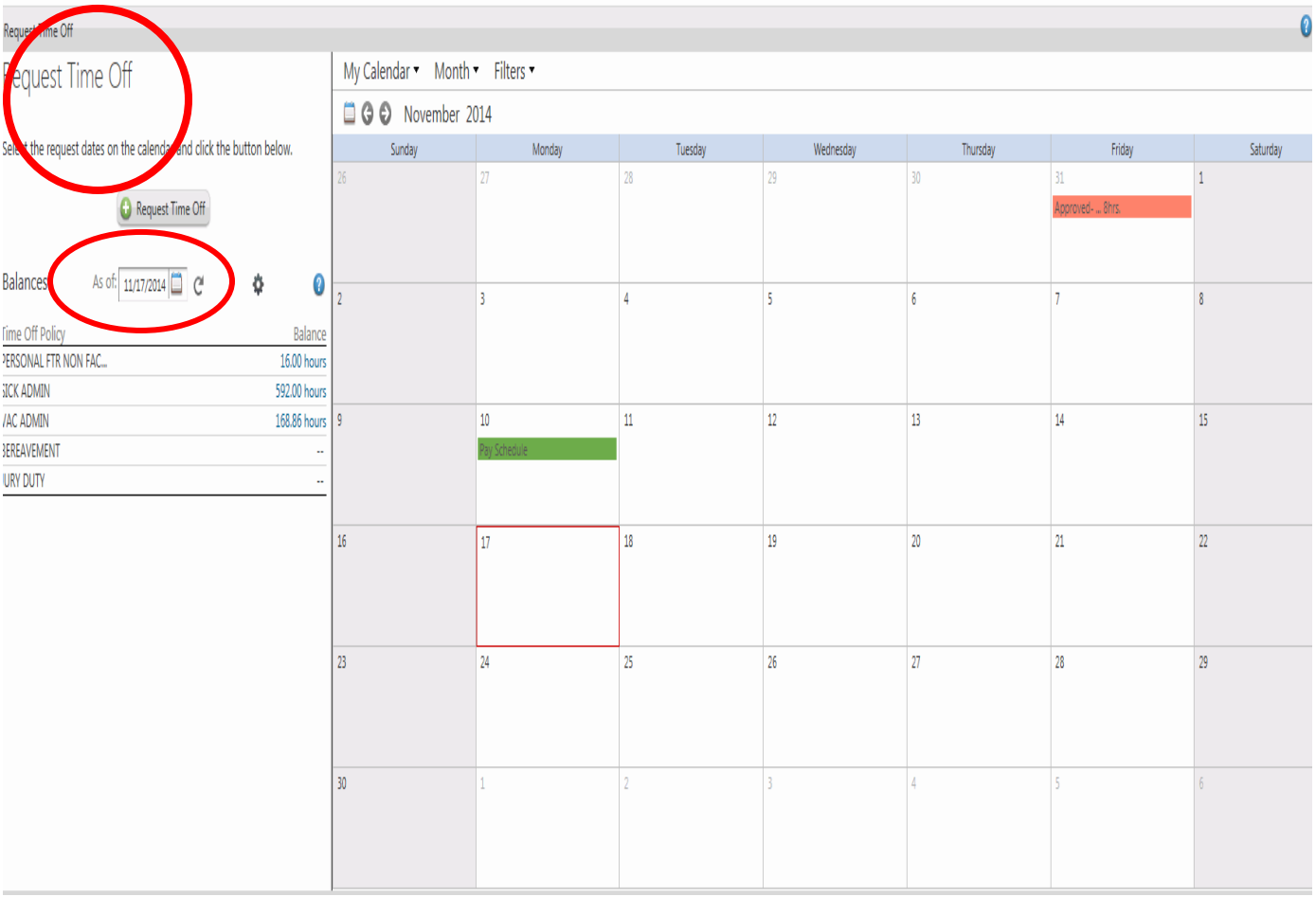
Access Request Time Off from My Time Off ribbon on Home screen



