

Through the website:

1. Login to Employee Access and click **Go To ADP Time & Attendance.**

·····g- · · - ·	Things To Do	Timecard	>	Schedule
Cc You've completed	Congratulations You've completed all of your Things To Do tasks.	Total Hours	0:00 HRS	REGULAR 8:00 AM - 5:00 PM (9.00 HRS)
Pay	Pay >	Your Profile	>	Time & Attendance
	Nov 13, 2020 Take Home \$X,XXX,XX GROSS PAY	Keep your profile up to date Edit your addres number, person information.	ss, email, phone al information and work	On the ADP Time & Attendance website you'll I able to: Wiew Your Schedule Request Time Off & View Balances 'Only features authorized by your employer will be available.

2. Click Myself > Personal Information > My Time Off Requests.

My Tir	Timecard	> My Time Off Requests	
	Schedules	Accrual Balances	
Accrual Ba	> Personal Information	Holidays	
		Annual Summary	AL TYPE
		My Information	urs



3. Click into the **Request Number** for the request you wish to cancel.

ual Balances					
DESCRIF	TION	ACCRUAL TY	PE BALAI	NCE	SCHEDULED
Persor Vacati	al on	Hours Hours	24.0 184.0	0 00	0.00 0.00
Off Request Summary					NEW TIME OFF REQUES
All	✓ Status: All		Find Request Number:	Q.1	
All	✔ Status: Ajl		Find Request Number:		DAN
All Ind REQUEST NUMBER	Status: All	TOTAL HOURS	Find Request Number:	DESCRIPTION	REVIEW BY

4. Click Cancel.

V	ly	Т	im	е	0	ff I	Re	q	ues	ts	0									
R	equ	uest uest	Nun Stat	iber: us:		126 Pei	29 ndin	g Re	view								Total Hours R	eque	ested: 8.00	
N	lequ Ny A	Ann	Jal S	umn	nary	: 📑	01/2	019	07:02 4	AIVI							Accruals			
D)es(cript	ion:			P	erso	nal E)ay								ACCRUA	L	ACCRUAL	
C	om	me	nts:			Pu	Irdu	e Ca	mpus Te	our w	ith Mitc	hell					DESCRIPT	ION	TYPE	
																	Personal		Hours	
																	Vacation		Hours	
6	7	Sho	w We	eker	nds															1
Γ		I	ebr	Jary	20	19		^	REM	OVE										
,	s	M	5	6	7	8	9		RO	W	ROV	V		D	DATE		SCHEDU START T	JLE	SCHED	ι. 5
,	10) 1:	12	13	14	15	16			£							JIARTI	INTE	noor	Ĩ
,	17	7 18	8 19	20	21	22	23													
,	24	1 2	5 26	27	28	NG2552						1	O Mo	nday, I	February	25, 2019)		-	
Г			Mar	ch 2	010		_													
	s	i N	T	w	T	F	S		0	DEL	ETE									
,	-					1	2		-											
,	3	4	5	6	7	8	9		Review	N II	2/0/200	0	-	~						
	10	1	12	13	14	15	16		By:		2/6/20	19		0						
,	17	7 18	8 19	20	21	22	23													
,	24	1 2	5 26	27	28	29	30		-		_	Г	-							
,	31	1							2	SUE	IMIT		0	CANCE	EL REQUI	EST				



Through the ADP Mobile Solutions app:

1. Login to ADP Mobile Solutions and click the three lines to open the menu.

=	Dashboard	
Clo	ck	
(TRANSFER 1 12:58 PM OCT 22	CURRENT TIME 3:26:46 PM Oct 22 RECENT PUNCHES
	CLOO	
2. Click Myself > Time Of	f.	
	Good Morning Mon, October	26, 2020
•	← Myself	
(
	Pay	
	🖹 Тах	
	Clock	
	Timecard	
	🖬 My Calendar	
	Schedule	
	🔀 Time Off	>
	• Profile	



3. Click on **Requests** to view all current requests. To cancel, click the three dots to open the menu and select **Cancel**. Scroll down within the request to click **Cancel** once more to confirm.

Tin	ne Off	Balances	Requests
Balances	Requests		CREATE REQUEST
	CREATE REQUEST	Pending	16 HOUR(S)
Pending	16 HOUR(S)	8 Hour(s)	:
8 Hour(s)	:		View
8 Daid Time C		Hour(s) Paid Time C	Edit br 3
Hour(s) Paid Time C	m Apr 3		Cancel

Bahamas You - Mar 27, 2017 Time Period 1 POLICY TYPE Paid Time Off START DATE Apr 3, 2017	
Time Period 1 POLICY TYPE Paid Time Off START DATE Apr 3, 2017	
POLICY TYPE Paid Time Off START DATE Apr 3, 2017	
Paid Time Off	
START DATE	
Apr 3, 2017	
START TIME	
12:00 AM	
DAILY TIME	
8 Hours	
CANCEL	