

# EMPLOYEE Requesting

## Time Off in hours

ADP SYSTEM

July, 2012

### How do I request time off in the future?

1. Log into <https://portal.adp.com/public/index.htm> or select ADP Portal from the Link.
2. Login in using your username (ex. snelson@whchurch)
3. Click on **TIME and ATTENDANCE**.
4. Click on **MY TIMECARD**.
5. Click on **NEW TIME OFF REQUEST**.
6. If requesting a replacement holiday or floating holiday, indicate that information in the **DESCRIPTION**.
7. Select dates from calendar.
  1. To select one week at a time, click on the arrow ► located on left side of calendar.
  2. To select one day at a time, click on date.\*\*Do not select multiple dates chronological. Request each event separately.
8. Under **EARNINGS CODE**, select the type of time off from the drop down list (i.e. **SICK, VACATION, etc.**)
9. Enter in the **HOURS** for the day(s) requested (note that the hours you are scheduled to work in that day are listed).
10. Click **SUBMIT**.

### How do I enter an absence for today or the past?

1. Log into <https://portal.adp.com/public/index.htm> or select ADP Portal from the Link.
2. Login in using your username (ex. snelson@whchurch)
3. Click on **TIME and ATTENDANCE**.
4. Click on **MY TIMECARD**.
5. Click on **NEW TIME OFF REQUEST**.
6. Click on **ABSENCE**.
7. Select **TODAY**.

8. Under **COMMENTS**, enter reason for absence, the date of the absence, and how many hours absent.
9. Click **SUBMIT**.

## How do I view approved time off?

1. Log into <https://portal.adp.com/public/index.htm> or select ADP Portal from the Link.
2. Login in using your username (ex. snelson@whchurch)
3. Click on **TIME and ATTENDANCE**.
4. Click on **MY TIMECARD**.
5. Click on **MY ATTENDANCE**.
6. Under **TIME OFF REQUESTS**, click on **STATUS** drop down list.
7. Select **APPROVED**.
8. Select the blue **REQUEST NUMBER** you want to view.

## How do I cancel a time-off request?

1. Log into <https://portal.adp.com/public/index.htm> or select ADP Portal from the Link.
2. Login in using your username (ex. snelson@whchurch)
3. Click on **TIME and ATTENDANCE**.
4. Click on **MY TIMECARD**.
5. Click on **MY ATTENDANCE**.
6. Under **TIME OFF REQUESTS**, click on **STATUS** drop down list.
7. Select **APPROVED**.
8. Select the (blue) **REQUEST NUMBER** you want to cancel.
9. Click on **CANCEL REQUEST**.

## How do I find my employee's current time off balance?

1. Log into <https://portal.adp.com/public/index.htm> or select ADP Portal from the Link.
2. Login in using your username (ex. snelson@whchurch)
3. Click on **TIME and ATTENDANCE**.
4. Click on **MY ACCRUALS**.

Note: Remember to subtract **SCHEDULED** hours from **BALANCE** hours for available hours. \*Approved time off reduces the balance once it has appears in current and/or next pay period timesheet.

5. Click on the Benefit Description (in blue) **SICK or VACATION** to view hour details.
6. Click on the balance (in yellow) to view the time awarded and taken.