

ADP/Enhanced Time & Attendance: Time-Off Requests

When employees request time off, you will be required to take action on those requests.

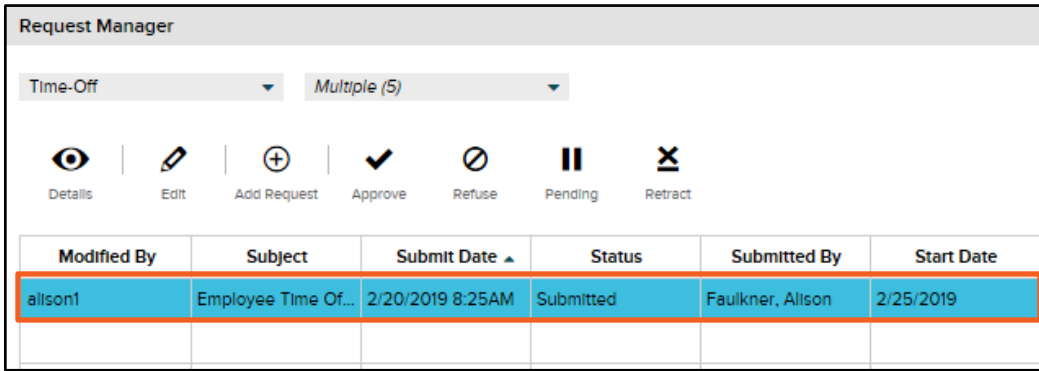
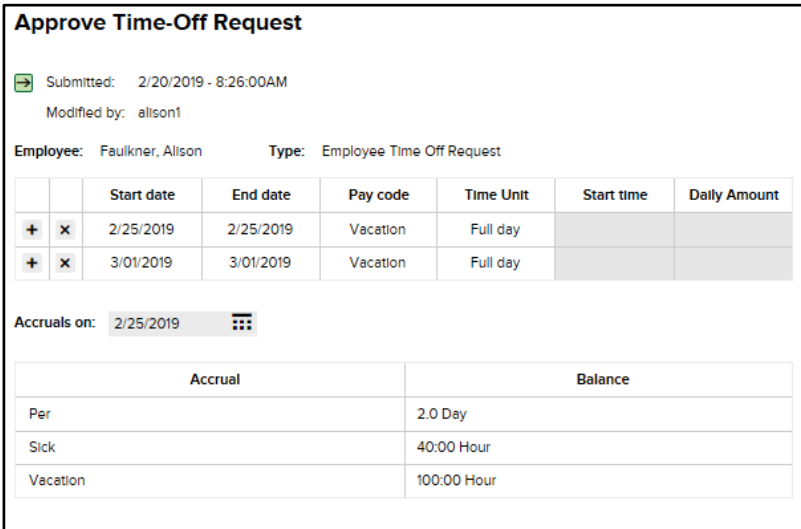
Use the step-action tables in this job aid to perform the following tasks:

Approve a Time-Off Request	2
Approve Multiple Time-Off Requests.....	4
Approve a Time-Off Cancellation Request	5
Submit a Time-Off Request on Behalf of an Employee.....	5

Approve a Time-Off Request

When employees request time off, you will be required to approve, refuse, retract, pend, or edit those requests.

