

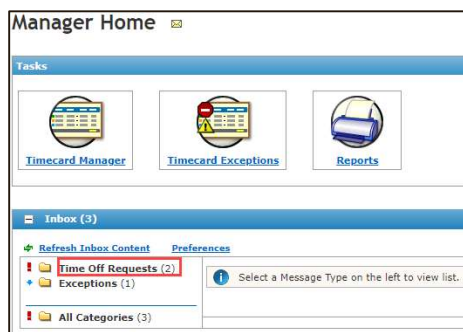
# Manager Guide – Managing Time Off Requests in ADP ezLaborManager

## Approve or Deny Time Off Requests

**TotalSource/Resource Administrator:** Log onto mytotalsource.com or myadpresource.com, navigate to the Payroll tab and select Access Time and Attendance from Quick Links.

**ezLaborManager Administrator:** Log into ezLM.adp.com

1. From Manager Home, in **Inbox**, click **Time Off Requests**.



Alternatively, From Home navigate to **Employee Time Off Requests** and search for the employee.



2. Under the Description section, click the **request description** of the request you want to view.

Filter: All Messages (2)		
Description	Message Date	Due Date
<input type="checkbox"/> Action Required for Time Off Request 19 from Racheal Ward	12/21/2022 08:53 AM	12/29/2022
<input type="checkbox"/> Action Required for Time Off	12/21/2022 08:52 AM	12/22/2022

3. In the view window, click the **Time Off Request** link.

Filter: All Messages (7)		
Description	Message Date	Due Date
<input type="checkbox"/> Time Off Request 18 has been Approved and Scheduled	12/21/2022 08:58 AM	
Racheal Ward created a request for time off. Please proceed to <a href="#">Time Off Request</a> and review request 21 by 12/28/2022.		
<a href="#">Delete This Message</a>		

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4. On the Employee Time Off Request page
  - a. To accept the request, click to select **Approve** in each row and click **Approve Request**.

Approve	Deny	Date	Schedule Start Time	Schedule Hours	Request Details			Compare To Other Employees' Non-Worked Schedules
<input checked="" type="checkbox"/>	<input type="checkbox"/>				Earnings Code	Start Time	Hours	
<input checked="" type="checkbox"/>	<input type="checkbox"/>	Thursday, January 5, 2023	--	--	Vacation	08:00 AM	8.00	
<input checked="" type="checkbox"/>	<input type="checkbox"/>	Friday, January 6, 2023	--	--	Vacation	08:00 AM	8.00	

Approve Request Cancel Request

- b. To accept part of the request, click to select **Approve** and **Deny** and click **Partially Approve Request**. The requesting employee receives a notification to **Approve** or **Cancel** their altered request.

Approve	Deny	Date	Schedule Start Time	Schedule Hours	Request Details			Compare To Other Employees' Non-Worked Schedules
<input type="checkbox"/>	<input type="checkbox"/>				Earnings Code	Start Time	Hours	
<input checked="" type="checkbox"/>	<input type="checkbox"/>	Thursday, January 5, 2023	--	--	Vacation	08:00 AM	8.00	
<input type="checkbox"/>	<input checked="" type="checkbox"/>	Friday, January 6, 2023	--	--	Vacation	08:00 AM	8.00	

Partially Approve Request Cancel Request

- c. To Cancel the request, click to select **Cancel Request**.

Approve	Deny	Date	Schedule Start Time	Schedule Hours	Request Details			Compare To Other Employees' Non-Worked Schedules
<input type="checkbox"/>	<input type="checkbox"/>				Earnings Code	Start Time	Hours	
<input type="checkbox"/>	<input type="checkbox"/>	Thursday, January 5, 2023	--	--	Vacation	08:00 AM	8.00	
<input type="checkbox"/>	<input type="checkbox"/>	Friday, January 6, 2023	--	--	Vacation	08:00 AM	8.00	

Partially Approve Request Cancel Request

5. To view other employees who have been approved for the same day > Click the **Palm Tree** Icon under Compare to Other Employees' Non-Worked Schedules.

Compare To Other Employees' Non-Worked Schedules

