

Accruals/PTO – Approving Time Off in ADP Time & Attendance

Approving Time Off

RUN Administrator: Log onto runpayroll.adp.com, select the Time  Icon from the left navigation bar.
Time & Attendance Administrator: Log into <https://time.adp.com>.

1. Select **People and Process > Employee > Time Off Requests**



2. Click the **Request Number** in the row you want to review.

Time Off Requests 

Year: All | Status: Pending Review | Find Request Number:

1 Found

REQUEST NUMBER	STATUS	REQUESTER	TOTAL HOURS	TIME OFF BEGINS ON	DESCRIPTION	REVIEW BY DATE
19822	Pending Review		12.00	12/16/2020		12/15/2020

3. To Approve a Time Off Request:
 - 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"/>	Wednesday, December 16, 2020	09:00 AM	8.00	Vacation 08:00 AM 4.00	
<input checked="" type="checkbox"/>	<input type="checkbox"/>	Thursday, December 17, 2020	09:00 AM	8.00	Vacation 08:00 AM 8.00	

- 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.

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