Starting Point: Manage My Employees > Manage Requests

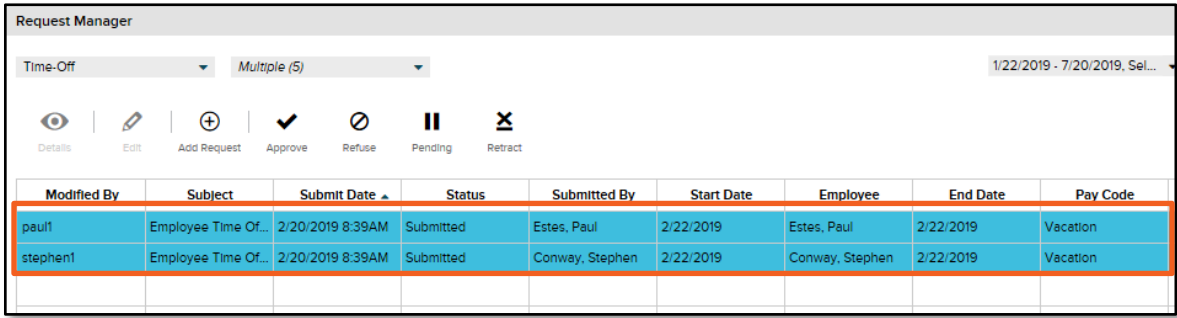
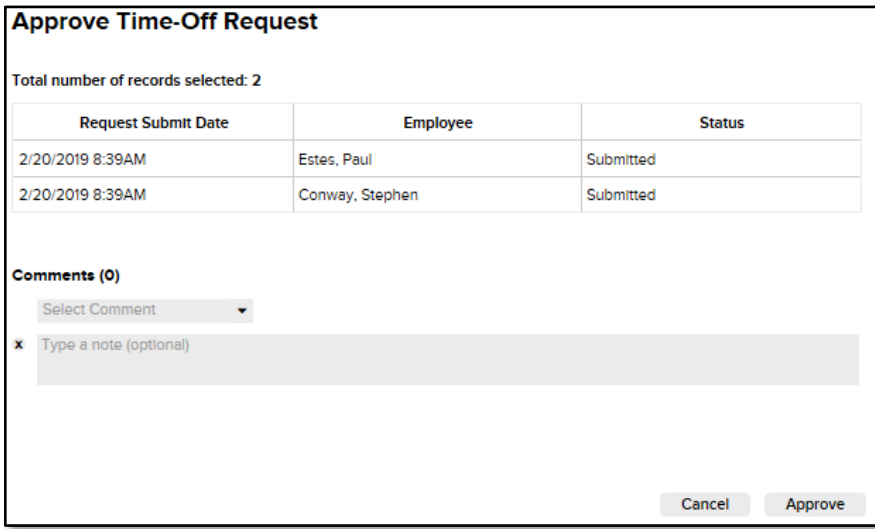
Step	Action																													
1	<p>Select the appropriate request.</p>  <p>The screenshot shows the 'Request Manager' interface. At the top, there are dropdown menus for 'Time-Off' and 'Multiple (5)'. Below these are icons for 'Details', 'Edit', 'Add Request', 'Approve', 'Refuse', 'Pending', and 'Retract'. A table below the icons lists requests with columns: 'Modified By', 'Subject', 'Submit Date', 'Status', 'Submitted By', and 'Start Date'. The first row is highlighted with a red border and contains the following data: 'alison1', 'Employee Time Of...', '2/20/2019 8:25AM', 'Submitted', 'Faulkner, Alison', and '2/25/2019'.</p>																													
2	<p>Click Approve.</p> <p>Note: You also have the option to click Edit to edit a request, click Refuse to deny the request, click Pending to delay your approval or refusal of the request, or click Retract to withdraw a request.</p>																													
3	<p>Review the request. If a time-off request contains multiple time periods, you can approve one time period and refuse another.</p> <p>To complete this task, click the X next to the time period you want to refuse. You can also update the dates.</p>  <p>The screenshot shows the 'Approve Time-Off Request' dialog box. It displays the following information: Submitted: 2/20/2019 - 8:26:00AM, Modified by: alison1, Employee: Faulkner, Alison, Type: Employee Time Off Request. Below this is a table with columns: Start date, End date, Pay code, Time Unit, Start time, and Daily Amount. The table contains two rows of data:</p> <table border="1"> <thead> <tr> <th></th> <th>Start date</th> <th>End date</th> <th>Pay code</th> <th>Time Unit</th> <th>Start time</th> <th>Daily Amount</th> </tr> </thead> <tbody> <tr> <td>+ x</td> <td>2/25/2019</td> <td>2/25/2019</td> <td>Vacation</td> <td>Full day</td> <td></td> <td></td> </tr> <tr> <td>+ x</td> <td>3/01/2019</td> <td>3/01/2019</td> <td>Vacation</td> <td>Full day</td> <td></td> <td></td> </tr> </tbody> </table> <p>Below the table, it says 'Accruals on: 2/25/2019' with a grid icon. At the bottom, there is a table with columns 'Accrual' and 'Balance':</p> <table border="1"> <thead> <tr> <th>Accrual</th> <th>Balance</th> </tr> </thead> <tbody> <tr> <td>Per</td> <td>2.0 Day</td> </tr> <tr> <td>Sick</td> <td>40:00 Hour</td> </tr> <tr> <td>Vacation</td> <td>100:00 Hour</td> </tr> </tbody> </table>		Start date	End date	Pay code	Time Unit	Start time	Daily Amount	+ x	2/25/2019	2/25/2019	Vacation	Full day			+ x	3/01/2019	3/01/2019	Vacation	Full day			Accrual	Balance	Per	2.0 Day	Sick	40:00 Hour	Vacation	100:00 Hour
	Start date	End date	Pay code	Time Unit	Start time	Daily Amount																								
+ x	2/25/2019	2/25/2019	Vacation	Full day																										
+ x	3/01/2019	3/01/2019	Vacation	Full day																										
Accrual	Balance																													
Per	2.0 Day																													
Sick	40:00 Hour																													
Vacation	100:00 Hour																													

