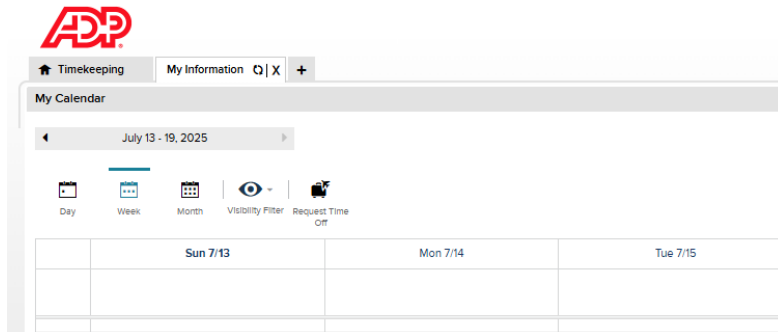


Requesting Time off

- To request a vacation or sick day you will login to ADP and go to My Information



- Click on Request Time off

The 'Request Time Off' modal form is displayed. It includes a 'Type' dropdown set to 'Scheduled Time Off'. Below this is a table with columns: Start date, End date, Pay code, Time Unit, Start time, and Daily Amount. The table contains one row with the following values: Start date: 7/17/2025, End date: 7/17/2025, Pay code: Vac D-N-C OT, Time Unit: Full day, Start time: (empty), and Daily Amount: (empty). Below the table is an 'Accruals on:' field set to 7/17/2025. A table shows accrual and balance information:

Accrual	Balance
Bonus Day	16.0 Hour
Donated Sick	0.0 Hour
Sick	236.23 Hour

Below the table is a 'Note (optional)' field with a placeholder 'Type a note (optional)'. At the bottom right are 'Cancel' and 'Submit' buttons.

- Here you can adjust the dates and the pay code (sick, vacation, etc.)

The 'Request Time Off' modal form is shown with the 'Pay code' dropdown menu open. The dropdown lists several options: Vac D-N-C OT, Bonus Day, BRV D-N-C OT, Conference, Jury D-N-C OT, and Sick D-N-C OT. The 'Accruals on:' field is still set to 7/17/2025. The table below shows the same accrual and balance information as the previous screenshot.

- if only a few hours will be used you will click HOURS, enter the start time and the number of hours

Request Time Off

Type: Scheduled Time Off

	Start date	End date	Pay code	Time Unit	Start time	Daily Amount
+ x	7/17/2025	7/17/2025	Vac D-N-C OT	Hours	2:00PM	3.0

Accruals on: 7/17/2025

Accrual	Balance

- for a half or full day request, no need to enter a start time or hours

Request Time Off

Type: Scheduled Time Off

	Start date	End date	Pay code	Time Unit	Start time	Daily Amount
+ x	7/17/2025	7/17/2025	Vac D-N-C OT	Full day		

Accruals on: 7/17/2025

Accrual	Balance
Bonus Day	16.0 Hour
Donated Sick	0.0 Hour
Sick	236.23 Hour

- once complete click submit and your supervisor will receive an email to approve the request

Request Time Off

Type: Scheduled Time Off

	Start date	End date	Pay code	Time Unit	Start time	Daily Amount
+ x	7/17/2025	7/17/2025	Vac D-N-C OT	Full day		

Accruals on: 7/17/2025

Accrual	Balance
Bonus Day	16.0 Hour
Donated Sick	0.0 Hour
Sick	236.23 Hour

Note (optional)

Type a note (optional)

Cancel Submit