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



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

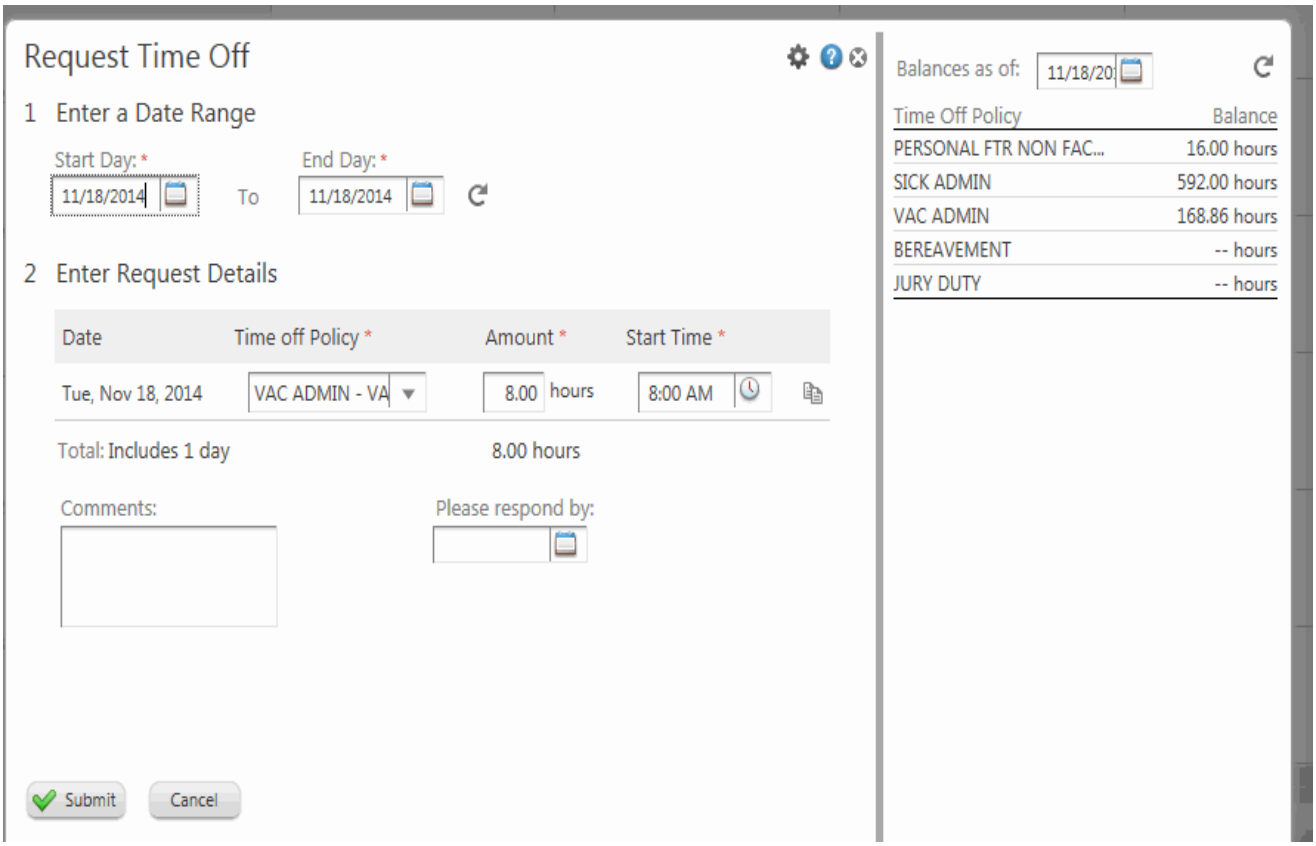
Enter Start and End Day

Choose appropriate policy