Step	Action																										
4	<p>Select a comment and enter notes, if necessary.</p> <p>Click Approve to consent to all or part of the request.</p> <div data-bbox="581 317 1370 1087" style="border: 1px solid black; padding: 10px;"> <p>Approve Time-Off Request</p> <p>Submitted: 2/20/2019 - 8:26:00AM Modified by: allison1</p> <p>Employee: Faulkner, Alison Type: Employee Time Off Request</p> <table border="1" data-bbox="602 485 1325 548"> <thead> <tr> <th></th> <th>Start date</th> <th>End date</th> <th>Pay code</th> <th>Time Unit</th> <th>Start time</th> <th>Daily Amount</th> </tr> </thead> <tbody> <tr> <td>+ x</td> <td>2/25/2019</td> <td>2/25/2019</td> <td>Vacation</td> <td>Full day</td> <td></td> <td></td> </tr> </tbody> </table> <p>Accruals on: 2/25/2019</p> <table border="1" data-bbox="602 625 1325 751"> <thead> <tr> <th colspan="2">Accrual</th> <th>Balance</th> </tr> </thead> <tbody> <tr> <td>Per</td> <td></td> <td>2.0 Day</td> </tr> <tr> <td>Sick</td> <td></td> <td>40:00 Hour</td> </tr> <tr> <td>Vacation</td> <td></td> <td>100:00 Hour</td> </tr> </tbody> </table> <p>Status History</p> <p>Submitted: 2/20/2019 - 8:26:00AM allison1</p> <div data-bbox="594 869 1328 1003" style="border: 2px solid orange; padding: 5px;"> <p>Comments (0)</p> <p>Select Comment</p> <p>x Type a note (optional)</p> </div> <p style="text-align: right;"> <input type="button" value="Cancel"/> <input style="border: 2px solid orange;" type="button" value="Approve"/> </p> </div>		Start date	End date	Pay code	Time Unit	Start time	Daily Amount	+ x	2/25/2019	2/25/2019	Vacation	Full day			Accrual		Balance	Per		2.0 Day	Sick		40:00 Hour	Vacation		100:00 Hour
	Start date	End date	Pay code	Time Unit	Start time	Daily Amount																					
+ x	2/25/2019	2/25/2019	Vacation	Full day																							
Accrual		Balance																									
Per		2.0 Day																									
Sick		40:00 Hour																									
Vacation		100:00 Hour																									

Approve Multiple Time-Off Requests

You can approve multiple time-off requests at one time.

