## Submitting a Time Off Request in ADP Time and Attendance

1. Log into myaccess.adp.com, from the Dashboard Click **Go to ADP Time & Attendance.**
   Alternatively, you can log into https://time.adp.com.
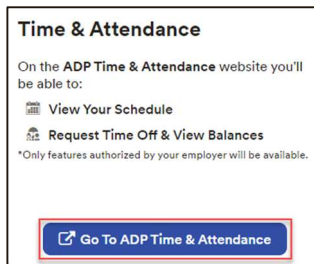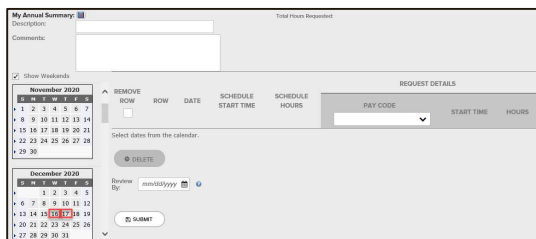


2. From the **My Time Off** section, click **Request Time Off**.
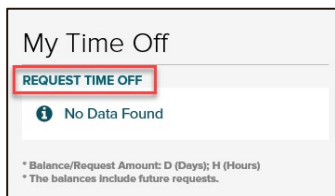


3. In the **Description** and **Comments** fields, type a name or description of the request.



4. From the **Calendar**, select the date or dates you want to request off.



5. From the **Pay Code** list of each row, select the Pay Code to use.

6. In the **Start Time** field of each row, enter the time you want to begin your time off.

| | | | | |
|---|---|---|---|---|
| ☐ | 1 ⊕ Wednesday, December 16, 2020 – | – | Vacation ⌄ | 08:00 AM | 0.00 |
| ☐ | 2 ⊕ Thursday, December 17, 2020 – | – | Vacation ⌄ | 08:00 AM | 0.00 |

7. In the **Hours** field of each row, enter the number of hours you want to take off.

| | | | | |
|---|---|---|---|---|
| ☐ | 1 ⊕ Wednesday, December 16, 2020 – | – | Vacation ⌄ | 08:00 AM | 0.00 |
| ☐ | 2 ⊕ Thursday, December 17, 2020 – | – | Vacation ⌄ | 08:00 AM | 0.00 |

8. In the **Review by** field, type the date by which you want your supervisor to respond to your request.

Review By: 12/15/2020 📅 ❓

🖺 SUBMIT

**9.** Click **Submit.**

Review By: 12/15/2020 📅 ❓

🖺 SUBMIT

## Reviewing Previously Requested Time Off

Visit the Message Center for updates on the status of your request.

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**-OR-**

From the Home page of Time and Attendance.
- Select Myself
- Personal Information
- My Time Off Requests



Both options will bring you to the My Time Off Request page in which you can view all past, current, or future time off that has been requested.