Enter hours and start time

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

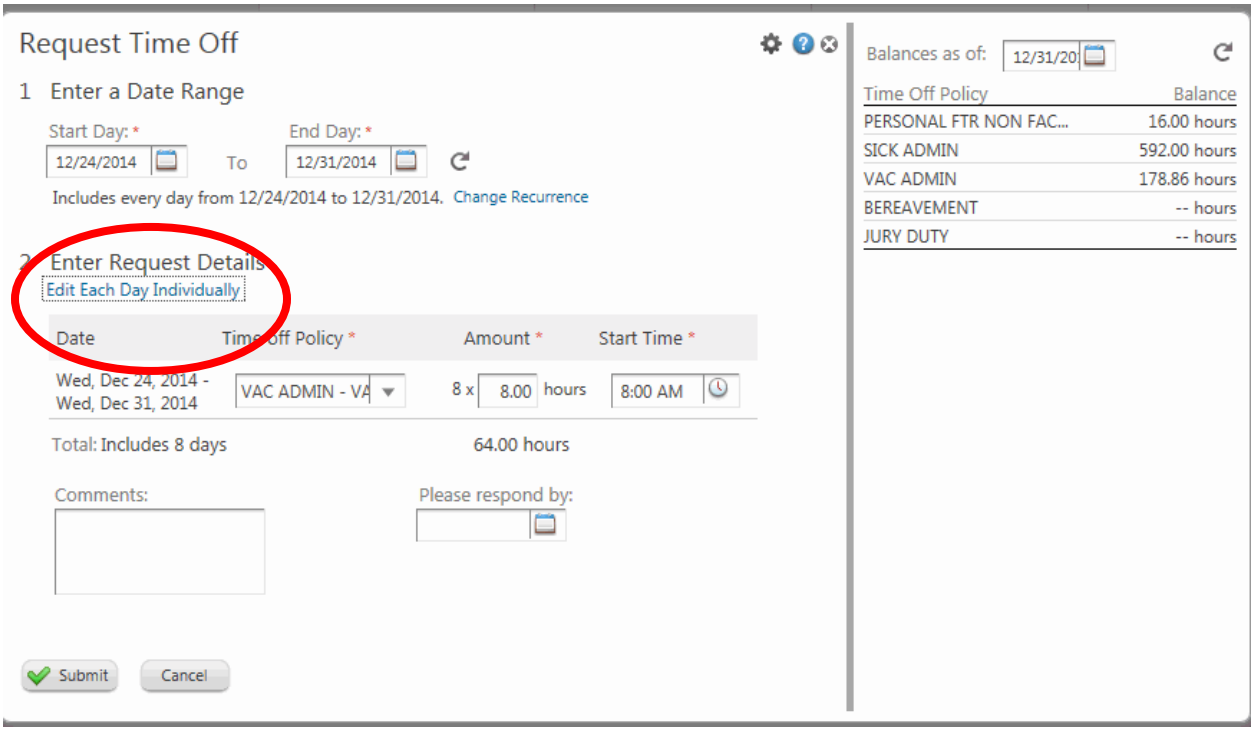
HIT SUBMIT



STEP THREE

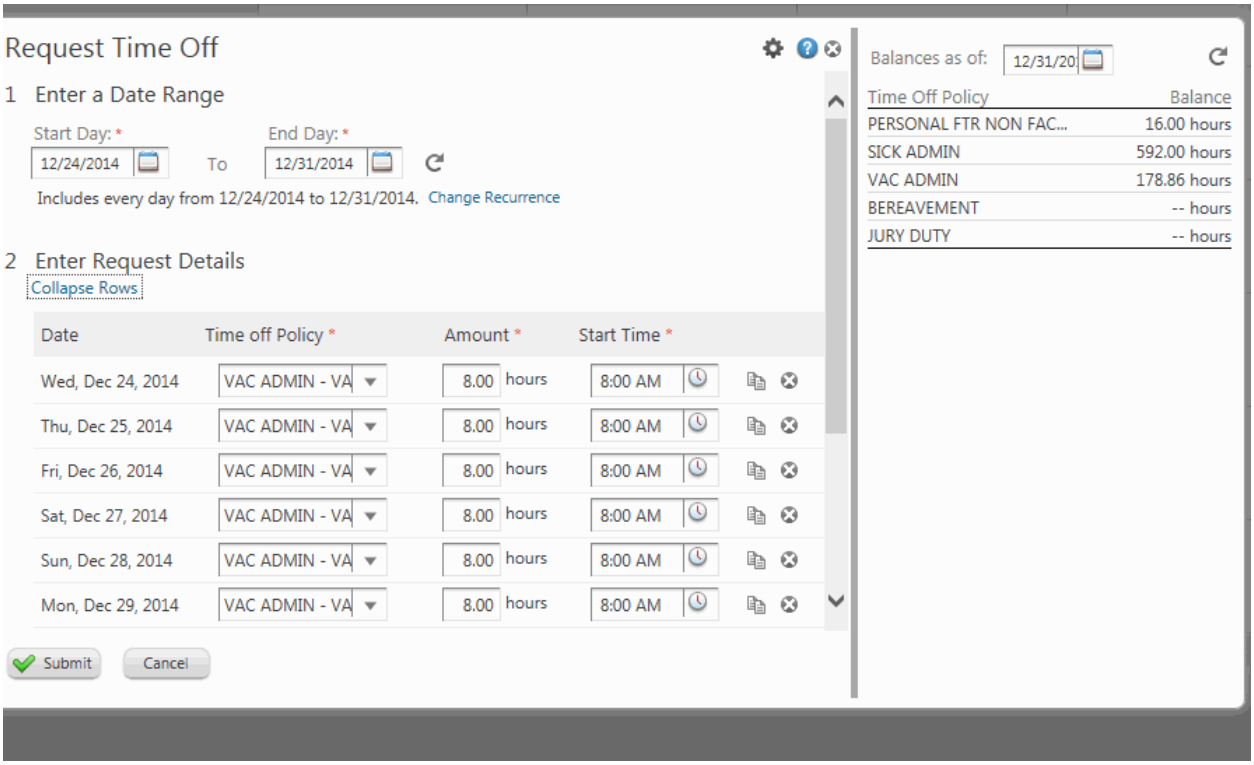
Example 2 – Requesting multiple days off