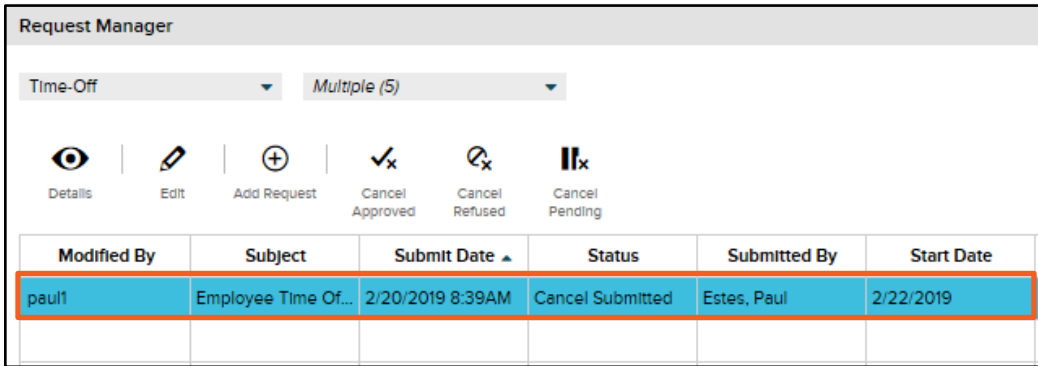
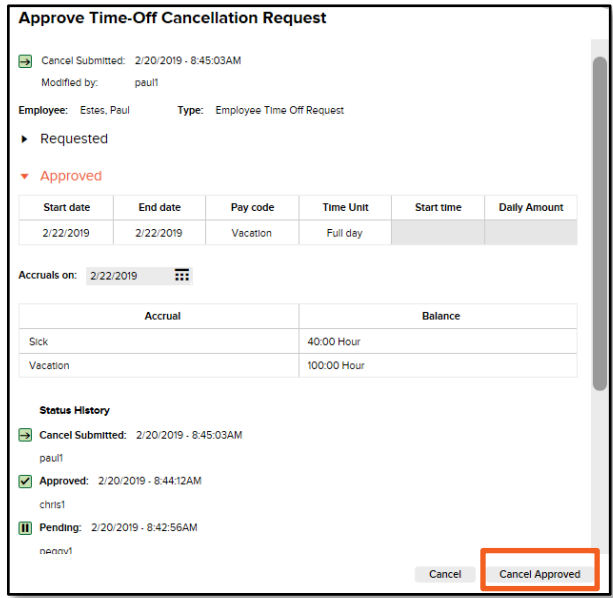
Starting Point: Manage My Employees > Manage Requests

Step	Action
1	<p>Select two or more requests.</p> 
2	<p>Click Approve.</p> <p>Note: You also have the option to click Refuse to deny multiple requests, click Pending to delay your approval or refusal of the multiple requests, or click Retract to withdraw the multiple requests.</p>
3	<p>In the Approve Time-Off Request window, select a comment and enter notes, if necessary.</p> 
4	<p>Click Approve to consent to the multiple time-off requests.</p>

Approve a Time-Off Cancellation Request

If an employee needs to cancel a time-off request, you will be required to approve, refuse, or edit the cancellation request.

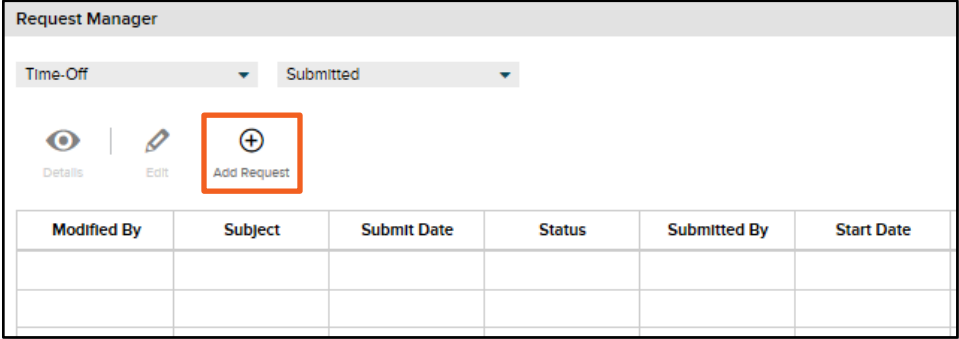
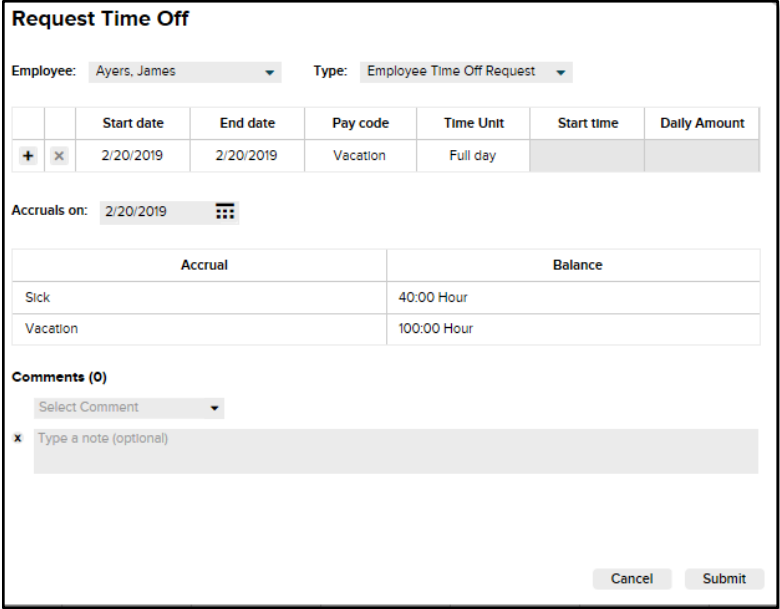
Starting Point: Manage My Employees > Manage Requests

