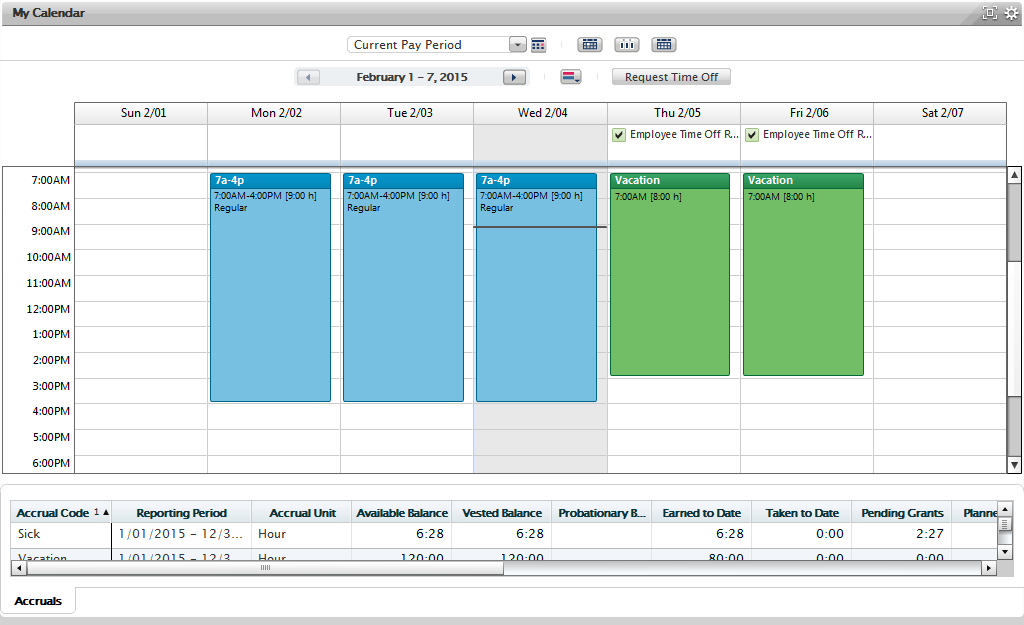
# ADP Time & Attendance: Time-Off Requests

Depending on your organization’s configuration, you may have access to request time off through ADP Time & Attendance. Time-off requests can be configured to require approval by a manager, or be approved automatically.



Let’s take a look at the various tasks associated with time-off requests.

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## Navigate to My Calendar

In the My Calendar widget, you can view your schedule , request time off, and view the status of your time-off reqeusts. Follow the steps below to access the My Calendar widget.

**Starting Point: My Information**

| Step | Action |
| --- | --- |
| 1 | Click the gear icon () and select **Pop-Out**. |
| 2 | Click the resize button () to maximize the My Calendar widget. |
| 3 | Use the My Calendar widget to view your schedule and manage your time-off requests. |

## Submit a Time-Off Request (Hours)

To submit a time-off request to your manager, access the My Calendar widget. If you select the Hours as the duration for your time-off request, you need to enter the start time and length of your time-off request.

**Starting Point: My Information > My Calendar**

| Step | Action | |
| --- | --- | --- |
| 1 | Select the appropriate pay period. | |
| 2 | Click the **Request Time Off** button. | |
| 3 | In the **Request Time Off** window, complete the following:   * In the **Start Date** field, enter the first day of the request. * In the **End Date** field, enter the last day of the request. * In the **Pay Code** field, select the appropriate pay code. * In the **Duration** field, select **Hours**. * In the **Start** **Time** field, enter a start time for the request. * In the **Length** field, enter the length of the request in hours per day. * In the **Notes** field, enter any additional information about this request. |  |
| 4 | Click **Submit**.  The request is sent to your manager for approval. | |

## Submit a Time-Off Request (Half Day or Full Day)

To send a time-off request to your manager, access the My Calendar widget. You can use the half- and full-day durations to replace your scheduled shift.

**Starting Point: My Information > My Calendar**

| Step | Action | |
| --- | --- | --- |
| 1 | Select the appropriate pay period. | |
| 2 | Click the **Request Time Off** button. | |
| 3 | In the **Request Time Off** window, complete the following:   * In the **Start Date** field, enter the first day of the request. * In the **End Date** field, enter the last day of the request. * In the **Pay Code** field, select the appropriate pay code. * In the **Duration** field, select **Full Day**, **1st Half Day**, or **2nd Half Day**. (You are not required to enter a start time or a length of time). * In the **Notes** field, enter any additional information about this request. |  |
| 4 | Click **Submit**.  The request is sent to your manager for approval. | |

### Two Halves Do Not Make a Whole

Scenario: An employee has a shift 8:00 a.m. to 5:00 p.m. with a one-hour meal break. The employee asks for the first half of the day off. He submits a time-off request and receives approval for the first half of his shift off. Then, he decides he would like the whole day off.