Enter start and end dates



"Edit Each Day Individually" is now available.

STEP THREE – example 2 continued



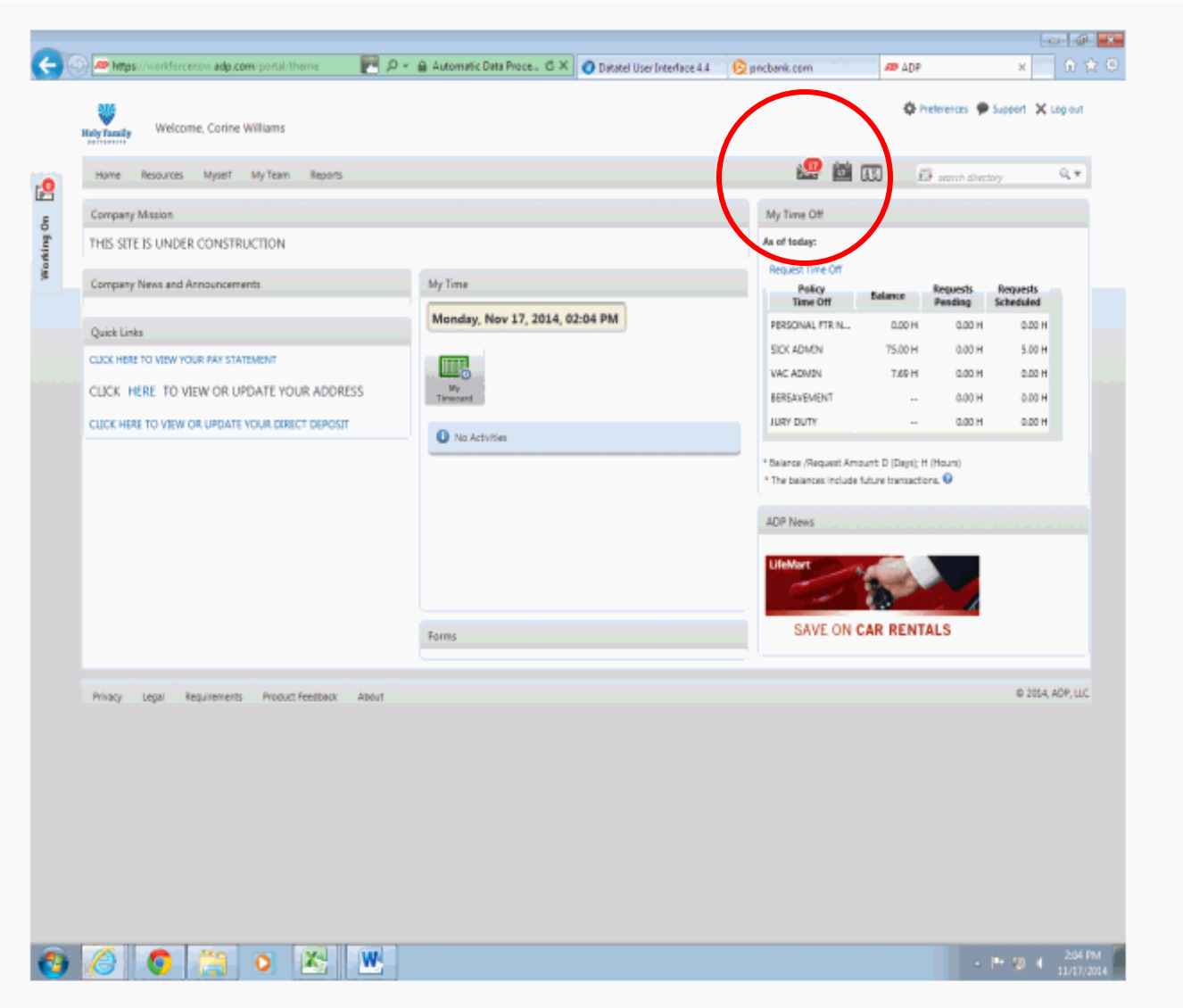
If you choose to, you can request each day individually – for example you may want to take 2 sick days and 3 vacation days.