Step	Action
1	<p>Select the appropriate request.</p> 
2	<p>Click Cancel Approved.</p> <p>Note: Click Cancel Refused to deny the cancellation or Cancel Pending to delay your response to the cancellation request.</p>
3	<p>In the Approve Time-Off Cancellation Request window, select a comment and enter notes, if necessary.</p> <p>Click Cancel Approved to consent to the cancellation of the request.</p> 

Submit a Time-Off Request on Behalf of an Employee

As a manager, you can create a time-off request on behalf of your assigned employees.

Starting Point: Manage My Employees > Manage Requests

Step	Action
1	<p>Click Add Request.</p>  <p>Result: The Request Time Off window opens.</p>
2	
3	In the Start Date field, enter the first day of the request.
4	In the End Date field, enter the last day of the request.
5	In the Pay Code field, select the appropriate pay code.
6	In the Time Unit field, select the appropriate option.
7	If Hours was selected in the Time Unit field, in the Start Time field, enter a start time.
8	If Hours was selected in the Time Unit field, in the Daily Amount field, enter the length of the request in hours per day.
9	To add another time period, click the + in the first row, if necessary.

Step	Action																
	<div style="border: 1px solid black; padding: 10px;"> <p>Request Time Off</p> <p>Employee: Ayers, James Type: Employee Time Off Request</p> <table border="1"> <thead> <tr> <th></th> <th></th> <th>Start date</th> <th>End date</th> <th>Pay code</th> <th>Time Unit</th> <th>Start time</th> <th>Daily Amount</th> </tr> </thead> <tbody> <tr> <td>+</td> <td>x</td> <td>2/20/2019</td> <td>2/20/2019</td> <td>Vacation</td> <td>Full day</td> <td></td> <td></td> </tr> </tbody> </table> </div>			Start date	End date	Pay code	Time Unit	Start time	Daily Amount	+	x	2/20/2019	2/20/2019	Vacation	Full day		
		Start date	End date	Pay code	Time Unit	Start time	Daily Amount										
+	x	2/20/2019	2/20/2019	Vacation	Full day												
10	In the Comments section, select a comment and enter notes, if necessary.																
11	Click Submit .																
12	Next, approve the request. In the Request Manager widget, select the request, and then click Approve .																
13	In the Approve Time-Off Request window, click Approve .																

Credits

ADP®, the ADP logo®, and ADP A more human resource® are registered trademarks of ADP, LLC.

All other trademarks and service marks are the property of their respective owners.

Copyright © 2019 ADP, LLC. ADP Proprietary and Confidential - All Rights Reserved. These materials may not be reproduced in any format without the express written permission of ADP, LLC. Any repurposing, reposting, or other use of this content (including, but not limited to YouTube® or any other social media) is expressly prohibited.

ADP provides this publication “as is” without warranty of any kind, either express or implied, including, but not limited to, the implied warranties of merchantability or fitness for a particular purpose. ADP is not responsible for any technical inaccuracies or typographical errors which may be contained in this publication. Changes are periodically made to the information herein, and such changes will be incorporated in new editions of this publication. ADP may make improvements and/or changes in the product and/or the programs described in this publication at any time without notice.