He submits a request for the second half of the day. ADP Time & Attendance will act upon the remaining four-hour shift (1:00 p.m. - 5:00 p.m.). Half of that shift is two hours. The employee has from 8:00 a.m. to 12:00 p.m. and from 3:00 p.m. to 5:00 p.m. off.

Best Practice: You will need to cancel the half-day time-off request and resubmit as a full-day time-off request.

## Submit a Time-Off Request with Multiple Time-Off Periods

To send a time-off request with multiple time-off periods to your manager, access the My Calendar widget.

If you request time off around a weekend and you are not regularly scheduled to work weekend days, you will need to submit a request with multiple time periods: one time-off period for the days before the weekend and one time-off period for the days after.

**Starting Point: My Information > My Calendar**

| Step | Action | |
| --- | --- | --- |
| 1 | Select the appropriate pay period. | |
| 2 | Click the **Request Time Off** button. | |
| 3 | In the **Request Time Off** window, complete the following:   * In the **Start Date** field, enter the first day of the request. * In the **End Date** field, enter the last day of the request. * In the **Pay Code** field, select the appropriate pay code. * In the **Duration** field, select **Hours**, **Full Day**, **1st Half Day**, or **2nd Half Day**. * If Hours was selected in the Duration field, enter a start time and a length of time in the appropriate fields. * In the **Notes** field, enter any additional information about this request. |  |
| 4 | To add another time-off period, click **Add Another Time-Off Period**. |  |
| 5 | For the second time-off period, complete the available fields (repeat step 3).It is best practice to use only one pay-code type per time-off request.    **Note:** To remove a time-off period, click the **X** next to the time-off period row. | |
| 6 | Repeat steps 4 and 5 for each additional time-off period. | |
| 7 | Click **Submit**.  The request is sent to your manager for approval. | |

## Retract a Pending Time-Off Request

You can retract the entire time-off request if your manager has not taken action on the request. Let’s take a look at how to retract a time-off request that has not been approved by your manager.

**Starting Point: My Information > My Calendar**

| Step | Action | |
| --- | --- | --- |
| 1 | Point to your pending time-off request and click the arrow. |  |
| 2 | Select **Retract**.  **Note:** To view the specifics for this time-off request, select Details. |  |
| 3 | In the **Retract Time-Off Request** window, confirm the retraction and click **Submit**.  The request is removed from your manager’s view. |  |

## Cancel an Approved Time-Off Request

Let’s take a look at how to cancel a time-off request that has been approved by your manager.

**Starting Point: My Information > My Calendar**

| Step | Action | |
| --- | --- | --- |
| 1 | Point to your approved time-off request and click the arrow. |  |
| 2 | Select **Cancel**.  **Note:** To view the specifics for this time-off request, select Details. |  |
| 3 | The Cancel Time-Off Request window is displayed.  In the **Notes** field, enter any additional information regarding the cancellation. |  |
| 4 | Click **Submit**.  A cancellation time-off request is sent to your manager for approval. | |

## Create a Draft Time-Off Request

Let’s take a look at how to create a draft time-off request.

**Starting Point: My Information > My Calendar**

| Step | Action | |
| --- | --- | --- |
| 1 | Select the appropriate pay period. | |
| 2 | Click the **Request Time Off** button. | |
| 3 | In the **Request Time Off** window, complete the following:   * In the **Start Date** field, enter the first day of the request. * In the **End Date** field, enter the last day of the request. * In the **Pay Code** field, select the appropriate pay code. * In the **Duration** field, select **Hours**, **Full Day**, **1st Half Day**, or **2nd Half Day**. * If Hours was selected in the Duration field, enter a start time and a length of time in the appropriate fields. * In the **Notes** field, enter any additional information about this request. |  |
| 4 | To add another time-off period, click **Add Another Time-Off Period** andcomplete the available fields (repeat step 3). | |
| 5 | Click **Draft**.  The request is saved in your calendar and is not sent to your manager. | |

## Submit a Draft Time-Off Request

Let’s take a look at how submit a draft time-off request.

