

Supervisors managing Time Off Requests

ADP SYSTEM

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What do I do when I receive an ADP computer generated email from an employee requesting time off?

1. Log on <https://portal.adp.com/public/index.htm> or select ADP Portal on the Link.
2. Login in using your username and password (i.e. snelson@whchurch).
NOTE: Make sure **MANAGER** is selected to the left of the left of **HOME** tab.
3. Point to **TIME & ATTENDENCE** and select **TIMECARDS**.
4. Click **TIME OFF REQUESTS**.
5. In **TIME OFF REQUESTS** section, click **STATUS** drop down list.
6. Select **PENDING REVIEW**.
7. Under **REQUEST NUMBER** column, click (blue) **REQUEST NUMBER** to view details.
TIPS:
 - Make sure to verify the employee has enough time off. Time Accruals can be found in the upper right hand corner. Remember to subtract **SCHEDULED** hours from **BALANCE** hours for remaining available hours.
 - Compare the employee's "scheduled" hours to their "requested" hours.
8. Select **APPROVE** or **DENY** based on preferred action.
NOTE: If you would like to partially approve a request, **DENY** the entire request and explain in the comments the reason for the denial. Ask them to re-submit an entirely new request.

What do I do when I receive an ADP computer generated email from an employee when an absence request was made?

1. Log on <https://portal.adp.com/public/index.htm> or select ADP Portal on the Link.
2. Login in using your username and password (i.e. snelson@whchurch).
NOTE: Make sure **MANAGER** is selected to the left of the left of **HOME** tab.
3. Point to **TIME & ATTENDENCE** and select **TIMECARDS**
4. Click **TIMECARD MANAGER**.
5. Enter employee name and click **FIND**.
6. In **PAY DATE RANGE** box, select **CURRENT PAY PERIOD**.
7. Click on the (yellow) notepad to determine the date of the absence.
8. In **EARNINGS CODE** column, select the word **ABSENT** (you may need to delete this line and add the absence request to another day).
9. Click **MAGNIFYING GLASS** and select appropriate earnings code (i.e. sick, vacation).
10. In the **HOURS** box enter number of hours requested.

11. Click **SUBMIT & CALCULATE**.

What do I do if I receive a call/email from an employee that they are absent for the day and they did not record it in the time off system?

1. Log on <https://portal.adp.com/public/index.htm> or select ADP Portal on the Link.
2. Login in using your username and password (i.e. snelson@whchurch).
NOTE: Make sure **MANAGER** is selected to the left of the left of **HOME** tab.
3. Point to **TIME & ATTENDENCE** and select **TIMECARDS**
4. Click **TIMECARD MANAGER**.
5. Enter employee name and click **FIND**.
6. In the **PAY DATE RANGE**, select **CURRENT PAY PERIOD**.
7. Locate correct date of absence. In the **EARNINGS CODE** box, click on **MAGNIFYING GLASS** and select appropriate earnings code (i.e., sick, vacation, etc.)
8. Click **HOURS** box and enter number of hours requested.
9. Click on the (yellow) notepad and type any desired notes.
10. Click **SUBMIT & CALCULATE**.

How do I view employee's time off that was already approved?

1. Log on <https://portal.adp.com/public/index.htm> or select ADP Portal on the Link.
2. Login in using your username and password (i.e. snelson@whchurch).
NOTE: Make sure **MANAGER** is selected to the left of the left of **HOME** tab.
3. Point to **TIME & ATTENDENCE** and select **MY EMPLOYEES**.
4. Click **ATTENDENCE** tab.
5. Enter employee name and click **FIND**.
6. In **TIME OFF REQUESTS** section, click on **STATUS** drop down list.
7. Select **APPROVED**.
8. Select (blue) **REQUEST NUMBER** to view more detail.

How do I cancel an employee's time-off that was already approved?

1. Log on <https://portal.adp.com/public/index.htm> or select ADP Portal on the Link.
2. Login in using your username and password (i.e. snelson@whchurch).
NOTE: Make sure **MANAGER** is selected to the left of the left of **HOME** tab.
3. Point to **TIME & ATTENDENCE** and select **MY EMPLOYEES**.
4. Click **ATTENDENCE** tab.
5. Enter employee name and click **FIND**.

6. In **TIME OFF REQUESTS** section, click on **STATUS** drop down list.
7. Select **APPROVED**.
8. Under **REQUEST NUMBER** column, click blue **REQUEST NUMBER** to cancel.
9. Click **CANCEL REQUEST**.

NOTE: If you do not see the **CANCEL REQUEST** button, the approved time has passed. Notify the Benefits Director if you need to cancel this request.

How do I check an employee's balance?

1. Log on <https://portal.adp.com/public/index.htm> or select ADP Portal on the Link.
2. Login in using your username and password (i.e. snelson@whchurch).
NOTE: Make sure **MANAGER** is selected to the left of the left of **HOME** tab.
3. Point to **TIME & ATTENDENCE** and select **MY EMPLOYEES**.
4. Click on **BENEFITS** tab.
5. Enter employee name and click **FIND**.
TIP: Remember to subtract **SCHEDULED** hours from **BALANCE** hours for remaining available hours.