HIT SUBMIT

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

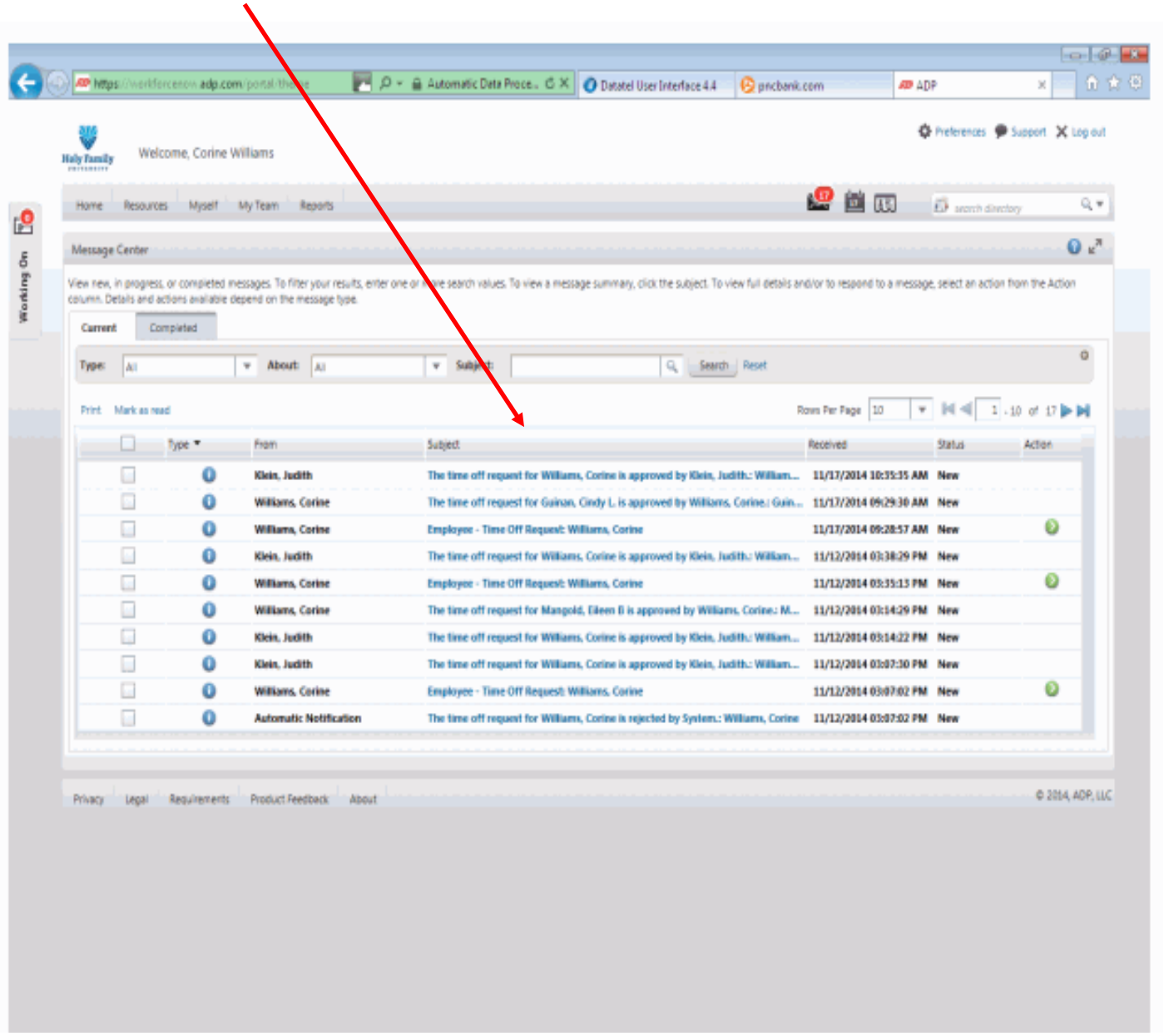
STEP FOUR

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



STEP FIVE

Check status of request



ALL DONE!!