**Starting Point: My Information > My Calendar**

| Step | Action | |
| --- | --- | --- |
| 1 | Point to your draft time-off request and click the arrow. |  |
| 2 | Select **Submit**.  **Note:** To view the specifics for this time-off request, select Details. |  |
| 3 | In the **Submit Time-Off Request** window, confirm the time-off request and click **Submit**.  The request is sent to your manager for approval. |  |

## Delete a Draft Time-Off Request

Let’s take a look at how to delete a draft time-off request that has not been sent to your manager.

**Starting Point: My Information > My Calendar**

| Step | Action | |
| --- | --- | --- |
| 1 | Point to your draft time-off request and click the arrow. |  |
| 2 | Select **Delete**.  **Note:** To view the specifics for this time-off request, select Details. |  |
| 3 | In the **Delete Time-Off Request** window, confirm the deletion and click **Delete**.  The request is removed from your calendar. |  |

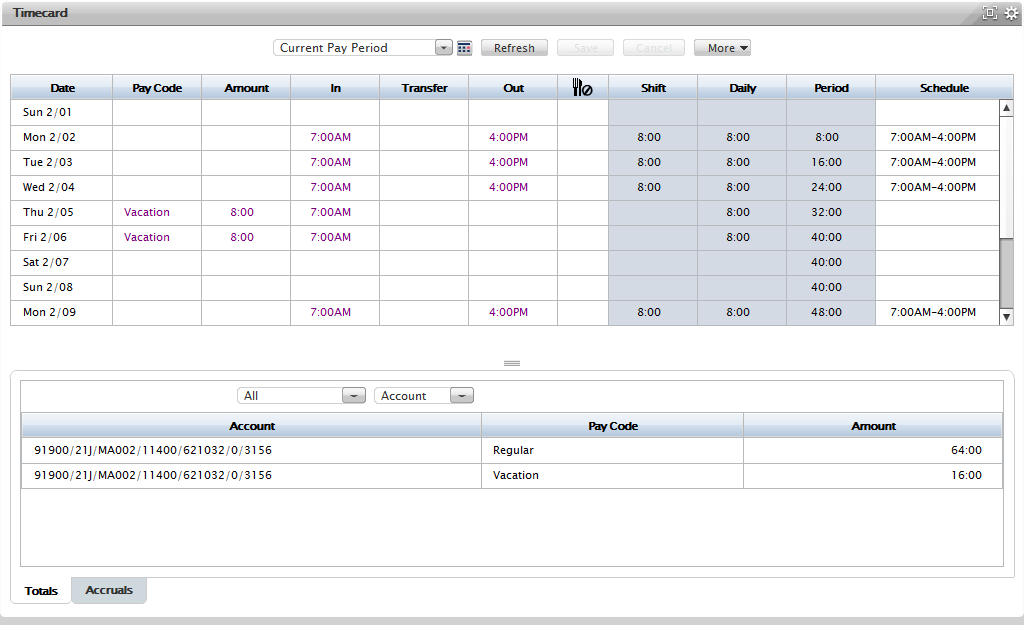
## View the Status of a Time-Off Request

### Notification

Depending on your manager’s action regarding your time-off request, you will receive a notification for the approval, refusal, or retraction of your time-off request. These notifications are displayed in your Inbox. If your manager has put the time-off request in a pending state, you will be notified that the request has been acknowledged, but the final decision has not been made.

### Approved Time Off

If your manager approved your time-off request, the time off is displayed in your timecard.



|  |  |
| --- | --- |
| In addition, your approved time off is displayed on your calendar as blocked time. Status You can view the status of your time-off request in the My Calendar widget. Point to the time-off request status to view the tool tip for more information. | [Hand Cursor Icon](http://www.clipartbest.com/clipart-bRidLX6c9) |

Let’s review the various status indicators available for a time-off request.

|  |  |
| --- | --- |
| Status Indicator | Description |
|  | Your time-off request or your time-off request cancellation is sent to your manager. |
|  | Your manager approved your time-off request or your time-off request cancellation. |
|  | You retracted your pending time-off request. |
|  | You saved your time-off request as a draft. |
|  | Your manager refused your time-off request. |

### Accrual Balances

|  |  |
| --- | --- |
| In the Request Time-Off window, you can view your accrual balances. To view your accrual balances for a different date, update the Accruals On field.  If you try to submit a time-off request and you do not have enough hours in your accrual balance, you will receive an error message. |  |

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