

Employee Guide – Submitting a Time Off Request in ADP Time & Attendance

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.

| My Annual Summary: | | | Total Hours Reque | stect | | |
|--|---------------------------------|------------------------|-------------------|-----------------|------------|-------|
| Comments: | | | | | | |
| Show Weekends November 2020 | | | | REQUEST DETAILS | | |
| 5 N T W T F 5 1 2 3 4 5 6 7 8 9 10 11 12 13 14 | ROW ROW DATE | SCHEDULE START TIME | HOURS | PAY CODE | START TIME | HOURS |
| + 15 16 17 18 19 20 21 + 22 23 24 25 26 27 28 + 29 30 | Select dates from the calendar. | | | | | |
| December 2020 SNTWTF5 | O DELETE | | | | | |
| 1 2 3 4 5 6 7 8 9 10 11 12 1 13 14 15 16 17 18 19 20 21 22 23 24 25 26 | D SLEWT | | | | | |
| 27 28 29 30 31 | ~ | | | | | |

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

| 1 | • Wednesday, December 16, 2020 – | - | Vacation | • 08:00 AM 0.00 |
|---|----------------------------------|---|------------|------------------|
| 2 | • Thursday, December 17, 2020 – | - | Vacation 🗸 | • 08:00 AM 00:00 |



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



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



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 | m | 0 |
|---------------|------------|---|---|
| | | | |

9. Click Submit.



Reviewing Previously Requested Time Off

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



-OR-



Employee Guide – Submitting a Time Off Request in ADP Time & Attendance

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.

| Time Off Request Summary | | | | | | |
|--------------------------|-------------------|----------------|----------------|----------------------|-------------|-------------------|
| | | | | | | |
| Year: | All | ✓ Status: All | ~ | Find Request Number: | Q FIND | |
| 1 Foun | d | | | | | |
| | REQUEST NUMBER | STATUS | TOTAL HOURS | TIME OFF BEGINS ON | DESCRIPTION | REVIEW BY DATE |
| | 179422 | Pending Review | 12.00 | 12/16/2020 | | 12/15/2020 |